#### SHENANDOAH AREA COUNCIL BSA

#### Youth Protection Training Guide & Booklet

The intent of this booklet is to give leaders, volunteers and Scouts an easy to read guide and resource for information and training on Youth Protection. The BSA and this council are committed to the safety of our youth by training the volunteers and leaders and making the participants and parents more educated and aware of our policies and practices. We believe the YP position statement, listed below, sums up the training booklets objectives.



Youth Protection Begins With You™

#### **Position Statement**

Youth protection can only be achieved through the shared involvement of everyone in Scouting.

#### <u>Program Framework</u>

Youth protection relies upon the shared involvement of everyone in Scouting. This includes volunteers and leaders who create a culture of awareness and safety within their units and councils and ensure their units follow BSA's youth protection policies; parents who monitor and participate in their children's activities and teach them personal safety skills; Scouting professionals who increase the awareness of BSA's youth protection policies, make training available to everyone, encourage all Scouting units to include personal safety awareness education in their programs, and enforce youth protection policies in all council-sponsored activities; and anyone who becomes aware of possible abuse within Scouting who must report any suspicion to the proper authorities for review and investigation.

Youth Protection of the Boy Scouts of America requires sustained vigilance. That is why the BSA has continued to develop and enhance its youth protection efforts as everyone continues to learn more about the dangers and challenges facing youth. The BSA has established a multitiered youth protection approach focused on volunteer screening, education and training for everyone in the program, and clear policies to protect youth. This is how it works:

#### **Adult Volunteers**

#### Step 1

#### **Chartered Organizations Reference Check**

Chartered organizations provide local insight and ongoing supervision. The involvement of local chartered organizations (churches, schools, or civic groups) helps ensure that volunteers are known and trusted in the community.

#### Step 2

#### **Application**

All adults who have been selected as potential leaders of youth by a chartered organization must provide references, past addresses, and other community affiliations, and affirm that they have had no criminal accusations made against them.

#### Step 3

#### **Criminal Background Check**

The BSA requires criminal background checks on all Scout leaders. The background checks are administered by LexisNexis, a nationally respected third party that also provides this service to many local, state, and federal governments; educational institutions; and other nonprofits.

#### Step 4

#### **Ineligible Volunteer File Check**

The BSA's Ineligible Volunteer Files serve as a barrier to entry, preventing those who are believed to be unfit to serve as Scout leaders from joining the organization. An individual may be determined to be unfit for leadership for any reason, regardless of whether the accusations have been proven and whether or not the alleged misconduct happened in Scouting. Applicants are checked against the file, and if an applicant has been determined to be ineligible, they are not permitted to join Scouting.

#### Step 5

#### **Adult Leader Youth Protection Training**

All registered adult volunteers are required to complete the BSA's Youth Protection training every two years. The training is available online 24 hours a day, seven days a week.

#### **BSA LAYERS OF PROTECTION & BARRIERS TO ABUSE**

The BSA has adopted the following policies and procedures for the safety and well-being of its members. They are primarily for the protection of its youth members; however, they also serve to protect adult leaders.

#### **Youth Protection Director**

The BSA has a full-time Youth Protection Director, a recognized expert on child abuse, dedicated to the continued strengthening of Scouting's Youth Protection training programs and policies.

#### **Open Program**

All aspects of the Scouting program are open to observation by parents and leaders. Parents are encouraged to attend all Scouting activities.

#### **Parents and Scouts**

#### **Parental and Scout Youth Protection Education**

Parents and youth are required to review the BSA's Youth Protection materials, available at the front of every handbook, as a joining requirement.

#### **Parental Policy Notification**

Every application for youth membership advises parents about the basic principles of youth protection. Every parent completing a youth membership form acknowledges awareness of the BSA's Youth Protection policies.

#### **Empowerment of Scouts**

Scouts are required to complete Youth Protection training before entering the program and as a requirement for rank advancement. The BSA teaches the "three R's" of youth protection, which convey an important message in a clear manner easily understood by youth members:

- **Recognize** situations that place them at risk, how child molesters operate, and that anyone could be a molester.
- **Resist** unwanted and inappropriate attention. Resistance will stop most attempts at molestation.
- **Report** attempted or actual molestation to a parent or other trusted adult. This prevents further abuse and helps protect other children. Understand that you will not be blamed for what occurred.

**Privacy of youth and adult members** is safeguarded by BSA policy. Adult leaders must respect the privacy of members and protect their own privacy, especially in situations such as changing clothes and taking showers at camp. No youth is permitted to sleep in the tent of an adult other than his or her own parent or guardian.

- Separate accommodations for adults and Scouts required. When camping, no youth is
  permitted to sleep in the tent of an adult other than his or her own parent or guardian.
  Councils are strongly encouraged to have separate shower and latrine facilities for females.
  When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers. Likewise, youth and adults must shower at different times.
- Privacy of youth respected. Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

#### Two - Deep Leadership

Scouting has a strict "two deep" leadership policy, which requires at least two adults supervise all Scouting activities.

- Two-deep leadership on all outings required. Two registered adult leaders, or one registered leader and a parent of a participating Scout or other adult, one of whom must be 21 years of age or older, are required for all trips and outings. There are a few instances, such as patrol activities, when the presence of adult leaders is not required and adult leadership may be limited to training and guidance of the patrol leadership. With the proper training, guidance, and approval by the troop leaders, the patrol can conduct day hikes and service projects. Appropriate adult leadership must be present for all overnight Scouting activities; coed overnight activities even those including parent and child require male and female adult leaders, both of whom must be 21 years of age or older, and one of whom must be a registered member of the BSA. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.
- One on-one contact between adults and youth members prohibited. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.
- Inappropriate use of cameras, imaging, or digital devices prohibited. While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording

- or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants.
- No secret organizations. The Boy Scouts of America does not recognize any secret
  organizations as part of its program. All aspects of the Scouting program are open to
  observation by parents and leaders.
- No hazing. Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.
- **No bullying.** Verbal, physical, and cyber bullying are prohibited in Scouting.
- Youth leadership is monitored by adult leaders. Adult leaders must monitor and guide the leadership techniques used by youth leaders and ensure that BSA policies are followed.
- **Discipline must be constructive**. Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- **Appropriate attire for all activities.** Proper clothing for activities is required. For example, skinny-dipping or revealing bathing suits are not appropriate in Scouting.
- Members are responsible to act according to Scout Oath and Law. All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Scout Law. Physical violence, theft, verbal insults, drugs, and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership.
- Units are responsible to enforce Youth Protection Policies. The head of the chartered
  organization or chartered organization representative and the local council must approve
  the registration of the unit's adult leader. Adult leaders of Scouting units are responsible for
  monitoring the behavior of youth members and interceding when necessary. Parents of
  youth members who misbehave should be informed and asked for assistance.

#### **Mandatory Reporting**

Scouting policies require prompt reporting of any reasonable suspicions of inappropriate conduct with youth to a governmental agency.

#### Shenandoah Area Council, Boy Scouts of America Youth Protection Reporting Procedures for Volunteers

There are two types of Youth Protection—related reporting procedures all volunteers must follow:

 When you witness or suspect any child has been abused or neglected—See "Mandatory Report of Child Abuse" below.

When you witness a violation of the BSA's Youth Protection policies—See "Reporting Violations of BSA Youth Protection Policies" below.

#### **Mandatory Report of Child Abuse**

All persons involved in Scouting shall report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. You may not abdicate this reporting responsibility to any other person.

#### **Steps to Reporting Child Abuse**

- 1. Ensure the child is in a safe environment.
- 2. In cases of child abuse or medical emergencies, call 911 immediately. In addition, if the suspected abuse is in the Scout's home or family, you are required to contact:
  - In Virginia, the Child Abuse and Neglect Hotline at 1-800-552-7096 or,
  - In West Virginia, the Child Abuse and Neglect Hotline at 1-800-352-6513.
  - Hotlines for individual counties within the council are attached.
- 3. Notify the Scout executive or his designee. (See contact names/numbers below.)

#### **Reporting Violations of BSA Youth Protection Policies**

If you think any of the BSA's Youth Protection policies, including those described within **Scouting's Barriers to Abuse** have been violated, you must notify your local council Scout executive or his designee so appropriate action can be taken for the safety of our Scouts.

#### **Assistant Scout Executive**

**Mark Pennington** 

Office: 540-662-2551 540-662-2551 Cell: 540-539-6684 540-539-6684 Email: Mark.Pennington@scouting.org

#### Scout Executive Stuart Williams

Office: 540-662-2551 540-662-2551 Cell: 540-771-0814 540-771-0814 Email: Stuart.Williams@scouting.org

#### District Director Bryan Lloyd

Office: 540-662-2551 540-662-2551 Cell: 540-336-4939 540-336-4939

Email: Bryan.Lloyd@scouting.org

### SHENANDOAH AREA COUNCIL EMERGENCY CONTACT PERSONNEL

In the event of an emergency, dial 911.

Child Abuse Hotline Information Individual County Listings: Virginia

Clarke (540) 955-3700 Frederick (540) 665-5688 Page (540) 778-1053 Rappahannock (540) 675-3313 Shenandoah (540) 459-6226 Warren (540) 635-3430 **West Virginia** Berkeley (304) 267-0100 Jefferson (304) 724-2600 Morgan (304) 258-1350

#### **YOUTH PROTECTION TRAINING & RESOURCES**

Because of the great concern the Boy Scouts of America has about the problem of child abuse in our society, Youth Protection training has been developed to safeguard both our youth and our adult members. This list of published and audiovisual material has been prepared to give professionals and volunteers information on the resources available in educating our membership about child abuse—how to prevent it, how to identify it, and how to respond to it. Youth Protection Training is required for all registered volunteers.

New leaders are required to take Youth Protection Training before they submit their application for registration. The certificate of completion for this training must be submitted to the Shenandoah Area Council office at the time application is made and before volunteer service with youth begins.

Youth Protection Training must be taken every two years. If a volunteer's Youth Protection Training record is not current at the time of re-charter, the volunteer will not be reregistered.

To ensure these policies are fully implemented, please take the following steps: If you have not taken Youth Protection Training within the past two years, please log on to <a href="https://www.myscouting.org">www.myscouting.org</a> and take the training. Be sure to have your member ID number. The number can be found on your Boy Scouts of America membership card. If you do not know your member ID number, contact your unit leader or committee chairman. Your council can also assist you.

If you have taken Youth Protection Training online but did not input your member ID number, please log back on to the Training section of <a href="www.myscouting.org">www.myscouting.org</a> and input your member ID so the training will be linked with your records.

If you have taken Youth Protection Training within the past two years but did not take the course online, log on to <a href="www.myscouting.org">www.myscouting.org</a> to ensure your records are up to date, or contact your council and have them verify that your Youth Protection Training records are accurate.

Youth Protection Training is online at http://www.scouting.org/Training/YouthProtection.aspx. Show videos annually during YP month in April

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep your family safe, see the information available in any of the Cub Scouting or Boy Scouting handbooks, or go to <a href="http://www.scouting.org/Training/YouthProtection.aspx">http://www.scouting.org/Training/YouthProtection.aspx</a>.

Review the complete BSA Youth Protection policy at www.scouting.org/bsayouthprotection.

#### **Adult Materials**

Youth Protection Policies: Training for Volunteer Leaders and Parents—This DVD is a key component of educating our membership and raising society's awareness about child abuse. The facilitator's guide and handout material are available online and should be used in conjunction with the DVD. The guide provides step-by-step instructions to help presenters prepare for and present Youth Protection Training for Leaders and Parents. The DVD may be purchased through the National Distribution Center or online through www.scoutstuff.org. Additional copies of the DVD and written materials may be duplicated locally. Order the Youth Protection Policies: Training for Volunteer Leaders and Parents DVD, 100-023. The facilitators guide and handouts are at scouting.org/filestore/pdf/46-221.pdf

Youth Protection Policies: Training for Adult Venturing Leaders—This is for leaders in the coeducational Venturing program and deals with issues pertinent to young people 14 through 20 years of age.

Order the *Youth Protection Policies: Training for Adult Venturing Leaders* DVD, AV-09DVD33. The training guide is at scouting.org/filestore/pdf/25-026.pdf

#### Parent/Youth Materials

How to Protect Your Children From Child Abuse: A Parent's Guide provides parents and their children with basic information that will increase their awareness of the magnitude of child abuse. The booklet also provides information youth need to assist in their own self-protection. It is included in all Boy Scouts of America handbooks as a special insert. Additional copies may be downloaded and printed at

Cub Scout (English): scouting.org/filestore/pdf/46-014.pdf Cub Scout (Spanish): scouting.org/filestore/pdf/46-073.pdf Boy Scout (English): scouting.org/filestore/pdf/46-015.pdf Boy Scout (Spanish): scouting.org/filestore/pdf/100-015.pdf

#### **Youth Materials**

It Happened to Me is a training program developed for 6- to 9-year-old boys. It is designed to educate this age group on the four rules of personal safety. Use it with the Cub Scout or Learning for Life meeting guide described in the following paragraphs.

The *It Happened to Me* Cub Scout Meeting Guide is a step-by-step guide for using the DVD *It Happened to Me* with Cub Scout packs or dens or elementary school grades one to three. It includes a sample letter to parents, a suggested meeting agenda, and a leaders guide. Pick English or Spanish when downloading.

Order the It Happened to Me DVD, AV-09DVD11A

The It Happened to Me Cub Scout Meeting Guide is at scouting.org/filestore/pdf/46-182.pdf

The Learning for Life *It Happened to Me* Guide is available in English and Spanish at learningforlife.org/pubs/av/46-186/

Three Power Pack Pals comic books regarding youth protection are available through scoutstuff.org/bsasupply/ in both English and Spanish for Cub Scout-age youth:

- Power Pack Pals (English), No. 33980
- Power Pack Pals (Spanish), No. 33979
- Be Safe on the Internet (English), No. 33981
- Be Safe on the Internet (Spanish), No. 34464
- 4 Rules for Personal Safety (English), No. 34750
- 4 Rules for Personal Safety (Spanish), No. 34465

A Time to Tell is a youth protection DVD for youth 10 to 14 years old. It candidly dramatizes the dangers of sexual molestation of adolescent youth, bullying, and Internet safety. It has proven to be a good educational tool for youth. Use it with the troop meeting guide described below. There is also a coed version of this material available for Learning for Life and other coed groups 10 to 14 years of age.

The A Time to Tell Troop Meeting guide is a step-by-step guide for using the DVD A Time to Tell with Boy Scout troops and Webelos dens. It includes a suggested meeting agenda and a leaders guide. Pick English or Spanish when downloading.

Boy Scouting *A Time to Tell* DVD, AV-09DVD04. Learning for Life *A Time to Tell* DVD, AV-09DVD05.

The A Time to Tell Troop Meeting Guide is at scouting.org/filestore/pdf/46-180.pdf
The Learning for Life A Time to Tell Meeting Guide is at www.learningforlife.org/pubs/av/46-180

Youth Protection: Personal Safety Awareness—This DVD is a presentation for any young person 14 through 20 years of age. It is designed to educate this group on such pertinent issues as peer

sexual harassment, acquaintance rape, and Internet safety and stalking. Use it with the meeting guide available at the following Web addresses.

Order the Youth Protection: Personal Safety Awareness DVD, AV-09DVD27.

The Venturing Youth Protection Meeting Guide: Personal Safety Awareness is at scouting.org/filestore/ypt/pdf/25-026.pdf

The Learning for Life Youth Protection Meeting Guide: Personal Safety Awareness is available in English and Spanish at learningforlife.org/pubs/av/46-506

Youth Protection Pocket Cards – These business card-sized pieces, available in English and Spanish, bear the YP emblem and *Scouting's Commitment to Youth Protection* on one side and *Scouting's Barriers to Abuse* and the official brand mark on the other. English = 100-111; Spanish = 100-112.

Even with all the information the BSA provides and the Shenandoah Area Council reviews with its leaders, members and parents, there are still questions with Youth Protection. Our Council has attempted to answer some questions and understands others will arise but will also provide additional information with answers as quickly as possible.

## Q: Does the executive officer (Institutional Head) of a unit need to take Youth Protection training?

A: If the executive officer is not a registered leader, he or she is not required to complete Youth Protection training, although it is strongly recommended. If the executive officer is registered as an adult leader, then he or she must complete Youth Protection training.

### Q: I am a Tiger Cub adult partner and Scout Parent. Do I need to take Youth Protection training?

A: The Tiger Cub adult partner and Scout Parent designations are not registered adult positions; therefore, mandatory Youth Protection training is not required. It is strongly recommended, however, that all adults involved in Scouting take Youth Protection training. All registered adults are *required* to take Youth Protection training.

### Q: I am sure I know all there is to know about youth protection. Can I "test out" by only taking the Youth Protection online quiz?

A: No. You must complete the entire online training in order for your Youth Protection certificate to be valid. This ensures you receive the latest information on BSA Youth Protection.

### Q: Are parents who attend weekly meetings, weekend campouts, or summer resident camp required to take Youth Protection training?

A: Only if they are registered leaders. However, it is highly recommended that any adult participating with your unit activities take Youth Protection training. Having them register as adult leaders is also highly recommended.

#### Q: What is the deadline to meet the new Youth Protection training standard?

A: All registered leaders should take or renew their Youth Protection training so that it is current as of today. A unit will not be able to recharter without its key registered adults being up-to-date on their Youth Protection training. No individual leader will be able to register without being up-to-date on his or her Youth Protection training.

#### Q: Can a council or district organize Youth Protection group training for its adults?

A: Yes. It is encouraged that adults take the training via the online module, but the instructor-led model is still acceptable as long as the most current version of the Youth Protection DVD (Item no. 610327 or 36121) is used and the end-of-course quiz is proctored by the trainer at the end of the training session. **Reminder:** It is critical that training completion certificates be issued after successful completion and that a formal training record roster is submitted to the council registrar so proper credit can be recorded in the profiles of each participant.

#### Q: Why a new training policy on such short notice?

A: Youth safety is the No. 1 concern of the BSA. It is important to implement this training at all levels of the organization. The BSA is always reevaluating and reassessing its policies to ensure the safest youth program and the best training is being offered. The BSA's Youth Protection training has been in existence long enough for it to be understood and accepted as a mandated training for all registered BSA adult leaders.

## Q: The new policy indicates that a Youth Protection certificate of completion must be submitted "at the time of application." What does that mean?

A: A BSA application should only be collected from a prospective leader after they have fully completed the form, attached a copy of their Youth Protection certificate of completion, and submitted that to the Council Service Center.

## Q: Will both the regular and Venturing leader versions of Youth Protection training meet the requirement?

A: Yes, as long as they are using the most current versions of the DVD's for group training. The online version is the preferred method, as it allows for those taking the training to get one-on-one training and take all the time they need for review. The online quiz does not require

printing of any test pages. They are issued an immediate certificate of completion and it allows for the updating of their ScoutNet record.

# Q: Do leaders need to wait until they have final clearance on the background check to meet with youth?

A: No. As long as their application is fully completed, approved, and submitted to the Council Service Center, their fee is paid, and Youth Protection training is certified, they will be able to interact with youth while the Criminal Background Check (CBC) is still pending.

# Q: If a unit's leaders' Youth Protection training is not current, should we not register any new youth to their units until they do so, or will those who are not current be dealt with through the recharter process?

A: This policy does not affect youth registrations. However, if a unit's leadership has not complied with the new Youth Protection standard by the next rechartering period, the unit will NOT be able to complete its registration.

### Q: Will the system be able to handle the overload of people taking training at the last minute?

A: The system platform that houses E-Learning is expected to be able to handle the high volume.

#### Q: Will the new adult applications have this information?

A: Yes. All new applications will reflect these changes.

#### Q: Do merit badge counselors need to take Youth Protection training?

A: Yes. A merit badge counselor is a registered volunteer position.

## Q: If a person is not a registered leader, how can he or she log in and take the Youth Protection training?

A: A person does not have to be a registered volunteer to take Youth Protection training. To take the training, log into myscouting.org and create an account. From the myscouting.org portal, click on E-training and take Youth Protection. Upon completion, print a certificate and submit with a new application or submit to the unit leader for processing at the local council.

### Q: Can units that have some adults that have not completed Youth Protection training be rechartered?

A: In order for a unit to be rechartered, it must have ALL the required positions filled with Youth Protection trained adults. Adults who have not completed Youth Protection training will not be reregistered.

#### Q: Is there a grace period to get all adults trained?

A: No. If a leader's Youth Protection training is not current, the volunteer must take or renew their training immediately. Every effort should be taken so that all adults involved in Scouting have a current certificate of completion of the Youth Protection training.

Q: Does all volunteers mean all volunteers—even board members and council presidents?

A: Yes. The goal is to have all registered volunteers Youth Protection-trained. This is an important statement for us an organization and shows our commitment to the well-being of our youth members.