

ENSURING THE SAFETY AND SECURITY OF BBYO TEENS

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1. Introduction

Nationally, statistics show that one in eight children will be the victim of some type of maltreatment by the time they turn 18. The Adverse Childhood Experiences (ACE) study has proven that exposure to these maltreatments has a direct and lasting negative impact on children throughout their lives. How a community responds to these incidents, and cares for the children in its charge, can be a protective factor against long-term negative outcomes. BBYO is in a unique position to help promulgate best practices on how teens and communities respond to these issues, and to help to protect teens.

BBYO impacts the lives of tens of thousands of teens every year throughout the international Jewish community. By establishing and normalizing responses to teens at risk, BBYO is helping to ensure and committed to providing a safe and secure environment for all its teens. The following policies are intended to keep teens within the BBYO Movement mentally, emotionally, and physically safe.

This protection extends beyond the time a teen spends onsite at a BBYO program. When there is concern of a teen being at risk—whether through suspicion of abuse, a mental health concern, suicidal ideation, or something else—BBYO has a responsibility to act. It is imperative that BBYO personnel make the safety of the teens in their care paramount and respond to possible risk in accordance with local laws and the policies set forth in this document.

These policies are intended to be distributed and apply to all BBYO personnel and programs—BBYO, BBYO Immersives LLC, and BBYO Passport LLC. BBYO recognizes that there are different laws globally concerning the safety and security of teens and that the laws of the given jurisdiction prevail above any other policy.

For any questions regarding this document or its implementation, please contact the Director of Inclusion.

2. Definitions

This document refers to a number of different terms, institutions, and groups of people relevant to BBYO, BBYO Immersives LLC, and BBYO Passport LLC. Some of these terms may be different outside of the United States.

Abuse: The physical or mental injury of a child by a parent or other person who has permanent or temporary care, custody, or responsibility for supervision of the child; or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed. See also: Physical Abuse and Sexual Abuse

Adult: A person who is 18 years of age and older. BBYO program participants are not considered adults; if a person is 18 and engaged in a BBYO program as a participant, they are still subject to BBYO's rules and regulations, same as any other participant.

Advisors: A group of volunteers responsible for aiding chapters and their teens. Advisors play a key role in the success of BBYO by working closely with teens to run strong chapter programs, develop leadership skills, and make their chapters great.

BBYO personnel: All BBYO paid professional staff, advisors, and other volunteers. This includes part-time staff, seasonal staff, and staff that may be paid for by another entity (like a JCC) but whose job it is to represent BBYO and run BBYO activities.

Bullying: Any unwanted, aggressive behavior between or among teens that involves a real or perceived power imbalance.

Child or Children: Anyone under the age of 18, or as otherwise defined in the law of a particular jurisdiction.

Child Abuse: Any act or failure to act on the part of a parent (including legal guardian) or caretaker that results in the death, serious physical or emotional harm, risk of death or serious physical or emotional harm, physical abuse or risk of physical abuse, sexual abuse or exploitation or risk of sexual abuse or exploitation, or neglect of a child. For purposes of this definition, BBYO staff and volunteers should consider themselves to be caretakers of any teen participating in BBYO programming.

Child Protective Services (CPS): The name (in many States in the US) for the governmental agency assigned to investigate allegations of child abuse and neglect and charged with the safety and protection of children. Other names for this body include, but are not limited to, Department of Public Welfare, Department of Children and Family Services, the Children's Aid Society (in Canada), etc.

Civil Authorities: The Department of Social Services or Child Protective Services, law enforcement, State's Attorney's office, and/or Attorney General's Office.

Confidentiality: A set of rules or a promise that limits access or places restrictions on certain types of information. BBYO personnel may only share personal information about a teen on a "need-to-know" basis in accordance with these policies. There is also legal confidentiality, which is classified as communication or information that is disclosed between two parties that is considered confidential and cannot be reported. For more on legal confidentiality please see the term "Privilege" in the BBYO Mandated Reporter Digest.

Emotional Abuse: Emotional or mental injury caused by a parent or caregiver that results in an observable effect on the child's growth, development, or psychological functioning.

Hazing: The imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation.

Law Enforcement (LE): The agency whose job it is to enforce the law and investigate allegations of individuals breaking laws.

Mandated Reporter: Any persons identified by United States and Canadian law who has a duty to report suspected child abuse or neglect. Traditionally these are professionals working with or responsible for the safety and care of children who are required by law to report suspected child abuse and neglect. All BBYO staff, volunteers, and advisors are mandated reporters.

Neglect: The failure to give proper care or attention to a child, including the leaving of a child unattended, where the child's health or welfare is harmed; or when a child is placed in substantial risk of harm by any parent, school employee, service provider, or other person who has permanent or temporary care or custody or responsibility for supervision of the child.

Parent: The term "parent" includes any legal guardian.

Physical Abuse: The physical or mental injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicated that the child's health or welfare is harmed or at substantial risk of being harmed or sexual abuse of a child, whether physical injuries are sustained or not.

Prosecutor: Also known as District Attorney (DA), Assistant State's Attorney (ASA), Crown Attorney, etc.; a lawyer whose job is to conduct the case against a defendant in a criminal court.

Sexual Abuse: Any act that involves sexual molestation or exploitation of a child by an adult (or older child), or by any household or family member. Physical injuries do not need to be sustained and teens are not able to consent.

Sexual Assault: Any involuntary sexual act in which a person is coerced or physically forced to engage against their will, or any non-consensual touching of a person. This may include rape, groping, kissing, etc.

Teen(s) or Teenager(s): Children aged 13 to 18. This term is used to describe the population that BBYO serves.

Teen at risk: Teens who engage in risk-taking behaviors such as alcohol and drug use, bullying, cutting, etc., or who indicate or express that they are struggling with mental illness, suicidality, eating disorders, or any other issues which impact their daily life and functioning.

Volunteer: A person who willingly engages with and/or supervises BBYO teens for no monetary gain. This includes all advisors and anyone else who may have contact with teens during a BBYO sponsored program.

3. Mandated Reporting

Laws in the U.S. and Canada mandate the reporting of suspected child abuse and neglect. Additionally, there are statutes that identify who is a mandated reporter. As teen-serving organizations, BBYO, BBYO Immersives LLC, and BBYO Passport LLC and all personnel are required to report abuse. When making a report of abuse, it is expected that BBYO, BBYO Immersives LLC, and BBYO Passport LLC act in accordance with the law of the state, province, or country in which they are operating.

BBYO, BBYO Immersives LLC, and BBYO Passport LLC consider all personnel to be mandated reporters. All BBYO personnel are required to REPORT OUT to the appropriate civil authorities (Child Protective Services and/or Law Enforcement) and REPORT UP to their regional lead, area director, site director, Wellness Specialist, and/or a passport executive if they have reason to suspect abuse has occurred. For BBYO personnel, simply reporting up to supervisors, does not complete their duty.

Child abuse includes physical abuse, sexual abuse, neglect, emotional abuse, and human trafficking (please see the definitions section above for clarification; if you have questions, please contact your supervisor).

When it comes to allegations of abuse or neglect, it is not BBYO personnel's or the organization's role to determine or investigate whether or not abuse has occurred. BBYO personnel also will not make determinations regarding findings of fact and dictate whether or not an allegation was true or false. The legal responsibility is to report.

A. Good Faith Immunity

BBYO personnel who make a report of abuse or neglect are not subject to a criminal penalty or civil lawsuit of any kind. This also applies to BBYO as an organization. If the report is made in good faith, BBYO cannot be held criminally or civilly liable. (Please see the "BBYO Mandated Reporter Law Digest" for specific information).

If there are questions regarding good faith immunity for countries outside the United States, please consult with your supervisor and/or BBYO legal counsel.

BBYO personnel will not be penalized or fired for making a report of abuse or neglect.

B. Failure to Report Penalty

Almost all the states in the US and all the Canadian provinces have criminal penalties for failure to report abuse and interfering with a report of abuse. The exact criminal and civil penalty may vary by state or province but failing to make a report typically carries a fine and potential jail time. BBYO personnel represent BBYO, BBYO Immersives LLC, and BBYO Passport LLC, and any failure to act or report abuse can result in the personnel or BBYO being held criminally and civilly accountable, a loss of license, and a loss of employment. Please see the "BBYO Mandated Reporter Law Digest" for state-specific information.

If there are questions regarding countries outside the US and penalties for failure to report, please consult with your supervisor and/or BBYO legal counsel.

C. Confidentiality

Providing for the safety and security of teens and reporting abuse means dealing with issues that are sensitive in nature. It is expected that BBYO personnel will treat the teen and the matter at hand with respect and confidentiality. BBYO personnel will not spread rumors or gossip about teens or allegations with other BBYO personnel or teens who do not need to know the information.

4. Child Abuse Reporting Policy and Procedure

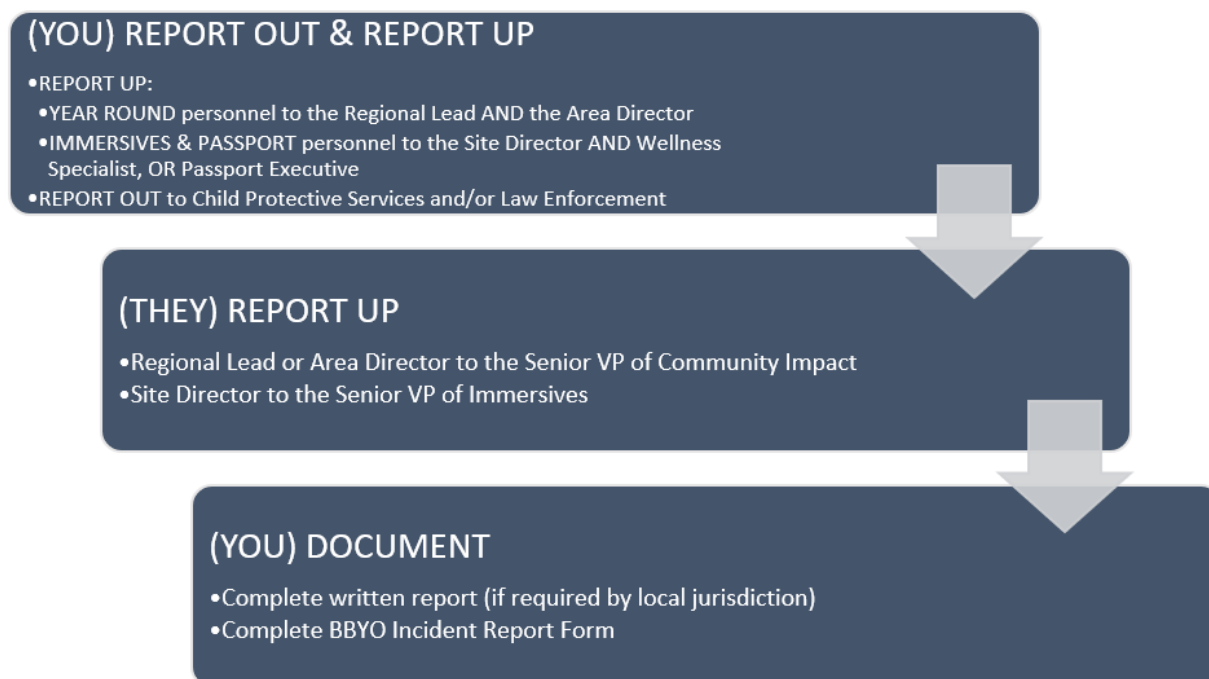
All BBYO personnel must report abuse OUT to civil authorities and UP to the Regional Lead, Area Director, Site Director, Wellness Specialist, or Passport executive when they have reason to suspect abuse or neglect has occurred. Abuse may happen in myriad of locations, including, but not limited to, a child’s home, school, camp, youth movement meeting location, etc. People who can perpetrate abuse include a parent, family member (grandparent, aunt, uncle, brother, sister, cousin, etc.), teacher, counselor, advisor, youth group supervisor, or any other person with permanent or temporary care and custody of a child. BBYO personnel are required to report abuse or neglect that may have occurred in any of the above settings and may have been perpetrated by any of the above people when they have reason to suspect abuse or neglect has occurred.

Both reports must be made. Making a REPORT UP does not alleviate a person of their responsibility to make a REPORT OUT to the authorities, nor does making a REPORT OUT to the authorities alleviate a person of their responsibility to make a REPORT UP. BBYO personnel do not need the approval of a supervisor to make a REPORT OUT; BBYO personnel should always REPORT OUT if they have reason to suspect abuse.

If more information is needed for BBYO’s own internal investigations, this should be done after the allegation has been reported and in consultation with the LE or CPS officials investigating the allegations.

In some cases, verbal reports out to the civil authorities must be followed up with a written report that should be sent to the local CPS and Prosecutor’s Office. See the “BBYO Mandated Reporter Law Digest” for more specific requirements and contact information. BBYO does not have the authority or legal jurisdiction to remove a teen from a parent’s care or to investigate allegations of abuse and neglect. When making a report, all BBYO personnel MUST complete a [BBYO Incident Report Form](#).

BBYO, BBYO Immersives LLC, and BBYO Passport LLC have shortened the reporting chain to ensure that only the people who need to know of the situation are informed and teens do not have their personnel information shared unnecessarily. Due to changes in personnel structure throughout the year, the reporting chain may vary slightly. Overall, the process is as follows:



The number of positions and levels of leadership vary based on region. Your first contact should always be your direct supervisor. If you are uncomfortable reporting up to your direct supervisor, or the allegations involve a direct supervisor, you should REPORT UP to the person above them.

The Senior VP of Community Impact OR the Senior VP of Immersives will contact executive management personnel as needed to determine appropriate next steps and alert them to the situation.

5. Teens at Risk Reporting Policy and Procedure

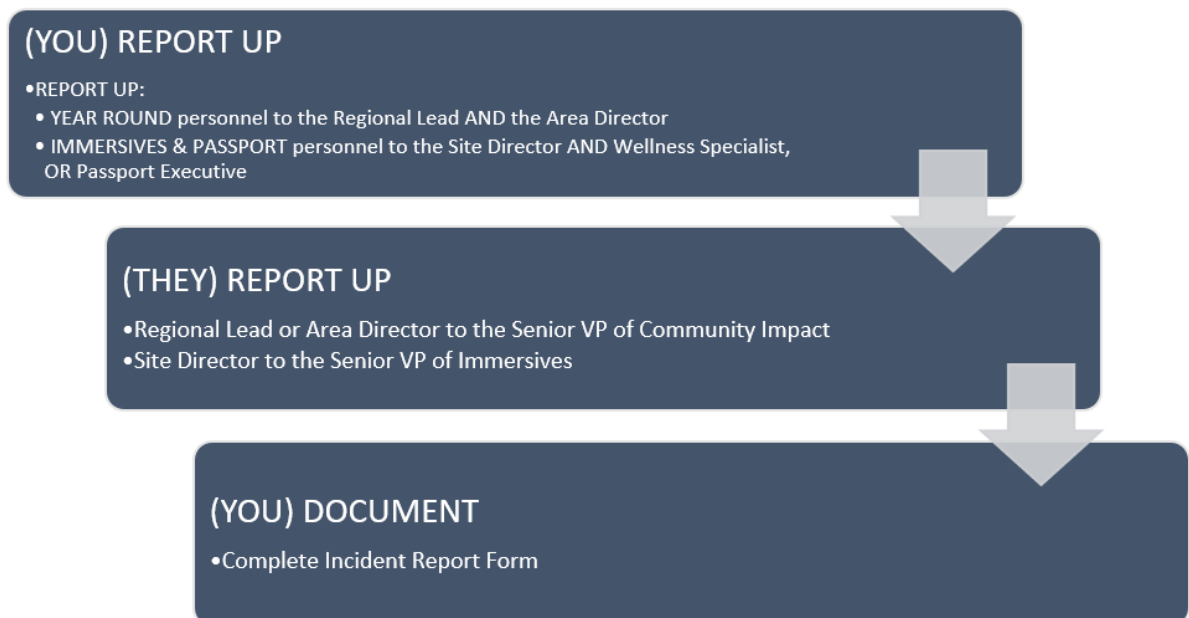
The teenage years are a particularly vulnerable time in life. Teens are undergoing significant biological, physical, and emotional changes that directly impact how they interact with the world around them. Regardless of one's role at BBYO, all BBYO personnel are responsible for shaping the futures of teens and the Movement.

BBYO regularly deals with challenges surrounding teen mental health, suicide, bullying, drugs and alcohol, and inclusion. It is the goal of BBYO to deal with all of these issues immediately and sensitively. At all times, BBYO expects all personnel to first and foremost respond to the incident at hand in order to keep teens safe. Mental health professionals are specially trained and BBYO personnel are not expected to act in that capacity. As appropriate, they or their supervisors should seek expert help.

These are steps that BBYO personnel can take to ensure the safety of teens, and respond to the situation at hand (every step may not be necessary in every situation):

- Gain more information from the teen(s);
- Contact parent(s) UNLESS there is a concern for the teen's safety by including the parent;
- Ensure teen's safety and well-being and act in accordance with plans put in place by teen's parents and other professionals;
- REPORT UP to the Regional Lead, Area Director, Site Director, Wellness Specialist, and/or Passport executive;
- Complete a BBYO Incident Report Form;
- Continue to observe/monitor the teen's behavior

BBYO personnel cannot promise a teen that information will not be shared with parents. If there is a concern about a teen's mental, physical, or emotional safety, a REPORT UP must be made and parents may be contacted. Due to changes in personnel structure throughout the year, the reporting chain may vary slightly. Overall, the process looks as follows:



In handling any issue of teen safety, it is expected that BBYO personnel will treat the teen and the matter at hand with respect and confidentiality.

It is important to note that there may be an incident or concern that is not specifically addressed in BBYO's policy. In these cases, it is important that BBYO personnel consult with their Regional Lead, Area Director, Site Director, Wellness Specialist, and/or Passport executive to decide how best to keep the teen safe. An Incident Report Form must also be filled out, and the information should be brought to the attention of BBYO leadership, so that appropriate policies can be constructed and added.

If issues arise of teens violating the BBYO Code of Conduct, BBYO personnel should consult the Code for the appropriate discipline action and communicate with their Regional Lead, Area Director, Site Director, Wellness Specialist, and/or Passport executive.

A. Mental Health

Any teen who has recently been hospitalized or is receiving intensive mental health care, must have their participation in BBYO overnight programming cleared by the Director of Inclusion. The following may be needed by the Director of Inclusion for the teen to participate:

- Note from the teen's physician or mental health professional noting current mental state and ability to participate while recognizing the stress of a convention or overnight program;
- Safety Plan;
- Conversation with the family, regional staff, and the teen.

The ability to participate in overnight programming is at the discretion of BBYO personnel. BBYO personnel may require another adult or caregiver to attend with the teen to ensure their safety. A BBYO Incident Report Form should be filled out documenting the decision and any communications or information shared with the Director of Inclusion or regional staff about a teen's fitness to participate in overnight events following a hospitalization.

B. Suicidal Ideation/Thought

Suicide is the second-leading cause of death among people ages 10 to 34. A teen who is expressing that they are thinking about hurting themselves should be taken seriously. Suicidal ideation/thought is defined as thinking about killing oneself or expressing a plan/desire to kill oneself. BBYO personnel should never leave a teen who is expressing suicidal thought alone. BBYO personnel who have ANY concerns or information that a teen may be having suicidal thoughts MUST immediately contact a Regional Lead, an Area Director, a Wellness Specialist, or a Site Director. It is not the role of BBYO personnel to determine if a plan or threat is credible, they must pass this information to a Regional Lead or Wellness Specialist and the Regional Lead or Wellness Specialist will then consult with a mental health provider or crisis hotline and the teen's parent(s) will be contacted.

A teen who reports feeling suicidal or is suspected of having suicidal thoughts must be shadowed at all times until a safety plan can be made and the teen is either transported and admitted to the hospital or is placed in the care of their parents. If the teen is involved in an international program or must travel to get home, BBYO will arrange for the safest way for the teen to travel home and contract with the teen to travel without incident of self-harm.

If needed, the Senior VP of Community Impact or the Senior VP of Immersives will be contacted. The Regional Lead OR Wellness Specialist will contact the teen's parent(s) and make and implement a plan for the teen's safety. Finally, a BBYO Incident Report Form will be filled out.

C. Substance Abuse

Teens are prohibited from using E-cigarettes, Juuls, and tobacco products while participating in a BBYO program. BBYO personnel who are made aware of teens abusing substances during a BBYO sanctioned and sponsored event must immediately check on the safety of the teen participant. BBYO personnel should also notify their supervisor and consult the Code of Conduct. In these incidents, it is the role and responsibility of the supervisor to contact and communicate with the teen's parents.

According to the United States Controlled Substances Act of 1970, marijuana is considered as a Schedule 1 drug. Despite it being legal in several states across the US, any use of marijuana during any BBYO, BBYO Immersive, or BBYO Passport program is not allowed by BBYO teens. Use of marijuana or any other drugs will result in immediate removal from the current program and/or suspension from participation in future BBYO activities. Any questions about this policy should be addressed with the Senior VP of Community Impact or the Senior VP of Immersives.

D. Sexual Contact

BBYO programs are not the place for intimate contact, sex, or sexual experimentation. If it is brought to the attention of BBYO personnel that BBYO participants have engaged in inappropriate physical contact during a BBYO program, BBYO personnel will take action. The teens will be subject to possible disciplinary action as dictated by the BBYO Code of Conduct and supervisors should be consulted.

If it is brought to the attention of BBYO staff that there was sexual contact that was NOT consensual, BBYO will first take action to ensure the mental, emotional, and physical safety of the teen. They will then help the teen to take the next steps that feel the most comfortable and appropriate for them, potentially including but not limited to contacting parents, law enforcement, or additional support agencies. If the sexual contact is between a teen and a BBYO staff member, advisor, volunteer, or other adult this is child abuse and must be reported to the civil authorities.

Alephs are not permitted in the sleeping areas of BBGs and BBGs are not permitted to be in the sleeping area of Alephs. Any sexual activity or intimate contact among teens is never permissible in a sleeping area, living area, program space, or public space. All teens are expected to sleep in their assigned living spaces unless otherwise authorized by BBYO personnel.

E. Teen-on-Teen Bullying and Hazing

Bullying and hazing are prohibited at all BBYO programming. These activities run in direct opposition to BBYO's principles and goals, and have no place within BBYO-sanctioned activities. Therefore, it is the responsibility of all BBYO personnel that when they notice bullying dynamics within their groups to address these issues and attempt to deflate these situations. If an incidence of bullying or hazing occurs during a BBYO event and/or is brought to the attention of BBYO personnel, BBYO personnel must take action in accordance with the BBYO Code of Conduct.

If the bullying has occurred on social media or otherwise digitally and is brought to the attention of BBYO personnel, action will be taken. BBYO personnel will use the information at hand (screen shots, teen testimony, etc.) to better understand what has occurred and take the appropriate steps to ensure the emotional, mental, and physical well-being of all teens involved.

If BBYO personnel are being made aware of bullying occurring outside of BBYO, it is the responsibility of personnel to liaise with parents, schools, or other caregivers in a teen's life to ensure the safety and well-being of the teen.

F. Accomodation and Inclusion

BBYO strives to include all people and make reasonable accomodations for teen participants. BBYO personnel who need assitance should reach out to the Director of Inclusion.

Teens will be assigned sleeping rooms with the gender with which they identify. BBYO will request permission from both teens and their guardians that they consent to rooming with a gender non-binary, gender non-conforming, or transitioning teen. Teens will be given a private area to change and can use it if they are so inclined. Questions about this policy or its implimentation can be addressed with the Director of Inclusion.

6. Communicating with a Teen

Some teens who are struggling or who are victims of abuse may tell a trusted adult what is happening, while others may display concerning behaviors (cutting, disengaging from peers and friends, significant and sudden changes in mood or affect, or more), or a parent may tell an advisor or staff member about something that is happening with their teen. In all these instances, it is important that personnel know how to appropriately respond to teens, and REPORT UP and REPORT OUT if necessary.

If you have concerns about a teen, it is okay to tell them that and ask questions. Here are some guidelines to keep in mind when talking with them:

- Listen, let the teen talk (you might get all you need).
- Let the teen guide the conversation. Do not supply words, diagnoses, or acts for the child, or ask questions that assume details.
- Ask open-ended questions: “Tell me more about that.” “When you say X, what does that mean to you?” “What happened?”
- Keep questions simple.
- Recognize this may be difficult for the teen, and they might not be ready to tell you everything.
- Remember that it’s not your job to investigate.
- Also, if the teen is comfortable, it can be helpful to have another adult in the conversation to listen and help understand what might be happening with the teen.

Remember if you have concern or suspicion that a teen has been abused, you do not need proof. You must REPORT UP and OUT when you suspect abuse has occurred.

7. Documentation

BBYO personnel are required to fill out an [Incident Report Form](#) for any REPORT OUT made to the civil authorities. When completing the Incident Report Form, BBYO personnel should include enough information so that a reader can understand the issue as it arose, the actions that BBYO took, who was consulted, and what decisions were made.

Any personnel who observes concerning behavior by a teen that does not warrant a report out must still REPORT UP and complete BBYO Incident Report Form. This helps BBYO better ensure teen safety; the process of documentation lays the groundwork for possible realization of patterns or signs and symptoms of abuse. It also creates a record of any and all actions taken to help protect and work with the children in their care. BBYO personnel must document all concerning behaviors, teens at risk, and reports of trauma, crisis, and abuse or neglect.

All of these documents are securely stored and archived on a shared drive.

8. Ensuring Safe Environments

BBYO is committed to ensuring an emotionally, mentally, and physically safe and respectful environment for our teens. An important part of that commitment includes being aware of the visibility of spaces and eliminating the availability for unsupervised interactions. BBYO personnel will limit one-to-one interactions with teens whenever possible, and when unavoidable, one-to-one interactions will be conducted in open, observable, and interruptible spaces. BBYO personnel will never be alone with a teen behind a closed door or in a space where no one else can see or intervene. BBYO personnel are expected to always conduct their interactions with teens in connection with their role as a mentor and adult. They should consider how interactions may be perceived by others and conduct themselves accordingly.

When evaluating program spaces, BBYO personnel are required to consider the following:

- Space is open and visible;
- Doors have windows;
- Blinds remain open at all times (except during lockdown);
- Hotel rooms, bathrooms, and/or locker rooms provide privacy, while allowing for adult supervision;
- Any space that is not visible should not be used for one-on-one, teen-to-teen, or teen-to-BBYO personnel interaction.

9. BBYO Personnel Expectations

Any incidents or issues involving BBYO personnel should be immediately reported to the BBYO Talent Team.

A. Obligations and Expectations

All BBYO personnel are required to be aware of the policies in place regarding abuse and neglect, reporting procedures, and the procedure for allegations involving BBYO personnel. BBYO personnel are expected to be role models to the teens with whom they work and are required to act as professional representatives of a youth-serving organization. Additionally, BBYO personnel should be aware that whenever they are working a convention or overnight program with teens, they are always on call and professionally responsible.

BBYO recognizes that BBYO personnel may be interacting with teens on social media and in informal social settings as part of their job. BBYO personnel should monitor what they share on all social media and how they communicate with BBYO teens. BBYO professionals will not share personal information or inappropriate content with teens on social media. No personal information about teens should ever be shared on social media or with anyone outside of BBYO. If there is a concern about specific personnel and their interactions with participants, this should be noted to a supervisor and will be addressed immediately. BBYO has the right to, and will as it deems necessary, monitor the social media activity of all BBYO personnel.

B. Relationships with Participants

BBYO personnel should not have any intimate interaction or contact with teens. BBYO personnel should be professional in their in-person and online interactions to maintain appropriate boundaries and relationships with teens. BBYO personnel are required to act and conduct their relationships with teenagers by the guidelines that BBYO sets out in their job descriptions and the BBYO Code of Conduct.

BBYO personnel are prohibited from engaging in a romantic or flirtatious relationship with any BBYO participants. This policy also extends to communication or activities which occur outside of BBYO programmatic activities. Additionally, teens aged 18 who are participants in any BBYO program are not to engage with BBYO personnel in any type of relationship that is outside the boundaries of the normal participant-personnel relationship. Violation of this will result in a review of the personnel's standing in the organization and possible termination.

Inappropriate Behavior

It is important to note that 90 percent of victims know their abusers. Many abusers will spend time gaining the trust of their victims, the community, and family to gain access to the teen and slowly erode boundaries. Although some of these behaviors may not rise to the level of a suspicion of abuse, it is important that BBYO personnel are aware of these behaviors. Some examples of grooming or inappropriate boundaries with teens may include:

- Asks teen to keep secrets from a parent or caregiver
- Gives preferential treatment to certain teens
- Looks for opportunity to be alone with teens
- Ignores teen's verbal/physical cues
- Confers adult privileges to teen
- Starts/engages in inappropriate discussions
- Inappropriately touches teens (massages, long hugs, etc.)
- Violates teen's privacy
- Texting teen for non-BBYO reasons

If BBYO personnel see any of these behaviors with teens they must REPORT UP to a supervisor.

C. Training

BBYO provides training on safety and security of teens no less than annually. All BBYO personnel are required to take the training. The failure of any BBYO personnel to take any required training is grounds for immediate termination.

All BBYO personnel must complete training on the following topics:

- Responsibility as a mandated reporter
- Process for making a report of abuse or neglect
- Process for reporting concerning behaviors
- How to report abuse and neglect
- BBYO's reporting policy
- Signs and symptoms of abuse
- Ramifications for failure to report
- Protections under the law for reporting
- Proper conduct and interaction with children
- Protections for employees
- Documentation
- Confidentiality

BBYO personnel are required to provide training completion certificates to the Talent Team, who will retain this information in the employment files.

D. Background Checks and Reporting of Allegations

BBYO conducts a criminal background check on all BBYO personnel at the commencement of employment or association and no less than annually thereafter, as authorized or permitted by applicable law. All BBYO personnel are required to notify the Chief People Officer of: (1) any allegation of a criminal nature made against such BBYO personnel while in BBYO's service (regardless of whether such allegation is false, fraudulent, or malicious); and (2) any facts or circumstances of which such BBYO personnel becomes aware that could give rise to an allegation of a criminal nature.

10. Parent Expectations

BBYO recognizes the rights of parents to know what is going on with their teens. BBYO will provide parents information on BBYO's policies and guidelines for dealing with teens. In the event that their teen is in need of additional support, parents will be contacted and consulted on how best to help their teen. If there is a concern that a parent is hurting their teen, communication will be with the non-offending caregiver and the appropriate authorities will be contacted.

Parents are required to provide BBYO with contact information, as well as any information which may impact a child's safety and security while they are engaged in a BBYO program.