


ALSTON WILKES SOCIETY High Management Rehabilitative Services Policy and Procedures	Policy Number F104	Pages 2
	Related COA Standards: GLS 3.06 Related PREA Standards: 115.361	
Chapter: Administration and Management	Subject: Reporting Abuse, Neglect, & Exploitation	
Approved By:  S. Anne Walker, Executive Director	Effective Date: May 2008 Revised Date: September 1, 2013	

- I. **POLICY:** All AWS staff, interns, and volunteers are mandated by state law to report any suspected abuse, neglect or exploitation of youth in AWS' care. Youth being served will be informed that all staff, interns, and volunteers are mandated reporters of child abuse, neglect, and exploitation.

Definitions of Abuse, Neglect, and Exploitation:

Abuse is defined as any physical or mental harm or injury or the threat of such injury to youth being served by any AWS staff, intern, or volunteer.

Physical Abuse is defined as an intentional assault upon a youth, whether or not the assault causes injury. This includes but is not limited to:

- Slapping, hitting, kicking, shaking, biting, pinching, pulling hair, throwing objects, spanking, corporal punishment
- Provoking, directing, encouraging, condoning or allowing youth in care to discipline or abuse one another
- Using medication (outside the standard prescribed medical practice) for the purpose of controlling behavior

Emotional, Mental, or Psychological Abuse is defined as:

- Intentionally subjecting a youth to inhumane or unconscionable conditions or acts that cause fear or other forms of emotional stress
- Subjecting youth in care to degrading, harassing, or dehumanizing conditions
- Unreasonable confinement or restraints

Sexual Abuse includes touching (either directly or through the clothing) of the genitalia, anus, groin, breasts, inner thigh, or buttocks without the person's consent; penetration of someone without their consent; and coercion of sexual contact/penetration by threats of violence or of someone who is unable to

consent or refuse. In the case of Staff-on-Client sexual abuse, even if the client consents, it is still considered sexual abuse.

Sexual Harassment is repeated and unwelcome sexual advances, requests for sexual favors, verbal comments, or gestures or actions of a derogatory or offensive sexual nature by someone directed toward another.

Indecent Exposure is the display by a staff member of his or her uncovered genitalia, buttocks, or breasts in the presence of a client.

Voyeurism is an invasion of a client's privacy by staff for reasons unrelated to official duties or when otherwise not necessary for safety and security reasons, such as peering at a client who is using a toilet in an area observable by staff, requiring a client to expose his or her buttocks, genitals, or breasts, or taking images of all or part of a client's naked body or a client performing bodily functions and distributing or publishing them.

Neglect is defined as the failure to provide basic needs, such as food, clothing, shelter, health care or adequate supervision, and the failure results in risk to the safety of youth served by AWS.

Exploitation is defined as the improper use or manipulation of youth in care or taking advantage of youth for profit or advantage by staff, interns, or volunteers.

- II. Procedures: AWS staff, interns, and volunteers are mandated to report any suspected abuse, neglect, or exploitation in accordance with state law. Failure to report may result in termination.

AWS staff must immediately notify their supervisor to report any suspected abuse, neglect, or exploitation of youth being served. The staff or supervisor must file a report with the appropriate child protection agency within 24 hours or the next business day.

AWS interns and volunteers must immediately report any suspected abuse, neglect, or exploitation to the Facility Director.

All abuse reports will be documented in the youth's case record.

Abuse, neglect, or exploitation is strictly prohibited. Staff and volunteers who are found to be guilty of abuse, neglect, or exploitation (following an investigation by the appropriate child protection agency) of any youth being served by the agency will be terminated.