



Provision 4F - Volunteers and College Interns

Effective 07-02-2003

Revised 05-10-2017

A volunteers or college intern shall notify the agency within twenty-four (24) hours of any charge of any criminal offense that is brought against them.

1. Failure to notify the agency within twenty-four hours of any charge of any of the crimes listed in the Administrative Code shall result in immediate dismissal from the agency;
2. If the charges result in a conviction, the volunteer or intern shall notify the agency within twenty-four hours of the conviction. Failure to notify the agency of a conviction of any criminal offense shall result in the volunteer or intern's immediate dismissal;
3. Conviction of any of the crimes listed in the Administrative Code while in the employ of the agency shall result in immediate dismissal from the agency.

Provision 4G -Sexual Harassment Policy

Effective Date 03-29-2007

Revised 05-10-2017

Isaiah's Place is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. Sexual harassment is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to their supervisor. If the supervisor is unavailable or the associate feels it would be inappropriate to contact that person, the employee should immediately contact another supervisor or member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the director of Isaiah's Place or another member of management who will handle the matter in a timely and confidential matter. All complaints will be thoroughly investigated.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including immediate termination of employment.

Provision 5C - Civil Rights of Children

Effective Date: 07-02-2003

Revised 05-10-2017

The agency shall ensure that the civil rights of all children placed with the agency including, but not limited to, teenage mothers, are not infringed. In order to ensure this protection to all children, including but not limited to teenage mothers, the agency will inform the child's custodial agency if it is informed that the child feels that his or her civil rights have been violated and ask that agency to proceed accordingly.

For each child placed with the agency, the following rights shall in no way be violated:

1. Protection against unlawful discrimination on the basis of race, color, religion, disability, age, gender and national origin.
2. The right to enjoy freedom of thought, conscience, and religion; or to abstain from the practice of religion
3. The right to reasonable enjoyment of privacy;
4. The right to have his or her opinions heard and be included, to the greatest extent possible, when any decisions are being made affecting his or her life;
5. The right to receive appropriate and reasonable adult guidance, support and supervision;
6. The right to be free from physical abuse and inhumane treatment;
7. The right to be protected from all forms of sexual exploitation;
8. The right to receive adequate and appropriate medical care;
9. The right to receive adequate and appropriate food, clothing, and housing.
10. The right to his own money and personal property in accordance with the child's service or case plan;
11. The right to live in clean, safe surroundings;
12. The right to participate in an appropriate educational program;
13. The right to communicate with family, friends and "significant others" from whom he is living apart, in accordance with the child's service or case plan;
14. The right to be taught to fulfill appropriate responsibilities to himself and to others.
15. Opportunities to develop emotionally, socially, physically, educationally, and spiritually in a nurturing environment.
16. Information about the reasons for their placement and help in developing an explanation of their situation to others without unnecessary erosion of self esteem.
17. Help in dealing with the effects of separation, counseling.
18. Adequate care and supervision.
19. Regular/emergency contact with caseworker and other persons providing service.

Provision 5G - Disciplinary Policy

Effective 07-02-2003

Revised 05-10-2017

In accordance with Ohio Administrative Code, no child shall be disciplined through use of restraints. Isaiah's Place is a no restraint agency and parents are trained in de-escalation techniques. Other methods of discipline such as time out, grounding, or taking away of privileges may be used. In no circumstance shall corporal punishment be used to discipline a child. In all instances, chemical and mechanical restraints shall be prohibited as a means for disciplining a child in care.

In accordance with Administrative Code a foster caregiver shall:

1. Treat each foster child with kindness, consistency, and respect.
2. In no way discriminate in providing care and supervision to foster children on the basis of age, race, sex, religion, color, or national origin.
3. Provide humane, instructive discipline appropriate to the age and functioning level of a foster child;
4. Disciplinary methods shall stress praise and encouragement for desired behavior rather than punishment;
All rules and expectations made by a foster caregiver shall be explained to a foster child in a manner appropriate to the child's age and understanding during the child's initial orientation and prior to any disciplinary action for violations of such rules;
5. A foster child shall not be punished for actions over which the child has no control;
6. A foster child shall not be punished for bed-wetting or in the course of toilet training activities;
7. A foster caregiver shall not subject a foster child to verbal abuse or swearing; to derogatory remarks about foster children, their families, their races, their religion, their sex, their color or their national origin; or to threats of physical violence or removal from the foster home.
8. A foster caregiver shall not use any of the following practices for a foster child:
 1. Physical hitting or any type of physical punishment inflicted in any manner upon the body such as spanking, paddling, punching, shaking, biting, hair pulling, pinching, or rough handling.
 2. Physically strenuous work or exercises, when used as a means of punishment.
 3. Requiring or forcing a foster child to take an uncomfortable position, such as squatting or bending, or requiring a foster child to repeat physical movements when used as a means of punishment.
 4. Denial of social or recreational activities for excessive or prolonged periods of time, as defined by the agency as follows:
 - a) Age 0-2 years - more than 5 minutes.
 - b) Age 2-5 years - more than 15 minutes.
 - c) Age 5-10 years - more than one day.

d) Age 10-14 years - more than 3 days.

e) Age 15-21 years - more than 7 days.

5. Denial of social or casework services, medical treatment, or educational services.
6. Deprivation of meals.
7. Denial of visitation or communication rights with the family of the foster child as a means of punishment.
8. Denial of sleep.
 9. Denial of shelter, clothing, bedding or restroom facilities.
9. Physical restraint of a foster child is prohibited.
10. A foster caregiver shall not use any form of chemical or mechanical restraint on a foster child.
 11. Any act of omission or commission by a foster caregiver or other member of the household which results in the death, injury, illness, abuse, neglect or exploitation of a foster child shall be grounds for the denial or revocation of a family foster home certificate. This may be a recommendation of the agency supervising a family foster home or ODJFS.
 12. A foster caregiver shall not use any device to prevent or restrict movement as punishment or for staff convenience.

In accordance with OAC, Isaiah's Place makes every effort to maintain children in placement until they are ready to be discharged for the purpose of adoption, reunification, relative placement, emancipation, or a more suitable placement, such as a group home or institution.

Exceptions to this would be when a child exhibits behavior that is, or could potentially be, dangerous to him or herself or others.

Our procedure for handling this type of situation would be to initially ensure the health and safety of the child and/or others. This may warrant our contacting the local law enforcement agency, the local fire department, a mental health facility, and/or a local hospital. Then we would contact the custodial agency to discuss the situation, and why it warrants an immediate discharge

I have read the above policies and agree to abide. If I do not abide, I understand I will immediately be dismissed from the Agency's volunteer program.

Printed Name of Volunteer Applicant

Signature of Volunteer Applicant

Date