



# Introduction to The Sword Conservatory's Conduct Risk Management Program For Parents, Students and Volunteers

Our organization has adopted a Conduct Risk Management Program with a particular emphasis on Child Abuse/Molestation, in order to comply with the *Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017* ('Safe Sport Act'), which compels organizations such as us to adopt measures which prevent abuse / molestation from occurring. Certain elements of this program are being communicated to parents, adult students, and prospective volunteers in order to enhance education and to help to create an environment that is hostile to abusers.

The basic elements of this program are outlined below. This is a simplified and summarized overview of the program policy and is not intended to replace the full policy.

The full Program document is available at <https://swordconservatory.org>.

**Parents:** Please discuss the contents of this document and/or the full Program document with your child in a way that you feel is appropriate for your child.

**Adult Students, Volunteers, and Prospective Volunteers:** Please read and understand the full policy document so that you can help us protect the youth who are in, or interact with, our organization.

## Scope

1. The Conduct Risk Management Program prohibits the following whether it takes place in person or via electronic communication: Sexual misconduct of any form, including physical, verbal, and non-verbal interactions; Physical abuse; Emotional abuse; Bullying; Harassment; Hazing.

## Prevention

2. Two-Deep Leadership: Two adults should be present at all times so that a minor Student cannot be isolated one-on-one. We need parents' help to achieve this. Please remain in/near the classroom if at all possible. If Two-Deep Leadership is not achieved for a particular class, the Instructor may cancel class.
3. Open Door Policy: Doors to classrooms must be safely propped open and visibility into the classroom should be maximized as much as is practical. I.e. blinds open.
4. Individual Meetings: When an individual meeting is necessary, it should occur when others are present. Where possible, in a publicly visible and open area, such as in the lobby of a building.
5. No Dating: Volunteers shall not supervise a Participant with whom the Volunteer has a consensual romantic or sexual relationship.

6. Socializing: Adult Volunteers should avoid socializing with unrelated minor Participants outside of classes and events; including on social media (outside of the Organization's official social media account).

### **Events**

7. At Events, only approved Volunteers are allowed within the Organization's Area.
8. While Minor Volunteers are welcome (and encouraged) to participate in Events, the Organization does not provide chaperones and does not take responsibility for minors.
9. Parents/guardians who want their children to volunteer at Events must either attend as Volunteers, or designate another adult Volunteer as responsible for their volunteer children.

### **Volunteers**

10. All Volunteers must go through an application process.
11. All Volunteers who come into regular contact with minors (e.g. Instructors, Assistant Instructors, event assistants) must
  - a. Undergo a successful background check, which is re-run every two years.
  - b. Complete abuse awareness training, and repeat it every two years.
  - c. Review and agree to TSC's Conduct Risk Management policy, and repeat every two years.
  - d. Review and agree to TSC's Volunteer Handbook, and repeat every two years.
12. The abuse awareness training will educate all Volunteers on examples of child abuse/molestation, warning signs, and how to deal with allegations of child abuse/molestation.

### **Governance & Reporting**

13. Any adult Volunteer who has a reasonable suspicion of child sexual abuse or child physical abuse, whether committed by a Volunteer, Student, or Public Participant, must within 24 hours 1) notify law enforcement authorities as required by state and federal law; and 2) notify the Conduct Officer or a Board member.
14. Students and parents are also encouraged to report any reasonable suspicions of child sexual and child physical abuse to the Conduct Officer or a Board member.
15. TSC's Conduct Officer is responsible for overseeing the Conduct Risk Management Program and is a primary point of contact for reporting suspected abuse.
16. Suspected abuse may be reported to
  - a. The Conduct Officer at [conduct@swordconservatory.org](mailto:conduct@swordconservatory.org)
  - b. The Board of Directors at [board@swordconservatory.org](mailto:board@swordconservatory.org)
  - c. Individual Board members See [www.swordconservatory.org/about/board](http://www.swordconservatory.org/about/board)
  - d. Wake County Child Protective Services (law enforcement)  
919-212-7990 (English)  
919-212-7963 (Spanish)

**Thank you!**

*Thank you for taking the time to better understand the Conduct Risk Management Program that is being implemented by our Organization. Your concern and vigilance is not only appreciated, but is also an essential element to protecting the safety of the children who are part of, or who interact with, our organization.*

*If you have any questions, please feel free to reach out to the Conduct Officer or a Board Member.*

