

Hurlburt Field Youth Program

Touch Guidance

1. Positive physical changes is a significant part of the Youth Center's approach to care. Positive physical contact is essential to a child's affective and social development. Warm positive adult relationships help children develop a sense of trust and security in the world.
Appropriate ways to touch children are:
 - a. Hugs
 - b. Allowing a child to sit on your lap for a story or to comfort after an injury. Be aware of the placement of your hands at all times.
 - c. Reassuring touches to the back or shoulder
 - d. Holding a child's hand to walk from one place to another

2. Inappropriate touches include:
 - a. Striking or physically hurting a child.
 - b. Tickling
 - c. Grabbing, squeezing or shaking a child. In cases when you must physically restrain a child from hurting others or self, keep your hands from gripping the child.
 - d. Forcing a child to give adults or other children kisses
 - e. Fondling
 - f. Molestation

3. When examining a child for injuries or assisting in changing of clothing always ask another program leader to remain present.

I have read and understand the Hurlburt Field Youth Program Touch Policy. By signing below, I acknowledge that my daily interactions with children, families and staff must reflect this understanding.

Employee Signature

Date

Youth Program Guidance Policy

This policy has been devised per AFI 34 – 701, chapter 8.6. It is to be made available to all patrons and employees and strictly followed by all Center personnel. Our policy is designed to help each child develop self control, self esteem and respect for the rights of others.

1. The following are **ACCEPTABLE GUIDANCE TECHNIQUES**:
 - A. Talking with a child/children to problem solve the inappropriate behavior.
 - B. Re-directing a child away from the activity that is creating problems.
2. The following are **NOT ACCEPTABLE GUIDANCE TECHNIQUES**:
 - A. Spanking, slapping, hitting, pinching, shaking, or any other form of physical punishment.
 - B. Verbal abuse, threats or derogatory remarks about the child or his/her family.
 - C. Restraining movement, or placing the child in a confined space, such as a closet.
3. If a child's behavior is disruptive to the point of keeping the leader from caring for the other children, continuing with daily activities, or if the child injures other children, the leader will discuss this behavior with the child's parents. If the behavior continues, the leader will document specific behaviors on the AF form 1187, Youth Center Incident Report and pass the information to the Coordinator.
4. The leader will then meet the child's parents to discuss a behavior modification plan. Should the behavior continue, a conference may be held to determine if the child needs to take a short "vacation" from the center. At such time as the inappropriate behavior subsides, the child will be invited back to the center.
5. Youth Center Staff are mandated to report any suspected case of child abuse to the proper authorities. We encourage parents to do the same. Suspected child abuse cases can be reported to the Family Advocacy Office. A mandatory child abuse workshop (detecting and reporting) is offered annually. All Youth Center staff are required to attend and parents are encouraged to attend.

I ACKNOWLEDGE AND UNDERSTAND THE HURLBURT YOUTH CENTER GUIDANCE POLICY.

Employee Signature

Date