

Welcome

EAA is committed to providing a safe and secure environment in which Youth can participate and learn about aircraft and aviation. With that in mind, our primary goals in developing this policy are:



- To inspire and grow a passion for aviation among young people.
- To safely serve young participants in EAA-related programs and events, while recognizing EAA's mission and the unique nature of many programs.
- To earn and sustain the confidence of parents, guardians, and families whose children participate in the programs and activities sponsored by EAA.
- To provide training to inspire wise choices and appropriate care in program design and delivery for the protection of Youth, staff and volunteers.

EAA Youth Protection Training is an important step in keeping youth and our volunteers safe. The following pages should take you 10-15 minutes to complete.

Background checks are required for EAA Young Eagles pilots, YE coordinators and field reps, and for people who work with youth on a regular basis through EAA and EAA chapters. Background checks are optional for many other volunteers, however we encourage all volunteers who work with kids in any way to complete both portions of the process even if you may only work with youth two or three times in a year.

If you have questions about the process or any questions at all about EAA, Young Eagles, or EAA chapters please call our membership department and they will help you find answers to anything you may need. That number is 1-800-564-6322.

Thank you again for your participation. EAA's volunteer spirit really helps us to grow participation in aviation.

Responsibility for Safety

The mission, programs and fulfillment of EAA's goals would not be possible without the dedicated efforts and commitment of thousands of staff and volunteers. Ensuring the safety of youth is a **shared responsibility** that requires the *ongoing support and commitment* of staff, volunteers, parents and guardians, and youth participants.

This youth protection course is meant to provide staff and volunteers with relevant information and training to help ensure a safe environment for all youth participants. By completing this course, you're demonstrating that you are committed to safety. Thank you!

Question: (please select the best answer)

Who is responsible for safety in programs or activities involving youth participants?

- Youth are responsible for their own safety. The role of adult staff and volunteers is to hold youth participants accountable for safety.
- Parents and guardians are responsible for the safety of their children. When a parent signs a waiver, they are agreeing that they will remain responsible for their child's safety, even while the youth is participating in EAA activities.
- Safety is a shared responsibility and requires the ongoing support and commitment of staff, volunteers, parents and guardians, and youth participants.
- In most organizations, the Safety Director or Risk Manager is solely responsible for safety.

A risk facing every organization that works with youth in any capacity is the potential of harm resulting from inappropriate conduct by peers or adult leaders. It is the policy of EAA that **abuse of any kind is strictly prohibited**. This includes:

- **Physical force or violence** – Slapping, spanking, hitting, shoving, corporal punishment and similar behaviors, by staff or volunteers or by other Youth.
- **Sexual communication or contact** – Dating, discussing sexual activity, and touching in an area typically covered by a bathing suit, by staff or volunteers or by other Youth; any touching that might cause the Youth to feel uncomfortable.
- **Neglect**. Punishing a Youth by withholding food, water, medical assistance, or other needs.
- **Bullying**. Intentionally harmful behavior directed toward a specific Youth or group of Youths with the intent or effect of intimidating, causing emotional or psychological harm, or causing isolation or humiliation, by staff, volunteers, or other Youth.

These types of conduct on the part of any staff members, volunteers, parents or guardians, activity spectators or youth participants will not be tolerated.

Experts estimate that 60 percent of child sexual abuse perpetrators are non-family acquaintances, and only around 10 percent of perpetrators are strangers. Unfortunately, child abuse and molestation is not uncommon throughout society. However, many victims do not report abuse to authorities for reasons including embarrassment, fear, guilt or shame.

There is no such thing as a “typical” abuse perpetrator. Offenders may be young or old, male or female, married or single, and a mix of various other traits. Diverse individuals perpetrate child sexual abuse for a range of reasons. *Pedophilic* or *preferential offenders* are driven by sexual attraction to youth, and frequently have a large number of victims. *Situational offenders* often act opportunistically or impulsively, and may have fewer victims.

Question: (please select the best answer)

True or False: Child abuse and molestation perpetrators look and act differently than other people.

- True
- False

Effective Supervision

Supervision is essential to protect youth and provide a safe and positive experience for EAA’s youth participants. There are three guidelines pertaining to supervision.

Two-Deep Leadership. This is a term that means that a minimum of two adults who have completed the EAA’s youth protection screening process must be in attendance as supervisors at all times. “Attendance as supervisors” requires that the person must be present and actively circulating through the areas in which services are being provided, in order to monitor all activities for appropriate behavior.

Open Door Policy. Many claims of molestation or abuse stem from instances when adults are in isolated areas with Youth. When using smaller rooms or enclosed areas for EAA-related programs for Youth, staff and volunteers must ensure that the doors are left open at all times, for the protection of both parties.

Flight Programs. Due to the nature of some of EAA-related programs (e.g., Young Eagles aircraft rides), there are times when it will be impossible for two adults to be present in an activity involving a Youth. In such cases, the staff member or volunteer should take particular care to ensure that the Youth and their parents are aware of the circumstances.

Appropriate Contact

Understanding what constitutes “appropriate contact” is another essential step to protect against inappropriate conduct and false allegations of misconduct.

Physical Contact – Physical contact with youth is strongly discouraged, and should never involve touching in the area typically covered by a bathing suit. Touch should ALWAYS be respectful, appropriate, and in response to the needs of the youth, not the adult.

In some situations, a staff member or volunteer may need to assist the Youth participant. If possible, the staff member or volunteer should encourage the parent and the youth to be present and acknowledge that the touching might occur. These situations might include: helping a Youth climb into an airplane, assisting a Youth with buckling his or her seatbelt in an airplane, or modeling or supporting a Youth's use of a hand tool during a building project. ***It is important to remember that most people do not understand General Aviation, the aircraft we fly, or the various ways our seat belts function. Communicating what will happen and why helps make everyone more comfortable.***

Out-of-Program Contact – To avoid the perception that outside activities are condoned or sanctioned by EAA, staff and volunteers will not initiate interactions or accept responsibility for youth involved in EAA activities outside of official EAA programs. Out of program contact is a common place for misunderstandings to happen, this guideline is intended to minimize those misunderstandings. Best practice is to communicate with parents for individual messages or through a public forum like a Facebook page for messages to a group of youth.

Obviously if you are involved in other organized activities in your community, or know the family of the youth involved you may have contact with that youth through those activities.

Question: (please select the best answer)

Why would you not send a text message to an individual youth participant?

- Kids don't like to text.
- Out of program contact is a common place for misunderstandings to occur.
- Texting is a clear way to communicate and should be the exclusive way for me to communicate to all youth.

Non-Flight activities

Use of Hazardous Materials or Dangerous Equipment. During EAA-related programs and events, Youth are prohibited from using hazardous chemicals or other materials. Youth are also prohibited from using some large power tools, such as table saws, radial arm saws, lathes and any similar equipment.

Hand Tool Safety. Prior to Youth participating in activities involving the use of tools, parents must sign a waiver and permission slip. Youth participants must receive safety instruction guided by qualified staff or volunteers, and then pass the Tool Safety Quiz or other approved competence assessment.

Question: (please select the best answer)

True or False: Having youth pass a safety test prior to using power tools is a best practice.

- True
- False

Program Involvement

No athletic, after-school, cultural arts, educational or outdoor activity involving youth is without risk. Even with the best policies and training in place, youth-serving organizations can be more successful by involving parents and guardians in youth safety practices.

Educating and engaging parents and guardians in the youth protection process can help EAA provide a safe environment. Parents and guardians can take part in the youth protection process by observing EAA activities and programs in which their children are involved, and by reporting any circumstances or instances where they believe inappropriate conduct has occurred or is at risk of occurring.

Good communication with parents about activities not only makes them more comfortable with what is going on, it may also encourage them to become more engaged with the activity. Parents are a wonderful resource, and many EAA members were once parents of Young Eagles participants.

Parent Engagement

Encourage parents to understand the activity their child is participating in.

Explain the Young Eagle flight, share the vision of the building project, or help them understand the simulator.

Help parents understand any safety procedures you are using in your activity. For example, some chapters allow parents on the ramp at a YE rally, others do not. Explain why you or your chapter does what you do. This helps everyone be more conscious of safety concerns and puts more eyes on the task of keeping everyone safe.

If you are able to introduce parents to the pilot or other volunteers who may be involved, please do. This is good for parents and volunteers alike.

Finally, be sure any waivers used are signed and understood by the parents prior to the activity or flight.

Question: (please select the best answer)

EAA encourages parent involvement through:

- Being introduced to staff or volunteers involved in programs.
- Reading and signing a waiver and permission slip directly related to the activity.
- Explain the activity to the parent.
- All of the above

Reporting

Volunteers and EAA staff supervisors must promptly report all suspected or known child abuse and accidental injury, as described below. During any EAA-related program or activity:

Definitions.

“Child abuse” means any intentional action, inaction, or event that endangers or injures the physical, psychological, or emotional well-being of a Youth.

“Accidental injury” means a physical, psychological or emotional injury to a Youth that does not arise directly or indirectly from the intentional act or inaction of another person.

Accidental Injury, or Suspected or Known Child Abuse. Staff and volunteers must report every suspected or known child abuse and accidental injury as follows:

First, call 911 immediately, for any child abuse or accidental injury to a Youth that requires any attention beyond simple first aid that is fully within the skill of a responsible person on the scene.

Next, call the Youth’s parent immediately, for any known or suspected child abuse, or any injury that required a call to 911.

Next, contact appropriate law enforcement officials immediately, in the event of known or suspected child abuse.

Within 24 hours, give an oral report to the Chapter President or other program or event operator and EAA’s Director of Risk Management (office) 920-426-4822; (cell) 920-379-4822.

Violations of EAA Rules. Program and activity-specific rules are in place to help keep Youth participants safe. Staff or volunteers who suspect or know of any rules violations are required to report the matter to EAA’s Director of Risk Management.

Questions: (please select the best answers)

True or False. I should report anything that seems strange to the appropriate people.

- True
- False

How does sufficient staff supervision prevent child or youth abuse?

- Assures there is more than one adult with youth participants
- Enables problems to be spotted and addressed prior to their escalating to crisis mode
- Permits intervention prior to potential policy violation
- Encourages informal recognition of positive performance and correction of negative performance
- All of the above

The typical perpetrator of crimes against children is

- A stranger
- There is no typical perpetrator
- Single males

Youth protection policies should:

- Discourage activities that isolate individual youth from contact with others
- Prohibit a staff member or volunteer from interacting with a youth program participant outside the scope of an organization's activities
- Include training for staff and volunteers.
- All of the above
- None of the above

Two-deep leadership means:

- Two adults present and circulating at all times
- Two adults with EAA training present and circulating at all times
- Two adults with EAA training and background checks present and circulating at all times
- Two adults with EAA training and background checks on call
- Two people with EAA membership hanging around

Because touching can be perceived by observers and by the youth who is touched as sexual abuse, EAA has a strict no touching policy

- True
- False

You have completed the training portion, please print your name here, check over the answers on the next page, and complete the background check information on the last page.

Please print your name here _____

Member Number _____ Date _____

Answers:

Who is responsible for safety in programs or activities involving youth participants?

Safety is a shared responsibility and requires the ongoing support and commitment of staff, volunteers, parents and guardians, and youth participants.

True or False: Child abuse and molestation perpetrators look and act differently than other people.

False!

Why would you not send a text message to an individual youth participant?

Out of program contact is a common place for misunderstandings to occur.

True or False: Having youth pass a safety test prior to using power tools is a best practice.

True!

EAA encourages parent involvement through:

Being introduced to staff or volunteers involved in programs, reading and signing a waiver and permission slip directly related to the activity and explain the activity to the parent. **All of the above**

True or False. I should report anything that seems strange to the appropriate people.

True!

How does sufficient staff supervision prevent child or youth abuse?

Assures there is more than one adult with youth participants, enables problems to be spotted and addressed prior to their escalating to crisis mode, permits intervention prior to potential policy violation, and encourages informal recognition of positive performance and correction of negative performance. **All of the above**

The typical perpetrator of crimes against children is

There is no typical perpetrator

Youth protection policies should:

Discourage activities that isolate individual youth from contact with others, prohibit a staff member or volunteer from interacting with a youth program participant outside the scope of an organization's activities, include training for staff and volunteers. **All of the above**

Two-deep leadership means:

Two adults with EAA training and background checks present and circulating at all times

Because touching can be perceived by observers and by the youth who is touched as sexual abuse, EAA has a strict no touching policy

False

Background Check

EAA is using a third party background check provider, AmericanChecked, in order to give our volunteers the highest assurance that their private information is in secure hands via a secure website. We thank you for taking this step to keep our youth safe and to keep the spirit of aviation alive and strong. Our programs can't be successful without amazing volunteers like you!

Young Eagles pilots, Young Eagles coordinators and field reps, and people who work with youth on a regular basis through EAA and EAA chapters are required to complete the background check.

We also encourage all volunteers who work with kids in any way to complete the background check even if you may only work with youth two or three times in a year.



DISCLOSURE AND AUTHORIZATION



In connection with my application for employment (including contract or volunteer services) or application to rent a dwelling, I understand consumer reports will be requested by you. These reports may include, as allowed by law, the following types of information, as applicable: Nationwide Criminal Database, Multi-State Sex and Violent Offender Report, Social Security Number Verification, Address Locator Report. I further understand that such reports may contain public record information such as, but not limited to: my driving record, criminal records, etc., from federal, state, and other agencies that maintain such records.

Authorization

I hereby authorize procurement of criminal background and sex offender report(s) by Company. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

This authorization is conditioned upon the following representations of my rights:

I understand that I have the right to make a request to the Consumer Reporting Agency: AmericanChecked Inc., 4870 South Lewis Avenue, Suite 120, Tulsa, OK 74105; telephone: 800-975-9876 upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of all information in its files on me at the time of my request, including the sources of information, and the Agency, on Company's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to Company obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: <http://americanchecked.com/privacy-policy>. I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report the Company receives on me at the time the report is provided to the Company.



DISCLOSURE AND AUTHORIZATION



I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights _____ (initials).

Printed Legal Name _____

Signature _____

Date _____

For identification purposes:

Street Address _____

City _____

State/Province _____

Zip Code/Postal Code _____

Country _____

Phone Number _____

Email Address _____

Date of Birth _____

***Please Note:** A Social Security Number is not being requested at this time as it is not required to complete the background check; however, this may be requested at a later date if an identification match is not possible.