



Pro-Life Charleston Holy City Mobile Pregnancy Centers Holy City Pregnancy Care Team Sexual Abuse Policy

Policy:

Pro-Life Charleston's policy prohibits and has a zero tolerance for sexual abuse. Sexual abuse has many forms including physical, verbal and something called microaggressions. This document applies to physical abuse. However, this policy shall be used for the remaining forms; adjusted to meet the circumstance.

Procedure:

- **Screening** – All potential employees and volunteers must undergo a comprehensive background check before being allowed to work if the prospect is not referred by the current personnel; even then, the prospect may undergo a background check. Permission is granted by the prospect in the (job) application.
- **Training** – All employees and volunteers will be trained on what constitutes abuse and molestation and how to respond.
 - See **Identification** and **Reporting** below.
- **Prevention** – Our organization has a detailed listing, within this paragraph, of ways to minimize occurrences and reviews the listing annually.
 1. Staff are prohibited from conducting one-on-one meetings behind closed doors.
 2. For the HCPCT, a (male or female) case worker or manager shall not meet with a client without another team member present.
 3. For the HCMPC, the goal is to staff the vehicle with a male driver and no less than 2 female staff.
 - In the exam room, when the biological sex of the patient and the examining medical personnel are not the same, a 3rd person of the same biological sex as the patient shall be present in the room.
 4. When a claim is made against a staff member, but remains unsubstantiated, all personnel who normally come in contact with the member shall be notified of the unsubstantiated claim. The intention is to eliminate a recurrence.

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- **Identification** – Our organization monitors events, patterns or trends that can indicate abuse. Physical and behavioral evidence or signs that someone is possibly being sexually abused include, but are not limited to:
 1. Difficulty in walking
 2. Torn, stained or bloody clothing
 3. Pain
 4. Bruises or bleeding in genitalia
 5. Reluctance to be left alone with a particular person
 6. Wearing lots of clothing
 7. Nightmares of fear of night
 - **Reporting** – Our organization will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. We have a number of people identified to report any suspected abuse to. All employees and volunteers have been educated on the names and how to contact them, understand that retaliation is prohibited against the person who makes the good faith complaint of sexual abuse. Staff can report to:
 1. HCMPC Director,
 2. HCPCT Director,
 3. Any Director on the Board.Please see the supervisor for current contact information, provided in the supplement.
 - **Investigation** – It is our organization’s objective to conduct a fair and impartial investigation.
 1. Every reasonable effort will be made to keep the matters involved in the allegation as confidential as possible, while still allowing for a prompt and thorough investigation.
 2. Our organization will report the incident to the police when warranted.
 3. Our organization will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies.
 - **Protection** – All victims will be protected from harm during the investigation.
 - Remove the alleged perpetrator from contact with all staff pending outcome of investigation.
 - **Initial Response** – As warranted:
 1. Analysis of the occurrences will be conducted to determine what changes to policies and procedures are needed, if any, to prevent further occurrences.
 2. Designate a person to respond to all inquiries from parents, the media & others. For PLC this is:
 - a) public relations or
 - b) communications manager.
 3. Prepare a short media statement in advance of getting a media inquiry.
 4. All oral & written communication should speak with a voice of compassion and confidence.
 5. All employees and volunteers should know how to refer media inquiries to the appropriate person.
 6. As soon as possible, meet in person (not over the phone) with identified victims and their parents/guardians.
 - a) Reassure them that you are taking this seriously.
 - b) Find out what response they expect and be prepared to explain support you will offer.
 - **Ongoing Communication & Response** – Determine how to manage ongoing relations with authorities, parents, the community and media.

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- **Review** – The sexual abuse policy will be reviewed periodically.
 1. An annual review for employees and volunteers will be provided with a documented sign-off:
 - a) Our organization’s sexual abuse policy (this document),
 - b) Identifying sexual abuse (above),
 - c) Reporting sexual abuse (above),
 - d) Updated staff list and media person (See supplement, updated as needed.).

Signature

Print Name

Date

Supervisor Signature

Encourage staff to take a copy of this policy. Signed document is the property of PLC.

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