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Child and Vulnerable Adult Protection Policy

PURPOSE

The Nashville Steam Preservation Society, Inc. (NSPS) is committed to upholding the security, rights and freedoms of children and vulnerable adults at all times. While developing and maintaining the Organization's relationship with the community of Nashville and of Middle Tennessee, the first priority of NSPS is the safety and protection of the children and vulnerable adults that are working alongside and interacting with us. NSPS is committed to ensuring that the children and vulnerable adults are not exposed to abuse, exploitation, violence or neglect.

As a responsible manager, employee, volunteer, or contractor, we understand the importance of having effective policies and processes in place to protect the welfare and interests of the communities and individuals that our operations interact with. We know that particular risks exist in relation to how we interact with children and vulnerable adults and we're focused on ensuring that those risks are mitigated through the effective implementation of this policy.

SCOPE

The Child and Vulnerable Adult Protection Policy is an organization policy and statement of intent. It applies to the actions of all NSPS management, employees, volunteers, and contractors. The policy is written with the acknowledgement that every NSPS management, employee, volunteer, and contractor has a responsibility to support the care and protection of children and vulnerable adults.

It also considers that NSPS does not hold sole responsibility for protecting these members of society and identifies that their protection is also incumbent upon other stakeholders such as government agencies, family groups and non-government organizations.

DEFINITIONS

For the purposes of this policy, a child is considered to be any person who is under 18 years of age. A vulnerable adult is considered to be someone who may be in need of additional community support for reasons of disability, illness or socioeconomic conditions. This includes older adults suffering from dementia, or adults who through poverty are unable to care for themselves and avoid exploitation. When this policy refers to abuse the primary interpretations is sexual abuse or other physical or mental harm deliberately caused to a person. Similarly, exploitation refers to an act of treating a person unfairly in order to gain some kind of benefit.

The **NASHVILLE STEAM PRESERVATION SOCIETY, INC.** is a 501c(3) Not-for-Profit Corporation whose mission is to preserve our history by restoring and operating relevant historic railroad equipment for the purposes of education, tourism, and goodwill to and for **METRO NASHVILLE**. [EIN: 47-5228161]

BEST INTERESTS OF THE INDIVIDUAL

All decisions and actions concerning a child or vulnerable adult will take the best interest of the individual as the most important consideration. It will be the policy of NSPS that decisions or actions regarding any child, vulnerable adult, or groups of either, should ensure that the positive impact of the decision or action will outweigh any negative impact.

NON-DISCRIMINATION

NSPS is committed to enforcing a policy of non-discrimination at all times. All children and vulnerable adults who have an interaction with NSPS will be treated with respect and equal consideration.

The guidelines set out in the Child and Vulnerable Adult Protection Policy aim to protect both children and vulnerable adults from abuse, and also management, employees, volunteers, and contractors from false accusation of abuse.

It is the policy of NSPS to:

- Respect the rights and dignity of the children, vulnerable adults, families and communities with whom NSPS works, and always act according to the best interest of the community.
- Demonstrate a commitment to actively preventing the abuse of children and vulnerable adults.
- Take positive action to prevent abusers becoming involved with NSPS, and enforce stringent measures against any associate of NSPS who commits abuse.

ROLES AND RESPONSIBILITIES

1. PROGRAM MANAGERS

NSPS has appointed the Volunteer Coordinator to be responsible for ensuring that the Child and Vulnerable Protection Policy is distributed and understood by all NSPS management, employees, volunteers, and contractors.

2. MANAGEMENT

Managers at NSPS are responsible for the development and implementation of this policy. They ensure that its content and the procedures that support its implementation are fit for purpose. They ensure all employees, volunteers, and contractors understand and support the policy, and adhere to it at all times. Periodically, management will conduct compliance checks and will oversee the reporting of these checks back to the Board of Directors.



3. EMPLOYEES, VOLUNTEERS, AND CONTRACTORS

All NSPS employees, volunteers, and contractors will receive a copy of the Child and Vulnerable Adult Protection Policy during their program orientation and must acknowledge, in writing, their receipt and understanding of their responsibilities under the policy. They are made aware of the policy and the Code of Conduct within it throughout their engagement with NSPS and any failure to meet the requirements of the policy is considered a breach of NSPS's Terms and Conditions of Service.

NSPS EMPLOYEE, VOLUNTEER, AND CONTRACTOR RECRUITMENT, SCREENING AND ORIENTATION

- All NSPS employees, volunteers, and contractors will be informed of the Child and Vulnerable Adult Protection Policy.
- All NSPS employees, volunteers, and contractors are required to provide or submit to a criminal background check during orientation, before they can begin employment or volunteer status.
- NSPS reserves the right to terminate an employee, volunteer, and/or contractor if a criminal background check or reference check reveals that the volunteer is not suitable to work with children or vulnerable adults, for any reason.
- The Volunteer Coordinator shall ensure that all new employees, volunteers, and contractors acknowledge their receipt and understanding of the policy in writing, with signed copies of their acknowledgement kept on file.

CODE OF CONDUCT FOR NSPS EMPLOYEES, VOLUNTEERS, AND CONTRACTORS

This Code of Conduct provides guidelines deemed to be appropriate and proper behavior for NSPS employees, volunteers, and contractors when interacting with children and vulnerable adults. These guidelines are primarily designed to protect the individuals that we work and/or interact with, but are also intended to protect management, employees, volunteers, and contractors from false accusations of inappropriate behavior or abuse.

- No child or vulnerable adult is to be taken outside of the NSPS work site, without making prior arrangements with their legal guardian.
- No child or vulnerable adult is to be taken to any management, employees, volunteers, and contractors homestay, guesthouse, hotel or accommodation.
- NSPS management, employees, volunteers, and contractors are not permitted to take any child or vulnerable adult to a cafe, restaurant or buy them food, unless permission has been given by their legal guardian.
- NSPS management, employees, volunteers, and contractors are not permitted to share a bed or room with any children or vulnerable adult while participating on or for an NSPS program.
- No presents are to be bought for children or vulnerable adult without prior approval from their legal guardian.
- Photography and videography of children or vulnerable adults is only permitted with permission from their legal guardian and photos/videos should not be taken in a way intended to belittle or degrade any child or vulnerable adult.



- NSPS management, employees, volunteers, and contractors should not act in ways intended to shame, humiliate, belittle or degrade children or vulnerable adults or perpetrate any form of emotional abuse.
- NSPS management, employees, volunteers, and contractors must display appropriate language, actions and relationships with children at all times.
- NSPS management, employees, volunteers, and contractors must take extreme care when interacting physically with children and vulnerable adults. Under no circumstance should any physical contact be, or have the appearance of being sexual in any way.
- NSPS management, employees, volunteers, and contractors must not exert inappropriate physical force when dealing with children or vulnerable adults. This includes pushing, shoving, hitting, slapping or any other action that could cause fear, intimidation or distress.
- NSPS management, employees, volunteers, and contractors must not discriminate against, show differential treatment, or favor a particular individual to the exclusion of others.
- NSPS management, employees, volunteers, and contractors are responsible for their actions and reactions to children and vulnerable adults at all times. Management, employees, volunteers, and contractors are always considered to be responsible for their actions regardless of how a child or vulnerable adult behaves towards them.
- Where possible and practical, NSPS management, employees, volunteers, and contractors should implement the 'two person' rule, whereby two or more responsible adults supervise all activities with children and vulnerable adults.
- Inappropriate conduct toward children and vulnerable adults including failure to follow the behavior standards stated above is grounds for discipline including dismissal from NSPS. Extreme breaches of policy may result in law enforcement notification and legal action.

Please note, this is not an exhaustive or exclusive list. The principle underlying this policy is that management, employees, volunteers, and contractors should avoid actions or behavior which may constitute poor practice or potential abuse and exploitation.

NSPS EMPLOYEE, VOLUNTEER, AND CONTRACTOR COMPLIANCE

I have read the complete Child and Vulnerable Adult Protection Policy. I fully understand and agree to follow all procedures contained within. If at any time I fail to follow the guidelines set forth by the Child and Vulnerable Adult Protection Policy, I understand that my employment or volunteer status may be terminated by NSPS and appropriate action will be taken.

Volunteer
Name: _____

Volunteer Coordinator
Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

