

CHILD HARM PREVENTION POLICY

CMA staff, volunteers, and contract workers are placed in a position of trust, and therefore, must act with the highest standards of moral conduct. CMA is committed to the safety of all children under its care.

Fingerprinting and background checks on CMA personnel and contract staff are conducted through the Colorado Bureau of Investigation and the Colorado Department of Education.

Law prohibits inappropriate interaction with any cadet. CMA requires that its staff, volunteers, and contract workers follow the guidelines below:

- An employee cannot engage in a romantic relationship with a student, even if they were previously peers and/or previously romantically involved
- Do not transport cadets, other than your own or those with whom you have carpool agreements.
- Windows in classroom doors are not allowed to be blocked by curtains or another object under any circumstances, except in the case of a lockdown emergency or designated drill.
- Staff and volunteers are encouraged not to meet privately with cadets unless another adult is nearby or present.
- All field trips will be conducted with multiple adult chaperones present at all times.
- Use good judgment to avoid situations that might be questionable or leave room for accusations of misconduct.

Complaints or concerns are to be reported immediately to the Dean of Students who will coordinate the investigation and document the allegations. Under state law, this is a mandatory reporting situation. Law enforcement will be called. The Dean of Students will maintain records of all complaints.

Annual training for prevention of child harm will be conducted during the review of the Staff Handbook at the beginning of each year. Signed acknowledgement of staff handbook page constitutes knowledge and acceptance of this policy.

I acknowledge that I have read and am familiar with the Child Harm Prevention Policy:

Signature

Employee Name

Date