

Safeguarding vulnerable populations is a priority within Tariq Khamisa Foundation (TKF). TKF employees are required and expected to respect the dignity of all individuals and be an advocate for vulnerable individuals, especially the children and youth serviced by our programming.

Policy

At TKF, our policy is to safeguard the vulnerable population from abuse. Vulnerable individuals are defined as 1) children under 18 years of age and 2) an individual who, for any reason (disability, illness, age, social context, etc.) is unable to protect themselves from significant harm or exploitation.

As part of our policy all employees are required and expected to proactively protect vulnerable individuals with whom they work with. This is considered a joint effort by the executive leadership, employees working within the school systems and TKF's partnering school sites. All suspected matters of abuse should be reported and discussed with a member of the leadership team immediately.

TKF employees must believe that all individuals deserve protection from harm, regardless of their age, disability, gender, racial heritage, religious beliefs, sexual orientation, identity or political affiliations. This policy expressly prohibits any form of harm against a vulnerable individual and requires immediate notification if harm is suspected. TKF employees must practice good safeguarding measures at all times, including in their personal life.

Screening and Selection

As part of the hiring process, TKF will conduct a background check (including the sex offender registry and criminal history), reference checks and finger printing before the employee is hired.

Training

All employees, interns and volunteers are trained on identifying high-risk patterns of including how offenders operate, how to recognize suspicious or inappropriate interactions or policy violations and suspected abuse and how to respond. As part of the orientation process, new employees are expected to read and sign the Safeguarding Policy, the Child Abuse Prevention Policy and the Mandated Reporter requirement. All employees are also required to take the online state mandated Child Abuse Reporting training course.

Monitoring and Supervision

The implementation of this policy will be coordinated by the Program Manager in conjunction with each employee located on site at a school. The Program Director and Executive Director will oversee the implementation process, periodically review this policy and approve appropriate recommendations to changes regarding this policy. All employees are prohibited from participating in an overnight with a vulnerable individual and are prohibited from transporting a vulnerable individual in their car without a permission slip signed by the parent and approved by the school. All employees are expected to maintaining visibility within their space and leave doors unlocked doors when one-on-one meetings with the vulnerable population. All students are required to sign in when meeting with a TKF staff member so there is a record of the connection.

Internal Feedback Systems

Any employees who discovers gaps in this safeguarding policy are encouraged to bring it to the attention of the Program Manager, Executive Director and/or the Program Director. At TKF we are open to re-evaluating and improving the safeguarding measures.

Third Party Partner Participation

TKF requires the schools they work with to act as a partner in the safeguarding of vulnerable individuals. The Program Manager will discuss this policy with the schools we partner with and encourage their participation in safeguarding vulnerable individuals. The school will be consulted before a report to CPS is made.

Responding

This policy requires the employees, volunteers, executive team or anyone who is aware of harm to a vulnerable individual to **immediately** notify the Program Manager, Program Director or Executive Director if they suspect exploitation or abuse of a vulnerable individual with whom we work with. The leadership of TKF will work with the employee and school to respond in a prompt and appropriate manner.

Administrative Practices

The Executive Team has the ultimate oversight of policies at TKF. The Executive Team supports and encourages the use of safeguarding practices. TKF will not enter into contracts, grant commitments or grant agreements with grantees without first conducting a safeguarding assessment.

TKF takes the safeguarding of vulnerable individuals seriously and will discipline, up to and including the termination of any employee who violates this policy.

Acknowledgement

I, _____, have been provided a copy of the Tariq Khamisa Foundation's Safeguarding Policy and I understand that it is my responsibility to uphold the standards as delineated therein. Further, I understand that any violation of the Safeguarding Policy will result in disciplinary action up to and including termination.

Signed _____ Date _____