Discipline, Touch & Accountability:
What Adults Working within the ARNG CYSS Program Should Know
Objectives

Following completion of this module, participants will be better able to:

• Develop a greater understanding of child abuse and neglect and their responsibilities as a mandatory reporter
• Identify what constitutes appropriate and inappropriate touch
• Identify what constitutes appropriate and inappropriate youth discipline
• Develop a greater understanding of National Guard Bureau’s directive regarding discipline, touch and accountability
• Identify forms required to be completed prior to working directly with youth
Youth Rights

Regardless of their age, all participating youth deserve the...

• Right to feel safe during all events and activities
• Right to be protected from abuse, neglect, exploitation and discrimination
• Right to have their basic needs met (clothing, dietary, social, emotional and shelter)
• Right to be respected during all events and activities

Our responsibility is to ensure all youth participating in our programming are afforded these rights
What is Child Abuse?

While definitions of ‘child abuse’ may differ slightly by each organization/group existing, the general definition states that...

“[Child abuse] is any action that results in harm, potential for harm or threat of harm to a child...”

The 4 types of child abuse...

Source: Ohio State University. 2016.
Physical abuse is defined as...
“...any physical injury or death inflicted other than by accidental means”

- Unexplained burns
- Unexplained bruises on the face, lips, mouth, back, buttocks, and thighs
- Human bites
- Multiple hospital visits
- Seems frightened of parents and does not want to go home

WHAT TO LOOK FOR DURING PROGRAMMING/EVENTS:
- Unexplained bruises or burns
- Fear of going home
- Fear of going with a particular staff member
- Physical force used by parents

Source: Ohio State University. 2016.
Sexual abuse occurs when a person uses power over a child, and directly involves the child in any sexual act, involves the child in pornography, or forces the child to witness sexual acts

- Suddenly refuses to participate in physical activities
- Exhibits unusual sexual knowledge or behavior
- Frequent and unexplained sore throats
- Yeast or urinary infections
- Torn or bloody underclothes
- Aggressively initiates sexual contact with another child

**WHAT TO LOOK FOR DURING PROGRAMMING/EVENTS:**

- Unusual sexual knowledge or behavior for his/her age
- Child-to-child sexual contact
- Bruises on inner thighs or other “no touch” areas
- Fear of being alone with a particular camper or staff member

Source: Ohio State University. 2016.
Emotional Abuse

Emotional abuse is a pattern of harmful interactions between the caretaker and child such as criticizing, belittling, rejecting, or withholding affection resulting in impaired psychological growth and development

- Eating issues (anorexia, bulimia, etc.)
- Nervous habits (tics, washing hands, biting nails, extreme anxiety, etc.)
- Cruel behavior – using physical force or words to hurt another camper, staff member or animal.
- Lack of emotional attachment to parent/guardian or caretaker

WHAT TO LOOK FOR DURING PROGRAMMING/EVENTS:

- Not eating or overeating at camp meals
- Extreme nervous habits – nail biting, tics, washing hands, etc.
- Parent/child interactions using inappropriate language or name calling

Source: Ohio State University. 2016.
Neglect is the failure of a caretaker to provide for a child’s basic (i.e., food, shelter, supervision, and clothing), educational or medical needs. Neglect may exist because of the refusal to provide or because the family does not have the financial means to provide for their child.

- Begs or steals food or money
- Poor hygiene
- Unsuitable clothing based on the weather or location
- Low height and weight average
- Excessive absences, late arrivals
- Chronic hunger
- Assuming adult responsibilities (caring for younger siblings, cooking all meals, etc.)

WHAT TO LOOK FOR DURING PROGRAMMING/EVENTS:

- Stealing or hoarding food/snacks
- Poor shower habits/poor hygiene
- Dirty clothes or clothes with numerous stains and/or tears

Source: Ohio State University. 2016.
Mandatory Reporter Responsibilities

As someone working in direct contact with youth, should you witness, suspect or receive a report of potential abuse/neglect of a child, you must...

- Immediately report the abuse/neglect to the appropriate authorities
  - Child and Youth Program Coordinators can assist with this process and provide proper contact information for Child Protective Services/Department of Human Services if you are a volunteer
  - In addition to notifying the proper authorities, Child and Youth Program Coordinators will notify the State Family Program Director of the situation and actions taken

- Complete an Incident Report - documenting what was reported, what immediate actions were taken and what authorities were contacted

- Not attempt to investigate the situation, as that should be left to the proper authorities and experts
General Guidelines and Safe Practices When Interacting with Youth

• Employ these safe strategies around youth: hand to shoulder contact, side hugs, pats on the head, “high fives,” handshakes, eye contact and smiles

• Do not touch children on areas of their bodies that would typically be covered by a swimsuit

• Physical restraint (caretakers confining a child by holding the child appropriately) is only to be used in situations where a child puts himself/herself or others in danger; this must be documented in writing in an Incident Report

• Avoid one-on-one times with youth; always ensure another adult is with you, should you need to address/manage a situation with a youth individually
National Guard Bureau’s operational directives apply to all persons (contractors, government personnel, Service Members or volunteers) in contact with children and youth participating in ARNG CYSS programs...

- Lead Child and Youth Program Coordinators (LCYPC) are responsible for ensuring staff, contractors and volunteers are familiar with NGB’s touch and discipline policies
- LCYPC are responsible for the immediate reporting of inappropriate touching and/or discipline
- Staff, contractors and volunteers are responsible for modeling appropriate touching, discipline and behaviors
- NGB’s operational directives related to appropriate touch and discipline must be reviewed annually by all staff, contractors and volunteers; documented by signing the Guidance & Discipline, Touch and Accountability form
NGB’s Guidance & Discipline, Touch and Accountability Form

• Staff and contractors must submit the completed form to their State Family Program Director

• Volunteers must submit the completed form to the LCYP for inclusion in their volunteer file(s)
Discipline within the ARNG Child and Youth Program

In accordance with Army Regulation 608-10, those working with children and youth participating in the ARNG Child and Youth Program must employ discipline measures that...

- Are constructive in nature (focus on building self-regulation and making positive choices in youth)
- Do not belittle, humiliate or demean the youth; do not put the youth in a position to be harassed or bullied by his/her peers
- Are respectful of the youth’s personal space, thoughts and feelings
- Do not put youth in a situation where he/she is isolated away from peers and staff/adult supervision
- Do not confine or pose (cause) injury to the youth
- Do not require direct, physical contact with a youth (spanking, pinching, smacking, shaking, etc.)
- Do not deprive youth of meals, snacks, opportunities to engage in activities, or basic needs
Appropriate means of discipline within the ARNG Child and Youth Program includes (but is not limited to) the following:

- Redirecting youth to a different task as a means of eliminating any disruptive behavior
- Appropriate verbal and non-verbal cues
- Requiring the youth to ‘sit out’ for a portion of an activity, with the opportunity to rejoin once inappropriate behavior has stopped
- Engaging in individual (and respectful) conversations with youth, identifying what the inappropriate behavior is/was and expectations for continued participation
- Loss of certain privileges (picking partners, being first in-line, etc.)

NOTE: Appropriate disciplinary measures should only be administered by CYPCs and not volunteers (NGB Memorandum dated 4OCT13, section 5a number 8)
Violation of Appropriate Disciplinary Actions

Should a contractor, government personnel, Service Member or volunteer employ disciplinary measures which violate NGB and/or Army policies, the following consequences will be enforced...

• Contractors will be reported to their contracting company for resolution which may include verbal/written warnings, being placed on a performance improvement plan and/or termination
• Government personnel and Service Members will be reported to the State Family Program Director for resolution determined by their chain of command
• Volunteers will be reported to the LCYPC for resolution which might include verbal/written warnings and/or dismissal from current and future volunteer opportunities

NOTE: Should a member of a partner organization be observed/reported employing inappropriate disciplinary measures, they will immediately be reported to the State Family Program Director for resolution by the government
Appropriate Touch Expectations

In accordance with AR 608-10 and NGB’s CYSS Touch Policy, expectations of appropriate touching involves...

• Recognition of the importance of appropriate physical contact to child nurturance and guidance
• Adult respect for personal privacy and personal space of children
• Responses to situation which might threaten the safety of the child (e.g., holding hands to cross a street, climbing stairs/ladders, getting in/out of vehicles)
• Contractors, staff and volunteers modeling appropriate touching
Appropriate Touch

In accordance with AR 608-10 and NGB’s CYSS Touch Policy, appropriate touching may include...

- Hugs/Side Hugs
- Reassuring touches on the shoulder (pat on the back)
- Hands-on support/guidance (climbing stairs/ladders, entering/exiting vehicles, demonstrating skills like archery, swimming, ropes courses, etc.)
- Physical restraint (only in situations where there is an immediate threat to the youth or others; must be appropriate and in the least restrictive means possible)
  - If physical restraint is required, the entire situation MUST be documented on an Incident Report, with parents/guardians immediately informed of the situation and measures taken to ensure the safety of the youth and others
- High-fives, fist bumps

Remember... these types of exchanges should always be done in public places and you should never find yourself in a situation where you are alone with a youth
Inappropriate Touch

Inappropriate touch may include, but is not limited to, the following...

• Slapping, striking or hitting a youth
• Pinching a youth
• Tickling a youth
• Fondling a youth
• Arm-twisting, pulling or jerking of a youth’s arm
• Molestation or other unwanted contact between a youth and adult or between two youth
• The squeezing and/or grabbing of a youth’s face in an attempt to gain their attention
• Any form of touching which may make the youth feel uncomfortable
Violation of Appropriate Touch Policy

Should a contractor, government personnel, Service Member or volunteer touch a youth in a way that violates NGB and/or Army policies, the following consequences will be enforced...

- Contractors will be reported to their contracting company for resolution which may include verbal/written warnings, being placed on a performance improvement plan and/or termination.
- Government personnel and Service Members will be reported to the State Family Program Director for resolution determined by their chain of command.
- Volunteers will be reported to the LCYPC for resolution which might include verbal/written warnings and/or dismissal from current and future volunteer opportunities.

NOTE: Should a member of a partner organization be observed/reported touching youth inappropriately, they will immediately be reported to the State Family Program Director for resolution by the government.
At all times, the Army National Guard CYSS works to ensure the health and well-being of all participants. This is accomplished by the following:

• Conducting head counts (hourly) of youth during events, especially when transporting youth to/from off-site locations, between rooms and after scheduled programming breaks

• Immediately reporting a lost/missing youth to a member of the CYSS Team and/or government representative as well as the facility management (if at an off-site location)
  • If youth is still lost/missing after a thorough search of the facility and surrounding area(s), local authorities, the SFPD and the parents/guardians of the lost/missing youth must be notified
Consequences of Negligent Accountability of Youth

As Army Regulation 608-10, 5-17c states:

“...visual supervision of all children must be maintained at all times. No child will be left unattended at any time indoors or outdoors, asleep or awake.”

If it is determined that a contractor, government personnel, Service Member or volunteer was negligent in providing appropriate supervision and accountability of youth in his/her care, progressive disciplinary actions will be taken against those responsible...

→ Disciplinary actions may include removal from the program, verbal/written warnings and/or termination of services/position
As evidence of completion of this course, you will need to complete the short assessment tool provided. To access the assessment, please click on the link below:

CLICK HERE TO BEGIN YOUR ASSESSMENT:
https://www.classmarker.com/online-test/start/?quiz=ajp575eb0f687311

Please Note: Following completion of the assessment, please email the results certificate to your RAPM. This will serve as your documentation of completion.
You have now completed the Discipline, Touch & Accountability module. Congratulations!