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<b>Ref #:</b> DCL 1240-04-01-07(4)	<b>Policy Council Approval Date:</b>	

**COMPONENT: CHILD HEALTH AND SAFETY**

**SUBJECT: EXCLUSION OF PERSONS FROM CONTACT WITH CHILDREN**

**PERFORMANCE OBJECTIVE:** No individual with a prohibited criminal history as defined below, regardless of whether such individual is required by these rules to undergo a criminal background check, may work, substitute or volunteer in a child care agency, or be a resident, licensee, director or manager of a child care agency who has access to children, or be an operator who has significant contact with children or otherwise have unrestricted access to children in any manner whatsoever.

**POLICY AND PROCEDURE:**

The purpose of this policy is to establish and implement a procedure that will prohibit registered offenders from volunteering at Head Start sites and/or during field trips and also comply with Tennessee Child Care Licensing Rules and Regulations (Rule 1240-04-03-.07, pages 31- 32).

It is the duty and intent for staff to take every reasonable precaution to ensure the safety of enrolled Head Start children. The following steps will be taken to make certain that persons with prohibited criminal or abuse or neglect histories will not participate in Head Start activities that involve direct contact with Head Start children.

1. The IT Coordinator will review the Sexual Offender Registry monthly. The registry records will be checked against enrolled children’s records including parent/guardian names and release to contacts.
2. If an individual is identified as a sex offender, the IT Coordinator will notify Family Service Manager immediately. Family Service Manager will notify all “need to know” personnel. The Family Services Manager will mail the “No Contact” letter notifying the individual that s/he is not permitted to participate in Head Start activities that involve direct contact with Head Start children. A copy of the letter will be placed in the child’s file in the manila folder. In the event that an individual on the offender registry is a release to contact for a child the Family Service Manager will inform the parent/guardian that the individual will be removed from the release to list. Family Advocate will print an updated release to list and provide to teacher.
3. A Head Start staff person who knows or learns that a Head Start parent, guardian, family member, release to contact, volunteer or other person interested in participating in Head Start activities has been convicted of or is awaiting trial or has a pending action for any offense involving the physical, sexual or emotional abuse or gross neglect of a child, or involving a threat to the health, safety or welfare of a child or; any offense involving violence or the threat of violence against another person or; any offense involving the

manufacture, sale, distribution or possession of any drug must notify the Family Services Manager.

4. The Family Service Manager will verify the information and contact the Head Start Director. If the information is verified, the Family Service Manager will instruct the Family Advocate to mail the “No Contact” letter notifying the individual that s/he is not permitted to participate in Head Start activities that involve direct contact with Head Start children. A copy of the letter will be filed in the child’s folder.
5. Any individual charged with and later cleared of any charge listed above must receive approval from the Head Start Director prior to participating in Head Start activities involving direct contact with children. All Head Start staff at the center will be informed of the approval prior to notifying the individual. Documentation of approval to participate will be filed in the child’s folder.