

Pacific Crest Youth Arts Organization

Anti-Harassment, Youth Protection, and Mandated Reporter Training Policy

Board of Directors

**Pacific Crest Youth Arts Organization
Harassment Prevention and Youth Protection Training Policy**

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I. General

Pacific Crest Youth Arts Organization (PCYAO) relies on volunteers, employees and independent contractors (Staff) to support its educational programs. With our need to protect our students, we establish the following policy and process for training to prevent harassment.

II. Policy

A. Anti-Harassment Training

All employees (both paid and volunteer) shall be required to successfully complete anti-harassment training compliant with California SB 1343 (Anti-Harassment), AB 2053 (Abusive Conduct) and SB 396 (Gender Identity, Gender Expression, Sexual Orientation). Said training shall be a condition of employment and participation with PCYAO.

- Supervisory employees and/or independent contractors (both paid and volunteer) monitor and regulate employees or independent contractors in their performance of assigned or delegated tasks. Supervisors are authorized to recommend and/or effect hiring, reprimanding, terminating, direction and other associated activities, with the perception of power, regarding said staff. Supervisory training shall be at least two hours and be repeated every two years.
- All non-supervisory paid employees and/or independent contractors shall complete the non-supervisory anti-harassment training which shall be at least one hour and be repeated every two years.
- All volunteers that participate with PCYAO for a period of four (4) or more consecutive days shall complete the non-supervisory anti-harassment training which shall be at least one hour and be repeated every two years.

B. Youth Protection and Mandated Reporter Training

Furthermore, all parties as stated above, along with staff (paid and volunteer) who participate with PCYAO for a period of four (4) or more consecutive days, shall be required to complete the Youth Protection 2.0 training offered by Boy Scouts of America. Proof of completion shall be kept on file by Pacific Crest and will remain in effect for up to two years, at which time additional youth protection training will be required.

III. Compliance and Record Keeping

Completion of this training may be done directly through PCYAO or through any other entity that may require the same training. Proof of completion shall be kept on file by PCYAO for a period of two years. Re certification will be required every two years.

At the discretion of the CEO or Board of Directors, other Pacific Crest personnel, including but not limited to, paid staff, volunteers, and committee members, may also be required to participate in one or both of the above trainings, based upon the nature of their work with the Organization.