

## VINTAGE AIRCRAFT ASSOCIATION

### YOUTH PROTECTION PROGRAM

#### **Purpose**

The Vintage aircraft Association (VAA) is committed to protecting youth who are involved in activities sponsored by VAA. We are committed to providing a safe and secure environment in which youth can participate and learn about aircraft and aviation. Our primary goals for this Youth Protection Program are:

To assure the safety of young participants in VAA related programs and events.

To earn and sustain the confidence of parents, guardians, and families whose children participate in VAA sponsored programs and activities.

To provide training to inspire wise choices and appropriate care in program design and delivery for the protection of youth and volunteers.

The term “youth” when used in this policy means any person who is not legally an adult in his or her home state.

#### **Basic Requirements**

Effective date: AirVenture 2024

If you are considered a “Two Deep Leadership Supervisor “ \* it is mandatory that you complete the EAA training and Criminal History Background Check with acceptable results in EAA’s judgement before you may work with youth in VAA activities even if you have previously participated in services to youth. To access this training: log into your EAA account, go to MY ACCOUNT, click GO TO TRAINING, click on TRAINING INFORMATION and GO TO COURSE. That should take you to the Youth Protection Training and Background Check.

\*The term Two Deep Leadership means that at least two adults who have completed both the Training and Background Check will be in attendance on the ground as supervisors of any Vintage youth event. “Attendance as supervisors” requires that the person must be present and actively circulating through the areas in which services are being provided, in order to monitor all activities for appropriate behavior.

If you work with youth in VAA activities but are not a Two Deep Leadership Supervisor, we still request that you complete at least the Training in order that all volunteers will have consistent understanding of VAA Youth Protection Program.

Please note that parents and legal guardians of youth participants may be volunteers, and they are subject to the same VAA Youth Protection Standards as other volunteers. We invite and encourage parents to be involved in or observe VAA youth programs and activities if possible.

If you are a minor and a volunteer, you also are subject to the same VAA Youth Protection Standards as other volunteers; however, background checks aren't available for minors. You may cover your Background Check requirement with a credible written character reference (see form attached to this document) delivered to us, until you become an adult under the laws of the state where you live.

### **VAA Youth Protection Standards**

**Training:** This is an online Youth Protection Course offered by EAA that takes approximately fifteen minutes to complete, with a final test at the end of the course.

**Criminal History Background Check:** This is a confidential criminal history background check, and it requires acceptable results in EAA's judgment. Certain results—listed under Disqualifying Criteria below will automatically disqualify you from working with youth. We may only proceed with a background check if you give us permission through a release. The release we use complies with the high standards of the Federal Fair Credit Reporting Act (FCRA) and is designed to inform you of your rights, for your protection (however, please note that this is not a credit report—it is a criminal and employment history report). The background check will be conducted by our third party background check provider, at our expense. Our policy is to update criminal history background checks for "Required" volunteers at least every three years. Your background check results will be evaluated by an EAA Vice President on a strictly confidential basis to determine whether you meet this requirement for service in Airventure programs.

**Disqualifying Criteria:** You will automatically be ineligible to work with youth in any VAA Youth program if you:

Fail to complete the screening process or provide information required to conduct a criminal history background check or provide that information in a timely fashion if requested to do so.

Are or ever have been a Registered Sex Offender in any jurisdiction, regardless of the nature or date of the offense.

Have been convicted of any felony involving force or threat of force against a person, regardless of the date of conviction.

Have been convicted of any crime characterized as a "sex offense" including, but not limited to, child molestation, rape, sexual assault, sexual battery, prostitution, solicitation, indecent exposure, or possession or distribution of illegal pornography, regardless of the date of conviction.

Have been convicted of any crime involving cruelty to animals, regardless of the date of conviction.

Have been convicted of any crime involving contributing to the delinquency of a minor, regardless of the date of conviction.

Have been convicted of any crime involving controlled substances, within the previous five (5) years.

Were previously terminated from a paid or volunteer position because of misconduct with a youth.

Are under pending charges, incarceration, or allegations by law enforcement officials in any jurisdiction involving a sex offense as described above, force or threat of force against a person, cruelty to animals, contributing to the delinquency of a minor, controlled substances, or misconduct with a youth. The period of ineligibility will end if and when the relevant charges, incarceration or allegations are dropped or otherwise terminated by said law enforcement officials without a conviction. All other criminal convictions will be discretionary disqualifiers, to be evaluated on a case by case basis with consideration of the completeness of information and nature and date of the offense.

**Appeal Process:** If you are informed that you do not meet our background screening criteria for volunteer service with youth in VAA programs, you may do any of the following: Withdraw your application; dispute the accuracy of the background screening report, subject to verification; or request a waiver of disqualification.

**Documentation:** We will confidentially document any decision regarding disqualification of a volunteer applicant to work with youth. We will maintain a database, which will be accessible by members, that will include volunteers who have qualified to work with youth in VAA programs. The database will not include applicants who have not qualified.

## **Supervision**

We believe that effective supervision is a key to maintaining the highest youth safety standards in VAA programs. Our supervision requirements in this policy are designed specifically to protect youth and volunteers.

Two-Deep Leadership—see definition above

**Open Door Policy:** Many claims of molestation or abuse arise from instances when adults are in isolated areas with youth. When using smaller rooms or enclosed areas for a youth activity, ensure that the doors are left open at all times, for the protection of the youth and yourself.

## **Contact with Youth**

We expect that you, as a volunteer, will have positive relationships with the youth you meet in any VAA program. However, in order to maximize youth safety, we must require the following common sense restriction in order to ensure that both the youth and you are protected outside of the program.

**Outside Activities:** Do not initiate meetings or interactions with youth whom you have met in VAA programs, or extend your relationship to other activities (except for supervision in other sponsored and organized youth activities, including both VAA and non VAA related activities)

**Communications:** Do not communicate directly with any youth whom you have met in VAA programs.

## **Prohibited Activities In all VAA programs and events:**

Physical force or violence. Slapping, spanking, hitting, shoving, corporal punishment and similar behaviors, by volunteers or by other youth.

Sexual communication or contact. Dating or other private contacts; discussing sexual subjects of any kind; and touching in an area typically covered by a bathing suit, by yourself or by other youth; any touching that might cause the youth to feel uncomfortable.

Neglect. Punishing a youth by withholding food, water, medical assistance, or other needs.

Bullying. Intentionally harmful behavior directed toward a specific youth or group of youths with the intent or effect of intimidating, causing emotional or psychological harm, or causing isolation or humiliation by volunteers or other youth.

### **Activities Requiring Special Approval or Consideration**

**Physical Contact.** We very strongly discourage demonstrations of affection and physical contact. There should only be given on rare occasions when clearly required to meet a youth's specific needs, never to meet your needs or desires. Limit any touching to handshakes and brief cross-shoulder hugs, and never touch a youth in areas that are typically covered by a bathing suit. In some situations, you may need to assist the youth participant in a way that requires touching. If possible, encourage the parent to be present and acknowledge that the touching might occur.

**Photography.** Copies of all photographs of youth must be made available to parents upon request, and the right of parents to withhold consent for the use of their children's photographs must always be respected. Parents wishing to withhold consent should inform the person who is in charge of the activity. Don't give the last names of youth in connection with their photographs.

### **Discipline**

In order to maximize the safety and well-being of participants in VAA youth activities, all youth must exhibit proper behavior and self-control toward the environment, equipment and other activity participants. Misbehavior includes such conduct as fighting, yelling, verbal abuse, physical violence, disrespectful behaviors, foul language, unsportsmanlike conduct, lying, endangering oneself or another, stealing, and disobeying VAA volunteers. In situations where a youth has acted inappropriately, depending on severity, the following actions may be taken:

**First Offense**—the youth's parents will be notified of the behavior verbally and in writing. Depending on the severity of the misbehavior, the youth may be removed from the activity immediately, in the sole judgment of the volunteer supervisors.

**Second Offense**—the youth will be removed from the VAA activity and disqualified from future participation.

**Suspected Criminal Conduct**—any suspected criminal conduct during VAA programs and activities will be reported to the appropriate authorities for investigation and disposition.

Never use physical force on a youth except to temporarily restrain for his or her safety or the safety of surrounding people. In such a case, give prompt notice to the person in charge of the activity, and to the parents of the youth involved. Remove the youth from the activity if the offense is serious or causes disruption to the activity or the enjoyment of other participants.

All parents will have access to this program through VAA's website [www.eaavintage.org](http://www.eaavintage.org) and understand and accept that, by permitting their youth to participate in a VAA program or activity, they confirm their agreement to its terms.

## **Reporting**

You must promptly report all suspected or known child abuse and accidental injury, as described below. During any VAA activity:

### Definitions

"Child abuse" means any intentional action, inaction, or event that endangers or injures the physical, psychological, or emotional well-being of a youth.

"Accidental injury" means a physical, psychological or emotional injury to a youth that does not arise directly or indirectly from the intentional act or inaction of another person.

Accidental injury, or suspected or known Child Abuse. You must report every suspected or known child abuse and accidental injury as follows:

First, call 911 immediately, for any child abuse or accidental injury to a youth that requires any attention beyond simple first aid that is fully within the skill of a responsible person on the scene.

Next, call the youth's parent immediately, for any known or suspected child abuse, or any injury that required a call to 911.

Next, contact appropriate law enforcement officials immediately, in the event of known or suspected child abuse.

Within 24 hours, give an oral report to the program supervisor, VAA President (920-426-6110)

Violation of Safety Rules. If you know of any serious safety rules violations in VAA activities and programs, report the matter to the VAA President (920-426-6110).

### Further Steps

Any alleged perpetrator of child abuse or misconduct will immediately be placed on leave from VAA youth programs and activities pending completion of an internal investigation.

If outside authorities undertake an investigation, we will cooperate fully with any investigation.

We will review all reported suspicions, incidents or suspected rule infractions, even if deemed to be minor, to determine whether further action is needed, and whether current policies and procedures must be revised to prevent similar future occurrences.

All EAA/ VAA volunteers under the age of 18 who are interested in volunteering with youth must complete this Character Reference Form, which qualifies as the background check to volunteer, upon approval.

### VOLUNTEER INFORMATION

Name: \_\_\_\_\_ Member EAA # (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

You are receiving this form because the individual noted above has expressed an interest in volunteering. Your honest evaluation will be helpful in determining if the individual is qualified to volunteer for our organization.

### REFERENCE INFORMATION (Individual may not be a family member)

Name: \_\_\_\_\_ Member # (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_ Known for how long? \_\_\_\_\_

### CHARACTER ASSESSMENT

	Always	Almost Always	Some-times	Almost Never	Never	N/A
Listens and follows instructions						
Interacts well with children						
Is patient and kind						
Works well with others						

Comments: \_\_\_\_\_

Would you recommend this individual to volunteer with youth?  Yes  No

Why or why not? \_\_\_\_\_

### REFERENCE'S STATEMENT

The information contained in this reference form is correct to the best of my knowledge. I understand that I may be contacted from someone at EAA regarding my comments to verify this information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please email form to [HR@eaa.org](mailto:HR@eaa.org); fax to 920-426-6775; or mail to EAA-Volunteer, 3000 Poberezny Road, Oshkosh, WI 54902