

MO DIVISION OF YOUTH SERVICES FUNDAMENTAL PRACTICES

- Create and maintain a humane and therapeutic approach and environment.
- Ensure healthy boundaries between and among youth and staff.
- Be respectful and kind in your communication with all youth, co-workers, and others.
- Model professional behavior and appearance.
- Be on time and prepared.
- Maintain clean, neat and organized environments in all offices and facilities.
- See, hear, know, and account for youth at all times by being present and actively engaged.
- Provide a friendly, respectful, and informative atmosphere for parents, guardians, and visitors.
- Practice all health and safety expectations, preserving the rights of every youth to live in a physically and emotionally safe environment (free from any abuse or harassment including maltreatment, neglect, physical, emotional, and sexual).
- Actively participate in all learning opportunities (e.g. training, on the job, team meetings, coaching).
- Be a positive representative of DYS in our youth's homes, neighborhoods, and in the community.
- Responsibly protect and properly use all resources.
- Ask questions and check for understanding to ensure effective practices.

It is the Division's belief that staff learn, grow and develop professionally, just as our youth do in their treatment process. Each employee will be provided extensive training and development opportunities to support their success. The DYS Fundamental Practices are not meant to be all inclusive. Employees are responsible for knowing and practicing DYS Beliefs and Philosophies and DSS/DYS Policies and Procedures.

RELATED DYS, DSS POLICIES, & STATUTES

- **Create and maintain a humane and therapeutic approach and environment**
 - **DYS Policy: Juvenile Rights 6.1**
 - C. Not be subjected to corporal punishment, harassment, intimidation, threats, harm, assault, humiliation or interference with their physiological needs.
 - D. Not be discriminated against because of race, color, religion, sex, sexual orientation, national origin, disability, or ancestry.
 - O. Report any problems or complaints they have without any fear of punishment.
 - **DYS Policy: PERSONNEL MANAGEMENT Section: Employee Conduct 3.8**
 - 9. Employees are expected to be respectful and kind in their communication with youth, coworkers, and others. Employees shall not engage in language or conversation that is demeaning or otherwise perceived as offensive to youth or employees. This includes but is not limited to name calling, cursing, telling jokes that are demeaning to others, shaming, blaming, or threatening to youth.
 - 10. Employees are responsible for ensuring healthy and professional boundaries are maintained between and among youth and employees. Youth contact shall be limited to that which is specifically authorized by DYS policy and its administrators. Employees are prohibited from sexually, physically, emotional or mentally abusing youth and/or having inappropriate physical contact with youth.
- **Preserving the rights of every youth to live in a physically and emotionally safe environment**

What to do if you see, hear, or suspect abuse

As outlined in DYS Administrative Policy 3.8 (Employee Conduct):

- **Youth under 18**
 - Whenever a DYS employee has reasonable cause to suspect an abusive or neglectful incident has occurred the employee shall immediately call the Children's Division (CD) Child Abuse and Neglect Hotline (1-800-392-3738). The employee should then notify the supervisor or designee that the report has been made. (Note: In instances wherein the supervisor designee is believed to be the perpetrator, the employee shall notify the supervisor or designee at the next appropriate supervisory level.)
- **Youth 18 and older**
 - Reports will be made to the Division HR manager or personnel officer.

RELATED DYS, DSS POLICIES, & STATUTES

- **Preserving the rights of every youth to live in a physically and emotionally safe environment**
 - **Child Abuse/Neglect Reports by Mandated Reporters REPORTING REQUIREMENT (210.115.1 RSMo)**
 - “When any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker, juvenile officer, probation or parole officer, jail or detention center personnel, teacher, principal or other school official, minister as provided by section 352.400, RSMo, peace officer or law enforcement official, or other person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the division in accordance with the provisions of sections 210.109 to 210.183.
- **Ensure healthy boundaries between and among youth and staff**
 - **DSS POLICY Sexual Harassment and Inappropriate Conduct (Policy 2-101 and Non-Discrimination Policy Statement)**
 - DSS is committed to a work environment free of harassment, discrimination, retaliation, and/or inappropriate conduct.
 - DSS shall ensure that employees, applicants for employment and contractors are treated equitably regardless of race, color, national origin, ancestry, genetic information, pregnancy, sex, sexual orientation, age, disability, religion, or veteran status.
 - DSS shall also ensure that recipients of DSS services are treated equitably regardless of race, color, national origin, ancestry, sex, age, sexual orientation, disability, veteran status or religion.
 - Conduct may be determined as sexually harassing or inappropriate if *perceived as such, regardless of whether* such conduct is *intended to be harassing or inappropriate*.
 - Any employee who believes that the conduct of a supervisor, manager, co-worker, employee or nonemployee constitutes harassing or discriminatory behavior and/or inappropriate conduct as described in this policy has a responsibility to ***immediately report the incident(s)***.

I have read and understand the materials provided

Printed Name: _____

Signature: _____

SSN: _____

Date: _____

Supervisor/Personnel Liaison, Signature: _____