



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT GREELY
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IMFG-ZA

23 October 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum #14-08, Child, Youth & School Services Touch Policy

1. PURPOSE. To establish an installation touch policy for implementation in all CYSS center-based, quarters-based, sports & fitness programs and instructional programs
2. REFERENCE. Army Regulation 608-10.
3. SCOPE. This SOP applies to all individuals (employees, FCC providers, contract employees and volunteers) working with children and/or youth within CYSS operated and regulated activities
4. RESPONSIBILITIES.
 - a. The CYSS Coordinator will:
 - (1) Establish CYSS touch policy for CYSS operated and regulated programs IAW AR 608-10
 - (2) Monitor CYSS programs for compliance with the touch policy
 - b. Facility/Program Directors will:
 - (1) Ensure that the CYSS touch policy is discussed during the orientation phase for all new staff members, registered providers, contract employees and volunteers and that the new staff, providers, contract employees and volunteers sign a statement of understanding
 - (2) Provide sufficient opportunity for direct care staff, providers, contract employees and volunteers to discuss touch issues openly to validate correct understanding of the policy
 - (3) Monitor their assigned area for compliance
 - (4) Role model appropriate touch within their program area
 - (5) Take immediate disciplinary action for infractions of the touch policy (e.g., separation, revocation of certification or termination of services)

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c. All CYSS personnel, FCC providers, contract employees and volunteers will:

- (1) Comply with the provisions of the CYSS touch policy as outlined in this SOP
- (2) Sign a statement of understanding indicating they have read and understand the CYSS touch policy and that they understand the consequences of failure to comply to include termination of employment, revocation of certificate or termination of services
- (3) Role model appropriate touch for the children and/or youth in their assigned area
- (4) Report to their supervisor any instances of inappropriate touch of which they are aware

5. GENERAL GUIDELINES. The CYSS touch policy is based on the premise that positive physical contact with children and youth contributes to their healthy growth and development, their nurturance and their guidance; whereas, "no touch," under any circumstances, creates a stark and unacceptable atmosphere for young children and youth. Based on this premise, individuals involved in direct care are encouraged to provide positive physical contact (appropriate touch), but will refrain from inappropriate touch. Children and youth will always have the option to refuse touch except in the case of danger to other children/youth or to the child/youth himself/herself.

a. Appropriate touch involves:

- (1) Recognition of the importance of physical contact to child nurturance and guidance;
- (2) Adult respect for personal privacy and personal space of children and youth;
- (3) Having the permission of the other for touch;
- (4) Responses affecting the safety and well being of the child (e.g., holding hands when crossing the street; holding the child gently but firmly during a temper tantrum; or to prevent harm to another adult/child/youth);
- (5) Role modeling of appropriate touch by direct care staff;

b. Examples of appropriate touch are:

- (1) Hugs, holding hands and lap-sitting as expressions of affection to build self-esteem in very young children or when a young child needs to be comforted;
- (2) Reassuring touch on the shoulder to show approval or provide support;
- (3) Nap time back rubs (on top of clothing/blankets) to relax a tense child;

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(4) Diapering of infants and toddlers;

(5) Assistance in toileting for children when needed;

(6) Touches expressly appropriate to instruction such as those instances where hands on guidance is needed (including, but not limited to, swimming instruction, where one might require a steadying hand on the back; or gymnastics instruction, where one might require steadying hands on the trunk of the body);

c. Inappropriate touch may involve any or all of the following:

(1) Coercion (physical or emotional) or other forms of exploitation of the child's/youth's lack of knowledge;

(2) Disregard for the safety and well being of the child/youth;

(3) Failure to respect the child's/youth's right to personal privacy and space or failure to respect a child's/youth's refusal for touch;

(4) Satisfaction of adult needs at the expense of the child/youth;

(5) Violation of law or American societal norms regarding sexual contact between adults and children/youth;

(6) Attempts to change child's/youth's behavior with adult physical force, often applied in anger;

(7) Reinforces with children the concept of "striking out" to respond to a problem;

d. Examples of inappropriate touch are:

(1) Forceful holding of a child/youth in a chair or squeezing a child's/youth's hand with sufficient force to cause pain as a way to change behavior;

(2) Forced goodbye kisses;

(3) Corporal punishment (spanking);

(4) Sexual exploitation (fondling or molestation);

(5) Slapping, hitting, pinching or in any way physically assaulting a child/youth;

(6) Prolonged tickling;

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(7) Pulling or dragging a child/youth by one or both arms in an effort to direct a child's/youth's movement or response to guidance;

(8) Squeezing of neck, arms, arm twisting, pulling or jerking of arm, or squeezing of face, as in "look at me";

6. PROCEDURES.

a. Approved touching will be used as an integral and regular part of program activities.

b. Diapering and Toileting: The provider/program assistant may touch the genitals and proximate body area of the child in a manner and to the degree necessary to diaper and/or assist the child in proper toilet procedures.

c. Child injury or Complaint: Should a child's genital area need to be checked for reasons other than diapering or toileting procedures (i.e., injury, child complaint), the provider/program assistant will do so in the presence of another adult (when possible):

(1) In the Child Development Center, the other adult should be the individual responsible for program operations (director, assistant director, manager on site);

(2) In a FCC home, the other adult should be another FCC provider or the FCC Director if possible;

(3) The examination should not involve touch and be visual in nature if at all possible;

(4) The examination will be documented on an Accident/Incident Report and signed by both of the individuals doing the examination and the witness;

(5) The provider or responsible management staff will discuss with the parents the reasons for any examinations and have them sign an Accident/Incident Report;

d. The School Age Center (SAC) and Youth Center (YC) staff and children/youth will work together to develop rules of behavior and/or conduct which address youth to youth touch and which address appropriate consequences when rules are broken.

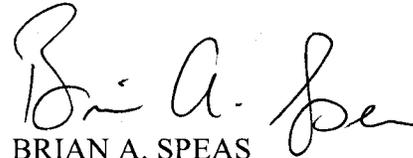
e. Physical restraint will not be used unless it is necessary to prevent injury to self or others. Physical restraint may not be used for temper tantrums, except when the child/youth is out of control (e.g. banging head on the floor). Physical restraint may be used only when it is necessary for the safety of the child, youth or caregiver. CYSS employees/providers will attempt to call for help before restraint is used on a child or youth. CYSS employees/providers will provide a written description of why physical restraint was necessary. Witnesses, if any were present, will sign the document. Parents will be informed of how and why physical restraint was used on their child or youth.

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f. Suspected violation of this policy will be reported immediately. Inappropriate touching will be grounds for immediate closure of an FCC home or removal of a CYSS staff member, contract employee or volunteer.

7. POC for this policy is the undersigned at 873-4600 or by email at gerri.m.withers.naf@mail.mil.



BRIAN A. SPEAS
LTC, SF
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TAB A – CHILD, YOUTH & SCHOOL SERVICES TOUCH POLICY

STATEMENT OF UNDERSTANDING – PERSONNEL

**CHILD, YOUTH & SCHOOL SERVICES
STATEMENT OF UNDERSTANDING FOR EMPLOYEES**

I hereby verify that I have read and understand the CYSS Touch Policy.

I understand that I must comply with the provisions in this policy and that failure to do so will result in termination of employment.

EMPLOYEE'S PRINTED NAME: _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

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TAB B, CHILD, YOUTH & SCHOOL SERVICES TOUCH POLICY
STATEMENT OF UNDERSTANDING - PROVIDERS

CHILD, YOUTH & SCHOOL SERVICES
STATEMENT OF UNDERSTANDING FOR FCC PROVIDERS

I hereby verify that I have read and understand the CYSS Touch Policy.

I understand that I must comply with the provisions in this policy and that failure to do so will result in the revocation of my FCC Certification.

PROVIDER'S PRINTED NAME: _____

PROVIDER'S SIGNATURE: _____

DATE: _____

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TAB C, CHILD, YOUTH & SCHOOL SERVICES TOUCH POLICY
STATEMENT OF UNDERSTANDING – VOLUNTEERS AND CONTRACT EMPLOYEES

CHILD, YOUTH & SCHOOL SERVICES
STATEMENT OF UNDERSTANDING FOR VOLUNTEERS

I hereby verify that I have read and understand the CYSS Touch Policy.

I understand that I must comply with the provisions in this policy and that failure to do so will result in termination of services.

VOLUNTEER'S/CONTRACTOR'S PRINTED NAME: _____

VOLUNTEER'S/CONTRACTOR'S SIGNATURE: _____

DATE: _____