



# YOUTH PROTECTION POLICY

## PROCEDURES AND GUIDELINES

**Version: 1.0**

Last Updated: 8/6/19

Pending review by the Board of Trustees in late August 2019

# Table of Contents

---

<b>Commitment to Protecting Participants</b>	<b>3</b>
<b>Purpose and Strategy</b>	<b>3</b>
Fundamentals	4
Candor	5
Well-defined policies and procedures	5
Trust, dignity, and respect	5
Collaboration and cooperation	5
<b>Definition of Child Abuse and Bullying</b>	<b>6</b>
Child Abuse Defined	6
Child Emotional Abuse Defined	6
Child Physical Abuse Defined	6
Child Sexual Abuse Defined	6
Bullying Defined	7
<b>Background Checks and Training</b>	<b>7</b>
Training	9
Training for Team Manager and other Adults working with Teams	9
Training for Parents	9
Training for Team Members	9
<b>Violations of the Destination Imagination Youth Protection Policy &amp; Procedures</b>	<b>10</b>
<b>Communication and Reporting Requirements</b>	<b>11</b>
<b>Team Manager Role</b>	<b>13</b>
Team Managers (Age 18 or older)	13
Student Team Managers	14
<b>Youth Protection and Safety Requirements for All Team Activities</b>	<b>15</b>
Fundamental Safe Guidelines for all Destination Imagination Volunteers and Participants	15
Facilities Recommendations	16
When a Team Travels	16
<b>Safety at Destination Imagination Events</b>	<b>19</b>
Scope – Official Events Defined	19
Entities/Individuals Conducting Events	19
Safety Services/Facilities	19
Responding and Reporting Physical Injuries or Medical Problems	20
Safety Concerns & Non-Medical Incidents	21
Event Volunteers	21

## Commitment to Protecting Participants

Destination Imagination, Inc. provides educational experiences where team members can thrive, learn, and have fun in a safe and caring environment.

We have systems to inform everyone involved in our educational experiences about our Youth Protection Policies and Procedures and provide assistance to help our volunteers and Affiliates in meeting our standards.

## Purpose and Strategy

The purpose of the Destination Imagination Youth Protection Policies and Procedures (DI-YPPP) is to provide all Destination Imagination participants (to include Team Managers, Appraisers, Challenge Masters, Affiliate Directors, Regional Directors, employees, others working with Destination Imagination, team members, parents and guardians of team members) with knowledge, policies, procedures, and guidelines to create safe experiences for everyone participating in Destination Imagination Educational Experiences.

The DI-YPPP establishes the minimum standards of safety recommended for all Destination Imagination (DI) activities, including team meetings, training classes for students, DI Regional, Affiliate, and Global Finals Tournaments, and activities outside of tournaments. Adults working and volunteering for any Destination Imagination Educational Experiences must understand, acknowledge, and follow the standards set by Destination Imagination. All DI volunteers are also expected to understand the standards set by the school or organization hosting or sponsoring their team or tournament.

DI expects all Affiliates, teams, and volunteers in the United States and Canada to abide by the policies and procedures outlined in this document. DI recommends that International Affiliates, teams, and volunteers follow the provisions in this document as much as possible. At a minimum, International Affiliates, teams, and volunteers must follow their local regulations about youth protection and safety.

A school or organization sponsoring or supporting a Destination Imagination Educational Experience may have adequate and effective youth protection policies and procedures in place. If the school's or organization's youth protection policies and procedures meet or exceed the DI-YPPP, the team should follow those policies and procedures. As DI teams meet in a variety of locations and situations, Team Managers, Affiliates, and volunteers may use the DI-YPPP in a way that best fits their situation and still

keeps participants safe. However, procedures that are labeled as mandatory are required in the United States and Canada and may not be waived or changed without the approval of the Destination Imagination - Youth Protection Committee (or designee) of the Board of Trustees.

The DI-YPPP is designed to educate DI participants and volunteers about child abuse, bullying, and hazing; the damage that those situations can cause; set standards that will help prevent child abuse, bullying and hazing; and provide resources, guidelines, policies, and procedures that can significantly reduce the chances of injury.

The following foundational guidelines, working in concert, will help ensure that DI participants have a safe learning experience:

- Each team is required to have at least one adult Team Manager who attends and supervises the team's activities, has read this document, and has completed the required DI-YPPP training and background check. It is strongly recommended that each team have at least 2 adults attend and supervise the team's activities and who have read this document and completed the required DI-YPPP training and background check.
- Team Managers, team members, and team parents discuss the Destination Imagination Youth Protection Policy and Procedure and any associated training in age-appropriate terms and agree to follow it.
- Team Managers, team members, and team parents understand appropriate guidelines and behaviors as explained in this document and know what to do if the DI-YPPP is not followed.

## **Fundamentals**

### **Supervision of educational experiences**

Destination Imagination provides training, guidance, and recommendations to our Team Managers and volunteers to enable them to identify circumstances that could pose risks to team member safety and well-being and take any necessary actions to prevent harm to our participants and know when and how to report any incidents of injury or harm.

## **Candor**

Destination Imagination cultivates a culture of candor, where concerns about the safety of team members can be raised and addressed. Team members' parents and guardians are encouraged to be involved in the safety of their students as they participate in our educational experiences.

## **Well-defined policies and procedures**

Destination Imagination has created transparent lines of authority with policies and procedures designed to respond to youth protection situations in a timely manner and ensure that, when necessary, appropriate authorities are notified.

## **Trust, dignity, and respect**

Destination Imagination will acknowledge and review all disclosures and indications of risk, while respecting every individual's right to privacy.

## **Collaboration and cooperation**

Destination Imagination will work with other organizations that can assist in addressing safety risks, including child protection agencies, law enforcement, and legal counsel.

Destination Imagination's primary participants are teams that consist of young people, and the organization wants to ensure that they have the most positive experience while involved in the program and while creating and showcasing their solutions. As such, DI expects our volunteers to conduct themselves in a manner that keeps the participants safe from harm and positively represents the organization. Integrity must underlie all company relationships, including those with teams, customers, suppliers, communities, and among employees or volunteers.

DI will require volunteers to adhere to the following:

Volunteers, Team Managers, adult supervisors, staff members for Destination Imagination or its Affiliates, will work to provide:

- Safe environments where participants can develop appropriate, encouraging relationships, while observing appropriate boundaries.
- Educational experiences where all DI participants can learn, have fun, and feel safe.

- Supervision by caring, trained adults who model integrity and respect.
- Adherence to this policy.

## Definition of Child Abuse and Bullying

### Child Abuse Defined

For purposes of the Destination Imagination Youth Protection Policy and Procedure (DI-YPPP), a “child” is defined as any person under the age of 18. An “adult” is anyone 18 years of age or older.

The majority of reported acts of child abuse are committed by someone the child is related to or knows and trusts. The fact that a parent, guardian, or relative of a team member is working with the team in no way precludes the possibility of him or her engaging in abusive behavior.

### Child Emotional Abuse Defined

Emotional abuse is behavior toward a child that is demeaning or disrespectful. Examples include verbal threats, social isolation, intimidation, unreasonable demands, or the intentional damaging of a child’s self-esteem.

### Child Physical Abuse Defined

Physical abuse is defined as the non-accidental use of physical force against a child in such a way that the child either sustains bodily injury or is at risk of bodily injury, however slight.

### Child Sexual Abuse Defined

Child sexual abuse is defined as any form of sexualized interaction involving a child and a more powerful individual (age, size, knowledge). Child sexual abuse may occur through inappropriate physical contact, as well as through behaviors that do not involve actual physical contact, for example, inviting a child to view pornography. Experts estimate that 30 to 50 percent of all acts of child sexual abuse are committed by children under 18 victimizing a younger, smaller, or less able child.

Individuals who seek to sexually abuse or exploit children frequently attempt to gain access to children

through youth serving organizations. These individuals may spend months purposely building an emotional connection with a child or group of children and work to make inappropriate behavior seem normal. They are often socially skilled and adept at giving convincing excuses when confronted with inquiries about having overstepped boundaries.

## **Bullying Defined**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and kids who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose (from [www.stopbullying.gov](http://www.stopbullying.gov)).

## **Background Checks and Training**

In order to provide the highest level of educational activities for the participants, Destination Imagination requires all licensed Affiliates to carry commercial general liability insurance with a sexual molestation endorsement. Sexual molestation insurance coverage requires, at minimum, that Team Managers have background checks. DIHQ staff, BOT members, Affiliate Directors, Regional Directors, Affiliate Challenge Masters, Regional Challenge Masters and Global Finals Appraisers may also be required to complete annual background checks. Each volunteer will be notified of the background check requirements by their Affiliate Director. Additional adult volunteers (Appraisers, adults traveling with the teams, etc.) may be required to have a background check by the sponsoring school district or organization or the Affiliate's insurance carrier.

International Affiliates will need to comply with local laws regarding required background checks.

Affiliate Directors, in conjunction with their Board of Directors and insurance carriers, will determine the requirements and procedures for background checks for their volunteers.

Should a conviction be known, potential Team Managers and current Team Managers are encouraged to speak with their Affiliate or Regional Director prior to their background check.

Background check findings will be reviewed in a fair, impartial and confidential manner. Because Destination Imagination's priority is the safety of the team members and any others participating in DI activities, certain actions and convictions for certain crimes serve to automatically disqualify applicants.

Those include:

- Refusing to consent to a criminal background check
- Making a false statement in connection with criminal background check
- Being registered, or requiring to be registered on any sex offender registry
- Being convicted of a crime involving felony child abuse
- Being convicted of any crime against or involving a minor at any time in the past
- Receiving multiple convictions, whether felony or misdemeanor
- Being convicted of any kind of sexual offense

Destination Imagination follows these guidelines for determining whether a volunteer or staff member with a background check that has been reported as failed or flagged by the background check agency can work with a team.

- Crimes of violence (not sexual violence)
  - Must be at least 20 years in the past with no other convictions
- Theft or fraud related crimes
  - Must have been committed more than 15 years in the past with no other convictions
- Felony substance abuse or DUI
  - Must have been committed more than 10 years in the past and all court ordered rehab needs to have been completed

**Because of the serious implications to the entire Destination Imagination organization, any situation that deviates from these guidelines will need to be discussed with the Director of Affiliate Relations or the DII Board of Trustees Compliance Officer.**



## **Training**

Destination Imagination will provide training, guidance, and information to all adults working in Destination Imagination Educational Experiences.

Team Managers will provide Youth Protection information to parents, guardians, and team members. Destination Imagination headquarters will provide materials for Team Managers to use with their team members and parents.

### **Training for Team Manager and other Adults working with Teams**

All volunteers (over the age of 18) working with Destination Imagination teams are required to undergo training in youth protection when their involvement with a DI Educational Experience starts and annually thereafter. The goals of the training will include:

- Understanding child abuse and signs of abuse.
- Awareness of those who abuse and what to look for.
- Establishing and maintaining appropriate boundaries.
- Recognizing bullying and methods to prevent it.
- Reviewing the DI-YPPP.
- Explanation of the DI Youth Protection Policies and Procedures and expectation for compliance.

### **Training for Parents**

Parents will receive a copy of the Destination Imagination Youth Protection Information for Parents from their Team Managers. This information is also available on the Destination Imagination website.

### **Training for Team Members**

At the start of every season, Team Managers are required to lead a Team Safety Meeting. The meeting must cover the following topics:

- Fundamental Team Safety Guidelines.
- Behavioral expectations and appropriate contact between adults and team members.
- Procedure for reporting safety concerns.
- Reassurance that all reports of safety concerns, bullying, or abuse will be listened to and taken seriously and there won't be negative consequences for the person raising the concern.

All parents, guardians, team members, and adults working with the team should attend the Team Safety Meeting **or have an individual conversation** with the Team Manager to discuss safety policies.

## Violations of the Destination Imagination Youth Protection Policy & Procedures

Any adult working with a Destination Imagination team who is aware of a violation of the DI Youth Protection Policies and Procedures, or who is in doubt about whether or not a behavior is appropriate, is required to immediately consult the Regional or Affiliate Director, the hosting school or organization, if applicable, and law enforcement, if deemed necessary. The Regional or Affiliate Director will assess the situation and involve the Director of Affiliate Relations and/or law enforcement as necessary.

If any involved individual is not satisfied with the outcome, the individual may contact the Director of Affiliate Relations at the Destination Imagination headquarters office and/or law enforcement as necessary.

The following examples of behaviors may constitute violations of the DI Youth Protection Policy:

- Engaging in any activity that endangers the safety, security, or integrity of a child; deliberately makes a child feel shame or humiliation; or demeans a child, such as making threatening remarks or behaving in a manner that deliberately intimidates or frightens a child.
- Engaging in personal exchanges such as phone calls, email, texting, social networking, etc., with a child outside the context of team activities, educational matters, or career concerns. (A copy of written and electronic communications with a child must be provided to the parents or guardians of team members.)
- Engaging a child in activities that are not related to Destination Imagination Educational Experiences, educational matters, or career concerns; or spending personal time with a child outside of Destination Imagination activities (unless the adult is a family member or family friend).
- Keeping any activities with a child secret; encouraging a child to keep any activities secret; or deliberately concealing activities from parents, guardians, or other adults working with the team. (A key requirement of Destination Imagination is to avoid Interference in the team's solution and to keep the Instant Challenges at tournaments private so no one ends up gaining an unfair advantage. Asking team members to keep their Challenge solution private or to not disclose the tournament Instant Challenge to anyone other than their Team Manager is not a violation of the DI-YPPP.)
- Making sexually explicit remarks; showing or displaying sexually explicit material; inappropriate

- physical exposure or contact; or using offensive language or gestures.
- Failure to follow the DI-YPPP reporting procedure.

This list of example behaviors and situations is meant to help Team Managers, volunteers, and other adults understand appropriate conduct and acceptable behaviors as distinguished from conduct that violates the DI-YPPP. The list is in no way exhaustive; it is not a list of every situation and/or behavior that could be determined to violate the DI-YPPP.

Destination Imagination Educational Experiences are designed to teach students to use the creative process to solve STEM and Arts Challenges in an environment that creates trust between team members and adult Team Managers. We want all children to build safe and meaningful relationships. DII's Educational Experiences are dependent upon adults in the DI community to set appropriate boundaries and keep our students safe.

People who want to take advantage of children may use roles like those of Team Managers to gain inappropriate access to children. Team members, Team Managers, and adult volunteers need to be aware of this danger and report any concerns about inappropriate child/adult relationships. If this behavior is observed or suspected, the observer is required to report concerns to the Affiliate or Regional Director or to the Director of Affiliate Relations at the Destination Imagination headquarters office.

## Communication and Reporting Requirements

Protecting children on a Destination Imagination team from harm requires knowledge about child abuse recognition and prevention, good judgment, and supervision by adults who make it a priority to listen carefully to reports of potential abuse or inappropriate situations and immediately report their concerns.

Any adult working with a Destination Imagination team who believes that a child may be the victim of, or at risk of, child abuse (emotional, physical, or sexual) from any source is required to immediately report their concerns. The individual reporting the possibility of abuse should not attempt to conduct an investigation or confront the suspected offender, even if he or she knows the person well.

The report should be made to the Regional or Affiliate Director, the state or local government child protection agency, to the local police, and/or to the agency indicated by the laws in your geographic region. If the hosting school or organization has established procedures for reporting child abuse, those reporting procedures should be followed. The Destination Imagination Director of Affiliate Relations should also be notified (to the extent the agencies involved and the hosting school or organization permit

this).

Within the United States, most states mandate that adults (including volunteers) working in youth-serving organizations report suspected cases of child abuse to their state child protection agency. If you are unsure of your state's reporting requirements, check the state's child protection agency website. The National Child Advocacy Center provides contacts for individual state agencies. The DI-YPPP requires any adult regularly working with a Destination Imagination team to comply with applicable laws and regulations in their geographic region on reporting child abuse.

Anyone who believes a team member's safety may be compromised by risks other than child abuse (such as a team working in a space that houses dangerous chemicals not properly secured) is required to take action to remove the team member(s) from the situation or act to eliminate the source of risk, if this can be done safely and will likely prevent injury. If the risk may have resulted from deliberate actions or negligence, it may be appropriate to report it to the Regional or Affiliate Director, local police, the school or organization hosting the team, and the Director of Affiliate Relations at the DI headquarter office (to the extent the hosting school or organization permits this).

The Director of Affiliate Relations is available to advise any individual with concerns about the safety of children in Destination Imagination Educational Experiences and may be contacted directly and anonymously if information or guidance is needed. All information regarding complaints or incidents of non-compliance with the DI-YPPP is treated as private information, including the identity of the individual making the report. Information will only be disclosed with the approval of the Destination Imagination Executive Director or the Board of Trustees Compliance Officer on a need to know basis, or as required by law.

Individuals who fail to adhere to the DI-YPPP may be excluded from working with Destination Imagination teams or at Destination Imagination events.

## Team Manager Role

### Team Managers (Age 18 or older)

Because effective youth protection depends upon knowledge, experience, and good judgment, the role of the Team Manager is critical. Team Managers are the individuals who spend the most time with the team, exercise the most control over a team's activities, and are best able to help team members prevent, and if necessary, deal with risky situations.

Every Destination Imagination team is required to register one Team Manager who is at least 18 years of age or older. It is strongly recommended that teams have a second adult as the co-Team Manager. Team Managers direct a team's day-to-day activities. It is recommended that one Team Manager be at least 25 years old.

Destination Imagination relies on Team Managers to support the standards set by the Destination Imagination Youth Protection Policy and Procedures (DI-YPPP). It is essential that Team Managers are available and approachable if a team member, parent, guardian, or anyone else connected with the team needs guidance in understanding what behaviors are appropriate or needs to report unsafe conditions or Destination Imagination Youth Protection Policy violations.

The specific duties that Team Managers are required to carry out are listed below. A Team Manager may delegate these duties to other adults who regularly work with their team if, in the Team Manager's judgment, the individual can be relied on to responsibly carry out the duties and has read and agreed to follow the DI-YPPP.

- Being familiar with the DI-YPPP; providing leadership in directing the team's activities according to its standards; and exercising judgment over the application of its provisions.
- Conduct a Team Safety Meeting at the beginning of the season, as described under Training and Guidance for Team Members.
- Team Managers or anyone with a concern are encouraged to bring the matter to their Affiliate or Regional Director and/or the DII Director of Affiliate Relations to receive guidance about handling the issue. In addition, Team Managers or anyone with a concern may report the incident to a child protection agency, the police, or the school or organization hosting the team. Although anyone involved with a Destination Imagination team may report incidents or concerns without the knowledge or approval of a Team Manager, the judgment and advice of the Team Manager will often be sought.
- If possible, contacting the parent(s) or guardian(s) of each team member within 30 days of the

team member's regular involvement or the team's initial registration; making them aware of the DI-YPPP and safety and interference guidelines (outlined in Rules of the Road sections VI, VII.G, and VII.H); encouraging their involvement in team activities; and providing them with the names and contact information of the Team Managers.

- Determining at what point any adult working with the team is "regularly involved" and required to undergo youth protection training and screening; and closely directing adults who have not undergone training and screening. Any adults (including parents) working regularly with or traveling with the team are required to undergo youth protection training and follow local laws on background check requirements.
- Assessing the suitability of individuals, including team members, to participate in the team's activities. Excluding individuals from working with the team if they are unsuitable due to safety concerns or a disqualifying background check.
- The Region and Affiliate will let the volunteer, the Team Manager, and DI headquarters know if a volunteer has been disqualified at the local level.
- New volunteers must complete a New Volunteer Application, before being allowed to work with a team on a regular basis. New Volunteer Applications will be available by September 15, 2019 on the Destination Imagination website.

### **Student Team Managers**

In order to minimize safety risks to every Destination Imagination participant under the age of 18 (including anyone assisting a team who is under 18), teams are required to have at least one adult Team Manager that is 18 years of age or older.

Although these adult Team Managers may limit their role with the team to overall direction while the younger Team Managers provide guidance to the team, adult oversight is required. The adult Team Managers of these teams are required to be present at all meetings. They are responsible for ensuring that the Destination Imagination Youth Protection Policies and Procedures are followed to protect the younger assistants in the same manner that they protect the team members and to prevent any inappropriate interactions between the younger assistants and the team members.

## Youth Protection and Safety Requirements for All Team Activities

### Fundamental Safe Guidelines for all Destination Imagination Volunteers and Participants

- Allow only appropriate interactions between individuals. Always adhere to the Destination Imagination Youth Protection Policies. Destination Imagination recommends that Team Managers establish age-appropriate rules for their team regarding the sharing of personal information, particularly at events or on-line. Any social media, text, or email communication with team members must also include the team members' parents or guardians. Outside presenters who have not completed a background check and the Destination Imagination safety training may only interact with the team under the supervision of the background checked and trained Team Manager.
- Do not allow violent, hostile, or potentially harmful behavior. Physical or verbal bullying, hazing, confrontational behavior, or corporal punishment must not be tolerated. If anyone involved in the team's activities behaves in a manner that might be harmful to another individual, that person should be separated from the group, and his or her parent or guardian, a child protection agency, or the police should be called, as appropriate.
- Do not allow the use of controlled substances. Alcohol, tobacco, or other controlled substances must not be used during team activities or made available to team members. Exceptions may be made for alcohol served to adults of legal drinking age at receptions or gatherings related to team support, if controls are in place to prevent underage use.
- Be prepared for emergencies. Procedures for emergencies related to weather, fire, lost students or adults, and site security should be established, including a well-stocked first-aid kit, a list of special medical needs (e.g., inhalers, food allergies), and contact information for each team member's parent or guardian.
- Encourage parents and guardians to get involved in team activities while being careful to avoid Interference. If possible, keep parents and guardians apprised of the team's progress; encourage them to get to know the individuals working with the team; ask them to bring Instant Challenges and snacks to the meeting; and make them aware of the time and place of all team activities.
- Keep students safe during team fundraising activities. Developing financial support for the team can be a valuable part of the Destination Imagination experience. The extent of adult supervision necessary must be based on the ages of the team members and the circumstances. Team members should not be allowed to engage in fundraising or other Destination Imagination-related activities without appropriate adult supervision.
- Keep team members safe while working with tools, machinery, and materials. Become familiar

with the safety requirements listed in Roadmap, Rules of the Road, and the Team Challenges. Set rules for tool use and ensure that team members know how to use tools properly. Set team rules for team members' behavior and interactions to prevent bullying and destructive conflict. Examples of team rules are included in Roadmap.

## Facilities Recommendations

Destination Imagination recommends that teams meet at schools or other facilities maintained for use by children or civic groups (e.g., Boys & Girls Clubs) when possible. Such facilities are regularly inspected for safety hazards, will ordinarily accommodate individuals needing special access, and have security measures and emergency procedures in place. The following should be standard procedure for adults working with the team:

- Familiarization with the safety procedures of the facility
- Regular survey of the space to eliminate any potential safety hazards
- Understanding and following the safety regulations set by the school or organization hosting your team

If your team meets in a private home or other non-public location, Destination Imagination strongly recommends that the Team Manager ensures that the following safeguards are in place:

- Always meet with more than one team member and more than one adult.
- Survey the space regularly to eliminate any potential safety hazards.
- Consider home owners, renters, and/or personal liability insurance to protect you should something happen to a team member. Check with an insurance provider what insurance coverage is recommended.
- Team Managers must allow parents to attend meetings unannounced, reminding them that they must always avoid Interference.

## When a Team Travels

### Local Travel to Team Activities

Safe transportation to and from team activities is the responsibility of the team member's parent or guardian. Team members should only be allowed to leave a Destination Imagination activity under adult supervision appropriate for their age and the circumstances as judged by the Team Manager.



## **Travel to Team Activities Away from Home and/or Overnight**

When transporting team members to and from places other than those where the team ordinarily meets, or staying overnight away from home, Destination Imagination recommends following these additional safety guidelines:

- Ensure that all adults traveling with the team have read this document, completed the DI-YPPP training, and (if it is required by sponsoring school district or organization or the Affiliate's insurance carrier) completed a background check.
- Obtain written permission for the child to take the trip from his or her parent or guardian and clearly communicate the destination, trip details, room sharing and sleeping arrangements, and contact information of the adults supervising the team and the place of lodging.
- In the event of a mishap, emergency contact information for each team member's parent or guardian should be readily accessible to the adults supervising the team.
- Team members should have appropriate ID depending on the destination. The adults and team members (depending on their ages) should each have a list of cell phone and room numbers for all individuals on the trip.
- Provisions for team members' special needs, including accessibility, medical conditions, and allergies should be made in advance of the trip.
- Every driver (transporting team members other than him or herself) should be 25 years of age or older, with a valid driver's license, and drive a registered vehicle, with at least the minimum insurance required by the state or country in which the vehicle is registered. This also applies to hired drivers and hired vehicles.
- Every passenger should ride in a legal seat, wearing a seat belt at all times; however, the seat belt requirement may be waived if the vehicle is licensed to carry passengers without seat belts, and the states or countries in which the team will be traveling do not require the use of seat belts.
- In case of an emergency or delay, the driver should have directions and a team-designated contact person.

Before leaving, Destination Imagination recommends reviewing the following information with team members and adults who will be going on the trip:

- What to do if a team member is separated from the group.
- What behaviors you expect and what consequences exist for noncompliance.
- Every team member's privacy should be respected at all times, including when using the bathroom and changing clothes.
- Hotel/motel room doors should be locked when in the room, using the deadbolt and the chain or anchor.
- Do not open the door for strangers; if hotel staff claims to be at the door, call the front desk to

confirm before you unlock the door.

- Don't mention or display your room number in the presence of strangers.
- Upon arrival at the overnight accommodations, locate emergency exits.
- Keep a small flashlight on your bedside table, along with your room key, wallet, and cell phone; take these with you if you have to leave the room.
- Ask hotel/motel management to contact a designated adult if any team members are seen out of their rooms after a specific time.

Destination Imagination recommends that at least two background checked and trained adults be present with team members while traveling. This practice ensures that help is available in the event of an emergency. Should the conduct of a team member or an adult traveling with the team be questioned, having a second adult present will provide clarity in assessing and reporting safety concerns or incidents.

### **Hosting School or Organization Requirements and State Regulations**

Schools and organizations participating in Destination Imagination and the states and countries in which they operate may have guidelines and safety requirements governing youth-oriented programs such as those offered by Destination Imagination. Adults working in Destination Imagination are required to comply with the youth protection policies of the school or organization hosting the team and the requirements of the states or governments in which the team meets or travels. Contact your Affiliate or Regional Director if you need assistance in obtaining this information.

# Safety at Destination Imagination Events

## Scope – Official Events Defined

For the purposes of the Destination Imagination Youth Protection Policies and Procedures (DI-YPPP), “Destination Imagination supported events” (DI events) refers to events that are organized by the Destination Imagination headquarters office, DI Affiliates, or DI Regions, including volunteer, Team Manager, and team member training, fundraising events, and tournaments.

Destination Imagination, Inc’s recommendations and requirements for DI events are set forth below. The Director of Affiliate Relations is available to provide guidance concerning youth protection at events.

## Entities/Individuals Conducting Events

The organization or individual(s) conducting an event is/are responsible for youth protection throughout the event and required to comply with the safety rules of the hosting organization and facility. The party conducting the event is also required to be fully familiar with the DI-YPPP. The DI-YPPP is most effective if it is reviewed and discussed in advance allowing those responsible for managing the event to resolve any concerns well before the event. Consideration should be given to including event security personnel in this review to ensure their understanding of Destination Imagination standards of conduct, as well as your expectations of them should any youth protection concerns arise.

In addition, the organization or individual(s) conducting an event is/are required to follow all safety rules set by the school/organization/facility hosting the event. Before teams arrive, survey the facility and remedy any safety hazards. Safety measures related to the event that are mandated by Destination Imagination management must be adhered to.

## Safety Services/Facilities

Care must be taken to provide adequate emergency and security personnel based on the size and nature of the event, including EMTs, security guards, and traffic control. Every event will have different circumstances. The party conducting the event, in consultation with the manager of the facility and various service providers (police, fire, campus security, etc.), determines the level of emergency and security personnel required. The number and ages of participants and spectators as well as the nature of

the activities taking place will be primary considerations. Emergency and security service providers are required to:

- Be available throughout the entire event.
- Be fully trained and capable of effectively responding to medical and non-medical emergencies.
- Be aware of the special security and safety concerns at events with children participating on teams and as spectators.
- Be aware of the potential risk presented by on-site service providers, sponsor representatives, and spectators. It is not feasible to screen or train these individuals, and security personnel should bear this in mind.
- Remain on-site until all teams and spectators have left the premises (should the facility and emergency providers determine that the event is large enough to require onsite emergency and security personnel).

Facilities are required to be duly licensed to hold such events and the event activities must stay within the legally specified parameters for numbers of participants and event elements (e.g., auditoriums).

Destination Imagination, Inc. requires that all licensed Affiliates hosting DI events carry insurance with adequate coverage for bodily injury to any and all DI participants and property damage to the facility.

Those providing services for the event or performing at an event (e.g., food services, child care services, etc.) are required to be qualified to do so and show that they are properly licensed. Destination Imagination requires that outside service providers have an insurance certificate, identifying the party conducting the event as an additional named insured.

### **Responding and Reporting Physical Injuries or Medical Problems**

Destination Imagination requires that physical injuries and medical problems, however slight, be documented and reported to the party conducting the event or his or her designee and to Destination Imagination headquarters within 48 hours of the occurrence – a Report of Medical Incident form is available on DI's website. To the extent an issue arises requiring emergency medical treatment by EMT or Emergency Room personnel, DI adult participants shall immediately contact the child's parents or legal guardians and shall provide the child's health insurance information to any emergency personnel. Such information shall be contained in the Parental Consent Forms to be executed at the inception of child participation on a DI team with copies to be provided and maintained by at least one of the adult Team Managers.

## **Safety Concerns & Non-Medical Incidents**

All persons on-site who are responsible for operating the event should be able to recognize threats to safety and be prepared to take prompt remedial action. Safety concerns and non-medical incidents should be dealt with as quickly as possible in whatever manner is most appropriate to ensure the safety of everyone at the event. This may involve contacting event security, the police, parents, local youth protection authorities, and/or management of the hosting entity. Safety concerns may even require shutting down an event (e.g., power outage). Destination Imagination requires that all safety concerns and non-medical incidents be reported to the party conducting the event and to Destination Imagination headquarters within 48 hours – a Report of Safety Concern or Non-Medical Incident form is available on DI’s website. If there is uncertainty about filing a report, the Director of Affiliate Relations at DI headquarters should be contacted for guidance. The reporter may choose to remain anonymous; however, the more facts Destination Imagination has, the better it will be able to support an appropriate solution.

Reporting is important for risk management purposes and to help keep the number and severity of future event injuries as low as possible. It may also help to protect those responsible for the event, or involved in the incident, should questions arise later regarding the manner in which the incident was handled.

## **Event Volunteers**

The behavior of adults working at an event should be, and should appear to be, well within the bounds of appropriate conduct. Event volunteers who are 18 years of age or older are required to read and follow the DI-YPPP and complete youth protection training. Event volunteers may need to complete a background check if it is required by the organization hosting the event or the Affiliate’s insurance carrier. For the purposes of this requirement, “Event Volunteers” are defined as individuals who are assigned specific roles by the event’s Volunteer Coordinator and will be interacting routinely with youth participants. These roles include Challenge Masters, Head Appraisers, Team Challenge Appraisers, Prep Appraisers, Score Runners, On-site Scorers, Appraisal Team Organizers, Time/Keeper Announcer, Structure Check-in Appraisers, Instant Challenge Appraisers, Instant Challenge Check-in Appraisers, Holding Room Officials, and Chill-Out Room Officials.

Individuals who are exhibiting, providing entertainment, working with food vendors, or attending an event as a spectator are not required to have background checks or complete youth protection training.

The names of those whose volunteer service has been declined by the Affiliate Director will be provided on a confidential basis to the event's Volunteer Coordinator. These individuals will have already been notified by the Affiliate Director or designee that their services will not be accepted. The reason Destination Imagination has refused to accept the individual's volunteer services will not be disclosed. Affiliate Directors, Regional Directors, and DI headquarters staff are required to decline the services of such individuals in any capacity.

Regardless of whether or not an adult has completed a background check and youth protection training, Destination Imagination recommends that adults volunteering at an event be instructed not to place themselves in a situation where they will be alone with one or more children under 18 (other than their own children) and out of sight of other adults. Having two adults within sight at all times when a child is present will ensure safety in the event of an emergency and provide clarity in assessing and reporting safety concerns or questionable incidents.