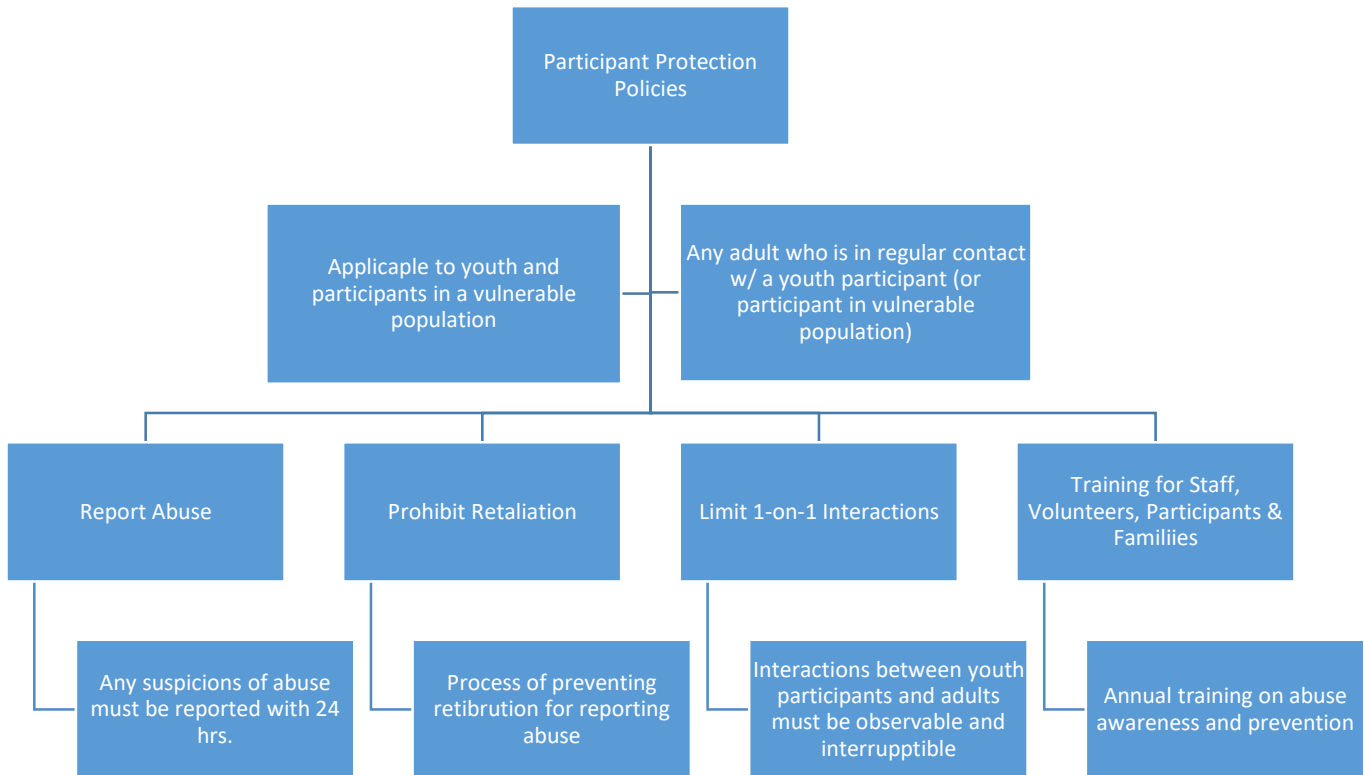


# Participant Protection Policies



- Overview: Outdoors for All has adopted the principle of, "Safety First. Fun Second. Learning Third." As such, Outdoors for All is committed to maintaining a safe and positive environment for the development of all participants, volunteers, and staffs' physical, emotional and social well-being, and ensuring that it promotes an environment free of misconduct.
- Outdoors for All recognizes that the process for training and motivating participants will vary with each staff and volunteer instructor, and participant, but it is nevertheless important for everyone involved in the programs to support the use of motivational and training methods that avoid misconduct.
- Application of these Policies: The Participation Protection Policies apply to all participants, staff, and volunteers engaging in Outdoors for All events and programs, as discussed below.

## Definitions:

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- Participants: Any individual who is participating in an Outdoors for All event, activity, or program; most often a participant is an individual with a disability who is registered to receive services from Outdoors for All.
- Youth or Minor Participants: Any individual who is under the age of 18; minors cannot give consent
- Participants who are considered to be a part of a vulnerable population: any individual, whether a youth or adult who has a legal guardian.
- Staff: any paid employee of Outdoors for All
- Volunteers: Any individual who is donating their time and skills in support of Outdoors for All organizationally, at an event, or as an instructor. Examples of volunteers include but are not limited to: board members, interns, instructors or coaches, drivers, vehicle chaperones, equipment managers, or special event support.
- Lead Volunteer: A volunteer who is serving in a leadership or supervisory capacity within the structure of a program. A lead volunteer holds responsibilities above and beyond the scope of a generic volunteer (instructor, coach, etc.).
- Event: an organized function hosted by Outdoors for All for fundraising or participant gatherings
- Activity: An Outdoors for All sport or recreation pursuit in which coaching or instruction is provided by an instructor/coach to a participant or group of participants
- Program: Includes multiple activity options or a schedule of activities in which participants register to participate; can be a short time period, full day, or multiple days of activity.
- Policies: Refers to the collection of procedures and rules outlined in this Manual to be followed by any individual engaged in an Outdoors for All event, activity, or program.

## Prohibited Conduct:

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This section of the Manual sets forth expectations for all individuals involved in Outdoors for All programming related to emotional, physical, and sexual misconduct in activities, including bullying, hazing, and harassment.

Involvement with Outdoors for All may be suspended, terminated, or denied if an individual's conduct is, or was, inconsistent with this Manual and/or the best interest of the activity and others involved is not maintained.

It is a violation of the Manual and these Policies for any individual to engage in or tolerate: Prohibited Conduct, as outlined in this Policy; any conduct that would violate community standards equivalent to Prohibited Conduct that existed at the time of the alleged conduct, including applicable criminal and/or civil laws, any Outdoors for All policies, any Move United policies (a chapter organization of which Outdoors for All is a part), or any current or previous U.S. Center for SafeSport Policies.

- Prohibited Conduct includes:
  - A. Child Abuse
  - B. Sexual Misconduct
    - Sexual or Gender-related Harassment
    - Non-consensual Sexual Contact (or attempts to commit the same)
    - Non-consensual Sexual Intercourse (or attempts to commit the same)

- Sexual Exploitation
  - Bullying or hazing, or other inappropriate conduct of a sexual nature.
- C. Emotional and Physical Misconduct
- Stalking
  - Bullying
  - Hazing
  - Harassment
- D. Aiding and Abetting
- Allowing any person who has been identified as suspended or otherwise ineligible by Outdoors for All to be engaged with the organization, or affiliated with any Outdoors for All's partners
  - Providing any coaching-related advice or service to a participant who has been identified as suspended or otherwise ineligible by Outdoors for All
  - Allowing any person to violate the terms of their suspension or any other sanctions imposed by Outdoors for All.
- E. Misconduct Related to Reporting
- Failure to Report
  - Intentionally Filing a False Allegation
  - Retaliation: Outdoors for All takes measures to prevent retaliation when a claim of abuse of misconduct is made (i.e. Outdoors for All does not have an obligation to share the details of an investigation with those involved in the claim, in order to protect the privacy and prevent retaliation of those involved)
- F. Other Inappropriate Conduct
- Intimate Relationships in Which a Power Imbalance Exists
  - Intentional Exposure of Private Areas
  - Inappropriate Physical Contact
  - Sex Offender Registry

## Training and Education

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- Overview: Outdoors for All requires mandatory reporting of abuse, misconduct and violations of its Manual by any staff or volunteer. To facilitate reporting, Covered Individuals should have a basic understanding of sexual abuse, as well as "grooming," the most common strategy offenders use to seduce their victims. Using a combination of attention, affection and gifts, offenders select a victim, win the victim's trust (and the trust of the victim's parent or guardian), manipulate the victim into sexual activity, and keep the victim from disclosing abuse. Accordingly, staff and program volunteers will complete awareness training concerning misconduct in sport before performing services for Outdoors for All.
- Staff and Lead Volunteers: All staff and lead volunteers must successfully complete the U.S. Center for SafeSport training and quiz in order to earn one's certificate of completion in mandatory reporting, sexual misconduct awareness education, and emotional and physical misconduct. Staff and lead volunteers must either complete the full SafeSport training course or the SafeSport refresher course on an annual basis.
- Volunteer Training: Any Outdoors for All volunteer (not a lead) must complete the Outdoors for All training affirming organizational policies and procedures, definitions of abuse, and reporting. All volunteers must complete this training on an annual basis.

- Additional Resources: Training is available through the U.S. Center for SafeSport, free of cost, annually to minor participants, subject to parental consent. Parent training is also available, free of cost. Training materials may be found through the U.S. Center for Safe Sport: <https://athletesafety.org/training/index>.

## Supervision of Participants

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- During events and programs, Outdoors for All strives to minimize one-on-one interactions to create a safe program environment and to protect participants, and all involved in Outdoors for All events. Outdoors for All trains staff and volunteers to maintain the concept of “two-deep leadership” to limit one-on-one interactions. Two-deep leadership means a minimum of two adults (staff, volunteers, etc.), or one adult and the parent/guardian of the relevant participant, are present when working with a participant.  
For purposes of this section, and promoting the Participant Protection Policies, “a participant who is considered to be in a vulnerable population” means an individual, whether an adult or a minor, who has a legal guardian.
- All staff and volunteers working with participants are required to abide by these Participant Protection Policies, in order to prevent abuse within Outdoors for All activities and events, and facilities under Outdoors for All’s jurisdiction.
- Appropriate One-On-One Interactions: One-on-one interactions between a minor participant, or participant who is considered to be in a vulnerable population, a staff or volunteer (who is not the participant’s parent or guardian) are permitted only if they occur at an observable and interruptible distance by another adult.
- Monitoring: When one-on-one interactions between a staff or volunteer and minor participant, or participant who is considered to be in a vulnerable population, occur at Outdoors for All events, other staff or volunteers will monitor these interactions. Monitoring includes: knowing that the one-on-one interaction is occurring, the approximate planned duration of the interaction, and randomly dropping in on the one-on-one (e.g. conducting a spot check).
- Out-of-Program Contacts: Staff and volunteers are prohibited from interacting one-on-one with unrelated minor participants, or participants who are considered to be in a vulnerable population, in settings outside of Outdoors for All’s programs that are not observable and interruptible (including, but not limited to, one’s home and individual transportation), unless parent/legal guardian consent is provided for each out-of-program contact. Nonetheless, such arrangements are strongly discouraged.
- Individual Meetings: An individual meeting may be necessary to address a participant’s concerns, training program or competition schedule, etc. Under these circumstances, staff and volunteers are to observe the following guidelines.
  - Any individual meeting should occur when others are present and where interactions are at an observable and interruptible distance by another adult.
  - Where possible, an individual meeting should take place in a publicly visible and open area, such as near the check-in area of an Outdoors for All activity.
  - If an individual meeting is to take place in an office, the door should remain unlocked and open, and any windows must be uncovered.
- Individual Training Sessions: An individual training session(s) with a minor participant, or participant that is considered to be in a vulnerable population, may be preferred or necessary. Under these circumstances, permission of a minor participant’s, or participant who is considered to be a part of a vulnerable population’s, parent or guardian is required in advance of the individual training session(s), Outdoors for All encourages parents and guardians to attend the training session, so long as the observing parent or guardian is not a

distraction to the participant. Individual training sessions should be observable and interruptible by another adult at all times.

- Individual Care or Support Sessions: Participants with disabilities may require additional care or support activities of daily living (i.e. toileting, dressing, eating, etc.). Outdoors for All staff and volunteers are not trained to provide support to a participant who requires support for his or her activities of daily living. Should a participant require support for any of these types of activities, Outdoors for All asks that the participant provide his or her own caregiver, preferably a household member. Outdoors for All requires advanced notice that a participant may require support during an activity for these types of tasks.
- Prohibited One-on-One Interactions: Except as set forth above, minor participants, and participants who are considered to be in a vulnerable population, will not be left unattended or unsupervised during Outdoors for All activities; including being left alone during practice time. Outdoors for All staff and volunteers are prohibited from being alone with a minor participant, or participant who is considered to be in a vulnerable population, in any room or building.
- Violations: Violations of this policy must be reported to Outdoors for All pursuant to its Reporting Policy. Violations will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary or permanent suspension. Some violations may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

## Physical Contact

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- Appropriate physical contact between participants and volunteer coaches or staff is a productive and inevitable part of recreational activities. Especially in adaptive sports, participants may require physical assistance with equipment and movement. Guidelines for appropriate physical contact reduce the potential for misconduct in sport.
- Appropriate Physical Contact: Outdoors for All adheres to the following principles and guidelines in regards to physical contact with participants.
  - Common Criteria for Appropriate Physical Contact: Physical contact with participants – for **safety**, **celebration** and **consolation** – has multiple criteria in common which make them both safe and appropriate. These include:
    - the physical contact takes place in public
    - there is no potential for, or actual, physical or sexual intimacies during the physical contact
    - the participant receives verbal notice of the contact about to take place
    - the physical contact is for the benefit of the participant, not to meet an emotional or other need of an adult
- Safety: The safety of our participants is our number one priority. In many instances, providing appropriate physical contact can make the activity space safer. Examples include:
  - spotting a participant so that they will not be injured by a fall or piece of equipment
  - positioning a participant's body so that they more quickly acquire an athletic skill, get a better sense of where their body is in space, or improve their balance and coordination (with the participant's consent)
  - in emergencies, making participants aware that they might be in harm's way because of other participants moving around them or because of equipment in use
- Celebration: Recreational activities are physical by definition, and we recognize participants often express their joy of participation, competition, achievement and victory through physical acts. Appropriate public expressions of celebration include:
  - greeting gestures such as high-fives and fist bumps

- congratulatory gestures such as celebratory side hugs and pats on the back for any form of athletic or personal accomplishment
- Consolation: It may be appropriate to console an emotionally distressed participant (e.g., a participant who just lost a competition). Appropriate consolation includes publicly:
  - putting an arm around a participant while verbally engaging them in an effort to calm them down ("side hugs")
- Prohibited Physical Contact: Prohibited forms of physical contact, which shall be reported immediately under our Reporting Policy include, without limitation:
  - massages or rubdowns
  - asking or having a participant sit in the lap of another individual
  - lingering or repeated embraces of participants that go beyond the criteria set forth for acceptable physical contact
  - slapping, hitting, punching, kicking or any other physical contact meant to discipline, punish or achieve compliance from a participant
  - "cuddling" or maintaining prolonged physical contact during any aspect of training, travel or overnight stay
  - playful, yet inappropriate contact that is not a part of regular training (e.g., tickling or "horseplay" wrestling)
  - continued physical contact that makes a participant obviously uncomfortable, whether expressed or not
  - any contact that is contrary to a previously expressed personal desire for decreased or no physical contact, where such decreased contact is feasible in a competitive training environment;
  - physical conduct in violation of Outdoors for All's Participant Protection Policies.
- Violations: Violations of this policy must be reported to Outdoors for All pursuant to its Reporting Policy. Violations will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary or permanent suspension from Outdoors for All programs and activities. Violations may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

## Social Media and Electronic Communication

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- Described earlier in this manual is the concept of "two-deep leadership." Meaning all interactions between a youth participant (or participant who is considered to be in a vulnerable population; such as an individual with an intellectual disability) and staff or volunteers should be observable by at least one other individual. This concept extends to electronic communications. All interactions between participants and staff or volunteers should be professional in nature and linked to the implementation of an Outdoors for All activity. There shall be no one-on-one electronic messaging between a minor aged participant (or participant who is considered to be in a vulnerable population) and staff or volunteers.
- Outdoors for All asks that volunteers and staff do not seek out participants on social media platforms.
- For volunteers, it is not advised that volunteers accept a "follow" or "friend" request on social media from a youth participant (or participant who is considered to be in a vulnerable population).
- Staff are not permitted to accept "follow" or "friend" requests from youth participants (or participants who are considered to be in a vulnerable population) on social media, even through one's personal social media channels.

- When emailing or texting with a youth participant (or participant who is considered to be in a vulnerable population), staff or volunteers should always include the participant's parents or legal guardian.
- Telephone communication with staff or volunteers should be to the parent or legal guardian of a youth participant (or participant who is considered to be in a vulnerable population). Staff and volunteers should not contact youth participants via the telephone without the consent of a parent or legal guardian.
- Misconduct: Social media and electronic communications can also be used to commit misconduct (e.g., emotional or sexual abuse, bullying, harassment and hazing). Such communications by staff, volunteers, or participants will not be tolerated and are considered violations of this Manual).
- Violations: Violations of this policy must be reported to Outdoors for All pursuant to its Reporting Policy. Violations will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary or permanent suspension from Outdoors for All programs and activities. Violations may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

## Photos and Video, Public Sharing

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- Photo, video, and other media release is included in the Outdoors for All liability waiver. Any photo or video taken by an Outdoors for All staff person is considered property of Outdoors for All and any public sharing of the videos or photos should be an approved usage per Outdoors for All social media guidelines.
- Photos or video taken by volunteers should be considered property of Outdoors for All and acceptable for public sharing, however it is advised that volunteers seek approval from the participant, or participant's family, prior to capturing photos or videos. It is not advised that volunteers share or publish photos or videos of participants without the consent of the participant or participant's family.
- Photos and videos taken by members of the general public of participants, not involved in the Outdoors for All program, and are not approved by director or on-site staff, is discouraged and forbidden.

## Changing Areas and Locker Rooms

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- For the transition to certain Outdoors for All programs (i.e. swimming, skiing, etc.), access to a changing area or locker room is needed to appropriately dress for the activity. The following guidelines are designed to maintain personal privacy, as well as to reduce the risk of misconduct in locker rooms and changing areas.
- While Outdoors for All does not generally post staff members or volunteers inside or at the doors of the locker rooms and changing areas, staff members do make occasional sweeps of these areas. Staff members conduct these sweeps, with women checking on female-designated areas and men checking on male-designated areas.
- Staff make every effort to recognize when a participant goes to the locker room or changing area during an activity and, if they do not return in a timely fashion, will check on the participant's whereabouts.
- One-on-One Interactions: Except for participants on the same team, at no time are staff or volunteers to be permitted to be alone with a participant in a locker room or changing, except under emergency circumstances or if the staff or volunteer is related to the participant.
- If Outdoors for All is using a facility that only has a single locker room or changing area, separate times for use by staff and volunteers will be designated if needed.
- If a participant needs support changing or preparing for the activity, Outdoors for All will invite a parent or caregiver to the program to support the participant. Parents/caregivers must still abide by all Outdoors for All policies regarding use of locker rooms, bathrooms, and changing areas. They may not be alone with unrelated participants in such areas, and must abide by restrictions regarding female- and male-designated areas.

- There will be no use of cell phones or other mobile devices with recording capabilities, including voice recording, in the locker rooms or changing areas. Such devices should be left outside of the locker room in a secure area, vehicle or checked with a staff or lead volunteer.
- Under no circumstances shall a staff or volunteer intentionally expose his or herself to a participant.
- Violations: Violations of this policy must be reported to Outdoors for All pursuant to its Reporting Policy. Violations will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary or permanent suspension. Some violations may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

## Transportation and Travel

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- Outdoors for All has established policies to guide our transportation and travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase participant safety and improve the programmatic experience, while keeping travel a fun and enjoyable experience.
- Transportation: Within some Outdoors for All programming, transportation is either included, available for an additional fee and a participant must indicate in his or her registration that they would like to utilize Outdoors for All transportation, or it is not available at all.

When transportation is included, this implies that a portion of the activity schedule will require all participants to utilize Outdoors for All transportation. (i.e. shuttling between two activity locations).

When transportation is available for an additional fee, this implies that participants can take part in a vanpool in order to reach the designated program area.

When transportation is not available, this implies that the participant must provide his or her own transportation to the designated program area.

When transportation is provided, all Outdoors for All vehicles are well maintained and compliance with state laws. Only staff and volunteers that have completed Outdoors for All Driver's Training are eligible to drive an Outdoors for All vehicle. All eligible drivers maintain a valid driver's license, are listed on the Outdoors for All insurance, and must have current CPR & First Aid training.

- In an effort to minimize one-on-one interactions, staff and volunteers, who are not also acting as a parent or guardian, may not drive alone with an unrelated minor/participant who is considered to be in a vulnerable population, and should only drive with at least two other participants or another adult at all times. The only consideration for an exception to this policy is unless otherwise agreed to by the participant's parent or guardian in advance of travel.  
Efforts must be made to ensure that staff and volunteers are not alone with a minor, or a participant who is considered to be in a vulnerable population, by, e.g., picking the athletes up in groups or having a chaperone ride along in the vehicle.
- Volunteers supporting an event or an activity must provide their own transportation to the designated program area unless otherwise specified by an Outdoors for All staff member.  
Carpooling is typically encouraged between volunteers using a volunteer's privately owned vehicle.
- Travel: Within some Outdoors for All programs, overnight travel is arranged for the participating members of the group, e.g. camping trips, veteran excursions, etc.
- Outdoors for All will provide an adequate ratio of adult staff or volunteer chaperones to support minor participants, or participants that are considered to be in a vulnerable population. Outdoors for All's policy dictates a maximum ratio of five participants to one chaperone on overnight programs.  
Chaperones can either be staff or volunteers.



- Participants will share accommodations, with 2-4 participants assigned per room/tent depending on accommodation type. Participants will only share a room with other participants of the same sex and age group. Participants will be grouped by age and sex for the purposes of assigning an appropriate chaperone.
- Staff and volunteers will provide supervision to minor participants, and those considered to be in a vulnerable population, by upholding the standards of Outdoors for All and its core values, upholding the standards of the facility in which the group is staying, supporting the programmatic goals of the activity, and promoting the goals of each individual involved in the activity. (i.e. conducting room checks, adherence to the travel/trip itinerary, supporting itinerary logistics, etc.)

When conducting room checks, the concept of two-deep leadership is applicable, as all interactions between staff, volunteers, and participants should be observable and interruptible.

At no point while traveling should an adult (staff or volunteer) be one-on-one with a minor participant, or participant who is considered to be in a vulnerable population, in a room or behind closed doors.

- Violations: Violations of this policy must be reported to Outdoors for All pursuant to its Reporting Policy. Violations will be addressed under the Disciplinary Rules and Procedure and may result in the sanctions as set forth therein, including temporary or permanent suspension. Some violations may constitute physical or sexual abuse that must be reported to appropriate law enforcement authorities.

## Responding to Abuse, Misconduct and Policy Violations

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Note: Nothing in this policy shall be construed to require a victim of child abuse or other misconduct to self-report.

No one should investigate suspicions or allegations abuse or other Prohibited Conduct, or attempt to evaluate the credibility or validity of allegations as a condition of reporting to Outdoors for All or to appropriate authorities.

Within Washington State, mandatory reporters are obligated by law to immediately report abuse, abandonment, neglect, or financial exploitation to authorities when there is "reasonable cause to believe" that an incident has happened, or "reason to suspect" that physical or sexual abuse is or has occurred. Outdoors for All staff are considered mandatory reporters.

Additionally, in Washington State anyone who is not considered a mandatory reporter is a permissive reporter. Permissive reporters are encouraged under Washington State law to make a report when they have reason to believe that abuse, abandonment, neglect, or self-neglect, is, or has, occurred.

- Reporting: Reporting Requirements related to
  1. Child Abuse:
  2. Sexual Misconduct:
  3. Emotional and Physical Misconduct:
  4. Other Misconduct and Abuse of Individuals with Disabilities

Any staff or volunteer who learns of information and reasonably suspects that a participant has suffered an incident of abuse (including sexual abuse, emotional or physical misconduct, or other misconduct), shall immediately make a report of the suspected abuse to both Law Enforcement and Outdoors for All.

- a. Law Enforcement:

The agency designated by the Attorney General, consistent with federal requirements set forth in section 226 of the Victims of Child Abuse Act of 1990 (34 U.S.C. § 20341).

Any applicable state law enforcement agencies.

Learn more about this requirement by visiting:

<https://www.childwelfare.gov/topics/responding/reporting>

<https://apps.leg.wa.gov/RCW/default.aspx?cite=74.34.020>

<https://www.dshs.wa.gov/altsa/home-and-community-services/mandatory-and-permissive-reporters>

<https://www.dcyf.wa.gov/safety/mandated-reporter>

#### b. Outdoors for All

Through Outdoors for All online reporting form, [<https://www.tfaforms.com/4870383>].

By Phone at 206-838-6030, during regular business hours (Monday-Friday, 9:00am–5pm PST).

Directly to the Outdoors for All Incident Review Official: Program Director.

Current Program Director: Alecia McConnell

- **Anonymous Reports:** Reports may be made anonymously to Outdoors for All. Anonymity means Outdoors for All will not know the personally identifying information of the reporter. It does not mean that the underlying information will be protected. However, an anonymous report may limit Outdoors for All's ability to investigate and respond to a report, and if an adult participant reports anonymously, it may not be possible for Outdoors for All to verify that mandatory reporting obligations have been satisfied. Consequently, Outdoors for All strongly encourages all individuals who submit a report to provide their name and contact information.
- **Confidentiality for Third-Party Reporters:** Unless necessary to Outdoors for All's investigation or resolution of a matter, Outdoors for All does not disclose a Third-Party Reporter's personally identifying information.
- **Failure to Report:** Failure to alert the appropriate authorities of suspicions of abuse may result in disciplinary actions from Outdoors for All and may violate State law.

## Policy Monitoring

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- By monitoring the interactions among staff, volunteers, participants and others involved in Outdoors for All events and programs, Outdoors for All works to prevent, recognize and respond to inappropriate and harmful behaviors as set forth in our Participant Protection Policies and Volunteer Manual, while reinforcing appropriate behaviors.
- Outdoors for All monitors compliance of these policies and procedures across all areas of the organization and amongst all levels of support (i.e. staff, volunteers, interns, participants, parents, etc.).
- **Methods of Monitoring:** Outdoors for All utilizes multiple monitoring methods to observe how individuals are interacting, including but not limited to: formal supervision (with regular evaluations), informal supervision (with regular or random observation; i.e. roving or spot checking interactions), and maintaining frequent contact with staff members, volunteers and participants who may be interacting out of line-of-sight of the program staff lead.
- **Responding to Interactions:** While DSUSA has a formal reporting policy, staff members and volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations and potential boundary violations.

Staff members and volunteers will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors and report behaviors if necessary.

## Disciplinary Process

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- If there is suspected abuse or neglect, or a claim of abuse or neglect, taking place within an Outdoors for All program, or with a participant who is involved in an Outdoors for All program, Outdoors for All has a legal and ethical responsibility to report such suspicions or claims to the appropriate authorities and/or support investigations into such claims of abuse or neglect.
- During an investigation, Outdoors for All may limit the participation of individuals involved in the claim, through temporary suspensions or long-term bans from the organization.
- Outdoors for All does not have an obligation to share the details of an investigation with those involved in the claim, in order to protect the privacy and prevent retaliation of those involved.
- Limiting participation may be for a short term basis, or may be a permanent suspension. Additionally, may report the claim to overlapping organizations within the local area or national level.
- Should a claim need to be filed with local or State authorities Outdoors for All will support the investigation of the agency (agencies) to the best of our ability, and follow the agency guidance for communication with the involved parties.

## Background Check Policy

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- All Outdoors for All volunteers and staff, over the age of 18, are required to undergo a criminal background check processed through the Washington State Patrol prior to participating in Outdoors for All events with participants.
- Volunteers and staff must complete an electronic or paper release, authorizing designated Outdoors for All staff to review the findings of the Criminal History Information and Child/Adult Abuse Information Act from the Washington State Patrol Identification & Criminal History Section in accordance with Revised Code of Washington (RCW) 43.43.830 through 43.43.845.
- Background Checks must be processed on an annual basis for all current volunteers and staff.
- Volunteers and staff can request the results of their Background Check with written notice to Outdoors for All's Volunteer Coordinator ([volunteer@outdoorsforall.org](mailto:volunteer@outdoorsforall.org)).
- Should the Background Check reveal criminal records that indicate the volunteer or staff member is not suitable for participation in Outdoors for All events, Outdoors for All will notify the subject of the Background Check. Examples of Background Checks that are not suitable for participation in Outdoors for All events include, but are not limited to: felony or misdemeanor convictions.
- Volunteers and staff are required to disclose other potentially disqualifying factors to Outdoors for All for review. Potentially disqualifying factors include but are not limited to: having a history of misconduct with other organizations or employers, termination from a paid or unpaid position due to misconduct, demonstrates behavior that could be hazardous to one's self or others, and not meeting the position requirements.

Records are secured at the Outdoors for All headquarters for a period indicated by applicable law or seven years after the individual is no longer affiliated with Outdoors for All, whichever date is later.