



# **A KIND & CARING** *Home Care, LLC*

3022 Javier Road Suite 110-B

Fairfax, VA 22031

Phone: (703) 965-9162/ (703) 965-5648

Fax: (703) 879-4591

## **SEXUAL ABUSE POLICY:**

A Kind & caring Home Care, LLC prohibits and does not tolerate sexual abuse in the workplace or in any organization related activity. No employee, volunteer, patient, or third party, no matter his or her title or position has the authority to commit or allow sexual abuse. A Kind has a zero tolerance policy for sexual abuse, neglect or exploitation committed by an employee, volunteer, board member or third party. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue.

## **GOALS:**

Our goal is to prevent any incidents of sexual abuse. A Kind will carefully screen all employees, will create awareness and enforce compliance on a no-exception, zero tolerance basis.

## **DEFINITION:**

caregiver and responsible for the patient or child's care or any inappropriate sexual contact of a criminal nature. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation or sexual injury.

## **PHYSICAL AND BEHAVIORIAL SIGNS OF SEXUAL ABUSE:**

### **Physical evidence of abuse:**

- Difficulty in walking
- Torn, stained or bloody underwear
- Pain or itching in genital area
- Bruises or bleeding of the external genitalia
- Sexually transmitted diseases

### **Behavior signs of sexual abuse:**

- Reluctance to be left alone with a particular person

- Wearing lots of clothing especially in bed
- Fear of touch
- Nightmares or fear of night
- Apprehension when sex is brought up

**SCREENING:**

A Kind & caring Home Care, LLC employees who work directly with patients or children during normal operations will undergo a comprehensive background check that includes:

- Social security number validation
- Home phone verification (if applicable)
- Residency information
- Present employment and previous employer verification
- Education and professional licensing verification
- Driver License information
- State criminal background check

All A Kind employees will be issued a photo ID and a copy of all identifying documents will be kept on their HR file for duration of the employment/contract.

**REPORTING / INVESTIGATION:**

If you are aware of or suspect abuse taking place, you must report it to your Director of Nursing or Administrator. The reporting of sexual abuse, neglect or exploitation is highly confidential. **All reported allegations will be documented and the following procedure will be followed:**

1. All reported allegations of suspected abuse; neglect or exploitation will be processed and recorded by the Careplus Director of Nursing or Administrator.
2. If the suspected abuse is to an adult, you should report the abuse to your local or state Adult Protective Services Agency (APS). Here are the contacts:

**Adult Protective Services Hotlines:**

Alexandria City: 703 838-0778  
 Arlington 703 228-1700  
 Fairfax County: 703 324-7450  
 Prince William County: 703 792-4200  
 Loudoun County: 703 777-0353

3. If the suspected abuse is to a child, you should report the abuse to the local state Child Abuse Agency.

**Child Abuse Hotlines:**

Alexandria City:	703 838-0800	Arlington	703 228-1500
Fairfax County:	703 324-7400	Prince William County:	703 792-4200

Loudoun County: 703 771-5437

4. A Kind & caring Home Care, LLC of Nursing or Administrator will notify the appropriate family members of alleged instances of sexual abuse.
5. A Kind will report the alleged abuse incident to the appropriate insurance agent.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_