Reviewing the Guidance and Touch Policy

1. Ask your manager for a copy of your program’s Guidance and Touch Policy.
2. Read it carefully.
3. Answer these questions.
   - What discipline techniques are never acceptable in your program?
   - What support or training do you think you will need to follow the policy?
   - What questions do you have about the policy?
Now take some time to learn about standard operating procedures. Talk to your manager and find out the answers to these questions:

- Who can school-age children be released to? What procedures need followed when you release a school-age child to an adult who is not their parent? When are youth or teens allowed to sign themselves out of a program?

- What are procedures for keeping school-age children safe on field trips?

- What are procedures for keeping school-age children safe when they are participating in sponsored activities like clubs or sports teams?