# Gifts, Special Attention, and Grooming Awareness Policy

Suggested limits on gifts and special treatment, and the warning signs of grooming every staff member should know.

**Important notice:** This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

**Academy name:** _____

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**Effective date:** _____

**Last reviewed:** _____

## What Grooming Is

Grooming is when someone builds trust with a child and family in order to gain access to the child and lower the chance of being caught. It often looks like kindness at first. Clear rules make it easier to spot.

## Gifts and Special Treatment

- Staff do not give individual gifts, money, or favors to a student.
- Rewards like belts, certificates, or team gear are given openly and fairly to the whole group.
- No special privileges, free lessons, or extra time for one student without approval from the owner and the parent.
- No outside contact, such as meals, outings, or home visits, without the parent present.

## Warning Signs to Watch For

- An adult who singles out one child for attention, gifts, or praise.
- Seeking time alone with a child, or offering rides and babysitting.
- Private messages, secrets, or asking a child not to tell parents.
- Testing boundaries with touch, jokes, or comments that slowly go further.
- Getting close to a family to gain trust and access.

## What to Do

1. Do not ignore it. You do not need proof to raise a concern.
2. Tell [designated safety contact] or the owner right away, in writing if possible.
3. If you suspect abuse, report it to authorities as required by law.
4. Follow the Incident Reporting and Parent Notification Procedure.

## Signatures

**Staff member name:** _____

**Signature:** _____

**Date: _____**

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