

## **Child Protection Policy**

### **Christ Presbyterian Church**

#### **Our Core Beliefs**

- Children are special in God's sight, a gift, made in his own image. (Genesis 1:27, Psalm 127:3)
- Jesus rebuked his disciples when they tried to prevent children from coming to him. He welcomes children and gives them a central place in his kingdom. (Mark 10:13-14)
- God hears the prayers of abused children, and some of Jesus' harshest words are reserved for those who would cause children to stumble. (Exodus 22:21-24, Psalm 10:17-18, Matthew 18:5-6)
- Children are valued by God, and they are also vulnerable. God recognizes the temptation for the strong to prey upon the weak, but he hates the oppression of the vulnerable. (Deuteronomy 10:17-19, Psalm 9:9, Luke 4:18-19)
- As the people of God, God calls us to speak up and use our power for the protection of the vulnerable. (Leviticus 19:13-15, Job 29:11-17, Proverbs 31:8-9, Ecclesiastes 4:1, Isaiah 1:16-17, James 1:27)
- God has given civil government for the punishment of evildoers who would prey upon the vulnerable. (Romans 13:1-4)

#### **What is the purpose and scope of our Child Protection Policy?**

We count it a privilege to love and care for the children in our charge. We want to provide a safe and secure environment for the children, youth, and vulnerable adults who participate in our church's ministries. We know that our ultimate protection and security comes from our sovereign God, but we want to exercise wisdom and prudence in our care for his children.

This Child Protection Policy applies to any activity formally sponsored by Christ Presbyterian Church in which adults are working directly with children (birth through 18 years old). We encourage members hosting church-related activities (small groups, Bible studies, etc.) that require childcare to review and adopt similar procedures when necessary and/or appropriate.

An official Christ Presbyterian Church ministry context or event includes events taking place in facilities secured with church funds or in the name of Christ Presbyterian. Private events initiated by Elders, staff, members, or attendees of Christ Presbyterian and held in private homes or public spaces (such as parks, restaurants, etc.) are not considered church events if they are not explicitly organized or sponsored by a ministry of Christ Presbyterian. Christ Presbyterian does not have responsibility over childcare at individual Small Groups or Bible studies not meeting in church facilities. Weddings are not church events, even if Christ Presbyterian staff are officiating. The care and protection of children in such settings (i.e., Small Groups and weddings) is the responsibility of the caretaker of each child.

In summary:

- We believe in promoting healthy relationships between adults and children.
- We believe that protecting children is an adult's responsibility.
- We believe in preventing and responding to abuse with training and accountability.

### **Our Key Commitments**

- We have a zero-tolerance policy for any form of child abuse.
- We report any form of child abuse to the civil authorities.
- All employees and volunteers will be screened according to the Child Protection Procedures of Christ Presbyterian Church.
- We do not employ anyone who has been convicted of or confessed to abuse of a child.
- We do not allow anyone to volunteer who has been convicted of or confessed to abuse of a child.
- Any employee or volunteer accused of abusing a child will be immediately suspended from serving with children.
- Any employee or volunteer who does not abide by or help guard our Child Protection procedures and our Code of Conduct will not be allowed to work with children or youth.

## **Child Protection Procedures**

### **Definitions**

For the purposes of this policy, Christ Presbyterian Church uses the legal definition of abuse found in the appropriate legal jurisdiction<sup>1</sup>.

Child - Any person under the age of 18 years old or any person whose mental capacity is that of a minor

Adult - Any person at least 18 years of age

Vulnerable Adult - The broad definition of a 'vulnerable adult' is someone aged 18 years or over who is unable to take care of him or herself, or unable to protect themselves against significant harm or exploitation

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<sup>1</sup> For complete definitions on abuse, see the website for the North Carolina Department of Health and Human Services: <https://www.ncdhhs.gov>

Caretaker - This term identifies both parents and those expressly given consent to provide direct care and oversight of a child. Examples could be a grandparent, relative, mentor adult over 18 assuming responsibility for the safety and well-being of a child while at a Christ Presbyterian Church event

Student Volunteer/Worker - Any person, under the age of 18, who supervises children at a church-sponsored activity or program

Employee/Staff - Any adult paid for their work at Christ Presbyterian Church

Child Abuse- Any willful act, omission, or threatened act that results in any physical, mental, or sexual injury or harm

Child Sexual Abuse - Any sexual act between an adult and a child, or between two children, when one exerts power over the other; forcing, coercing, or persuading a child to engage in any type of sexual act; sexual abuse also includes non-contact acts such as exhibitionism, exposure to pornography, voyeurism, and communicating in a sexual manner by phone or internet

Emotional Abuse - When a child is not nurtured or provided with love and security, but instead endures an environment of constant criticism, belittling, persistent threatening, or bullying

Mandated Reporter - Any person who is required by law to report when they have a reason to believe child abuse has occurred; in North Carolina, all adults are mandated reporters of suspected abuse; moreover, in keeping with biblical principles, for the sake of vulnerable children who cannot protect themselves, all adults are morally obligated to report abuse

New or First-Time Volunteer - Any person seeking to work with children or youth for the first time, either due to being a new attendee of Christ Presbyterian Church or volunteering in that area for the first time

Child Safeguarding Committee—The child safeguarding committee is responsible for the yearly review and ongoing maintenance of the Child Protection Policy. They are also responsible for leading the congregation in upholding and enforcing the procedures outlined in the policy. This committee is composed of the Senior Pastor, Assistant and Associate Pastors, Youth Director, Children’s Ministry Directors, Nursery Directors, a representative of the Session and a representative of the Diaconate

Neglect - The continued failure to provide a child with the basic necessities of life such as food, clothing, shelter, hygiene, medical attention, or adequate supervision, to the extent that the child's health, safety, and/or development is, or is likely to be, jeopardized

## **Screening and Eligibility for Service**

1. All adults who work with children will submit the necessary information for a national, criminal background check before being allowed access to children. This information must be updated and re-submitted by all adults who work with children every three years. Any adult who has been convicted of child abuse or other violent crimes will not be eligible for employment at Christ Presbyterian Church or service as a volunteer within Christ Presbyterian Church's nursery, children's, and student ministries.
2. At the discretion of the Children's Ministry Directors, Nursery Directors, Youth Director and/or pastoral staff, adult volunteers and staff who work with children may be asked for three non-related, personal references who can answer questions about how said staff or volunteer interacts with children. In this event, all references shall be checked.
3. All adult staff members who work with children will submit a screening document which will be reviewed by members of the Child Safeguarding Committee in order to assess eligibility for service with children.

## **Training**

1. Before supervising children in any capacity, all adults must complete Abuse Awareness and Prevention training. All adults who work with children must repeat this training every three years. In addition, Christ Presbyterian Church will offer in-person training regarding CPC-specific policies multiple times annually.
2. Before supervising children in any capacity, staff as well as adult and student volunteers must read and agree to follow the Code of Conduct within the Child Protection Policy of Christ Presbyterian Church. All staff and volunteers who work with children must submit an acknowledgement that they have received and read our Child Protection Policy and agree to our Code of Conduct every three years.
3. Volunteers ages 16 or older who are volunteering without a parent or guardian are required to complete the Abuse Awareness and Prevention training and pass a background check. If they are volunteering with a parent, they are not required to complete the training or background check until they turn 18. This does not apply to paid staff. All staff are required to complete Abuse Awareness and Prevention training and pass a background check at the time of hire.

## **Reporting**

All adults at Christ Presbyterian Church are required by law and encouraged by our leadership to report child abuse in the following circumstances:

1. Witness - you witness or discover an act of abuse. In this situation you must demonstrate courage. You must intervene and move the child to a safe place and call the authorities immediately. Then, contact a member of the Child Safeguarding Committee and

complete our “Knowledge of Suspected Child Abuse” form. The Child Safeguarding Committee will ensure that the perpetrator has no further access to children at the church and can initiate appropriate pastoral care for all parties.

2. Disclosure - a child tells you of abuse they experienced. In this situation, remain calm and listen attentively as long as the child feels comfortable. When the child has finished the disclosure, tell the child you believe them, it is not their fault, and you are going to help them. After the initial disclosure, do not try to conduct a lengthy interview, but as soon as is practical, while being sensitive to the child, call the authorities. Then, contact a member of the Child Safeguarding Committee and complete our “Knowledge of Suspected Child Abuse” form.

*Special Note:* When there is a disclosure of abuse, no one ought to conduct another interview of the child. The authorities or child advocacy center will provide someone who is trained to conduct a child forensic interview. The more interviews the child has, the harder it is on the child and on those tasked with investigating and potentially prosecuting the crime.

3. Reasonable Cause—you have reasonable cause to believe that child abuse has occurred. Reasonable cause does not require absolute proof. Instead, reasonable cause means one or more signs of child abuse are present. After reporting the reasonable cause to civil authorities, contact a member of the Child Safeguarding Committee and complete our “Knowledge of Suspected Child Abuse” form.

Sometimes there are no visible signs of child abuse, but common signs include:

- Unexplained bruises or cuts or repeated untreated injuries
- Malnourishment, disheveled or unclean appearance that suggests neglect, or refusal by caregiver to seek medical care
- Emotional or behavioral signs such as withdrawal, fear, depression, anger, or swings in behavior and mood
- Repeated boundary violations by an adult or student volunteer (e.g. you find an adult or student volunteer isolated with a child or pushing the limits of inappropriate touch, even after being warned not to do so)
- Bleeding, bruising, pain, or other signs of trauma around the genitalia (please note when changing a diaper this is very different from a diaper rash)
- Difficulty sitting or walking without pain
- Sexually transmitted disease in a child
- Sexual language and behavior that are not age-appropriate (including promiscuous behavior)

## **Incident Response**

**To report known or suspected abuse, call  
Pitt County Department of Social Services: 252-902-1110  
*Select the option to make a child protective services report.***

1. When a report is made about suspected child abuse, all employees and volunteers of Christ Presbyterian Church are encouraged to cooperate fully with any legal investigation.
2. After contacting the authorities, all employees and volunteers at Christ Presbyterian Church should document their actions and knowledge with the “Knowledge of Suspected Child Abuse” form and turn the form in to a member of the Child Safeguarding Committee.
3. Any adults who report suspected child abuse to the authorities should then contact a member of Christ Presbyterian Church’s Child Safeguarding Committee. The contacted committee member is responsible for informing the Senior Pastor and the Clerk of Session. The Senior Pastor and the Session will then initiate pastoral care for all parties and any disciplinary measures that may need to be taken. The Senior Pastor and the Session will also inform the church’s legal representative and the church’s insurance company. Any media inquiries should be directed to the Senior Pastor or a representative of the Session. In the event that the Senior Pastor is personally involved in the incident, either as the accused or family of the victim, the Assistant/Associate Pastor (or an authorized representative of the Session) shall fulfill these duties.
4. After all the necessary reports have been made, Christ Presbyterian Church encourages everyone involved in the incident to use biblical wisdom when speaking about it. While Christ Presbyterian Church does not require strict confidentiality, we would ask anyone who reports to use their knowledge of the incident for a godly purpose, speaking only of the incident in times and places that will help further protect children, aid investigators, or bring healing to all parties involved.

## **Internal Investigations**

When suspected abuse is reported to the civil authorities and the suspected abuse occurred on Christ Presbyterian Church’s property or in the context of a ministry event, the Session of Christ Presbyterian Church shall convene a committee to perform an internal investigation of the incident. As stated above under Reporting: special notes, no one should conduct an interview of a child except law enforcement authorities or a representative of child advocacy centers. Internal investigation will be completed in a prompt manner while maintaining the privacy of the parties involved. Without interfering with the civil authorities’ investigation, this committee’s investigation will seek to discover the following:

1. Did adults and volunteers follow all of Christ Presbyterian Church’s Child Protection Policy and Procedures?
2. If not, what caused the failure to follow the policy?

3. Is there an area of our Child Protection Policy and/or Procedures that should be altered so that such an incident will be less likely in the future?

If a report of child abuse has been made, and the civil authorities do not file charges, the Child Safeguarding Committee shall conduct its own investigation in cooperation with the Session to determine whether the person(s) involved shall be allowed to continue working with children. Just because civil authorities do not have enough evidence to file charges does not mean the person is exonerated completely or is well-suited to work with children. Any recommendations shall be made to the Session for their final approval. Any powers of church discipline shall remain with the session; however, information and recommendations from the Child Safeguarding Committee will be given due consideration by the Session.

### **Boundary Violations**

Christ Presbyterian Church takes any violation of our Child Protection Policy very seriously. Abusers are rarely caught in the act of harming a child, but they are often seen breaking the rules and crossing boundaries. Every incident of boundary and rule violation does not necessarily signal that child abuse has occurred. However, every incident of boundary violation requires responsible action to ensure children's safety.

Anyone who witnesses someone violating the Child Protection Policy should intervene, ensure all children are safe, remind the violator of appropriate behavior around children, and inform a member of the Child Safeguarding Committee. At the discretion of the Committee, an incident report may be filled out for boundary violations.

Boundary violations that require intervention include but are not limited to:

- If a staff member, volunteer or non-caretaker adult is in an isolated area with a child, remind them that this is unsafe and against the church's Child Protection Policy. Bring the child out of the isolated area and return the child to his or her parents and inform them of the situation.
- If a staff member, volunteer or non-caretaker adult is changing a child's diaper on the floor, remind them to change a child's diaper only in the designated area.
- If a staff member, volunteer or non-caretaker adult raises their voice at a child, direct them in how to use positive reinforcement with children.
- If an adult or peer tells a joke or story with sexual or violent content, ask them not to use sexual or violent language around children.
- If a staff member, volunteer or non-caretaker adult wants to give a child a hug and the child seems uncomfortable (even in a visible area), then point out that the child seems uncomfortable and remind them that physical affection should never be forced.

## **Regular Evaluation of our Procedures and Code of Conduct**

The Session of Christ Presbyterian Church shall annually approve the Child Protection Policy and Code of Conduct in cooperation with the Child Safeguarding Committee.

## **Church Ministry Interactions with Sex Offenders**

If a convicted offender wants to participate in Christ Presbyterian Church's community, the Session/Diaconate in conjunction with the Child Safeguarding Committee, will contact local law enforcement, legal counsel, and experts for the most up-to-date best practices on how to best interact with a known sex offender. Similarly, if an individual has been credibly accused of child sexual abuse or any form of child maltreatment but has not yet or was not convicted, the Session/Diaconate in conjunction with Child Safeguarding Committee, will contact local law enforcement, legal counsel, and experts on how to best proceed. The Session of Christ Presbyterian Church reserves the right to shepherd and protect its flock to the best of its ability regarding anyone who has been or is currently on the Sex Offender Registry.

If the caretaker or guardian of a child is a registered sex offender known to Christ Presbyterian Church, they must coordinate with the Child Safeguarding Committee, or someone assigned by the Committee, to drop-off and pick-up their child. The Child Safeguarding Committee—or their designated agent—will be present during these times.

In the case that a member or regular attender of the church is a registered sex offender, Christ Presbyterian Church will appoint certain point-persons (i.e., Elders) for interacting with such individuals on a weekly basis. An agreement/covenant containing terms and conditions for the member/attender's behavior (e.g., not permitted in certain areas of the church, permitted in certain areas only in the company of an appointed point-person) will be drafted, gone over, and signed.

# **Code of Conduct**

## Christ Presbyterian Church

### **Statement of Purpose**

Our goal is to protect the precious little ones that Jesus welcomes with open arms (Mark 10:14). Children are vulnerable and need protection. As adults, it is our responsibility to ensure that children are safe by abiding by the following Code of Conduct.

### **Accountability**

When it comes to protecting children, we all ought to be accountable to one another for our actions. It is our individual and collective choices that will determine whether our church is a safe environment for children. We honor the Lord when we hold each other accountable for the purpose of protecting children made in his image. It is recommended that whenever children are present, two adults should be present to ensure accountability. Every ministry activity ought to be open and interruptible. All adults, whether an employee or a volunteer, and all student volunteers/workers are subject to this Code of Conduct.

### **Visibility**

As much as possible, ministry with children and youth ought to occur in highly visible areas. Observability is a key factor in minimizing the risk of abuse. This means utilizing open spaces and avoiding isolated areas. Pastors and/or staff meeting individually with children or youth shall, where possible, have a second adult present and/or keep the door to the meeting space open if not utilizing a public space.

### **Restricting One Adult-One Child Situations**

We strive to eliminate all one-adult-one-child interactions because they are such high risk. This does not mean there cannot be any private conversations between an adult and a child. However, these conversations need to take place in an open and observable area.

### **Appropriate and Inappropriate Touch**

By God's design, appropriate touch is an important way for us to understand that we are loved. Appropriate touch is observable by other adults. A hug in the context of a group is very different from a hug behind closed doors. Touch should be welcomed by the child. Any resistance by the child should be immediately respected. Because healthy, caring touch is valuable to children, but unhealthy touch is abusive, the following guidelines apply:

- Touch shall be open rather than secretive.
- Touch should show care for the child rather than meet a need in the adult.
- Touch should be age and developmentally appropriate.
- Touch should normally be initiated by the child rather than the adult.
- Touch should always communicate respect for the child.

- Touch should immediately cease if the child is in any way uncomfortable.

Adults and other youth or children should not hit, slap, pinch, push, hold against their will, or otherwise assault children.

The following signs of affection are generally appropriate within the guidelines above:

- Verbal praise
- Platonic hugs
- High fives and fist bumps
- Pats on the shoulder, back, or head (when culturally appropriate)

For small children, the following are generally appropriate with other adults around and within the guidelines above:

- Touching hands, shoulders, and arms
- Hugs
- Holding them when others are present

The following behaviors between employees or volunteers and children are inappropriate, or they may at least be perceived as inappropriate. Please refrain from:

- Touching buttocks, chests, genital areas, or thighs
- Showing affection in isolated areas or when alone with a child
- Sleeping in bed with a child
- Comments that relate to physique or body development
- Flirtatious or seductive looks
- Showing sexually suggestive content or playing sexually suggestive games
- Any form of affection that is unwanted by the child
- Any behavior that could be interpreted as sexual in nature

Adults shall monitor each other, youth, and older children in the area of physical contact, helping each other follow these guidelines and pointing out anything that could be misinterpreted.

### **Appropriate and Inappropriate Speech**

Words are a wonderful way to build one another up. Words can give encouragement and impart grace to the hearer (Ephesians 4:29). We must speak words that give life, such as praise, positive reinforcement, and speaking the truth in love. At the same time, we must avoid words that harm. We will all commit to refrain from inappropriate verbal interaction such as: shaming, belittling, name calling, using harsh language that may frighten, threaten, or humiliate a child, cursing, or making derogatory remarks about a child. Inappropriate verbal interaction also includes telling off-color or sexual jokes, making sexually suggestive comments, telling inappropriate secrets, or discussing sexual encounters or desires with children. Adults shall avoid favoring or showing preferential treatment to particular children or youth.

## **Discipline**

Discipline ought to be corrective and not punitive. We do not permit anyone other than a parent to administer corporal punishment to a child. Furthermore, discipline should never include yelling, shaming, or in any way belittling a child. If there is a serious incident that requires discipline, it is always wise to involve the parents.

## **Technology**

Any employee or volunteer working with children or youth is responsible to ensure that any technology is used appropriately. We must monitor any use of phones, the internet, TV, and movies when children are in our care. Technology can quickly be turned from a proper use into something that is used for exploitation. All pornography and any other sexually explicit or suggestive content is strictly prohibited. Any bullying, online or otherwise, will not be tolerated and should be reported to parents and appropriate staff. Adults should refrain from developing a relationship with a child or youth primarily over electronic media (text, direct messaging, social media, etc.), since this is not open and observable. Any sexual conversation or content between an adult and a child or between children over electronic media is abusive and is strictly prohibited.

Social Media, Video Calls (Skype, FaceTime, etc.), Phone, Texts & Emails are all common means of communicating in society and sometimes are beneficial between youth leaders/volunteers and students. While each has its own limitations, they can be valuable ways to begin building healthy relationships. The goal is not to use these electronic methods to the exclusion of face to face communication. Sometimes it is helpful for a student and an adult youth leader to communicate via electronic means on a subject of a more private and personal nature (e.g. questions of faith, identity, etc.), but this is only acceptable with parental permission. Public methods of communication (e.g. mass emails and CPC web pages) or other methods of electronic communication that provide information of a generic nature such as directions, time of meeting, reminders of activities, etc. are always permitted without parental permission.

## **Rules Specific to Bathroom Use**

Only a child's caretaker or Christ Presbyterian Church staff are permitted to change diapers or take nursery-aged children to the bathroom.

*Procedure for staff members taking nursery-aged children who are out of diapers or are potty training to the bathroom:*

1. Inform another adult caregiver that you are taking a child to the bathroom and which bathroom will be used.
2. Stay outside the bathroom or stall so that you are visible in the hallway with the bathroom door cracked or stall door closed. This allows you to hear and provide verbal assistance to the child but not to see the child.
3. If a child requests physical assistance, you may assist while respecting the privacy and comfort-level of the child as much as possible. To maintain interruptibility and

accountability, please leave hall or stall doors cracked while providing assistance. Alternatively, parents may request that they be contacted in the event that their child requires physical assistance.

CPC staff and volunteers should strive to maintain accountability and respect the privacy of the child as much as possible when taking older children to the bathroom. Volunteers are permitted to accompany and provide verbal assistance to children when appropriate.

*Procedure for a volunteer taking children older than nursery age, pre-K through fifth grade, to the bathroom:*

1. You or another volunteer or staff member should monitor and observe the child or children in the hallway while they are walking to and from the bathroom.
2. Should a child need to be checked on while they are in the bathroom, you should not enter the bathroom but should speak to the child from the hallway.
3. If the child needs hands-on assistance in the bathroom, ask the child to wait, and call upon the child's parent or guardian to assist them.

### **Rules Specific to Nursery**

Small children are extremely vulnerable. We must ensure there is good visibility and adequate staff and volunteers to supervise the nursery. Specifically, Nursery maintains a 1:5 staff/volunteer to child ratio.

Diaper changes and bathroom breaks are only completed by staff. When a staff member is changing diapers, inform another nursery worker, and change the diaper quickly and with respect for the child. Children's safety is our priority, all of our activities in the nursery are easily observable.

Volunteers ages 16 + who are volunteering WITHOUT a parent or guardian, are required to take the sexual abuse awareness training and pass a background check. If they are volunteering WITH a parent, they are not required to take the training or background check until the age of 18. This does not apply to paid staff. ALL staff are required to complete the sexual abuse awareness training and pass a background check at the time of hire.

*Please see the nursery manual for more specific information regarding nursery ministries policies and procedures.*

### **Rules Specific to Youth Ministry**

For overnight trips: All people 18 or older must submit to a background check, undergo abuse awareness prevention training, and provide references if requested. They must also sign the Acknowledgement of Receipt of CPC's Child Protection Policy and Code of Conduct Agreement. While at any overnight activity it is prohibited for a student to lodge alone with one adult to ensure all contact between students and leaders is interruptible and visible. Separate

accommodations must be provided for boys and girls, unless families are lodging together as a family unit. Participants under the age of 18 must submit a Medical Release form.

For day trips more than 1 hour drive from CPC: Workers must be approved according to the same requirements outlined above for overnight trips, and a Medical Release form is required.

For all activities when youth will be transported by staff or volunteers, the Youth Director will make parents aware of those who will be volunteering and/or driving.

Youth Ministry volunteers are required to have parental approval when meeting one on one with students. Volunteers must also make the Youth Director aware of one on one meetings with students. Such meetings should adhere to our policy of maintaining interruptibility and observability.

### **Supervision**

Regular supervision helps reduce risk. Every activity is interruptible, and we are all accountable to one another. Program supervisors and church deacons shall frequently and randomly stop in to observe the nursery, classrooms, and other areas where children and adults are together. When children are released from the supervision of a church staff member or volunteer, it is encouraged that they be released into the direct care of a caregiver.

### **Parental Involvement**

Parents are responsible for knowing where their children are at all times. We encourage parents to drop by unannounced to observe any activity in which their child is participating. For nursery-aged children, we encourage parents to observe their children via the video monitors in the nursery lobby whenever possible. Along with other adults, parents have a key role to play in keeping their children safe. The involvement of watchful parents, who make unannounced visits, leads to a safer environment for all children. Parents are encouraged to be educated in our Procedures and Code of Conduct and help with their enforcement.

### **Reporting Boundary Violations and Suspected Child Abuse**

The following has been outlined above under Child Protection Procedures but is also an important part of our Code of Conduct:

For the safety of all children in our care, we are all responsible to help ensure the boundaries set forth in the Child Protection Policy are followed. The Bible commends those who have a teachable spirit and are open to correction (Proverbs 9:8; 13:18). Therefore, we must all remind each other if a boundary is being crossed. Every boundary violation requires responsible action from adults. Our expectation is that you will intervene when a boundary is crossed. Working with children is a huge privilege and responsibility because our children are so valuable. Those who are unwilling to guard proper boundaries cannot work with our children.

When a boundary is crossed, kindly but firmly remind the person of the boundary and make sure

the situation is safe. Inform a member of the Child Safeguarding Committee of the boundary violation. At the discretion of the Committee, an Incident Report may also be filled out.

When anyone has reason to suspect or has knowledge of child abuse within the scope of Christ Presbyterian Church's ministry, he or she must report it to the civil authorities and inform a member of the Child Safeguarding Committee. You will then need to fill out a Knowledge of Suspected Abuse form and submit it to a member of the Child Safeguarding Committee.

Forms attached below:

1. Knowledge of Suspected Child Abuse reporting form
2. Acknowledgement of Receipt of Child Protection Policy and Code of Conduct Agreement signature page
3. Request for References form
4. Information and Screening for Staff Working with Minors

## **Knowledge of Suspected Child Abuse**

Your Name (person observing, suspecting or receiving disclosure of child abuse):

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Victim's Name: \_\_\_\_\_

Date/Time of incident: \_\_\_\_\_

Location where the incident took place: \_\_\_\_\_

Name of person accused or suspected of abuse: \_\_\_\_\_

Relationship of accused to victim (paid staff, volunteer, family member, other):

Summary of Incident (use the back of this sheet if you need more space):

Date/Time civil authorities were notified: \_\_\_\_\_

Person who called the civil authorities: \_\_\_\_\_

Member(s) of Child Safeguarding Committee notified:  
\_\_\_\_\_

Date/Time of notification: \_\_\_\_\_

Summary of conversation with Committee member:

Date/Time child's caretaker was notified: \_\_\_\_\_

Person who contacted caretaker: \_\_\_\_\_

Summary of conversation with caretaker:

Other action taken (e.g. child advocacy group contacted)

**Acknowledgement of Receipt of Christ Presbyterian Church's  
Child Protection Policy**

By signing below, I acknowledge that I have received and read a copy of the Child Protection Policy on the date indicated.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Code of Conduct Agreement**

By signing below, I acknowledge that I have received, read, understand and agree to the Code of Conduct contained within the Christ Presbyterian Church Child Protection Policy, and have familiarized myself with the procedures for reporting suspected abuse.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Request for References

Please list three personal references who are not related to you. Your references should be able to give information about your past interactions with children. At least one reference should be someone who is not affiliated with Christ Presbyterian Church.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Authorization to contact references: I authorize any references, churches, or organizations listed here to give you information they may have regarding my character and fitness for working with children. I release all such references from my liability for any damages that may result from furnishing such evaluations to Christ Presbyterian Church. I release Christ Presbyterian Church from all liability and damages that may occur from the results of this information. I understand that personal information will be held confidential by the church staff.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Information and Screening for Staff Working with Minors

Full Name: \_\_\_\_\_

Best contact email: \_\_\_\_\_

Best contact phone: \_\_\_\_\_

1. How long have you been attending Christ Presbyterian Church?
  
2. Are you a member? (circle one)      yes      no      in process of becoming a member
  
3. Have you ever been convicted of, or pled guilty to, or are charges pending concerning any crime or misdemeanor involving actual or attempted child abuse, neglect or molestation?  

\_\_\_\_\_ Yes      \_\_\_\_\_ No  
If yes, please provide details below
  
4. Have you ever been charged with a sexual offense or crime of violence?  

\_\_\_\_\_ Yes      \_\_\_\_\_ No  
If yes, please provide details below
  
5. Have you ever been the subject of a civil lawsuit involving, or an investigation or allegation of, sexual misconduct, sexual harassment or other immoral behavior or conduct involving adults or children?  

\_\_\_\_\_ Yes      \_\_\_\_\_ No  
If yes, please provide details below
  
6. Do you have any investigation, review or disciplinary action pending by an employer, organization in which you volunteered, or professional association for sexual misconduct, violence or misconduct involving children?  

\_\_\_\_\_ Yes      \_\_\_\_\_ No  
If yes, please provide details below
  
7. Have you ever participated in the creation, dissemination, or transmission of pornography or pornographic materials of any type?  

\_\_\_\_\_ Yes      \_\_\_\_\_ No  
If yes, please provide details below
  
8. Is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance and care of children? If so, please explain below.