

Harpeth Presbyterian Church

Policies & Procedures

For the Prevention of

Child Abuse

June, 2011

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Screening Form for Adults Working With Minors
Screening Form for Teens Working With Minors
Background Investigation Consent
Criminal Records Check Information Form
Code of Ethics and Rules for Those Working With Minors
Reducing the Risk – Checklist for Abuse Allegation
Child Abuse Incident Report Form

1. PURPOSE

It is the purpose of the members and staff of Harpeth Presbyterian Church (HPC) to provide a safe and secure environment for preschool children (including infants), school age children, and youth entrusted to our care. We do this to encourage those children, youth and their families to grow in their relationship with God and one another.

A safe and secure environment includes a formal, written policy to help prevent the occurrence of child abuse. The following policy and procedures are for the protection of our infants, children, youth, employees, volunteers and our entire church family at Harpeth Presbyterian Church.

2. SCOPE

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, and youth.

3. DEFINITIONS

For the purpose of this policy the following definitions shall apply:

1. "Preschooler," "child," "children," "youth," and "minor" shall be defined as any individual *under* the age of eighteen (18) (or whose mental capacity is that of a minor).
2. "Adult" shall be defined as any individual at least eighteen (18) years of age.
3. "Worker" shall be defined as any adult who serves as a volunteer and/or paid person given the responsibility of working with or caring for minors, whether on a regular ongoing basis, or intermittently as needed.
4. "Teenage Worker" shall be defined as any worker at least fourteen (14) years old or older, but under the age of eighteen (18) enlisted to assist with the care of minors.
5. "Child Abuse" shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth, or minor.

4. COMPLIANCE

Compliance with this Policy, including the need for periodic updates of employment and background records, shall be reviewed annually as a part of the annual internal audit of Harpeth Presbyterian Church.

5. WHAT IS CHILD SEXUAL ABUSE?

Child sexual abuse includes any form of sexually inappropriate behavior or contact, whether criminal or not, by employees or representatives of HPC, whether paid or unpaid, and without regard to particular titles of positions. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.”

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the action.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Child sexual abuse includes behaviors that involve touching and non-touching aspects.

Child to child molestation can be intentional or unintentional.

Without limitation, sexual abuse encompasses:

1. Sexual abuse, sexual molestation, or sexual offense against any person, including but not limited to, any sexual involvement or sexual contact with a person who is below 18 years of age or who is legally incompetent, and
2. Sexual exploitation or harassment, including but not limited to, the development of or the attempt to develop a sexual relationship between an employee or volunteer and a person with whom he/she has a teaching or working relationship, whether or not there is apparent consent from the individual.

Examples of actions that could be considered sexual exploitation or harassment:

- Touching any part of a person’s body that would be covered by a modest swimsuit or the clothing that covers those parts; or
- Jokes, remarks, conversation or writing with sexually suggestive content; or
- Display of sexually suggestive objects or pictures.

6. POLICY ON THE PROTECTION OF CHILDREN

Harpeth Presbyterian Church strictly prohibits interaction with children and youth by anyone with a civil or criminal record of sexual offense against a child or anyone who has admitted prior sexual abuse or anyone known to have a paraphiliac diagnosis or tendency (e.g. pedophilia, exhibitionism, voyeurism, and computer sex crimes). All employees, volunteers or associates who regularly supervise activities for children and youth, and all (paid or volunteer) staff will be subject to background screenings with The United State Justice Department, previous employers, personal references and any other type of background search determined necessary by HPC staff.

All current employees, staff, volunteers and others that may be in contact with children or youth will have initial and [annual] background searches performed on them as a condition of employment or involvement with HPC.

6.1. Reporting Suspicious Behavior

Anyone who knows of or suspects sexual offense or abuse against a child shall immediately report the incident or suspicion to a member of staff. The suspected offense or abuse should be reported also to the local law enforcement authorities in conformity with applicable laws. Suspicion is cause enough to report. The confidentiality of the victim and the person who reports will be maintained, in conformity with applicable laws. See Section 9 for specifics on reporting abuse.

6.2. Response Team

When suspicion is reported, a team of persons (“Response Team”) will meet as soon as possible to investigate and respond to any suspicious behavior. The majority of the Response Team will be laypersons and will include one or more women. The group of persons will also include a lawyer (if possible), and one or more professionals in psychiatry, psychology, medicine or social work. The names and contact information for current members of the Response Team will be kept posted in the church office. The Response Team will investigate and respond to any reported suspicious behavior. The Response Team will seek to determine if there is a reasonable possibility that sexual misconduct has occurred. The Response Team will not attempt to determine legal or criminal guilt, but will cooperate with law enforcement authorities. This Team also will coordinate efforts to assistance to the needs of any victim. The confidentiality of the victim and the person who reports will be maintained, in conformity with applicable laws.

6.3. Prevention Practices & Procedures for the Protection of Children & Youth

These Prevention Practices & Procedures of Harpeth Presbyterian Church deal with the prevention of sexual misconduct as well as some general safety concerns. These Prevention Practices & Procedures shall be given to each employee, to all volunteer leaders who supervise activities for children and youth, and to all employees and associates (paid or volunteer) as a part of the Policy & Procedures for the Prevention of Sexual Misconduct (the “Policy”) of HPC.

WORKER SUPERVISION

1. No volunteer will be allowed to work with minors until they have been a member of HPC for a minimum of six (6) months, or a regular attendee (i.e., attending 75% of the time) for a minimum of one (1) year.
2. All those working with children/youth are subject to background screenings and other screening procedures (as specified in the Policy), including a check for a previous and annual record of Driving While Intoxicated or any reckless citation.
3. Older teenagers (19-20 years old) cannot work with younger children or youth (18 years old or younger) without an adult staff member present at all times.
4. Doors should never be shut in rooms with children or youth. Where feasible, put glass in doors, or install half doors so someone can see in the classroom at all times.
5. Church staff and volunteer directors will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time. Supervisors shall complete a log to show which rooms, activities, time and date the classes or activity was visited.
6. A sign in/out sheet will be used for children in the nursery.
7. Lists of workers that meet church approval as workers with minors shall be posted near each classroom or area where minors are cared.

WORKER INTERACTION WITH MINORS

8. **One adult should never be alone with one child. Keep at least three people in a group.** If a private conversation is necessary, ask another adult to stand by out of earshot.
9. An adult should never accompany a youth or child to the bathroom by themselves. Escort the child to the bathroom and wait outside. If a younger child needs assistance using the restroom, have another adult or helper stand by.
10. A worker should not, even playfully, even if a child or youth asks, touch any part of the body that would be covered by a modest swimsuit, nor on the clothing which covers those parts.

11. A worker should never meet a child/youth in secret or in an unplanned way (e.g., meeting them at the end of a school day) without discussing the meeting with parents and/or appropriate supervising people. A worker and a youth may meet at a **public place** (such as a coffee house) for a prearranged get-together if they drive separately.
12. Workers should not become involved in secret “meetings” with a child/youth by computer instant messaging, e-mail or in a chat room.
13. Workers will use caution about any movies or videotapes which might raise concerns. Videos should be age appropriate, keeping in mind the rating. "R-rated" movies are never to be shown to children below the age of 17 without parental and upper management permission. All material dealing with sexual themes should be reviewed by upper management before it is seen by children/youth. These guidelines also apply to video seen in a hotel on overnight trips.
14. Workers should never show youth any material which displays nudity or could by any standard be called obscene or pornographic. If such material is brought by youth or anyone else, it should be confiscated at once and the leader of the event should be notified immediately.
15. Alcoholic beverages, illegal drugs, or tobacco products are never permitted to be brought to or consumed during any activity for children/youth. If a child/youth comes to any program and appears intoxicated (from either drugs or alcohol), contact parents immediately and consult with the upper management or other appropriate authority as to further action.

TRAVEL TO OFF -SITE PREMISES:

16. Permission slips with details are required for all trips off premises, whether during or outside of regular hours. Parents should be informed in writing of the exact nature of the planned event, describing the supervision to be given church or school. Parental consent should be obtained in writing of any special event.
17. An adult should never be alone in a car with a child that is not their own child.
18. When a program or activity calls for someone to drive children/youth anywhere, be sure to have on file a form which records important information about the vehicle operator and the vehicle to be used, including a copy of the driver's license, proof of Insurance and the vehicle registration.
19. Send two children together to the bathroom. One child should not go to a public bathroom alone.

PICK UP AFTER CHILDREN/YOUTH EVENTS:

20. If children/youth are to be picked up by someone other than a parent or known babysitter or dropped off somewhere other than their home, the parent(s) or guardian should indicate that person's name and phone number. Children/youth will be released to properly identified and authorized adults only.

21. An adult leader should stay with children/youth at the conclusion of an activity until every child/youth has been picked up, or has a vehicle to drive or ride home. Never leave a child/youth alone waiting for a ride to their home. Also, the adult leader should not be

OVERNIGHT EVENTS:

- a. Adult advisors and/or upper management must approve overnight stays in advance.
- b. For overnights (lock-ins, camp, etc.) always 4 adults present (and more if the size of the group requires), including 2 males and 2 females.
- c. For overnights, whether on our property or elsewhere, be sure that separate sleeping areas are provided for boys and girls and that privacy is assured for use of bathroom facilities and for changing clothes. When staying in a hotel or camp, the rooms for the boys should not be adjacent to the rooms for the girls.
- d. If a child/youth needs to undress (for example, to get into a costume or for first aid), call another adult to accompany you. Be sure that separate dressing areas are provided for boys and girls and that privacy is assured.

SPECIFIC ACTS AND OMISSIONS IN VIOLATION OF THE POLICY

The following acts or omissions are direct violations of this Policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the designated program staff after the safety of the child, children, youth, or minor involved has been assured.

- ❖ Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- ❖ Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- ❖ Sexual advances or sexual activity of any kind between any person and a minor.
- ❖ Infliction or physically abusive behavior or bodily injury to a minor.
- ❖ Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Harpeth Presbyterian Church.
- ❖ Mental or emotional injury to a minor.
- ❖ The presence or possession of obscene or pornographic materials at any function of Harpeth Presbyterian Church.
- ❖ The presence, possession, or being under the influence of any illegal or illicit drugs.
- ❖ The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at Harpeth Presbyterian Church.

If a worker has an encounter with a child/youth where they think there might be a possibility of misunderstanding or misinterpreting his/her behavior, discuss the encounter with someone on the response team, and document the incident with a dated memo. Where possible, discuss the matter with the child's parent or guardian.

7. WORKER ENLISTMENT

Workers desiring to work with minors will be required to complete a screening process. The “Paid and Volunteer Child Worker Enlistment Checklist” should be filled out by an authorized worker for each applicant to document that the screening procedure has been completed.

All paid employees of Harpeth Presbyterian Church will be required to complete an Employment Application. In addition, adult staff and volunteers working with minors will be required to fill out an “Adult Working with Minor Application” form.

Those who only volunteer occasionally must also go through the entire volunteer screening process. There are to be no exceptions for anyone to go through the complete process.

Teenagers under eighteen (18) wanting to serve as teen workers in any capacity with activities, studies, or programs for preschoolers or children will need to fill out a “Screening Form for Teens Working with Minors” **and go through worker training**. The only step in the screening process they are exempt from is the criminal background check.

A file should be maintained for each worker in a secure area with limited access.

After an application is received, prior employment and volunteer service and personal references will be checked and the membership status of the applicant verified (see section 7 bullet 1). At a minimum, personal references should be telephoned and a written memorandum be made of the contents of those telephone conversations.

Criminal background checks will be performed on each adult applicant after the applicant has filled out the “Criminal Records Check Authorization Form” and the “Criminal Records Check Information Form.”

All personal information voluntarily disclosed, the results of all security background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be maintained in the strictest of confidence. Only the designated qualified representative of Harpeth Presbyterian Church will have access to the criminal background check report. Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a volunteer from participating in the leadership, sponsorship or supervising of any activities or programs with minors:

Any conviction for:

- Criminal homicide;
- Aggravated assault;
- Crimes related to the possession, use, or sale of drugs or controlled substances;
- Sexual abuse;
- Sexual assault (rape);
- Aggravated sexual assault;
- Injury to a child;
- Incest;
- Indecency with a child;

- Inducing sexual conduct or sexual performance of a child;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a minor;
- Employment harmful to children;
- Abandonment or endangerment of a child;
- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure;
- Enticing a child.

All charges for these crimes or charges or convictions for any other crimes not listed above will be reviewed by and approved by the church staff for reviewing applicant transcripts. Only qualified persons (as stated above) may view information obtained on the criminal history record transcript.

At the applicant's request, Harpeth Presbyterian Church shall allow the applicant to review his/her criminal history record transcript at the church, but in no event shall the church allow the applicant to retain and/or copy his/her transcript.

When an employee or volunteer has been approved to work with minors, they will be photographed and the picture(s) will be kept in the person's file. Photographs will be updated every 2 years or as deemed necessary.

The church shall immediately notify members of the Response Team if an internal grievance (applicant disputes) is filed by an applicant because of incorrect information or other reasons related to criminal histories provided by the agency. The church shall submit in a reasonable time period a resolution request to the agency.

Each new worker will be given a copy of the Child Protection Policy. New workers will also be required to view child abuse prevention video(s) and read the written materials available on this subject to help them gain an appreciation for the reality of the concern. All workers will receive training once a year on child abuse recognition and prevention. These procedures will help workers identify child abuse in the future if they see signs of it.

8. REPORTING ABUSE

SUSPECTED ABUSE

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report belief to the appropriate church staff in accordance with this procedure. The church should also immediately contact the insurance company to report the occurrence, and should contact its attorney. In instances where child abuse is confirmed and a member of the ministerial staff is the perpetrator, the immediate supervisor should be contacted and advised.

Upon the first suspicion of an instance of child abuse, the following steps should be taken immediately:

- 1) Do not treat the suspicion as frivolous.
- 2) Commence the investigation immediately, and conclude it as soon as possible.
- 3) If a sponsor or volunteer of minors suspects a case of child abuse, he or she is required by law to report his/her suspicions within 24 hours to Department of Human Services (DHS). It is the policy of Harpeth Presbyterian Church that it also be reported immediately to one of the members of the Response Team.
- 4) The person receiving the initial report will be responsible for confirming the facts reported and the condition of the child, on the same day on which the first report was made. Use the "Reducing the Risk Application Checklist" to complete the church/staff responsibilities involved with the occurrence.
- 5) Data concerning the child, name, address and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and address of the person responsible for the care of the child, if available, will be obtained.
- 6) After the information is secured, the reporting adult will contact DHS.
- 7) Maintain confidentiality of the investigation as much as possible. Emphasize confidentiality of the victim and any accused.
- 8) On the same day that the case is first reported verbally to DHS, the report will be documented on a Child Abuse Report Form. A copy of this form must be sent within five (5) days to DHS.
- 9) Cooperate fully with law enforcement officials.
- 10) Suspend any accused from the performance of duties involving children until the investigation has been completed.
- 11) Inform the victim and the victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigations. If child abuse is confirmed, ask

the victim and the victim's family what action they would like to take in the matter, and fully cooperate to address their request with the bounds of a legal and prudent response (church legal counsel should assist in this determination).

- 12) In instances where child abuse is confirmed, the church should immediately dismiss the worker from that position. Consideration of member termination should be considered, as appropriate in the circumstances. Pastoral care should be extended to the perpetrators, as well as the victims.
- 13) In instances where the evidence is inconclusive, the church must take action depending on the strength of the evidence available and after consideration of the victim's family's request.
- 14) Keep the congregation informed of the investigation with respect to matters which are not confidential, so that the congregation will hear about the investigation from within the church rather than from the news media.
- 15) Promptly take steps to plan for a response to the media and attempt to speak to the media only through one contact person so that the church can emphasize through the media to the public the church's position on child abuse, its concern for the victim, and the extensive steps the church is taking to address the present occurrence and to reduce the risk and provide a safe environment for other children.

IF A CHILD DISCLOSES ABUSE

If a child discloses abuse to an adult, the following steps should be taken first, in addition to the steps above.

- 1) Separate the child from the molester/offender, if applicable.
- 2) With an adult witness, take the child to a safe area and ask what happened. This step is best performed by a female adult.
- 3) **Believe the child!** Tell the child you will protect them, and that they are brave for telling what happened. Emphasize that they are doing the right thing. Make sure they know the blame is on the molester.
- 4) If the child has physical symptoms, they need to have medical attention immediately.
- 5) The Brentwood Sherriff's office should be notified of the incident.

INSURANCE

The church shall obtain a sufficient level of liability insurance coverage that would cover child abuse and sexual misconduct claims. If available, the church should have the levels of coverage which are required for limited immunity.

CONCLUSION

Harpeth Presbyterian Church desires to protect our children, youth, and those who work with them through the implementation of the above policy. Adoption of these provisions will enable Harpeth Presbyterian Church to provide a more safe and secure environment for each individual of our church family and its guests.

FORMS

**PAID AND VOLUNTEER CHILD WORKER
ENLISTMENT CHECKLIST**

COMPLETED BY – INITIALS

TASK TO COMPLETE

	Paid Worker	Adult Volunteer	Teen Volunteer
Employee Application			
Screening Form for Adults Working with Minors			
Screening Form for Teens Working with Minors			
Criminal Records Check Authorization Form			
Criminal Records Check Information Form			
Driver Information Form (as needed)			
References Checked			
Church Membership Status Verified			
Criminal Background Check Performed			
CBC Reviewed by Approved Staff			
Photograph			
Worker Training			
Copy of Procedure Manual			
Written Material(s)			
Annual Training			
Sign Sponsor/Volunteer Code of Ethics and Rules			

SCREENING FORM FOR ADULT WORKING WITH MINORS –Page 2

Have you ever been charged or convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor or any sexual offense or abuse against a child? If so, please explain:

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 young people?

Do you have any special requirements of which we should be aware? (For example: cannot drive, prefer daytime hours only, cannot participate in outdoor activities, medical limitations, etc.)

Personal References
(Not former employers or relatives)

Name: _____ Name: _____
Address: _____ Address: _____
Telephone: _____ Telephone: _____

Attest Statement

Under penalty of perjury, I swear or affirm that the information given above is true, complete and correct. I understand and agree that a complete background investigation, including criminal records, sex crimes registry with the United States Justice Department, driving record, and any other background search deemed necessary will be conducted with respect to me, and that this information may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides such information. I also agree to release and hold harmless Harpeth Presbyterian Church their officers, employees, agents and volunteers.

The authorization and release herein stated are valid for a period of no longer than 180 days from date of application.

Applicant's Signature: _____

Date _____

Witness _____

Title of Witness _____

An attachment of a photograph of the applicant will be made to this document if approved as a volunteer or paid staff member of HPC Photograph shall be updated every 2 years or as needed.

SCREENING FORM FOR TEENS WORKING WITH MINORS

This form is to be completed for any position (paid or volunteer) involving the supervision or care of minors or the mentally handicapped. This is being used to provide a safe and secure environment for the activities or programs of the church.

Name _____
Last First Middle

ID or DL# _____ Date of Birth _____

Present Address _____

City _____ State _____

Zip Code _____ Phone _____

Email _____

School _____

Grades _____

If less than one year:

Previous Address _____

City _____ State _____ Zip Code _____

Phone _____

Email _____

School _____

Grades _____

I understand that in serving as a volunteer or in a paid position for the Harpeth Presbyterian Church that I am willing to abide by the Policies & Procedures set forth in the Risk Management Program to reduce the risk of Child Abuse in this church. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse while serving as Second Presbyterian Church.

Signature of Teen Worker

Date

I do not know of any reason why my child should not serve as a Teen Worker with Minors. They do not demonstrate any signs of being a potential risk to the church.

Signature of Parent/Guardian

Date

BACKGROUND INVESTIGATION CONSENT

I, _____ (applicant complete name), hereby authorize Harpeth Presbyterian Church and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications for employment now, and if applicable, during the tenure of my employment with Second Presbyterian Church.

I release Harpeth Presbyterian Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Full name (printed)

Maiden name or other names used

Present street address

How long?

City/State

Zip

Former street address

How long?

City/State

Date of birth

Social security

Driver's license #

State of license

Signature

Date

CRIMINAL RECORDS CHECK INFORMATION FORM

Full Name _____
Last First Middle Maiden

Sex: (please indicate) Male _____ Female _____

Race: (please indicate)

W B I A H O
White Black American Indian Asian/Pacific Islander Hispanic Other

Date of Birth: _____ / _____ / _____
Year Month Day

Social Security # _____ - _____ - _____
(helpful in correctly identifying volunteer applicants)

Have you ever been convicted of a crime? _____yes _____no

Are there any legal charges pending against you? _____yes _____no

If yes, please explain:

The signature represents my current legal name and any previously used names are listed below:

Additional names: _____

Signature of Applicant Date

CODE OF ETHICS AND RULES FOR THOSE WORKING WITH MINORS

While acting in our capacity as a Youth/Children/Preschool volunteer of Harpeth Presbyterian Church, the following rules shall apply.

- 1) Smoking or using tobacco products in the presence of minors is prohibited.
- 2) Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
- 3) Sponsors and volunteers of minors shall not abuse such minors, including:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
 - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
 - Sexual advances or sexual activity of any kind between any person and a minor;
 - Sexual advances or sexual activity of any kind to a minor(s);
 - Infliction or physically abuse behavior or bodily injury to a minor;
 - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Second Presbyterian Church.
 - Mental or emotional injury to a minor;
 - The presence or possession of obscene or pornographic materials at any function of **Second** Presbyterian Church.
 - The presence, possession, or being under the influence of any illegal, illicit drugs;
 - The consumption of or being under the influence or alcohol while leading or participating in a function for minors of **Second** Presbyterian Church.
- 4) Sponsors and volunteers must treat all people of all races, religions, abilities, and cultures with respect and consideration.
- 5) Sponsors and volunteers shall not use or tolerate the use of profanity in the presence of minors.
- 6) Sponsors and volunteers must be free of physical and psychological conditions that might adversely affect any minor's health, including, but not limited to, contagious disease.

- 7) Sponsors and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- 8) Sponsors and volunteers will be expected to act and react with Christian love and understanding in all situations.
- 9) Sponsors and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own.
- 10) I understand that as a sponsor or volunteer with minors for Harpeth Presbyterian Church I will be subject to a background check, including criminal history.
- 11) I understand that any violation of this code may be grounds for removal as a sponsor or volunteer with minors.
- 12) I have been given a copy of and have read the Child Protection Policy and Procedure Handbook for Harpeth Presbyterian Church and agree to follow the procedures described within.

Print Name _____ Date _____

Applicant's Signature _____

REDUCING THE RISK – CHECKLIST FOR ABUSE ALLEGATION
To Be Completed By Members Of Response Team And Clergy

In the case of an allegation of child/youth sexual abuse, the volunteer or clergy staff person who observes the abuse or to whom the information regarding abuse is given is required by Harpeth Presbyterian Church and by the state law to complete the tasks listed below. Date and initial as each step is completed.

Date: _____	Initial: _____	1. For clergy and paid professional staff: remove the accused from the situation and suspend the accused from duties involving children/youth.
Date: _____	Initial: _____	For volunteers: Remove the accused from the situation and immediately notify the closest available clergy/professional staff person who will suspend the accused. If the clergy/professional staff person to whom the allegation is reported is not the department director, the person reporting will inform the director as soon as possible.
Date: _____	Initial: _____	2. Make written documentation of everything done and said. If the person reporting the allegation is a volunteer, both the volunteer and the clergy/professional staff to whom the volunteer has reported will document the procedures taken.

The procedures after this point will be administered by ministerial staff persons only.

Date: _____	Initial: _____	3. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns.
Date: _____	Initial: _____	4. Immediately notify state authorities. Failure to report any suspected, alleged or witnessed abuse is a crime.
Date: _____	Initial: _____	5. Immediately notify the minister in charge.
Date: _____	Initial: _____	6. Make written documentation of persons contacted and action taken to this point.
Date: _____	Initial: _____	7. The clergy/professional staff person will immediately notify a member of _____ response team to begin the internal and pastoral care process. This includes _____ Church.
Date: _____	Initial: _____	a. notify the insurance carrier of the incident

		immediately and comply with its investigation, if any;
Date: _____	Initial: _____	b. cooperate with legal and state authorities in their investigations, if any;
Date: _____	Initial: _____	c. prepare a written statement and designate a spokesperson to respond to media inquiries;
Date: _____	Initial: _____	d. provide assistance to the alleged victim and his/her family and the alleged perpetrator and his/her family in obtaining counseling or referral to a mental health professional, if needed
Date: _____	Initial: _____	e. respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved;
Date: _____	Initial: _____	f. inform the affected volunteer(s) and paid staff members of the need for confidentiality, and;
Date: _____	Initial: _____	g. consider and respond to the concerns of other parents.
Date: _____	Initial: _____	8. The director of the affected ministerial area will respond to the pastoral care concerns of persons within the department.
Date: _____	Initial: _____	9. Within five (5) days of the alleged abuse, the clergy/professional staff person who made the original report will prepare a written report and send one copy to the state agency and will give one copy to the senior pastor.
Date: _____	Initial: _____	10. Make written documentation of persons contacted and action taken.

CHILD ABUSE INCIDENT REPORT FORM

Reason for report _____

Date of incident _____ Class _____

Title _____

Name(s) and Age(s) of Minor(s) _____

Quote the child's first words verbatim: _____

Briefly describe what happened:

What action did you take?

Has the incident been resolved? ___yes ___no Explain: _____

Were there any witnesses? ___yes ___no Names: _____

Signatures of witnesses (if possible):

Report submitted to:
