

Child Safety Policy

Mandate

The New Testament makes clear that as Christians we continue in a covenant relationship with God and with the whole community of faith. We must live just and generous lives, following the great commandments set forth by Jesus Christ. Jesus plainly taught that children were to be included and provided for within the community of faith. (See Luke 18:15-17 and Matthew 18:5-6.) Throughout the history of the Christian church, children have been included in the worship and ministry of the community of faith. Today, the church may be the only place where some children find the unconditional love and care they so desperately need to grow, to thrive, and to become faithful people. As Christians, we must take our responsibility to our children very seriously, always attending to their spiritual growth and nurturing. We fail in our responsibilities if we neglect to take adequate precautions against child abuse in our churches. It is unlikely that we can completely prevent child abuse in every circumstance, yet it is possible for us to greatly reduce the risk by following a thorough and practical policy of prevention.

Purpose

It is the purpose of the members and staff of Faith Church to provide a safe and secure environment for all infants through high schoolers entrusted to our care, including people with special needs. We do this to encourage these children 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 all infants through high schoolers, employees, volunteers and our entire church family at Faith Church.

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 children from infants through high school, including those persons with special needs.

Definitions

<u>Adult:</u>	Any person 18 years of age or older.
<u>Children or youth:</u>	Any person 0 to 17 years of age. Whenever either the term child(ren) or youth is used the guidelines apply to both (unless otherwise indicated).
<u>Emotional Abuse:</u>	Attempting to control a child's life through words, threats, and fear; destroying a child's self worth through harassment, threats, and deprivation, which reinforce a sense of helplessness and dependence on the abuser.
<u>Ministry, ministering, minister:</u>	Includes teaching, leading, mentoring, chaperoning, or any other activity that brings people in contact with children or youth.
<u>Physical Abuse:</u>	Any intentional means of inflicting injury on another person whether a one-time event or a chronic pattern. Physical abuse may occur regardless of whether there is a cut, wound, mark, or bruise.
<u>Physical Neglect:</u>	Not doing what one is supposed to be doing to meet the physical needs of someone in his or her care, which interferes with or prevents a child's normal development.
<u>Sexual Abuse:</u>	Sexual exploitation or forced sexual intimacy with a person regardless of age or circumstance, which may or may not include physical contact.
<u>Volunteer:</u>	Anyone working under the guidance and supervision of the church for a church function.
<u>Youth/Teen:</u>	A child who is approved by their parent and the supervisor to be a volunteer helper. They need to be at least 10 years of age to help in Faith Kids.

Objectives of Child Protection

Protect the Children The creation of a safe and secure environment is of utmost importance! Children (and parents) need to know that when they come to church, all children are well looked after. Also, when children feel safe they are more likely to hear the message being taught or to see "Jesus with skin on."

Protect the Adults By completing the reference checks that we do and developing appropriate

guidelines and boundaries, we may be in a better position to ward off false accusations. We are also in a better position to not place an employee or volunteer in a position where they may be consciously, or unconsciously, tempted to sin.

Ministry Support If a child comes to worship or to serve, and they are worried about the person they are working with, their mind is going to be on every word or gesture or touch coming from that person. They will miss the lesson being taught or the Christ-like examples of servanthood being exhibited all around them.

Also, the completion of the child protection process enables the ministry to know the level of accessibility to children that each volunteer is given. It helps ministries gain a level of trust in each volunteer, which permits them to focus on their calling from God.

Protect the Church God calls us to be good stewards of the resources that He has given us: both our financial AND our people resources. Should we ever have an incident occur that we could have prevented, that could jeopardize some of those resources. We believe that God is asking us instead, to use our resources to expand our current ministries and to create new ministries so that we can reach even more lost people and bring them to know Christ.

Four Components

1. Screening

LEVEL 1 - Volunteers serving one time in an event that includes minors....

Examples: Holiday service(s) help, a one-time serve, conferences

These volunteers

- Will serve in a large contained group
- Will not be alone with a child
- Will always have two screened adults with them

Requirements: No application required, no mandatory training.

LEVEL 2 - Volunteers serving less than one time per month but more ongoing than a one-time Special Event person

Examples: Volunteers on a 6-week rotation or serving once every 3-4 months

These volunteers will always serve in contexts in which there are two adults.

Requirements:

- Serving Application
- Elder approval
- Criminal Background Check
- ONE solid Reference Check
- Mandatory safety training

LEVEL 3: Volunteers serving one time a month or more...

Examples: Small group leader, large group leader, worship team leader, greeting teams

These volunteers will

- Serve in a group setting
- Always have an another adult so there are two adults

Requirements:

- Serving Application
- Elder approval
- Interview by Ministry Team Leader
- Criminal Background Check
- ONE solid Reference Check
- Mandatory safety training

LEVEL 4 - All paid staff and volunteers whose work with minors involves regular one-on-one supervision, mentoring and/or overnights

Examples: Student ministry and children's leaders or staff who work with minors

These volunteers may have the following situations:

- Isolated contact with a minor - i.e. being alone with a minor out of visual range of their ministry staff or volunteers
- Custody of a minor - i.e. being alone with a minor while you are in full control of them.
- Supervision over a minor - i.e. having authority in the ministry to direct a minor into an isolated location.

Requirements:

- Serving Application
- Elder approval
- Interview by Ministry Team Leader
- Criminal Background Check
- THREE solid Reference Checks
- Mandatory safety training

*Note: If moving from LEVEL 3 to LEVEL 4, then **2 more Reference checks will be needed.**

2. Training

To raise awareness of child abuse

To learn what to do and not to do while in ministry with kids

3. Supervision

Staff and Leaders look for anything less than 100% appropriate

4. Reporting

Report any suspicious behavior whether occurring inside or outside the church

The Guidelines

Basic Rule of Supervision

The most basic rule of supervision for those who work/serve in ministry with children is the “two adult rule.” Never be alone with a child. This means that there must be a minimum of two adults at all times when interacting with children. This simple rule provides protection for children by not giving opportunities for adults to have sustained time alone with a child. It also protects staff and volunteers in situations in which a child with some significant emotional needs may misinterpret adult interaction or may make false statements about an adult’s behavior toward them. By following this rule, many potential problem situations are prevented.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) will be allowed to volunteer to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with our Care Team before accepting an assignment.
3. All adults or youth/teens involved with children or youth of our church must have been an attender or member of the congregation for at least six months before beginning a volunteer /childcare worker assignment. An exception may be made for people transferring from another church who have a good reference from their former church. Midweek Childcare workers may attend another church but must receive a reference from their current church to confirm that they are in good standing at the church and have been attending that church for at least six months before they are allowed to serve; all Childcare workers should attend a church.
4. Children or youth should, at all times, have adult or youth/teen supervision. In certain cases an exception may be made for older children or teens, but only if prior permission from a parent is obtained.
5. Children ages 0 to 5th grade should always be brought to and picked up from a children’s activity by a parent or the adult/teen that is responsible for them. It is important that parents pick up their children in a timely manner.
6. Youth groups should not meet in isolated locations if there is only one adult leader present. **An isolated location is anywhere that no other people are present or an area of the building out of sight or hearing distance of others.** Small groups that meet in the homes of leaders must have two unrelated adults present.
7. Doors to rooms should be kept open unless there is a window through which the activity in the room can be observed. Supervisors may choose to make rounds observing the

activities going on in the classrooms.

8. When children are supposed to be in a children's program or activity, they must not be allowed to leave the room and wander through the building without the adult responsible for them.
9. When children under the age of 6 use the bathroom they are to be escorted by a female adult 18 years & older. Another available option is to allow the child to walk to the bathroom while observing them through the doorway of the classroom - as long as the child is in the bathroom alone. The adult or youth/teen helper is not to go into the bathroom stall with the child. If in an emergency a child needs help in the bathroom or other isolated situation, whenever possible, at least 2 adults who are not related to each other should be involved in helping the child. Additional help should be sought to help or notify the parent depending on the severity of the situation.
10. OFF-CAMPUS TEAM/ MINISTRY SLEEPOVER GUIDELINES FOR STUDENT MINISTRIES
 - a. Signed permission slips must be obtained from the parents.
 - b. The "Two Adult" rule needs to be followed. Two leaders must be present if there are up to sixteen (16) students. An extra leader must be included if there are seventeen (17) or more students, and there must always be a leader-to-student ratio of no less than one leader to eight students.
 - c. The sleepover must be cleared through the ministry leader.
 - d. As long as any students are awake, one of the leaders must also be awake to ensure monitoring of safe behavior.
 - e. Separate sleeping quarters must be designated for males and females.
 - f. Appropriately modest sleeping attire must be worn.
 - g. Information sheet regarding emergencies must be obtained from the parent(s) including phone numbers and locations where parents can be reached.
 - h. Small group leaders must request permission from parents after getting approval from the ministry leadership team to view a PG or PG-13 movie. No R rated movies.
 - i. Other items/ devices which could be harmful to a student (e.g. Fireworks, etc.) should not be brought along.
11. Meetings between one adult and one child should be avoided.
 - a. When counseling with a child/youth, another person should be asked to sit in, or parental permission should be obtained prior to the meeting or counseling should occur within sight of others. Counseling can take place in the church office when more than one person is in the area or building, but the door should remain open in the case of no one nearby.
 - b. If only one adult or youth/teen volunteer is available for a class or group, that group should join with another one or parental permission should be sought to continue. In the case that the class/group will continue then the door must remain open during the entire class so proper safety and supervision can be monitored more easily.
 - c. Only a LEVEL 4 adult leader may drive a child (youth) of the same gender to or

from their home during a church function if it involves the adult being alone in the vehicle with just one child/youth. An adult and a young person of the opposite gender should never be in a car alone. If a LEVEL 4 is driving a single child of the same gender to or from home, the adult must have:

- i. Verbal parental approval
 - ii. A log kept by the driver of the time spent in the vehicle and locations traveled to and from.
 - iii. Require the young person to wear a seatbelt.
 - d. It is acceptable for a LEVEL 4 Faith Students leader to take one of his/her group members individually to an activity. However, the following information must be discussed with the parent before going on the one-on-one activity:
 - i. Verbal parental approval must be given.
 - ii. The location and nature of the activity.
 - iii. Emergency numbers.
 - iv. A curfew or expected time of return must be set with the parent(s) and upheld.
12. The following guidelines apply to physical contact:
 - a. There is to be no corporal (physical) punishment or disciplinary restraint of children.
 - b. Physical restraint may only be used if a child is in danger of causing harm to self or others (such as running away from supervision or attacking other children).
 - c. Being a Christian community, embracing, holding hands in prayer and other affirming ways of touching are used. Among adults, the usual societal and Christian standards apply that touching should never be done if it is unwelcome, demeaning, or sexually suggestive or explicit.

In the case of contact between adults and children, it should be remembered that the adult is always responsible for maintaining proper conduct. Even if the minor child or youth initiates inappropriate contact, the adult leader is still the responsible and accountable person. All of these incidents need to be reported to the supervisor and child's parent.

To a great extent proper behavior depends on common sense and decency as well as believing that Christians are to be pure and above reproach in their conduct with one another. Rules and definitions cannot adequately substitute for those qualities. Nevertheless to make some attempt and minimal definition of proper contact, physical contact should be limited to the arms, hands, shoulders and head. It should not be done in one-on-one situations (isolated situations are to be avoided anyway). Hugging should not be in any way suggestive.
13. If it is foreseen that an adult, because of ministry situations may at some time be alone with a child/youth, that adult must have an approved background check on file in the church office. (This information is kept confidential.)
14. If an adult or youth/teen volunteer who ministers with children/youth does not abide by these guidelines, that adult or youth/teen volunteer may be removed from a position of

working with children/youth.

15. Adult and youth/teen volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.
16. In the case of any alleged or verified occurrence of child abuse, the church will notify the appropriate police and welfare authorities as required by law.

Reporting

Possible indicators of abuse and reports of abuse of a minor need to be taken seriously. (See APPENDIX A). A volunteer/staff person should not conduct an investigation of the matter. They should follow the established reporting procedure.

This does not mean that those people required to report abuse pursuant to state statute no longer have an obligation to do so, but that the church will not be involved in the reporting process. If any member or non-member can provide information verifying that a volunteer or staff member has had formal charges filed against them for child abuse, the Senior Pastor or one of his designees should be informed immediately.

A. Responding to a Report of Abuse

1. Take the child seriously when he/she tells the story. Write down as much of the account as you are able to do as soon as you are able to do so.
2. Reassure the child. Remind the child that you care about him/her.
3. Remain emotionally calm in the presence of the child.
4. Make no promises to the child that you will not tell what has been shared. Do not offer a reward for telling story. Do not tell the child he/she has been abused. Do not talk about police. Do not investigate the story. Repeat the story only to the Senior Pastor or Executive Pastor or their designee.
5. Remind the child that it was good to tell someone and that it was not his/her fault.
6. Observe whatever is accessible without removing clothing. Do not ask the child for permission to check beneath his/her clothing.
7. See APPENDIX B for greater detail in responding to report.

B. Policy for Reporting Suspected or Alleged Abuse

1. All staff, leaders, or teachers are required to report any suspected or alleged incidence of abuse to the Children's Ministry Director or Student Ministries Director within 24 hours. In the Children's Ministry Director's absence (or if he/she

is the accused), the report is to be made to the Senior Pastor (ASAP). In the pastor's absence (or if he is the accused), the report is to be made to the Executive Pastor. It is not the responsibility of the reporting person to substantiate or investigate the alleged or suspected abuse.

2. The parent(s)/guardian of the victim must be informed immediately by the Senior Pastor or his designee of the information that has come to light about their child(ren) in a face-to-face meeting. See APPENDIX D.
3. The Executive Pastor should handle matters such as filing a report with authorities, informing the liability carrier, establish a care plan for the child and family, preparing for disclosure to the church if deemed necessary, etc.
4. When the alleged or suspected victim is a minor child, the person receiving the report will be mandated to report this to the local police department. It is our responsibility to comply with state child protection laws.
5. All volunteers and staff should be aware of the signs and symptoms of abuse, whether abuse is emotional, physical, and/or sexual. See APPENDIX A.
6. When a child reports an incident of abuse or a volunteer/staff person observes signs or symptoms of abuse, **the volunteer/staff person must write a report indicating the specifics of the child's report, the specifics of the abuse, the date when signs/symptoms appear, or report as soon as possible. See APPENDIX E.**
7. The Senior Pastor (or his designee) shall maintain the records of reported incidents and will keep such records **confidential, accurately and completely documenting all efforts at handling the incident.**
8. The church will provide appropriate and necessary assistance to the victim, the offender, Child Protection Services (CPS), and local law enforcement agencies.
9. So far as it is consistent with our legal duties as well as our spiritual concern for all involved, we will work to maintain confidentiality.

C. Policy Regarding Alleged Offenders

1. If the child's parent/guardian is the suspected abuser, the CPS or police will be notified and will in turn notify the parent/guardian of their investigation.
2. If staff or volunteer is the suspected abuser, the alleged offender must be informed of the allegations and must be suspended from participating in all service roles in the church until an investigation is done by the proper authorities.
3. If the allegations are found to be false, the censure on service will be lifted. If the allegations are found to be true, the offender must continue under the censure of

service and be dealt with by the pastor and elders.

4. If a paid employee is the alleged offender, salary and other benefits will be continued during the period of suspension and investigation. If the allegations are found to be true, salary and all other benefits will be discontinued immediately.

D. Policy Regarding Response to Media

1. If an incident of abuse becomes a public matter such as at the time of arrest, the media has the right to report such incidents. This policy intends to assist Faith Church's leadership to thoughtfully prepare for and respond to the media's awareness of an abusive event, while protecting the victims of such attacks and facilitating the legal process.
2. The identity of the victims or survivors of such circumstances ought to be held confidential, especially minors. Only an adult victim or adult survivor can give consent to release his/her name for publication.
3. Any report of child abuse made to the police directly or to the police via Child Protection Services becomes a felony investigation. Information in the form of a media release, news conference, or prepared statement on a felony investigation must be prepared and released by the Policy Department.
4. Legal advisors, police department's media officer, and other experts should be consulted before any statements are read or made.
5. The Senior Pastor (or his designee) will be the official spokesperson for Faith Church for any media responses. Statements to reporters or to the media may not be made by the church's staff or volunteers regarding any ongoing investigation of child abuse or neglect.

APPENDIX A

POSSIBLE INDICATORS OF ABUSE

Note: Children rarely exhibit just one sign that they are the victims of abuse. Some symptoms may represent typical development changes or the aftereffect of traumas in their lives other than abuse. Conversely, it is possible for abuse to be taking place without the appearance of noticeable symptoms because of the child's ability to mask or deny what would otherwise be very confusing and painful to acknowledge. Generally, several signs observed over a period of time suggests that a child may be suffering from abuse. This highlights the need for training among volunteers, staff, and program leaders.

A. Infants and Preschool Children

1. Regression to an earlier state of behavior development. Example: baby talk, thumb sucking, or bed-wetting.
2. Change in social behavior that is not associated with normal development. Example: excessive crying, clinging, becoming aggressive or withdrawn.
3. Physical manifestations such as loss of bowel control, bed wetting, frequent urination, headaches, stomach aches, breathing difficulties, sore throats accompanied by gagging, stains on the child's undergarments.
4. Exhibiting signs of fear around a family member or a familiar person or fear of a familiar place or object.
5. Fear of being touched, shying away from physical contact. Resistance to being diapered or assisted in the bathroom.
6. Use of explicit language or sexual behavior that is beyond the child's comprehension or life experience.
7. Attempting sexual behavior with other children or attending adults.
8. Unexplained injuries or bruises, repeated injuries blamed on carelessness, multiple bruises sustained in one event, bruises to child's midsection, back, head, or back of thighs, signs of scalding, burning, or distinctive bruising, such as in the shape of a belt buckle, multiple bruises in various stages of healing.
9. Name calling toward other children, bullying behavior, sulking, or brooding.
10. Fascination with fires, playing with matches or a lighter.

B. School-age Children

1. Same as physical manifestations above coupled with complaints of pain, irritation, soreness, redness on the child's bottom, smearing feces on walls or objects.
2. Pattern of injuries, multiple injuries, injuries about the face or neck, failure to complain about or explain an obvious physical discomfort.
3. Unusual fears such as with a familiar person, a particular room, a particular object, or fear of new experience.
4. Poor concentration in classroom.
5. Exhibiting adult-pleasing behaviors, striving for perfection, acting miserable if failing.

6. Engaging in self-injury, engaging in excessive masturbation, masturbation in public setting.
7. Acting enraged and out of control, expressing anger through destruction.
8. Shyness about physical touch.
9. Exhibiting sexual behavior beyond comprehension or maturity level, behaving in a sexual manner with other children or adults.
10. Exhibiting signs of needing to be in control of others or situations, bullying others.
11. Hostility and distrust of adults, mood swings and irritability, violent disruptions.
12. Acting out, including hoarding food and toys, lying, stealing, assaulting.
13. Frequent absences from school or other scheduled events either because of being punished or to hide bruises.
14. Low self-esteem, particular sensitivity to criticism.
15. Hypervigilance. Excessive and suspicious watching of other people. Easily startled.
16. Preoccupation with fire and setting fires.

C. Adolescents

1. Eating disorders, use of laxatives, unexplained and dramatic changes in weight.
2. Changes in sleep patterns, including excessive sleeping, sleeping during the day, or insomnia.
3. Performance in school plunges.
4. Perfectionist behavior, excessive self-criticism, attempting to please adults, overreacting to any form of criticism or complaint.
5. Sexually provocative or asexual behavior, denial of body changes and sexual development; for females, seeking affection from older males.
6. Experimentation with drugs and alcohol.
7. Self-abusive behavior including cutting self, preoccupation with danger and weapons, suicide attempts.
8. Truancy from school.
9. Cruelty to animals, bullying younger children.
10. Emotional numbness, inability to be emotionally supportive of others.
11. Having few friends; changing friends often.
12. Depression and other signs of withdrawal and avoidance.
13. Pregnancy.
14. Refusing to attend to basic hygiene.
15. Rectal and vaginal infections.
16. Hyper-vigilance/excessive watching and suspicion of other people. Easily startled.

D. Neglect

1. Appearing to be underfed, constantly hungry, underweight for size and age.
2. Begging for food, stealing food, hoarding food.
3. Lack of supervision, underage child supervising another child or children.
4. Chronic absenteeism from school, unattended educational needs.
5. Unattended medical and dental needs.
6. Consistent or frequent lack of hygiene or lack of cleanliness resulting in odors.

7. For infants, failure to thrive.

E. Parental Behaviors and Home Life

1. Not attending meetings about the child, not showing an interest in the child, critical of the child, uncomplimentary.
2. Constantly putting child down, using harsh words to describe child, using threats and unflattering language.
3. Describing child as underachiever, complaining that he/she lets people down, is unmotivated, achieve less than brothers and sisters.
4. Speaking of child in a way that sounds too romantic, too grown-up, too sugary, too perfect.
5. Hostile, close-minded, overprotective, isolating, doesn't let others in the house, won't participate in activities with other parents, makes excuses about failing to do tasks, talks about things not being good at home.
6. Reports of past/other suspicious behavior, reports that an older brother or sister may have been mistreated.
7. Chemical dependency by one or both parents.
8. Sudden and dramatic changes in family's financial security.

APPENDIX B

RESPONDING TO A CHILD'S REPORT OF ABUSE

1. Take the child seriously when he/she tells the story.
2. Avoid judgmental statements such as, "I think you just had a bad dream."
3. Do not appear frightened or disgusted by the child's story. This may cause the child to stop talking or to believe you are upset with the child.
4. Do not try to convince the child that the story isn't true or that it did not happen the way the child reported it.
5. Do not make promises to the child that you will not tell anyone what has been shared with you.
6. Remind the child that whatever happened was not his/her fault.
7. Assure the child that it was a good decision to tell someone what happened to him/her.
8. Tell the child that you want to find help so it doesn't happen again.
9. Do not offer a reward to the child for telling the story or promise a gift if the child tells another adult.
10. Reassure the child that he/she does not deserve to be hurt by anyone.
11. Do not frighten the child by talking about police involvement or about medical examinations. Share that other people need to know what happened and they will talk to the child later.
12. Do not ask the child to show any bruises that are beneath underwear or clothing; only observe those bruises that are accessible.
13. Do not investigate the child's story; rather listen to the story, and take notes immediately afterwards while fresh in your memory.
14. Do not tell the child that he/she has been abused.
15. Offer to support the child and remind the child that you care about him/her.
16. Report abuse - See APPENDIX C.

APPENDIX C

REPORTING ABUSE TO AUTHORITIES

State statute requires that any person, volunteer or staff, in the position of care-provider for children is considered a “mandated reporter.” A mandated reporter must report child abuse or neglect if it is suspected.

- A. If the victim is a minor child, the caregiver must notify the Children’s Protective Services (CPS) / Department of Child and Family Services (DCFS) themselves as a “mandated reporter” when:
1. Symptoms of abuse or neglect are suspected outside of the church’s setting (See APPENDIX A, pages 11-13).
 2. There is no danger of placing a child back into an imminently dangerous situation.
- B. If the victim is a minor child, the caregiver as “mandated reporter” must follow the church’s guidelines (guidelines, pages 7-10; reporting form Appendix E, pages 17-18) for reporting if:
1. The abuse is suspected to be happening within the setting of the church by staff or volunteers.
- C. If the victim is a minor child, notify the local police (911) department when:
1. The caregiver needs to control an immediate or imminent conflict or incident regarding a child that cannot be controlled by the caregiver. For example, a child being taken by an unauthorized person, or a parent or guardian reacting immediately to a child in an uncontrollable manner.
 2. Placing the child in the custody of the parent(s)/guardian will increase or continue the risks of abuse to the child.

NOTE: The police will respond immediately should the situation or information require that type of response. CPS/DCFS is required by law to respond within 24 hours of reporting.

CPS phone number: 1-800-800-5556 (for anywhere in Indiana)

DCFS phone number: 1-800-252-2873 (for Illinois)

Beecher: 708-946-2341

Dyer: 219-865-1163

Cedar Lake: 219-374-5416

Highland: 219-838-3184

Munster: (219) 836-6600

Schererville: 219-322-5000

APPENDIX D

RESPONDING TO PARENTS WHO ARE NOTIFIED ON AN ABUSE REPORT

1. Remain calm and nonjudgmental.
2. Anyone who makes a report to the police or CPS authorities is usually granted anonymity; do not identify the reporter unless you are given permission to do so.
3. Do not share any statements made by the child with a parent or relative who is implicated by the child as an abuser. Do not share the child's statements with anyone other than the authorities until the identity of the abuser can be determined and authorities have determined whether or not the child can be protected from contact with that person.
4. Do not attempt to convince a parent that the alleged abuse happened or did not happen. Do not attempt to discredit the child or cast suspicion on the alleged abuser.
5. Do not investigate with a parent what may be happening in the home; and do not share information with a parent that has not been shared with authorities.
6. Do not make promises to a parent about the outcome of the investigation.
7. Listen to any information a parent or guardian may offer about the incident and record it immediately after the conversation. Report additional information to authorities through the reporting procedure outlined in this policy.
8. Offer parents spiritual and emotional prayer support.
9. Suggest resources for parents including books or literature that you know may be personally helpful to them.
10. Allow parents to express their disbelief, anger, and grief. (Parents may be in shock or denial at the mention of abuse allegations).
11. Do not minimize the type of abuse or embellish the abuse, its impact on the child, or its harm to the child.
12. Assure parents of the confidential nature of the report and the need to maintain confidentiality unless disclosure is necessary to protect the wellbeing of other children.

APPENDIX E

REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE

1. Name of worker (paid or volunteer) observing or receiving disclosure of child abuse:

2. Victim's name: _____

Victim's age/date of birth: _____

3. Date/place of initial conversation with/report from victim: _____

4. Victim's statement (give your detailed summary here): _____

5. Name of person accused of abuse: _____

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

6. Reported to pastor: _____

Date/time: _____

Summary: _____

7. Call to victim's parent/guardian: _____

Date/time: _____

Spoke with: _____

Summary: _____

8. Call to local children and family services agency: _____
Date/time: _____
Spoke with: _____
Summary: _____

9. Call to local law enforcement agency: _____
Date/time: _____
Spoke with: _____
Summary: _____

10. Other contacts: _____
Name: _____
Date/time: _____
Summary: _____

Signature of Report / Date

APPENDIX F

REDUCING THE RISK APPLICATION CHECKLIST

(To be completed by clergy/professional staff persons)

In the case of an allegation of child/youth sexual abuse, the volunteer or clergy staff person who observes or to whom the information is given is required by Faith 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. For volunteers: Remove the accused from the situation and immediately notify the closest available clergy/professional staff person who will suspend the accused.
Date: _____ _____	Initial: _____ _____	2. Make a 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 the Soul Care response team to begin the internal and pastoral care process.

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 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. 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: _____	9. Make written documentation of persons contacted and action taken.

APPENDIX G

PROFILE ON A CHILD ABUSER

SEXUAL ABUSE

Men 18 and up

- Low self-esteem
- Need for power and control
- Poor family relationships, though the relationships often look okay from the outside
- Difficulty in interpersonal relationships...relates to others immaturely both socially and emotionally...may not be involved with peers or engage in adult group recreational activities.
- Difficulty with impulse control
- History of past physical/sexual victimization...80-95% of child molesters were themselves molested as children
- Primary interests are in children
- May be involved in youth activities such as group leaders or coaches
- May be single or married...if married, they are often experiencing marital difficulties...they have difficulty in developing satisfying, supportive, intimate relationships with adults
- May have a specific age of children they prefer to work with
- May be of any sexual orientation or preference
- May have been insecure in childhood with frequent moves, early physical illnesses and marital difficulties between parents
- Many are less of a team player
- Difficult time asking for help with his problems
- Don't admit to stress or recognize a need to have a plan to deal with it
- Use children to fulfill their needs or validate their sense of competence and well-being
- Highly skilled at gaining the trust and confidence of children
- Sensitive to children's needs and have a way of putting children at ease
- Move frequently and unexpectedly
- Seeks opportunities to be alone with children
- Has an idealistic perspective of children...may refer to them as objects
- Often good at convincing others about their competence and caring

Adolescent

- Lack of contact with peers
- Few or no extracurricular activities
- Generally feels powerless and inadequate
- May feel more comfortable with children younger than themselves
- Males, in particular, may be frequently chosen to babysit because they make themselves available and relate well to young children
- May come from a family where there has been physical or sexual abuse
- May seem socially immature for their age
- May lack a close relationship with a father figure

Women

- May have married young
- Reared in a very strict home
- Her family was/is very religious
- Her husband is gone frequently and is not very supportive
- Is sexually naïve and immature
- Is very dependent on father figure
- Frequently the victim of physical abuse
- Has low self-esteem
- The husband exaggerates his masculinity in dress, work, and with peers and usually has drug or alcohol problems that affect his sexual performance
- Is lonely
- Does not have much tenderness in her life

PHYSICAL ABUSE

- Negative attitude about life and people
- Labeled as having a “hot” temper
- Blames others: “he made me,” “it was her fault”
- History of child abuse as a child
- Uses harsh, age inappropriate discipline
- Offers illogical or unconvincing excuses for what occurred
- Exhibits out of control behavior

EMOTIONAL ABUSE

- Blames and belittles children
- Cold and rejecting
- Withholds love

CAUTION: A profile list such as this can be misleading because many of the characteristics here can describe men/women who do not molest. Having more than one or even all of these items does not necessarily increase the odds of that person being a molester. Although this profile has some value in pointing out particular needs of people and risks associated with them, great caution should be used when assigning this profile to any one individual. Few molesters ever report the characteristics listed here. Neither are interviewers trained to properly elicit this information. Individuals with abusive personalities are often more subtle and skillfully manipulative in their approach to their employers, as well as their approach to children. This makes it essential for those responsible for hiring or enlisting volunteers to gain information from collateral resources such as past employers, friends, families, and criminal background checks.