



ALL SOULS CHURCH

PROTECTION POLICY FOR CHILDREN AND YOUTH

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BIBLICAL FOUNDATION AND PURPOSE

All Souls Church has been called to **lead, shepherd, and protect** the people of God. All Souls Church is also committed carrying out principles of the Christian faith in all areas of life, including interactions with others. As reflected in this policy, special protection must be in place for interactions with others, especially those with and between our children and youth. As Jesus showed great love and care for children, we are called to also follow in His footsteps and care specially for the children in our congregation. Far too many children are victims of child abuse and neglect. Current statistics state that one in every three to four girls and one in every six to eight boys have been sexually abused. Physical abuse, emotional abuse, and other forms of abuse also continue to be rampant in our society. To best care for each child at All Souls Church, we are certain that protections must be in place and minimum standards of care must be set.

The *Diocesan Policy on Child Abuse* states that no form of child abuse involving our clergy, lay employees, volunteers, or any other persons, will be tolerated. All individuals either serving the church or interacting with children in any way, will be held to the highest standard of Biblical conduct. Thus, misconduct against children (whether verbal, physical, sexual, emotional, or any other kind), will not be tolerated under any circumstances. Additionally, neglect and exploitation are forbidden.

In order for All Souls Church to further protect against child abuse and other harm to children, we must implement a clear, detailed policy that gives clergy, laypeople, volunteers, and visitors a structure for interaction with children.

The **purpose** of this document is to instruct and guide clergy, laity, and other individuals on how to provide adequate care and safeguarding to the children and youth in All Souls Church.

DEFINITIONS

Child/Children refers to all parishioners under the age of 18 or who attend the Children and Youth ministries as a participant of those programs. **Youth** is a subcategory of 'Child' and refers to children between ages 11-17, or 6th through 12th grade.

Child Abuse, in practical terms, refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. In general, the definitions of "child abuse" and "child neglect" includes the following elements (among others):

- Physical abuse
- Neglect (both physical and mental)
- Sexual abuse/Exploitation

Specific definitions of child abuse and rules for the relevant child abuse reporting laws and legal definitions in South Carolina may be found under Title 63: South Carolina Children's Code. For more information on child abuse, refer to page 20-24.

PROCEDURES FOR THE PROTECTION OF CHILDREN

Screening Procedures

All Souls Church will follow the screening and training procedures outlined by the Anglican Diocese of the Carolinas Policy Manual for the Protection of Children. The following procedures are to be followed:

The screening of **clergy** will include:

- Conducting National Sexual Offender Registry and Criminal Background checks through Oxford Document Management Company or other diocesan-approved screening providers every 2 years
- Personal and professional reference checks
- In-person interviews
- Submission of a *Screening Statement* (found in the Appendix)
- Submission of a *Policy Acknowledgement Form* (found in the Appendix)

Additionally, a full Oxford Document Management Company background check will normally be done every five years for all clergy in active ministry in the Diocese of the Carolinas.

The screening of **employees** will include:

- Reviewing signed job applications for those working in youth and children's ministries
- Conducting National Sexual Offender Registry and Criminal Background checks every 2 years
- Personal and professional reference checks
- In-person interviews
- Submission of a *Screening Statement* (found in the Appendix)
- Requiring the employee to submit a *Policy Acknowledgement Form* (found in the Appendix)

The screening of **interns** will include:

- Reviewing signed applications for those working in youth and children's ministries
- Conducting National Sexual Offender Registry and Criminal Background checks every 2 years

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- Personal and other appropriate reference checks
 - In-person interviews
 - Submission of a *Screening Statement* (found in the Appendix)
 - Requiring the applicable person to submit a *Policy Acknowledgement Form* (found in the Appendix)

The screening of **volunteers** will include:

- Requiring a six-month minimum attendance rule for volunteers in children's and youth ministries, except where the Bishop, in consultation with the Committee to Protect Children, has granted a variance
- Reviewing signed volunteer applications for those working in youth and children's ministries
- Conducting National Sexual Offender Registry and Criminal Background checks every 2 years
- Personal reference checks
- In-person interviews
- Submission of a *Screening Statement* (found in the Appendix)
- Requiring the volunteer to submit a *Policy Acknowledgement Form* (found in the Appendix)

Training Procedures

Training is also an important deterrent to child abuse. Those who work with children or youth must be trained to recognize the warning signs of potential abuse, as well as learn the procedures for reporting suspected abuse. They also must become familiar with safe practices designed to reduce the potential for abuse occurring. All Souls Church requires the following training:

Reading Requirements

All members of the clergy, all members of the vestry, those staff members with direct supervision over youth or children, and all volunteers working with youth or children must certify that they have read, understood, and accepted the *All Souls Church Protection Policy for Children and Youth*. A required *Policy Acknowledgement Form* is included in the Appendix and must be given, in paper form or digitally, to the Children's Ministry Director prior to any volunteering, mentoring, or any other work directly with children.

Workshop Attendance Requirements

- ✓ **Online Awareness Training:** Every two years, clergy and those staff and volunteers who have contact with youth and children must complete the online Sexual Abuse Prevention Course and pass the follow-up test provided by Ministry Safe. Clergy are responsible to submit to the diocesan office evidence of completed training every two years.
 - A copy of the certificate of completion that is presented at the end of the Ministry Safe online training is sufficient to demonstrate compliance with this requirement
- ✓ **In-person Training:** Every year, those seeking to serve in children's ministry must either
 - a) Attend the annual training meetingOR
 - b) Have an in-person meeting with the Director of Children's Ministry

Interacting Procedures

Communication

Verbal interactions between clergy, staff members, or volunteers and children should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, clergy, staff members, and volunteers will not talk to children or parents in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, clergy, staff members, and volunteers are expected to refrain from swearing in the presence of children. Concerns about children should be directed to parents, legal guardians, the appropriate ministry leader, or the clergy.

Clergy, staff members and volunteers are forbidden from engaging in any sexually oriented communications with children and must refrain from discussing any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child in the program.

Clergy, staff members, and volunteers must report any sexually oriented communications involving a child to the appropriate ministry leader or clergy. See page 20 for more information on reporting procedures.

Social Media

Social media, while a potentially useful tool, should be used with wisdom and discernment. The following are expectations for adults interacting with children and youth on social media:

- Adults ministering directly with children and youth, including clergy, employees, interns, volunteers, and mentors, should not communicate with children and youth on any social media platform, unless the platform is being used for a church-organized purpose.
- Sending sexually explicit or offensive communications (e.g. texts, emails, phone calls, direct messages, or posts) is considered sexual harassment, and is therefore prohibited and will be investigated and reported.
- Virtual spaces are to be treated the same as in-person spaces. This means that two youth leaders should be online with a youth (known as the two-adult rule) or there must be two or more youth present with an adult leader. A parent/guardian should be aware that the child is in a conversation with the leaders or other youth.

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- In-person communication should be prioritized over digital communication.

Discipleship and Pastoral Counseling

Discipleship of a student manifests in an ongoing 1:1, 1:2, or 1:3 relationship where participants meet regularly for a long-term partnership. This is not the same as pastoral counseling or spiritual direction which is intended for a singular focus and therefore is limited in scope and provided by qualified personnel. Pastoral counseling typically covers singular issues or questions, conflict management, confession, crisis counseling, or relationship counseling. If pastoral counseling requires more than 6 sessions, refer the child to a professional.

If the long-term spiritual direction/discipleship/mentorship is agreed upon with parents/guardians...

- Other leaders in the church should be aware of the discipleship relationship
- Must meet in a public place
- Long-term discipleship relationships need to be conducted by a staff person or volunteer of the same biological sex as the participant(s)
- Prayer and study of Scripture should be included in regular time together

Photography

Photos and videos of children shall not be used contrary to parental wishes. Ministries shall refrain from posting any personally identifying information about children pictured online or in print publications without prior parental permission. Parents/guardians can find a consent statement attached to the registration form for upcoming events in Children's Ministry.

Physical Interaction

The following standards of interaction with children must be carefully followed at all times:

Appropriate physical affection includes:

- ✓ High-fives
- ✓ Handshakes
- ✓ Fist bumps
- ✓ Thumbs up

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- ✓ Head pat
 - ✓ Side hug
 - ✓ Smiling
 - ✓ Pats on the back

Inappropriate physical affection includes:

- X Wrestling
- X Tickling
- X Sitting in laps (except for nursery-aged children)
- X Kissing
- X Full frontal hugs
- X Commenting on children's bodies
- X Forcing unwanted affection

Inappropriate touching and displays of affection are forbidden. Inappropriate behavior or suspected abuse should be reported immediately to the Children's Ministry Director or Rector. See page 20 for more details on reporting. The following expectations are to be followed at all times:

- Physical contact should be given only in observable places.
- Physical contact should not give the appearance of wrongdoing.
- Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected at all times.
- Volunteers and staff are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.

Disciplinary Guidelines and Procedures

Physical contact should be for the benefit of the child. To this end, those interacting with children under All Souls Church are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable. This

prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children.

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In rare circumstances, physical restraint may be used to prevent self-injury by the child and/or harm to others or to property. Uncontrollable or unusual behavior should be reported immediately to 1) parents/guardians, and 2) the Children's Ministry Director and/or Rector. If necessary, a childcare worker may contact and/or retrieve the parent/guardian of the child if the child is unresponsive to multiple attempts at discipline.

Prevention is the best disciplinary plan. Listed below are some guidelines for discipline:

- Be actively involved with the children or youth during open-ended time.
- Give clear directions for planned activities.
 - Clear directions are direct, understandable, and repeated when needed.
- Anticipate problems and plan for a response.
 - Having consequences for misbehaviors can help prevent them.
- Model respectful, positive behavior. Children will model the actions of the adults around them.
- Give positive feedback often. Use recognition, encouragement, and praise.
- Have consistent expectations for Children's Ministry programming.

Restroom Policies

Because nursery and special needs children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- Only screened and trained nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- Changing of diapers should be done in plain sight of other nursery workers; children should not be left unattended while being changed.
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.

Bathroom Use

- Only screened and trained adult nursery workers, volunteers, staff, or the child's parent or legal guardian will assist children in bathrooms.
- When children are assisted in bathrooms the stall door will be left partially open.
- Preschool-aged children will never be left unattended in bathrooms.
- Children should be assisted in straightening their clothing before returning to the room with other children.
- "Accidents" should be handled by reassuring the child and contacting a parent/guardian or person authorized by the parent to complete the changing of a child's underwear or clothing.
- Elementary-age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) An adult volunteer should be assigned to ensure children return immediately from bathroom breaks.

Substance Use

Clergy, staff members, volunteers, and participants in Children's Ministry will refrain from the use, possession, or being under the influence of tobacco products, alcohol, or any illegal drugs while supervising children, while involved in any Children's Ministry events, or while meeting with children for discipleship.

Transportation

Staff members, clergy, interns, and volunteers may be in a position to provide transportation for children for a church organized event. The following guidelines shall be strictly observed when workers are involved in the transportation of children:

- Adult drivers must provide the church with a copy of his/her driver's license, vehicle registration, and proof of insurance.
- Drivers must undergo a DMV record check.
- Phones can only be used for necessary phone calls and GPS navigation. At all times possible, another non-driving adult should handle GPS and phone calls.

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- Cars/vans/buses will contain one driver and two or more youth or two adults and any number of children.
 - There should not be one adult and one child riding in a car together (unless there is a special circumstance, and the parent/guardian approves of this and gives permission. In this case, permission must be documented by the adult and the child must ride in the backseat of the car).
 - Child safety seats must meet the federal standards. Drivers and passengers must also follow the airbag/weight regulations per specific vehicle guidelines. Each child must ride in a seat with a seatbelt. No double buckling.
 - Transport children directly to their destination. Unauthorized stops to a non-public place are not permitted. Stopping for meals, gas, and restroom breaks should be done as a group.
 - The Church will consult with their insurance provider regarding the minimum age for adult drivers. Under no circumstances should anyone under the age of 18 be allowed to drive children/youth as part of an event.
 - No one under the age of 25 can drive church owned vehicles or vehicles rented or borrowed by the church, unless specifically permitted by insurance coverage or the rental agreement.
 - Staff members and volunteers shall avoid physical contact with children while in vehicles.

Additional Policies and Procedures

- All interactions between clergy, staff members and volunteers and children and youth should be positive and uplifting to aid in spiritual growth and development.
- No children should be left unattended in the church building or on the church property during or following a church activity.
- No child or children should ever be alone with an individual volunteer or sitter. Always follow the “2 Deep Rule.” ✓ All leaders are expected to watch for policy violations and report them.
- An open invitation is always extended to parents to visit children or youth activities any time unannounced.
- Keep unused rooms at the church locked whenever possible.

ON-SITE SUPERVISORY PLAN

Personnel

Screened staff and volunteers only are permitted to work with children and youth. All Souls Church will follow the previously stated screening and training procedures. Screened and trained high school youth may serve as volunteers but must be paired with another screened and trained legal adult.

- A minimum of two screened and trained staff/volunteers must provide supervision at all times.
- Nursery staff and volunteers are not permitted to allow unscreened individuals to assist the nursery, including other family members and friends.

As mentioned previously, all volunteers, employees, and other individuals must undergo a background check and submit a screening statement. No one with a civil or criminal record of child abuse, neglect, or someone who has admitted to committing prior sexual abuse of a child, will be permitted to serve with children or youth.

Supervision

For on-site Children's Ministry events, including nursery, children's chapel, or any other event, the Children's Ministry Director will check to ensure that all children's areas are fully staffed. They or an appointed person will conduct random visits during programming to supervise adult/child interactions and to ensure that policies are being followed. The Children's Ministry Director will also meet with staff/volunteers to provide training and solve problems that arise.

Registration

For children being cared for in the nursery, parents/guardians will check in and check out their child using the provided clipboard. A one-time registration will be provided to parents/guardians the first time they utilize the nursery. This one-time registration form may be completed digitally or on a paper copy and must be given to the Children's Ministry Director the day of completion. Nursery workers are responsible for ensuring that all parents/guardians properly check-in and check-out their child.

For other events, such as JAM (Jesus And a Movie), parents/guardians will register their children using the All Souls Church website and check in/check out their children using the provided clipboard. Persons under 18 years of age, unless the legal parent/guardian of the child, are not permitted to check in/check out children.

Ratio Standards

A minimum of two staff/volunteers will be present during Children’s Ministry programs (including nursery, children’s chapel, JAM, and other events). The following is the minimum number of staff/volunteers based on the age group of such children:

- Infants (0-12 months): 2 adults for up to 8; 1 additional adult for every additional 1 to 4 infants
- Young toddlers (13-23 months): 2 adults for up to 10; 1 additional adult for every additional 1 to 5 toddlers
- 2 and 3 years: 2 adults for up to 16; 1 additional adult for every additional 1 to 8 2-to-3-year-olds
- 4 years: 2 adults for up to 20; 1 additional adult for every additional 1 to 10 4-year-olds
- School age: 2 adults for up to 36; 1 additional adult for every additional 1 to 18 school-age child
- Mixed age group: ratio for the youngest child in the group

Physical Environment

The following procedures are to be followed to ensure the safety of children as they interact in their physical environment:

- Windows on nursery doors will not be obstructed
- Toys, books, and furniture and apparatus will be cleaned on a regular basis (i.e., sippy cups and teething toys must be cleaned after each use; toys must be cleaned on a weekly basis)
- Rugs/floors will be vacuumed and cleaned as needed
- Rugs and other moveable items that could pose danger will be secured
- The playground will be inspected for damage should the children play outside

Additionally, volunteers, staff, and clergy are expected to contact the Children’s Ministry Director, should any items need replacing, break, or are stolen/misplaced.

Nursery attendants are responsible for ensuring the physical environment of the nursery follows the above guidelines. For other events, volunteers and the Children’s Ministry Director are responsible for ensuring the physical environment of the event follows the above guidelines.

Diapering and Bathroom Policies

The policies found on page 11 and 12 will be strictly followed for all on-site events.

Injury/Incident Reporting

Staff or volunteers will fill out an *Incident Report* form when a child is injured or hurt. Incidents of conflict with parents should also be reported in this same manner. *Incident Report* forms can be found in the Appendix and are to be submitted via paper copy or by email to the Children's Ministry Director **within 1 week** of the incident occurring.

Food and Allergies

Those working with children must check for food allergies before serving snacks or meals. In the nursery, food allergies will be indicated by the initial registration form, the regular check-in form. Parents may provide an alternative snack or bottle for their child. Items should be properly labeled with the child's name.

For other Children's Ministry events, such as JAM, the food being served will be announced prior to the event. In the event of any allergies, parents/caretakers may provide an alternate food option for their child in a labelled container with the child's name.

Release of Children/Youth

Children's Ministry personnel (including nursery employees) are responsible for releasing children in their care at the end of services or programs. It is presumed that a person who drops off a child or student has authority to pick up the child. Children may only be picked up by their parent/guardian or a person the parent/guardian has authorized during check in/registration. Children can also be picked up by a person authorized by the parent. Parents can designate other authorized persons by including them on the check-in form, verbally to a nursery worker or volunteer, or in a text message to the Children's Ministry Director.

First Aid and Emergency Procedures

If possible, medication should be administered by the child's parent/guardian. Medication may be given to a child by a staff member or volunteer as authorized by the parent/guardian. The medication must be in the original packaging, including over-the-counter medication.

In the event of an emergency, medication or first aid may be given to a child by a staff member or volunteer. Parents/guardians should be notified whenever medication or first aid has been administered.

If an evacuation is necessary, adults and children should exit together through the nearest exit and meet on the playground. Adults should ensure they have all the children they are supervising when they leave the building.

Reporting concerns

Concerns about nursery or Children's Ministry events should be reported directly to the Children's Ministry Director.

OFF-SITE SUPERVISORY PLANS

Small Groups Meeting in Homes

All Souls Church does not have, and therefore does not exercise, control over home groups. The care and protection of children in such settings is always the responsibility of the parent(s)/guardian(s) of each child. However, in an effort to empower and equip parents/guardians as they exercise care and responsibility, All Souls Church encourages the following:

In home groups where children are present, even on an occasional basis, leaders and hosts are encouraged to read this policy and adhere to it as closely as possible, including:

- Supervision by two screened and trained individuals (supervision by a single individual is never a good idea)
- Inspection and preparation of physical environment– the location should be inspected and prepared for child safety for the developmental age of those being served, keeping in mind outlet coverings, sharp corners, sharp objects, unsecured furniture, access to outdoors, toxic materials, etc.
- Restroom and diapering procedure– for any child who requires assistance, it is recommended that parent(s) be responsible for diapering and meeting other restroom needs. All children needing their diaper changed should be assisted by their parent/guardian, or in rare cases, a person authorized by the parent/guardian.

Childcare

For off-site events where childcare will be provided by Village Church staff and/or volunteers, the sponsoring staff person should request an Off-site Childcare Plan from the Director of Children’s Ministry at least one week before the event is to take place. A copy of this plan should be distributed to all childcare personnel supervising the event. (The *Off-site Childcare Plan* form can be found in the Appendix).

Off-site Youth Events

For off-site activities and events, the sponsoring staff person should request a Youth Supervisory Plan from the Director of Youth at least one week before the event is to take place. A copy of this plan should be distributed to all personnel supervising the event. (The *Youth Supervisory Plan* form can be found in the Appendix).

Church-wide Events

It should be known that parents have the primary responsibility for the safety and well being of their children at Church-wide events. However, to ensure the safety and protection of our children, we suggest the following:

- All unused rooms should be locked
- Any unsupervised children found in parts of the building away from the current church event should be encouraged to return to the appropriate section of the building

UNDERSTANDING, PREVENTING, AND REPORTING CHILD ABUSE

Understanding and Preventing Child Abuse

What is Abuse and Neglect?

Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. In general, the definitions of "child abuse" and "child neglect" includes the following elements (among others):

- Physical abuse
- Neglect (both physical and mental)
- Sexual abuse/Exploitation

Indications of **physical abuse** are:

- Unexplained bruises, bites, burns, broken bones, black eyes, etc.
- Child seems frightened of caretaker when time to go home

Neglect is when caretaker/s fail to supply physical, mental, medical, or educational needs. It is important to note that poverty does not equal neglect.

Sexual abuse is any form of sexual contact in which a minor is being used for the sexual stimulation of the perpetrator, and could include violent and/or non-violent acts. Acts listed below are all considered sexual abuse:

- Fondling
- Oral, genital, and anal penetration
- Intercourse
- Forcible rape
- (Sexual) verbal comments
- Pornographic videos
- Obscene phone calls
- Exhibitionism
- Allowing children to witness sexual activity

What are some signs of child abuse?

Short term behaviors in the child may include:

- Poor self-care
- Extremes in behavior or acting out
- Delays in physical/emotional development
- Bedwetting (if a new behavior)
- Fears/phobias (if a new behavior)
- Self mutilation/cutting
- Weight loss/weight gain
- Disinterest or withdrawal in activities or people previously interested in
- Difficulty sitting or walking
- Itching in genital or anal area
- Startled to touch
- Bizarre, sophisticated, or unusual sexual knowledge or behavior
- Verbal statements indicating fear or discomfort around a church worker

Long term behaviors in the child may include:

- Depression
- Suicidal thoughts/acts
- Eating disorders
- Substance abuse
- Drop in academic performance
- Promiscuous behaviors
- Venereal diseases
- Excessive modesty
- Prostitution

Adult behaviors that may indicate incidents of abuse:

- Publicly humiliating the child
- Involving the child in “adult issues”

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- Being vague about the details of an injury
 - Blaming an accident on a sibling, friend, relative or the injured child
 - Shaking an infant
 - Threatening or attempting to injure a child
 - Showing aggression towards a child in front of others
 - Being unusually over-protective of a child
 - Expressing jealousy of a child relationships with peers or other adults
 - Trying to control the child
 - Favoring the victim over other children
 - Demonstrating physical contact or affection to a child which appears sexual in nature or has sexual overtones

Reporting Child Abuse

Who are mandatory reporters at All Souls Church?

South Carolina law (Title 63, section 7) requires that clergy and childcare workers report known and suspected cases of child abuse or neglect. Every adult who volunteers, interns, or works towards the care or treatment of children is a permissive reporter and is encouraged to report abuse when there is reasonable cause to believe a child has been abused or neglected, or is in danger of abuse or neglect.

Criminal ramifications for failure to report as a mandated reporter include a minimum of a \$500 fine and/or a minimum six months in prison.

When should I report?

1. If a child discloses abuse or neglect.
2. If you observe abuse or neglect.
3. If you suspect any abuse or neglect.

Any allegation is a reportable event. Conclusive proof is not required to report (suspicion is enough). When in doubt, report.

If you see or hear something, say something!

Contact 911 immediately if the situation is a life-threatening emergency.

How do I report suspected abuse?

1. Fill out a Suspected Abuse Report Form (found in the Appendix).
2. Report to the appropriate church personnel (see the following section).
3. If you are a mandatory reporter, call DSS or law enforcement.

To whom do I report? (Follow these steps)

1. Report to your immediate supervisor (Children's Ministry Director). Skip this step if your supervisor is the suspected abuser.
2. Report to the rector and senior warden.
 - If the person accused of abuse is the rector, report to the senior warden.
 - If the person accused of abuse is the senior warden, report to the rector.
3. If you are a mandatory reporter:
 - Call the SCDSS hotline (1-888-227-3487) if the abuse took place by the child's primary caretaker
 - Call law enforcement if the abuse took place by anyone else (another child, teacher, coach, neighbor, etc.).
 - You will need to provide child's: name, age, DOB, sex, address, phone numbers, present location, parent/sibling information

**Reporting to a church supervisor does not relieve a mandated reporter of his or her duty to report to state authorities.*

What happens when abuse is reported?

- All mandatory reporting steps to engage authorities outside the church will take place. (See note on mandatory reporting above).
- The rector must remove the volunteer accused of abuse from the situation in which the accusation arose and from any duties where he/she will have further interactions with children. This can be done quietly and without fanfare but must be done immediately and without exception. The church leadership will determine whether the person accused of abuse will continue in ministry.
- The rector shall report to caretaker/s when appropriate. If the person accused of suspected abuse is not the child's caretaker, the rector should contact the child's caretaker and offer support from the church.

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- The rector shall notify the bishop. The bishop may request periodic updates of the investigation being conducted and subsequent actions taken at the local church level.
 - The rector shall notify the liability insurance company unless the church’s legal council advises otherwise. This is important for four reasons:
 1. The insurance policy may require immediate notification for coverage to be effective.
 2. The policy may pay for counseling or legal advice.
 3. The policy may not provide coverage for lawsuits involving acts of sexual abuse.
 4. The insurance carrier, having dealt with similar cases, may be a source of helpful advice.
 - The rector will properly document the actions regarding the report, and keep files confidential.

Will I be protected if I report suspected abuse?

Yes.

- A reporter’s identity remains confidential.
- A reporter is immune from liability (no one can sue you).
- A reporter is protected from getting fired from his/her job.

How should I respond to a child when he or she tells me about abuse?

- Listen and respond calmly; avoid expressing anger or shock.
- Allow for a minimal facts interview (who, what, where). Do not probe for details.
- Ask open ended questions (for example, “Do you want me to tell you anything else?” or “What happened next?”)
- Let the child know that he/she is believed, that any abuse is not his/her fault, and that he/she was brave to disclose this information to you.
- If the child asks you to keep the disclosed information about the abuse secret, tell the child that you cannot keep information about abuse secret for the child’s and other children’s present safety and future harm.
- Tell the child your next steps (when developmentally appropriate)

Additional Reporting Obligations

In addition to the reporting obligations discussed above, clergy, staff members, and volunteers shall also promptly internally report to the appropriate ministry leader or clergy, an immediate supervisor, and/or to the Rector (or his/her designee) whenever the clergy, staff member, or volunteer:

- Is involved in or becomes aware of any sexually-oriented communications involving a child connected with the church; or
- Is involved in or becomes aware of any inappropriate behavior involving a child by a clergy person, a staff member, or a volunteer; or
- Is arrested for, or convicted of, any crime involving child abuse and/or neglect, is charged with child sexual abuse in a civil proceeding; commits an act of child sexual abuse; or (except as otherwise prohibited or limited by applicable laws and regulations) is diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism or exhibitionism; or
- Becomes aware that a member of his/her household has been arrested for, or convicted of, any crime involving child abuse and/or neglect; been charged with child sexual abuse in a civil proceeding; committed an act of child sexual abuse; or (except as otherwise prohibited or limited by applicable laws and regulations) been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism or exhibitionism; or
- Becomes aware that a person who is attending the church has been arrested for, or convicted of, any crime involving child abuse and/or neglect; has been charged with child sexual abuse in a civil proceeding; has committed an act of child sexual abuse; or (except as otherwise prohibited or limited by applicable laws and regulations) has been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism or exhibitionism.

Such information is important to enable church leaders to see that appropriate child protection mechanisms are in place in accordance with this policy.



APPENDIX

Suspected Abuse Report Form

Confidential: keep this completed form in a secure location

Information Regarding the Person Suspected of Child Abuse:

Name of suspected abuser: _____

Address: _____

Telephone (home/work/cell): _____

Title/Relationship to Church (if any): _____

Information Regarding Suspected Victim(s):

Name of suspected victim: _____

Age: _____ Male/Female: _____

Address: _____

Telephone (home/work/cell): _____

Relationship to the Church: _____

Name of any other suspected victim: _____

Age: _____ Male/Female: _____

Address: _____

Telephone (home/work/cell): _____

Relationship to the Church: _____

Information Regarding Incident(s) of Suspected Child Abuse:

How did you become suspicious of possible abuse?

Describe any physical evidence of the suspected abuse:

Describe each incidence of suspected sexual abuse, including the type of abuse, date(s), time(s), and location(s) of suspected abuse:

Name any eyewitness to each suspected abuse incident (additional information regarding witnesses is sought below), and describe how that witness viewed the event:

Information Regarding Witnesses to Suspected Child Abuse:

Name of Witness: _____

Age of Witness: _____

Address: _____

Telephone (home/work/cell): _____

Relationship to Church: _____

Name of Additional Witness: _____

Age of Witness: _____

Address: _____

Telephone (home/work/cell): _____

Relationship to Church: _____

Information Regarding Person(s) to Whom Suspected Abuse was Reported:

Name and title of church official to whom the abuse initially was reported (for example, Sunday School teacher, Rector, etc.): _____

Address: _____

Telephone (home/work/cell): _____

Date that initial report was made: _____

Name and title of the person making the initial report to the church official:

Address: _____

Telephone (home/work/cell): _____

Relationship to the Church (if any): _____

Was the suspected abuse reported to Child Protective Services (“CPS”)?

If yes, state the date the report was made to

CPS: _____

Name and title of person reporting to CPS: _____

Address: _____

Telephone (home/work/cell): _____

Name of CPS worker contacted: _____

CPS contact’s telephone number: _____

Was the suspected abuse reported to police?

If yes, state the date the report was made to

police: _____

Name and title of person reporting to

police: _____

Address: _____

Telephone (home/work/cell): _____

Police department and contact
person: _____

Police contact's telephone number: _____

Were the parents notified?

If yes, the date parents were

notified: _____

Name and title of person notifying parents: _____

Address: _____

Telephone (home/work/cell): _____

Parents' names: _____

Parents' address: _____

Parents' telephone
(home/work/cell): _____

Was suspected abuse reported to the Diocese via telephone?

If yes, the date report was made to the
Diocese: _____

Name and title of person reporting to the Diocese: _____

Address: _____

Telephone (home/work/cell): _____

Diocese contact person: _____

Diocese contact
number: _____

Is a copy of this completed report being sent to the Diocese?

If yes, state date when report is being sent:

Name and title of person sending report to the
Diocese: _____

Address: _____

Telephone (home/work/cell): _____

Diocese contact person to whom report is being
sent: _____

Any other information which may be helpful to the investigation:

Information Regarding Person Completing this Form:

Name and Title: _____

Address: _____

Telephone (home/work/cell): _____

Signature: _____

Date: _____

Incident Report

Use this form to report accidents, injuries, medical situations, or behavioral concerns.

Child's Name: _____

(Last)

(First)

Where Incident Occurred – (Room or Area): _____

Time of Incident: _____ A.M. _____ P.M. Date: _____

Description of Incident/ Specific Area of Body and/or Equipment Involved:

Treatment Given:

Adult Witnesses Present:

Person Filling Report:

Director Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Screening Statement

Have you ever:

- Been arrested for, or convicted of, any crime involving child abuse and/or neglect, or had any such conviction expunged? Yes No
- Been charged with child sexual abuse in a civil proceeding? Yes No
- Committed an act of child sexual abuse? Yes No
- Been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws or regulations)? Yes No

Has any other member of your household:

- Been arrested for, or convicted of, any crime involving child abuse and/or neglect, or had any such conviction expunged? Yes No
- Been charged with child sexual abuse in a civil proceeding? Yes No
- Committed an act of child sexual abuse? Yes No
- Been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws or regulations)? Yes No

Printed Name

Signature

Date

Policy Acknowledgement Form

I certify that I have read and understand (check if applies)

the *All Souls Church Protection Policy for Children and Youth*

I further certify that I will abide by the provisions of this policy as long as I am an employee/volunteer of All Souls Church.

Printed Name _____

Signature _____

Date _____

Off-Site Supervision Plan

Program Title:

Brief Description of Program/Event:

Registration Process (with Registration Form attached):

Personnel in Charge of Program/Event:

Adult to child ratio:

Description of Physical Environment (noting any Potential Hazards with mitigation plan):

Bathroom Procedures:

First aid and medication procedures:

Injury/Incident/Discipline Reporting Procedure:

Program/Event Concerns Reporting Procedure:

Offsite transportation plan:

Dining arrangements:

Sleeping arrangements:

Showering arrangements:

Release of Children Procedure: