

CHURCH OF THE SAVIOUR

UNITED METHODIST



CHILD PROTECTION POLICY AND PROCEDURES

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CHILD PROTECTION POLICY

I. INTRODUCTION

“People were bringing little children to him in order that he might touch them; and the disciples spoke sternly to them. But when Jesus saw this, he was indignant and said to them ‘Let the children come to me; do not stop them; for it is to such as these that the kingdom of God belongs. Truly, I tell you, whoever does not receive the kingdom of God as a little child will never enter it. And he took them up in his arms, laid his hands on them, and blessed them.’” (Mark 10:13-16)

This incident from the ministry of Jesus speaks of the value our Lord placed on children and the example of faith that they provide for the rest of us. As followers of Jesus, we understand that children and youth are inherently valuable members of Christ’s community.

Jesus highlighted not only the faith and openness of children, but also their vulnerability. This vulnerability puts children at risk, but it also places them close to God. Their dependence on God may be what Jesus was trying to get his disciples to see as a model for their own faith. This vulnerability and dependence makes the protection and support of the community of faith even more important. Jesus was teaching that, within the community of believers, there must be protection for each of us in our dependence on God and on each other. As followers of Christ, we resolve to protect children in their vulnerability and also to learn from them as we all grow in the faith.

Our culture appears to be experiencing an increase in the incidence of child abuse and neglect. Sadly, the Church is not entirely impermeable to such abuse and neglect. Therefore, it is clear that it is our duty as the Church to guard and protect the children, youth, church staff and volunteers who participate in our ministries.

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The adopted resolution includes the following statement:

Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that “children must be protected from economic, physical and sexual exploitation, and abuse” (§ 162C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse ... occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church, and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.

(From *The Book of Resolutions of The United Methodist Church -- 2000*. pp. 180-81.)

Thus, in covenant with all United Methodist congregations, we adopt this policy for the prevention of child abuse in our church.

II. PURPOSE

The purpose of the Child Protection Policy of Church of the Saviour United Methodist is to:

1. Provide procedures specifically designed to protect children, youth, church staff and volunteers associated with the ministries of the church.
2. Establish appropriate ways of responding to alleged, reported, or suspected incidents of abuse.
3. Engage in a compassionate ministry with all affected persons -- the alleged victim, the alleged victim's family, the accused, the accused's family, and the church family.

We hereby resolve to put into practice the procedures set forth herein with the intent to:

1. Safeguard the children and youth of our church from abuse and neglect.
2. Respond to all allegations in a fair and compassionate manner.
3. Protect church staff and volunteers from potential false allegations of abuse.
4. Limit the extent of our church's legal risk and liability.
5. Strengthen our Christian educational children's and youth ministries.

PROCEDURES TO SUPPORT THE CHILD PROTECTION POLICY

I. DEFINITION OF ABUSE

“Child abuse” is defined in accordance with current Ohio law. At the time this policy was being written and adopted, the current law in Ohio defined child abuse to consist of any of the following:

1. Engaging in any sexual activity with a child, as defined under Chapter 2907 of the Ohio Revised Code; or
2. Endangering a child, as defined in Section 2919.22 of the Ohio Revised Code**; or
3. Denial, as a means of punishment, of proper necessary subsistence, education, medical care, or other care necessary to a child for the child’s health; or
4. Use of restraint procedures on a child that cause injury or pain; or
5. Administration of prescription drugs to a child without the written approval and ongoing supervision of a licensed physician; or
6. Providing alcoholic beverages or controlled substances to a child; or
7. Commission of any intentional act that results in any injury or death to a child; or
8. Infliction of physical or mental injury that threatens to harm a child’s health, welfare, or safety.

** In its present form, this law defines “child endangerment” to include any of the following (paraphrased): (1) abuse; or (2) torture or cruel abuse; or (3) corporal punishment or other physical discipline (e.g., such as spankings) or prolonged cruel restraint, which is excessive under the circumstances, and which could likely physically injure the child; or (4) repeated, uncalled-for discipline which, if continued, would seriously impair the child’s mental health or development; or (5) involving the child in any obscene, sexually-oriented, or nudity-oriented activity or conduct.

II. SELECTION AND SCREENING OF CHURCH STAFF AND VOLUNTEERS

Although we are saddened whenever and wherever child abuse takes place, our major policy need is to make every reasonable effort to see that abuse does not occur within the framework of any of Church of the Saviour’s programs or ministries with children and youth. This policy is intended to help our congregation make Church of the Saviour a truly safe and caring place.

In an effort to create a safe environment within our church, all church staff persons and each volunteer who works with the church’s children and youth programs either regularly or

intermittently, and whether on or beyond the church grounds, will be screened and trained on child protection issues.

The procedure for selecting and screening will be performed by a pastor, the church staff member, or layperson responsible for the ministry. All portions of the screening process are strictly confidential. All records will be stored in locked file cabinets marked "Confidential: Staff or Volunteer Screening" in a locked room. Information will only be disclosed to those making the decision as to whether the applicant should be accepted as a volunteer, with the exception of the fingerprint criminal background checks (see #5 below). The procedure is as follows (the Pastor and/or Staff Parish Relations Committee may set additional screening or performance standards for paid staff):

1. Each person being considered to work with children and youth in any church program, whether as a volunteer or paid staff person, shall fill out an application form (see Appendix).
2. The applicant must have attended Church of the Saviour regularly for at least 6 months before working with children or youth in a leadership role.
3. Before placing the applicant in a position of responsibility, the pastor, church staff member, or layperson responsible for the ministry will review the written application and determine if the applicant will be interviewed. Indications that an interview must take place include:
 - a. The person has attended Church of the Saviour for less than 6 months.
 - b. The person wants to work alone.
 - c. The person has indicated that he or she has been charged with a crime against children or youth. (Persons who have been previously convicted or pleaded guilty or no contest to a crime against children or youth will not be placed in a position involving access to children or youth.)
 - d. Upon checking references, issues are raised which require clarification.

Interviews will follow the interview guidelines provided as an attachment to this policy (see Appendix) and be conducted by the pastor, church staff member, or layperson responsible for the ministry or through the use of a designated person(s).

4. Whether or not an interview is conducted, the pastor, church staff member, layperson responsible for the ministry, or a designated person(s) will contact the three references provided on the application form. A Reference Check Interview Form will be retained with the application form to provide written record (see Appendix).
5. Each person applying to work with children and/or youth shall authorize the church to conduct a fingerprint criminal records check (see Appendix). For persons who have

lived in Ohio for the past five years, an Ohio background check will be conducted through the Bureau of Criminal Identification & Investigation (BCI&I). For persons who have not lived in Ohio for the past five years, an FBI background check will be conducted. To protect confidentiality, all BCI&I and FBI correspondence shall be directed to the lead pastor and opened only by a member of the pastoral staff. Without sharing the details of the civilian criminal background check report, the pastor will inform the staff person responsible for the relevant council or committee whether the applicant is suitable for work with children or for work on the staff.

Any person who may pose a threat to children or youth will be prohibited from working in any ministry involving children or youth.

Note: The fingerprints sent from Church of the Saviour are used to check for matches within the BCI&I or FBI criminal database. Any criminal history for individuals sharing those fingerprints is reported to Church of the Saviour for 1 year from the initial background check request. Fingerprints are not stored by either agency beyond the end of 1 year.

6. The pastor, church staff member, or layperson responsible for the ministry will perform a national search for the applicant on the National Sex Offender Public Records website (www.nsopw.gov).
7. Before beginning work with either children or youth, each volunteer will sign a statement that they have read, understand, and agree to abide by the church's Child Protection Policy and Procedures. (Such a statement is a part of the Volunteer Application.)

In the unfortunate situation where it has been determined that an applicant should not work with children and youth, the church will handle such a decision in a confidential manner which is sensitive to that person.

III. SUPERVISION OF CHILDREN AND YOUTH

While recognizing the important role of youth volunteers in children and youth ministries, all activities involving children and youth will be supervised by at least one adult, defined in this document as a person who is at least 18 years of age and at least five years older than those whom they are supervising.

Supervision of Classroom Activities

It is preferable that at least two adults be present for all classroom activities involving children and youth. When two adults are not available, a designated person will periodically check the rooms and be aware of the children's and youth's whereabouts if they leave the classroom area. Even when two adults are available per classroom, it is advisable to have periodic classroom checks. In an effort to assure a safe environment, all activities involving children and youth will be supervised by at least one adult.

Open Door Policy

Parents, volunteers, or staff of the church may visit and observe the program at any time.

Sign-In/Sign-Out Procedure

Persons responsible for children who are infant through third grade will sign in their child and indicate the pre-authorized person(s) to whom the child may be signed out for both Sunday school and other children's activities. No child should ever be left unattended.

Record Retention

All children's and youth activities should have a written record of the names of participants and supervisors. Records shall be kept for three years.

Supervision of Non-Classroom Activities

With the exception of the circumstances identified under Special Rules for Supervision of Specific Activities, at least two adults will be present for all non-classroom activities involving children and youth.

Transportation, Trip, and Retreat Supervision

With the exception of the circumstances identified under Special Rules for Supervision of Specific Activities, there shall be at least two adults present for all trips, retreats, and other times children and youth gather at or away from the church building. (Please note that at least three adults are preferable so that in the event of an emergency, there will be adequate supervision.)

There shall be at least one adult of each gender present at co-ed overnight events. At single gender overnight events, at least one of the two or more adults present will be of the same gender as the children and youth.

In situations where two adults are not available per room where children and youth are staying overnight, then no adult should stay alone in a specific room with the children and youth. In those circumstances where adults are not staying in the rooms with children and youth, special measures should be taken to assure the safety and supervision of the children and youth, such as adult hall monitors, "taping" doors, and periodic room checks by two adults of the same gender as those being checked. Parents should be made aware of housing accommodations.

Permission slips including permission for emergency medical care and Church Event Driver Acknowledgement forms shall be carried by the person in charge of each trip and/or retreat (see Appendix).

Rules for providing transportation for church events:

1. Driver must be known to the designated leader of the event.
2. Driver must be at least 21 years old.
3. Driver must have a valid state driver's license for the vehicle being operated.
4. Driver must have proof of insurance.
5. Driver must be accompanied by at least two children or youth or a second adult.
6. Driver must have read and signed the Church Event Driver Acknowledgement form indicating that the policy has been read, understood, and will be followed (see Appendix).

Special Rules for Supervision of Specific Activities

Youth Counseling: In instances of youth counseling where circumstances dictate that counseling is most effective on a one-on-one basis, a church staff person or volunteer may meet individually with a child or youth with the awareness and previous consent of that individual's parent or legal guardian. The counseling shall occur in a public space or a room that has a door with a window. It is recommended that the door be kept open for the entire session. Exceptions to consent may be made for emergencies as well as for impromptu conversations. However, they shall still take place in a public space or in a space with a windowed or open door.

Transporting the first or last child or youth: In instances where youth are being picked up or dropped off for an event, the situation may arise where one adult is transporting one youth. This shall be permitted if the parent has given consent and both the adult and youth are comfortable with the arrangement. However, reasonable steps should be taken to avoid this situation whenever possible.

IV. RESPONSE BY CHURCH WORKERS TO INJURIES AND ACCIDENTS

In order to assure proper attention was given to an injury or accident, an incident report must be completed by the adult supervisor within 24 hours of the incident whenever a child or youth is injured (see Appendix).

V. RESPONSE BY CHURCH WORKERS TO ALLEGATIONS OF ABUSE

As caring Christians, we are committed to protect and advocate for children and youth participating in the life of the church. The Church is entrusted to provide an emotionally safe, spiritually grounded, healthy environment for children, youth, and adults in which they are protected from abuse. It is our legal and moral responsibility to report suspected abuse whenever it comes to our attention **regardless of where that abuse takes place**. We shall report suspected abuse to stop potentially existing abuse and to prevent further abuse. To report abuse is to be a witness to the world of the love and justice of God. Reporting abuse is a form of ministering to the needs of those crying out for help. If abuse occurs, it is our intention to act as an advocate for all affected persons, providing support, information, assistance and intervention. We seek to provide a supportive atmosphere, offering both objectivity and empathy as we seek to create a climate in which healing can take place.

If abuse is suspected by, observed by or disclosed to a volunteer and/or paid staff member of the church, that person shall report the incident immediately to the lead pastor. (If the accused is the lead pastor, that person shall report the incident to chairperson of the Staff Parish Relations Committee and the District Superintendent. If the accused is a clergy member, see information below.) The lead pastor will be prepared to do the following:

(Please note: many of the steps should be done simultaneously)

1. **IMMEDIATELY** notify the proper authorities (Cuyahoga County Children & Family Services and the Cleveland Heights Police Department). This is a requirement of the law. (Reference section 2151.421 of The Ohio Revised Code.) Do NOT attempt an investigation. This should be left to professionals who are familiar with these cases.
2. Note: If one or both of the parents is the alleged abuser, contact the proper authorities. Follow their advice about notification of the parents.

Simultaneously notify the parents of the victim and take whatever steps are necessary to assure the safety of the child or youth until the parent(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s) does not wish the incident to be reported.
3. Take any allegations seriously and reach out to the alleged victim and the alleged victim's family. Showing care and support helps to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority. Respond in a positive and supportive manner to the alleged victim and the victim's family.
4. After having reported the suspected abuse to the proper authorities, the lead pastor shall immediately report the incident to the church's attorney, the church's insurance company, and the director of the relevant ministry. Do not try to handle this without professional assistance. If the accused is a clergy member of an annual conference, local pastor, or diaconal minister, provisions of Paragraph 358 and Paragraphs 2623-2629 of *The Book of Discipline of The United Methodist Church* must be followed.
5. A Report of Suspected Incident of Child Abuse shall be completed. The form shall be available in the church office (see Appendix). The report shall be brief and contain only factual information relevant to the situation. It shall be filed in a secure place in order to ensure confidentiality. It shall be written in ink or typed to prevent it from being changed. The church must also file a copy of the report with the bishop's office of the East Ohio Conference, where it shall remain confidential.
6. Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children and/or youth.

7. Once the proper authorities have been contacted and the safety of the child or youth is secured, the pastor or other designated person may tell the accused that a report has been made. If the accused is a volunteer or paid staff of the church, that person shall be relieved temporarily of his or her duties until the investigation is finished. If the accused is a paid staff person of the church, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
8. Any contact with the media should be handled by the lead pastor (or another pastor if the lead pastor is unreachable). Care will be taken to safeguard the privacy and confidentiality of all involved. The spokesperson should generally convey that the matter is under investigation and that any comments made prior to the conclusion of the investigation would be premature.

VI. EDUCATION OF PERSONS WHO WORK WITH CHILDREN AND YOUTH

The church shall provide regularly scheduled training focused on issues of child protection for those working with children and youth. Participation in this training shall be required of all adults and youth helpers who will have direct contact with children or youth in the church's ministry. The training may include:

1. The definition and recognition of abuse.
2. The church's policies on reporting abuse and appropriate forms.
3. The purposes of this policy as protection for children and youth, church staff and volunteer workers.
4. The meaning and importance of confidentiality.
5. The maintenance of a positive learning classroom environment, including appropriate discipline and age-level characteristics.
6. The appropriate behavior for teachers and leaders.

VII. REVISIONS TO THE POLICY AND PROCEDURES

Minor revisions to the policy and procedures shall be permitted if reviewed and approved by the relevant ministry directors and the lead pastor. Major revisions shall require the approval of the Administrative Board.

Proposed (date): 10/28/2008

Approved by the Administrative Board (date): 10/28/2008