

Peace Christian Reformed Church **Youth Protection Policy**

Statement of Intent and Purpose

The Peace Christian Reformed Church (Peace) has an active ministry to all persons, some of whom may have been physically and/or sexually abused. Known and trusted individuals have perpetrated the majority of these abuse situations. Studies show that in some of these situations, the church has been absent in a supporting role to the victim and, unfortunately, at times silent in ignoring the abusive or inappropriate behavior.

Abuse can and does occur in our church families and extended families. Our Synod's Committee on Sexual Abuse within the Church has verified this fact. Because of these findings, Peace Christian Reformed Church believes it is necessary to institute a policy regarding abuse and inappropriate behavior in the church. Abuse or inappropriate behavior towards children by any church leader or volunteer cannot be tolerated.

The intent of this policy is to reduce the risk of abuse or inappropriate behavior towards minor children in the church building, in a church sponsored program, by church volunteers and by church leaders. It also creates guidelines for the prevention of abuse or inappropriate behavior towards children, and for the intervention and reporting of abuse or inappropriate behavior if it does occur within the church setting and/or among the church family members. This policy may limit the rights of Peace members and place them under scrutiny. While this is not the preferred way to function within the church, it has become necessary in order to ensure protection of our children, leaders, and volunteers.

Definitions for Ministry Coordinator & Ministry Director

Ministry Coordinator is the person designated by Peace Church Council to coordinate the particular programs. The coordinators will be leaders of a specific organization such as GEMS, Cadets, KFC, SWAP, Trailblazers, Children's Worship, Infant & Toddler nursery, and Evangelism Family Activities.

Ministry Director is the person designated by the Peace Church Council that the Ministry Coordinator will report to.

Peace Christian Reformed Church Youth Protection Policy

Duty to Report Alleged Abuse: The staff, volunteers, leaders, teacher or anyone in a position representing Peace Christian Reformed Church are required to report any suspected or alleged incidents of child abuse. The report should be made to the ordained pastor (pastors), Ministry Directors, any member of council, or any member of the Child Protection Team. The reporting person should fill out a Complaint or Incident Report form providing as many details as accurately as possible, including the times(s), locations(s) and nature of the incident. The reporting person is also encouraged to report this to Child Protective Services and/or local law enforcement authorities on his/her own. If a pastor is not the person reported to, the person receiving the report should also report the incident to a pastor as soon as reasonably possible. The appropriate Ministry Director should also be notified.

The church council requires the ordained pastors to report any suspected or alleged incident of abuse involving minor children to Child Protective Services and/or laws enforcement authorities. This should occur within forty-eight (24) hours.

All reported cases of suspected or alleged child abuse against a church leader should be handled in accordance with the Policy and Procedure for Handling Child Abuse Allegations Against a Church Leader (Appendix B). These procedures and guidelines have been approved by council and should be kept available in the church office.

All non-child abuse incidents that result from inappropriate behavior or questionable circumstances should also be reported. This includes (but is not limited to) minor-to-minor interaction and adult-to-minor interaction. The person with first hand knowledge should notify the appropriate Ministry Coordinator about the incident immediately so the situation can be temporarily resolved. The Ministry Coordinator should notify the Ministry Director and the Child Protection Team as soon as reasonably possible after the incident. The reporting person and/or leaders should fill out a Complaint or Incident Report form. The Child Protection Team should take appropriate action(s) to resolve the situation. This may include the advice and approval of council based upon the circumstances surrounding the incident and recommended resolution.

The Child Protection Team should keep records of all reported incidents. The records should be kept secure and confidential. The Child Protection Team, with permission granted by the administrative council, may grant access to the reports by a church-appointed attorney or insurance carrier representing the church.

Training: The Child Protection Team should provide all new staff and leaders training before they assume their duties, or as soon as reasonably possible. This training should include the signs and symptoms of child abuse, abuse awareness, procedures for reporting suspected child abuse, and the dynamics of abuse. This training should also include what constitutes inappropriate behavior and the differences between abuse and inappropriate behavior. Existing staff, leaders, and representatives of ministry groups should receive training at least once every three years. All leaders and volunteers should be strongly encouraged to use every opportunity to attend training, as it becomes available.

Internal Procedures: Each Children's and Youth Ministry program in Peace should have specific operating policies intended to prevent abuse and inappropriate behavior. These policies should be approved by council and be available for all church leaders to review in the church office. The Child Protection Team should review and update the policies on a regular basis in cooperation with the ministry group coordinator(s) to maintain their continued relevance and purpose to reduce the risk of abuse and inappropriate behavior.

Screening Procedures: To assure protection for children, church leaders, and volunteers and to prevent abuse and inappropriate behavior, the following screening procedures should be followed before the applicant is allowed to assume church duties involving and/or interacting with children. Council should also approve the appointment of Ministry Coordinators.

- a) Any person seeking a position as a church leader should be a member of Peace for at least six (6) months prior to application. This should not apply to applicants for a paid position who are in the process of being hired from outside the church. The administrative council should have the ability to waive this requirement as deemed necessary and showing good cause.
- b) All persons sixteen (16) years or older seeking the position of a Church Leader should fill out and sign a Volunteer Application form, be provided with a copy of the Youth Protection Policy, and sign the Declaration of Agreement and Understanding. At the discretion of the Child Protection Team, reference checks, criminal record checks, and/or an interview may be required for certain applicants, especially if the applicant would be responsible for any one-on-one meetings with minors. Complaint and Incident Reports should also be reviewed to determine if the applicant was involved and/or what his/her role was.
- c) To the extent permissible by law, the Child Protection Team should keep all records, applications, and information about individual applicants confidential.
- d) An applicant has the right to withdraw from the application process at any time.
- e) The Child Protection Team or council reserves the right to deny applications for any reason.

Child Protection During Services: Parents are strongly encouraged to accompany minor children if they leave the sanctuary during the church service. Council should appoint a hall monitor who is responsible to continuously check the building during church services and during Trail Blazers between services. Checking the building should include but is not limited to checking all classrooms in session, checking bathrooms, checking unoccupied classrooms, and directing youth found in hallways back to their class or to their parents. The hall monitor should also immediately report urgent concerns or suspicions to the appropriate Ministry Coordinator. If an incident arises, hall monitors should also fill out a Complaint or Incident Report Form as soon as reasonably possible, preferably within the first two hours after the incident, and notify one of the pastors and the Children's Ministry Director.

Child Protection Team: Peace should have a Child Protection Team that consists of an administrative council member and no fewer than three other members of the congregation. If possible, the selected member should have experience dealing with child and safety issues.

- a) The Child Protection Team should be responsible for the implementation, monitoring, and revision of Peace's Youth Protection Policy and the training and educational provisions of this policy.
- b) The assigned council member should report directly to the administrative council.
- c) The Child Protection Team should meet as needed and annually review all abuse policies and their implementation. An open line of communication should be maintained between the Child Protection Team, church staff, and Ministry Coordinators.
- d) The Child Protection Team should follow up on all reported complaints and incidents and work diligently to resolve the situations in a timely manner.

Discipline Policy: The following discipline policy should be followed for all children's and youth sponsored events, programs, and activities.

- a) Corporal punishment is prohibited.
- b) Abusive verbal discipline is prohibited.
- c) The leader is encouraged to pray with the child for guidance and correction of the problem.
- d) Parents should be informed and consulted if a behavioral problem continues or cannot be corrected with minor intervention. The Ministry Coordinator should also be informed and consulted for an appropriate response to the problem.
- e) Leaders should ask for the help of other adults before the situation escalates to "losing their cool". If a pattern of behavior continues, an aide or parents should attend to help with the situation.
- f) Expectations for a child's behavior should reflect their age and maturity level. Discipline should also be age and maturity appropriate. Children should be reminded of what is considered acceptable behavior during the program/event they are attending.
- g) Appropriate forms of discipline should be reviewed with leaders prior to the beginning of each event, program, or activity. "Time outs" should not last longer than the child's age, and the child should not be isolated from supervision or put in the sole care of an adult during any form of discipline.

APPENDIX A

Peace Christian Reformed Church Youth Protection Policy

Definitions

Definitions of Abuse:

Physical Abuse: any non-accidental human act that results in physical pain or injury to a child whether or not it leaves a cut or wound, or a mark or bruise. Examples include but are not limited to slapping, pushing, shoving, punching, kicking, biting, choking, beating, and hitting with an object.

Physical Neglect: Not doing what one is supposed to be doing to meet the physical need of a child in his or her care.

Sexual Abuse: The exploitation of a child or any sexual intimacy forced on a child for the sexual stimulation or gratification of another person. Child sexual abuse can refer to taking advantage of a child who is not capable of understanding sexual acts or resisting coercion such as threats or offers of gifts. Sexual abuse may not involve physical contact. Examples include but are not limited to people exposing themselves, displaying pornographic material, obscene telephone calls, and requests to engage in sexual activity.

Emotional Abuse: Attempting to control a child's life through words, threats, and fear: destroying a child's self-worth through harassment, threats, and deprivation. Emotional abuse weakens a child's mental and physical ability to resist, cuts off his or her contacts with others, and causes a gradual loss of self-esteem all of which reinforce a sense of helplessness and dependence on the abuser.

Definitions taken from "Preventing Child Abuse" by Beth Swagman, Director of Abuse Prevention for the Christian Reformed Church in North America.

Appendix B

POLICY AND PROCEDURE FOR HANDLING CHILD ABUSE ALLEGATIONS AGAINST A CHURCH LEADER

(Approved by Synod 2004, adapted for Peace CRC 2007)

**PEACE CHRISTIAN REFORMED CHURCH
YOUTH PROTECTION POLICY
POLICY AND PROCEDURE FOR HANDLING CHILD ABUSE ALLEGATIONS
AGAINST A CHURCH LEADER**

Allegations of potentially illegal emotional abuse, physical abuse and neglect, and sexual abuse against a church leader, staff member, volunteer or other church member towards a minor child should be reported to an appropriate agency outside the church, such as Child Protective Services and/or the local law enforcement authorities. The appropriate authorities are those who have jurisdiction in the location where the alleged abuse took place, regardless of where the alleged victim or alleged abuser lives at the time the allegations are brought forward.

- a) A person who receives allegations of child abuse against a church leader and concludes that the allegations create a reasonable suspicion that abuse has occurred should report the matter to local law enforcement authorities and/or Child Protective Services within twenty-four (24) hours of receiving the information.
- b) In addition, a person who has knowledge of circumstances that create a reasonable suspicion that a church leader has committed child abuse also should report the matter to local law enforcement authorities and/or Child Protective Services within twenty-four (24) hours of formulating that conclusion.
- c) In most cases, the identity of the person making the initial report will not be revealed without consent unless required for the purpose of a court hearing. Therefore the person with first-hand information about the report should describe the allegations of the abuse and/or the circumstances supporting the allegations. In addition, the person reporting the matter should inform whether the alleged abuse occurred in the church facility, and/or in connection with a church-sponsored program. The reporting person should also fill out a Complaint or Incident Report as soon as reasonably possible.
- d) The person receiving the report should contact the pastor and chairperson of administrative council (if the minor has not implicated them) who should then contact the church's legal counsel and the church's insurance agent (if applicable). If the alleged victim and alleged abuser are not members of the same church, each church should appoint a council member who together should maintain contact about the progress of the investigation. Church officials (hereafter council) may conduct their own investigation after civil authorities have begun theirs. However, council should not reveal the nature of the allegations or question the alleged offender until after the civil authorities have met with him/her. Council should appoint a council member to report on the progress and status of the allegation.
- e) If the alleged abuser admits wrongdoing against the victim at any stage of this process, the admission of guilt should be brought to the attention of the council. The council should deliberate and determine the outcomes according to established church council policy and procedures as established by Synod.
- f) When the appointed council member determines that either (i) the authorities have concluded that the allegations merit serious investigation, or (ii) there is the possibility of formal charges, the appointed member should notify the council.

1. The appointed member should present the council with a written document specifying the nature of the allegations and information known at that point.
2. The council should give the accused an opportunity to confront and respond to the allegations.
3. In light of the information presented, the council should implement one or more of the following actions:
 - supervise contact at church between the accused and minors;
 - prohibit contact at church between the accused and the accuser or any minor in the congregation
 - suspend the accused from office, position, or duty with or without pay (when applicable) without prejudice pending the outcome of the investigation.

f. If and when the appointed member learns that authorities have filed criminal charges against the accused, then the appointed member should report this information to council.

1. The appointed member should present the council with a written document specifying the nature of the allegations and information known at that point.
2. The council should give the accused an opportunity to confront and respond to the allegations.
3. In light of the information presented, the council should implement one or more of the following actions:
 - supervise contact at church between the accused and minors;
 - Prohibit contact at church between the accused and the accuser or any minor in the congregation
 - Suspend the accused from office, position, or duty with or without pay (when applicable) without prejudice pending the outcome of the charges filed.

g. When the criminal proceedings have concluded, the council should promptly revisit the matter, whether the result is conviction, acquittal, or dropped charges. If the criminal charges are dropped or prosecution does not result in conviction, the council should decide whether or not to rescind its earlier action and/or take additional action.

h. If the accused has been removed or suspended from office and is found not guilty of the allegations the council should not reinstate the accused to his or her previous position of leadership. Unless and until they, in consultation with law enforcement authorities/Child Protection Services, legal counsel, and child abuse experts, deem it safe and proper to do so.

i. A church leader (i) who has made a confession of child abuse, (ii) who has been convicted of child abuse in a court of law, or (iii) whom council has been determined guilty of the abuse of a minor (collectively, a Determined Abuser) should not be reinstated to the position from which they have been removed or suspended without the advice of the church's legal counsel.

j. The council may (i) subject a determined abuser (hereafter abuser) to further suspension, deposition, employment termination, (ii) deny the abuser reinstatement to a future position with children or youth, or (iii) take such other action against the abuser as the circumstances may dictate.

k. The council should notify the congregation when a church leader is removed or suspended from office, position, or duty pending the outcome of an investigation into an allegation of child abuse. This notice should be in writing and should protect the identity and confidentiality of the accuser. This disclosure should be pastoral, objectively factual and not exceed the scope of the information known about the matter at that time. In addition, the council should not attempt to state any legal conclusions about the guilt or innocence of any person unless and until the council determines that a church leader is an abuser.

l. Subject to the best interest of the abused, the council should notify the congregation in writing if they conclude that a church leader is an abuser. This notice should protect the identity and confidentiality of any innocent parties, including the abused. This written communication should be pastoral and objectively factual.

APPENDIX C

PEACE CHRISTIAN REFORMED CHURCH YOUTH PROTECTION POLICY

Forms

- Volunteer Application
- Declaration of Agreement and Understanding
- Complaint or Incident Report

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PEACE CHRISTIAN REFORMED CHURCH

833 E. 168th St.

South Holland, IL 60473

Volunteer Application

All information you provide will be kept confidential except as needed to affirm the validity of the information that you provided.

Name: _____ Contact Number(s) _____

Address: _____

Previous work/volunteer experience: _____

Position you are applying for: _____

Are you a member of Peace CRC? _____ If yes, for how long? _____

Have you even been charges, convicted of, or pled guilty to a crime, either a misdemeanor or a felony? _____ If yes, please explain fully (use back of form)

Have you ever resigned or been removed from a volunteer position due to an allegation of misconduct? _____ If yes, please explain fully. Please include the date(s) and organization(s) involved. Use the backside of this form if you need more space.

Please list 3 references other than family members

I understand that my name and information will be submitted to the ministerial staff of Peace Church for the purpose of affirming my character and fitness for children and youth ministry. I agree to serve spiritually, with integrity, and will participate in training and discipline to enhance ministry to children and youth. If I am dismissed or removed as a volunteer or employee of this church following an allegation of child abuse or sexual misconduct I release Peace Church from any liability that may arise if the church discloses any such information to another church if it submits a valid request for a reference.

Signature: _____ Date: _____

COMPLAINT OR INCIDENT REPORT
Peace Christian Reformed Church

Confidential

Person Making the report: _____ Date: _____

Volunteer/staff position: _____ Contact number: _____

Name of Child: _____ Parents/Guardians: _____

Address: _____

Contact Number(s): _____

Name of Alleged Person(s): _____

Relationship to Child: _____

Description of Complaint or Incident (Include Who, What, When, Where, and the circumstances):

Name of witnesses: _____

Was Child Protective Service/Law Enforcement Notified? _____ When? _____

If Yes, Name of Contact and Agency: _____

Date Child Protection Team received report: _____

Resolution:

PEACE CHRISTIAN REFORMED CHURCH

**Declaration of Agreement and Understanding of the
Peace Christian Reformed Church
Youth Protection Policy**

I, _____, have read and understand the Peace Christian Reformed Church's Youth Protection Policy. I agree to the policy and will adhere to it. I realize this could result in suspension of my duties and removal from my position related to children within the church if an allegation of abuse or misconduct is made. I also understand and agree that the church and its leaders should report all allegations of physical and sexual abuse to the appropriate authorities, those being Child Protective Services and local law enforcement. I further understand that the church council will make every effort to handle the issue constructively and in a manner that will facilitate reconciliation if any allegation is found to be false. My signature acknowledges my understanding and agreement to this policy.

Printed Name

Signature

Date

APPENDIX D

PEACE CHRISTIAN REFORMED CHURCH YOUTH PROTECTION POLICY

Individual Program Policies

- Infant and Toddler Nursery Policy
- Children and Worship Policy
- Trailblazers Policy
- Cadets and GEMS Policy
- KFC Policy
- Peace High School Ministry Policy (SWAP)
- Evangelism and Family Activity Policy

INFANT AND TODDLER NURSERY POLICY

1. Infant and toddler nurseries serve children from birth up to age three during worship services.
2. All nursery caregivers (assigned or substitute) should be informed of the Youth Protection Policy as well as the specific policy for this program. These policies should be posted in both nurseries and should be available in the church office.
3. All nursery caregivers (assigned or substitute) sixteen years of age or older should complete the screening procedures before being approved for placement on the volunteer list (Section 4 of the Youth Protection Policy). Minor age caregivers can be assigned to serve in the nurseries, providing that an approved adult is also assigned.
4. There must be at least two caregivers that will remain in each nursery at all times during the service. Even if there is only one child present, two caregivers should remain to ensure that no child is left in the care of one individual.
5. Only one adult member of a family should serve in the nursery at a given time. A couple (husband and wife) should not be the only two caregivers in the nursery at the same time.
6. Only assigned caregivers or pre-approved substitutes can serve in the nursery. An adult or minor who is not scheduled to serve as a caregiver for that service should not spend time in the nurseries during or after the service unless substituting and directed by the Ministry Director.
7. Caregivers should check off their name on the sign-in sheet located in the nursery or write in their name if they are a substitute.
8. Parents should sign in their children and list any specific instructions when they arrive at the nurseries. Nametags should be attached to the children and any belongings placed in their designated slot.
9. All diaper changing should be done in plain view utilizing the facilities provided in the nursery rooms.
10. 10.Children should use the bathrooms provided within the nurseries with the door ajar at all times. Children should not be allowed to leave the nurseries to use any other bathroom or to go to another room within the church building.
11. Caregivers should arrive fifteen minutes prior to the service and should remain until the parents have picked up their children after the service.
12. Any nursery caregiver violating the policy should be reported to the Nursery Coordinator or the Children's Ministry Director as soon as reasonably possible.

13. The discipline policy (#8 in Youth Protection Policy) applies to nursery programs.

CHILDREN AND WORSHIP POLICY

1. . This program is held during the morning worship services and normally intended for children ages 3 to 5.
2. . An orientation and training session for leaders should be held to explain the Youth Protection Policy as well as the specific policy for this program. These policies should be posted in the Children and Worship room and should be available in the church office.
3. . All leaders (assigned or substitute) should be age sixteen or older and should complete the screening procedures (Youth Protection Policy) before they can serve. If minors under the age of sixteen serve as helpers, they should be made aware of the policy.
4. . Only one adult member of a family should serve in a classroom at a given time. A couple (husband and wife) should not serve together in Children and Worship in the same classroom unless prior approval is given.
5. . Leaders should keep records of children's attendance.
6. . The Children and Worship Coordinator should keep an attendance record of the leaders and helpers who serve in the program. The Coordinator should be informed when a substitute takes the place of an assigned leader or helper.
7. . A hall monitor should check the Children and Worship classroom, bathrooms, and the surrounding hallways during the worship services. They should observe through the windows, but not enter the room unless an issue arises.
8. . Parents should be encouraged to have their child use the bathroom before arrival at Children and Worship. Children who have to use the bathroom should be allowed to use the bathrooms closest to the Children and Worship room. The leader should be aware of children leaving the classroom for bathroom use and monitor the time and frequency of such use.
9. . Any leader or helper violating the policy should be reported to the Children and Worship Coordinator or to the Children's Ministry Director.
- 10... The discipline policy (#8 in Youth Protection Policy) applies to Children and Worship.

Trailblazers

1. This program for kindergarten through sixth grade children is held between the morning worship services.
2. An orientation and training session for leaders should be held to explain the Youth Protection Policy as well as the specific policy for this program. These policies should be available in the church office.
3. All leaders (assigned or substitute) and helpers age sixteen or older and should complete the screening procedures (Youth Protection Policy) before they can serve. If minors under the age of sixteen serve as helpers, they should be made aware of the policy.
4. Only one adult member of a family should serve in a classroom at a given time. A couple (husband and wife) should not serve together in Trailblazers in the same classroom unless prior approval is given.
5. The Coordinator(s) of Trailblazers should check the classrooms, bathrooms, and the surrounding hallway while Trailblazers is in session. They should observe through the windows, but not enter the rooms unless an issue arises.
6. Parents should be encouraged to have their child use the bathroom before arrival at Trailblazers. Children who have to use the bathroom should be allowed to use the bathrooms closest to their room. The leader should be aware of children leaving the classroom for bathroom use and monitor the time and frequency of such use.
7. Child/Leader Contact:
8. Leaders will be informed of safe meeting guidelines at the training session.
9. Leaders should avoid one-on-one contact with a child whenever possible.
10. Leaders should notify the Trailblazers Coordinator(s) of a planned one-on-one meeting with a child prior to the meeting whenever possible.
11. Leaders will notify the Trailblazers Coordinator(s) of any one-on-one meeting with a child that has already occurred. Notification includes the child's name, date, time, and purpose of the meeting.
12. Parents should be informed of any one-on-one meeting between their child and a leader.
13. The Trailblazers Coordinator(s) should follow up with both the leader and the child if any one-on-one meeting occurs.
14. If a child states that he/she is uncomfortable meeting alone with the leader, the child can refuse to meet at any time during the current meeting and for future meetings.
15. One-on-one contact should be prohibited if proper notification and follow up is not done.
16. Any leader or helper violating the policy should be reported to the Trailblazers Coordinator(s) or to the Children's Ministry Director.
17. The discipline policy (#8 in Youth Protection Policy) applies to Trailblazers.

Cadet & Gems

1. An orientation and training session for leaders should be held to explain the Youth Protection Policy as well as the specific policy for this program. These policies should be available in the church office.
2. All leaders (assigned or substitute) should be age sixteen or older and should complete the screening procedures (Youth Protection Policy) before they can serve.
3. Leaders should identify abusive and inappropriate behavior among minors in their program and address and discourage these behaviors.
4. The policy should be reviewed with the leaders and participants at the beginning of the program season. Participants should be reminded that they are not required to be alone with leaders and can refuse to do so. Parents should be invited to attend this meeting.
5. All activities for this program should be supervised by at least two leaders. The head counselor(s) should serve as hall and bathroom monitors during activities and should be aware of the location of their Cadets and Gems at all times.
6. Child/Leader Contact:
 - Leaders will be informed of safe meeting guidelines at the training session.
 - Leaders should avoid one-on-one contact with a child whenever possible.
 - Leaders should notify the Cadets/Gems Coordinator(s) of a planned one-on-one meeting with a child prior to the meeting whenever possible.
 - Leaders will notify the Cadets/Gems Coordinator(s) of any one-on-one meeting with a child that has already occurred. Notification includes the child's name, date, time, and purpose of the meeting.
 - Parents should be informed of any one-on-one meeting between their child and a leader.
 - The Cadets/Gems Coordinator(s) should follow up with both the leader and the child if any one-on-one meeting occurs.
 - If a child states that he/she is uncomfortable meeting alone with the leader, the child can refuse to meet at any time during the current meeting and for future meetings.
 - One-on-one contact should be prohibited if proper notification and follow up is not done.

While the appropriate display of affection between leaders and participants is often part of conveying support and encouragement, such displays can be misinterpreted. For that reason, displays of affection should be limited to such actions as a brief hug, an arm around the shoulder, an open-handed pat on the back, a handclasp, or a light touch to the forearm. A leader's or participant's right to refuse any of these actions will be respected.

7. If a child needs significant medical attention, the parent(s) should be notified.

8. Participants in the program should not arrive more than ten minutes before the start of activities, nor should they stay longer than ten minutes after activities.
- _ Transportation Policy: This applies to leaders and adults who may transport non-related youth during church-sponsored events.
 1. Transportation before and after events to and from church should be done by parents or their appointed person whenever possible
 2. Two adults should be present and seated in the front seat when transporting youth. If this is not possible, at least two youth should be present in the vehicle
 3. When transportation on a one-on-one basis is unavoidable, parents should give prior consent. If parental consent is not given in advance, no youth should be alone with a leader in his/her car. The last two youths can be dropped together, and a parent can pick up the last youth from that location.
 4. Drivers should have a valid driver's license and proof of insurance for their vehicle. They should also agree to obey all traffic laws while transporting youth.
 5. Youth under the age of twelve should sit in the rear seat. All youth should wear seat belts regardless of where they are seated in the vehicle.
 6. Drivers should not transport more youths than available seat belts.
 - _ Retreats and overnight activities:
 - On large group retreats, separate sleeping areas for both genders should be maintained.
 - On smaller retreats where a "slumber party" atmosphere may be desired, separate areas should be offered, but a properly chaperoned common area may be available.
 - Leaders should make every effort to be present in all sleeping areas so that no area is left unsupervised during the night.
9. Any leaders or helper violating the policy should be reported to the Cadet or Gems Coordinator or the Children's Ministry Director.
10. The discipline policy (#8 in Youth Protection Policy) applies to Cadets and Gems.

KFC
Kids For Christ

1. _ This program for children grades six through eight is held on Sunday evenings.
2. _ An orientation and training session for leaders should be held to explain the Youth Protection Policy as well as the specific policy for this program. These policies should be available in the church office.
3. _ All leaders (assigned or substitute) should be age eighteen or older and should complete the screening procedures (Youth Protection Policy) before they can serve.
4. _ Leaders should identify abusive and inappropriate behavior among minors in their program and address and discourage these behaviors.
5. _ The policy should be reviewed with the leaders and participants at the beginning of the program season. Participants should be reminded that they are not required to be alone with leaders and can refuse to do so. Parents should be invited to attend this meeting.
6. _ All activities for this program should be supervised by at least two leaders. The KFC Coordinator should serve as hall and bathroom monitors during activities and should be aware of the location of their participants at all times.
7. _ Child/Leader Contact:
 - Leaders will be informed of safe meeting guidelines at the training session.
 - Leaders should avoid one-on-one contact with a child whenever possible.
 - Leaders should notify the KFC Coordinator(s) of a planned one-on-one meeting with a child prior to the meeting possible.
 - Leaders will notify the KFC Coordinator(s) of any one-on-one meeting with a child that has already occurred. Notification includes the child's name, date, time, and purpose of the meeting.
 - Parents should be informed of any one-on-one meeting between their child and a leader.
 - The KFC Coordinator(s) should follow up with both the leader and the child if any one-on-one meeting occurs.
 - If a child states that he/she is uncomfortable meeting alone with the leader, the child can refuse to meet at any time during the current meeting and for future meetings.
 - One-on-one contact should be prohibited if proper notification and follow up is not done.

While the appropriate display of affection between leaders and participants is often part of conveying support and encouragement, such displays can be misinterpreted. For that reason, displays of affection should be limited to such actions as a brief hug, and arm around the shoulder, and open-handed pat on the back, a handclasp, or a light touch to the forearm. A leader's or participant's right to refuse any of these actions will be respected.

8. _ If a child needs significant medical attention, the parent(s) should be notified.

9. _Participants in the program should not arrive more than ten minutes before the start of activities, nor should they stay longer than ten minutes after activities.
10. _Transportation Policy: This applies to leaders and adults who may transport non-related youth during church-sponsored events.
 - Transportation before and after events to and from church should be done by parents or their appointed person whenever possible.
 - Two adults should be present and seated in the front seat when transporting youth. If this is not possible, at least two youth should be present in the vehicle.
 - When transportation on a one-on-one basis is unavoidable, parents should give prior consent. If parental consent is not given in advance, no youth should be alone with a leader in his/her car. The last two youths can be dropped together, and a parent can pick up the last youth from that location.
 - Drivers should have a valid driver's license and proof of insurance for their vehicle. They should also agree to obey all traffic laws while transporting youth.
 - Youth under the age of twelve should sit in the rear seat. All youth should wear seat belts regardless of where they are seated in the vehicle.
 - Drivers should not transport more youths than available seat belts.
- ... 11. Retreats and overnight activities:
 - On large group retreats, separate sleeping areas for both genders should be maintained.
 - On smaller retreats where a "slumber party" atmosphere may be desired, separate areas should be offered, but a properly chaperoned common area may be available.
 - Leaders should make every effort to be present in all sleeping areas so that no area is left unsupervised during the night.
12. Any leaders or helper violating the policy should be reported to the KFC Coordinator or the Children's Ministry Director.
13. The discipline policy (#8 in Youth Protection Policy) applies to KFC.

SWAP
Students With A Purpose

1. This program for children grades nine through twelve.
2. An orientation and training session for leaders should be held to explain the Youth Protection Policy as well as the specific policy for this program. These policies should be available in the church office.
3. All leaders (assigned or substitute) should be age eighteen or older and should complete the screening procedures (Youth Protection Policy) before they can serve.
4. Leaders should identify abusive and inappropriate behavior among minors in their program and address and discourage these behaviors.
5. The policy should be reviewed with the leaders and participants at the beginning of the program season. Participants should be reminded that they are not required to be alone with leaders and can refuse to do so. Parents should be invited to attend this meeting.
6. Youth Group leaders should sponsor a yearly class about abuse and inappropriate behavior for members of the youth group. Topics for this class may include dating, biblical guidelines for dating relationships, and awareness and response to abuse or inappropriate behavior and its prevention.
7. All activities for this program should be supervised by at least two leaders and enough leaders should be present to provide adequate supervision of all participants.
8. Youth/Leader Contact:
 - Leaders should be informed of safe meeting guidelines at the training session.
 - Leaders will avoid one-on-one contact with youth whenever possible.
 - Leaders should notify the Youth Pastor/Director of a planned one-on-one meeting with a child prior to the meeting possible.
 - Leaders will notify the Youth Pastor/Director of any one-on-one meeting with a youth that has already occurred. Notification includes the child's name, date, time, and purpose of the meeting.
 - Parents should be informed of any one-on-one meeting between their youth and a leader if it occurs outside or regular planned SWAP activities.
 - The Youth Pastor/Director should follow up with both the leader and the youth if any one-on-one meeting occurs.
 - If a youth states that he/she is uncomfortable meeting alone with the leader, the youth can refuse to meet at any time during the current meeting and for future meetings.
 - One-on-one contact should be prohibited if proper notification and follow up is not done.
 - One-on-one interactions should be deemed appropriate if:
 - Personal experiences that are shared between the leader and youth are authentic and relevant with the goal to bring a beneficial and Christian testimony to the conversation.

- Leaders do not use one-on-one contacts in an effort to “dig” or probe for negative information from youth about others. If a youth approaches a leader with concerns, it is appropriate to ask questions that clarify the facts, but every attempt should be made to limit the negative impact on others.
- Any conversations involving the topic of sexuality are discussed openly and with proper terminology. Conversations of this type should not be held in one-on-one setting with persons of the opposite gender.

While the appropriate display of affection between leaders and participants is often part of conveying support and encouragement, such displays can be misinterpreted. For that reason, displays of affection should be limited to such actions as a brief hug, and arm around the shoulder, and open-handed pat on the back, a handclasp, or a light touch to the forearm. A leader's or participant's right to refuse any of these actions will be respected.

9. If a child needs significant medical attention, the parent(s) should be notified.
10. Participants in the program should not arrive more than ten minutes before the start of activities, nor should they stay longer than ten minutes after activities.
11. Transportation Policy: This applies to leaders and adults who may transport non-related youth during church-sponsored events.
 - < Transportation before and after events to and from church should be done by parents or their appointed person whenever possible.
 - < Two adults should be present and seated in the front seat when transporting youth. If this is not possible, at least two youth should be present in the vehicle.
 - < When transportation on a one-on-one basis is unavoidable, parents should give prior consent. If parental consent is not given in advance, no youth should be alone with a leader in his/her car. The last two youths can be dropped together, and a parent can pick up the last youth from that location.
 - < Drivers should have a valid driver's license and proof of insurance for their vehicle. They should also agree to obey all traffic laws while transporting youth.
 - < Youth under the age of twelve should sit in the rear seat. All youth should wear seat belts regardless of where they are seated in the vehicle.
 - < Drivers should not transport more youths than available seat belts.

12. Retreats and overnight activities:

- On large group retreats, separate sleeping areas for both genders should be maintained.
- On smaller retreats where a “slumber party” atmosphere may be desired, separate areas should be offered, but a properly chaperoned common area may be available.
- Leaders should make every effort to be present in all sleeping areas so that no area is left unsupervised during the night.

13. Any leaders or helper violating the policy should be reported to the Youth Pastor/Director.

14. The discipline policy (#8 in Youth Protection Policy) applies to Youth Pastor/Director.

Evangelism & Family Activities

1. This policy addresses events that involve evangelism for youth and their families.
2. All leaders and volunteers should be made aware of the Youth Protection Policy as well as the specific policy for these programs. These policies should be available in the church office.
3. All leaders/volunteers should complete the screening procedures (#4-Youth Protection Policy) before they can serve.
4. Leaders should identify abusive and inappropriate behavior among minors during the event and address and discourage these behaviors.
5. The Ministry Director coordinating the event should ensure that classrooms, hallways, and bathrooms are monitored by responsible adults during the event.
6. All activities for this program should be supervised by at least two leaders. No child should be left alone with any volunteer, staff, or other adult without another non-related adult or leader nearby to observe.
7. One-on-one interaction between adults and youth should not be allowed at these events. While the appropriate display of affection between leaders and participants is often part of conveying support and encouragement, such displays can be misinterpreted. For that reason, displays of affection should be limited to such actions as a brief hug, and arm around the shoulder, and open-handed pat on the back, a handclasp, or a light touch to the forearm. A leader's or participant's right to refuse any of these actions will be respected.
8. Any leader or volunteer violating the policy should be reported to the Ministry Director.
9. The discipline policy (#8 in Youth Protection Policy) applies to evangelism activities.

APPENDIX E

PEACE CHRISTIAN REFORMED CHURCH YOUTH PROTECTION POLICY

SIGNS AND SYMPTOMS OF CHILD ABUSE

Note: Children rarely exhibit just one sign that they are the victims of abuse. Some symptoms may represent typical developmental 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 suggest that a child maybe suffering from abuse. This highlights the need for training among volunteers, staff and program leaders.

Infants and Preschool Children

1. Regression to an earlier stage of behavioral development, e.g. baby talk, thumb sucking, or bed-wetting.
2. Change in social behavior that is not associated with normal development, e.g. excessive crying, clinging, becoming aggressive, withdrawn.
3. Physical manifestations, e.g. loss of bowel control, bed-wetting, frequent urination, headaches, stomachaches, breathing difficulties, sore throat accompanied by gagging, stains on the child's undergarments.
4. Exhibiting signs of fear around a family member of a familiar person or fear of 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 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 shape of a belt buck; 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, lighter.

School-age Children

1. Same as physical manifestations above coupled with complaints of pain, irritation, soreness, or redness on the child's bottom, smearing feces on walls or objects.
2. Pattern of injuries, multiple injuries, or injuries about the face or neck, failure to complain about or explain an obvious physical discomfort.

3. Unusual fears, e.g. a familiar person, a particular room, a particular object, or fear of new experiences.
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 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 event either because of being punished or to hide bruises.
14. Low self-esteem, particular sensitivity to criticism.
15. Hyper-vigilance, i.e. excessive and suspicious watching of other people, easily startled.
16. Preoccupation with fire and setting fires.

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 compliant.
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 emotionally supportive of others.
11. Having few friend, 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.

Neglect

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

7. For infants, failure to thrive.

Parental Behaviors and Home Life

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

APPENDIX F

**PEACE CHRISTIAN REFORMED CHURCH
YOUTH PROTECTION POLICY**

RESPONDING TO A CHILD'S REPORT OF ABUSE

Responding to a Child's Report of Abuse

- § Take the child seriously when he/she tells the story.
- § Avoid judgmental statements such as, "I think you just had a bad dream."
- § 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.
- § 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.
- § Do not make promises to the child that you will not tell anyone what has been shared with you.
- § Remind the child that whatever happened was not their fault.
- § Assure the child that it was a good decision to tell someone what happened to him/her.
- § Tell the child that you want to find help so it doesn't happen again.
- § Do not offer a reward to the child for telling the story or promise a gift if the child tells another adult.
- § Reassure the child that he/she does not deserve to be hurt by anyone.
- § Do not frighten the child by talking about police involvement or about medical examinations. Share that other people need to know about what happened and they will talk to the child later.
- § Do not ask the child to show any bruises that are beneath underwear or clothing; only observe those bruises that are accessible.
- § Do not investigate the child's story; rather listen to the story, and take notes immediately afterwards while fresh in your memory.
- § Do not tell the child that he/she has been abused.
- § Offer to support the child and remind the child that you care about him/her.

APPENDIX G

**PEACE CHRISTIAN REFORMED CHURCH
YOUTH PROTECTION POLICY**

RESPONDING TO PARENTS WHO ARE NOTIFIED OF AN ABUSE REPORT

Responding to Parents who are notified of an Abuse Report

- § Remain calm and nonjudgmental.
- § Anyone who makes a report to the police or child protection services authorities is usually granted anonymity; do not identify the reporter unless you are given permission to do so.
- § 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.
- § 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.
- § Do not investigate with a parent what maybe happening in the home; and do not share information with a parent that has not been shared with the authorities.
- § Do not make promises to a parent about the outcome of the investigation.
- § 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 outline in this policy.
- § Offer parents spiritual and emotional and prayer support.
- § Suggest resources for parents including books or literature that you know may be personally helpful to them.
- § Allow parents to express their disbelief, anger, and grief (parents may be in shock or denial at the mention of abuse allegations).
- § Do not minimize the type of abuse or embellish the abuse, its impact on the child, or its harm to the child.
- § Assure parents of the confidential nature of the report and the need to maintain confidentiality unless disclosure is necessary to protect the well being of other children.