

## APPENDIX B

INTERMOUNTAIN DISTRICT POLICY MANUAL ■ ADMINISTRATION

# Policies and Procedures for the Prevention of Sexual Misconduct against Minors

**Intermountain District Church of the Nazarene**

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# Policies and Procedures for the Prevention of Sexual Misconduct Against Minors

## I. PURPOSE

Intermountain District, in its various district-sponsored ministry endeavors, including ministries of the district at Trinity Pines Camp and Conference Center, seeks to provide a safe and secure environment for everyone entrusted to our care so that all may come to a saving relationship with Jesus Christ and grow in relationship with Him. The following policy and procedures are specifically for the protection of our children and youth and those who serve them, whether volunteers or employees of the Intermountain District.

**DISCLAIMER:** In providing the use of Trinity Pines Camp and Conference Center to entities other than the Intermountain District Church of the Nazarene, the District disclaims any liability for claims or actions of child abuse (including sexual abuse) arising from the use of the District's facilities unless a District employee or accepted volunteer is the accused.

## II. SCOPE

This policy applies to all current and future workers, whether paid or volunteer, having responsibilities supervising children and youth in the course of ministry activities sponsored by the Intermountain District.

## III. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

- "Preschooler", "child", "children", "youth", and "minor" shall be defined as an individual under the age of 18.
- "Adult" shall be defined as any individual at least 18 years of age.
- "Worker" shall be defined as anyone, whether paid or volunteer, given the responsibility of working with or caring for minors within the programs and ministries sponsored by the Intermountain District
- "Child Abuse" shall be defined as physical, emotional, or sexual abuse of a minor.
- "Child Sexual Abuse" is any sexual activity with a child whether violent or nonviolent and includes behavior involving touching and non-touching aspects.

#### **IV. BACKGROUND CHECKS AND INFORMATION DISCLOSED**

All employees of the Intermountain District shall complete a Background Check Questionnaire.

In addition, any person desiring to work with minors in ministries sponsored by the Intermountain District must complete a Background Check Questionnaire in order to be considered for involvement with such ministries. This includes those who volunteer only occasionally.

A national criminal background check will be performed on each person completing a Background Check Questionnaire.

All personal information voluntarily disclosed, the results of all background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be treated as confidentially as legal, moral and ethical principles allow.

Whether disclosed voluntarily or by result of the background check, any conviction for the following items will disqualify a prospective worker (paid or volunteer) from participating in activities or programs with minors:

- Criminal homicide
- Aggressive assault
- Sexual abuse
- Sexual assault (rape)
- Aggravated sexual assault
- Injury to a child
- Incest
- Indecency with a child
- Inducing sexual conduct or sexual performance of a child
- Possession or promotion of child pornography
- The sale, distribution, or display of harmful materials to a minor
- Employment harmful to children
- Abandonment or endangerment of a child
- Kidnapping or unlawful restraint
- Public lewdness or indecent exposure
- Enticing a child

#### **V. ACCESS TO INFORMATION**

Only those persons authorized by the district superintendent shall have access to the results of criminal background checks conducted.

## **VI. TRAINING**

The Intermountain District will seek to conduct periodic training for all workers which will include information on child abuse prevention, legal definitions of child abuse, and child abuse reporting guidelines.

## **VII. SPECIFIC ACTS OF PROHIBITED CONDUCT**

The performance of any of the following acts by a worker will not be tolerated or accepted during any activity or program sponsored by the Intermountain District, and are to be immediately reported to the designated program staff after the safety of any minors involved has been ensured:

- Any direct observation or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidences of abusive conduct toward a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction of or physical abusive behavior or bodily injury to a minor.
- The presences or possession of obscene or pornographic material at any function sponsored by the Intermountain District.
- The presence, possession, or being under the influence of any illegal or illicit drugs and/or alcohol.

## **VIII. SUPERVISION AND SECURITY**

Staff members and volunteer directors of district-sponsored events will supervise activities on an ongoing basis and make unannounced visits to program sites from time to time.

When an activity involving minors is underway in a room with doors having no windows, those doors shall remain open as long as minors are present in that space.

## **IX. CHILD ABUSE PREVENTION REPORTING**

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report their belief in accordance with this procedure. Non-accusatory reports (reports that identify the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made to the local law enforcement agency.

1. The Intermountain District shall fully comply with the child abuse reporting statute applicable in our state.
2. The leadership of district-sponsored events shall immediately contact the District Superintendent or Assistant District Superintendent of the Intermountain District Church of the Nazarene or legal counsel for the Intermountain District to report the occurrence.
3. In instances where the person accused of child abuse is an assigned volunteer or a member of the ministerial staff, his or her immediate supervisor shall be apprised of the situation in a timely fashion.
4. This procedure is not only required as a condition of a paid or volunteer position, but also is required by law.

## **X. RESPONDING TO ALLEGATIONS OF CHILD ABUSE**

1. Upon the first suspicion of an instance of child abuse, the leadership of the district-sponsored event shall take the following steps:
  - a. Commence an investigation immediately, being careful to not treat the suspicion or accusation as frivolous.
    - i) If a sponsor or volunteer of minors suspects a case of child abuse, he or she is required by law to report his/her suspicions immediately to the proper state/county authorities. It is the policy of the Intermountain District that the incident, or alleged incident, also be reported immediately to the district superintendent or his or her designee.
    - ii) The individual receiving the initial report shall, in a timely fashion, seek to confirm the facts reported and the condition of the child. The Accident/Incident Report (see Appendix) may be utilized for this purpose.
    - iii) Data concerning the child's name, address, and other pertinent information is to be obtained through discussion with the initial reporter and other staff members. The name and address of the person responsible for the care of the child, if available, is also to be obtained.
  - b. Maintain confidentiality of the investigation as much as possible.

- c. Cooperate fully with law enforcement under the advice of legal counsel or the district superintendent or his or her designee.

- i) The pertinent specifics of the Idaho Law are as follows:

Idaho Statutes  
Child Protective Act

16- 1605      REPORTING OF ABUSE, ABANDONMENT OR NEGLECT.

(1) Any - - - person having reason to believe that a child under the age of eighteen (18) years has been abused, abandoned or neglected or who observes the child being subjected to conditions or circumstances which would reasonably result in abuse, abandonment or neglect shall report or cause to be reported within twenty-four (24) hours such conditions or circumstances to the proper law enforcement agency or the [Health & Welfare] Department.--

(2 - 3) - - -

(4) Failure to report as required in this section shall be a misdemeanor.

- d. Suspend any person accused of sexual misconduct from the performance of duties involving minors until the investigation has been completed, without respect to whether the accusation stems from an incident alleged to have occurred in conjunction with a church-related ministry or activity or with some other setting.
- e. Inform the alleged victim and his or her family of the steps being taken, keeping them advised of the status of the investigation. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take in the matter, and fully cooperate to address their request within the bounds of a legal and prudent response. (Church legal counsel should assist in this determination).
- f. In instances where child abuse is confirmed, the church should immediately dismiss the worker from his or her position.
2. The leadership of the Intermountain District shall take steps to promptly respond to the media, when necessary, through its appointed spokesperson.

## Forms

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# INTERMOUNTAIN DISTRICT Background Check for Children/Youth Workers

## DISCLOSURE NOTICE

The Intermountain District seeks to be sensitive to the needs of families and strives to be protective and responsible in all areas of ministry. This responsibility is especially felt with regard to the care of children and youth with whom it has been entrusted. In order to fulfill this trust, as well as to comply with state law and requirements of our insurance carrier, it is essential that the church screen ALL workers, paid and volunteer, seeking a ministry role with children and youth. This questionnaire is an essential part of that process.

The church will exercise prudent control over the release of the content of this document. However, **confidentiality cannot be guaranteed**, and the church specifically reserves the right to disseminate any material contained herein when the church, in its sole discretion, deems it necessary or advisable.

**NOTE:** Upon your signature of this questionnaire, a nationwide criminal and sex offender background check will be conducted.

Full Name: \_\_\_\_\_  
(Please Print) FIRST MIDDLE LAST SSN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Location Address: \_\_\_\_\_  
STREET ADDRESS (incl Apt or Space No.) CITY STATE ZIP

Mailing Address (if different): \_\_\_\_\_  
BOX NO. CITY STATE ZIP

Previous Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

Church you attend: \_\_\_\_\_ Member? Y N

Ministry position desired: \_\_\_\_\_ Contact: \_\_\_\_\_

Please list all states you have lived in over the past ten (10) years: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever abused, endangered, abandoned, or neglected anyone under the age of 18 years or been accused of any such action by anyone? Y N

If YES, please explain fully: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of child abuse, endangerment, abandonment, neglect, injury, or any crime involving actual or attempted molestation of anyone under the age of 18 years? Y N

If YES, please explain fully: \_\_\_\_\_

\_\_\_\_\_

You may use additional sheets if desired. Have you attached additional sheets?  YES  NO

**PERSONAL REFERENCES**  
(No Relatives or Former Employees)

Full Name (Please Print): \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_  
CITY STATE ZIP

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Full Name (Please Print): \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_  
CITY STATE ZIP

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**APPLICANT’S CERTIFICATION and AUTHORIZATION TO RELEASE INFORMATION**

I, the undersigned applicant, hereby certify that the information contained in this application is complete and correct to the best of my knowledge. I hereby authorize any references or law enforcement agencies to release any information requested pursuant to this application. I hereby release all such references or law enforcement agencies from any and all liability which may result from releasing any requested information, and I waive any rights that I may have to review records or references provided on my behalf.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if applicant is under 18 years of age)

**OFFICE USE ONLY**

Questionnaire Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By: \_\_\_\_\_

Background Check Completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By: \_\_\_\_\_

Results:  **ACCEPTABLE**  **UNACCEPTABLE**

Reported to: \_\_\_\_\_ Phone: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**INTERMOUNTAIN DISTRICT CHURCH OF THE NAZARENE  
Accident/Incident Report**

Date of Incident: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
[Print Name]

Type of event being reported:  ACCIDENT  INCIDENT  ALLEGATION  OTHER

Name(s) of child(ren)/youth involved: \_\_\_\_\_  
\_\_\_\_\_

How was the incident brought to your attention? \_\_\_\_\_  
\_\_\_\_\_

Adults witnessing, or present at the time of, the incident: \_\_\_\_\_  
\_\_\_\_\_

Did anyone else witness the incident?  YES  NO If "Yes", please describe: \_\_\_\_\_  
\_\_\_\_\_

Person(s) reporting the incident: \_\_\_\_\_

Date, time, and exact location of the incident: \_\_\_\_\_  
\_\_\_\_\_

Description of the incident as witnessed or reported (continue on back if necessary): \_\_\_\_\_  
\_\_\_\_\_

Were there injuries?  YES  NO If "Yes", were the injuries visible?  YES  NO  
If "Yes", please describe: \_\_\_\_\_  
\_\_\_\_\_

If there were the injuries, were the injuries treated?  YES  NO

Were the parents/guardians notified?  YES  NO Date/Time: \_\_\_\_\_

Is this an incident requiring mandatory notice to the authorities?  YES  NO

If "Yes", were any authorities notified?  YES  NO Who? \_\_\_\_\_ When? \_\_\_\_\_

Was the coordinator of the activity or other district leader notified?  YES  NO

If "Yes", who was notified? \_\_\_\_\_ When? \_\_\_\_\_

Was the district's insurance company notified?  YES  NO When? \_\_\_\_\_

Please provide any other pertinent information (continue on back if necessary): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
DATE