

Policies and Procedures for the Prevention of Sexual Misconduct against Minors

CHURCH NAME

Address of Physical Location of Church Facility

City, State Zip

(Area Code) Phone Number of Church

[Enter Month & Year Adopted or Revised]

Policies and Procedures for the Prevention of Sexual Misconduct Against Minors

I. PURPOSE

It is the purpose of the members and staff of [CHURCH NAME] 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 [CHURCH NAME].

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 of [CHURCH NAME].

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 of [CHURCH NAME].
- "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 [CHURCH NAME] shall complete a Background Check Questionnaire.

In addition, any person desiring to work with minors in ministries of [CHURCH NAME] 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 the pastor and his or her designee will have access to the criminal background check report.

VI. TRAINING

The church 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 church activity or program, 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 presence or possession of obscene or pornographic material at any function of [CHURCH NAME].
- The presence, possession, or being under the influence of any illegal or illicit drugs and/or alcohol.

IX. SUPERVISION AND SECURITY

Church staff members and volunteer directors will supervise activities on an ongoing basis and make unannounced visits into classroom or other program sites from time to time.

Based on "check in/check out" procedures approved by [CHURCH NAME], only authorized persons shall be permitted to pick up children under ____ years of age from their event or activity.

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.

X. 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. [CHURCH NAME] shall fully comply with the child abuse reporting statute applicable in our state.
2. [CHURCH NAME] shall immediately contact the District Superintendent or Assistant District Superintendent of the Intermountain District Church of the Nazarene, the legal counsel for the Intermountain District, and its own insurance company 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.

XI. RESPONDING TO ALLEGATIONS OF CHILD ABUSE

1. Upon the first suspicion of an instance of child abuse, the pastoral leadership of **[CHURCH NAME]** 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 **[CHURCH NAME]** that it also be reported immediately to the senior pastor or his or her designee. In the event that **[CHURCH NAME]** is without a senior pastor, the report must be made immediately to the district superintendent or to 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.
 - 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 **[Church Name]** shall take steps to promptly respond to the media, when necessary, through its appointed spokesperson.

APPENDIX

I. *Forms*

Background Check Questionnaire..... 7-8

Accident/Incident Report..... 9

[CHURCH NAME] Background Check for Children/Youth Workers

DISCLOSURE NOTICE

[Church Name] 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 in the church's 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: _____ SSN: _____
(Please Print) FIRST MIDDLE LAST

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: _____

Questionnaire Received: ____ / ____ / ____ By: _____

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

Reported to: _____ Phone: _____

Comments: _____

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, the pastor, or other church leader notified? YES NO

If "Yes", who was notified? _____ When? _____

Was the church's insurance company notified? YES NO When? _____

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

SIGNATURE

POSITION

DATE