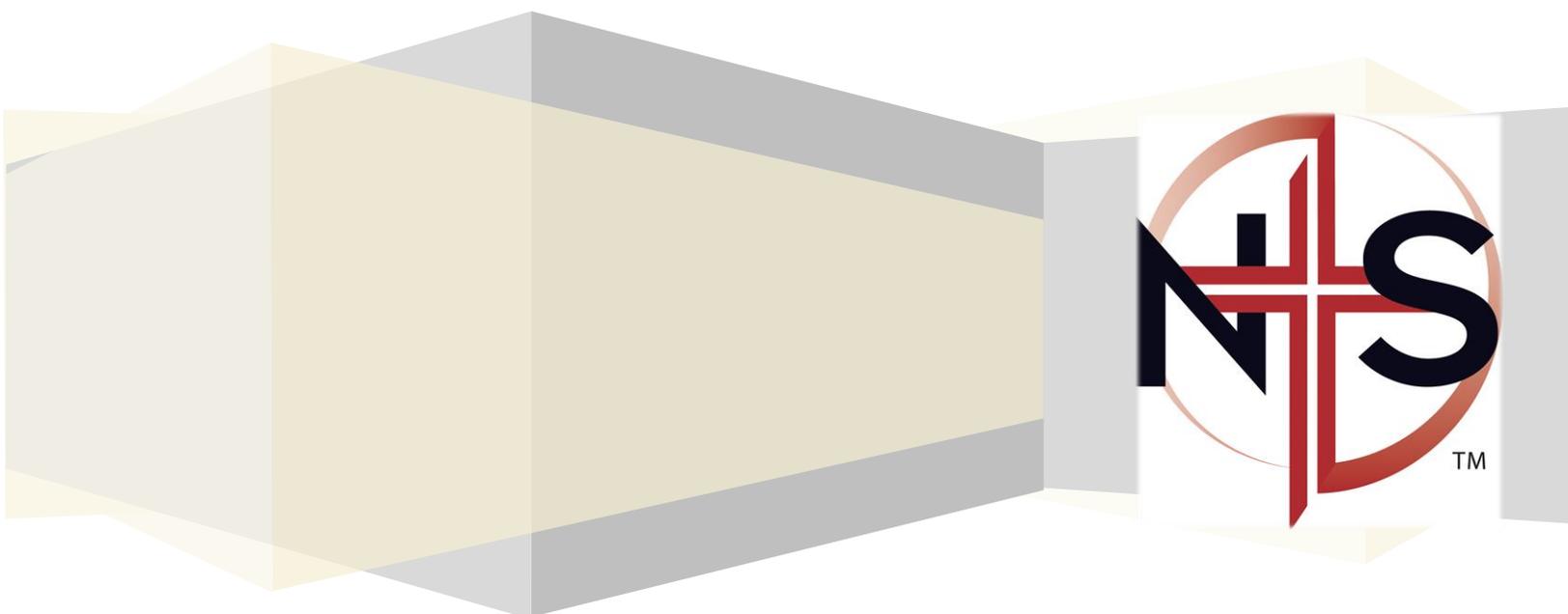




Hollins Church of the Nazarene

Child Protection Policy and Procedures Handbook



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Hollins Church of the Nazarene Child Protection Policy

GENERAL

I. GOAL

It shall be the goal of the Hollins Church of the Nazarene to provide a safe, secure, nurturing, and clean environment and efficient care for the physical and emotional well being of all children participating in church activities. The church's goal is to educate workers and enforce the policies to ensure that all children are safe, and well protected while attending scheduled activities.

Future revisions to this policy may be made with the authorization of both the Pastor and Church Board.

II. DEFINITION OF "CHILDREN"

The term "child" or "children" shall include all persons under the age of eighteen (18) years.

SELECTION AND SCREENING PROCESS

III. PRE-EMPLOYMENT PROCEDURES FOR PAID AND VOLUNTEER WORKERS

It is the goal of the Hollins Church of the Nazarene (herein referred to as "Hollins" or as "church") to adequately screen the applications of persons desiring to work with children participating in all church programs, including participants in any daily or temporary childcare programs.

IV. SIX-MONTH RULE

No volunteer will be allowed to work with children in any capacity until they have been an active and participating member of the church for a minimum of six (6) months. The applicant must have been a regular attendee and involved in church activities for at least 6 months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

The six-month rule may be waived with the authorization of the Church Board, as in the case of a new staff member. If waived, program ministers must take additional steps to screen the applicant.

V. CLASSIFICATION OF WORKERS

In order to screen workers appropriately for their responsibilities, the department leader responsible for each division will categorize workers into two categories: primary and secondary. These terms refer to the relative levels of responsibility and risk, not to the ages of the children being served.

Primary volunteer workers: The volunteers in roles with greater responsibility or risk are classified as primary workers and should meet the primary screening standards. The primary volunteer must be eighteen (18) years of age or older.

Secondary volunteer workers: Persons who occasionally interact with children and/or do so in less risky circumstances i.e.: volunteers who interact with children in the presence of an approved primary worker are classified as secondary workers. This category may also include parents of participants who

help supervise activities. All volunteer workers under the age of eighteen (18) will be considered secondary workers.

VI. MINIMUM AGE

All primary volunteer workers must be 18 years of age or older. Younger persons may assist adults, but may not take the place of adult workers. The church may employ responsible teens (under the age of 18) only in positions with and under the direct supervision of an approved adult worker.

VII. VOLUNTEER APPLICATIONS

Volunteer applicants must complete and sign a *Volunteer Ministry Application*.

Applications will be submitted to the church office. The pastor will be responsible for the interview process and reference checks.

The church keeps confidential all information received in the applicant selection process. Such information will be stored with access afforded only to appropriate church staff on a need-to-know basis.

If the church learns of false, misleading or amended information on an application that could cause potential danger to children or liability to the church, that person will be relieved from their position.

VIII. REFERENCES

The pastor must check and document at least three (3) references for each primary worker applicant and must conduct a reasonable inquiry into the character of secondary worker applicants. References may be checked by phone, mail or in person.

Whenever possible, the three references should include:

- a person who has known the applicant for an extended period;
- a former supervisor
- a person who is not a member of the applicant's immediate family.

Information gained in these checks should be noted directly on the application.

IX. CONFIDENTIAL INTERVIEWS

All applicants desiring to work with children must be interviewed for suitability for the work they desire to do. The pastor or a team may conduct the interview. Church policy concerning prevention and response to child abuse and neglect must be discussed during the interview.

X. CRIMINAL BACKGROUND CHECK

A criminal background check and child abuse registry check shall be required for all children's worker positions, both employee and volunteer workers. No one who has been convicted of a crime involving misconduct with children will be allowed to work with children. Completing the *Volunteer Ministry Application* authorizes the church to conduct these checks. Background checks will be kept confidential in a locked file with access afforded only to appropriate church staff on a need-to-know basis.

The designated church representative will conduct criminal background checks notifying the appropriate persons if a negative report is received.

XI. ACKNOWLEDGEMENT OF CHURCH POLICIES

All applicants must acknowledge in writing that they understand the church's policies pertaining to the protection of children and that they agree to abide by them. This requirement will be met by having applicants sign the *Statement of Acknowledgement and Agreement*.

XII. WORKER TRAINING

Each new worker will be given a copy of the Commonwealth of Virginia's *Recognizing, Reporting and Preventing Child Abuse and Neglect in Virginia* booklet and *Hollins Church of the Nazarene's Child Protection Policy and Procedures Handbook*. They must sign a statement indicating they have received and read both before they can begin working with children.

SUPERVISORY REQUIREMENTS

It is the policy of the church to provide adequate supervisory control of persons working with children participating in all church programs:

XIII. SAFETY OF CHILDREN

It is the responsibility of all persons having contact with children participating in church programs to promote the emotional and physical safety of the participants giving regard to all factors and circumstances known to them. If in their opinion, an unsafe condition exists; such persons shall immediately take appropriate precautions under the circumstances to protect all children. Nothing contained in any other church policy, procedure or instruction shall be construed to relieve persons having contact with children from this responsibility.

XIV. IDENTIFICATION BADGES

All church employees and volunteer workers, both primary and secondary, who work with children, are required to wear a photo identification nametag whenever they are supervising children. Identification badges will be provided by the church. The badge will show the worker's name and their picture.

XV. CHILD IDENTIFICATION SYSTEM

To reduce the possibility of kidnapping, the church will maintain a system to identify persons authorized to pick up and take responsibility for children leaving a church activity.

XVI. TWO-ADULT RULE

It shall be the goal of Hollins Church of the Nazarene that a minimum of two persons will be present at all times when children are being supervised during a church activity regardless of the number of participants, location or activity. At least one of these must be a primary worker.

At no time should an adult ever be alone in a room or enclosed area with a child. Church activities for children should be scheduled in areas visible from adjoining areas. Such visibility will be maintained by leaving doors to the classrooms open. Reasonable exceptions to this rule may be made by the minister in charge.

XVII. RATIO OF WORKERS TO CHILDREN

It is required that a reasonable ratio of adults to children is maintained at all times involving the supervision of children. The activity leader shall be primarily responsible for setting and maintaining a reasonable ratio of workers to children giving due regard to all factors present, including the number and age of the participants, the nature of the activities and the location where the activities are taking place.

XVIII. MINISTERIAL AND STAFF OVERSIGHT

The respective ministry coordinators will ensure ongoing supervision of all workers. This should include regular unannounced visits into classes and other program sites.

XIX. AWARENESS OF CHURCH POLICY

Periodic reviews of definition of child abuse and neglect as defined by law and the church's policy concerning these crimes will be conducted. These reviews can be conducted either with the workers individually or in groups, at least once a year and following each change in or addition to such policies. Each worker shall acknowledge receipt of a written copy of the policy prior to the time they commence working with children and after each change to such policy. Each worker shall acknowledge participating in the periodic review of the church's policies and procedures. The signed acknowledgements shall be retained in the personnel file of the worker.

XX. FIRST AID TRAINING

Volunteer workers are encouraged, but not required to get training in basic first aid and CPR.

XXI. CHILDREN'S PICKUP

Children are not permitted to leave the area of the church activity until picked by the parent or guardian. If their parent or guardian does not pick up a child on time, the child will be kept by their teachers in the children's area where safe supervision can be continued until the parent or guardian is located. A child of twelve years or older shall not allowed to leave church property, either unattended or in a group without specific parental permission.

XXII. VEHICLE SAFETY

Persons who drive Hollins Church of the Nazarene owned or privately owned vehicles for conducting church business or transporting children on a regular basis must maintain a current valid Virginia drivers license, provide proof of insurance in such amounts as may be required by the church and comply with all other church transportation policies.

XXIII. RELEASE OF CLAIMS

Prior to any activity away from the church, a *Release of Claims* will be necessary to be signed by the child's parent or legal guardian. Without the form signed and in the possession of the church, the child will not be allowed to participate in the away activity.

REPORTING AND RESPONDING TO ALLEGED CHILD ABUSE OR NEGLECT

XXIV. REPORTING POLICY

It is the policy of the church to report any incident of child abuse or neglect toward any child in the church. This would include participants in temporary childcare programs. Do not treat any suspicion as frivolous. Notify your supervisor immediately. Commence the investigation right away.

The staff member in charge should suspend the accused person from the performance of duties involving children until the official investigation has been completed. All staff and volunteers will cooperate fully with law enforcement officials.

The pastor or his agent will inform victim and victim's family of the steps that are being taken, and continue to keep 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 requests within the bounds of a legal and prudent response. (Church legal counsel should assist in this determination.)

In an instance where child abuse is confirmed, the church will immediately dismiss the worker from their position. Termination will be considered appropriate in these circumstances. In instances where evidence is inconclusive, the church should take action with the advice of legal counsel in consultation with law enforcement officials depending on the strength of the evidence available and after consideration of the victim and the victim's family's requests.

The pastor, in consultation with legal counsel, will determine the amount of information he believes is appropriate to relate to the congregation. Usually commenting in detail on an ongoing investigation is not wise.

XXV. REPORTING OBLIGATION

By Virginia law, anyone who has reasonable cause to believe that a child is being physically abused, sexually abused, neglected or maltreated can report this information. If you suspect abuse, call your local Department for Community Based Services office or the Child Abuse Hot line (800) 552-7096. Church leadership should also be informed immediately of any suspected child abuse.

XXVI. REPORTS REQUIRED

Any worker of the church who has cause to believe that a child's physical or emotional health or welfare has been or may be adversely affected by abuse or neglect shall report that belief according to the following procedure:

- a. The worker shall report such belief to the pastor, a member of the church staff and/or church leadership over that area of ministry.
- b. The pastor or staff member will immediately report to one of the following: the local Department for Community Based Services, or the Child Abuse Hotline (800-752-6200) or any local law enforcement agency.
- c. The pastor or his agent will notify the parents of the child (unless the parent is the person responsible for the abuse or neglect).
- d. The pastor, or his agent, in consultation with the chairperson of the Personnel Committee and/or the secretary of the Board will notify the appropriate legal counsel.
- e. The pastor, or his agent, will notify the church's insurance agent that an abuse report has been filed with the appropriate local or state agency.

XXVII. INCIDENT REPORT

The person making a report should identify:

- a. The name and address of the child.
- b. The name and address of the person responsible for the care, custody, or welfare of the child.
- c. Any other pertinent information concerning the alleged or suspected abuse or neglect.

XXVIII. CONFIDENTIALITY

All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person except as necessary to cooperate with any official investigation. Any breach of this confidentiality by an employee of the church shall be cause for immediate dismissal.

The pastor, in consultation with the official conducting the investigation may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified, but in no case shall the identity of the victim or the accused person be disclosed except as required by law.

XXIX. INVESTIGATION OF ALLEGED ABUSE OR NEGLECT

No person shall attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person or a witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a child has been abused or neglected. Interviews shall be conducted only by authorized officials of the agency to whom the suspected crime has been reported or, when appropriate, by legal counsel or persons representing the church in an official capacity. All employees and volunteers of the church shall cooperate with the official investigation as requested.

XXX. SUSPENSION OF CHURCH RELATED DUTIES

A person accused of child abuse or neglect will be suspended from all church related duties involving children. This would include all childcare, teaching, transportation or sponsorship duties. The Personnel Committee is not authorized to conduct an investigation of the incident but is allowed to monitor any such investigation and receive confidential information concerning the incident as may be necessary to determine issues concerning continuation of employment and compensation.

The person accused should be suspended on 'paid leave' until the investigation is completed. This removal from duty should occur in such a way that an innocent person is not immediately deemed guilty. There are false claims made each year. If the allegation is determined to be unsubstantiated, the employee can be returned to their prior position.

XXXI. PRESERVATION OF RECORDS

Copies of all documents relating to an event of abuse or neglect, including a list of all persons known to be present or in the vicinity shall be transferred to the pastor or his agent. They will review them to determine if the documents are complete in accordance with church policy. If any documents are missing, they shall make a written notation and transfer the documents to the church business administrator who shall retain them until advised that all criminal and civil investigations and actions have been completed.

XXXII. MINISTERIAL CARE

The ministerial staff shall encourage and assist the child and the parents in securing appropriate counseling, care and support. In the event the abuse or neglect involves a member or employee of the church, the staff shall encourage and assist the individual in securing appropriate pastoral care and support, including third party counseling, being mindful of the potential for a conflict of interest. All persons shall act towards the child, the parents and the accused in accordance with the principles of Christianity at all times.

XXXIII. LIAISON WITH THE COMMUNITY

The pastor, or his appointed agent, will serve as the church's sole access to the media. The church should emphasize to the public its position on child abuse, its concern for the victim and the extensive steps being taken to address the safety of all children.

Code Section	63.2-1501, et seq.; 63.2-100
What Constitutes Abuse	To create, inflict or threaten to create or inflict or allow to be created or inflicted upon a child a physical or mental injury by other than accidental means or create a substantial risk of death or impairment; neglect; abandonment; sexual abuse/exploitation
Mandatory Reporting Required By	Any person licensed to practice medicine or healing arts, nurses, social worker, probation officer, child care worker, school employee, teacher, Christian Science practitioner, mental health professional, law enforcement officer, mediator, any employee of facility which takes care of children, special advocate
Basis of Report of Abuse/neglect	Have reason to suspect that a child is abused or neglected
To Whom Reported	Department of Social Services toll-free child abuse or neglect hotline or to department of public welfare or social services in county where child resides