

Lititz Church of the Brethren
Child Protection Policy

Purpose:

1. To provide a safe environment and protect all children, youth and vulnerable adults who attend Lititz Church of the Brethren (LCoB) from an abuse situation in all areas of his/her life.

Recognizing God's tender love and concern for children/youth (Luke 18:16), we want to do all that we can to protect our children from any kind of abuse. While we would like to believe that such abuse could never take place in a church, the fact is that many children are being abused within the Christian community every year. Our church is not immune to the effects of sin, and it would be presumptuous for us to assume that this problem could never occur in our body. Therefore, while we should strive to be as "innocent as doves" we must also be as "shrewd (prudent, sensible, and practically wise) as serpents" (Matthew 10:16). This should be especially true with regard to the children, youth and vulnerable adults God has placed under our care.

2. To protect our child/youth/vulnerable adult workers from being suspected or falsely accused of wrongful behavior towards a child, youth or vulnerable adult.

Such accusations can do a great deal of damage even to an innocent child/youth/vulnerable adult worker. Our procedures for maintaining a safe environment and admonishing inappropriate behavior are designed to prevent a compromising situation, and also to strengthen a child/youth/vulnerable adult worker's defense against false accusations.

3. To guard the honor and reputation of our Lord Jesus Christ.

If a child, youth or vulnerable adult in our church is harmed through a member's sin, some people will inevitably think less of the church and of our Lord. We are committed to doing everything in our power to prevent such dishonor from happening, and protecting our children, youth and vulnerable adults from abuse is one way to do this.

4. To lower our church's legal risk by establishing a policy that meets the test of reasonable care.

We want to protect our church from the scandal and trauma that an incident of abuse could bring upon our congregation. When someone accuses another person in the church of abuse, the entire body can be drawn into a painful and costly conflict. Divisions in the congregation can arise because of disagreements over how the abuse was allowed to occur and how the situation is being handled. Church leaders are distracted from important ministries. Legal charges can be filed that may result in a prolonged and expensive lawsuit. Obviously, these developments would wreak havoc on our ministry. Proverbs 2:3 warns, "A prudent man sees danger and takes refuge, but the simple keep going and suffer for it."

Although the issue of child abuse is an unpleasant one, we believe that if we are faithful to provide a good policy, God will honor our efforts of obedience. **Instead of viewing the screening process as a "necessary evil," we see it as an opportunity to promote teamwork (I Corinthians 12:12-13) and to demonstrate mutual submission (Ephesians 5:21).**

What Constitutes Child Abuse?

There are three kinds of child abuse: physical, sexual and emotional. Physical abuse is inflicting bodily injury. Sexual abuse is using a child, youth or vulnerable adult in or exposing the child, youth or vulnerable adult to sexual activities, with or without their consent. Emotional abuse is demanding that the child, youth or vulnerable adult do more than they are able to do, severely criticizing or humiliating them for not living up to a demand, or placing upon them such unclear requirements that the child, youth or vulnerable adult cannot understand what they are supposed to do.

CHILD ABUSE AS DEFINED UNDER PA CHILD PROTECTIVE SERVICE LAW (CPSL)

Although this policy focuses primarily on child sexual abuse, all forms of child abuse are prohibited, and are included under this policy. Definitions of abuse from the **Pennsylvania Child Protective Services Law (CPSL [Title 23 PA.C.S. Chapter 63], as amended December, 2013, to be effective December 31, 2014,** as follows:

Intentionally, knowingly or recklessly doing any of the following:

1. **Physical abuse** Causing bodily injury through any recent act or failure to act. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act. Bodily injury is impairment of physical condition or substantial pain.

The following are “per se” acts of child abuse (meaning the act itself, apart from the outcome, is considered child abuse):

- Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - Forcefully shaking a child under one year of age.
 - Forcefully slapping or otherwise striking a child under one year of age.
 - Interfering with the breathing of a child.
 - Causing a child to be present at a location while a violation of 18 PA.C.S. §7508.2 (relating to operation a methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
 3. **Mental abuse** Causing or substantially contributing to serious mental injury to a child through an act or failure to act or a series of such acts or failures to act. Serious mental injury is a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

(1) renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or

(2) seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

4. **Neglect** Causing serious physical neglect of a child. Serious physical neglect is any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:

(1) A repeated, prolonged or unconscionable egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.

(2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

5. Causing the death of the child through any act or failure to act.

6. **Sexual abuse** Causing sexual abuse or exploitation of a child through any act or failure to act. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.

Sexual abuse or exploitation is any of the following:

(1) The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:

(i) Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.(ii) Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.

(iii) Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.

(iv) Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

This paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age.

The following are per se acts of child abuse:

Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:

- Is required to register as a Tier II or Tier III sexual offender under 42 PA.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
- Has been determined to be a sexually violent predator under 42 PA.C.S. §9799.24 (relating to assessments) or any of its predecessors.
- Has been determined to be a sexually violent delinquent child as defined in 42 PA.C.S. §9799.12 (relating to definitions)

Any of the following offenses committed against a child (Criminal code)

- (i) Rape, as defined in 18 PA.C.S. § 3121 (relating to rape).
- (ii) Statutory sexual assault, as defined in 18 PA.C.S. § 3122.1 (relating to statutory sexual assault).
- (iii) Involuntary deviate sexual intercourse, as defined in 18 PA.C.S. § 3123 (relating to involuntary deviate sexual intercourse).
- (iv) Sexual assault, as defined in 18 PA.C.S. § 3124.1 (relating to sexual assault).
- (v) Institutional sexual assault, as defined in 18 PA.C.S. § 3124.2 (relating to institutional sexual assault).
- (vi) Aggravated indecent assault, as defined in 18 PA.C.S. § 3125 (relating to aggravated indecent assault).
- (vii) Indecent assault, as defined in 18 PA.C.S. § 3126 (relating to indecent assault).
- (viii) Indecent exposure, as defined in 18 PA.C.S. § 3127 (relating to indecent exposure).
- (ix) Incest, as defined in 18 PA.C.S. § 4302 (relating to incest).
- (x) Prostitution, as defined in 18 PA.C.S. § 5902 (relating to prostitution and related offenses).
- (xi) Sexual abuse, as defined in 18 PA.C.S. § 6312 (relating to sexual abuse of children).
- (xii) Unlawful contact with a minor, as defined in 18 PA.C.S. § 6318 (relating to unlawful contact with minor).
- (xiii) Sexual exploitation, as defined in 18 PA.C.S. § 6320 (relating to sexual exploitation of children).

Any recent act or failure to act is defined as occurring within the last two years.

Terms used in this policy:

Child or Youth – Any person considered a minor under the laws of the Commonwealth of Pennsylvania, that is, a person who is under 18 years of age.

Vulnerable Adult – A person 18 years of age or older who: is a resident or an inpatient of a facility, receives services from a licensed facility or a licensed home care provider; however, regardless if they are receiving services or reside in a facility, they possess a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual’s ability to adequately provide for their own care.

Mandated Reporter: Effective 12/31/14, the PA CPSL imposes a reporting mandate, or requirement, on any adult who comes into contact with children in the course of his or her work or professional practice, specifically including “clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization,” or “an individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.” These adults are known as “mandated reporters.” (as defined **CPSL Title 23 PA.C.S. Chapter 63**). **This includes volunteers, as well as staff.**

Pastor – A minister called to serve the congregation.

Safe Church Team (SCT) – Implements and enforces the Child Protection Policies. A more fully developed definition of this team is to follow.

Approved Adult – Anyone 18 years of age and older who has satisfied the requirements of the Child Protection Policy. An Approved Adult can be an employee or a non-employee of the congregation and is considered a mandated reporter if the person is 18 or older. Mandated reporters are required to report directly to authorities when abuse is suspected. Approved Adults are required to have state-specified certifications. (See Section 2 of this policy for clearances, and Section 4 for mandated reporting procedures.) Approved Adults include, but are not limited to:

- a. All employed staff
- b. Sunday school teachers and helpers
- c. Children’s Worship Leaders
- d. Vacation Bible School staff
- e. Youth Group Leaders, advisors and helpers
- f. All Children’s choir/musical directors and assistants
- g. Wednesday Nights ALIVE staff
- h. Nursery Staff
- i. Anyone else who works directly with children/youth/vulnerable adults including scout leaders and assistants

- j. Hosts and Ushers that interface with children/youth/vulnerable adults
- k. Child Protection Team members
- l. Adult Mentors for Youth

Person in Charge or Designee: Effective 12/31/14, the “Person in Charge of the Institution or their designee” is responsible for facilitating cooperation with authorities on a suspected child abuse investigation; and is also responsible for receiving notification from the mandated reporter that a suspected abuse report has been filed. For these specific purposes, the **Person in Charge** at our church is the Director of Children’s Ministries.

Youth Volunteer – Anyone 17 years or less of age that works under the supervision of two (2) approved adults.

Teaching Assistant/Helper/Adult Volunteer – A person who may or may not be a member of the congregation and who has a specific talent or experience to share with children/youth/vulnerable adults at a particular event/class. A teaching assistant’s opportunity is temporary and must be supervised by approved adults.

The Safe Church Team (SCT)

The SCT shall consist of the Director of Children’s Ministries, Coordinator for Child Protection, Christian Education Chairperson, Director of Youth Ministries and one appointed member-at-large.

The Committee will:

1. Implement and enforce this Child Protection Policy.
2. Review and make recommendations to the Christian Education Action Team for revising the policy regarding the safety of our children/youth/vulnerable adults.
3. Provide training for all staff and approved adults working with the children/youth/vulnerable adults regarding child abuse and the Child Protection Policy.
4. Maintain a list of Approved Adults and disseminate within the church congregation.
5. Monitor Approved Adults to ensure that policies are being followed.
6. Keep the Christian Education Action Team apprised of all activities of the team.
7. Be kept apprised of investigations.

The Coordinator for Child Protection will:

1. Review all applications.

2. Collect and forward requests for clearances, with cover letters, to PA State Police and PA Department of Human Services; as well as FBI Fingerprint clearances for staff, and volunteers who haven't been residents of Pennsylvania for ten years.
3. Determine whether subject is eligible for employment or as volunteer based on result of clearances and other factors. Certain convictions or founded CPS reports will result in automatic denial of placement in work with children. (See Appendix forms Approved Adult - Review of Application and Clearances, and Approved Adult - Review of Disqualifications for Application.)
4. Maintain all clearances in a locked drawer in a locked office.
5. Make available, upon request of an individual, his/her clearance reports.

The Director of Children's Ministries will:

1. Ensure that required forms are received for all applicants and proper records are maintained.
2. Receive and process reports of suspected child abuse.
3. Call meetings of SCT as often as needed, but no less than once a year.

SELECTION OF APPROVED ADULTS

To protect the children/youth/vulnerable adults in our care, the following guideline are established for those who desire to work with children/youth less than 18 years of age and with vulnerable adults.

Approved Adults must:

1. Attend regularly (2-3 times a month) Lititz Church of the Brethren for a minimum of 6 months.
2. Complete an Approved Adult application form and the required clearance forms. Clearances are required for all applicants and are paid by the Christian Education Action Team, as needed.
3. Attend a standard initial training session.
4. Sign and comply with the Child Protection Covenant.
5. Once accepted as an Approved Adult, notify the (role at your church, i.e. administrative pastor, Child Advocate, etc.) if arrested or convicted of an offense that would constitute grounds for denial of employment or volunteer work with children, or named as a perpetrator in an founded or indicated report of abuse (See Appendix Form **Review of Legal Disqualifications**). Such notification is required within 72 hours under PA law effective 12/31/14.

Required Application Forms to Become an Approved Adult (See Appendices for appropriate applications)

Forms listed below are used to apply to become an Approved Adult

1. Approved Adult Application
2. Consent/Release for return of Child Abuse Clearance to Church
3. PA State Police Request for Criminal Records Check Form
4. PA Child Abuse History Clearance Form
5. **FBI Fingerprint Record Check required for employees; and required for volunteers who have not lived in PA for the past 10 years.**

Forms listed below are used after clearances are received

6. Approved Adult - Review of Application and Clearances
7. Approved Adult – Review of Legal Disqualifications for Application in PA
8. Letter of Acceptance as an Approved Adult Child Protection Covenant

Certifications

All adult church workers “applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children,” will be required by the Child Protective Services Law (CPSL) to obtain certifications. The staff member supervising each volunteer is legally required to obtain these certifications, and is subject to prosecution for deliberately failing to do so. In compliance with this law, Lititz Church of the Brethren requires volunteers working with children and youth to obtain the following clearances before working with children/youth:

Child Abuse History Clearance Form (CY-113) (\$10)

Pennsylvania State Police Request for Criminal Record Check Form (SP4-164) (\$10)

Applicant must affirm in writing (Approved Adult Application) he/she is not disqualified from employment related to working with children {pursuant to§6344(C)},* or “has not been convicted of an offense similar in nature to those crimes listed in subsection (C) under the laws or former laws” of any other jurisdiction.

FBI Fingerprint Record Checks:

- Employees must obtain the fingerprint record regardless of duration of residence in PA.
- Volunteers who have not lived in PA for 10 years are also required to get the FBI fingerprint records check. (\$28.75 – approximate)

Currently, FBI Fingerprint Record Check information may be obtained via COGENT; see

https://www.pa.cogentid.com/index_dpw.htm to locate a fingerprint processing center near our church.

Note: Effective 12/31/14, PA State Police have responsibility to either process fingerprints directly, or designate an agent.

Effective 7/24/15, all employee certifications, including FBI, must be obtained every 60 months, with a one year period or until 12/31/15 to bring all employees current. Volunteers are required to have certifications by 8/25/15. Volunteers whose certifications are otherwise current are required to complete a Current Volunteer Statement to accept responsibility as mandated reporters and to affirm that they are

not disqualified from service working with children {pursuant to§6344(C)},* or have “not been convicted of an offense similar in nature to those crimes listed in subsection (C) under the laws or former laws” of any other jurisdiction. This Statement should be completed every 60 months as part of renewal, and includes a box to check to indicate PA residency. If the volunteer obtained such a check previously and can provide documentation of results, a new one is not required. In addition, the FBI Fingerprint record checks do not need to be repeated every 60 months for volunteers; this is a one-time check.

*See List of Disqualifiers in the appendix

Certifications may be obtained electronically, rather than completing and mailing paper forms.

- If application for clearance is filed directly and paid for by the applicant, the applicant shall provide the Director of Children’s Ministries with access to the electronic record of results, or a printed certification.
- If application for clearance is filed and paid for by the church, the Director of Children’s Ministries will receive results of the clearances directly, and provide a record of the results to the applicant.

Volunteers must submit all required certifications and internal documents prior to working with children. In lieu of obtaining new clearances, volunteers may submit copies of clearances obtained through other employment or volunteer service which are still current, defined as given within the last 60 months.

- A volunteer may be allowed to serve on a provisional basis, or for a temporary assignment, for a single period no longer than 30 days if the “volunteer is in compliance with the clearance standards under the law of the jurisdiction where the volunteer is domiciled.” An example of this would be a Vacation Bible School held at the church in which volunteers from other participating churches are helping to care for children. If the volunteers from other churches, including any located outside of PA, have met the clearance standards for wherever they live, the church may permit them to care for children for a period not to exceed 30 days. See Temporary/Provisional Volunteer Form.

Prospective employees applying for “a paid position as an employee responsible for the welfare of a child or having direct contact with children” must obtain new background checks as a condition of employment. This would include (for example) a Christian Education Director, Youth Pastor, and other church staff expected to have regular contact with children. Direct contact with children is defined by Statue as, “the care, supervision, guidance or control of children, or routine interaction with children.” Employees are required by the CPSL to obtain certifications.

Certifications will be repeated every 60 months, or as otherwise required by state law; and, after a break in service of more than one year.

Employers may employ applicants for positions where they will have contact with children, or supervise those who do, on a provisional basis for a single period of no more than 90 days, if ALL of the following conditions are met:

- Applicant has applied for all required certifications and employer has copy/documentation of

completed request

- Employer has no knowledge of anything that would disqualify the applicant {pursuant to §6344(C)}*
 - Applicant affirms in writing he/she is not disqualified from employment related to working with children {pursuant to §6344(C)},* or “has not been convicted of an offense similar in nature to those crimes listed in subsection (C) under the laws or former laws” of any other jurisdiction. (See PA Prospective Employee Statement.)
 - The employer requires that the applicant not be permitted to work alone with children, and that applicant work in the immediate vicinity of a permanent employee.
- *see List of Disqualifiers – Appendix form

If the information obtained via the required certifications reveals that the applicant is disqualified from employment, the applicant shall be immediately dismissed.

Records

Applications and related forms for staff and volunteers will be locked in a confidential file under the jurisdiction of the Director of Children’s Ministries. Certifications are confidential and will only be made available to the Director of Children’s Ministries and to the Child Protection Coordinator.

The Child Protection Coordinator is responsible for maintaining these records and following these recordkeeping steps:

1. Create and maintain a master list of all personnel and volunteers who have regular contact with children in the course of their work.
2. Determine which certifications you possess, and note the dates of the certifications on the list;
 - For staff and volunteers who have the required certifications and those reports are less than 60 months old, no new reports are required until 60 months from the date of the existing reports.
 - For such personnel and volunteers who do not have the required certifications, or in cases where the required certifications are over 60 months old, new reports are required.
3. Note on the list when the certifications need to be renewed, and note on the list the date 60 days before to initiate the process of obtaining renewed certifications;
 - New certifications are to be obtained every 60 months from the date of the existing reports.
 - New certifications are required for all personnel and volunteers who have had a one (1) year break in continuous service.
4. Retain copies of all certifications, even ones that are superseded by renewed certifications, in confidential locked files; or if certifications are obtained electronically ensure digital records are strongly password protected with limited access.

Record Retention and Management

Because any records pertaining to children and youth; and staff/volunteers who work with them, may become the subject of legal proceedings at some future date, no such records should be part of any automatic records destruction plan by the church. This includes child and youth registration and permission forms, as well as staff and volunteer clearances. Such records should only be destroyed with the written approval of the CPC, and in accordance with the state statute of limitations related to sexual abuse of minors. In PA, the statute for filing criminal and civil charges for certain types of sexual abuse of a minor extends to 50 years past the victim's 18th birthday. Records may be digitized and stored electronically, in an appropriately secure, password-protected manner.

General Guidelines for Protection of Children, Youth and Vulnerable Adults and Classroom Protection Guidelines

Lititz Church of the Brethren is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. It is the policy of the church to provide adequate supervision for all classroom activities. We also expect all employees and volunteers who work with minors to complete and submit an application to be approved adults.

To ensure that a nurturing Christian environment for children/youth/vulnerable adults is maintained within the congregation, to protect children/youth/vulnerable adults who participate in activities sponsored by the church from sexual, mental, and/or, physical abuse, and to protect the congregation's members from false allegations of abuse, the congregation has adopted the following policy:

- **Child Abuse Prohibited:** Those who accept the special responsibility of working with the congregation's children/youth/vulnerable adults shall not violate that responsibility by intentionally, knowingly or recklessly causing physical injury; mental injury; sexual abuse or serious physical neglect of children/youth; induce or fabricate medical symptoms or any other act described as child abuse described earlier in the policy.
- **Sexual Abuse Prohibited:** Those who accept the special responsibility of working with the congregation's children/youth/vulnerable adults shall not violate that responsibility by having any interaction with a child/youth/vulnerable adult where the child/youth/vulnerable adult is being used for sexual stimulation of the adult or a third person regardless of whether or not the behavior involves touching, or any other act described as sexual abuse earlier described in the policy.
- **Two Approved Adults Rule:** Two Approved Adults (unrelated when possible) should be present during any church sponsored children/youth/vulnerable adult activity. (The only exception to the "Two Approved Adults" policy is in the youth mentoring program – see full description below) In some instances, a designated adult will circulate outside the classroom area or be within easy reach to provide assistance if needed. In a mixed group, whenever possible, a male and a female Approved Adult should be present. No teacher working with children or youth shall place him/herself in a

compromising situation by being alone with a child or children/youth out of sight of other teachers or approved adult helpers.

- **Visibility:** All activities/meetings with children/youth/vulnerable adults must be conducted in a way that allows visibility, e.g. glass areas of doors should not be obstructed, curtains/blinds should be open, when possible, door should be open or a window should allow easy observation of the room. Where possible, conduct activities in a public place, with another person within sight and sound of activities.

Because abuse is sometimes perpetuated by an older, stronger child/youth/vulnerable adult, do not send two children/youth/vulnerable adult with a *four or more year age difference* to an isolated setting, e.g. bathroom, tent, empty classroom.

- **Bathroom and Diapering:**

In general, children should be encouraged to use the bathroom before and after classes or other activities when they are still in the care of their parents or guardian. If you need to take a child to the toilet, be aware of your visibility and the child's privacy, e.g. adult stands holding public bathroom door open while child enters toilet stall alone. Normally, teachers who accompany a child to the bathroom should remain outside the bathroom door while the child is inside.

Diapering: Two Approved Adults must be present when clothes or diapers are being changed. A parent can also be recruited to change clothes or diapers.

Two and Three Year Olds: An Approved Adult must accompany children to and from the bathroom and inform another adult when this takes place. The adult will assist the child ONLY when necessary. If assistance is needed, the adult must leave the stall door/bathroom door open.

Preschool-Grade 1: An Approved Adult must accompany the preschoolers to the bathroom (unless the bathroom is in the classroom). The adult will remain outside the stall and main hallway door should remain open as well. If assistance is required, the Approved Adult should encourage independence but can assist with minimal tasks if necessary (belts, snaps, etc.). At least one parent/guardian shall remain in the church while the child is Sunday school or any other official church activities. It is not permissible for a parent(s)/guardian(s) to utilize child care, Nursery, Sunday school or other activities (unless specified such as VBS) as a form of babysitting. Knowledge of where the parent/guardians will be is necessary before leaving the child in our care.

Children in Grades 2-12: Children can attend the bathroom unescorted, provided they return within a reasonable time frame. This privilege can be granted or rescinded at the teacher's discretion.

- **Empty Room Policy:** After an activity, check rooms to ensure that all participants have vacated the room.

- **Available Parent:** At least one parent/guardian shall remain in the church while the child is Sunday school or any other official church activities. It is not permissible for a parent(s)/guardian(s) to utilize child care, Nursery, Sunday school or other activities (unless specified such as VBS) as a form of babysitting while the adult leaves the building for breakfast or to run errands.
- **Expressions of Affection:** True expressions of affection toward children/youth/vulnerable adults can be a manifestation of Christ's love for all of us. A kind word of encouragement to a child/youth/vulnerable adult or a pat on the back can be a small but significant act for both the adult and the child/youth/vulnerable adult. That being said, adults must use caution and common sense when physically expressing affection toward children/youth/vulnerable adults.
 - a. Respect child/youth/vulnerable adult rights to refuse affection.
 - b. Be aware of appropriate hand placement. A child/youth/vulnerable adult or an observer could misinterpret a pat on the bottom or a bear hug. Note that a body-to-body embrace; touch on private areas, those areas covered by a bathing suit; or a kiss on the mouth is inappropriate.
 - c. Discipline of any type involving physical contact is not permitted.
- **Permission Slips:**

General - Children/youth/vulnerable adults must have permission to participate in off-site activities. Parents/Guardians of children need to fill out and sign a general permission form, which includes pertinent medical information and emergency phone numbers, and the opportunity to cross out activities in which their child is not allowed to participate. Parents/Guardians of youth must fill out the Youth Registration Form which includes all the pertinent information mentioned above in addition to an image release and release from liability. These forms will be updated every year and filed in the Director of Christian Education and Nurture's office. All permission forms are available in the Director of Christian Nurture's office.

Specific – Children/youth must have permission to participate in any overnight activity or any activity that takes place away from the church grounds. The permission must be written, signed by a parent/guardian, and must identify the activity in which the child/youth will be participating.

Medical Release forms for field trips: All youth participating in youth group or going on a field trip with either youth group or Sunday school, must have a medical release form on file (included on the Youth Registration Form) before they will be allowed to participate. Lititz Church of the Brethren requires that the Youth Registration Form be filled out at the beginning of each academic school year and kept on file in the Director of Christian Education and Nurture.

A copy of the original forms must accompany the supervising adult on each trip.

- Overnight Activity:** Overnight activities involving children/youth shall be chaperoned by at least Two Approved Unrelated Adults. Boys and girls will sleep in separate areas with at least two approved adults of the same gender directly supervising each group. Children/Youth will adhere to the rules and regulation of the Two Approved Adults while under their supervision. For various events, one approved adult may supervise only IF the youth are being dropped off at the venue and there are other approved adults present. **If the minimum level of supervision cannot be achieved, the activity must be cancelled. Decisions of this nature will be made in consultation with the Director of Christian Nurture and Director/Pastor of Youth Ministries.**
- Transportation of Children/Youth/Vulnerable Adult:** When children/youth/vulnerable adults are transported for church activities they shall be transported in groups with at least one Approved Adult in each vehicle. Never should an Approved Adult transport only one child/youth/vulnerable adult in their vehicle to an event. If at all possible the approved adult should only transport a mixed group of youth. Never should a male transport only females or a female transport only males alone. The best way to transport youth is to have two unrelated adults in the vehicle or have all the youth and advisors in one vehicle.
- Personal Vehicle Transportation:** To transport children/youth/vulnerable adult in a personal vehicle, the driver must be 21 years of age or older. Drivers must have a copy of their driver's license, registration, and proof of insurance on file in the Director of Christian Education's office or Director of Youth Ministries office. Anyone who has had their license revoked or suspended within the past five years will be ineligible to drive for youth activities.
- Adult Mentors for Youth/Youth Inquirers Process:** Mentors are used for Junior High Inquirers and Youth Ministries. This is usually a one-on-one opportunity and it carries a sacred trust. All Mentors MUST have full certifications on file and be an Approved Adult before they can mentor a youth. While on the church property, the youth and mentor must meet where they can be seen. When off the property, the mentor needs full consent from the parent of the youth to do activities one-on-one. If at any time, a mentor feels uncomfortable with mentoring a youth, the mentor must speak to the Director of Children's Ministries. The youth has the same opportunity if they feel uncomfortable with a mentor.
- Discipline Plan:** Is directed toward maximizing the growth and development of the children and is for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate discipline. Volunteers will verbalize to the child when she/he is behaving in an inappropriate manner. Volunteers will redirect a child who appears to be "headed for trouble." If a

child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardian will be asked to come to the appropriate classroom.

Nursery Protection Guidelines

The nursery of Lititz Church of the Brethren is designed to provide a place of safety and caring for our youngest church participants, while allowing their parents to participate in worship or activities. As such, the following policy is designed to protect the children, parents and volunteers who participate:

1. Parents will complete an emergency information form when their child first enters care and will also receive a copy of the Nursery Guidelines for Parents. Parents will be asked to sign a statement that they have received the guidelines and have had the opportunity to ask questions about them.
2. Parents should sign children in and out in log book each time children are delivered to care, and children will only be released to those listed on the emergency contact form.
3. Parents should label all bottles, juices, blankets, toys and any other personal belongings. Pacifiers should be attached to the child. Only dry food snacks are allowed in the nursery. Snacks containing nuts are never allowed due to allergies. Small snack items that can be choked on, such as grapes, are not permitted.
4. If a child needs to proceed to the bathroom, an approved volunteer shall accompany him/her. Stay outside the door and let the child use the toilet. If help is needed with wiping or dressing, help the child while keeping the door to the bathroom open. Encourage the child to wipe him/herself. Let the parent know that the child used the toilet and whether or not assistance was needed. Help the child wash his/her hands thoroughly with soap and running water. Wash your own hands. If a problem arises when a child needs to use the toilet, a parent will be contacted.
5. Children must be picked up immediately following the worship service or church activity and signed out in the log by a parent or a person designated on the emergency contact form.
6. At least one parent/guardian shall remain in the church while the child is in the nursery, Sunday school or any other official church activities. It is not permissible for a parent(s)/guardian(s) to utilize child care, Nursery or Sunday school as a form of babysitting while the adult leaves the building for breakfast or to run errands.
7. Should an incident occur that results in physical injury, parent(s) will be notified and an incident report will be completed.
8. Discipline Plan: Is directed toward maximizing the growth and development of the children and is for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate discipline. Volunteers will verbalize to the child when she/he is behaving in an inappropriate manner. Volunteers will redirect a child who appears to be "headed for trouble." If a child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardian will be asked to come to the nursery. Nursery volunteers WILL NOT :
 - Use corporal punishment, including spanking
 - Subject children to cruel or severe punishment, humiliation or verbal abuse

- Deny any child food as a form of punishment
- Punish any child for soiling, wetting, or not using the toilet.

Nursery Guidelines for Parents

The nursery of Lititz Church of the Brethren is designed to provide a place of safety and caring for our youngest church participants, while allowing their parents to participate in worship or activities. As such, the following policy is designed to protect the children, parents and volunteers who participate:

- Sign your child in for nursery care, using the sign in sheet provided.
- Complete an emergency form if you haven't completed one before.
- Label all bottles, juices, blankets, toys and any other personal belongings.
- Pacifiers should be attached to the child.
- Only dry food snacks are allowed in the nursery (snacks containing nuts are not permissible).
- If diapering is needed, parents will be notified that diapering was needed.
- If a child needs to use the bathroom, an approved volunteer will accompany him/him unless the parent indicates that they are to be contacted on the emergency form referenced above.
- If a child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardian will be asked to come to the nursery.
- At least one parent/guardian shall remain in the church while the child is in the nursery until worship or other official church activities have ended.
- Children must be picked up immediately following service or church activities and signed out in the log by a parent or a person designated on the emergency contact form.
- Should an incident occur that results in physical injury, parent(s) will be notified immediately.
- A complete version of the Nursery Protections Guidelines from the Safe Church Policies and Procedures Manual is available on the bulletin board in the nursery.

Key Policy

Any person who seeks possession of a key to the Lititz Church of the Brethren will have a clearly stated reason for needing a key and will be approved by the Property Commission.

1. Certain people are authorized by virtue of their position in the church to hold keys. These people include, but are not limited to: paid staff, commission chairs, property commission members, youth group leaders,

approved volunteers, Cub and Boy Scout leaders, Meals on Wheels, Lititz RecKids Preschool staff and TNT leaders. Property Commission will approve the list of positions to whom keys are given and their current holders once a year.

2. Any other person who seeks possession of a key to the church facilities will have a clearly stated reason for needing a key and will need to be approved by the Property Commission.

3. All keys shall be of a type that cannot be duplicated, in order to eliminate unauthorized reproduction.

4. The keys will be assigned by the Property Commission and their designee, following approval by them. The Property Commission designee will distribute or arrange for the distribution of the keys once they are assigned. If there is need for additional keys, the Property Commission will obtain new keys.

5. Records of key holders will be maintained by the church's Property Commission and kept on file. Keys shall be returned when the individual is no longer authorized to hold them.

6. It will be the responsibility of the Property Commission to monitor who is in possession of keys and request the return of keys from persons no longer authorized to hold them. Keys are not to be loaned to unauthorized persons, duplicated, or kept beyond the time that they are needed. Authorized Youth leaders may share a key as long as each leader has signed a Key Receipt Form and the Statement of Compliance.

7. Key holders will be required to sign a Statement of Compliance and submit a Key Receipt Form.

8. No key holder will use his/her key to access the church with a child or children not his or her own (or of whom the key holder is not a legal guardian or foster parent of) at a time when there is no church related activity being held in which the child and the key holder are involved. This is intended to prevent a situation where an adult key holder is alone with a child in the facility. In the rare case an exception is to be made to this provision, a written note from the child's parent or legal guardian must be submitted to the church office and approved by the Director of Education or Safe Church team member with the pastor's knowledge prior to entry.

Providing Community for Known Sexual Offenders

Brothers and sisters, if someone is caught in sin, you who are spiritual should restore them gently....Carry each other's burdens, and in this way you will find the law of Christ
Galatians 6:1-2

Individuals who have been adjudicated by the court or child protective services findings as sexual offenders **and/or have admitted to past sexual abuse of children** and are willing to abide by the guidelines set forth in this policy, are welcome to attend worship services and adult educational activities. Such individuals are hereafter referred to as "known sexual offenders" or "offenders".

The minimum guidelines by which any known offender may participate in the life of the congregation are set forth below, and shall be incorporated into a covenant specific for the individual offender which is to be signed by the offender prior to participation.

Depending on the circumstances and at the discretion of the SCT, additional restrictions may be incorporated into an individual covenant. If an individual is on probation or parole, specific provisions related to contact with children, participation in counseling, and others, will be incorporated into the covenant. The individual covenant may also permit participation in additional church activities (other than those involving children) should circumstances warrant.

Minimum guidelines under which a known sexual offender may participate:

1. **Offenders are expected to comply fully** with all restrictions and requirements placed upon them as a result of any legal actions, and provide the Pastor or SCT leader with copies of any judgments, conditions of parole, or other documents in which restrictions on or requirements as a result of convictions or judgments are stated.
2. **Offenders are expected to participate in a professional counseling program**, specifically addressing their abusive behaviors. Offenders will provide the name of the agency and mental health professional to the Pastor or Safe Church team leader at the time of request for participation. The offender may be asked to periodically sign a limited disclosure authorization for therapist to verify to the Pastor or SCT leader that the individual is in treatment.
3. **Offenders will not accept any leadership** or representational position within or on behalf of Lititz Church of the Brethren. **Known sexual offenders can never become Approved Adults.**
4. **The SCT will assign supervisors to any offender participating in the life of the congregation.** They will be adults who are not related to the offender. They will receive training by a professional agency, that will include information on sexual offender dynamics, the long-term impact of sexual abuse on victims, and any specific conditions related to participation under the specific covenant established. If the offender is on probation or parole, the training may need to be approved by the officer of the court handling their case.

5. **The SCT will identify a small group of “Covenant partners” for the offender(s).** This small group will provide spiritual, emotional, and practical support and will meet with the offender on a regular basis. The supervisors and “covenant partners” will not be the same individuals.
6. **The offender may participate in worship and attend adult Sunday school classes.** The SCT may designate a specific service and time for attendance. Any other activities the offender is permitted to participate in will be detailed in the covenant.
7. **A supervisor must accompany the offender at all times when on the church property.**
8. **At no time should the offender deliberately place him or herself in or remain in any location in or around the church facilities which would cause undue distress to others.**
9. **At least twice each calendar year and as otherwise requested,** the offender shall meet with and report to the designated pastor or Director of Children’s Ministries regarding status of adherence to these guidelines.
10. **If the offender should decide to relocate membership (or substantially attend) another congregation,** the designated pastor will seek to inform the leadership of that congregation of the conditions of these guidelines.

SUSPECTED CHILD ABUSE REPORTING AND RESPONSE

HOW “MANDATED” REPORTING WORKS IN PA

Anyone may report suspected child abuse. However, the PA CPSL imposes a reporting mandate, or requirement, on any adult who comes into contact with children in the course of his or her work or professional practice, specifically including “clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization,” or an “individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child”. These adults are known as “mandated reporters.”

Church staff that should be considered mandated reporters under the CPSL are those who routinely come into contact with children, including pastors, music ministers, youth directors and any other paid staff expected to come into contact with children on a regular basis, as well as their supervisors. Volunteers who accept the responsibility of caring for children (“Approved Adults” under this policy) are considered mandated reporters under the CPSL beginning December 31, 2014.

WHEN TO REPORT

The CPSL stipulates that a report is required when

- The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service;
- The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child; and,
- The mandated reporter has reasonable cause to believe that a child under the care, supervision, guidance or training of the church or the reporter, has been abused.

The following two items require a report, regardless of whether the child is under the care of the reporter, or the church:

- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

Examples of children considered by the CPSL to be **under the care or supervision of a church** would include pre-school or other students, children enrolled in child-care programs, children being “babysat” during worship services or gatherings, children participating in educational, sports, music, recreational or other church ministries such as summer camp, Bible school, youth group, etc.

The mandate to report applies to all suspected child abuse, not just abuse that has been perpetrated by someone within the church. Possible abusers could include, for example, parents, relatives, older siblings, neighbors, coaches, school teachers, family friends and other children.

A mandated reporter need not be able to determine who is responsible for the abuse, i.e., identify the alleged offender.

A mandated reporter need not make a first-hand observation of the suspected child abuse victim.

The CPSL specifically grants legal immunity to any individual who, in good faith, makes a report of suspected child abuse. Failure to report suspected abuse by a mandated reporter can result in charges and fines. A mandated reporter may also be charged as a “perpetrator” in some cases for failure to protect a child.

The new law also specifically preserves previous law on confidential communications to clergy, but that is a very narrow exception that rarely applies beyond the Catholic confessional. Persons being counseled by church staff should understand that reporting of child abuse is required by law.

REPORTING and DOCUMENTING SUSPECTED ABUSE - Overview

An overview of the action steps and the sequence in which they must be taken is provided below, with details in the following section of policy.

First: The mandated reporter must “immediately” report to Childline. **1-800-932-0313** (legal requirement)

Second: The reporter must then “immediately thereafter” inform the Director of Children’s Ministries a report has been made. (legal requirement)

Third: The reporter must complete an internal Child Abuse Incident Report and give it to Director of Children’s Ministries. (policy requirement)

Fourth The reporter must complete and file a written CY47 report with local CPS within 48 hours after making the report to Childline. (legal requirement)

Fifth: The reporter must provide a copy of the CY47 report to the Director of Children’s Ministries along with documentation of when it was filed. (policy requirement)

Sixth: The Department of Human Services (DHS) will inform the reporter of the results of the investigation no later than 3 days after it is concluded, which is generally within 30-60 days. The reporter will then inform the Director of Children’s Ministries of the results. (policy requirement)

Seventh: The Director of Children’s Ministries will note on the internal Child Abuse Incident Report the date the results were provided by the reporter, and file any related documentation. (policy requirement)

REPORTING & DOCUMENTING SUSPECTED ABUSE –Detail

An employee or an Approved Adult who has reasonable cause to suspect that a child/youth has been abused by anyone (including but not limited to the child/youth’s family, guardians, church staff member, an Approved Adult or volunteer) **or who receives a specific disclosure as previously described in this policy** shall immediately make an oral report by calling The Pennsylvania ChildLine and Abuse Registry (ChildLine) at 800-932-0313 as required by law; or, by filing an electronic report. (Note: The electronic option is to be

available by 12/31/14). The legal reporting obligation is met by contacting ChildLine. However, as of 12/31/14, there is “no wrong door” for reporting, and mandated reporters that make reports directly to local Child Protective Services or the police will not be in technical violation of the law.

The legal obligation of the mandated reporter as of 12/31/14 (including volunteers, i.e., “Approved Adults”) is to “REPORT IMMEDIATELY” to ChildLine and immediately THEREAFTER notify the Director of Children’s Ministries. The mandated reporter must provide his/her name, telephone number and email address when making the report to ChildLine.

The reporter shall then document the suspected abuse by completing a **Suspected Child Abuse Incident Report**. (See Appendix). The Director of Children’s Ministries will then have the responsibility for facilitating the cooperation of the church with the investigation of the ChildLine report.

Neither the mandated reporter nor the church is responsible for investigating or determining whether or not abuse has occurred prior to making a report. The standard under the law for reporting is that “a reasonable person has cause to believe the child has been abused.” It may be necessary to ask the child or person alleging the abuse has occurred for some clarification solely in order to determine if there is cause to believe abuse may have occurred. Detailed interviews and extensive questioning with the child and/or the alleged abuser should be conducted by legal authorities, not the church.

If a child is injured or in pain, call 911 for an ambulance.

If anyone is in immediate physical danger, call 911 for police assistance.

Following the required oral or electronic notification to ChildLine, the Lancaster County Children and Youth Agency *or* Lebanon County Children and Youth Services may also be contacted by the Pastor or Child Advocate or the reporter, as this follow-up call puts the reporter directly in touch with the persons who are familiar with the community and will be taking action on the report made to ChildLine. This may also facilitate a faster response.

Within 48 hours of the oral or electronic report to ChildLine, the mandated reporter who made the original report must complete a written or electronic report of the suspected abuse on **Form CY-47** (See Appendix), based on the mandated report and Suspected Child Abuse Incident Report of the Approved Adult or volunteer and send it to your County agency.

**Lancaster County Children and Youth
900 East King Street
Lancaster, PA 17602**

717-299-7925

**Lebanon County Children & Youth Services
Room 401, Municipal Building
400 South 8th Street
Lebanon, PA 17042-6794**

717-228-4430

after 5:00 PM & weekends

contact Emergency Mgt. Agency

717-272-2054

This is a legally required report.

The reporter shall notify the Director of Children’s Ministries of the date the written report on Form CY-47 was sent, and provide a copy for the church records. The staff person so notified may also report reasonable suspicions directly to ChildLine; however, such a report does not relieve the obligation under this policy of the original reporter to inform the Director of Children’s Ministries and complete an Incident Report. The initiative for investigating alleged abuse resides with the Department of Human Services (DHS) and/or law enforcement, and shall not be carried out by the congregation. There is no requirement that multiple reports of the same alleged incident(s) of abuse be filed by the church.

All allegations of child/youth abuse or serious physical neglect will be taken seriously by the pastor(s), Leadership Team, and the Safe Church Team. These allegations will be treated in strict confidence. All reporting steps taken will be documented, including a log of phone calls, personal visits, and written reports. Documentation should be kept in a secure file in the Church office.

All communications regarding the report of suspected child abuse shall attempt to protect the dignity and privacy of those persons affected by the report including the alleged child/youth victim and the person suspected of child abuse, while at the same time ensuring that persons in responsibility and law enforcement authorities remain fully informed. **The name of the mandated reporter and anyone who cooperates in an investigation should also remain confidential. Release of the name of the mandated reporter or anyone who cooperates in an investigation is prohibited by law.**

Follow-up, investigation, documentation:

1. Following placement of the call to report suspected abuse to ChildLine, the Director of Children’s Ministries will inform the parent (provided that **neither** of the custodial parents is suspected of abuse), **being careful not to reveal the identity of the mandated reporter. If the alleged abuser is a custodial parent, or resides in the same household as the child, his or her first contact about the allegation should come from either Child & Youth Services or the police, not the church.**
2. The church should not enter into discussion with the alleged abuser after a report has been filed and during the course of the legal investigation about the details of the complaint. The alleged abuser will be removed from any position in which he or she has supervisory authority over children pending the completion of the investigation.
3. The insurance company and Atlantic Northeast District should be contacted after the report is filed as a matter of routine practice if the alleged abuse involves a staff person, if the abuse occurred on church property, or if the abuse involved a volunteer caregiver. The alleged abuser will have his/her ministry restricted to exclude contact with children immediately; and if employed by the church, may be placed on paid leave for a designated period of time during the investigation.
4. The Human Services has 3 days from the date it receives the “results” of the investigation based on the report to inform the mandated reporter (NOT the church) as to:
 - the final status of the child abuse report, in other words, whether it is indicated, founded or unfounded and

- any services provided, arranged for or to be provided by the county agency to protect the child.

In accordance with this policy, the mandated reporter will share the above with Director of Children’s Ministries as soon as practicable after receiving results from DPW. Investigations are to be concluded by CPS in 30 or 60 days. The Director of Children’s Ministries will indicate in the space provided on the Suspected Child Abuse Incident Report the date that the mandated reporter provided the information (if applicable) and file any documentation with the report.

5. If an incident is reported that does not rise to the level of making a mandated report, the Director of Children’s Ministries will inform the child’s parent(s) or guardian(s) of the concern and document the meeting.

Information

1. The extent to which information will be shared with the congregation will be determined by the Leadership Team Chair or Moderator, and others as appropriate. The input of the District Executive may be sought and, if pastoral staff is involved, the District Ministry Commission may be consulted in making this decision. **The identity of the victim and the mandated reporter are confidential by law and it is legally prohibited to share their identities.**
2. The Director of Children’s Ministries or Lead Pastor will act as the official spokesperson for the congregation. Only the authorized person or persons may speak for the congregation to the news media, government agencies, attorneys, or others.

Continuing the ministry of the Church

1. Pastoral support will be offered to all parties involved, including those who have made the complaint, the alleged abuser, the families of both, and the congregation. Decisions about how this support will be given will be made by pastoral staff.
2. If the allegations involve pastoral staff, the ministry of the church will need to be maintained while the issue is being addressed. Decisions regarding how this will be accomplished will be made by the Leadership Team with assistance from the District Ministry Commission.

RESPONSE TO ALLEGATIONS/ADMISSIONS; OR CRIMINAL CHARGES

Persons who admit to or plead guilty to or are convicted in a court of law of any form of physical or sexual abuse of a child/youth will be immediately, permanently, and completely disqualified by the Safe Church Team (SCT) from working with children/youth in the congregation. Persons who admit to a Pastor or any member of the CPC any type of physical or sexual abuse of a child/youth but who have not appeared in a court of law will be disqualified from working with children/youth in the congregation.

Allegations of sexual or physical abuse of anyone shall disqualify any person from working with children/youth until an investigation is completed. If an arrest has been made and charges filed by the police for any violent crime, including any physical or sexual abuse of anyone, the volunteer or staff person will be immediately removed from any susceptible environments with children or vulnerable populations until the investigation and legal process are complete. This serves not only as protection to children and vulnerable others but also as protection for the person alleged to have transgressed, as such a person is often highly vulnerable to accusations of inappropriate conduct based on perception of risk, which may or may not be well-founded. An Approved Adult or staff member who is under investigation for alleged abuse, or criminally charged for an offense involving a child is required to notify the CPC or a supervising staff member as soon as the investigation begins.

The CPC may temporarily or permanently disqualify any person(s) from working with children/youth, as the committee deems appropriate. Effective 12/31/14, certain offenses automatically disqualify anyone from working in a paid or unpaid position with children. (SEE APPENDIX FORM: Approved Adult - Review of Legal Disqualifications for Application)

Violations of Child Protection Policy

Alleged violations of the policy, other than abuse, shall be immediately reported to the Safe Church Team (SCT). The SCT will investigate the alleged violations of the policy. If a person(s) is found to be in violation of the policy, the SCT will determine what disqualification or disciplinary action, if any, is necessary.

TRAINING AND EDUCATION

POLICY ON EDUCATION AND TRAINING

This policy will be available to the entire congregation in a manner and at a web-based and/or physical location easily accessible. New members will be directed to the web or physical location, and/or given a copy of the policy.

In order to be an approved adult, a volunteer or staff member must participate in an initial training that covers recognizing and responding to child abuse, mandated reporting requirements, and church guidelines and practices. A refresher course for all approved adults will be held at least every (three) years. Volunteers or staff who cannot attend sessions in person will be required to review a tape (video, audio), a power point of the training or a one-on-one with the Director of Children's Ministries prior to serving with children/youth/vulnerable adults. Adults will not be approved to take care of children/youth/vulnerable adults until after they have completed the required training.

All approved adults and staff will receive a full copy of the Child/Youth Protection Policy and Guidelines, sign a Statement of Compliance and sign a Child Protection Covenant.

PROCEDURES FOR EDUCATION AND TRAINING

Staff and Volunteers

1. Training will be offered on an ongoing basis. It will be considered a mandatory part of volunteer training and employee orientation.
2. Once an individual has participated in the initial training, a refresher training of at least one hour will be required every (three) years to ensure that the individual's knowledge is current and accurate.
3. The church's Child Protection Coordinator will maintain a record of who has received training and the dates and these files will be kept in the church office in a locked drawer.
4. Training will include the use of professional training materials on child abuse, including specific information about child sexual abuse, behavioral signs, and how to respond to a disclosure; the grooming process sexual offenders often use to engage children; a review of policies and procedures that are specific to Lititz Church of the Brethren and pertinent to the work in which the employee or volunteer will be involved, information about mandated reporting and instruction in the use and completion of the various forms.

Parents and other Congregants

Child Abuse Awareness education will be offered at least once each year for parents and other congregants, and shall include information about the spiritual, as well as psychological and physical, impact of abuse. The educational sessions may be at least one hour in length, may be provided in various formats, such as an adult education class, a whole-congregation meeting, a special workshop in the evening or weekend, etc.

Children and Youth

Christian Education curriculums on healthy physical, emotional, and sexual boundaries, including sexual abuse prevention, shall be offered for several weeks at least once every 2 years. The purpose is to provide our children and teens with the opportunity to receive age-appropriate information in a faith-based context to help them to recognize inappropriate conduct on the part of an adult or older child, and to empower them to say no, and tell a "safe adult" at church, home, school. Teachers will be provided with any needed training, as well as curriculum material, to use.

Supervisors of Sexual Offenders

Should the church decide to welcome a known sexual offender into fellowship in accordance with the guidelines established in this policy, a group of supervisors will receive at minimum 3 hours of training to include the following items prior to welcoming the offender to the congregation. If the offender is

currently on probation or parole, permission by the supervising county office, to include the offender, as well as their approval of the organization providing the training and the curriculum, may be required.

1. Dynamics of sexual offending (blame, impulsiveness, denial, deception; role of fantasies.)

- Summary information about different types of offenders
- General characteristics of a pedophile, lifestyle issues, access to victims, orientation
- The grooming process
- Sex offense therapy (brief overview) – Use of polygraph

2. Dynamics of victimization (shame, secrecy, trauma symptoms)

- Defining child sexual abuse under PA CPSL
- Long and Short Term Consequences of child sexual abuse

3. Role of the supervisor

- Close Accompaniment of offender while on church property
- Assure no contact with children, including verbal/emotional/physical
- Monitor offender compliance with policy & covenant guidelines
- Offender may not attend church events without a supervisor present.

4. Specific information about the particular offender, including any terms of probation or parole, and guidelines agreed to by covenant with the church.

The church will inform membership of the inclusion of known sexual offender and the agreed upon guidelines using various means of communication.

Use of Facilities by Outside Organizations

Outside groups and organizations using the church facilities on a recurring basis where children are on-site as part of the organizational activity are to be made aware of this policy and must adhere to it or must provide evidence of their own policy and procedures, subject to review and acceptance by Lititz Church of the Brethren.

- **If their policy does not include a “two adult” rule; certifications and training for volunteers; procedures for immediate reporting of suspected child abuse to Childline; and a prohibition on adults being alone in the facility with a child not their own, the organization is required to comply with these provisions.**

An adult representative of any outside group will be required to sign a Statement of Compliance for the sponsoring organization before use of the facilities will be granted.

Provisional Certifications for Volunteers

In cases where one or more volunteers will be serving with children on a short-term basis of less than 30 days, or are coming from outside the church to work on a specific church project working with children, these volunteers will not be required to become Approved Adults or get new clearances as long as they are “in compliance with the clearance standards under the law of the jurisdiction where the volunteer is domiciled.” If the short-term volunteer has clearances from employment or other service in the state where he/she lives which would allow work with children in that state, the Temporary/Provisional Volunteer Form should be completed, and that will be sufficient to allow the volunteer to work with children in this church for that short time.

APPENDIX – Listing of Forms

1. APPROVED ADULT – Application
2. APPROVED ADULT – Review of Application and Clearances
3. APPROVED ADULT – Review of Disqualifications for Application
4. APPROVED ADULT – Covenant of Child Protection
5. APPROVED ADULT – Letter of Acceptance
6. APPROVED ADULT – PA Prospective Employee Statement
7. CLEARANCES – PA State Police Criminal Record Check
8. CLEARANCES – PA Child Abuse History and Instructions
9. CLEARANCES – Consent/Release Form for return of PA Child Abuse History
10. CLEARANCES INSTRUCTIONS – Consent/Release for return of Child Abuse History
11. CLEARANCES - Information on background checks and FBI fingerprinting
12. CURRENT VOLUNTEER STATEMENT PA
13. NURSERY Guidelines
14. NURSERY Registration, Medical Information & Release
15. NURSERY Sign In Sheet
16. PARENTAL PERMISSION for Special Activities
17. REGISTRATION, Medical Information & Release, General Permission – Children & Youth
18. KEY Receipt Form
19. OFFENDER Covenant for Participation in Congregation
20. REPORT Internal Church form - Suspected Child Abuse
21. REPORT of Suspected Child Abuse – State Form CY47
22. STATEMENT of Safe Church Compliance for Organizations using Church facilities
23. TEMPORARY VOLUNTEER FORM PA

Revised 10-22-14

APPLICATION TO BECOME AN APPROVED ADULT

This application is a mandatory part of the process to assist the congregation in providing a safe, nurturing Christian environment for our children/youth/vulnerable adults. Persons responsible for the supervision and care of our children/youth/vulnerable adults are in a special position of trust and confidence. Therefore, all adults (18 years of age and older) seeking to work with the children/youth/vulnerable adults of Lititz Church of the Brethren, Lititz, PA must complete this application.

Personal Information

Please attach a copy of your driver’s license to this form.

Name _____ Date of Application _____

Address _____

Telephone _____ Cell Number _____ Work Number _____

Email Address _____

Before answering the next set of questions on this application, please read the Child Protection Policy of Lititz Church of the Brethren, Lititz, PA.

- 1. Is there any reason why you should not work with children/youth? Yes No

If yes, please explain: _____

- 2. Have you ever, physically, mentally, sexually abused a child/youth (a person less than 18 years of age)?

Yes No

If yes, please explain: _____

- 3. Have you ever been accused of abusing a child/youth? Yes No

If yes, please explain:

4. Have you ever been involved in a child abuse investigation as a witness, alleged victim, or alleged abuser?

Yes No

If yes, please explain: _____

5. Have you ever been arrested for, convicted of, or plead guilty to a criminal offense against a person?

Yes No

If yes, please explain: _____

Church Related Work

List your talents, training, education, etc., that might help enrich the lives of our children/youth.

1. Describe the type of work you prefer.

2. Names and addresses of the churches (if any) of which you are now a member, if other than this congregation.

3. Names and addresses of all the churches you have attended on a regular basis at any time during the last five years.

4. Describe any church work you have done with children/youth during the last five years. Include the church's name, city and year(s) of participation.

5. Describe any non-church related work you have done with children/youth during the last five years. Include the organization's name, city and year(s) of participation.

I agree that the information contained in this application is correct to the best of my knowledge.

Applicant's Signature _____

Date _____

APPLICANT'S PERMISSION FOR THE DISCLOSURE OF INFORMATION ABOUT THE APPLICANT AND APPLICANT'S RELEASE OF ALL CLAIMS AGAINST PERSONS OR ENTITIES THAT DISCLOSE INFORMATION OR GIVE OPINIONS ABOUT THE APPLICANT.

I understand and agree that the Lititz Church of the Brethren (LCOB) Children's/Youth Ministries may contact the churches identified above and others who may be identified by those listed above. I authorize these churches or others to give LCOB any information (including opinions) that they may have regarding my character or fitness for work with children/youth. I also understand and agree that law enforcement authorities or any other person or entity with access to records of criminal arrests or convictions may be contacted during the consideration of this application. I authorize these law enforcement authorities or any other person or entity to provide information regarding criminal arrests or convictions. In consideration of the receipt and evaluation of this application by Children's/Youth Ministries with the Director of Christian Nurture, I hereby release Lititz Church of the Brethren and any individual church, youth organization, employer, reference, or any other person or entity, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of any person's or entity's disclosure of information about me or the expression of an opinion about me.

Lititz Church of the Brethren
300 W. Orange St. Lititz, PA 17543

I understand that as a volunteer working with children/youth, I am required to complete a PA Criminal Records check and a PA Child Abuse clearance, as well as an FBI fingerprint record check if I have not been a resident of PA for the last 10 years. I also understand that I will be a mandated reporter, required by state law to report to proper authorities any suspected child abuse I become aware of in my duties. I understand that I will be given training in how to recognize child abuse, and how to properly report it. I understand that I am legally required to make such a report when necessary, and that failure to do so carries criminal penalties as well as risking injury to a child.

I swear that I am not disqualified from service as a volunteer pursuant to §6344(C) [see attached list] or have not been convicted of an offense similar in nature to those crimes listed in §6344(C) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that I am required by law to notify the Lititz Church of the Brethren in writing within 72 hours if I am arrested or convicted of a criminal offense involving child abuse [§6344(C), see attached list], or if I am named as a perpetrator of an indicated or founded child abuse report.

CHECK ONE:

- I have been a resident of PA for the last 10 years
- I have not been a resident of PA for the last 10 years

I further state that I have carefully read the foregoing release and understand its content. I am signing this statement freely and voluntarily.

Applicant's Signature _____ Date _____

I acknowledge that the above named applicant has appeared before me and produced an original Social Security card or other acceptable form of identification bearing a Social Security number.

Reviewer: _____ Date: _____

Applicant's Signature _____ Date _____

APPROVED ADULT - REVIEW OF LEGAL DISQUALIFICATIONS

FOR APPLICATION IN PA §6344(C)

THE FOLLOWING WILL PERMANENTLY DISQUALIFY AN APPLICANT FROM SERVING AS A VOLUNTEER OR PAID STAFF MEMBER WORKING WITH CHILDREN OR YOUTH:

Convicted of an offense under one or more of the following provisions of 18 Pa.C.S. (relating to crimes and offenses):

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301(a)(1)(ii) (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this section.

WITHIN THE PRECEDING FIVE (5) YEARS:

Identified in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

Information under section 6344(b) indicates that the person has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act committed within the five-year period immediately preceding verification pursuant to this section.

An organization is not prohibited from requiring additional screening measures, or from establishing additional criteria, including conviction of other crimes, in making decisions related to adults working with children. Some additional *offenses the church may elect to treat as disqualifying for a period of years or permanently, although they are not required by law, include:

*Section 2910 (relating to luring a child into a motor vehicle or structure).

Section 3124.2 (relating to institutional sexual assault).

Section 3129 (relating to sexual intercourse with animal).

Section 6318 (relating to unlawful contact with minor).

Section 6319 (relating to solicitation of minors to traffic drugs).

Section 6320 (relating to sexual exploitation of children).

Conviction of an offense similar in nature to those crimes listed in paragraph (1) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Convicted of a misdemeanor of the first degree for a crime, other than those enumerated under subsection (a), where the victim is a child; or

Identified in the statewide database as a perpetrator of a founded report of child abuse.

Identified in the statewide database as a perpetrator of an indicated report of child abuse.

Child Protection Covenant

I accept the responsibility to nurture the Christian faith and well-being of the children/youth and vulnerable adults of the Lititz Church of the Brethren and to care for them as Christ cares for me.

“I will tend the flock of God that in my charge willingly,, as God would have me do it...” I Peter 5:2

I have read, understand, and agree to abide by the Child Protection Policy of the Lititz Church of the Brethren.

Signature of Staff/Volunteer Staff

Date

Signature of Witness

Date

Lititz Church of the Brethren
 300 W. Orange St.
 Lititz, PA 17543

CURRENT VOLUNTEER STATEMENT

Applicant Name: (please print!) _____

I understand that as a volunteer working with children/youth, I am required to complete a PA Criminal Records check and a PA Child Abuse clearance, as well as an FBI fingerprint record check if I have not been a resident of PA for the last 10 years (these clearances need to be renewed every 36 months). I also understand that I will be a mandated reporter, required by state law to report to proper authorities any suspected child abuse I become aware of in my duties. I understand that I will be given training in how to recognize child abuse, and how to properly report it. I understand that I am legally required to make such a report when necessary, and that failure to do so carries criminal penalties as well as risking injury to a child.

I swear that I am not disqualified from service as a volunteer pursuant to §6344(C) [see attached list] or have not been convicted of an offense similar in nature to those crimes listed in §6344(C) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that I am required by law to notify the church in writing within 72 hours if I am arrested or convicted of a criminal offense involving child abuse [§6344(C), see attached list], or if I am named as a perpetrator of an indicated or founded child abuse report.

I further state that I have carefully read the foregoing release and understand its content. I am signing this statement freely and voluntarily.

CHECK ONE:

- I have been a resident of PA for the last 10 years
- *I have not been a resident of PA for the last 10 years

Applicant's Signature _____ Date _____

This form is to be used by current volunteers whose clearances do not need to be renewed before July 1, 2015 and at each renewal by all volunteers. *A prospective volunteer should complete the Approved Adult application, which includes this same language.

10-15-14

PA Prospective Employee Statement

I swear that I am not disqualified from employment working with children, pursuant to §6344(C) [see attached list] or have not been convicted of an offense similar in nature to those crimes listed in §6344(C) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that I am required by law to notify the church in writing within 72 hours if I am arrested or convicted of a criminal offense involving child abuse [§6344(C), see attached list], or if I am named as a perpetrator of an indicated or founded child abuse report.

I further state that I have carefully read the foregoing release and understand its content. I am signing this statement freely and voluntarily.

Applicant’s Signature _____ Date _____

This statement may be used as an attachment to an Application for Employment, or it can become a part of an Application for Employment. Be sure to attach the List of Disqualifiers form to this document, whether it is free-standing or a part of an Application for Employment.

Sample Letter to Approved Adult

Dear,

I am pleased to inform you that you have successfully completed the procedure to become an Approved Adult for the Lititz Church of the Brethren Child Protection process. After completing the required training session, you will then be able to participate in the exciting ministries that Lititz Church of the Brethren provides our child, youth and vulnerable adults.

As you prepare to serve in the children, youth or vulnerable adult ministries of Lititz Church of the Brethren, I would suggest you continue to become familiar with the congregation's Child Protection Policy so that you may do your particular ministry in a safe, protective, and caring environment.

If you have any questions about the policy, please feel free to discuss them with me or the Director of Christian Nurture at any time. Thank you for saying "yes" to serve our children, youth and/or vulnerable adult ministries.

In Christ's Service,

Pam Martin,
Child Protection Coordinator

Lititz Church of the Brethren Safe Church Team:
Carol Kurl, Chair of Christian Education Commission
Janet C. Myers, Director of Children's Ministries
Pam Martin, Coordinator for Child Protection (Certifications)
Jeff Keller, Director of Youth Ministries
Chris Charles, Member at Large

Child Registration Form
Lititz Church of the Brethren, Lititz, PA

Program Year 20__ to 20__
All Information is kept confidential and in a locked file.

1. Name of Child: _____ DOB: _____ Age: _____
Grade: _____ School: _____

2. Name of Child: _____ DOB: _____ Age: _____
Grade: _____ School: _____

3. Name of Child: _____ DOB: _____ Age: _____
Grade: _____ School: _____

How and when is it best to communicate with you? _____

Parent/Guardian: _____

Address: _____
(Street) (Town) (State) (Zip)

Phone: (home) _____ (Dad Cell Phone) _____
(Mom's Cell Phone) _____

How late can you be called? _____

Parent Email: _____

+++++
General Field Trip Permission: I hereby give permission for the youth listed above to accompany his/her church group on field trip events as planned by Lititz Church of the Brethren throughout the 20__ to 20__ school year. I will be notified in advance of specific individual events/activities and will complete, sign and return permission forms.

Child name/names: _____

Parent/Guardian Name (Please Print): _____

Day phone #: _____ Evening phone #: _____

Emergency contact person: _____ Phone # _____

Relationship to Child: _____

Parent/Guardian Signature: _____ Date: _____

+++++
Medical Release: I, the undersigned parent/guardian of _____
Do hereby give permission for any Lititz Church of the Brethren chaperone or youth advisor/leader who is certified in CPR to administer basic first aid to my child and to take him/her to a hospital for medical

treatment when I cannot be reached or when delay would be dangerous to my child’s health. I consent to any examination, x-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care that may be rendered to said minor, under the general specific instructions of _____(name of participant’s physician) or if unavailable, by an on-call physician at the hospital or clinic. It is understood that this consent is given in advance of any specific diagnosis or treatment and is given to encourage those persons who have temporary custody of my child, in my absence, and said physician to exercise their best judgment as to the requirements of such diagnosis or said medical treatment. Delivered to said persons with the care, custody, and control of said minor, this consent will remain effective until the _____day of _____ of 20___. I understand that any and all medical expenses incurred are my responsibility and that there is no medical coverage provided by Lititz Church of the Brethren.

Further, as parent/guardian of the names above, I do hereby consent that my child may receive emergency medical treatment from any physician, hospital, or other medical center without necessity of first notifying me, and do further agree to hold blameless any physician, hospital or other medical center for rendering such services.

Signature of Parent/Guardian: _____ Date: _____

Witness: _____

NOTE: A COPY OF THIS FORM WILL BE TAKEN ON EVERY ACTIVITY, FIELD TRIP OR OVERNIGHT EVENT THAT THIS YOUTH ATTENDS.

+++++
MEDICAL DATA – Please list any medical issues and conditions that we would need to be aware of regarding your child(ren).

Physician: _____ Phone #: _____

Medical Insurance Name: _____

ID#: _____ Group # _____

+++++
Image Release: I grant permission for my child/children to be included in Lititz Church of the Brethren, Lititz, PA publications including, but not limited to print, video, and website as it relates to Lititz Church of the Brethren.

Parent/Guardian Signature: _____ Date: _____

Liability Release: I release, forever discharge, agree to hold harmless, and indemnify Lititz Church of the Brethren, Lititz, PA and the representatives thereof from any and all liability, claims or demands for personal injury, sickness, or death, as well as property damages and expenses of any nature whatsoever which may be

incurred by my child/children or for which my child/children may be liable to others in the course of participation on the church activities.

Parent/Guardian Signature: _____ Date: _____

I have received a copy of the Child Protection Policy ____Yes ____No
Youth Registration Form

Lititz Church of the Brethren, Lititz, PA
Program Year 20__ to 20__
All Information is kept confidential and in a locked file.

1. Name of Youth: _____ DOB: _____ Age: _____
Grade: ____ School: _____ Cell Phone #: _____
Youth Email: _____ Are you on Facebook? Yes No
Are you on Twitter? Yes No How is it best to communicate with you? _____

2. Name of Youth: _____ DOB: _____ Age: _____
Grade: ____ School: _____ Cell phone #: _____
Youth Email: _____ Are you on Facebook? Yes No
Are you on Twitter? Yes No How is it best to communicate with you? _____

3. Name of Youth: _____ DOB: _____ Age: _____
Grade: ____ School: _____ Cell phone #: _____
Youth Email: _____ Are you on Facebook? Yes No
Are you on Twitter? Yes No How is it best to communicate with you? _____

Parent/Guardian: _____

Address: _____
(Street) (Town) (State) (Zip)

Phone: (home) _____ (cell phone) _____

How late can you be called? _____

Parent Email: _____

+++++
General Field Trip Permission: I hereby give permission for the youth listed above to accompany his/her church group on field trip events as planned by Lititz Church of the Brethren throughout the 20__ to 20__ school year. I will be notified in advance of specific individual events/activities and will complete, sign and return permission forms.

Youth name/names: _____

Parent/Guardian Name (Please Print): _____

Day phone #: _____ Evening phone #: _____

Emergency contact person: _____ Phone # _____

Relationship to youth: _____

Parent/Guardian Signature: _____ Date: _____

+++++

Medical Release: I, the undersigned parent/guardian of _____

Do hereby give permission for any Lititz Church of the Brethren chaperone or youth advisor/leader who is certified in CPR to administer basic first aid to my child and to take him/her to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to my child's health. I consent to any examination, x-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care that may be rendered to said minor, under the general specific instructions of _____ (name of participant's physician) or if unavailable, by an on-call physician at the hospital or clinic. It is understood that this consent is given in advance of any specific diagnosis or treatment and is given to encourage those persons who have temporary custody of my child, in my absence, and said physician to exercise their best judgment as to the requirements of such diagnosis or said medical treatment. Delivered to said persons with the care, custody, and control of said minor, this consent will remain effective until the _____ day of _____ of 20___. I understand that any and all medical expenses incurred are my responsibility and that there is no medical coverage provided by Lititz Church of the Brethren.

Further, as parent/guardian of the names above, I do hereby consent that my child may receive emergency medical treatment from any physician, hospital, or other medical center without necessity of first notifying me, and do further agree to hold blameless any physician, hospital or other medical center for rendering such services.

Signature of Parent/Guardian: _____ Date: _____

Witness: _____

NOTE: A COPY OF THIS FORM WILL BE TAKEN ON EVERY ACTIVITY, FIELD TRIP OR OVERNIGHT EVENT THAT THIS YOUTH ATTENDS.

+++++

MEDICAL DATA

Physician: _____ Phone #: _____

Medical Insurance Name: _____

ID#: _____ Group # _____

Health History:

1. Youth Name: _____ DOB _____

Check those that apply:

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Allergies (check all that apply) | |
| <input type="checkbox"/> Convulsions | <input type="checkbox"/> Animals | <input type="checkbox"/> Hay Fever |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Insect Stings | <input type="checkbox"/> Pollen |
| <input type="checkbox"/> Ear Infections | <input type="checkbox"/> Plants | <input type="checkbox"/> Food |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Medicine/Drugs, specify _____ | |

<input type="checkbox"/> Heart Disease/Defects	<input type="checkbox"/> Other Allergies, specify _____
<input type="checkbox"/> Emotional Issues	<input type="checkbox"/> Nosebleeds <input type="checkbox"/> Wears Glasses
<input type="checkbox"/> Fainting	<input type="checkbox"/> Motion Sickness <input type="checkbox"/> Wears Contacts
<input type="checkbox"/> Sleep Walking	<input type="checkbox"/> Menstrual Issues <input type="checkbox"/> Hearing Impaired
<input type="checkbox"/> Special Dietary Regimen, specify _____	
<input type="checkbox"/> Other, specify _____	

2. Youth Name: _____ DOB _____

Check those that apply:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Allergies (check all that apply)
<input type="checkbox"/> Convulsions	<input type="checkbox"/> Animals <input type="checkbox"/> Hay Fever
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Insect Sings <input type="checkbox"/> Pollen
<input type="checkbox"/> Ear Infections	<input type="checkbox"/> Plants <input type="checkbox"/> Food
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Medicine/Drugs, specify _____
<input type="checkbox"/> Heart Disease/Defects	<input type="checkbox"/> Other Allergies, specify _____
<input type="checkbox"/> Emotional Issues	<input type="checkbox"/> Nosebleeds <input type="checkbox"/> Wears Glasses
<input type="checkbox"/> Fainting	<input type="checkbox"/> Motion Sickness <input type="checkbox"/> Wears Contacts
<input type="checkbox"/> Sleep Walking	<input type="checkbox"/> Menstrual Issues <input type="checkbox"/> Hearing Impaired
<input type="checkbox"/> Special Dietary Regimen, specify _____	
<input type="checkbox"/> Other, specify _____	

3. Youth Name: _____ DOB _____

Check those that apply:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Allergies (check all that apply)
<input type="checkbox"/> Convulsions	<input type="checkbox"/> Animals <input type="checkbox"/> Hay Fever
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Insect Sings <input type="checkbox"/> Pollen
<input type="checkbox"/> Ear Infections	<input type="checkbox"/> Plants <input type="checkbox"/> Food
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Medicine/Drugs, specify _____
<input type="checkbox"/> Heart Disease/Defects	<input type="checkbox"/> Other Allergies, specify _____
<input type="checkbox"/> Emotional Issues	<input type="checkbox"/> Nosebleeds <input type="checkbox"/> Wears Glasses
<input type="checkbox"/> Fainting	<input type="checkbox"/> Motion Sickness <input type="checkbox"/> Wears Contacts
<input type="checkbox"/> Sleep Walking	<input type="checkbox"/> Menstrual Issues <input type="checkbox"/> Hearing Impaired
<input type="checkbox"/> Special Dietary Regimen, specify _____	
<input type="checkbox"/> Other, specify _____	

+++++

Image Release: I grant permission for my child/children to be included in Lititz Church of the Brethren, Lititz, PA publications including, but not limited to print, video, and website as it relates to Lititz Church of the Brethren.

Parent/Guardian Signature: _____ Date: _____

Liability Release: I release, forever discharge, agree to hold harmless, and indemnify Lititz Church of the Brethren, Lititz, PA and the representatives thereof from any and all liability, claims or demands for personal injury, sickness, or death, as well as property damages and expenses of any nature whatsoever which may be incurred by my child/children or for which my child/children may be liable to others in the course of participation on the church activities.

Parent/Guardian Signature: _____

I have received a copy of the Child Protection Policy ____Yes ____No

Nursery Information, Emergency Information and Release Form for Lititz CoB

Child's Name _____ Birthdate _____

Home Address _____

City _____ State _____ Zip Code _____

Father's Name _____

Mother's Name _____

Medical Information: (allergies to food, medication or other concerns)

Snacks my child may have that have been provided in their bag:

If diapering is needed, parents will be informed at pick up. If you prefer that only you as their parent change their diapers, please check here .

If my child needs to use the bathroom, the staff will assist according to our Child Protection Policy. If you would prefer to take care of these needs and wish to be contacted, please check here .

I, by my signature, give any and all Lititz Church of the Brethren approved adult volunteers permission to treat my child/children for minor injuries and if need be to provide for emergency medical care in the event that I cannot be located immediately. I also agree that I will not hold Lititz Church of the Brethren or its representatives responsible for any accident that may occur in the church building or on its premises.

Doctor's Name _____ Phone _____

Other specific requests or information about my child, including additional emergency contact, in the event a parent/guardian cannot be located.

Authorized persons to pick up child(ren) [Must be over 18 years of age] _____

I have received a copy of the Child Protection Policy? ____ Yes ____ No

Parent Signature _____ Date _____

Key Receipt Form

I understand that, as a person with a key(s) to Lititz Church of the Brethren, I am responsible for maintaining the safety of the Church environment while any property and/or facility of Lititz Church of the Brethren unlocked by the key(s) I hold.

I agree to be entirely responsible for the security of the key(s) and to:

- Not lend the key(s) to anyone, unless authorized by Church Council and the person signs this form;
- Not duplicate the key(s) for any reason;
- Not tag or otherwise identify the key(s) as providing access to any property and/or facility of Lititz Church of the Brethren.

I understand that I am not to be alone in any room or secluded area on Lititz Church of the Brethren property at any time with a child or youth that is not my own or a relative without parental permission.

- Return the key(s) when I no longer have the responsibility that created a need to have the key(s) or when an authorized representative of Lititz Church of the Brethren requests such return.

If any property and/or facility of Lititz Church of the Brethren is unlocked by the key that I hold, I will be the last one out of the building and will check that ALL doors are locked, OR I will notify other Church representatives who are still in the building that I am leaving.

I understand that failure to comply with any of the provisions set forth in the Safe Church Policies and Procedures manual or this Key Receipt Form may result in the loss of my privilege to be a key holder.

Name (please print): _____

Home Phone: () _____ Daytime Phone, if different: () _____

Signature: _____ Date: _____

An additional holder of a single key assigned, which might be shared for reasons only after approval by Property Commission, must sign below and adhere to the same direction as outlined above. It is understood

that failure to comply with any of the provisions set forth in the Safe Church Policies and Procedures manual or this Key Receipt Form may result in the loss of my privilege to be a key holder.

Name (please print): _____

Home Phone: () _____ Daytime Phone, if different: () _____

Signature: _____ Date: _____

Date Key Returned: _____

Signature of Key holder: _____

Signature of Authorized Representative of Lititz CoB: _____

Sexual Offender Covenant for Participation in the Congregation

I acknowledge that I have received and read the Child and Youth Protection Policy of Lititz Church of the Brethren and I agree to comply with all its provisions.

By signing this covenant, I further agree to abide by the guidelines set forth in the policy in the section regarding providing community for known sexual offenders and detailed below; and any additional restrictions specified below.

1. I will comply fully with all restrictions and requirements placed upon me as a result of any legal actions, and provide the designated Pastor or Safe Church Team with copies of any judgments, conditions of parole, or other documents in which restrictions on or requirements as a result of convictions or judgments are stated.

I am currently on probation or parole: YES NO If YES, complete the following:

- Conditions include "No contact with children" YES NO
- Conditions include participation in a mental health treatment program YES NO

The name and contact information for my parole/probation officer is listed below.

2. I will cooperate with the church supervisor(s) assigned to accompany me while I am on church property.

3. I will faithfully attend meetings organized by my "covenant partners" on a regular basis. Such meetings will occur no less than monthly.

4. I acknowledge my attendance is limited to:

- Worship Services and Adult Education classes as follows: (List specific services/times).
- List any other permitted activities here: _____

At no time will I deliberately place myself in or remain in any location in or around the church facilities which would cause undue distress to others, particularly areas with children. I understand that a child is anyone under the age of 18 years.

5. At least twice each calendar year and as otherwise requested, I will meet with and report to the (designated pastor or Safe Church Team member) regarding status of adherence to these guidelines.

6. **If I should decide to relocate membership (or substantially attend) another congregation, I** understand that Lititz Church of the Brethren will seek to inform the leadership of that congregation of the conditions of these guidelines.

7. **I will participate in counseling with a licensed professional counselor** experienced in treating sexual offenders at least two hours a month (or more if required) and give my counselor permission to release information regarding my attendance and participation to the pastor or Safe Church Team member of this church. Licensed professional counselors hold at least one graduate degree, and have a current license to practice in the state of PA.

The contact information for the mental health professional providing my treatment is:

If sessions are terminated I will immediately inform the pastor or Safe Church Team member. If such sessions are a condition of my parole or probation, understand I may be suspended from participation at church until I am back in counseling with another licensed professional counselor that satisfies the conditions set forth by the court.

The following paragraph applies ONLY if treatment is NOT a condition of probation or parole:

If I cannot afford counseling because it would create extreme financial hardship, I will discuss my situation with the Pastor to create an alternative plan that may include community or church based groups, one-on-one mentoring, or other affordable venues.

ADDITIONAL GUIDELINES/RESTRICTIONS/DETAILS

THESE ARE EXAMPLES ONLY! Depending on the offender, and/or the specific conditions of probation or parole, you may need to add additional stipulations.

- I agree to meet my Supervisor promptly in front of my house at 10:45 a.m. on Sunday mornings. The Supervisor will pull up in front of my home and use the car horn to announce his/her arrival. I understand that they will wait a maximum of 5 minutes. If I am unable to meet the time schedule on a given morning, I will not be able to attend church that morning.
- I agree NOT to personally contact the Supervisors or members of the Supervisory Committee. A Supervisor, XXX, or YYY will contact me with any pertinent information concerning a change in the schedule or program.
- I understand that No Contact with children includes verbal, emotional and physical contact, and mental grooming.
- I will remain within 5 feet of my Supervisor at all times while in the church facility.
- I will only use the private bathroom on the main (Sanctuary) level of the church.
- I will sit in the balcony of the Sanctuary, organ side, closest to the window wall.
- If I want to attend a special service held at a time other than 11:00 A.M. on a Sunday morning, that request can be made to the Supervisor who in turn, will alert a member of the Supervisory Committee. This

decision would be made by the committee in consultation with Session. I understand that all conditions and guidelines remain the same for special services.

I agree to honor and abide by this covenant. I understand the violation of the covenant may result in additional restrictions, or in termination of my participation at worship services.

I acknowledge my responsibility to be a faithful participant in this program.

Signature _____
(Name of offender) Date

Signature: _____
(Name of pastor or Supervisor) Date

Copy to Parole Officer (if applicable)
Copy to Church Supervisors

Suspected Child Abuse Incident Report

CONFIDENTIAL

For internal church use at Lititz Church of the Brethren

Date of Report to ChildLine _____ **Oral or electronic report** _____

Date of Incident _____ **Person Making Report** _____

Approved Adult Employee Other _____

Name of Child/Youth _____ **Age** ____ **Sex** M F

Parent/Guardian of Child/Youth _____

Address _____ Unknown

Describe the circumstances under which you became aware of possible abuse. State the names of any persons who witnessed abuse, or reported this to you. _____

Describe any injuries you observed: _____

Does child appear to need immediate medical attention? Yes No Unknown

Does child appear to be fearful, suicidal or withdrawn? Yes No Unknown

Approximate date of last known incident of abuse _____ Unknown

Describe any physical, mental or behavioral factors that may place the child at risk

Did the abuse take place at the church or during a church-related activity?

Yes No Unknown If yes, indicate activity _____

Name of Alleged Perpetrator _____ Unknown
Relationship to Child _____ Unknown
Address _____ Unknown

Describe the extent of alleged perpetrator(s) access to child _____
 _____ Unknown

Does this person have a history of violence, mental illness, or substance abuse?

Yes No Unknown

If yes, please explain _____

Reported to Director of Children’s Ministries or Safe Church Designee date/time

Signature of person making this report _____

- **If you are a mandated reporter, and you suspect (or observe) that a child has been abused, you must report it immediately to ChildLine, and then notify the Pastor or other CPC designee.**
- **If a child is injured or in imminent danger, call 911.**

Signature of person receiving this report _____

Date: _____

Comments: _____

Follow up

Document any action taken by church during course of CPS or Police investigation:



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
ChildLine and Abuse Registry
P.O. BOX 8170
HARRISBURG, PENNSYLVANIA 17105-8170

CONSENT/RELEASE OF INFORMATION AUTHORIZATION FORM
FOR THE PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

I, (Applicant's Name) _____, hereby authorize the Department of Public Welfare, ChildLine to release my Pennsylvania Child Abuse History Clearance information directly to (Name of Requesting Agency) _____.

I understand that this information is confidential in nature pursuant to §6340 (relating to information in confidential reports) of the Child Protective Services Law (CPSL) (23 Pa.C.S Chapter 63) and will not otherwise be released by the (Name of Requesting Agency) _____ without my express authorization or pursuant to authorization by Title 55 of the Pennsylvania Code. I understand that the aforementioned information will not be released directly to me (Applicant's Name) _____ as stated in the Pennsylvania Child Abuse History Clearance application.

I understand that I will not receive a copy of my Pennsylvania Child Abuse History Clearance directly from ChildLine; however, I may request a copy of my Pennsylvania Child Abuse History Clearance from (Name of Requesting Agency) _____ upon written request.

I have read this Consent/Release of Information Authorization form and fully understand and agree to its content. I further understand and agree to all information and ramifications of the Pennsylvania Child Abuse History Clearance application as it otherwise relates to this consent.

Date

Applicant's Signature

Please send my child abuse clearance result to:

Department, Organization, or Agency
Mailing Address (including zip code)

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

Child Abuse History Clearance Forms

Pennsylvania Child Abuse History Clearance Instructions

Note: See new requirements for Federal Bureau of Investigation clearance at the bottom of the page.

Please read the instructions prior to downloading the form. To request a supply of the forms, please call (717) 783-6211.

1. Type or print clearly and neatly in ink Section I only.
2. Address must be Applicant's current home address.
3. All information must be completed in full. (The form asks for all previous names, addresses, and household members since 1975). This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
4. Application must be signed.
5. Enclose a \$10.00 money order for each application. No cash or personal checks accepted. Agency or business checks are acceptable (Mailing address is on the actual form in the top left text box).
6. Do not send any postage paid return envelopes.
7. Application should be placed in a business-sized or larger envelope prior to mailing.
8. One block must be checked for Purpose for Clearance. Do not check more than one block.
 - A. Check the Volunteer Block if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League or churches. A copy of your Criminal Record Check results obtained within the past year must be attached. Do not send original Criminal Record results. If you are not a Pennsylvania resident, you must also attach a copy of your FBI results obtained within the past year. This block should not be checked for anyone volunteering in schools.
 - B. Check the *School Block if you are a prospective student teacher or prospective employee or contractor of a public or private school (School District, IU, Charter School, Career & Technology Center, Private Academic School, Non-Public School). See information below that applies to school employees.*
 - C. Check the Foster Care Block if applying for foster parenting or custody of a child.
 - D. Check the Adoption Block if in the process or planning to adopt a child.
 - E. Check the Child Care Block if planning to work in a day care setting or if all other blocks do not apply.
 - F. Check the CWEP Block if you are participating in a Department of Public Welfare training program.

The signature and phone number of the County Assistance Representative is required.

Clearance results will be mailed to you within 14 days from the date that the clearance is received in our office. There will be no replacements after 90 days. Failure to comply with the above instructions will cause considerable delay.

Please contact the following for applicable criminal history requests:

PA Criminal Record Checks (SP4 164): (717) 783-9973

FBI Cards for School Employees (FD 258): (717) 783-3750

Lititz Church of the Brethren
300 W. Orange Street

Lititz, PA 17543
717-626-2131

Statement of Compliance for Organizations using Church Facilities

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE SAFE CHURCH POLICIES AND PROCEDURES MANUAL OF LITITZ CHURCH OF THE BRETHREN, AND I AGREE TO COMPLY WITH ALL ITS PROVISIONS.

The organization I represent is _____.

I further indicate my understanding and compliance with the following specific conditions set forth in that manual:

- I will become familiar with the location of telephones, first aid kits, fire extinguishers, and fire exits, and with the Emergency Procedures outlined in the Safe Church Policies and Procedures manual.
- If I become aware of an injury, accident, or mishap at any property and/or facility of Lititz Church of the Brethren or at a Lititz Church of the Brethren activity at any location, I will make certain that the incident is reported immediately to a member of the Safe Church Team. Committee member's names will be posted at the Welcome Center bulletin board in the Children's Wing and by the copier in the church office.
- While at a property and/or facility of Lititz Church of the Brethren or at a Lititz Church of the Brethren activity at any location, I will not be alone with a child or youth (through age 17 years) other than my own.
- If I become aware of an inappropriate relationship involving children, youth, or a child or youth and an adult, any one of whom is associated with Lititz Church of the Brethren, If I become aware of an inappropriate relationship involving children, youth, or a child or youth and an adult, any one of whom is associated with Lititz Church of the Brethren, I will follow PA Child Protective Services Law regarding mandated reporting.
- When the activity that I am supervising has ended, I will make sure that the lights are out and the doors are locked before I leave, or I will notify other Church representatives who are still in the building that I am leaving.
- I agree to abide by all policies and procedures regarding the use of the building and properties of Lititz Church of the Brethren with the knowledge that failure to do so will result in the termination of my right to use church facilities for the organization I represent.

Name (please print): _____

Home Phone: () _____ Daytime Phone, if different: () _____

Signature: _____ Date: _____

Lititz Church of the Brethren
300 W. Orange Street
Lititz, PA 17543

717-6262-2131

Statement of Compliance (Internal Use)

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE SAFE CHURCH POLICIES AND PROCEDURES MANUAL OF LITITZ CHURCH OF THE BRETHREN, AND I AGREE TO COMPLY WITH ALL ITS PROVISIONS.

The organization I represent is _____.

I further indicate my understanding and compliance with the following specific conditions set forth in that manual:

- I will become familiar with the location of telephones, first aid kits, fire extinguishers, and fire exits, and with the Emergency Procedures outlined in the Safe Church Policies and Procedures manual.
- If I become aware of an injury, accident, or mishap at any property and/or facility of Lititz Church of the Brethren or at a Lititz Church of the Brethren activity at any location, I will make certain that the incident is reported immediately to a member of the Safe Church Team. Committee member's names will be posted at the Welcome Center bulletin board in the Children's Wing and by the copier in the church office.
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- I agree to abide by all policies and procedures regarding the use of the building and properties of Lititz Church of the Brethren with the knowledge that failure to do so will result in the termination of my right to use church facilities for the organization I represent.

Name (please print): _____

Home Phone: () _____ Daytime Phone, if different: () _____

Signature: _____ Date: _____

LITITZ CHURCH OF THE BRETHREN

TEMPORARY/PROVISIONAL VOLUNTEER FORM

(for service 30 days or less)

NAME _____ DATE _____

HOME ADDRESS _____

LOCAL ADDRESS (hotel, conference, host, etc.) _____

VOLUNTEER ASSIGNMENT _____

EXPECTED DATES OF SERVICE _____ LOCAL TELEPHONE CONTACT _____

HOME CHURCH NAME, ADDRESS, TELEPHONE _____

DATE OF BIRTH _____ EMPLOYMENT _____

PA LAW REQUIRES ALL ADULTS VOLUNTEERING TO WORK WITH CHILDREN TO HAVE CRIMINAL RECORD AND CHILD ABUSE CLEARANCES. BECAUSE YOU WILL BE WORKING WITH CHILDREN HERE FOR LESS THAN THIRTY DAYS, YOU ARE NOT REQUIRED TO GET NEW CLEARANCES TO SERVE HERE, **IF YOU MEET THE CLEARANCE REQUIREMENTS WHERE YOU LIVE. IF YOU LIVE IN PA, YOU MUST MEET THE REQUIREMENTS OF PA LAW EFFECTIVE 7/1/15 FOR VOLUNTEERS.** PLEASE DOCUMENT THE NATURE OF THE CLEARANCE PROCESS YOU HAVE BEEN THROUGH AS WELL AS THE REASON YOU HAVE CLEARANCES (WORK, CHURCH, SCOUTS, ETC).

I swear that I am not disqualified from service as a volunteer pursuant to §6344(C) [see attached list] or have not been convicted of an offense similar in nature to those crimes listed in §6344(C) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

VOLUNTEER SIGNATURE_____

LEADER OF VOLUNTEER GROUP_____

LEADER'S LOCAL TELEPHONE CONTACT_____

VOLUNTEER GROUP LEADER SIGNATURE_____

CHURCH EVENT LEADER SIGNATURE_____

Lititz Church of the Brethren
Child Protection Policy

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Lititz Church of the Brethren
Child Protection Policy

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