

## Child Protection Plan Summary

### Posted in Each Classroom:

- Volunteer Identification – KidMin T-Shirt, Lanyard, Nametag
- Class list with parents' cell phone numbers.
- Backdoor code for entrance back into the building from playground/outside. Code is subject to change.
- Attendance Sheet
- Specific classroom procedures (diapering/pottyng, where to find lessons, snack, class schedule, etc.)
- **Allergy Alert Poster** – This information can also be found on the child's nametag / highlighted in black.
- **Sickness and Wellness Plan (CPP page 4)** – Please be aware of any child in the room displaying symptoms of sickness and alert families if the child needs to be picked up from class. A first aid kit is located in each classroom in the cabinet under the sink.
- **Emergency Response Plan (CPP page 5)** – Please be familiar with exit routes and meeting place in case of evacuation.
  - Each classroom below has tools and resources for exiting the building –
    - Nursery–Cribs on wheels.
    - Toddler Room through K-1<sup>st</sup> Grade–Ropes with handles to line up quickly & remain together.
  - Meeting Place = If facing the church building, the far end of the lower parking lot to the right.
  - In case of active shooter, code word = JERICH0. See *CPP page 5* for full description of: 1) RUN. 2) HIDE. 3) FIGHT.
    - There is no assigned meeting place for cases of evacuation of building due to an aggressive person or active shooter. If you can, exit the building safely with your classroom and get as far away as possible. Be aware of what is happening on campus. The local Police Agency and the CCF Safety Team will also be alert and will signal when it is safe to return to campus.
- **Local Reporting Agencies for Abuse (CPP page 11)** – For reporting of abuse see *CPP pages 8, 11 Appendix B*

### Highlights of CPP:

- KidMin Hall Monitor (*CPP page 2 / KidMin Handbook*)
- Security Team Member (*CPP pages 2 & 4*)
  - The Security Team Member and Hall Monitor on duty will help classroom volunteers fill out an "Accident Report" if needed. (*CPP pages 2 & 7*)
  - Cameras in each classroom & KidMin Hallways (*CPP page 4*)
- **Two Adult Policy (CPP page 6)** – Never put yourself in a position to be alone with a child(ren).
- Check-In/Check-Out Procedure (*CPP pages 5-6*)
  - Take attendance at the beginning of each class using the clipboard by the classroom door.
  - **Secure Nametags/Guardian Receipt** – Please check and confirm the parent's Guardian Receipt secure code to match the secure code on the Child's Nametag.
  - If a parent loses their Guardian Receipt, they should present their driver's license, which should match the parent's name in our system.
  - Attendance Sheet – Parents should sign out their child(ren) for each service they attend.
- Discipline (*CPP pages 6-7*) – Refer to your KidMin Handbook for specifics on "Redemptive Discipline", "Classroom Management", and "Developmental Stages and Needs of Children" chart.
- Always carry your "Attendance Sheet" and "Parent Phone List" anytime you take your class outside. The 2yo Toddler through K-1<sup>st</sup> grade classrooms should use the ropes located in the room to lead the children out of the building. This will help to train the children how to line up and exit the building safely in cases of emergency.
- **Social Media Policy (CPP page 7-8, Buddy Volunteers page 8)**
- Appropriate and inappropriate touch. (*CPP page 8*)
- Signs and symptoms of abuse (*CPP page 10 Appendix A*)

# Centerville Christian Fellowship Child Protection Policy

## The Vision and Mission of Family Ministry at CCF

We exist to glorify God by discipling our families, children, and students, in hopes that they would worship with authenticity, grow in Christ, and serve sacrificially.

## CCF Child Protection Policy Purpose

God has given parents, and in a more general sense all adults, a moral responsibility and unique authority over children. Christian parents, ministry leaders and ministry volunteers are called to shepherd the hearts of the children entrusted to them. The purpose of this Child Protection Policy is to aid the Elders, Pastors, Staff, Ministry Leaders, and Ministry Volunteers in fulfilling this God given charge of protecting, nurturing, and caring for the children and students at CCF.

“Every good authority reflects God; and every bad authority speaks a lie to children about God and who He is...when any adult - relative or otherwise - abuses a child (physically, sexually, mentally, emotionally, or verbally) it is a violation of the moral authority entrusted to adults.” (Reju, 6)

Because we love and desire to reflect God in truth, we seek to maintain a safe and secure environment for our children and students, as we seek to be faithful stewards of the lives God has entrusted to us. We have created this CPP because we “recognize that there is sin in this world, because there are people who want to do evil against children, and because we have a responsibility to protect children in our care” (Reju, 60)

Our goal in this document is to lay out the expectations, policies, and procedures to those who wish to serve in either Children’s or Student Ministries. We also hope this policy will help those who serve in either Children’s or Student Ministries to recognize when abuse is occurring and equip them with the resources to report abuse. Anyone who serves in any capacity in either of these areas, as well as our Elders, Pastors, Staff, and other Ministry Leaders, will be expected to adhere to this policy.

## Definitions

**Ohio Statutes** reflecting Definitions and Reporting -

- OHIO 5120.173 Duty to Report
- ARS 5120.173 Definitions of abuse

**Abuse:** can be physical, mental (emotional), or sexual and can happen through neglect, overt acts, or failures to act

**Adult:** a person 18 years of age or over

**Child:** a person from birth through grade 5

**Student/Youth:** a person from grade 6 through grade 12

**CCF Security Team:** someone who has been recognized to make sure our building is secure during church services and other church sponsored events

**Incident/Accident Report:** information that documents an allegation of abuse or evidence of an accident while on church property

**Hall Monitor:** a person who is a volunteer and who will be responsible for assisting volunteers in the classroom as needed, on Sunday mornings during church services

**Church:** refers to our particular church, Centerville Christian Fellowship

**Elder:** a person currently serving as an Elder-Director or on the Executive Leadership staff

**Church Staff:** staff person hired to supervise any area of church ministry

**Ministry Leader:** a person who is a volunteer and has been appointed to oversee and shepherd a particular ministry at CCF

**Employee:** a person hired or called to work for CCF for salary or wages

**Member:** a person who has completed the Membership Process at CCF and has been ratified by the congregation

**Regular Attendee:** a person who is not a member of CCF, but who attends worship and participates in its varied ministries

**Volunteer:** Those who work with minors and are not in the employment of the church

**Classroom Helper:** Typically, a Student volunteer or a parent volunteer who will serve as a 3rd person in the room to help with activities; this person will not be permitted to assist in diapering, pottyng, or discipline

**Sexual child abuse includes contact and non-contact acts with a minor:**

- **Non-contact acts** include but not limited to: offender making sexual comments to the child, exposing intimate parts to the child sometimes accompanied by masturbation, voyeurism (peeping), showing child pornographic materials, inducing a child to undress and/or masturbate self, photographing or video recording of child in sexual explicit manner (pornography) including any distribution thereof (exploitation)
- **Sexual contact** includes but not limited to: offender touching the child's intimate parts (genitals, buttocks, breasts), offender inducing the child to touch his/her intimate parts, oral contact with child's mouth or intimate parts, digital (finger) or object or penile penetration of private parts or mouth of child

**Emotional child abuse:** Emotional child abuse is maltreatment which results in impaired psychological growth and development. It involves words, actions, and indifference. Abusers constantly reject, ignore, belittle, dominate, and criticize the victims. This form of abuse may occur with or without physical abuse, but there is often an overlap. Examples of emotional child abuse are verbal abuse; excessive demands on a child's performance; penalizing a child for positive, normal behavior (smiling, mobility, exploration, vocalization, manipulation of objects); penalizing a child for demonstrating signs of positive self-esteem; and penalizing a child for using interpersonal skills needed for adequate performance in school and peer groups. In addition, frequently exposing children to family violence and unwillingness or inability to provide affection or stimulation for the child in the course of daily care may also result in emotional abuse.

**Physical child abuse:** Physical abuse is the most visible form of abuse. It is generally defined as "any non-accidental physical injury to the child" and can include striking, kicking, burning, or biting the child, or any action that results in a physical impairment of the child. Suspicious soft tissue injuries include patterned markings (object imprints/bruising) and injuries that do not correlate with the history of the event.

**Child neglect:** Child neglect is the most common form of maltreatment. Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and/or development. Basic needs include water, food, clothing, shelter, medical care, and appropriate supervision to protect from harm. It is an intentional or passive disregard for a child's overall well-being.

Screening of Employees and Volunteers

The procedure for calling and screening all employees and volunteers who work directly with children and Student will consist of the following:

1. **Membership:** All Lead Teachers must be a member of CCF. Classroom Assistants, Nursery Volunteers, Student Volunteers (will not be put in a Lead Teacher position), KidMin Greeters, and Hall Monitors must be a believer. We encourage everyone who serves in KidMin to be a member of CCF or be in the process of becoming a member.
2. **Three-Six Month Waiting Period:** Regular Attenders who desire to serve in ministry with minors will be subject to a 3-6 month waiting period, depending on a case by case basis, before they can begin the process of becoming a volunteer.
3. **Application:** To be completed by the applicant, filling out answers to all information and questions and providing three references. As a part of this process, each applicant shall sign a Leadership Covenant indicating they have read the CCF Child Protection Policy.
4. **Background Check:** All employment applicants and adults who want to volunteer directly with children and students will undergo a national criminal records check. A volunteer who does not comply will not be allowed to serve.

5. **References:** All references will be contacted by CCF personnel with 2 of the 3 contacting references responding before continuing with the screening process.
6. **Face-to-Face Interview/Screening:** These will be assigned and coordinated with a Ministry Leader, Staff Person, or Pastor. All volunteers who serve with minors will complete this step. This is an extra interview in addition to the membership interview.
7. **Monitoring:** Initial monitoring of new volunteers will consist of a 6-week evaluation period. Background checks will be redone every 3 years for employees and volunteers working with children and students.
8. **Training:** Volunteers will undergo initial training in their Screening session. Ongoing training occurs throughout the year and includes an annual Volunteer Training Meeting.
9. **Student Volunteers:** Student ages 6th-12th grades (and under the age of 18) will need to fill out an application, provide references, sign the Leadership Covenant, participate in a face to face interview/screening, fall under the same monitoring criteria as other volunteers, and participate in the training programs. Student volunteers will be at least 5 years older than the youngest classroom they will be permitted to serve in; for example, an 11-year-old may be a classroom helper for ages 2-6 years of age.

### CCF Security Team

At each Sunday morning church service and at other church sponsored events, there will be two security team members on duty. These team members will be stationed in the main foyer and in the sanctuary. The security team member on duty in the foyer will be responsible for making rounds throughout the church building and grounds. They will be present in the Children's hallway and the playground at times. This security team member will also be available to assist the volunteers in the classroom if needed in case of accident or emergency.

### Sickness and Wellness

Parents and volunteers will be made aware of our sickness and wellness policy. If a child should become sick or unwell while in a volunteer's care, they should immediately contact a parent. Children should not be admitted to the classroom with any of the following symptoms:

- Fever above 101 degrees (a child must be fever free without fever-reducing medication for at least 24 hours before being permitted into the classroom)
- Wheezing or shortness of breath
- Hard cough
- Constant runny nose with yellow/green tint
- Lethargy (uncommon for that particular child)
- Diarrhea or vomiting
- Redness or runny eyes
- Sore throat or swollen glands
- Undiagnosed rashes (contagious rashes)
- Persistent itching (anywhere on body)
- Uncovered sores
- Unusual color

*Medications* are not to be given to a child by any volunteer. Parents should be contacted and administer any medications. Medications are not to be left in the classrooms. In the cases where Epi-Pens and inhalers are needed, clear instructions are to be left with the Lead Teacher, Classroom Assistant and the Family Ministry Team. Permission to administer these *emergency medications* should be up to date and on file in the KidMin office. Topical medications for diapering are to be used only when instructed, provided by the parent or guardian, and kept in the child's diaper bag.

A *first aid kit* will be kept in each classroom.

Hands should be washed before and after contact with a child's bodily fluid and when changing diapers. Disposable gloves should be worn when there is a chance of being in contact with a child's bodily fluid and when changing diapers.

### Emergency Response Plan and Evacuation Procedures

Emergency response plans are posted in each classroom by the door. Volunteers should familiarize themselves with the fire evacuation route, the tornado shelter, and the lockdown zone for your classroom. Members of the Family Ministry Team and Security Team will be available to assist volunteers and children in the classrooms in cases of emergency. In all cases of exiting the building, volunteers should take the clipboard and attendance sheet with them for purposes of parent pickup. Volunteers are to wait with the children in their care until the end of the emergency, or when the CCF Security Team and our local emergency agencies have given all clear. Parents will come to the volunteer to pick up their child at this time. Volunteers should not allow a parent to pick up and leave with their child in the middle of an emergency. That parent is welcome to stay with the volunteer and the classroom to assist as needed until the emergency is over and they can sign out their child according to our check-out policy.

- *Fire Evacuation Meeting Place:* Far back corner of the west side of the parking lot (the lower parking lot - far end of new parking lot)

#### *In cases of an active shooter -*

1. **Run.** If the volunteer can do so safely, they should get themselves and the children in their care out of the building and as far away as possible, trying to remain in sight of the church building. The volunteer should find a safe spot to hide and wait with their classroom. The CCF security team and local emergency agencies will indicate when it is safe to return to the church grounds. Parents will be waiting on the church grounds to pick up their child.
  2. **Hide.** If the volunteer cannot exit the building safely, they should hide with the children in their care in the lockdown zone indicated on the emergency response plan posted in the classroom. A volunteer should cover the window in the door, close the blinds to the outside, lock, or prop as much stuff against the door as possible. The CCF security team and local emergency agencies will indicate when it is safe to open your doors. Parents will come to the classroom to pick up their child.
  3. **Fight.** As a last resort, we ask that volunteers trust God and do all they can to protect the children in their care. The volunteer should do anything they can to STOP the perpetrator.
- *Active Shooter Code Word:* JERICHO

### CPP Policies (for children birth thru 5th grade)

**Volunteer Commitment:** We highly encourage all our volunteers to commit to a month on / month off commitment for at least a calendar year. We do understand that certain circumstances and seasons of life may prevent this. If a person who desires to volunteer cannot commit to a month on/off time frame of serving, there are still ways for them to serve. These rotational commitments will be determined on a case by case basis.

**Check-In and Check-Out Process:** Our check-in and check-out process seeks to provide a clear line of responsibility, an organized system to match children with parents and vice versa, and to ensure that children are released to their rightful guardian.

**Security Labels:** Our current software system, Elexio, provides us with a “Guardian Receipt” for the parents and a secure label for the child. The child’s security label also serves as their name tag during class. This name tag has a 3-digit code that the volunteer will match to the parent’s “Guardian Receipt” upon pickup. The child’s name tag also lists any allergies or special instructions the volunteer should make note of. In addition to matching the adult and child’s security labels, the volunteer should have the adult picking up sign out their child for each service attended on the paper attendance sheet posted on the clipboard in each room.

**What if a parent loses their security label?** If a parent loses their security label, they will be asked to show their driver’s license which should match the parent name on the attendance sheet. If a parent

does not have their driver's license, the volunteer should contact the Children's Ministry Director or Assistant Director to determine and record check-out.

**Attendance Sheet:** Each classroom will be provided with an attendance sheet each week. Regular attending children and their parents' names will be listed on this sheet. The classroom assistant will be responsible for taking attendance each week. The classroom assistant should check the appropriate service hour they are taking attendance in. At pickup, parents will sign out their child on the line beside the appropriate service hour. Parents who attend and send their child to classes for both services, must sign their child out at both the 9:00 and 10:45 services.

**Contacting a Parent:** Each classroom will have a list of children, parents, and parents' cell phone numbers posted on the clipboard. Parents will be made aware to keep their cell phones on vibrate during church services.

**Two Adult Rule (also applies to volunteers who serve in the Student Ministry):**

For the protection of both the children in our care and of the volunteer, an adult should never put themselves in a position where they are alone with a child(ren). Volunteers should always remain in open sight of other adults. To prevent this from happening, we follow a two unrelated adult policy. In cases where family members serve together, there will be a third volunteer who will be assigned to the schedule. Furthermore, at least one of the two adults serving together will always be a female.

**Bathroom Policies:** Only females 16 years of age and older will be permitted to assist children in the bathroom. Volunteers should follow the two adult rule when assisting with children in the bathrooms. Further bathroom procedures are in the KidMin Volunteer Handbook. Volunteers should familiarize themselves with these procedures.

- In the **preschool bathroom**, if assistance is needed in helping a child, the volunteer should prop the door open with the doorstop and close the gate, leaving a clear line of sight between the volunteer assisting the child and the other volunteer who is still in the classroom space. Only one child should be allowed to go into the bathroom at a time. As toddlers and preschoolers are at a different stage in potty training, the volunteer should ask the child how and when they can help, allowing the child to do as much of the toileting by themselves as possible.
- In the **elementary bathrooms**, please do not send more than one child to the bathroom at a time. Most elementary students K-5th will not need assistance in the bathrooms. Utilize the hall monitor to make sure the bathroom is unoccupied. Walkie talkies will be available in the K-5th to communicate with the hall monitor. The hall monitor will also be available to help with children who need assistance in the bathroom. When the hall monitor is assisting a child in the bathroom, the classroom door and the main bathroom door should remain propped open. Male hall monitors will be responsible for standing at the main bathroom door, while female hall monitors can assist in the stall as needed. If assistance is needed in the stall, the stall door should be unlocked. If specific arrangements are in place for bathroom assistance, it will be noted on the attendance sheet.

**Diapering Policies:** Only females 16 years of age and older will be permitted to change diapers. Volunteers should follow the two adult rule when diapering. Diapering procedures are posted above each changing table and can be found in the KidMin Volunteer Handbook. Volunteers should familiarize themselves with these procedures.

**Discipline:** Children generally misbehave for one of three reasons - they want attention, are bored, or are confused. The KidMin Volunteer Handbook addresses Classroom Management and how to prevent or redirect in these cases.

Children will also misbehave because they are sinners and have rebellious hearts. In these situations, volunteers should seek to correct the child with redemptive discipline. Redemptive discipline is covered in detail in the KidMin Volunteer Handbook. Redemptive discipline seeks to reach a child's heart, seeking heart transformation, not just behavior modification. Only God can change a child's heart, but as authorities over

children, Children's Ministry Volunteers can point them to Him as we teach, interact, and discipline children. True discipline leads to restoration and grace; volunteers should not discipline when that is not where they are headed.

*Do not discipline when:*

- You feel out of control
- It was an accident
- When it would crush a child
- When all that is needed is a glance

*If a child does not correct their behavior through classroom management, redirection, or redemptive discipline and further discipline is needed:*

- Deal with the problem individually and not in front of the classroom
- A time out from the group's activities is appropriate
- Time outs should not isolate the child in the hallway, in a corner or facing a wall...have the child sit out from the activity, simply separated from the group
- Time outs should be one minute per age of the child; for example, a 5-year-old will have a 5-minute time out.

The volunteer not assisting with check-out should communicate any discipline actions to the parent at pickup. If continued misbehavior persists each week, the Volunteer should follow up with a phone call to the parent for ideas on how to redirect their child. If a Volunteer does not feel comfortable engaging with the parent, or if they are unable to have a conversation with the parent privately at pickup, please contact the Children's Ministry Director for follow up.

*Discipline should not involve any physical touch, emotional manipulation, or emotional prevention.*

**Outdoor Policies:** Outdoor time is welcomed and encouraged during class. Each classroom's specific policies and procedures handout in the KidMin Volunteer Handbook will address the when and how. For the purpose of the CPP, we want our volunteers to be aware of continuing to follow the two-adult rule. The Security Team will also be aware of when a classroom exits the building. They will be there to assist volunteers if needed. If a child should need to go to the bathroom while their classroom is outside, volunteers must maintain the two adult policy and follow the bathroom policies outlined in this document. For assistance, the volunteer should contact the Hall Monitor on the schedule. In all cases of exiting the building, volunteers should remember to take the clipboard and attendance sheet with them for purposes of parent pickup.

**Accident Report:** If a child in a volunteer's care were to become hurt or injured, it is important that an accident report is filled out, especially if there is a mark or bruise left behind. These reports are located at the KidMin Welcome Station, and at the Security Team's station. A member of the Family Ministry Team or the Security Team will assist you in filling out this form. The Hall Monitor will also be able to help classroom volunteers complete this form and get copies made. A copy of the form should be given to the parents and a copy should be kept on file in the KidMin office.

**Social Media Policy:** Lead Teachers may utilize social media as a teaching tool if the media adds to the teaching and it has been previewed in advance. This includes song videos used during the worship teaching time. Please adhere to the following criteria:

- Any form of social media may not be openly played in the classroom by students. If something is viewed without permission, that student's parents/guardians will be notified, along with the parents/guardians of any other students that also viewed it.
- Students are strongly discouraged from bringing a phone to the classroom. Any student with a phone should keep the phone in their pocket or bag, or with the parents. The phone does not need to come out during class time, free play, or outside time. If a student has a phone out, they will be given a warning to put it away, and the parent/guardian will be notified at pickup. If the phone is out again, the parent/guardian will be contacted immediately.

**Buddy Volunteers** may utilize social media as a tool to help connect with their assigned student under the following circumstances:

- Parental Approval has been given and approved in advance (for all apps, videos, etc.).
- The media has been previewed in advance.
  - A Buddy Volunteer may not show social media that the student brings to them without first previewing the media. This may mean that the Buddy Volunteer will need to view the media at home and then, if it is appropriate, consider using it as a tool when they are once again in the classroom seeking ways to connect with their assigned student.
- It should only be used during free time or outside time for those “Buddies” who remain in the classroom during that time. It should not be used during any active teaching time in the classroom that would distract the assigned student or the rest of the class from the lesson.

### **Physical Touch:**

*Love and care can be expressed in the following appropriate physical touches -*

- Bending down to a child’s level, making eye contact, and listening carefully to what they are saying
- Taking a child’s hand and leading them to an activity
- Putting an arm around a child who needs comforting or redirecting
- Taking both of the child’s hands into yours as you speak words of encouragement to them
- Holding an infant, toddler or young preschooler who is crying, as you comfort them
- Patting a child on the shoulder or top of head to affirm them
- You may hold the child’s hand as you correct and redirect them to keep their attention

*You must avoid the following inappropriate physical touches -*

- Extended hugging
- Prolonged physical contact
- Tickling
- Piggyback rides
- Picking up or holding older children (K-5th Grades)
- Allowing children to sit on your lap
- Any touching used to express power or control over a child; for example, spanking, holding a child’s chin or shoulders in your hands as you correct them
- Kissing a child or coaxing a child to kiss you
- Any physical contact of any kind that is done for the pleasure or satisfaction of you the caregiver
- Seductiveness or suggestive contact

**Reporting of Abuse (also applies to volunteers who serve in the Student Ministry):** The clergy and leaders at CCF, and any volunteers at CCF, are mandatory reporters of abuse. By law, we must report any reasonable suspicion of abuse to police and CPS. Reasonable suspicion means that “a reasonable person seeing a similar bruise or hearing a similar story would come to a similar understanding about the probable cause of the bruise or assault. Reasonable suspicion does not imply actual knowledge or certainty. Instead, reasonable suspicion suggests that reasonable people have sufficient general knowledge of appropriate and inappropriate interactions to be suspicious about a particular incident.” Moreover, as Christians, we do what God asks of us and when it comes to children, we are called to protect them and to do everything we can to prevent abuse. We are obligated to report abuse we witness, hear about or suspect (signs and symptoms of abuse are listed in the appendix section of this document). Our first priority will be the minors in our care. If you witness any form of abuse while on church grounds, or are made aware of it, or have reasonable suspicion of abuse, please report it immediately to the local reporting agency (CPS, Police), as well as the Family Ministry Pastor. The Family Ministry Pastor will work with you to document what you witnessed and present it to the local authorities. You may be asked to share with the Elder Board.

### **What if a child reports abuse to you?**

1. Listen carefully.
2. Ask open ended questions.
3. Do not suggest answers.



4. Do not rush the child through the conversation.
5. Be patient and conscientious of the child's emotions and feelings.
6. **After** the conversation, document the details. Include identifying information about the victim and alleged perpetrator, details given about the nature and frequency of the abuse, the date of the conversation, bruises or injuries that are visible on the child (do not ask the child to undress to show other bruises or markings), any emotions displayed in the conversation, etc.
7. Do not be afraid to report. Call the appropriate authorities. Share your suspicions and your notes. Let the child's next conversation be with a trained professional, do not go back and re-interview. See appendix for local contact numbers and when and who to call to report abuse.
8. Report your conversation and your action steps, as well as a copy of your notes to the Family Ministry Pastor. You may be asked to talk with other Elders as well.
9. The Family Ministry Pastor will follow up with the local reporting agency, as well as the Elder Board and any Ministry Leaders that need to be made aware.
10. Keep the child's privacy and trust. Do not share with anyone else other than appropriate authorities, the Family Ministry Pastor, and Elder Board.

CPP Policies (for Students 6th-12th grades)

**Two Adult Rule (see above)**

- As explained above.

**Reporting of Abuse (see above)**

- Same as explained above.

**Carpooling**

- In student ministry, carpooling is inevitable, and something happens over time. The most common circumstances would be:
  - A Retreat
  - To and From Youth Group
  - Discipleship
- There is no permitting of mixed genders to ride alone in vehicles for leaders and students. The only exception would be family or there are multiple people in the vehicle.
- Leaders & Driving Students are to always practice safe transportation.

**Discipleship Partners**

- Discipleship is to be carried out with people who are of the same Gender. Male discipling males and females discipling females.
- If there is any Same Sex Attraction in the student. The leader who is helping lead this student through these struggles, they need to hold these meetings in public spaces.

**Counseling**

- When Counseling a student, leaders are to be meeting in a public space - whether that is at the church or in a coffee shop or restaurant.
- If the student confesses Abuse of any kind is to be reported through the appropriate channels that were stated below.

**Medical Release Form**

- Every student who attends a retreat must have a medical release form filled out and signed.

**Overnight Trips**

- Students are to obey the rules set out by the Pastor and Elders for retreats. This is to keep them safe and sound on retreats.
- Leaders are not to share beds with students on retreats.
- Leaders will do their due diligence to keep the 2-leader (two leaders around) rule as much possible. This helps protect leaders and students on retreats.

**Physical Touch**

- See the Physical Touch definitions seen above.
- The two adult minimum rule is always in place when students are around.
- No long hugging or long touching of people of the opposite sex.
- Also, no inappropriate touching of people of the same sex.

## Appendix A

### Signs and Symptoms of Abuse

It is important to note typical and problematic sexual behaviors in children as we consider when and what to report to local authorities. Please familiarize yourself with the following:

#### **Typical Behaviors** - (May still need addressing with the child and the parents.)

- Is exploratory and spontaneous
- Occurs intermittently and by mutual agreement
- Occurs with children of similar age, size, developmental level, such as siblings, cousins, or peers
- Is not associated with high levels of fear, anger, or anxiety
- Decreases when told to stop by caregivers
- Can be controlled by increased supervision

#### **Problematic Behaviors** - (Requires reporting.)

- Are frequent and repeated, such as compulsive masturbation
- Occurs between children who do not know each other well
- Occurs with high frequency and interferes with normal childhood activities
- Is between children of different ages, sizes, and developmental levels, like an eleven-year-old boy playing “doctor” with a three-year-old girl
- Is aggressive, forced, or coerced
- Does not decrease after the child is told to stop the behavior
- Causes harm to the child or others

#### **Signs and Symptoms of Abuse -**

- Puts mouth on sex parts
- Puts objects in rectum or vagina
- Masturbates with object
- Touches others sex part after being told not to
- Touches adults sex parts
- Asks to engage in sex
- Imitates intercourse
- Undresses other people
- Asks to watch sexually explicit television
- Makes sexual sounds

**What if a child touches you inappropriately?** First, have a plan how to respond before you are in the situation. Then, remain calm. Ask yourself was this an accident or on purpose? Redirect appropriately (e.g., “Sara, please keep your hands to yourself.”) Take the child aside and explain good touch and bad touch if given the opportunity and it is appropriate (“We do not touch areas on another person that are private, areas that are covered by underwear or a bathing suit.”). For abused children, inappropriate touching may seem “normal” or to gain attention or see how the adult will respond. Notify a member of the Family Ministry team of the incident.

## Appendix B

### Local Reporting Agencies

#### **Washington Township Police Substation**

8190 McEwen Road  
Washington Township, Ohio 45458  
Non-emergency: (937) 225-4357

#### **Montgomery County Child Protective Services**

*Haines Children's Center*  
3304 North Main Street  
Dayton, Ohio 45405  
Reporting Line: (937) 224-5437 (24 hours a day, seven days a week)

#### **Nick Rodgers**

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## Appendix C

### Sexual Offenders in the Church

If CCF's elders or children's ministry staff learn in advance that an alleged or convicted sexual offender is wanting to attend a CCF service:

- The Child Protection Committee must decide whether to admit him or her to church services or CCF related activities. Admission of the offender will be based on factors such as extent of prior convictions, and his or her willingness to follow guidelines set out by this policy. This is not a comprehensive list of admission criteria.
- A member of the Child Protection Committee (or a designated member of CCF) will contact the offender letting him or her know that he or she must be accompanied at all time while on CCF's property or anywhere in CCF's buildings

If an alleged or convicted sexual offender participates in any CCF related activity or public service that has the possibility of children being present:

- The pastor overseeing children's ministry, children's ministry staff, children's ministry deacons, the nursery team leader serving on that day, and hall monitors should be notified.
- The Child Protection Committee will designate CCF members or staff, who will accompany the alleged perpetrator or criminal offender at all times while he or she is on CCF's property or anywhere in CCF's buildings.
- He or she will not be allowed beyond the Children's Ministry Welcome Station or into the Youth Room. He or she must stay away from any area where children' or teenagers classes meet.
- The Child Protection Committee will work with members to come up with guidelines for CCF related activities that are not on church property, but elsewhere

#### *When An Alleged or Convicted Offender Attends **Regularly***

If he/she chooses to attend regularly:

- The elders will be notified.
- The congregation will be notified in a public service of the church, most likely the members' meeting. CCF reserves the right to forbid someone from coming to the church for worship services, programs or activities. When participating in church activities outside of the church building, the same guidelines apply.
- The sexual offender should provide a member of the Child Protection Committee with the name of his/her probation officer. Someone from the Child Protection Committee will contact the probation officer and find out 1) more about the underlying offense – offenders tend to minimize their offenses, and 2) the specific terms of the probation in order to make sure the offender stays in compliance while at the church.

#### *When A Sexual Offender Seeks **Membership** at CCF*

If the offender seeks membership at CCF, the elders retain a right to refuse membership. If the elders offer membership to an offender, it will be conditional on his or her agreement to:

- Verify the history of offenses, convictions, and adjudication of sexual offenses and disclose them to the CCF elders and the members of the Child Protection Committee.
- A member of the Child Protection Committee contacting his/her probation officer to find out the underlying offense and the specific terms of probation.
- The Children's Ministry Administrator doing a thorough criminal background check. If the information provided by the offender differs from the information given by the probation officer or gathered by the Children's Ministry Administrator that will be grounds for denying membership.
- Disclosure of information to parents and the congregation. The information released to the church is at the discretion of the elders. A letter detailing this information will be sent directly to all member parents.
- Refrain from any form of communication (including phone, IM, texting, email, social media or any type of technology), social fellowship, physical contact, mentoring, babysitting, or coaching with children or

youth or participate in any activities or programs related to children or youth both inside and outside of the church.

- The Child Protection Committee will designate CCF members or staff, who will accompany the alleged perpetrator or criminal offender at all times while he or she is on CCF's property or anywhere in CCF's buildings or in attendance at any church related services, activities or gatherings that has the possibility of children being present.
- Any restrictions that elders determine.
- Permission to notify the leadership, congregation, and parents of anything that the elders deem significant for these groups to know.
- A warning that the church will report any suspected activity to civil authorities.
- A warning that any violation of the code of conduct (including allegations or suspicion of abusive behavior) can result in discipline and banning from the church facilities or any church related programs and activities.
- Sign a written document that details all of these items, plus anything else that the elders or the Child Protection Committee deems important to include.

#### *Other **Guidelines** About Sexual Offenders*

- If a convicted sexual offender applies for a volunteer or staff position, he or she will be denied by the church. Exceptions may only be made upon the approval of the elders, full-disclosure to the congregation and a congregational vote.
- If a sexual offender does not disclose a former allegation, conviction or adjudication, and it is revealed later, the offender will be removed from any paid or volunteer position immediately and may be removed from membership as well.
- If a sexual offender is a minor, the church reserves the right to bar that minor from any children or youth activities, and will follow the guidelines set out above for any sexual offender who seeks participation in church-related public services, programs or activities.
- If a sexual offender leaves CCF (as a member or regular attender) and begins attending another church, the elders will disclose allegations or self-admission or criminal conviction of neglect or abuse to the leadership at the next church.