

Child Sexual Abuse Prevention Guidelines For The Church

Cedar Crest Bible Fellowship Church
1151 S. Cedar Crest Blvd. Allentown, PA 18103

Table of Contents

Introduction	3
Child Sexual Abuse Prevention Guideline Overview	4
Definitions and Indicators	
Definitions of Child Sexual Abuse	7
Definitions of Child Abuse and Neglect.....	8
Possible Indicators of Child Sexual Abuse.....	9
Description of the Selection Process for Workers with Children and Youth	10
Age Group/Activity Guidelines	
Nursery Guidelines	11
Pre-School and Kindergarten Sunday School Class Guidelines.....	12
Elementary Grades Sunday School Class Guidelines.....	13
Junior and Senior High Sunday School Class Guidelines	14
Youth Ministry/Worker Guidelines	15
Overnight Activities.....	16
Church Drivers.....	16
Response Plan	
Activities That May Lead to Allegations.....	17
Response Plan: Steps to Take if Child Sexual Abuse is Suspected.....	17
Intervention Plan.....	19
Ministry and Support	21
Acknowledgments and Forms	22

Introduction

Child sexual abuse is a subject not many want to talk about, dwell on, or believe can happen to them or their church. Child sexual abuse, however, does occur and is happening in ever increasing numbers in homes and churches across the United States. There are some statistics that show that as many as one in every four girls and one in every six boys will be sexually abused before they reach the age of eighteen.

Because of the seriousness of this subject, Cedar Crest Bible Fellowship Church (CCBFC) desires to make its places of ministry safe for all children, youth and church workers. By being proactive and taking precautionary measures that screen and train workers with children and youth, and providing guidelines and procedures that offer assistance to parents and church workers, CCBFC can hopefully prevent such atrocities from ever occurring in our church community.

We encourage everyone in the church to be informed about child sexual abuse. Therefore, everyone who participates in the membership class will receive an overview of these guidelines. If these participants feel they could volunteer in the future to work with children or youth at Cedar Crest Bible Fellowship Church, they will be given the opportunity to fill out an Children/Youth Worker Application Form as a way of making members and attendees of CCBFC safely available for service to our children and youth on an occasional basis (e.g. helping in a Sunday School Class as an Aide). Anyone who is going to be a worker with our children or youth over an extended period of time will be required to fill out a Children/Youth Worker Application Form, consent to a background check and references being contacted, as well as participate in a training session about our child sexual abuse prevention guidelines.

Child Sexual Abuse Prevention Guideline Overview

- I. Recruiting, Selecting, and Training Volunteers and Paid Staff
 - A. Minimum Qualifications: Every person (paid and unpaid) who works with children and/or youth will:
 1. Confess Jesus Christ as their personal Lord and Savior and adhere to the affirmations of faith of the Cedar Crest Bible Fellowship Church.
 2. Be a member in good standing or a regular attendee for at least six months.
 3. Have no history of being an abuser.
 - B. Procedures:
 1. Children/Youth Workers and Occasional Children/Youth Workers must complete a confidential application form, which will be maintained in a confidential file and include:
 - a. Personal information: Name, address, etc.
 - b. Ministry information: Areas of interest, gifts, talents, etc.
 - c. Guidelines concerning the care for working with children and/or youth.
 - d. A place for signature to state that applicant has read the procedures and agrees to observe the safeguards.
 - e. Church history and youth work information: a five-year church, volunteer and ministry history for staff and volunteer, leaders and supervisors.
 2. Children/Youth Workers must agree to a confidential nationwide background check of public records and as well as an interview.
 - C. Education:
 1. Children/Youth Workers will be required to receive education on the child sexual abuse prevention guidelines of CCBFC.
 2. Child sexual abuse prevention training will be presented to parents of minors once every two years.
 3. Child sexual abuse awareness and training will be provided periodically for children on an age specific level with parental consent.
- II. Procedures
 - A. Avoid Isolation:
 1. Volunteers and staff are to observe the two-Worker rule. This requires that Workers should not be in an isolated setting with children or youth without another Worker.
 2. Events: When away from the church on an outing or at a church “overnight”, volunteers and staff are to work together as a team and not be isolated with a child or adolescent.
 3. If it is necessary for a volunteer or staff member to meet individually with a child or youth, it should be done so in a public setting, or where they are clearly visible by others.

4. Staff member should not spend time alone with a child or adolescent without the awareness and written consent of that individual's parent/guardian.

B. Basic Bathroom Procedures (for young children)

1. Parents should be asked to take their children to the bathroom before Sunday school so that the child won't have to leave the room.
2. A child can be taken to the bathroom upon request by the child, if the child shows obvious signs of needing to go to the bathroom, or if an organized group of children are taken to the bathroom together.
3. If the child requests a Worker's help in the bathroom, try to teach the child how to help himself/herself as much as possible.

C. Release Guidelines: Creating and following guidelines for releasing children after classes reduce the opportunities for both abuse and abduction. Two Workers should remain with all children in the classroom from the time when they are dropped off until they are picked up. Specifically:

1. Nursery: No child will be released from the nursery except into the care of the person who signed in the child, unless noted at the time the child is signed in that another (named) person will be picking up the child.
2. Children (Ages 2 through 2nd Grade)
 - a. At the beginning of the Sunday school year, and first time users, each parent/guardian should sign a **Parental Consent and Release Form**, designating who should be allowed to pick up their child(ren).
 - b. Parents/Guardians or other appointees should promptly pick up their child(ren) after class is over.
3. Children (Grades 3-4). A child may be released after class if the **Parental Consent and Release Form** has been completed by the parent and returned to the Teacher/Leader. If no form is on file with the Teacher/Leader the child will remain in class until the parent picks him/her up.
4. Children and Youth (Grades 5-12) These youth may be released after the class is over. If the parent(s) wish the students to remain in the classroom until picked up by parent/guardian, that information should be made known to the Teacher/Leader and/or Youth Workers.

D. Reporting Procedures

1. Reporting Obligations: Volunteers and staff are to immediately report any behavior that seems abusive or inappropriate, or any incident reported by a child or adolescent.
2. Line of Reporting
 - a. Workers shall report alleged abuse to the Pastor in charge of Christian Education, Youth Pastor, or other member of the pastoral staff..

- b. The Senior Pastor will be informed as soon as is possible.
- c. The Membership & Discipline Committee shall be notified.
- d. The pastoral staff shall report abuse directly to ChildLine and/or the police department or at least, witness the Worker making the report. The reporter may remain anonymous to the outside authorities, the victim and alleged perpetrator if he/she wishes.

E. Response Plan of an allegation of abuse by a church worker.

- 1. When an allegation of abuse by a Children/Youth Worker is brought to the attention of pastoral staff, a Crisis Task Force will be convened. This Task Force will meet with the victim and family.
- 2. The Task Force will meet with the volunteer who is the alleged abuser to discuss the allegation and inform him/her that he/she may not participate in children's or youth ministry until the investigation into the allegation is complete.
- 3. The Task Force will document all of its activities.
- 4. The pastoral staff will also make note of the allegation and its outcome on the volunteer's confidential application form.

III. Training and Education

- A. All volunteers and staff who work with children will need to attend training to educate them on the guidelines and procedures for reducing the risk of abuse.
- B. Once each year all volunteers and staff who work with children will be expected to read the CSAP guidelines and return the signed form to indicate that they have read the material.
- C. Appropriate church staff members will review together the guidelines and procedures for reducing the risk of abuse on an annual basis and create a report of their findings.
- D. The report of this review will be given to the Board of Elders annually. Suggested changes to the guidelines and procedures must be approved by the Board of Elders. The reception of the report and any changes to the guidelines and procedures will be noted in the Board of Elders meeting minutes.
- E. Any changes in the policies and procedures will be communicated to all children and youth workers by their department heads.
- F. All church staff and elders will have a copy of these policies in print form.

Copies of the guidelines, in short brochure form as well as the full guidelines, will be available for any church attendee through the church office or the church web site.

Definitions of Child Sexual Abuse

The precise legal definition of child sexual abuse or molestation varies from state to state, but in general includes any form of sexual conduct or exploitation in which a minor is being used for the sexual stimulation of the perpetrator. In a more common sense, child sexual abuse is:

“Any sexual activity with a child—whether in the home by a caretaker, in a day care situation, in a church, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent or an other child, provided the child is four years older than the victim.” (National Resource Center on Sexual Abuse; 1992).

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for their actions.

Child sexual abuse is a criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Child sexual abuse includes behaviors that involve touching and non-touching aspects.

Types of sexual abuse that involve touching include:

- Fondling
- Oral, genital, and anal penetration
- Intercourse
- Forcible rape

Types of sexual abuse that do not involve touching include:

- Verbal comments
- Pornographic videos or pictures
- Obscene phone calls
- Exhibitionism
- Allowing children to witness sexual activity

Child sexual abuse occurs in all demographic, racial, ethnic, socio-economic, and religious groups. Strangers account for less than 20 percent of the abusers. Estimates indicate that when a known assailant commits the abuse, half of the time it is a father or stepfather, and the rest of the time it is a trusted adult who misuses his or her authority over children.

Definitions of Child Abuse and Neglect

Pennsylvania's Child Protective Services Law (CPSL) defines as follows five types of abuse, all of which must result from an act or failure to act by a perpetrator:

1. **Non-accidental Serious Physical Injury:** A recent* injury that causes the child severe pain or significantly impairs the child's physical functioning, either temporarily or permanently.
2. **Serious Physical Neglect:** Prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which results in the child sustaining a condition that endangers the child's life or development or impairs the child's functioning.
3. **Sexual Abuse or Exploitation:** Rape, sexual assault, statutory sexual assault, involuntary deviate sexual intercourse, indecent assault, aggravated indecent assault, molestation, incest, indecent exposure, promoting prostitution, pornography, or other form of sexual exploitation of children.
4. **Serious Mental Injury:** A psychological condition, as diagnosed by a physician or licensed psychologist, that renders the child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that his or her life or safety is threatened, or seriously interferes with the child's ability to accomplish age-appropriate developmental and social tasks.
5. **Imminent Risk:** A recent* act or failure to act that creates an imminent risk of serious physical injury or sexual abuse/exploitation of the child that occurs during an incident or series of incidents.

*Within two years of the date of the report.

Possible Indicators of Child Sexual Abuse

Most cases of child sexual abuse go undetected. There may be no apparent physical signs, or there may be physical signs that are detected only through a medical examination. However, there are some signals that a worker may observe that will indicate whether sexual abuse is occurring.

High indicators of abuse which may warrant a report are:

1. A child reports being abused.
2. A child has unusual and repeated bruises, welts, or burns. A child gives varied or different reasons for the same injury.
3. A child has explicit sexual knowledge above age expectations. This includes extensive knowledge of sexual acts, slang/technical terms and/or demonstrated sexual behavior in conversation or play.

The following should raise your concern for the possibility of abuse and could suggest the need to explore further. **The presence of several of these could warrant your making a report.**

Child's Appearance	Child's Behavior	Caretaker's Behavior
<ul style="list-style-type: none"> • Difficulty in walking or sitting • Torn, stained, or bloody underclothing • Pain, bleeding or swollen genitalia • Semen around mouth, genitalia or on clothing • Venereal disease, especially in preteens. • Pregnancy • Lacerations around mouth • Warts around genital area 	<ul style="list-style-type: none"> • Suddenly withdrawn; engages in fantasy or infantile behavior • Poor peer relationships • Unwilling to participate in physical activities • Engages in delinquent acts or runs away • States he/she has been sexually assaulted by parent/caregiver • Fear of rest rooms, a particular place, or being left alone • Unusual sexual knowledge • Does not want to go home from church • Becomes self-abusive: pulling hair out, banging head, cutting themselves 	<ul style="list-style-type: none"> • Extremely protective or jealous of child • Experiencing marital difficulties • Misuses alcohol/drugs • Frequently absent from home • Experienced sexual abuse as a child

Description of the Selection Process for Workers with Children and Youth -- Paid and Unpaid

Description of Screening Procedure

1. To be a Teacher or leader of a Children/Youth ministry you must be a member in good standing CCBFC. Other Children/Youth Workers, such as Helpers and Occasional Workers, need to attend regularly for a minimum of six months. In the case of guest ministries and new staff hires, exceptions might be made (with due diligence to background screening and references from previous churches).
2. All Workers (teacher/leader, helper and occasional worker) who are serving our children and youth are required to fill out a Children/Youth Worker Application Form that is kept in complete confidence.
3. References will be checked and a written record of results will be maintained confidentially with application.
4. Children/Youth Workers will sign a release for Cedar Crest Bible Fellowship Church to conduct a nationwide legal background check to check for previous criminal and abuse records. **Any persons who are known to have committed previous acts of child sexual abuse, will be strictly prohibited from serving with youth.** Where serious allegations have been made but not been legally substantiated the Board of Elders will consider the situation and decide whether or not the person will be allowed to be a Children/Youth Worker.
5. Confidential, personal interviews of all Children/Youth Workers will be conducted and documented. We also reserve the right to interview anyone who will be even in occasional contact with children and youth.
6. Children/Youth Teachers/Leaders and Helpers will be required to attend a training session(s) to equip them to carry out these guidelines. Occasional Children/Youth Workers will be encouraged to attend these training sessions as well.

Nursery Guidelines

There are three rooms that currently comprise the nursery: Baby Nursery, Young Toddler Nursery, and Toddler Nursery. The following guidelines apply to each one:

1. There should be at least **two** nursery Workers in the room before, during and after each church event until the last child is picked up.
2. No one other than nursery Workers, nursing mothers and their babies should be allowed in the nursery area during church events.
3. Workers should not accept any child whose parent or guardian will not remain within the physical confines of the church. This is to ensure the Workers can immediately contact the child's parent(s) or guardian(s) in the event of an emergency.
4. Diaper changes must be done **in** the nursery room according to the posted guidelines, unless by parent(s) or guardian(s).
5. Workers should have first time users of child services complete a ***Parental Consent and Release Form***, which among other things will identify the people who are authorized to pick up their child(ren).
6. We currently have an ID card system and electronic notification system. When a child is brought to the nursery, there is a sign in sheet that needs to be completed. The parent or guardian will receive an ID Card that is attached to the child's back and a Parent ID card. When picking up the child, the Parent ID card must be presented before the child will be released to the parent or guardian. The electronic notification system is used when a parent or guardian suspects that a child might need them during a service or if the parents are unknown to the nursery Workers and may need to be contacted during the service. These devices must be returned to the nursery when retrieving the child.

Pre-School and Kindergarten Sunday School Class Guidelines

1. There should be at least **two** Workers in the room before, during and after each church event until the last child is picked up. One of these Workers should be a Children/Youth Worker.
2. No one other than Children/Youth Workers, parent(s) or guardian(s) should be allowed in the classrooms (unless previously agreed to, e.g. guest speakers or extra/alternate helpers).
3. Bathroom Guidelines:
 - a. Parents should be asked to take their children to the bathroom before Sunday school so that the child won't have to leave the supervised room.
 - b. Children should be taken to the bathroom upon their request, if a child shows obvious signs of needing to go, or if the whole group is taken to the bathroom in an orderly fashion. The Children/Youth Worker should give help/privacy to the toileting child appropriate for their age.
 - c. When a child is being escorted to the bathroom, the classroom will be supervised by a Children/Youth Worker (at the discretion of the Teacher/Leader) so that the other children can be attended to.
 - d. If the child requests a Children/Youth Worker's help in the bathroom, try to teach the child how to help him/herself as much as possible. Use the hand-over-hand method. This technique enables you to place your hands over the child's hands in helping with fastening clothes, wiping skin, and the like. Spend as little time in the bathroom as possible.
 - e. Both the Worker and the child should wash their hands after toileting.
4. Workers should not accept any child whose parent or guardian will not remain within the physical confines of the church. This is to ensure the Workers can immediately contact the child's parent(s) or guardian(s) in the event of an emergency.
5. In case of discipline problems, no spanking may be used. When behavior is not acceptable, an **in-room** time-out period should be used (one minute per age of the child is acceptable, unless otherwise directed by the parents). If the behavioral problem persists, the Children/Youth Worker will summon the parent.
6. Children/Youth Workers should have first time users of child services complete a ***Parental Consent and Release Form***, which among other things will identify the people who are authorized to pick up their child(ren).

Elementary Grades Sunday School Class Guidelines

1. Two Workers should be in the classroom before, during, and after each class period until the last child is picked up.
2. No one other than Children/Youth Workers, parent(s) or guardian(s) should be allowed in the classrooms (unless previously agreed to, e.g. guest teacher or extra/alternate helpers).
3. Children in first grade will be given an opportunity to go to the bathroom during the Sunday School hour. Children in second and third grade will be given an opportunity to go to the bathroom before the Sunday School class begins. Children in fourth through sixth grade will be encouraged to go to the bathroom before the Sunday School class begins.
4. Bathroom Guidelines:
 - a. Parents should be asked to take their children to the bathroom before Sunday school so that the child won't have to leave the supervised room.
 - b. Children should be allowed to go to the bathroom only upon their request or if the child shows obvious signs of needing to go.
 - c. It is assumed in this age group that the child will not need help toileting. If they do, this should be discussed with the Children/Youth Workers in advance.
 - d. The child should wash his/her hands after toileting.
5. In case of discipline problems, no spanking may be used. When behavior is not acceptable, an in-room time-out period should be used. If behavioral problem persists, the Children/Youth Worker should find the parent or bring the child upstairs to the parent.
6. Children/Youth Workers should have first time users of child services complete a ***Parental Consent and Release Form***, which among other things will identify the people who are authorized to pick up their child(ren).

Junior and Senior High Sunday School Class Guidelines

1. Two Children/Youth Workers should be in the classroom before, during, and after each class period. One of these Workers should be the Teacher/Leader.
2. No one other than Children/Youth Workers, parent(s) or guardian(s) should be allowed in the classrooms (unless previously agreed to, e.g. guest speakers or extra/alternate helpers).
3. Youth should remain in the Sunday school room during class and not leave the room unless there is an emergency (e.g. feeling sick) or parent/guardian comes to pick up.
4. Youth should be allowed to go to the bathroom only upon their request or if the young person shows obvious signs of needing to go. The Children/Youth Worker should decide if the young person needs to be escorted to the bathroom (so he/she does not wander).
5. In case of discipline problems, no hitting may be used. When behavior is not acceptable, an in-room cooling period off should be used. If behavioral problem persists, the Children/Youth Worker should ask the other Children/Youth Worker to either find the parent or take the young person to the parent.

Youth Ministry/Worker Guidelines

1. When possible, Children/Youth Workers should not transport a student alone. At least two adults or two students should be present.
2. At least two Children/Youth Workers must be present at youth activities.
3. Children/Youth Workers should not leave students alone at the church waiting for transportation. If only one student remains, two Children/Youth workers should remain with the young person.
4. A Children/Youth Worker must not interact with a student in any sexual manner (e.g. physical, verbal, visual).
5. A Children/Youth Worker must not engage in a romantic relationship with any youth.
6. Children/Youth Workers should avoid one-on-one meetings in private places with youth (same or opposite sex). If this is unavoidable, the Youth Pastor/Director should be made aware when these meetings take place.
7. When a Children/Youth Worker has a legitimate reason to be alone with a student, he/she must first:
 - a. Obtain the consent of the student's parent or guardian before going out alone with or spending time with the student in an unsupervised situation. (For students who come on a regular basis, this can be done yearly).
 - b. Notify the Youth Pastor/Director of such meetings in advance.
8. Any **non-scheduled** meetings (one-on-one, etc.) should have an adult chaperone of the same sex as student participants.
9. Children/Youth Workers should have parental permission for each student's involvement in church sponsored programs or activities. For students who come on a regular basis, this can be done yearly. If this is not received from a first-time student, they should bring a permission slip with them the next time they come. For overnight or out of town activities separate permission should be obtained.
10. Children/Youth Workers must clear in advance all adult chaperones with proper church leaders, before scheduling them for overnight activities that involve youth. These chaperones are required to fill out a Children/Youth Worker Application form and if possible, have a background check before the activity.

Overnight Activities

1. Adult chaperones should have gone through the screening and background check process that is required of all Children/Youth Workers.
2. Children/Youth Workers are to work together as a team and not be isolated with an adolescent.
3. The Youth-to-Children/Youth Worker ratio should be no higher than 7 to 1.
4. Care should be taken so that small numbers of youth are not alone together for long periods of time.
5. Sleeping arrangements are to be separate by gender.
6. Youth should not be released from an overnight activity during the night unless there is notification of or permission by the parent/guardian.

Church Drivers

For the protection of our youth and our drivers, the following guidelines should be observed.

1. When possible, Children/Youth Workers should not transport a student alone. At least two adults or at least two students should be present in the vehicle at all times.
2. If the driver of a church vehicle is not a Children/Youth Worker, then he/she must fill out a Children/Youth Worker Application, as well as register with the Church office so that his/her license can be added to the list of Authorized Drivers.
3. If inappropriate behavior is observed in the vehicle (e.g. sexual harassment, bullying, demeaning, or other discipline problems) the driver should reprimand the student(s) and report the behavior to the Children/Youth Worker.

Activities That May Lead to Allegations

There are many situations that could lead to an allegation of child sexual abuse. Please take time to study the Definitions and Indicators of Child Sexual Abuse earlier in this packet. It is important to recognize that there are “gray areas” that may lead to allegations. Workers with children and youth may not realize when their actions could be interpreted as inappropriate (e.g. excessive tickling or hugging). Mutual supervision is important to this process. That is why each Worker or volunteer is encouraged to carefully, but clearly, bring this to the attention of the person who is acting inappropriately. If questionable behavior continues to occur, or if overt sexual abuse occurs you must report it to the Pastor or Designee as detailed below. If this is implemented with care and sensitivity, actual instances of abuse or molestation can be avoided.

Response Plan: Steps to Take if Child Sexual Abuse is Suspected

The primary responsibility of someone reporting suspected sexual abuse is to ensure the safety of the child while attending Cedar Crest Bible Fellowship Church or church sponsored activities. Discrete and confidential reporting of suspected sexual abuse is critical to abuse prevention. Please understand that reporting abuse reflects caring and is not an act of disloyalty. If you witness or hear about a sexually abusive situation and do not report it, the safety of our children may be compromised. Anyone may report child abuse. As long as the report is based on a good faith suspicion that abuse is occurring, the reporter will be immune from any civil and criminal proceedings that could result. Paid church Workers are considered legally mandated to report. Volunteers are encouraged to report, but would not be held legally responsible if they do not. When the person hearing the allegation or witnessing abuse tells the Pastor of the abuse, he (the paid church Worker) will be legally mandated to report this information if the witness does not. The paid church Worker must make this report immediately by phone and in writing within forty-eight hours. It is considered an obligation of our all of Cedar Crest Bible Fellowship Church Workers (paid or unpaid) to follow these guidelines.

The following steps should be taken upon receiving allegations or observing sexual abuse:

Anyone who becomes aware of suspected sexual abuse by a Children/Youth Worker or other volunteer is to report it directly to the Pastor overseeing Christian Education or Youth Pastor/Director, or other staff Pastor and communicate an intent to file a report. This is so the suspected perpetrator of abuse can be removed from proximity to children at Cedar Crest Bible Fellowship Church during the investigation.

The Pastor will not in any way hinder the filing of the report. For the protection of all involved, it is strongly recommended that the notification to authorities be made in the presence of the Pastor. As mandated reporters, the Pastor can learn the final legal status of the report and what services have been or will be provided to the child and family as a result of the initial report. A non-pastoral staff Children/Youth Worker would not be able to receive such information. The reporting party can still remain anonymous to the authorities.

If a Children/Youth Worker suspects abuse or hears an allegation of abuse *occurring in the home of one of the children or youth*, the Children/Youth Worker is encouraged to file a report as detailed below. In this case no one in the church need be notified, unless the alleged

perpetrator is a Children/Youth Worker at Cedar Crest Bible Fellowship Church. It is permissible to make a report on a reasonable suspicion. You do not need actual evidence to call. Give the information you have, and the authorities will determine if the suspicion warrants an investigation. You may call ChildLine just to ask if the information you have warrants a report.

The report is to be filed as soon as possible with **ChildLine 1-800-932-0313**. This toll-free number is staffed twenty-four hours a day, seven days a week by Pennsylvania's Department of Public Welfare. This is the number to call for child abuse in the state of Pennsylvania, regardless of the county the child lives. If the alleged perpetrator is not related to the victim, ChildLine will direct the reporting party to call the police department where the alleged crime took place. Be prepared to answer as many of the following types of questions as possible:

*Why do you suspect abuse has occurred?

*Name of the child.

*Address, phone, school – as much information as you have so that the child can be reached in the next 24 hours.

Who is alleged perpetrator of abuse?

How did you find out?

Who else knows about the abuse?

Parents names and address(es).

Any siblings in the home?

* Most important information. The rest is helpful but not necessary to make a report.

You can choose to remain anonymous when calling ChildLine or the Police. ChildLine will then do a perpetrator search to find out if they have previous information of this child being abused or the perpetrator being accused. Then ChildLine contacts the County Department of Children and Youth for the County that child lives, and the police, if necessary.

If you choose to identify yourself, a County Department of Children and Youth Investigator and/or Police has the option to call you in order to clarify any information that you give. They will keep your name and information confidential from the child, the child's family, and the alleged perpetrator. The Investigator is obligated to see the child within 24 hours of receiving the report.

Intervention Plan

If charges of child sexual abuse by a Children/Youth Worker or volunteer are reported to the Pastor, the following actions will be taken:

The Pastor will call Child-Line and police if the person making the allegation has not.

The Pastor will convene a Crisis Task Force consisting of the Pastor, an Elder, Church Attorney, Counselor, and appropriate Sunday School Teacher or Youth Pastor/Director

This Task Force will outline the necessary steps in response to the filed report. It will not attempt an in-depth investigation. That will be left to the appropriate government authorities.

It is recommended that this task force:

1. Document all efforts at handling the incident (e.g. who was contacted and when, using specific times and dates) while maintaining strict confidentiality.
2. Notify Cedar Crest Bible Fellowship Church's liability insurance carrier.
3. Take the advice of the police or ChildLine (for the specific situation) as to whether to notify the parents or guardians.
4. Confront the accused after the safety of the child or youth member is secured.
5. Designate a specific spokesperson for the church if media become involved.
6. Discretely remove the alleged offender from their Cedar Crest Bible Fellowship Church position(s) while the investigation is being conducted.

If the allegations become legally **unsubstantiated**:

1. The accused person will need to provide official evidence, if he/she can obtain this, that he/she was innocent. This information would be placed in the accused persons file along with his/her application. Once the investigation has begun by civil authorities, the details and information is kept confidential from the public, including Cedar Crest Bible Fellowship Church. In the majority of cases, the allegations become unsubstantiated from a legal standpoint. If this occurs, **but** the accuser remains steadfast in his/her allegation, the Children/YouthWorker may be prohibited from working with children at Cedar Crest Bible Fellowship Church.
2. If the accuser recants the allegation, then every effort will be made to exonerate, reconcile and restore the accused person. Also, a public statement by the Crisis Task Force will be made if the accused person desires.

3. The Task Force will respond with concern, care and love for the complainant(s), for the congregation, and for the accused and his/her family.
4. The accused will be notified in writing that a copy of the filed report and investigation's findings will be retained for legal purposes by the church. The report will be confidential and only appropriate church staff will have access to the file.

If the allegations and investigations **substantiate** abuse:

1. The offender will be permanently removed from susceptible environments and offices in the Cedar Crest Bible Fellowship Church ministry.
2. The victim(s) and his/her (their) family/families will be given utmost consideration and pastoral care.
3. Continued pastoral care and counseling can be extended to the offender and family during rehabilitation, however, it will be recommended that on-going counseling for the offender be pursued with professional counselors who have adequate experience in this type of counseling.
4. The Elders will weigh the risks and make a determination regarding church membership status of the offender.

Ministry and Support

To the victim and his/her family:

1. A person from Cedar Crest Bible Fellowship Church will serve as an advocate and a support to the victim(s) and their family/families.
2. Sensitivity, care and love will be extended to the victim(s) and his/her (their) family/families.
3. A list of qualified counselors will be provided.
4. Our church will provide some financial assistance for counseling.
5. In case of multiple victims, opportunities will be offered for these persons to meet together for support, prayer, healing and encouragement.

To the accused and his/her family:

1. A person from Cedar Crest Bible Fellowship Church will serve as an advocate and support to the accused and their family.
2. A list of qualified counselors will be provided.
3. If necessary, Cedar Crest Bible Fellowship Church could provide some financial assistance for counseling.
4. Sensitivity, care and love will be extended to the accused and his/her family.
5. If the perpetrator is found guilty or pleads guilty in the court of law to any charge of child sexual abuse the church will not intercede on the perpetrator's behalf, by letter or by personal appearance in court, to influence the court's decision concerning sentencing.
6. If both the perpetrator and victim and their families are members or regular attendees of Cedar Crest Bible Fellowship Church it is understood that for the victim's emotional recovery the perpetrator and perpetrator's immediate family may be asked to attend another church.

To the church family:

1. If the perpetrator is found guilty, or pleads guilty, in a court of law to child sexual abuse, his/her identity and the charges to which he/she were found guilty will be announced to the appropriate adult population of the church.
2. An admonition to be wise concerning dealings with this person will be made by the Pastor or elder making the admonition.

Acknowledgments

These Child Sexual Abuse Prevention Guidelines for Cedar Crest Bible Fellowship Church were compiled by Lisa Pawlowski, a Licensed Social Worker, and a sub-committee of some of the members of the Christian Education Committee, who would like to acknowledge the following:

- Church Law and Tax Report provided a written curriculum with suggestions on how churches create such guidelines.
- Organizations giving input to specific questions we had were: Big Brothers/Big Sisters of the Lehigh Valley, Lehigh County Office of Children and Youth Services, ChildLine, and the Allentown Police – Sex Crimes Division.
- Project Child—The Child Abuse Prevention Coalition of the Lehigh Valley who compiled the “Child Abuse Primer for Pre-school and Elementary Educators”.
- Accufax for providing comprehensive child worker screening and background checks and related applications, forms and advice.
- Also we would like to thank the many people who specifically prayed for us through this process.

Although much prayer, research and thought has gone into the preparation of these guidelines, we expect that this document will change and evolve with time and experience. There will be an ongoing review of the effectiveness of these guidelines including assessment of how they impact our ability to minister.

**Cedar Crest Bible Fellowship Church
Children/Youth Worker Application Form**

This application is to be completed by all applicants for any position (volunteer or compensated) involving the ongoing supervision or custody of minors. This is not an employment application. It will be used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Personal Information:

Date: _____ Name: _____

Address: _____

Home Phone: _____ Business Phone: _____ Email: _____

Ministry: Please indicate which children or youth ministry in which you desire to serve

Please indicate the date you would be available to begin _____

What is the minimum length of commitment you can make? _____

List any gifts, training, education, or interests that will help you in ministry to children/youth

References: Please list all churches you have regularly attended in the last five years.

<u>Church</u>	<u>Address</u>	<u>Phone Number</u>	<u>Dates</u>
---------------	----------------	---------------------	--------------

List all previous church and/or non-church work involving children/youth.

<u>Church or Agency</u>	<u>Address</u>	<u>Position</u>	<u>Dates</u>
-------------------------	----------------	-----------------	--------------

List 3 references who were able to observe your work with children (either church or non-church work):

<u>Name</u>	<u>Phone Number</u>	<u>Relationship to You</u>
-------------	---------------------	----------------------------

Children/Youth Worker Guidelines:

The following guidelines reflect our commitment to provide protective care to all children, youth, volunteers, and staff who participate in church-sponsored activities.

1. All adult volunteers and staff shall confess Jesus Christ as their personal Lord and Savior, be a member in good standing and attendee of Cedar Crest Bible Fellowship Church for at least six months.

2. Adults who have perpetrated and/or been convicted of either sexual or physical abuse of a child or children will not be permitted to serve as volunteers in any church-sponsored activity or program for children or youth.

Have you ever **perpetrated** any of these crimes? Yes___ No___

Have you ever been **accused of** or **been convicted** of any of these crimes? Yes___ No___

3. Adult volunteers and staff are to observe the "two adult" rule. This requires that adults make every reasonable effort to avoid being in an isolated setting with children or youth without another Children/Youth Worker.

4. Volunteers or staff members are to immediately report to the Pastor of Christian Education any behavior that seems abusive or inappropriate or any incident reported by a child or adolescent.

5. When an allegation of abuse is brought to the attention of the staff, it will be reported to outside authorities (ChildLine and/or the Police). The volunteer or staff member accused will be informed that he/she may not minister to children or adolescents at Cedar Crest Bible Fellowship Church during the investigation.

Do you have any questions about these guidelines? Yes ___ No___

As a church volunteer, do you agree to observe all church guidelines regarding working with youth or children: Yes ___ No___

Do you have any personal history of abuse (sexual abuse or abuse any kind) **that you feel would prevent you** from complying with these guidelines working with children or reporting child abuse? Yes ___No___

Are you willing to fill out a consent form for a criminal and child abuse background check? Yes ___ No___

Are you willing to attend a training course(s) to become familiar Cedar Crest's Child Sexual Abuse Prevention Guidelines? Yes ___ No___

For your interview process, do you have a preference for who would conduct the interview? Yes: ___ A Male ___A Female or No preference ___

I certify that the information contained in this application is correct, complete, and accurate. I give my permission for any references checked to give Cedar Crest Bible Fellowship Church any information they may have regarding my suitability and fitness for children's or youth work. I have read the above guidelines and agree to observe the safeguards listed.

Signature: _____ Date: _____

Cedar Crest Bible Fellowship Church
Occasional Worker Application Form

Date: _____ Name: _____

Address: _____

Home Phone: _____ Business Phone: _____ Email: _____

The following policies reflect our commitment to provide protective care of all children, youth, and volunteers who participate in church sponsored activities.

1. All adult volunteers and staff shall confess Jesus Christ as their personal Lord and Savior, be a member in good standing or an attendee of Cedar Crest Bible Fellowship Church for at least six months.
2. Adults who have perpetrated and/or been convicted of either sexual or physical abuse of a child or children will not be permitted to serve as volunteers in any church-sponsored activity or program for children or youth.
Have you ever **perpetrated** any of these crimes?
Yes _____ No _____
Have you ever been **accused of** or **been convicted** of any of these crimes?
Yes _____ No _____
3. Adult volunteers and staff are to observe the "two adult" rule. This requires that adults make every reasonable effort to avoid being in an isolated setting with children or youth without another youth/child Worker.
4. Volunteers or staff members are to immediately report to the Pastor of Christian Education any behavior that seems abusive or inappropriate or any incident reported by a child or adolescent.
5. When an allegation of abuse is brought to the attention of the staff, it will be reported to outside authorities (ChildLine and/or the Police). The volunteer or staff member accused will be informed that he/she may not minister to children or adolescents at Cedar Crest Bible Fellowship Church during the investigation.

Do you have any questions about these guidelines? Yes _____ No _____

As a church volunteer, do you agree to observe all church guidelines regarding working with youth or children? Yes _____ No _____

Do you have any personal history of abuse (sexual abuse or abuse of any kind) **that you feel would prevent you** from complying with these guidelines working with children or reporting child abuse? Yes _____ No _____

Are you willing to attend a training course(s) to become familiar Cedar Crest's Child Sexual Abuse Prevention Guidelines? (This is not mandatory for Occasional Workers) Yes _____
No _____

Signature _____ Date _____

Cedar Crest Bible Fellowship Church

Volunteer Authorization For Release of Background Information

In connection with my application for volunteer service with **Cedar Crest Bible Fellowship Church**, I authorize **Cedar Crest Bible Fellowship Church** and, or, ACCUFAX Div., Southvest Inc., their agent, to solicit background information relative to my criminal record history. I understand that **Cedar Crest Bible Fellowship Church** may conduct inquiries into my background that may include criminal records, personal references and other public record reports pertaining to me.

I authorize without any reservation, any person, agency, or other entity contacted by Cedar Crest Bible Fellowship Church or ACCUFAX Div., Southvest Inc., their agent for purposes of obtaining background report information, to furnish the above mentioned information.

I release **Cedar Crest Bible Fellowship Church**, their respective employees or ACCUFAX Div., Southvest Inc. their agent and employees and all persons, agencies and entities providing information or reports about me from any and all liability arising out of furnishing any such information or reports.

Requested by: 610-432-2200

PLEASE PRINT INFORMATION BELOW

FULL LEGAL NAME _____ DOB _____

OTHER NAMES USED _____ SS _____

DRIVERS LIC # _____ STATE ISSUED _____

Please note: if your address is a rural route, or post office box, we must have City & County mail was delivered

Current
Address _____ City _____ Co. _____ St. _____ Zip _____
How long at this address? (Months/Years) _____

Previous
Address _____ City _____ Co. _____ St. _____ Zip _____
How long at this address? (Months/Years) _____

Previous
Address _____ City _____ Co. _____ St. _____ Zip _____
How long at this address? (Months/Years) _____

SIGNATURE _____ **DATE** _____

LIST ALL CITY/STATES RESIDED AT SINCE AGE 18 AND HOW LONG IN EACH:

FOR INTERNAL USE ONLY

Cedar Crest Bible Fellowship Church

Reference Contact Form

Person making contact _____

Name of Applicant _____

Reference: Church _____ Person Contacted _____

Date and Time of Contact _____

Method of Contact: Phone _____ Letter _____ Personal Conversation _____

Summary of Conversation (the reference's remarks concerning the applicant's fitness and suitability for youth or children's work):

Reference: Church _____ Person Contacted _____

Date and Time of Contact _____

Method of Contact: Phone _____ Letter _____ Personal Conversation _____

Summary of Conversation (the reference's remarks concerning the applicant's fitness and suitability for youth or children's work):