



# Child Protection Policy

## General Purpose Statement

Hebron Presbyterian Church seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Hebron Church from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “worker” refers to all employees and volunteers who work with children. The term “adult” refers to persons age eighteen (18) and older.

## Selection of Volunteers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

a) **Six Month Rule**

No volunteer will be considered for any ongoing position involving contact with minors until she/he has been involved with Hebron Presbyterian Church for a minimum of six (6) months. This time of interaction between our leadership and the potential volunteer allows for better evaluation and suitability of the volunteer for working with children.

b) **Personal Interview**

A face-to-face interview may be scheduled with the potential volunteer to discuss his/her suitability for the position.

c) **Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

- Those who will be involved in overnight activities with children;
- Those counseling children;
- Those involved in one-on-one mentorship of children; and
- Those having occasional one-on-one contact with children

Background checks will be done every five years using an online system, with the potential volunteer completing the form along with their electronic signature. If an individual declines to submit the online background check form, s/he will be unable to work with children.

Volunteers who have received clearance to volunteer at their child’s school or place of employment where they are directly involved with children (school, daycare, hospital, etc) may provide written, dated documentation of their background check approval in lieu of submitting the online form. A copy of the verification will be kept on file at Hebron Presbyterian Church. The Pastor or Director of Christian Education will determine if the volunteer’s verification is an acceptable replacement for our background check, and reserve the right to require the volunteer to complete our online form.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by Hebron's Christian Education Committee and/or Personnel Committee on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children.

The background check authorization form and results will be maintained in confidence on file at Hebron Presbyterian Church.

## Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than two students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity without parental consent.

## Responding to Allegations of Child Abuse

For purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Pastor or Director of Christian Education for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at this church or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.

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3. Civil authorities will be notified, and the church will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The church will fully cooperate with the investigation of the incident by civil authorities.
4. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The Pastor or Clerk of Session will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

## Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

## Restroom Guidelines

With children age 5 and younger, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Diaper changes should be done in open view, never behind a closed door.

## Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14
- Must be screened as specified above.
- Must be under the supervision of an adult and must never be left alone with children, unless written parental consent is provided.

## **Check-in/Check-out Procedure**

For children below kindergarten, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" in order to sign out the child from our care. In the event that a parent or guardian is unable to present the "child check," the Director of Christian Education will be contacted. S/He will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

## **Sick Child Policy**

It is our desire to provide a healthy and safe environment for all of the children at Hebron Presbyterian Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our volunteers or staff to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

## **Medications Policy**

It is the policy of Hebron Presbyterian Church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions), and for children attending overnight events. Parents of such children should address their situation with the Director of Christian Education or group chaperones to develop a plan of action.

## **Discipline Policy**

It is the policy of Hebron Presbyterian Church not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Volunteers should consult with the Director of Christian Education if assistance is needed with disciplinary issues.

## **Accidental Injuries to Children**

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, volunteers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the volunteer's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

## **Training**

Hebron Presbyterian Church will provide training on this child protection policy to all new volunteers and will strive to provide opportunities for additional training classes or events on an annual basis. All volunteers are strongly encouraged to attend these training events.