

WESTMINSTER PRESBYTERIAN CHURCH

CHILD ABUSE PREVENTION POLICY

Issue 2

APPROVED BY SESSION 12/15/2011

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Child Abuse Prevention Policy

A POLICY

WPC is committed to conducting its ministries in a way that assures the safety of all people affiliated with or coming in contact with the Church, especially children and those who work with them. WPC will not tolerate child abuse or neglect. WPC is committed to the prevention of child abuse, to insuring the safety of children entrusted to it and to assisting those who are affected by child abuse. This Child Abuse Prevention Policy (herein referred to as CAPP) is established for that purpose.

WPC will comply with all legal requirements to report suspected child abuse in accordance with Washington State Law: RCW 26.44.020, Child Abuse Definitions; RCW 26.44.030 Reporting Child Abuse; and RCW 43.43.830 Criminal Background Checks.

WPC will follow reasonable measures in the recruitment and selection of workers. WPC will implement prudent operational procedures in all programs and events, and WPC will educate all of its workers who interact with children regarding the use of appropriate policies and methods. WPC will have a clearly-defined procedure for reporting a suspected incident of abuse that conforms to the requirements of Washington State Law, and will be prepared to respond if an incident occurs.

A.1 Not Contract with Third Party:

The policies set forth herein are WPC's stated goals and objectives. These policies and the procedures set forth herein to implement them are not intended to create an implied or express contract with any person. They are not intended, nor shall they be construed, to create a legally enforceable or binding promise, representation, or contract.

A.2 Definitions:

A.2.1 "Child" or "children" means any person less than 18 years of age.

A.2.2 Washington State Law defines Child Abuse or Neglect as follows:

"means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in this section." (RCW 26.44.020)

A.2.3 "Neglect," "Negligence," or "Maltreatment" is defined by Washington State Law as

"Negligent treatment or maltreatment" means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction, that evidences a serious disregard of consequences of such magnitude as to constitute a clear and present danger to a child's health, welfare, or safety." (RCW 26.44.020)

A.2.4 "Misconduct," for the purposes of the CAPP, shall mean conduct which is prohibited by this policy but which does not constitute child abuse or neglect.

A.2.5 "Designee" in the phrase "Human Resources Committee Chair [or Designee]" shall mean a person designated by the Human Resources Committee Chair to handle those responsibilities outlined in the CAPP for the Human Resources Committee Chair in the absence of or

unavailability of the Human Resources Committee Chair. In keeping with the desired philosophy of providing an independent perspective on CAPP issues the designee will, in most circumstances, be a member of the Human Resources Committee and will be without any direct or supervisory responsibility for childcare or children ministries at WPC.

A.3 Scope:

- A.3.1** All employees and volunteers of WPC shall support this policy and comply with the policy and procedures outlined herein.
- A.3.2** All employees and volunteers of WPC who have contact with children who participate in any Church activities or events shall be subject to this policy and procedures.
- A.3.3** All activities of WPC that require Church employees or volunteers acting within the scope of their duties to have custody or supervision of children shall be subject to this policy and procedures.
- A.3.4** Any organization routinely using WPC facilities shall be made aware of this policy and shall be encouraged to adhere to this or a comparable standard for child abuse prevention. WPC is not responsible for follow up to assure that these organizations do indeed adhere to this or comparable standards.
- A.3.5** For activities that are co-sponsored by WPC and other ecumenical entities (e.g. Creation, Anacortes Youth Network), permission slips will include a waiver that will need to be signed by parents and/or guardians indicating their understanding that WPC cannot enforce adherence to the CAPP for that event.

A.4 Basic Supervision Requirements:

A.4.1 Ratios for Supervision of Children.

<u>Age Groups</u>	<u>Ways to Achieve Basic Supervision Ratios</u>	<u>1 Adult or 1 Student Leader For each additional</u>
Children: Ages 0-2 years	2 adults for first 10 children, OR	4 Children
	1 adult & 1 student leader for first 10 children	
Children: Age 3 – 6 th grade	2 adults for first 14 children, OR	6 Children
	1 adult & 1 student leader for first 14 children	
Children: 7 th and 8 th grade	1 adult with another CAPP trained and approved adult who has agreed to be identified as the second adult in close proximity and no closed doors (without windows) for first 16 children, OR	7 Children
	1 adult & 1 student leader for first 16 children	
Children: 9 th – 12 th grade	1 adult with another CAPP trained and approved adult who has agreed to be identified as the second adult in close proximity and no closed doors (without windows) for first 18 children, OR	8 Children
	1 adult & 1 student leader for first 18 children	

CAUTION: The above table lists MINIMUM standards. It is expected that an Event Coordinator/Leader will use good judgment in reviewing each event to determine when these standards should be EXCEEDED based on such factors as the nature of the event, the ages and age distribution of the participants, the experience of the leaders, and the age and maturity of the student leaders. The term “close proximity” used above shall mean a CAPP Approved second leader working within 30 feet or in visual range of the child event location who is clearly aware of their leadership responsibility and who periodically checks on the event.

Student Leaders who are participating in the event may serve as a Student Leader to satisfy the above ratio requirements as long as they clearly know and understand their responsibility as a designated Student Leader for the event.

- A.4.2 Two Leader Standard.** As specified in Section A.4.1 event staffing requires no fewer than two adults [or one adult and one student leader], unrelated to one another, to be present during Church- sponsored programs, events, or ministries involving children. It is recognized, however, that there will be occasional situations in which this staffing standard will not be feasible. Some common exceptions include: when one-on-one counseling is appropriate, when children are being transported, emergencies, bathroom escorting, first aid, etc. This rare exception should not be routinely used to avoid meeting the MINIMUM staffing standards established in the above tables.
- A.4.3 One-On-One Interaction.** One-on-one interaction between adults and children must be approached with caution and common sense. It is recognized that a key facet of youth ministries is developing positive relationships through one-on-one interaction. These counseling conversations, while private, should be conducted in plain view of others. In buildings they should be conducted in a glassed conference area, or as a minimum, in an office with a non-shaded window or glass windowed door. Doors shall be left open if a window is not present in the door. The one-on-one interactions may also be in a public place such as a coffee shop or restaurant. The key issue is that the one-on-one interactions should be in plain view of others.
- A.4.4 Separate Accommodations.** When camping, on mission trips or during overnight sleepovers, any single child is not permitted to sleep in the private tent/cabin/room of an adult unless also accompanied by his/her parent or designated guardian or has approval to do so by his/her parent. A designated guardian is someone to whom parents have given parental authority for their child in their absence. Chaperones of the same gender as the children are permitted to sleep in the same room with more than one child of the same gender during overnight events. A “Chaperone” shall be an adult who is on the CAPP Approved List. When gender-separate restroom facilities are not available, locks, latches or labels shall be available and utilized to assure privacy.
- A.4.5 Respect of Privacy.** Adult leaders must respect the privacy of children in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- A.4.6 Proper Preparation for High-Adventure Activities.** Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision and safety measures. If any special equipment is used that requires special instruction, the instructions for its use will be provided verbally and followed.
- A.4.7 Permission Forms.** Except for regularly scheduled Church events on the Church premises, permission forms are required for all children in advance of participating in Church events. Regularly scheduled Church events include but are not limited to Sunday School,

weekly/monthly scheduled children and youth groups, fellowship events, Choir, Children's Chapel, etc. Events requiring permission slips include, but are not limited to: VBS, any overnight event, an event requiring transportation, co-sponsored events[see paragraph A.3.5], or any event involving taking children off WPC campus, etc. These forms, including a waiver of liability, shall accompany the Event Coordinator/Leader. A copy shall also be kept on file at the church. For temporary visits off campus, written permission to leave the WPC campus is required and a note shall be left in the area of the WPC campus where the children checked in indicating the location of the off campus visit. In the case of an accident that requires medical attention, the Event Coordinator/Leader will use all means possible to contact the parent, designated guardian or emergency contact while ensuring that the child receives proper care.

A.4.8 First Aid Kit. There will be a first aid kit available on Church premises and at all Church children's programs.

A.4.9 Medications. For all overnight events, all medicine (including supplements) for participating children will be given to the Event Coordinator/Leader for safe keeping. Unless special alternate arrangements are established, the child or his/her parent or designated guardian shall retain responsibility for maintaining the prescribed dosage and treatment schedule. The Event Coordinator/Leader assumes no responsibility for ensuring that a child participant is taking his/her medication in the amount or times prescribed by the treating medical care professional.

A.4.10 Appropriate Attire. Proper clothing for WPC activities is required. Suggestive, skimpy or vulgar statement clothing is not permitted and may be a sufficient basis to exclude an individual, either adult or child, from participation in an event. The Event Coordinator/Leader makes the determination of clothing suitability.

A.4.11 Constructive Discipline. Discipline used at WPC should be constructive and reflect Christian values. Corporal punishment is prohibited.

A.4.12 Hazing Prohibited. Physical hazing and initiations are prohibited and may not be included as part of any WPC activity.

A.4.13 Student Leader. A Student Leader is someone in 6th grade or above who has been selected to participate in a leadership capacity by the Event Coordinator/Leader, and has been trained in a 'Student Leader' version of the CAPP training. Note: During the summer, the grade level of the child is defined as the grade that they will be entering in the fall.

A.4.14 Supervision of Student Leaders. Adult leaders must monitor and guide the leadership techniques used by student leaders and ensure that WPC policies are followed.

A.5 Code of Behavior:

A.5.1 Rules of General Supervision for Adults Working with Children.

1. Appropriate physical affection between adults and children is important for the development of children and is generally suitable in the Church setting. Education on "good boundaries" should be a part of the education process of adults working with children.
2. Physical affection should be restricted to that appropriate for the age of the child. Within reason, the following guidelines for touching are to be followed by anyone working with children:
 - a. It is appropriate to hold an infant and help a toddler within normal nursery care.

- b. The adult should respond to the child's need for comfort and encouragement and not base touching on the adult's own emotional needs. Some examples of appropriate touching by an adult include: holding hands as part of a group activity, touching only the head or shoulders, hugging or a side-on hug of the shoulders.
 - c. A child's preference not to be touched should be respected by adults and others. This includes child-to-child touching.
- 3. Except for the purpose of deliberate one-on-one interaction (Section A.4.3) adults should try to avoid being alone, one-on-one, with children for any significant length of time whenever possible.
- 4. The behavior of adults working with children must reflect the highest standards of Christian maturity, foster trust at all times, and be above reproach. Adults engaged in Church-related events or activities with children present should never engage in sexually suggestive behavior, sexual activity, or inappropriate touching.
- 5. Any child or adult not registered for a children's event or activity, but desiring to be involved, is required to check in and out with the Event Coordinator.
- 6. There will be absolutely no drinking of alcohol or use of illegal drugs at or during any of the children's activities or events. Any drinking of alcohol or use of illicit or illegal drugs will lead to immediate removal from the event.
- 7. Possession of firearms at children's activities or events is forbidden.
- 8. All adults working with children shall abide by all laws and regulations applicable to the location of the event.

A.6 Suspected Child Abuse, Neglect or Misconduct Reporting:

- A.6.1 Safety and Parental Notification.** Child safety is paramount. The highest priority shall be placed on securing the safety of the presumed victim. Following that, the Human Resources Committee Chair [or designee], Event Coordinator and/or Pastor shall have a witnessed conversation to notify the parents of the child involved.
- A.6.2 Confidentiality.** All reports of abuse or neglect must be treated with utmost seriousness and confidentiality. An individual reporting an incident has the right to request that their identity remains confidential.
- A.6.3 Who Must Report.** Every person is required to report any incident of observed or suspected child abuse or neglect. This includes, but is not limited to, employees and volunteers, Pastors, Elders, Deacons and Congregants.
- A.6.4 What Must be Reported.** If a person has a reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably be thought to result in abuse or neglect, that person is required to report what s/he has observed.
- A.6.5 When Must the Report be Made.** When reasonable cause to suspect abuse or neglect has been established, the report must be made immediately.
- A.6.6 To Whom Must the Report be Made.** Reports of suspected child abuse or neglect should be made to the Human Resources Committee Chair [or designee] and the Pastor. The Human

Resources Committee Chair [or designee] will promptly report the incident to law enforcement and/or Child Protective Services.

- A.6.7** On What Form Must the Report be Made. All incidents of suspected child abuse, neglect or misconduct should be reported utilizing the Suspected Child Abuse, Neglect or Misconduct Report Form, Appendix 1.
- A.6.8** Suspected Abuse or Neglect Occurring Within Church Programs. When reasonable cause exists to suspect abuse or neglect has occurred at the Church or within Church-sponsored activities or events, reporting shall take place in accordance with paragraphs A.6.1 through A.6.7. In addition the incident is to be investigated in accordance with Section A.7
- A.6.9** Suspected Abuse or Neglect Occurring Outside Church Programs. Employees and volunteers of WPC who encounter situations resulting in suspicion of abuse or neglect of children which occurred outside the Church or Church programs shall not investigate said incidents. The reporting per paragraphs A.6.1 through A.6.7 fulfills his or her obligation to report.
- A.6.10** Misconduct. In the event a violation of this Policy occurs, but such violation does not reach the level necessary to establish reasonable cause to suspect abuse or neglect, the event or activity shall be immediately reported both verbally and in writing to the individual's Supervisor and the Human Resources Committee Chair [or designee]. Suspected Child Abuse, Neglect or Misconduct Report Form, Appendix 1 should be utilized for this purpose. A suspicion of misconduct does not warrant nor require the notification to law enforcement or Child Protective Services. Cases of suspected misconduct may be investigated in accordance with Section A.7.
- A.6.11** The Human Resources Committee Chair or designee shall immediately inform the Presbytery and the Session of all reports of suspected abuse or neglect occurring within Church programs. If the Human Resources Committee Chair is the person suspected or accused of the abuse or neglect, the Pastor shall report the incident to the Presbytery and Session.
- A.6.12** The person who receives the report of suspected abuse, neglect, or misconduct shall immediately share this information with the Event Coordinator/Leader or alternate. The Event Coordinator/Leader, with the assistance of the Human Resources Committee Chair [or designee] is responsible for filling out the Suspected Child Abuse, Neglect or Misconduct Report Form.
- A.6.13** The Human Resources Committee Chair [or designee] is responsible to assure that all aspects of the incident are documented using the Suspected Child Abuse, Neglect or Misconduct Report Form. A copy of the report will be forwarded to the Pastor and the original, when not being acted upon, will be kept in the Human Resources Committee's locked file cabinet.
- A.6.14** Any employee or volunteer accused of suspected abuse, neglect or gross misconduct shall be notified of the circumstances and immediately relieved of duties related to this or any other Church events involving children. Further, the accused is to be isolated from further contact with the event participants and others who may be negatively impacted by the individual's presence until the review process is completed. The individual accused of suspected abuse or neglect may not return to these types of duties until the Human Resources Committee has completed the review. (This applies whether or not the alleged act of abuse occurred during a Church-related event)
- A.6.15** Any reports of suspected abuse or neglect, or gross misconduct by the Pastor(s) shall be reported to the Session and Human Resources Committee Chair [or designee].

A.7 Investigation and Response:

A.7.1 The Church's obligations to respond to allegations of suspected abuse and neglect go beyond the State's requirements. The Pastor's focus should be to provide pastoral care to all involved in the incident, including the accused. To preserve the needed pastoral independence the Pastor should not participate in the investigation process, even as a witness.

In Christian love it is important that WPC responds by providing:

1. Faithful response to the presumed victim and family – WPC will provide comfort and support to the presumed victim and her/his family. (See paragraph B.4.1.)
2. Faithful response to the accuser – WPC will take the allegations very seriously, respect the accuser's privacy, provide sympathetic concern, place no blame upon the accuser, and not support or make the implication that the accuser was in any way responsible for causing or failing to prevent the suspected abuse.
3. Faithful response to the accused – WPC will acknowledge that the person is of sacred worth; remove the accused from any position as a worker with children until allegations are fully investigated and resolved; recognize that the person is innocent until clearly established to be guilty, and even if guilty, deserving of forgiveness and reconciliation.
4. Faithful response to the media – WPC will designate one spokesperson in advance and have a well-thought-out, previously written response, reviewed by the Human Resources Committee Chair [or designee] and the Pastor.

A.7.2 If the incident is put under investigation by law enforcement and/or Child Protective Services, the investigation will be monitored by the Human Resources Committee Chair [or designee] until there is an outcome. WPC will conduct no independent investigation or review until the investigation by law enforcement and/or Child Protective Services is complete.

A.7.3 If there is no law enforcement and/or Child Protective Services investigation, or once that investigation is completed, the Human Resources Committee Chair [or designee], and others, as needed, shall jointly review the incident to determine whether any further actions are needed. All information concerning the incident shall be held in strict confidence by all parties involved in the review.

A.7.4 The Human Resources Committee Chair [or designee] is responsible for contacting the accused and informing the accused of the nature of the Church review process. The Human Resources Committee Chair [or designee] shall be accompanied by one other member of the Human Resources Committee. The purpose of this meeting is not to interrogate the accused but to advise the accused of the nature of the accusation and the procedure that will be followed. During subsequent meetings with the accused, one other mutually agreed-upon witness shall be present.

A.7.5 Gross Misconduct Violation. After conducting a thorough review, the Human Resources Committee Chair or designee accompanied by a witness shall report the findings to the accused. If it is determined that the person has committed an act of gross misconduct but not abuse or neglect, the final goal of this process is to establish a future covenant with the offender that regulates his or her behavior at all levels of involvement with the Church. This written covenant shall include both an agreed-upon record of what offending actions were committed and agreed-upon solutions about what should be done in the future. The covenant will be signed by the offender as well as the Human Resources Committee Chair [or designee]. If no

covenant is established or signed, the offender shall remain removed from working with children in the Church and his/her name included in the CAPP Not Approved list.

- A.7.6** Abuse and/or Neglect Violation. After conducting a thorough review, the Human Resources Committee Chair [or designee], accompanied by a witness, shall report the findings to the accused. If it is determined that the person has committed an act of abuse and/or neglect, the appropriate response will be determined on a case by case basis. It may range from termination (if an employee), permanent exclusion from activities involving children, to the use of a covenant to regulate future behavior. The written covenant, if applicable, shall include both an agreed-upon record of what offending actions were committed and agreed-upon solutions about what should be done in the future. The covenant will be signed by the offender as well as the Human Resources Committee Chair [or designee]. If the offender in this case is unwilling to establish or sign a covenant, the offender will be terminated or removed from working with children and his/her name included in the CAPP Not Approved list.
- A.7.7** Any covenant that governs participation in Church-related children's events shall clearly state that failure to abide by the provisions of the covenant or any provisions of the CAPP shall result in permanent removal from working with children in the Church, and his/her name being placed on the CAPP Not Approved list or termination (if an employee).
- A.7.8** All documentation relating to the incident shall remain confidential and be filed in a sealed envelope in the Human Resources Committee locked files.
- A.7.9** A list, designated CAPP Not Approved, shall be maintained in conjunction with the background check procedures of those who may not work in events involving children. The Church is not under obligation to report the reason for placement on the list with anyone other than the person so listed.

B PROCEDURES

B.1 Training:

- B.1.1** Training and Overview Development. All of the Trainings and Overviews of CAPP described below will be jointly developed by the Human Resources Committee and the Director of Children's and Youth Ministries. An individual who prepares for and serves as a class instructor is deemed to have completed that class.
- B.1.2** Employee/Volunteer/Leadership Training. All employees/volunteers who work with children, shall be required to attend a training in CAPP. The training will include how to recognize signs which may indicate child abuse and guidance on how to avoid behaviors and situations which might bring suspicion upon them. This training will take place when an individual is first approached/volunteers to work with children and again at the time of renewal of their training [every five years]. In addition to the above, all active Elders, Committee Chairs and members of the CYM and Human Resources Committees must complete Employee/Volunteer/Leadership Training. This training shall occur within the first quarter of assuming the position. An invitation will be offered at least once a year to anyone in the Congregation who would like to attend this training or become more familiar with CAPP.
- B.1.3** Student Leader Version of Employee/Volunteer/Leadership Training. This training will be offered to all student leader volunteers and will largely have the same content as the Employee/Volunteer/Leadership Training, in a different format. The descriptions and listings of certain signs of child abuse will be edited in reflection of the age and sensitivity of student

leaders. Upon reaching the age of 18 the student must take the “adult” Employee/Volunteer/Leadership Training class in order to be counted as an “adult” for ratios of supervision of children, Section A.4.1.

- B.1.4** New Members. A written overview of the CAPP will be given to all potential new members as well as new families participating in WPC Children’s and Youth Ministries.
- B.1.5** Training Documentation & Acknowledgement Form. All persons who receive CAPP training will be asked to sign a Training Documentation & Acknowledgement Form, Appendix 2, which will be kept on file by the Human Resources Committee.
- B.1.6** Training Updating and Renewal: Trained persons will receive a written notice of any revisions to the CAPP. Training must be renewed every five years.

B.2 Background Checks:

- B.2.1** WPC Child Care Provider Background Check Policy. Background checks are mandated for all employees and volunteers working with children and/or providing routine childcare during church sponsored events.
- B.2.2** The background checks shall be accomplished using two means: 1) Washington State Patrol’s WATCH (Washington Access to Criminal History) Program that covers Washington State and 2) IntelliCorp, a service that covers the entire United States. A Human Resources Committee designee(s) shall complete the checks. All documentation will be handled in a professional and confidential manner, and the originals maintained in the locked HR file cabinet.
- B.2.3** When the Children’s and Youth Ministries Committee or any other church organization plans for a new individual to work with children or be involved in childcare they will have the individual fill out and sign the Childcare Background Check Form, Appendix 3. The completed form should be provided to the Human Resources Committee designee at least two weeks prior to the anticipated start date of the person assuming child care responsibilities.
- B.2.4** In the case of potential employees who will or might work with children, the background check shall be completed as part of the pre-employment screening process, prior to hiring.
- B.2.5** Background Check Renewal. The background checks shall be renewed every five years.
- B.2.6** Approved/Not Approved List. The Human Resources Committee designee will maintain a list of active **CAPP approved** individuals who have passed the background checks and completed the required training. See Section B.3.1. In addition a confidential list of specific **CAPP Not Approved** individuals will also be maintained. This confidential list will be periodically issued to the Pastor and those Committee Chairs and others utilizing employees and volunteers working with children.
- B.2.7** New employees and volunteers who have not been part of the life of WPC for at least 6 months will, in addition to the above background checks, warrant additional review before they can work with children. These individuals will be asked to fill out the back side of the Childcare Background Check Form, Appendix3[Page 2], providing additional information including personal references, references from previous organizations under which childcare services were involved, and WPC individual references as a result of participating in WPC sponsored events. All information shall be treated as strictly confidential.

- B.2.8** If a background check shows that a candidate was convicted of child abuse/neglect, child molestation, incest, sexual offense, rape, assaults involving minors, murder, kidnapping, child pornography or other crime against a child, the candidate will be denied as a worker with children. Anyone who has been convicted of domestic violence who wants to work with children shall have the request reviewed by the Human Resources Committee Chair [or designee] and the Pastor who shall assess the candidate's suitability to work with children and adhere to this policy and proper boundaries.
- B.2.9** If information indicates that charges were filed against a candidate but that there was no conviction, then the Human Resources Committee Chair [or designee] will investigate the particulars of the case (if available) and with the Pastor make a determination as to the candidate's suitability.

B.3 Training and Background Check Status List

- B.3.1** A Training and Background Check **Status List** will be maintained to reflect those individuals who have completed both the required training and the background check such that they are **Approved** as childcare workers. A section of the list will also reflect those individuals who are lacking either the background check or training in order to become **Approved**. The **Status List** will be posted in the password protected section of the WPC website.

B.4 Transportation:

- B.4.1** Prior to any scheduled event taking place further than 25 miles from WPC, the Event Coordinator/Leader shall ensure that all individuals who are providing transportation have completed Driver's License and Vehicle Insurance Form, Appendix 4, are in compliance with the requirements documented in that Appendix, and are properly licensed and insured.
- B.4.2** If practical, reasonable effort should be made to have two adults in each vehicle. Permission slips for the event must be received before the event. All permission slips will make parents aware of the possibility that there may be situations where two adults in each vehicle is not possible, and that there may be situations where the driver may be alone in a car with a single child. In the case of giving rides locally in town in conjunction with routine Church events, then the driver should have a long term understanding and approval from a parent to provide such rides.
- B.4.3** Independent of the duration of such transportation there will be strict compliance with all applicable laws covering seating, seat belt use and use of child car seats.

B.5 Training/Background Check Waiver

- B.5.1** Under rare circumstances when an individual has been asked to provide a presentation to a group of children but does not anticipate routinely working with children then the requirement for a background check and training may be waived as long as the following conditions have been met: (1) the ratios of supervision of children, Section A.4.1 are fully met with CAPP Approved Leaders, and (2) the individual is never allowed to have any time alone with any children.

B.6 Use of Non-WPC Childcare Workers at WPC:

B.6.1 The use of “approved” childcare workers from another church or organization will be allowed only under the following circumstances:

The organization proposed for partnering with WPC for childcare workers will provide the WPC HR Committee with a copy of the organization’s complete child protection policy that describes the policy in detail, including but not limited to, the background check system utilized and the scope of training. The organization must certify in writing that the individuals from the organization to work with children at WPC have completed all of the organization child protection requirements.

The WPC HR Committee will review the information provided and make a determination as to whether the potential partnering organization’s child protection policy is equal to or more stringent than WPC’s CAPP.

If the partnering organization’s policy and documentation is deemed equal to or more stringent than WPC’s CAPP then those individuals may work with children at WPC without separate WPC background checks and WPC training.

B.7 Assistance to Those Affected by Child Abuse/Neglect:

If, in spite of efforts to prevent abuse or neglect, a child is determined to have been abused by an employee or volunteer, the victim and his/her family will be attended to with compassion by the Pastor and other appropriate WPC persons. This will include giving advice in obtaining counseling and medical care as needed. Confidentiality regarding child abuse and neglect victims will be maintained consistent with legal requirements.

C RESPONSIBILITY FOR IMPLEMENTATION, REVISION, AND WAIVERS

C.1 Responsibility for Implementation:

C.1.1 The Human Resources Committee shall have overall responsibility for the Child Abuse Prevention Policy.

C.1.2 In June of each year the HR Committee will request that all leadership individuals who have been subject to CAPP complete the Annual CAPP Review Form, Appendix 5, to review compliance with CAPP. Leadership individuals will include but not be limited to Pastor, Director of CYM, applicable Committee Chairs, applicable Staff, Event Leaders and others subject to CAPP. Completed form must be returned to the HR Committee by the end of the month.

C.1.3 A brief written report by the Human Resources Committee will be submitted annually, no later than August, to the Session. The annual report shall include a brief summary of how the program worked, including a summary of any abuse or neglect or misconduct incidents. The report shall also identify any suggested policy changes. Upon review, the Session will approve any warranted changes.

C.2 Revisions & Waivers:

- C.2.1 Updating/Revising.** The Human Resources Committee shall review, revise, and update these policies no less frequently than on an annual basis.
- C.2.2 Revision of Policies.** This policy may be revised or withdrawn by WPC's Session at any time.
- C.2.3 Waiver of Policies.** Individual requirements of the Child Abuse Prevention Policy may be waived occasionally for exceptional circumstances. Only the Human Resources Committee Chair [or designee] may approve the waiving of the policy. The goal of WPC is to provide safety while maintaining practical flexibility in ministries that involve children. All Waivers will be documented in writing with signatures of the Human Resources Committee Chair [or designee] and the Event Coordinator/Leader. The originals of the waivers shall be filed in the locked HR file cabinet.

APPENDIX 1
Westminster Presbyterian Church
Suspected Child Abuse, Neglect or Misconduct Report Form

Church person handling report

Date of report

Person reporting suspected abuse, neglect or misconduct _____

Date of incident _____

Child _____

Brief description of incident _____

Notification (if suspected abuse or neglect only):

	To whom	Contact number	Date	By whom
--	---------	----------------	------	---------

Police	_____			
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Child Protective Services	_____			
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APPENDIX 3 [page 2]
Westminster Presbyterian Church
Childcare Background Check Form

Instruction:

Please fill out this page only if you are 18 years or older and have not been a part of the life of Westminster Presbyterian Church for at least 6 months. Please provide information that focuses on your experience in working with children.

Personal References:

1. Full Name: _____ Telephone Number: _____
Address: _____

2. Full Name: _____ Telephone Number: _____
Address: _____

Personal References [WPC]:

1. Full Name: _____

2. Full Name: _____

Experience in Organizations Working with Children:

1. Organization Name: _____
Organization Address: _____
Organization Telephone number: _____
Contact Name: _____ Telephone Number: _____
In what capacity did you work with children: _____

2. Organization Name: _____
Organization Address: _____
Organization Telephone number: _____
Contact Name: _____ Telephone Number: _____
In what capacity did you work with children: _____

APPENDIX 4
Westminster Presbyterian Church
Driver's License and Vehicle Insurance Form

General Transportation Requirements

Driver Qualifications: All drivers must be at least 19 years old and have had their license for a minimum of two years. All drivers must have a valid driver's license.

Driver and Passenger Requirements: All drivers and passengers are required to wear seat belts while the vehicle is in operation. The Event Coordinator/Leader will consider the trip's duration and driving challenges and accordingly develop and implement a plan for required driver breaks and a limitation on total driving duration.

Vehicle Insurance Requirements: The drivers of personally owned vehicles used to transport children for WPC events are required to maintain minimum insurance limits of 50/100/50 [person/accident/physical damage].

Responsibility: The Event Coordinator/Leader is responsible for confirming the above requirements are met.

Event: _____ Date: _____

Event Coordinator/Leader: _____

Driver's Name: _____

By signature the driver attests that she/he is in compliance with the above General Transportation Requirements:

Signature: _____

Copy of Driver's License:

Copy of Insurance Card:

APPENDIX 5

WESTMINSTER PRESBYTERIAN CHURCH

ANNUAL CAPP REVIEW FORM

Committee or Ministry: _____

Period: June 1- May 31

Form Completed By: _____

Report Date: _____

Suspected Child Abuse, Neglect or Misconduct Reporting:

Describe below any incidents in which child abuse, neglect or misconduct was suspected. Indicate the outcome of the investigations of those cases.

Background Checks:

Summarize below the number of background checks that were completed during the period and the results of those checks.

Training:

Summarize below all training that was completed during the period:

Waiver of Policies:

List below each incident in which CAPP policies were waived.

Attestation of Compliance:

Except as noted below compliance was maintained with all aspects of CAPP:

Revision Recommendations:

The following are recommended revisions to CAPP for consideration:

Signed: _____