



Child Protection Policy

Christ The Rock
COMMUNITY CHURCH

Christ The Rock Community Church

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Introduction

This document is not meant to be an exhaustive policy or guide for the entire church. It is meant to communicate the policy guidelines for the approved events of the children and youth ministries (affecting minors 0-17 years old) of Christ The Rock Community Church of Menasha, WI.

All of the policies and guidelines which follow are expected to be read thoroughly and followed by all volunteers and staff of the children and youth ministries.

Purpose

- To help prevent abuse from happening to minors while involved with CTR staff/programs.
- To help protect church staff (paid and volunteer) from false allegations of child abuse.
- To ensure proper handling and reporting of suspected child abuse.
- To educate the church body (including paid staff, volunteers, and parents) concerning child abuse awareness and prevention.

What is Physical Abuse?

According to the 1974 Child Abuse Prevention and Treatment Act, physical abuse is defined as, "violent assault with an implement such as knife or strap, burns, fractures, or other actions leading to possible injury to the child. Spanking for purely disciplinary reasons generally is not seen as child abuse. However, recent court proceedings have defined some "spanking" as child abuse, especially when it leaves bruises on the child.

What is Neglect?

Physical neglect includes abandonment; refusal to seek, allow or provide treatment for illness or impairment; inadequate physical supervision; disregard of health hazards in the home; and inadequate nutrition, clothing, or hygiene when services are available. Educational neglect includes knowingly permitting chronic truancy, keeping the child home from school repeatedly without cause, or failing to enroll a child in school.

What is Emotional Abuse?

Includes verbal or emotional assault; closed confinement such as tying or locking in a closet; inadequate nurturance such as that affecting failure-to-thrive babies; knowing or permitting antisocial behavior such as delinquency or serious drug/alcohol abuse; or refusal to allow remedial care for a diagnosed emotional problem. In this form of abuse, the abuser is a parent, or guardian and is someone with the duty to protect and guide the child to normal adulthood. Another definition by Garbarino, Guttman and Wilson Seely includes; rejecting (not acknowledging the child's worth and legitimacy of his needs), isolating (cutting

the child off from social experiences), terrorizing (verbal assaults on the child, creating a climate of fear, bullying and frightening the child, and making the child believe the world is hostile), ignoring (depriving the child of essential stimulation, stifling emotional growth and intellectual development), corrupting (the adult "mis-socializes" the child, stimulates the child to engage in destructive, anti-social behavior, reinforces the deviance, and makes the child unfit for normal social experience).

(Definitions by Grant L. Martin, Ph.D., unless otherwise noted.)

What is Sexual Abuse?

"Any sexual activity with a child, whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to a child. The abuser may be an adult, an adolescent, or another child. Child sexual abuse may be violent or nonviolent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the actions." (*Reducing the Risk of Child Sexual Abuse In Your Church*, p. 13)

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

Consequences for the Abuser

Any sexual activity with a minor (someone under the age of 18) is illegal. Maybe someone might think a minor is agreeable to sexual content, however legally minors cannot give consent. Sexual misconduct may result in arrest and prosecution as well as have detrimental effects on family, friendships, and business associates.

Indicators of Abuse in Children

Behavioral Indicators

These apply to the child's daily pattern. An occasional occurrence does not immediately suggest abuse. Look for repeated patterns.

1. Indirect or open statements about abuse.
2. Difficulty in peer relationships, i.e., violence against younger children.
3. Withdrawn, less verbal, depressed, or apathetic.
4. Self-mutilation.
5. Preoccupation with death, guilt, heaven or hell.
6. Retreat to a fantasy world, loss of memory, imaginary playmates, referring to himself by more than one name.
7. Fear, clinging to parents, requires excessive reassurance.
8. Unwillingness to participate in physical/recreational activities.
9. Refusal to undress for gym class at school.
10. Sudden increase in modesty.
11. Fear of bathrooms or showers.
12. Anger, acting out, disobedience.
13. Refusal to be left with potential offender or caretaker.
14. Lack of trust.
15. Runaway behavior.
16. Refusal to go home or a stated desire to live elsewhere.
17. Extreme fear or repulsion when touched by an adult of either sex.
18. Touching to either extreme.
19. Inappropriate dress; use of clothing to reverse roles - child looks like the sophisticated adult.
20. Sophisticated sexual knowledge.

21. Precocious, provocative sexual behavior.
22. Seductive, indiscriminate displays of affection.
23. Regression to earlier, infant behavior - bed wetting, thumb sucking.
24. Sleep disturbances, nightmares.
25. Inability to concentrate in school, hyperactive.
26. Sudden drop in school performance.
27. Overly compliant or almost compulsive in action.
28. Arriving early at school and leaving late with few, if any, absences.
29. Excessive masturbation.
30. Combination of violence and sexuality in artwork, written schoolwork, language, and play.
31. Hysterical seizures.
32. Attempts to establish boundaries, such as wearing clothing to bed.
33. Total denial of problem with total lack of expression or feeling.

Physical Indicators

1. Bruises and hickeys in the face, neck area, or around the groin, buttocks, and inner thighs.
2. Torn, stained or bloody underclothing.
3. Irritation, pain, itching, or bleeding from the genital area.
4. Difficulty with urination.
5. Sexually transmitted diseases.
6. Pregnancy.
7. Discomfort when sitting.

(From Resources for Christian Counseling, Vol. 6, Grant L. Martin, Ph.D.)

Worker Selection Procedure for Volunteers

1. All potential volunteers who desire to work with minors must attend CTR for at least 6 months or have a personal reference from someone in the church, prior to placement in the Children or Youth ministries.
2. All volunteers who work with minors will complete all sections of the CTR Ministry Application.
3. Volunteers will be interviewed by the Children's or Student's Director or a trained member of the recruiting team.
4. References will be checked and/or a criminal records check will be done.
5. If any information is questionable, the individual will meet with a Pastor to clarify the questionable issues prior to being placed in a position that relates to minors.
6. Approved applicants will receive training, and they will sign a statement agreeing to abide by the sexual abuse prevention policies before they are placed.
7. All of the above information will be documented and filed.

Worker Supervision

1. All workers will be overseen by a Team Leader or program director/facilitator. Anything which may affect your care of the children/youth in your ministry should be discussed with your Team Leader. Any concerns you have about the safety of the children should be reported to a Team Leader or Pastor.
2. Any inappropriate conduct between a worker and child will be confronted and investigated immediately. Any violation may result in consequences ranging from more education to immediate dismissal and/or legal reporting.

Screening/Training of Student Volunteers

1. Students who wish to serve in Children's Ministry will fill out a Teen Application. Students who wish to be a leader in Children's Ministry need to fill out a teen application. The following are the grade requirements:

0-24 Months	Grade 9 & up
2 - 5 Year Olds	Grade 6 & up
K - 5th Grade	Grade 9 & up

(exceptions can be made at the discretion of the Pastor)
2. Students will be trained by the department coordinator/director prior to placement. The training will include the policies in this book. They will sign a statement agreeing to abide by the sexual abuse prevention policies.
3. Volunteers who are not leaders will not change diapers, unless they have been trained.
4. Volunteers will not accompany children alone to the bathrooms, or be left alone in a room with children.

General Guidelines

1. At least two workers, whether volunteers or employees, shall be present at all activities involving children and youth.
2. All volunteers in Children's Ministry will wear identification.
3. A worker's use of touch must be non-demanding. This means that hugs and kisses should not be asked for by a worker and they should not be forced upon a minor.
4. An appropriate hug, initiated by a minor, can be given to comfort, affirm, or greet a minor in a positive manner. It is best to give or accept hugs only in the presence of others.
5. A worker's touch should be limited to placing a hand on a child's shoulders, hands, arms, head or upper back.

6. Leaders cannot dismiss children (infants through third grade) until parents arrive to pick them up.
7. Do not place yourself in a position where you are alone with a child behind closed doors or in a car. Doors should be left open or you should ask another adult worker to accompany you if you are going to be alone with a child as at the beginning or end of class, or when taking the young child to the restroom.
8. **Special Circumstances** - In ministry, there may be times when a private conversation is necessary or desirable with a child or young person. Private prayer, discipline situations, or counseling opportunities may be such examples. Private sessions with staff should be conducted in the church office, during regular office hours. In other situations, follow the *Team Rule* or the *Parent Permission Rule*.

Team Rule: When needing to be alone with a child/young person, find a volunteer who can be present (in visual contact) during your meeting or conversation.

Parent Permission Rule: If a volunteer is to be alone with a child in an unsupervised situation, the volunteer must request prior permission from the child's parent or guardian. If the situation is off the church campus or outside of a planned ministry activity, the volunteer must also notify the Children's Pastor or Youth Director.

Other options available to a volunteer or employee may include meeting with the child in a hallway. This allows for privacy away from the rest of the classroom but allows for you to be in a public place.

Activity Outside of the Classroom

When desiring to plan an activity outside the classroom you must adhere to the following guidelines:

1. Request permission from the Pastor of your department.
2. Notify parents in advance of specific plans and receive written permission.
3. Always have at least two adult leaders present.
4. Event coordinator must submit names of all adult leaders to the Pastor 1 week prior to event. Only adults cleared in advance can serve. This must be strictly enforced.

Security Policy

1. Parents/guardians must check-in their children. Only parents/guardians or those with special permission with the matching number tag will be allowed to pick up their child.
2. Infant belongings will be placed in a cubby with a name tag.
3. Early Childhood room doors will be kept closed at all times or gated to keep the children from leaving the room without teacher supervision.

Diaper/Bathroom Policy Early Childhood & K/1

1. All rooms from Infants up to K/1 have bathrooms right inside the classroom.
2. Only team leaders or others who are properly trained may change diapers.
3. While changing diapers, the team leader should be in view of the classroom and should not be behind closed doors at anytime.
4. If they need your direct assistance, enter the bathroom and assist as required. Do not close the door while you are in the stall with a child

Bathroom Policy (2nd/3rd Grade)

Only leaders should accompany a young child to the bathroom. Do not enter the bathroom with the child. Wait outside until they are finished and then walk back to the classroom with the child.

Bathroom Policy (4th/5th Grade)

4th/5th grade children can go to the bathroom on their own; however, if a bathroom break is necessary, try to schedule it ahead of time and take your whole small group together. Wait outside the bathroom until they are finished and then go back to your class. This will help avoid spontaneous interruptions to class time. A scheduled break provides for a system of accountability between the workers in the room.

Child to Adult Ratios

The following ratios of children to volunteers will be kept to provide adequate supervision of children:

0-11 months	1 volunteer to 2 children
12 months - 17 months	1 volunteer to 3 children
18-23 months	1 volunteer to 4 children
2 years	1 volunteer to 5 children
3 years	1 volunteer to 6 children
4- 6 years	1 volunteer to 8 children
Elementary age	1 volunteer to 12 children

Unsupervised Activity

Sometimes during the worship service or other approved events by the church, minors are together in an unsupervised environment. For the safety of all our children, there should not be unsupervised play at any time, in any location of the church while these children are supposed to be in the care of volunteers or employees. If any adult sees this situation occurring, please do the following:

- 1) Children should be given immediate instructions to finish any activity they are involved in, clean up and return to an area where supervision is available. This may be in a Son Harbor class, child care, or in their parents care.
- 2) Adults should take the responsibility to see that all of the children involved in the activity are returned to supervised activities.
- 3) If supervision is not available or you need assistance to escort the children to a supervised area, immediately seek the aid of a ministry coordinator or some one from the Information Center or Son Harbor Courtesy Desk.

What If I See a Violation of Policy?

If the violation of policy appears innocent , immediately remind the employee or volunteer (by taking them aside for a moment) that the conduct witnessed is not appropriate. You may want to refer to this booklet to clarify your concern and explain the proper procedure. Explain that we need to appear and behave in a manner that is above reproach. If you are not comfortable confronting the individual, immediately find someone who is (a ministry coordinator or staff member). Explain the situation to them and make the confrontation together.

What if Someone Tells Me About Abuse Happening Outside the Church?

If a child or teen tells you that they are being abused (physically, sexually, or emotionally), tell them that for their protection, you need to report the abuse to a Pastor so help can be sought. Do not agree to keep it a secret. As a church volunteer, you are not legally mandated to report it to the police, but are encouraged to report it to someone who can help. We ask that you immediately report the allegations to the Pastor or Ministry leader that you work with so that an investigation can begin. However, please do not discuss suspicions with people other than those designated. If there was no abusive behavior, we do not want to slander others.

2.

3.

If someone shares with you that abuse may be happening to another person (other than the person making the report), tell them that you need to report the allegations to a Pastor or Ministry leader and ask them for permission to give their name to the Pastor/Leader as well. Let them know that all allegations will be investigated. Ask them if they want to be up-dated about the results of the investigation and pass this information on to the the Pastor/Leader. Again, remind them not to share their suspicions with others to avoid slander.

4.

5.

6.

Reporting Suspicious Behavior

If you witness behavior that in your judgment may be abusive and against these policies, or suspect that a child is being abused, please follow these steps:

1. Insure that the child(ren) are safe by removing them from the situation or by removing the violating individual from the room. Then immediately find assistance to supervise the class and bring the situation to the attention of a Ministry Leader or Pastor. Be prepared to talk frankly and explain to the Leader or Pastor what you saw or heard.

2. If you suspect an intentional or criminal violation has occurred to a child in our care but you did not witness the violation, bring your suspicions to the attention of the Coordinator or Pastor immediately. Especially if others have reported similar suspicions, your report may be what is needed to begin an investigation. However, please do not discuss suspicions with people other than those designated. If there was no abusive behavior, we do not want to slander others.
3. If you hear allegations of abuse happening somewhere other than in the church (for example, a child reports being abused by a parent), report the allegations to the Coordinator or Pastor immediately. Do not interview the child regarding the suspected abuse. This will be conducted by a trained professional.
4. The Ministry Coordinator will immediately contact his/her supervising Pastor (or another Pastor if that is not possible) and report the violation.
5. The Pastor will ask the person who suspects abuse questions which he/she will use to complete a Suspected Child Abuse Report.
6. After gathering preliminary information on the report, the Pastor will contact the Campus Executive Director. If necessary, more information will be gathered from the initial contact about the incident or suspicion to verify information on the Suspected Child Abuse Report. If, in the Pastor's or CED's opinion, there is not enough evidence to sustain the allegations, the CED or Pastor will inform those involved that no action by the church will be taken at this time; however, they may suggest that they contact the authorities themselves. If there seems to be evidence of abuse, the CED or reporting Pastor will continue with the following steps:

7. Child Protective Services or the Menasha Police Department (if it is on the weekend) will be contacted by either the Campus Executive Director or the reporting Pastor, within 24 hours. Further investigation will be conducted by these professionals. If the suspected abuser is a parent/guardian, the Campus Executive Director or Pastor will contact the family only after the child's safety has been determined and the authorities are in agreement.
8. If the suspected abuser is not the parent, the Campus Executive Director or Pastor will contact the child's parent/guardian within 24 hours and inform them of the Church's actions, stay in contact with the family to express concern and make the services of the Church available to them, including counseling and guidance as necessary.
9. If the alleged abuse has occurred within the church, the Campus Executive Director will notify our insurance carrier and attorney within 24 hours of making a determination that the abuse allegations may be true.
10. The suspected offender will be treated with dignity; however, for the safety of all concerned, he/she will be suspended from the assigned position and asked not to have contact with children/youth until the investigation is completed.
11. Accurate records will be kept by the Campus Executive Director and information will be released on a need to know basis only.
12. Only the Campus Executive Director, or a person he designates will respond to the media if appropriate. Do not discuss the suspected abuse with other workers, parents, etc. All information regarding the child should be kept confidential.

CONFIDENTIAL
Suspected Child Abuse Report
Christ The Rock Community Church

Name of Child _____ Age _____

Name of Parent/Guardian _____ Phone _____

Address of Parent/Guardian _____

Name of Alleged Perpetrator _____ Phone _____

Address of Alleged Perpetrator _____

Name of Observer/Reporter _____ Phone _____

Address of Observer/Reporter _____

Date of Alleged Abuse _____

Description of Alleged Abuse:

Possible witnesses other than reporter:

Date Children's Protective Services or Police notified: _____

Name of person contacted: _____

Name of person completing this report: _____

Signature _____ Date _____

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