



**Child Protection Policy
Lakeside Presbyterian Church
Adopted Summer, 2013**

GENERAL PURPOSE STATEMENT

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

PRACTICES

1. All adults and youth, both employed and volunteer, who work with minors must be screened and adults must undergo a criminal background check prior to beginning work. The steps and the checklist to be used in this Screening Process are labeled "Appendix A".
2. Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any church-sponsored activity or program for minors.
3. Adult survivors of childhood sexual or physical abuse need and will receive the love and acceptance of our church family.
4. Employees and volunteers who work with children and youth shall observe the "two adult rule" or the "open door policy" at ALL times. The "two adult rule" will be mandatory for all employees and volunteers with our nursery and kindergarten age children.
 - a. The "two adult rule"

It is our goal to have a minimum of two unrelated adult workers in attendance at all times when children or youth 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 three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation or with special authorization by parents.

b. The “open door policy”

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

5. All volunteers working with children and youth are required to be members or active constituents of Lakeside Presbyterian Church for a minimum of six months before they begin their work.
6. Our guidelines and procedures for reporting suspected incidents of abuse, or any behavior, which seems abusive or inappropriate are labeled “Appendix B”. Our guidelines and procedures for responding to reported incidents of abuse are labeled “Appendix C”.

IMPLEMENTATION:

We recommend that these guidelines and procedures be implemented within ninety (90) days of their adoption.

The staff and Education Committees will have the responsibility to implement and enforce these guidelines and procedures, including the training of employees and volunteers, maintaining confidential records, and implementing the screening process.



Appendix A

Lakeside Presbyterian Church
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Checklist for Employees and Volunteers

- Been a member or active constituent of Lakeside Presbyterian Church for at least six (6) months.
- Been trained with particular stress on having a witness present when dealing with children and youth one-on-one (or using public open areas, leaving doors open, or utilizing rooms with windows in or next to doors).
- Been given a copy of instructions for handling child abuse cases.
- Has completed volunteer application.
- Has had references checked.
- Has completed a criminal background check within the last three years.

(Checked by)

(Date)

Note: This form is to be posted in each worker's file. No worker is to be assigned until completion of the checklist.



Appendix B

Lakeside Presbyterian Church Child Protection Policy

Reporting Procedures

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as Lakeside Presbyterian Church, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. Therefore, all employees and volunteers at Lakeside Presbyterian Church must adhere to the following procedures:

1. In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of Lakeside Presbyterian Church, the employee or volunteer shall immediately notify a pastor or, in the absence of a pastor, a person designated by the session of Lakeside Presbyterian Church. In the event of suspected, reported, or discovered child abuse or neglect, the same employee or volunteer will also immediately make a report to the protection and permanency office for Kenton County, 859-292-6550, or the Child Protection Hot Line: 1-877-KYSAFE1 or 1-877-597-2331.
 - Physical signs of molestation may include:
 - Lacerations and bruises
 - irritation, pain or injury to the genital area
 - difficulty with urination
 - discomfort when sitting
 - torn or bloody underclothing
 - venereal disease
 - Behavioral signs of molestation may include:
 - nightmares
 - anxiety when approaching the church building or nursery or preschool area (beyond normal separation anxiety)
 - nervous or hostile behavior toward adults
 - sexual self-consciousness or acting out of sexual behavior
 - withdrawal from church activities and friends
 - Verbal signs of molestation may include:
 - "I don't like _____."
 - "_____ does things to me when we're alone."

- "I don't like to be alone with _____."
- "_____ fooled around with me."

- Adopted from Child Abuse: Governing Law and Legislation by I. Sloan (1983)
2. Reports shall be documented in writing with the date of the report, the time of the report, the telephone number to which the report was made, the name of the recipient of the report, and a brief synopsis of the report. If at all possible, all oral reporting will be done in the presence of a recorded witness.
 3. All church employees and volunteers working with minor children will receive training each year regarding the signs of child abuse, including child sexual abuse, and the steps to report any and all suspected child abuse.



Appendix C

Lakeside Presbyterian Church Child Protection Policy

Response Procedures

1. The official spokesperson for **Lakeside Presbyterian Church** shall be the Senior Pastor, or in the absence of the Senior Pastor, a person previously designated by the session. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the official spokesperson. No person other than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson.
2. The official spokesperson shall immediately report any alleged incident of child abuse to the appropriate local Child Protection Services agency of the county, our insurance carrier, and the General Presbyter of the Presbytery of Cincinnati.
3. The care and safety of the victim is our first priority. We will not confront the accused without the approval of the Child Protection Service or law enforcement authorities.
4. We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim's family, extending whatever pastoral care resources are needed. We will fully cooperate with any authorities investigating an allegation of child abuse.
5. We will treat the accused with dignity and respect. If the accused is a church worker, that person shall be temporarily relieved of his or her duties until the investigation is finished and the person cleared by the authorities. If the accused is a paid employee of our church, his or her income will be maintained, until allegations are cleared by authorities or until criminal charges are filed.
6. All communication by the official spokesperson to the media, congregation, and public will protect the privacy and confidentiality of all involved.
7. All efforts in responding to the alleged incident of child abuse shall be documented by the Senior Pastor or, in the absence of the Senior Pastor, by the previously designated spokesperson, and maintained in a secure and confidential file.