

Child Protection Plan

New Life Presbyterian Church
970 Cape Horn Rd. York, PA 17402

Child Protection Policy

Protecting Every Child: New Life Presbyterian Church’s child protection plan (CPP) applies to any child under 18 years of age at any official church activity. Official church activities are all those activities that are scheduled by New Life Presbyterian Church, whether on or off the church property.

Parental Responsibility: Parents have the primary responsibility of nurturing their children. Parents are responsible for knowing where their children are at all times. We encourage parents to drop by unannounced to observe any activity in which their child is participating. Parents are encouraged to be educated in our procedures and code of conduct and insist on their enforcement. During times when children are not in the direct care of properly screened and trained New Life Presbyterian childcare workers, such as prior to the start of Sunday school or during the fellowship time after Sunday morning worship, it is the obligation of parents to oversee and supervise their child(ren), whether their children are indoors or outdoors. New Life Presbyterian Church highly recommends that parents personally implement wise child protection policies referenced below, such as the “Two Adult Rule” or the “Rule of Three.” More resources are available in the “recommended resources” section, so that parents may educate themselves.

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Child Protection Foundation

The Biblical Foundation:

- Our God is a God of light. We walk as children of light. (Jn. 12:35-36; Eph. 5:8-9)
- Children are special in God's sight, a precious gift, and made in God's image. Jesus rebuked his disciples when they tried to prevent children from coming to him. Jesus welcomes children. (Gen. 1:27; Ps. 127:3; Mark 10:13-14)
- Children are vulnerable spiritually, physically, mentally, emotionally, and morally. God hates the oppression of the vulnerable. God sees that the powerful sometimes use their power for the exploitation of the weak. God rejects the abuse of power. (Deut. 10:17-19; Ps. 9:9; Lk 4:18-19)
- God hears the prayers of the oppressed. Some of Jesus' harshest words are for those who make a child stumble. (Ex. 22:21-24; Ps. 10:17-18; Mt. 18:5-6)
- God calls us to speak up and use our power for the protection of the vulnerable. When we intervene on behalf of the vulnerable we are reflecting the moral beauty of our God. When we remain silent, or we abuse power by harming the vulnerable, we are denying the glorious moral purity of God. (Lev. 19:13-15; Jb. 29:11-17; Prov. 31:8-9; Eccl. 4:1; Isa. 1:16-17; Jas. 1:27.)

Core Commitments: Nurture, Promote, Protect, Prevent, and Respond

- We must **nurture** children in a way that supports their comprehensive well-being.
- We must **promote** healthy relationships between adults and children.
- We must **protect** children.
- We must **prevent** abuse through wise child protection policies.
- We must **respond** to allegations of abuse by immediately complying with all state laws and following up with appropriate care for all involved.

Guiding Principles:

- *An intergenerational church is God's covenant plan:* we highly values the role that loving, godly adults have in nurturing children, and we value how children bless adults in the church. Our congregation vows, at a child's baptism, to "undertake the responsibility of assisting the parents in the Christian nurture of this child."
- *Child protection honors Christ:* Jesus holds us accountable for protecting our children. Good policies, procedures, and structures facilitate mutual accountability as we submit to Christ.
- *Child protection takes proactive work:* Protecting children from all forms of abuse, as well as providing a physically safe and spiritually nurturing environment, is vital in the care of children, and it is the moral obligation of every person.
- *Child protection is in everyone's best interest:* Churches that practice good child protection protect children as well as workers who serve children.
- *Child protection requires humility:* We acknowledge spiritual brokenness and sin, and therefore we must all humbly submit to appropriate boundaries.
- *First-rate protection:* We are committed to appropriately applying the most up-to-date laws and research about child abuse, abuse prevention, and child safety.

Child Abuse Reporting Procedures and Requirements

Introduction:

Note: All those who are not legally defined by the State of PA as mandated reporters but who are members of or who regularly attend New Life Presbyterian Church are nevertheless mandated by church leadership to do what is morally right and report suspected child abuse, as suspected child abuse is defined by the state.

God has given the state the “power of the sword” (Romans 13:1-7) and has commanded his people to comply with all lawful demands of the state. This section summarizes New Life Presbyterian Church’s obligation to the civil authorities with respect to proper care, supervision, and protection of children. It is the policy of New Life Presbyterian church to comply with all civil statutes which do not require the Christian to break the law of God. In some instances, the law of God calls for a clearer and more consistent standard of purity than the law of the state. For instance, the state excludes consensual sex between children of a certain age from the definition of child abuse. While we submit to the state’s legal statute, we nevertheless recognize that the moral standard of God’s law has always been that consensual sex is reserved for the covenant of marriage.

Definitions:

Adult. An individual 18 years of age or older.

Child abuse. The term "child abuse" shall mean intentionally, knowingly or recklessly doing any of the following:

- (1) Causing bodily injury to a child through any recent act or failure to act.
- (2) Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
- (3) Causing sexual abuse or exploitation of a child through any act or failure to act.
- (4) Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- (5) Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- (6) Causing serious physical neglect of a child.
- (7) Engaging in any of the following recent acts:
 - (i) Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - (iii) Forcefully shaking a child under one year of age.
 - (iv) Forcefully slapping or otherwise striking a child under one year of age.

- (v) Interfering with the breathing of a child.
- (vi) Causing a child to be present at a location while a violation relating to operation of a methamphetamine laboratory is occurring.
- (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
 - (A) Is required to register as a sexual offender under the law.
 - (B) Has been determined to be a sexually violent predator under the law.
 - (C) Has been determined to be a sexually violent delinquent child under the law.

Bodily injury. --Impairment of physical condition or substantial pain.

Direct contact with children. --The care, supervision, guidance or control of children, or routine interaction with children.

Direct volunteer contact. -- The care, supervision, guidance or control of children and routine interaction with children.

Person responsible for the child's welfare. --A person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.

Mandated reporter. --A person who is required by law to make a report of suspected child abuse to the Pennsylvania Department of Human Services.

Child. --An individual under 18 years of age.

Church.—New Life Presbyterian Church

Parent. --A biological parent, adoptive parent or legal guardian.

Recent act. --Any act committed within two years of the date of the report to the Department of Human Services or county agency (i.e., Children and Youth Services).

Recent act or failure to act. --Any act or failure to act committed within two years of the date of the report to the Department of Human Services or county agency (i.e., Children and Youth Services).

Serious bodily injury. --Bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

Serious physical neglect. --Any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:

- (1) A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
- (2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.

Sexual abuse or exploitation. --Any of the following:

- (1) The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:

- (i) Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
- (ii) Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
- (iii) Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
- (iv) Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

NOTE: “Sexual abuse or exploitation” does NOT include consensual activities between a child who is 14 or older and another person who is 14 or older and whose age is within 4 years of the child’s age.

(2) Any of the following offenses committed against a child:

- (i) Rape.
- (ii) Sexual assault.
- (iii) Involuntary deviate sexual intercourse.
- (iv) Indecent exposure.
- (v) Incest.
- (vi) Prostitution.
- (vii) Sexual abuse.

Mandated Reporters

Every adult person, whether paid or a volunteer, and every individual over 14 who is applying for a paid position, who works with and will have responsibility for and/or have direct contact with the children at the Church, shall be considered a “mandatory reporter.” Each such person shall be subject to criminal and child abuse history records checks and shall agree to permit such background checks as is required by law and/or as may be deemed additionally appropriate to help safeguard children who participate in the Church’s services and programs. No person shall work with, supervise, and/or give care to children at the Church or be involved in children’s services or programs unless all such background checks have been successfully completed. Periodic updates of such background checks may be performed from time to time, at the Church’s discretion or as provided for by law or in this policy.

Minimum Background Checks Requirement (Certifications)

The following are the current minimum legal background checks/certifications to which all mandated reporters must submit, and successfully clear, *prior to* the start of service. These requirements may change from time to time.

1. A report of criminal history record information from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police central repository contains no such information related to that person;
2. A certification from the Department of Human Services as to whether the individual is named in the statewide database as an alleged, founded and/or indicated perpetrator of child abuse; and
3. A report of Federal criminal history record information. The individual shall submit a full set of fingerprints to the Pennsylvania State Police (or its authorized agent) for the purpose of the record check. The Pennsylvania State Police will submit the fingerprints to the

Federal Bureau of Investigation to identify the individual and obtain a current record of any criminal arrests and convictions.

Exception:

Number 3 above (regarding fingerprinting and Federal checks) shall NOT be required if all of the following apply:

- (i) The position for which the volunteer is applying is unpaid;
- (ii) The individual has been a resident of the Pennsylvania for all of the previous 10 years; and
- (iii) The volunteer swears or affirms, in writing, that they have not been disqualified from service pursuant to being convicted of one or more of the crimes listed on Attachment "A" or of any similar law of any other state or territory of the United States.

Self-reporting

- A. If at any time any individual who is a mandated reporter is arrested for or convicted of any offense that would otherwise prohibit an individual from working with children (described above), or who is named as a perpetrator in a founded or indicated report of abuse with the Commonwealth of Pennsylvania, the individual must notify the Senior Pastor or the Clerk of Session, in writing, within 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the Statewide database.
- B. If the person(s) responsible for such matters at the Church has a reasonable belief that an individual who is a mandated reporter is arrested for or convicted of any offense that would otherwise prohibit the individual from working with the children (described above), or who is named as a perpetrator in a founded or indicated report of abuse with the Commonwealth of Pennsylvania, or where the individual has provided notice to the Church, the person(s) so responsible shall immediately require the individual to submit current information (i.e., criminal check, child abuse check, etc.) required above. In this event, the Church shall pay for such re-certification(s).

Certifications

Every individual who is a mandated reporter is required to obtain the certifications set forth above every 60 months.

Making a Report of Child Abuse

Whenever a mandated reporter hereunder has reasonable cause to suspect that a child has been the victim of child abuse, such person shall immediately make:

- 1. An oral report of the suspected child abuse to the statewide toll-free number, currently 1-800-932-0313 (ChildLine); **OR**
- 2. A written report using electronic technologies as identified by the Department of Human Services for doing so.

In the event a mandated reporter makes an oral report of suspected child abuse, that person shall also make a written report, which may be submitted electronically, within 48 hours to the Department of Human Services or Children and Youth Services for the County.

Immediately after making the initial oral or written report to the Department of Human Services, the mandated reporter shall notify the Senior Pastor or, if he is not available, to the Clerk of Session, who shall cooperate with any investigation performed by the State. Only one report need be made to the Department of Human Services.

A mandated reporter has “reasonable cause to suspect child abuse” in situations which include, but are not limited to, the following:

1. When someone informs you that a specific child is the victim of child abuse;
2. Where someone over 14 tells you they committed child abuse; or
3. Where you formulate a reasonable cause belief based on your observations and other relevant facts, circumstances and information, that abuse has occurred to a child within your care or supervision.

A report must be made even if the mandated reporter does not know the identity of the person responsible for the child abuse. Similarly, the child need not come before the mandated reporter in order for a report to be made.

Also, in the event a mandated reporter is uncertain of whether certain facts and circumstances constitute “reasonable cause” to suspect child abuse, the mandated reporter shall immediately inform the Senior Pastor, or if he is not available, the Clerk of Session who, in turn, will make that determination and immediately notify the Department of Human Services as and if needed.

Parental Rights

Rights of parents: Nothing contained in the law restricts the generally recognized existing rights of parents to use reasonable force on or against their children for the purposes of supervision, control and discipline. Such reasonable force does not constitute child abuse. The use of “reasonable force” constitutes incidental, minor or reasonable physical contact with a child or other actions that are designed to maintain control or discipline.

Child-on-Child

Child-on-Child contact: Harm or injuries to a child that results from the act of another child does not constitute child abuse unless the child who caused the harm or injury is over 14 years of age and: 1) is responsible for the child’s welfare, or 2) resides in the same home as the child.

Additionally, regardless of age, acts constituting the following crimes (which crimes are defined by the law) against a child must be reported: rape, involuntary sexual deviate intercourse, sexual assault, aggravated indecent assault, indecent assault, and indecent exposure.

No abuse results, and therefore need not be reported under this policy, if based solely on physical or mental injuries caused to a child in the course of a dispute, fight, or scuffle entered into by mutual consent.

Of course, any concerns involving child-on-child harm should be promptly reported to the Senior Pastor or, if he is not immediately available, to the Clerk of Session.

Exceptions to Child Abuse

A. Use of force for supervision, control and safety purposes. The use of reasonable force on or against a child by the child’s own parent or person responsible for the child’s welfare shall not be considered child abuse if any of the following conditions apply:

- (1) The use of reasonable force constitutes incidental, minor or reasonable physical contact with the child or other actions that are designed to maintain order and control.
- (2) The use of reasonable force is necessary:
 - (i) to quell a disturbance or remove the child from the scene of a disturbance that threatens physical injury to persons or damage to property;
 - (ii) to prevent the child from self-inflicted physical harm;

(iii) for self-defense or the defense of another individual; or

(iv) to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia that are on the child or within the control of the child.

B. Rights of parents. Parents have a right to use reasonable force on or against their children for the purposes of supervision, control and discipline of their children; such reasonable force is not child abuse.

C. Participation in events that involve physical contact with child. An individual participating in a practice or competition in an interscholastic sport, physical education, a recreational activity or an extracurricular activity that involves physical contact with a child does not, in itself, constitute contact that is child abuse or which must be reported.

D. Environmental factors/living conditions. Certain factors may be beyond the control or ability of the parent, or person responsible for the child, to provide for the child, such as adequate housing, furnishings, income, clothing and medical care. If so, the failure to provide these things is not child abuse.

Child Abuse Policy Attachment “A”

In no case shall the Church hire or permit an individual to work with or care for or have direct contact with children at the Church if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301 (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

Child Protection Procedures and Requirements

Volunteer and Employee Screening Procedures

1. All candidates seeking a volunteer position in children's or youth ministry must complete an initial ministry application. All candidates seeking employment, regardless of ministry position, are subject to this screening process. Application materials will be stored in a secure file.
2. All candidates must be in compliance with the PA state clearance requirements referenced in the section titled "**Child Abuse Reporting Procedures and Requirements.**" Proof of PA state certifications must be submitted with the initial ministry application. Information on certifications may be found here: <http://keepkidssafe.pa.gov/clearances/index.htm>.
3. All volunteer candidates must be members or regular attenders of New Life for six months prior to service. This waiting period does not apply to employees.
4. Those under age 18 may apply; preference will be given to adults 18 and over.
5. The ministry leader, or designee, will carefully review the application, ensuring that the candidate is an appropriate match for the ministry position.
6. If the individual appears to be an appropriate candidate for the ministry position, the ministry leader, or designee, will check at least two references.
7. All candidates must pass an open book, written test that demonstrates a working knowledge of this child protection plan.
8. When indicated by the reference an/or background checks, volunteer and employee candidates who pose a threat to others, or have a prior history of physical or sexual abuse will be removed immediately from consideration for ministry positions anywhere within our organization.
9. All employees must be CPR and First Aid Certified within 90 days of employment.

Volunteer and Employee Training and Supervision Procedures:

1. Upon employment and every three years, all employees must complete the free training course linked below. For volunteers, this training is optional. https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=21
2. The supervisor must provide oversight requiring compliance with this policy.
3. Annually all employees and volunteers must pass an open book, written test, demonstrating competency in implementing this plan.
4. Every 60 months, all employees and volunteers must sign a renewal compliance form, and all must also keep their PA State Clearances up to date.

Supervision:

1. *Coverage:* workers must arrive 10 minutes before a scheduled activity. They must remain at their assigned post until all people in their care have been picked up by an authorized person.
2. *Activity Rosters.* Every parent must fill out and sign a one-time registration form prior to a child's ongoing participation in any church activities. Each classroom, activity, or event's attendance shall be recorded in a roster. The roster will include the date, the nature of the activity, child's name, the parent's name, the

parent's contact number, notes from the parent on known allergies, and, if check in/check out procedures apply, the parent's signature.

3. *Age-specific Classroom "Check-in" and "Check-out" procedures.* Nursery through 4th grade must follow a "Check-in" and "Check-out" procedure. At "Check-in," the parent/guardian must sign the child in. At "Check-out" only that parent, or a person over 14 years of age whom that parent designates in writing as an authorized person, may sign the child out.
4. *Accessibility:* Every ministry activity is to be open and interruptible.
5. *Accountability:* Program supervisors shall frequently and randomly stop in to observe the nursery, classrooms, and other areas where children and adults are together. In addition, all church officers and all parents are encouraged to make unannounced visits.
6. *Ratio's: On NLPC property ratios:* 1:5 (adult/child) under age 4. 1:7 ages 4-8. 1:12 ages 9-17. *Off NLPC property ratios:* 1:3 under age 4. 1:6 ages 4-17.
7. *Visibility.* As much as possible, ministry with children and youth ought to occur in highly visible areas.
8. *Interactions.* Conduct that workers show towards children must have the goal of the child's well-being in every sense, including physical, mental, emotional, and spiritual well-being. The code of conduct in the next section is illustrative, but not comprehensive, of the kinds of expected interaction
9. *Restricting One Adult-One Child Situations.* One Adult-One Child situations are not allowed. Private conversations must take place in an open and observable area.
10. *"Two Adult Rule:"* All activities involving children must have at least two adults supervising at all times. Any related adults shall count as one adult. There are a few exceptions to this rule, which are spelled out below.
11. *Exceptions to the "Two Adult Rule" must adhere to the "Rule of Three."* The "Rule of Three" is that a worker may never be alone with a child. There must always be three people present.
 - a. The "Rule of Three" applies in the 2nd-12th grade classrooms.
 - b. In the pre-K-1st grade classrooms, one female adult and one child aged 13 and older, along with their class, are considered in conformity with the "rule of three."
 - c. Should a teacher have only one student show up for class, the teacher and student should immediately join another class.
 - d. Each classroom must be equipped with a camera, which must record and stream video to a monitor in a public location.
 - e. Teachers should sit where there is direct line of sight to the classroom windows. Teachers should stay completely visible to the camera.
12. *Limited Exception to the "Rule of Three"*
 - a. Due to the public nature of the Sunday School Hour, a female Nursery Worker may be in the nursery with a single child, provided that the top nursery door is always open.
 - b. One-on-one spiritual counseling may occur only within these parameters:
 - i. *Lack of other good options:* Team counseling by two screened

- workers, which is preferred, is deemed not practical.
 - ii. *Custodial parent and supervisor approval*: The prior written approval of the child’s parent or guardian AND the advanced notification and consent of the worker’s supervisor must be obtained.
 - iii. *Visibility*: One-on-one spiritual counseling must take place in a location where the counselor is visible for the entire duration of the session (either through an open door or a window).
 - iv. *Duration limitation*: No longer than 45 minute sessions.
 - v. *Frequency limitations*: Children under the age of 14: a 4 session limit. Children over 14: a 10 session limit.
 - vi. *Referral*: Ongoing counseling needed beyond these limitations must be referred to a professional counseling center.
 - c. Emergency Situations (e.g. isolation of a child during illness, only one adult present while the other adult seeks emergency medical help).
13. *Discipline*. Discipline is to be corrective and not punitive. Workers are never to spank, hit, grab, shake, or otherwise physically discipline anyone. Physical restraint should only be used in a situation where it is reasonably necessary to prevent an individual from physically harming himself or another individual. It is always wise to inform the parent if discipline is administered. If the incident is serious, the parent and the worker’s supervisor ought to be involved.
14. *Technology*: Technology is to be used appropriately, in line with the code of conduct. Adults should refrain from developing a relationship with a child or youth primarily over electronic media. Furthermore, parents must be aware of patterns of communication with youth through these means.

Rules Specific to the Nursery:

Only women may change diapers. A man may not change a child’s diaper unless the man is the father of the child. Diapers should only be changed in designated areas.

Rules Specific to Bathroom Use:

No adult should take a child to the bathroom alone. It is preferred that elementary children be sent to the bathroom in groups of at least two or three. An adult should ensure the bathroom is safe before allowing a small child to enter alone. If the child needs assistance, allow for accountability by keeping the door ajar while respecting the privacy of the child as much as possible.

Rules Specific to Off-Premise Events:

There must be biologically sex specific chaperones representing males or females at all off-premise events. While in general the “Rule of Two” applies, the “Rule of Three” applies in all gender specific circumstances (i.e. at the lodging during the night).

Rules Specific to Events Requiring Church-Sponsored Travel:

1. Church sponsored travel refers to the following three conditions: the church schedules an off-campus event; the event departs from and returns to the church parking lot; and the event is for minors rather than for the church as a whole. Rides to and from events at the church are **not** church sponsored travel.

2. "Cleared" Drivers: Only those over the age of 21 may transport children. Every potential driver must submit a "Ministry Driver Screening Form." Only drivers whose form and whose accompanying driving background check has been reviewed and approved by ministry staff may drive.
3. The "Two Adult Rule" applies for the duration of the event.
4. The "Rule of Three" applies while driving. The cars must caravan together.
5. Pick up and drop off times must be public and announced.
6. If a child with a valid state driver's license wishes to drive, the child may do so under the following circumstances: 1. The parent must give permission. 2. The child may not transport any non-family members while driving to/from official church events.

Sexual Offender Chaperone Policy: Should a registered sex offender desire to attend worship or other activities of New Life Presbyterian church, such a person might be permitted to attend only after all the following safeguards are in place:

1. Complete compliance with the terms of parole, if applicable.
2. The congregation must be adequately cared for. This includes ample time for communication between the leadership and the congregation in preparation for the potential newcomer. Appropriate pastoral care must be first given to those for whom a convicted sex offender may trigger memories of trauma.
3. The convicted sex offender must enter into a written agreement with New Life Presbyterian church, acknowledging the restrictions appropriate to that case and agreeing to abide by all the rules established by the church.
4. Same sex chaperones must be designated. A team of chaperones must be trained, and their status as chaperones must be approved by the session. This team will meet regularly with the convicted sex offender for spiritual encouragement.
5. If participation in broader events is ever permitted, as the facts of each case determine, participation is restricted to events that are for adults or the entire church community. A designated chaperone must be present and monitoring the individual for the entirety of the event.

Notice of Injury, Abuse, or Molestation

1. Any persons who become aware of any form of child abuse must follow the policy as outlined above under the heading "**State Mandated Child Abuse Reporting Procedures and Requirements.**"
2. In the case of physical injury, workers must notify their supervisor and document the injury with the Notice of Injury Form.
3. Ministry leaders must promptly notify New Life Presbyterian's insurance carrier upon notice of abuse, injury, or molestation.

Violation of Policy or Procedures

1. Ministry workers must promptly notify their ministry coordinator or supervisor when they or others violate the procedures mandated by this policy. Any "Code of Conduct" violations must be noted on a "Code of Conduct Violation" report form. The form must be submitted to the office, where it will be reviewed, responded to appropriately, and filed securely.

2. Ministry coordinators, supervisors, and ministry leaders who become aware of a violation of the procedures set by this policy are required to take all necessary steps, including removing workers, to ensure future compliance with them. In the process of ensuring compliance with this policy.

Law enforcement and News Media

1. All ministry leaders, employees, and volunteers will cooperate fully with law enforcement or governmental agencies investigating allegations of injury, abuse, or molestation.
2. In the event of being notified of an incident, the leadership will seek legal counsel as soon as possible. Advice from legal counsel will inform our response to the allegations.
3. In the event of an incident, all media inquiries shall be directed to one individual who had been authorized by the session to be the spokesperson. This will allow one spokesperson to convey the appropriate information in a prudent manner in order to avoid compromising an ongoing investigation and in order to maintain the privacy of the individuals involved.

Internal Investigations

1. If an individual makes a report of suspected abuse to the state of Pennsylvania as outlined in the "Child abuse reporting procedures and requirements" section, the individual will without delay fill out a "Knowledge of Suspected Abuse Form," and leave it in a sealed envelope in the church office. Additionally, the individual will immediately notify the Senior Pastor or Clerk of Session.
2. Employee subjects of an investigation will be removed from their position, with pay, pending completion of the investigation. Employees who admit to the abuse or molestation will be terminated.
3. Volunteer subjects of any investigation will be removed from their positions pending completion of the investigation.
4. New Life PCA will permanently remove any employees or volunteers if they are found guilty of abuse or molestation.
5. Regardless of the results of civil proceedings, the restoration of a childcare worker, whether an employee or volunteer, depends on the internal investigation's conclusion concerning whether the accused may still be deemed fit to work with children.
6. An investigation will also assess whether changes are needed to the child protection policy.

Regular Evaluation of our Policy: NLPC's child protection committee will meet annually to evaluate this policy. Recommended updates will be presented to the session for approval. CPP revisions: CPP adopted 3/8/17, effective 5/28/17; CPP revised 5/3/17; 8/9/17;

2/11/18; 9/5/18, 8/22/19, 5/12/2020

Code of Conduct

Introduction: This code of conduct is illustrative but not definitive of what healthy boundaries look like. Since it is far from comprehensive, all workers must constantly be assessing whether children are being treated with appropriate boundaries. Any code of conduct violations must be addressed and documented.

Appropriate Touch

By God's design, appropriate touch is an important way for us to understand that we are loved.

- Touch shall be open rather than secretive.
- Touch should show care for the child rather than meet a need in the adult.
- Touch should be age- and developmentally appropriate.
- Touch should normally be initiated by the child rather than the adult.
- Touch should always communicate respect for the child.
- Touch should immediately cease if the child is in any way uncomfortable.
- Examples of appropriate touch: Side/shoulder-to-shoulder hugs; high fives/fist bumps; pats on the shoulder/ back/ head; and, for smaller children, holding them when others are present.
- Examples of inappropriate contact: Any form of affection or interaction that is unwanted by the child; any form of physical interaction that is unsafe for the child; any behavior, verbal or physical, that could be interpreted as sexual in nature.

Appropriate Speech

Words are a wonderful way to build one another up. Words can give encouragement and impart grace to the hearer (Ephesians 4:29). We must speak words that give life, such as praise, positive reinforcement, and speaking the truth in love. At the same time we must avoid words that harm. We must refrain from inappropriate verbal interaction such as: shaming, belittling, name calling, using harsh language that may frighten, threaten or humiliate a child, cursing, or making derogatory remarks about a child. Inappropriate verbal interaction also includes such things as telling off-color or sexual jokes, making sexually suggestive comments, etc.

Favoritism Forbidden

Adults shall avoid favoring or showing preferential treatment to particular children.

Gift Giving Must be Transparent

Any gifts given to a child must be mentioned to the parents.

Secrets Forbidden

Adults may not share secrets with a child. Children are under no obligation to keep confidential anything that an adult tells them.

**New Life Presbyterian Church Application Form for
Volunteer for Children's/Youth Worker Position AND all Employee Positions**

GENERAL INFORMATION: Name: _____ Address: _____
Email: _____ Phone: _____ Age: 14-17; 18-25; 26+

TO BE COMPLETED BY ALL APPLICANTS WORKING WITH CHILDREN:

In which children's/youth program(s) do you want to become involved? _____

What skills would you bring to the children's/youth program? _____

What children's/youth work experience do you have? (Organization/Program/Dates/Contact):

TO BE COMPLETED BY ALL APPLICANTS: Have you at any time ever:

- Been arrested for any reason? Yes No
- Been convicted of, or pleaded guilty or no contest to, any crime? Yes No
- Engaged in, or been accused of, any child molestation, exploitation, or abuse? Yes No

If the answer to any of these questions is "yes," please explain in detail on the back of this page:

For the past 5 years, please list church name, pastor's name, and years attended:

References (Must be unrelated):

Name /Relationship: _____ Phone: _____ Email: _____

Name /Relationship: _____ Phone: _____ Email: _____

Children's/Youth Work AND general Employee Verification and Release:

I recognize that New Life Presbyterian Church is relying on the accuracy of the information I provide on this Children's/Youth Work & General Employee Application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I authorize New Life Presbyterian Church to contact any person or entity listed on this application form, and I further authorize any such person or entity to provide New Life Presbyterian Church with information, including but not limited to, regarding my work history, personal characteristics, salary, work habits, opinions, impressions and other areas of importance relating to my background or qualifications.

I voluntarily release and waive my right to sue New Life Presbyterian Church and any such person or entity listed on this application form from liability involving the communication of information relating to my background or qualifications as provided herein. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary, and/or as otherwise required by law.

I have carefully read New Life Presbyterian Church's Child Protection Plan, and I agree to abide by it.

Printed name: _____

Signature: _____ Date: _____

(Please read this document carefully before you sign it.)

NLPC Interview Record for Prospective Employees/Volunteer Childcare workers

Date: _____ Prospective Worker: _____ Interviewer: _____

Tell us about how you became a Christian. Describe your current relationship with God.

Tell us about your most recent church involvement. Have you worked with children before?

What makes you interested in this position?

Where do you see your strengths and weaknesses in working with children?

Have you read our child protection plan? What do you think about it?

If you found a child alone with another adult in an isolated area, what would you do?

Additional Questions/Comments (use the back if needed):

NLPC Record of Reference Check for Prospective Volunteers and Employees

Reference Name: _____ Date: _____ Method of communication: _____

In what capacity, and how long have you known _____ ?

In what capacity have you seen him/her working with children (or students)?

How would you describe his/her ability to relate to children (or students)?

Do you know of any characteristics that would negatively affect his/her ability to work with children?

Would you have any reservations whatsoever with _____ working with children?

Additional Questions/Comments:

New Life Presbyterian Church
60 Month Renewal CPP Compliance Form
for Employees and for Volunteer Childcare Workers

Name: _____ Telephone (if changed) : _____ Address (if changed): _____

Have you at any time ever:

- Been arrested for any reason? Yes No
- Been convicted of, or pleaded guilty or no contest to, any crime? Yes No
- Engaged in, or been accused of, any child molestation, exploitation, or abuse?
 Yes No

If the answer to any of these questions is “yes,” please explain in detail:

Children’s/Youth Work Verification and Release

I recognize that New Life Presbyterian Church is relying on the accuracy of the information I provide on the Children’s/Youth Work Application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I authorize New Life Presbyterian Church to contact any person or entity listed on the Children’s/Youth Work Application form, and I further authorize any such person or entity to provide New Life Presbyterian Church with information, including but not limited to, regarding my work history, personal characteristics, salary, work habits, opinions, impressions and other areas of importance relating to my background or qualifications.

I voluntarily release and waive my right to sue New Life Presbyterian Church and any such person or entity listed on the Children’s/Youth Work Application form from liability involving the communication of information relating to my background or qualifications as provided herein. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary, and/or as otherwise required by law.

I have carefully read the New Life Presbyterian Church’s Child Protection Plan, and I agree to abide by it.

Printed name: _____

Signature: _____ Date: _____

(Please read this document carefully before you sign it.)

NLPC Knowledge of Suspected Child Abuse

*Please Note: An individual who has reasonable cause to suspect abuse, as defined by the state of PA and explained in the section above titled “Child Abuse Reporting Procedures and Requirements,” must **immediately** report that information to the state. How to report is explained in the section above titled “Child Abuse Reporting Procedures and Requirements.” **Only after an individual has met his or her legal obligations**, should that individual fill out this form. This form is for the purpose of internal investigations at New Life Presbyterian Church.*

Name of staff or volunteer observing, receiving disclosure of, or having reasonable cause to allege child sexual abuse: _____

Victim’s Name and Age: _____

Date/time/place of incident: _____

Name of person accused of abuse: _____

Relationship of accused to victim (paid staff, volunteer, family member, other): _____

Summary of Incident (use the back of this sheet if you need more space):

Date/Time civil authorities were notified: _____

Person who notified the civil authorities: _____

Church officers notified: _____

Date/Time of notification: _____

Other action taken, if any:

New Life Presbyterian Church
Code of Conduct Violation Report

Any adult or student who observes any other adult or violating the code of conduct, should use this form to create a record of the incident. Turn this form into the church office in a sealed envelope.

Adult or student volunteer involved in the incident:

Child/children involved in the incident:

Location(s) of code of conduct violations(s):

Date(s) of code of conduct violation(s):

Circumstances of the violation(s). Give as much detail as you can remember (use the back of this sheet if you need more space):

Any actions taken in response to boundary violation(s):

Name: _____ Date: _____

New Life Presbyterian Church
Children's Ministry Registration Form

Name of Parent/Guardian: _____ Phone: _____

Address: _____ Email: _____

Name of Emergency Contact: _____ Phone: _____

Name of Pediatrician: _____ Phone: _____

Name of Child: _____ **Date of Birth:** _____

Grade (if applicable): __ List of Allergies or Medical Conditions: _____

Please share any information that would help New Life care for your child:

Name of Child: _____ **Date of Birth:** _____

Grade (if applicable): __ List of Allergies or Medical Conditions: _____

Please share any information that would help New Life care for your child:

Name of Child: _____ **Date of Birth:** _____

Grade (if applicable): __ List of Allergies or Medical Conditions: _____

Please share any information that would help New Life care for your child:

Names of Persons Authorized by the Parent to sign in/sign out the above named child(ren): _____

I give permission for the above named children to participate in programs for children at New Life Presbyterian Church. I also authorize the above named individuals to sign my child(ren) into and out of childcare programs at New Life Presbyterian Church.

Signature: _____ Date: _____

New Life Presbyterian Church
Notice of Injury Form

Time and Place of Injury:

Date of Injury: _____ Time: _____ AM PM

Where did the injury occur?

Person Injured:

Name: _____ Age: _____

Address: _____ Phone: _____

Name of parents/guardian (if a minor): _____

Employer: _____

Injuries sustained: _____

Where was injured taken? (Hospital/doctor): _____

Relationship to organization (check all that apply):

Member Visitor Volunteer Employee Student Other

If injury occurred on insured's premises, for what purpose was the injured on the premises? _____

Who was responsible for supervision at the time of injury? _____

If injury occurred elsewhere, what connection did it have with New Life's operations or activities? _____

Does the injured party have personal medical insurance that could apply? Yes No

Name of medical insurance company: _____

Full Description of Incident:

Witnesses:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Signature:

Date of Report: _____

New Life Presbyterian Church Event Participation Agreement

RELEASE AND WAIVER OF CLAIMS

I _____, parent/guardian of _____, _____, _____ (also herein "child" and/or "minor"), age(s) _____, enter the following Release and Waiver and agree that **I/We have had plenty of time to read and understand the following before signing it and that I/We do so freely:**

In consideration of the child's participation in the _____, I, individually and on behalf of any other parent or guardian of the Child ("Releasers") agree to release, indemnify, defend, and forever discharge New Life Presbyterian Church, any companies or entities affiliated with them and their employees, representatives, officers, directors, staff, and volunteers ("Releasees") of and from any and all claims, losses, injuries, (up to and including death), demands, rights, and causes of action which may result from participation of the child in the event named above and related activities or which may result from any other matter or occurrence whatsoever, including negligence or carelessness. This Release is in addition to any other Release which I/We may have previously signed in favor of the New Life Presbyterian Church.

I/We know that children can be injured, sometimes seriously, up to and including death, from the event named above. I/We certify that the child above-named is physically and medically able to participate in the event named above and related activities to the best of my/our knowledge, information, and belief. In the event of an emergency, every effort will be made to immediately contact the parent or guardian at the phone number(s) listed below. If I/we cannot be reached at the phone number(s), I/We give permission to the physician selected by New Life Presbyterian Church to hospitalize, secure proper treatment for and order injection(s), anesthesia, or surgery for the child as the physician(s) sees fit. I/We release New Life Presbyterian Church and their agents, employees, affiliates, representatives, directors, officers, and any physician and/or hospital for any medical treatment provided hereunder. I/We agree to be completely responsible for any and all treatment and related costs for medical and dental services provided pursuant hereto.

Appropriate photographs and/or video recordings may be taken of the child while participating in the activity named above and related activities. These photos and/or video recordings may be published in Releasees' materials such as in/on Releasees' bulletin boards, flyers, mailers, web site, and the like. I/We give our permission to Releasees to use such photos or recordings as indicated herein and release and hold harmless Releasees for any action taken as stated herein, from any and all claims, losses, or injuries which could or may result from such publications, including from any acts of negligence or carelessness related thereto.

Signature: _____ (parent/guardian) Date: _____

Contact Phone number(s): _____ (Home); _____ (Cell) _____ (Work)

Address: _____

Health Insurance Carrier: _____

Policy or group number: _____

**New Life Presbyterian Church
Spiritual Counseling for a Child
Written Consent Form**

Authorization from Parent/Guardian for Counseling:

Name of Child Seeking Spiritual Counseling: _____

Name of Parent/Guardian: _____

I have read and understand New Life Presbyterian Church's Child Protection Policy. I give consent for my child to receive limited one-on-one spiritual counseling, within the constraints dictated by the policy.

Signature of Parent/Guardian : _____ Date: _____

Authorization from Counselor's Supervisor:

The Clerk of Session may sign this authorization if the counselor is the Senior Pastor

Name of Counselor authorized to provide limited one-on-one spiritual counsel to the above named child: _____

Name of Counselor's Supervisor: _____

I have read and understand New Life Presbyterian Church's Child Protection Policy. I authorize the above named counselor to provide limited one-on-one spiritual counseling, within the constraints dictated by the policy.

Signature of Counselor's Supervisor: _____ Date: _____

New Life Presbyterian Church 6CPP Ministry Driver Screening Form

Information and Instructions:

This form is applicable to individuals who will be serving as drivers for official New Life Presbyterian Church events for minors. This form does not apply for private activities that have not been sanctioned by New Life Presbyterian leadership (Session, Diaconate board, or committee chair). It also does not apply to New Life events for adults and families.

To be approved as a driver, the individual must be a New Life Presbyterian church member. Regular attenders who are not church members may be approved by Session provided they meet all other requirements. A regular attender is defined as an individual regularly attending New Life worship services for a minimum of six months.

Additional requirements are:

- The driver must be at least 21 years of age and have had his or her driver's license for a minimum of 5 years.
- Hold a valid driver's license in Pennsylvania or another state with the following stipulations:
 - No license suspension in the past 5 years.
 - No "driving under the influence" or "driving while intoxicated" violations (charge or conviction) in the past 5 years. This includes both drugs and alcohol.
 - No "at fault" accidents for the past 3 years.
 - Fewer than 4 points on his or her driving record if a Pennsylvania driver's license or a corresponding equivalent number of points for an out of state driver's license.
- Be in overall good physical health. Examples of disqualifying conditions include, but are not limited to:
 - History of myocardial infarction (heart attack).
 - Clinical diagnosis of seizure disorders.
 - Established medical history of mental impairment or loss of consciousness.
- While engaged in ministry driving:
 - The vehicle must be owner operated. A vehicle registered to one spouse may be driven by the other spouse.
 - The vehicle must be in good operating condition and be in compliance with state inspection laws.
 - Have current registration, insurance, and safety inspection.
 - No alcohol consumption for at least 8 hours prior to vehicle operation. No alcohol is allowed in the vehicle.
 - No drug consumption (including prescription or over the counter) that warns of altered mental state or drowsiness for the duration of the medication dose prior to vehicle operation.

- Uses child safety seats/restraints as required by state law. While the driver does not need to be proficient at installing car seats, the driver must be proficient at how to safely seat a child in the car seat.
- Obeys traffic laws.

To be approved as a driver, the individual will:

- Submit an application to become a driver certifying to knowledge of and intent to comply with the rules, and self-disclosing information on health and driving record.
- Provides a copy of a 10-year driving record from the Pennsylvania state DMV or an equivalent out of state driving record for a minimum 5-year duration from the appropriate state DMV. This must be resubmitted at 3-year intervals.
- Agrees to inform church leadership when events occur that change the information provided on the application.

If a driver exceeds 3 points on his or her license subsequent to being approved as a driver, the individual must later submit a 10-year driving record (or equivalent) showing fewer than 3 points before being re-approved as a driver.

Child Protection Plan Ministry Driver Application:

Please attach a copy of your state DMV official driving record.

Driver's name and address (as shown on license):

Date of Birth: ____/____/____

Driver's License State and Number: _____

Vehicle(s) to be driven (list make, model, year, license number of all vehicles owned by the individual or spouse):

_____;

In the past five years:

- 1. Have you been at fault for any accidents? Yes No
- 2. Have you had any moving traffic violations? Yes No
- 3. Have you had your driver's license revoked, suspended, or restricted? Yes No
- 4. Do you have any disqualifying health conditions or conditions that may

impair your ability to drive? Yes No

- 5. Have you been charged with or convicted of DWI or DUI? Yes No

If any question has been answered with "yes," please provide full details on a separate sheet of paper (dates, descriptions, amounts or other explanation.)

Certification:

I meet the requirements specified above to become a driver, with any exceptions as noted above. I further certify that the information disclosed above is true to the best of my knowledge.

I voluntarily release New Life Presbyterian Church from liability involving the communication of information relating to my back ground or qualifications. I recognize that New Life Presbyterian Church's approval of any potential ministry drivers depends upon a thorough analysis of an individual's driving record.

I voluntarily release New Life Presbyterian Church from liability associated with any accident or incident involving the motor vehicle involved.

I have carefully read New Life Presbyterian Church's Child Protection Plan, and I agree to abide by it at all times.

Signature: _____ Date: _____

Approval (Elder, Deacon, or committee chair):

Name: _____

Position: _____

Date: _____

Recommended Resources

Understanding and Preventing Child Abuse

- *The York County Child Abuse Prevention Handbook*. The Child Abuse Prevention Council of York County. (717) 771-9504.
- *Protecting Children From Abuse in the Church: Steps to Prevent and Respond*. Basyle Tchividjian (New Growth Press, 2013).
- *Faithful Protection: Developing Your Church's Child Protection Plan*. Beth Hart and Mike Sloan (www.faithfulprotection.org and www.doulosresources.org). Parts of this plan were borrowed with permission from these authors.
- *On Guard: Preventing and Responding to Child Abuse at Church*. Deepak Reju (New Growth Press, 2014).

Resources for Parents

- *How and When to Tell Your Kids About Sex: A Lifelong Approach to Shaping Your Child's Sexual Character (God's Design for Sex Series)*. Stan and Brenna Jones (13
- *God Made All of Me: A Book to Help Children Protect their Bodies*. Justin and Lindsey Holcomb (New Growth Press, 2006).
- *The Student Outreach, by Harvest USA*: <http://thestudentoutreach.org/>.

Resources for Ministry to Survivors/Recommended Organizations

- *On the Threshold of Hope: Opening the Door to Hope for Survivors of Sexual Abuse*. Diane Langberg (Tyndale House, 1999).
- *Counseling Survivors of Sexual Abuse*. Diane Langberg (Xulon Press, 2003)
- G.R.A.C.E. (Godly Response to Abuse in the Christian Environment). www.netgrace.org
- *Ministry Safe* – www.ministrysafe.org