

# SAFE CONDUCT POLICY

## FAIRHILL MANOR CHRISTIAN CHURCH

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## Section 1: Statement of Policy

*"...what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God?" (Micah 6:8)*

As a community of Christian faith, Fairhill Manor Christian Church is committed to creating and maintaining programs, facilities and a community in which members, friends, employees and volunteers can worship, learn and work together in an atmosphere free from all forms of discrimination, harassment, exploitation and intimidation.

Fairhill Manor Christian Church strongly opposes and prohibits "sexual harassment,"<sup>1</sup> "bullying," or any form of exploitation or abuse of others regardless of age, sex, sexual orientation, sexual identification, or physical or mental capacity.

Fairhill Manor Christian Church supports principles of Safe Conduct. Safe Conduct encompasses both an individual responsibility to fulfill the highest standards of personal conduct toward others, free from any form of abuse or exploitation, and a collective responsibility to guide each other in the fulfillment of the standards set by Christian faith.

This policy establishes the procedures and practices deemed essential for affirmatively nurturing Safe Conduct, for preventing and correcting behavior that is contrary to Safe Conduct, and, as necessary, for disciplining those who violate Safe Conduct.

All organizations and programs using Fairhill Manor Christian Church facilities shall be governed by this Safe Conduct Policy. The leader of each organization or program shall be given a copy of this policy's Code of Conduct (Appendix E) and Ministry Standards (Appendix F) and shall be asked to sign a form (see Appendix B: Policy Receipt Acknowledgement for a Program/ Organization using FMCC Facilities) stating that s/he has read these documents and that the represented organization or program shall abide by their guidelines.

### Definitions

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For the purposes of this policy, the term **church** shall refer to Fairhill Manor Christian Church (Disciples of Christ) in Washington, PA. In addition, **child** shall refer to an individual under 18 years of age. **Adult** shall refer to an individual 18 years of age or older. Definitions for all terms marked with "quotation marks" in this policy are defined in Appendix A.

### Positions with Increased Responsibility for Safe Conduct

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While each individual is individually responsible for acting in ways consistent with this Safe Conduct Policy, those who serve in certain capacities within the church assume additional

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<sup>1</sup>Please see Appendix A for definitions of all terms marked with "quotation marks."

responsibilities by virtue of their positions. These additional responsibilities include monitoring the behavior of those who look to them for guidance, as well as redirecting those who cross boundaries of Safe Conduct. "Positions with increased responsibility for Safe Conduct" include:

- All paid staff positions (including "authorized clergy"),
- "Lay leader" positions, and
- "Authorized volunteer" positions.

It is especially important that those holding these positions be adequately prepared and educated for the ministry in which they serve, and that they understand the ways in which their use or misuse of authority may impact others. Those serving in these positions are obligated to demonstrate and encourage Safe Conduct by being attentive to self-care, continuing education and training, maintenance of personal boundaries, and support of those who are vulnerable or in need of support or refuge. Those serving in these positions shall seek to protect vulnerable individuals of every kind and to comply with the laws of the Commonwealth of Pennsylvania as may be their statutory obligation.

Those holding a "position with increased responsibility for Safe Conduct" shall acquire knowledge of the details of this policy and related procedures in order to:

- Demonstrate appropriate physical contact and verbal interaction as defined in this policy and prevent or re-direct inappropriate interaction or physical contact by others.
- Prevent exploitation (including financial exploitation), abuse or mistreatment of children, including "bullying."
- Assume the obligation to report "suspected abuse" as required by this policy and/or the Commonwealth of Pennsylvania, and cooperate with investigations as may follow.
- Enforce standards for contact between adults and children outside of scheduled programs.
- Manage risk of one-on-one contact between adults and children.
- Prevent "sexual harassment" by anyone engaged in ministry on behalf of Fairhill Manor Christian Church.
- Recognize circumstances of "sexual harassment" and the obligation and means to report to church leadership.
- Practice and promote guidelines for use of electronic communications and social media.
- Recognize the importance of and act upon observations or allegations of behavior outside policy boundaries, including personal interactions and use of social media.
- Understand how individual action or inaction poses a risk to the church in the form of legal liability and/or loss of reputation.

Those in “positions with increased responsibility for Safe Conduct” shall refrain from using their positions of power or authority to exploit an advantage over any other individual, adult or child.

“Authorized clergy” serving the church in any capacity (active, retired, employee, or volunteer) shall hold themselves to a higher standard of care with respect to their personal conduct and relationships with the congregation, church employees and “authorized volunteers,” whether pastoral, administrative or personal in nature. Utmost care and good faith are expected.

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## Section 2: Screening & Selection

This section applies to screening and hiring/selecting individuals for two types of positions. When the word **applicant** is used in this section, it shall refer to an individual applying for one of these two types of positions:

- A paid staff position (including “authorized clergy”), or
- An “authorized volunteer” position.

**Note:** *Every individual age 14 or older associated with the church on a volunteer basis who will have “direct contact with children” as a part of his/her volunteer responsibilities shall undergo this screening and selection process in order to become an “authorized volunteer” prior to commencing volunteer duties. Becoming an “authorized volunteer” shall be the only way a volunteer shall be permitted to have “direct contact with children.”*

### Qualifying Steps

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PRIOR to being selected or hired, each applicant age 14 and older shall be subject to the following qualifying steps:

1. Complete an application reciting education history, 10 years of employment history, 10 years of residence history, 10 years of volunteer experience involving work with children, history of church memberships and affiliations (volunteer applicants only), and disclosure of criminal convictions. An affirmative response is required to each and every question; no answers may be omitted unless otherwise indicated. Falsification of any aspect of the application shall be grounds for immediate dismissal (see Appendix B for Employment and Volunteer Application forms).
2. Provide, as a part of the Employment or Volunteer Application form, a minimum of three references, which shall include both professional and personal. Applicants shall provide as a reference a supervisor or co-worker from each job and volunteer experience in which they have had “direct contact with children.” Personal references shall have known the applicant for more than one year.
3. Grant written permission to conduct clearances and background checks as specified by this policy (on the Employment and Volunteer Application forms).
4. Be interviewed by the Personnel Committee and at least one “authorized clergy” (see Appendix C for Applicant Interview Questions and a corresponding Interpretive Guide).
5. Upon selection, sign an acknowledgement of these policies and procedures (see Appendix B: Policy Receipt Acknowledgement for Employee or “Authorized Volunteer”) and fulfill all training obligations within 30 days of assuming duties.

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**Membership or Affiliation Requirement for “Authorized Volunteers”**

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Prospective volunteers shall be active members of the church, or otherwise affiliated with the church, for no less than one year before applying to become an “authorized volunteer” and upon acceptance being permitted to work in child-oriented programs. There shall be **no exceptions** to this policy, even when volunteer applicants have recently relocated to the church from another church with similar child-oriented programs.

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**Applicant Interviews**

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The Personnel Committee members and at least one “authorized clergy” shall interview separately and in person each applicant (see Appendix C for Applicant Interview Questions and a corresponding Interpretive Guide). During the interview, the Personnel Committee members and “authorized clergy” shall specifically discuss with the applicant the church’s commitment to protecting children and other vulnerable individuals from abuse. As a part of the interview, they shall employ behavioral interviewing techniques to assess the applicant’s suitability for working with children.

At the end of the interview, the Personnel Committee and “authorized clergy” shall review the list of references with the applicant to ensure that:

- The list contains accurate phone numbers,
- The applicant knows that s/he must inform each reference that someone from the church will be calling the reference, and
- The applicant is aware that it is his/her responsibility to ensure that each reference is willing to talk to the interviewer.

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**Reference Interviews**

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AFTER a face-to-face interview with the applicant, the Personnel Committee shall directly contact and interview at least three references (a combination of professional and personal, at least one of which shall be a personal reference) for each employment or volunteer applicant. The interview shall include standardized questions designed to assess suitability of the applicant for working with children (see Appendix C for Professional and Personal Reference Interview Forms and corresponding Interpretive Guides). The interviewer(s) shall document reference responses using the Reference Interview Forms.

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**Clearances and Background Checks**

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The Personnel Committee shall use the following two-tiered system to collect clearances and conduct background checks on all volunteer applicants who will have “direct contact with children” and ALL employee applicants (regardless of position) PRIOR to hire or selection (see Appendix B for Instructions for Obtaining Clearances). Necessary clearances and background checks shall be updated every 3 years. If more than 9 months has lapsed since an individual has volunteered with the church in some capacity, updated clearances and/or background checks shall be required prior to that individual having “direct contact with children.” The Personnel

Committee shall ensure that all necessary clearance and background check reports are on file and up-to-date.

	Tier 1			Tier 2		
	PA Child Abuse History Clearance	PA State Police Criminal Record Check	FBI Criminal Background Check <sup>†</sup>	National multi-state criminal records search	National sex offender registry search	Social security number trace and alias search
"Authorized clergy"	X	X	X	X	X	X
Children's ministry employees	X	X	X	X	X	X
Other paid employees	X	X	X			
"Authorized volunteers" serving as children's Sunday school teachers, nursery workers, or teen ministry volunteers	X	X	X	X	X	X
Other "authorized volunteers"	X	X	X			

<sup>†</sup>Exception: A *volunteer* shall not be required to obtain an FBI clearance if all of the following conditions are met:

- The volunteer position is unpaid,
- The volunteer has been a continuous resident of PA for 10 years prior, AND
- The volunteer swears in writing that s/he is not disqualified from service (see Appendix B for the Disclosure Statement Application for Volunteers).

### Review of Clearance and Background Check Reports

A Criminal Background Records Review Committee (CBRRC) made up of three individuals shall be established by the Personnel Committee. One individual shall be familiar with the church and its programs, one with human resources, and one with risk management. All three may be church employees; all three may be members of the Personnel Committee. All members of the CBRRC shall be bound by strict confidentiality; breach of confidentiality shall be grounds for immediate dismissal. If any member of the committee is not an employee, all records shall be de-identified before they are reviewed.

The CBRRC shall review the clearance and background check reports and determine the eligibility of the applicant for a position having "direct contact with children." The CBRRC shall use the following guidelines in their decision-making:

1. Employment, continued employment, or service in a volunteer position having “direct contact with children” shall be dependent upon the determination made from the data received in the criminal background check and clearances.<sup>2</sup>
2. If the clearances and/or background checks reveal that an applicant has committed “child abuse” within the five years immediately preceding the review, the individual shall not be hired/selected for a position having “direct contact with children,” regardless of whether the individual’s clearances and/or background checks show a conviction related to the report or any other criminal history.
3. In no case shall an applicant be selected as a volunteer having “direct contact with children” or as an employee if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Pennsylvania Consolidated Statutes Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:
  - a. Chapter 25 (relating to criminal homicide).
  - b. Section 2702 (relating to aggravated assault).
  - c. Section 2709.1 (relating to stalking).
  - d. Section 2901 (relating to kidnapping).
  - e. Section 2902 (relating to unlawful restraint).
  - f. Section 3121 (relating to rape).
  - g. Section 3122.1 (relating to statutory sexual assault).
  - h. Section 3123 (relating to involuntary deviate sexual intercourse).
  - i. Section 3124.1 (relating to sexual assault).
  - j. Section 3125 (relating to aggravated indecent assault).
  - k. Section 3126 (relating to indecent assault).
  - l. Section 3127 (relating to indecent exposure).
  - m. Section 4302 (relating to incest).
  - n. Section 4303 (relating to concealing death of child).
  - o. Section 4304 (relating to endangering welfare of children).
  - p. Section 4305 (relating to dealing in infant children).
  - q. A felony offense under section 5902(b) (relating to prostitution and related offenses).
  - r. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
  - s. Section 6301 (relating to corruption of minors).
  - t. Section 6312 (relating to sexual abuse of children).

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<sup>2</sup> For items 1-4, see 23 Pa. C.S. § 6344(c), 6344.2, 6344.3, and 6344.4. That is, Pennsylvania Consolidated Statutes, Title 23, Chapter 63, Section 6344.

- u. The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.
- 4. In no case shall an applicant be hired/selected for a position having “direct contact with children” if the applicant's criminal history record information indicates s/he has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding the review.

Where a criminal record does not require disqualification under law or this policy, consideration shall be given to:

- The seriousness of the crime,
- The length of time since the last offense,
- A pattern of criminal activity,
- Activities the applicant has been involved in since the offense(s) occurred, and
- The nature of the offense as related to the nature of the position.

Convictions, not merely arrest data, are grounds for disqualification. The status or relevance of other crimes shall be considered individually.

If an individual is already serving in a position having “direct contact with children,” and a clearance report and/or background check reveals information that disqualifies an individual from serving in his or her position, the individual’s employment or volunteer service shall terminate immediately.

In addition, if any applicant, “authorized volunteer,” or employee serving in a position having “direct contact with children” is arrested for or convicted of an offense that would constitute grounds for denying service as listed above, or is named as “perpetrator” in a founded or indicated report, s/he must provide the Personnel Committee with **written notice not later than 72 hours after** the arrest, conviction or notification that s/he has been listed as a “perpetrator” in the Statewide database.

### **Approval Procedure**

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All three members of the CBRRC shall meet together to review the information received. The CBRRC shall complete the Background Investigation Results Form (see Appendix B), on which they shall select one of two possible statements:

“We have reviewed the criminal history of the applicant and determined, based on the information we have available at this time, the applicant is **acceptable** for the ministry position.”

OR

“We have reviewed the criminal history of the applicant and determined, based on the information we have available at this time, the applicant is **not acceptable** for the ministry position.”

All three committee members must agree that an applicant is acceptable. If any one of the committee members disagrees, the applicant is considered unacceptable. Each member of the Criminal Background Records Review Committee shall sign and date the form, which will become part of the applicant’s permanent personnel file.

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### **Confidentiality**

At all times, the privacy and security rights of individuals shall be protected with utmost care. The Chair of the Personnel Committee shall assure that physical means and processes are in place to protect individual rights.

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### **Existing Employees and “Authorized Volunteers”**

Each volunteer and employee now serving in a position having “direct contact with children,” regardless of length of service, shall set an example for all others who follow in their ministry position. Therefore, at the time this policy is first adopted, all existing employees who have “direct contact with children” and all incumbent volunteers who have “direct contact with children” shall execute and sign applications, undergo applicant and reference interviews, submit to a background check as is required under this Safe Conduct Policy, and obtain and submit updated clearances. Existing employees who do not have “direct contact with children” shall obtain and submit the required clearances.

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### **Volunteers from Organizations/Programs using Church Facilities**

All organizations and programs using Fairhill Manor Christian Church facilities shall provide the following documentation annually to the church for each individual age 14 or older having “direct contact with children:”

- The individual’s name.
- The date on which each of the three required clearances was obtained.
- An acknowledgement, signed by the individual, of the Code of Conduct (Appendix E) and Ministry Standards (Appendix F) in this Safe Conduct Policy.

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### **Record Retention**

Volunteer applications shall be retained in the same manner as employee applications with due regard for the safety of private information. The individual record shall include:

- Employee or volunteer application, including disclosure of previous criminal convictions,
- Permission to perform clearances and background checks,
- Applicant and reference interview notes,

- Results of the background check (if applicable),
- Copies of three required clearances, and
- Background Investigation Results Form.

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## Section 3: Training

Fairhill Manor Christian Church is committed to preventing abuse of children. Through adequate training, the church guides its employees and “authorized volunteers” in identifying and nurturing Safe Conduct, preventing and correcting behavior that is contrary to Safe Conduct, and reporting violations of Safe Conduct.

It is difficult to comprehend that friends and family would commit abuse willingly. Nevertheless, individuals who have not received behavior standards and do not understand boundaries may unwittingly engage in behaviors that may be perceived as predatory. Their personal reputations and that of Fairhill Manor Christian Church are then at risk.

Each “authorized volunteer” and each new employee shall complete a specific program of training within 30 days of assuming duties. Training shall be repeated annually.

Fulfillment of training requirements shall be documented by the Personnel Committee. While the Personnel Committee shall serve as the custodian of records for all related training purposes, the Personnel Committee shall designate operational entities (e.g., “authorized clergy,” respective program directors, ministry leaders) to assign and monitor the required training.

### **Safe Conduct Training Curriculum Elements**

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The Safe Conduct training curriculum shall include the following elements.

#### ***Church Policies and Procedures***

- Expected conduct and boundaries defined in this policy (see Appendix E: Code of Conduct)
- Standards applicable to ministry (see Appendix F: Ministry Standards)
- Procedures for reporting violations of standards of conduct and “suspected child abuse”
- Individual statutory reporting obligations
- Identifying and managing high-risk situations such as bathroom use, transition and “free” times, and off-site and overnight activities
- Physical security procedures

#### ***Abuse prevention education***

- Characteristics of abusers
- Effects of sexual abuse
- Types of child molesters
- How child molesters operate (e.g., access, privacy, control)
- Protection from false allegations
- Examples of “bullying,” including sexual abuse, even among young children
- Characteristics of children more likely to act out sexually

- Characteristics of children more likely to be abused
- High-risk activities, circumstances, and locations
- Specific monitoring and supervision activities to prevent peer-to-peer sexual activity
- Responding to incidents of sexual activity between children
- Responding to “suspicious or inappropriate behaviors” and/or policy violations
- Responding to allegations of abuse

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## Section 4: Awareness

Fairhill Manor Christian Church is dedicated to proactively educating all people affiliated with the church, especially children, parents and guardians, employees, “lay leaders,” and “authorized volunteers,” about this Safe Conduct Policy. All people affiliated with the church are entitled to know what behavior is expected of themselves and others, what policies and procedures have been created to encourage and monitor Safe Conduct, and how to report policy violations or “suspected abuse.”

### Policy Posting

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This entire policy shall be posted on the church website, [www.fairhillmanorchurch.org](http://www.fairhillmanorchurch.org). The webmaster shall keep it current at the direction of the Chair of the Personnel Committee.

### Safe Conduct Orientation for Children

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The Christian Education Ministry shall appoint a qualified adult to lead children in a Safe Conduct orientation covering the following subjects:

- Age-appropriate information about boundaries (with reference to the Code of Conduct and Ministry Standards),
- How to protect themselves from abuse, and
- How to report policy violations and incidents of “suspected abuse.”

The Christian Education Ministry shall ensure that a Safe Conduct orientation is provided:

- To all children as a group at the opening of a new program,
- Individually at the time a child begins participation in a ministry of the church, and
- Annually when a program or event is ongoing.

### Informing Parents and Guardians

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At the time a child is enrolled in a church program, the Christian Education Ministry shall give his or her parents or legal guardians:

- A copy of the church’s Code of Conduct (Appendix E) and Ministry Standards (Appendix F),
- A summary of the child’s Safe Conduct orientation,
- Information about reporting Safe Conduct Policy violations and “suspected abuse,” and
- An open invitation to visit church programs in progress.

Parents and guardians shall be given the option of participating in the same abuse prevention training as is provided to employees and “authorized volunteers” (see Section 3: Training). Parents and guardians shall be encouraged to report policy violations and “suspected abuse” to “authorized clergy” or to the Leader of the particular Ministry in which an incident has occurred.

If for any reason a parent or guardian believes that the primary contact(s) have failed to respond or have not given credibility to the parent or guardian's concerns, the latter may contact the church Ombudsman (see Appendix D for the Leadership & Reporting Roster) to report those concerns.

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## Section 5: Monitoring & Supervision

While each individual is responsible for acting in ways consistent with this Safe Conduct Policy, those who serve in certain capacities within the church assume additional responsibilities by virtue of their positions. These additional responsibilities include monitoring the behavior of those who look to them for guidance, as well as redirecting those who cross boundaries of Safe Conduct. “Positions with increased responsibility for Safe Conduct” include:

- All paid staff positions (including “authorized clergy”),
- “Lay leader” positions, and
- “Authorized volunteer” positions.<sup>3</sup>

Each individual serving in one of the above positions shall regularly monitor, supervise and promote the fulfillment of this Safe Conduct Policy, including its Code of Conduct (Appendix E) and Ministry Standards (Appendix F).

The church’s intent is to sustain relationships which encourage employees and “authorized volunteers” to meet Safe Conduct objectives while being mutually supportive as a team. All shall be comfortable in reporting violations of the Code of Conduct and Ministry Standards to leadership. The objective of monitoring is, first, to protect children, then to protect employees and “authorized volunteers” from false allegations, and finally to protect the reputation of Fairhill Manor Christian Church and its ministries.

Employees and “authorized volunteers” shall be trained (see Section 3: Training) to recognize incidents and patterns of behavior that violate the Code of Conduct (Appendix E) and Ministry Standards (Appendix F). Employees and “authorized volunteers” shall be trained and required to report Safe Conduct Policy violations and/or “suspected abuse” (see Section 6: Reporting). All Safe Conduct Policy violations and/or “suspected abuse” shall be addressed as set forth in Section 7: Responding.

### Monitoring Techniques

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Employees, “lay leaders,” and “authorized volunteers” shall continuously monitor compliance with this Safe Conduct Policy using a variety of techniques including:

- Unannounced visits at unpredictable times (at least one per classroom or Ministry every 2 months),
- Spontaneous, periodic interviews with children,
- Planned interviews or surveys of children, employees, and “authorized volunteers” (at least one per person per ministry year),
- Spontaneous, periodic conversations with individual employees and “authorized volunteers” (at least once every 2 months), and

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<sup>3</sup> Repeated here from Section 1.

- Christian Education Ministry meeting discussions (at least one every 2 months).

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**Monitoring Guidelines and Documentation**

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Employees, “lay leaders,” and “authorized volunteers” shall follow the Monitoring Visit Guidelines (see Appendix B) while monitoring compliance with this Safe Conduct Policy. All visits shall be documented (see Appendix B for the Visit Documentation Form) and adults shall be provided with feedback about visits. Individual employment or volunteer records shall be annotated as appropriate. “Authorized clergy” shall report monitoring efforts and results to the Personnel Committee prior to each Board meeting.

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## **Section 6: Reporting**

In ordinary administrative matters, employees and “authorized volunteers” shall be expected to address concerns with their immediate supervisors or Ministry Leaders. However, situations affecting the health and welfare of children require specific, additional avenues for action when an observer or victim is not certain that his or her concerns have been given necessary attention.

### **Safe Conduct Policy Violations – Internal Reporting**

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Intimidation, retaliation, or obstruction in the making or investigating of a report is prohibited and shall be subject to discipline, up to and including termination of service to the church and possible legal consequences.

In the event that an individual suspects or observes a violation of the Code of Conduct (Appendix E) and/or the Ministry Standards (Appendix F) on the part of another individual, it is the observer’s personal responsibility to immediately follow this procedure:

1. Report the observation or suspicion as follows:
  - a. An employee shall report directly to his or her own immediate supervisor.
  - b. All others shall report directly to the relevant Ministry Leader.
  - c. In the case that the report involves a supervisor or Ministry Leader, the employee or volunteer shall report to the next level of authority.
  - d. If the employee or volunteer is not comfortable making the report directly, s/he shall report to the Ombudsman and may request anonymity.
  - e. Ministry Leaders and the Ombudsman are identified in the Leadership & Reporting Roster (Appendix D).
2. Complete the Incident Report Form (see Appendix B) and submit it to the supervisor or Ministry Leader to whom the initial report was made.
3. Check back to make sure appropriate steps were taken. If not, report again to a supervisor, Ministry Leader, or the Ombudsman. (Note: Information provided at this stage may be limited due to confidentiality requirements.)

The above procedure also shall be followed by individuals who believe themselves to be victims of a violation of the Code of Conduct (Appendix E) and/or the Ministry Standards (Appendix F).

### **Reporting “Suspected Abuse”**

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Nothing in this policy shall be considered a restraint of an individual’s statutory obligation to report to authorities. Intimidation, retaliation, or obstruction in the making or investigating of a report is prohibited and shall be subject to discipline, up to and including termination of service to the church and possible legal consequences.

Note: When an individual has reasonable cause to suspect “child abuse” *by any “perpetrator,” regardless of whether the “perpetrator” has any relation to the church*, a report shall be made.

### ***Mandated Reporters***

Fairhill Manor Christian Church requires all “mandated reporters” to report “suspected abuse” immediately and directly to ChildLine at **1-800-932-0313**, or any other contact number that may be established in the future by the Pennsylvania Department of Human Services. Individuals who are “mandated reporters” by virtue of their positions are identified in **bold** in the Leadership & Reporting Roster (Appendix D).

- If a “mandated reporter” is not sure whether there is reasonable cause to suspect that a child is a victim of “child abuse,” s/he shall presume reasonable cause exists and make the report.
- Any “mandated reporter” making a report shall follow-up within 48 hours with a written report, which may be made electronically.
- Immediately after making a report, the reporter shall advise an “authorized clergy” that a report has been filed. S/he shall also complete the Incident Report Form (see Appendix B) and submit it to the same “authorized clergy.”
- Statutory “mandated reporters” have obligations that supersede church policies. While there may be an impulse to investigate and adjudicate an incident, this step may be beyond church jurisdiction. Incidents or circumstances of “suspected abuse” or neglect that rise to the level of mandated reporting by laws of the Commonwealth of Pennsylvania fall outside the jurisdiction, authority, and skills of the church to investigate.

### ***All Other Individual Reporters***

No individual shall be restrained from reporting an incident on the basis that s/he is not a “mandated reporter.” Reports may be made confidentially or anonymously. An individual who mistakenly reports “suspected abuse” shall be immune from civil or criminal liability as long as the report was made in good faith and without malice.

When any individual observes or suspects “child abuse,” s/he shall:

1. Report directly to ChildLine at **1-800-932-0313**, or any other contact number that may be established in the future by the Pennsylvania Department of Human Services, and
2. Report the observed or “suspected child abuse” to the immediate supervisor and/or to the Leader of the particular Ministry to which the observation applies.
3. Complete the Incident Report Form (see Appendix B) and submit it to the supervisor or Ministry Leader to whom the initial report was made.

### **Ombudsman**

If for any reason, the observer does not feel comfortable reporting directly or s/he believes that the primary contact has failed to respond or has not given credibility to the report, the observer may contact the church Ombudsman (see Appendix D for the Leadership & Reporting Roster) to



report the observation. The observer or victim shall be permitted to report violations of policy or circumstances of abuse anonymously.

The Ombudsman, while respecting and protecting the confidentiality wishes of the observer or victim, if any, shall ascertain with reasonable certainty the relationship of the observer to the incident and the credibility of the information being provided. The Ombudsman shall report the circumstances to the Chairperson of the Personnel Committee. The Chairperson of the Personnel Committee shall follow the procedures described in Section 7: Responding.

In the conduct of annual training, respective Ministry Leaders shall identify themselves and the Ombudsman as contacts for reporting violations and/or suspicious circumstances or activity.

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## **Section 7: Responding**

Fairhill Manor Christian Church is committed to a prompt, professional and measured response to any circumstance, ranging from a violation of this Safe Conduct Policy to a suspicion or allegation of abuse. The church is committed to:

- Seriously considering the concerns of victims,
- Undertaking a fair investigation of policy violations,
- Protecting the confidentiality of parties involved in an investigation,
- Reporting to (as required) and fully cooperate with public authorities, and
- Communicating with the congregation within the bounds of individual rights to confidentiality.

In order to fulfill this commitment, Fairhill Manor Christian Church expects “authorized clergy,” employees, “lay leaders,” and “authorized volunteers” to:

- Relate to each other in a cordial and professional manner,
- Practice the Safe Conduct Policy, with special emphasis on the standards for Monitoring & Supervision (see Section 5: Monitoring & Supervision), the Code of Conduct (Appendix E) and Ministry Standards (Appendix F),
- Support, encourage and mentor each other in matters of Safe Conduct, and
- Assume responsibility for responding to Safe Conduct Policy violations and “suspected abuse” as part of their respective duties.

An isolated violation of the Safe Conduct Policy or boundaries does not constitute abuse, per se. Some circumstances shall require correction, counseling, training, re-direction, recording, or another response short of notifying police or child welfare authorities. Employees, “authorized volunteers,” and particularly those individuals who are “mandated reporters” by virtue of their position, shall be trained to differentiate between a Safe Conduct Policy violation and “suspected abuse” and how to respond appropriately to each.

### **Responding to a Child Who Makes a Report of Alleged Abuse**

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A child may be afraid to report abuse because the “perpetrator” has threatened him/her, or the child may be afraid that s/he is the one who will get in trouble as a consequence of the report. It is important that each child know that the church is a safe place with people who want to help and protect.

When a child discloses that s/he has been abused, the individual to whom the disclosure is made shall ensure that the child is safe, then follow the reporting procedures given in Section 6: Reporting. Taking the child seriously, making the report, and allowing qualified people to verify the accusation shows the abused child that s/he is the first concern.

Guidelines to follow when responding to a victim who discloses abuse include:

- Take what s/he says seriously; express clearly and directly that you believe him/her.
- Don't make assumptions about what happened.
- Thank the child for disclosing the abuse and praise his/her courage for speaking out.
- Emphasize that what happened was not his/her fault and that s/he did not deserve to be treated that way.
- Encourage the child to talk, but do not push for details or imply things. Try not to put ideas into his/her head. Ask questions like "What happened next?" and try to be a good listener.
- Avoid statements that can make the child feel worse, like "Why didn't you tell anyone?" or "Maybe you misunderstood the person."
- Never promise a child that you won't tell anyone. Explain that it is your responsibility to keep them safe, and part of this includes disclosing information to the appropriate authorities (see Section 6: Reporting).
- Protect the alleged victim from intimidation, retribution, or further abuse.

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### **Response upon Receiving a Report**

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All reports of Safe Conduct Policy violations and/or "suspected child abuse" shall be taken seriously. An individual who receives such a report (as specified in Section 6: Reporting) shall follow the subsequent procedure to ensure that the rights of all those involved are protected.

1. The individual shall ensure that the alleged victim is safe.
2. If the report is of "suspected child abuse," the individual shall:
  - a. Immediately ensure that a report to Childline has been made (see Section 6: Reporting). If s/he has any doubt as to whether a report has been made, or if additional information comes forth during the investigation to lead the individual to suspect "child abuse," s/he shall immediately make the report him/herself.
  - b. Notify "authorized clergy."
  - c. Notify other authorities as appropriate. Retain a case number, if applicable, as well as the name and contact information for the point of contact at the appropriate authority.
  - d. Notify the Critical Incident Management Team (see Appendix G) if the report involves an employee, volunteer, or child(ren) within the church.
  - e. Ensure that an Incident Report Form (see Appendix B) has been completed by the individual who observed/suspected the abuse.
  - f. Accurately record the information in as much detail as possible while sticking to the facts (remembering that notes may be read by others).
3. If the report involves an allegation of a Safe Conduct Policy violation, the individual shall:

- a. Ensure that an Incident Report Form (see Appendix B) has been completed by the individual who observed the violation.
  - b. If more information is needed, interview and/or survey other employees, volunteers, or children.
  - c. If at any point in gathering information about a Safe Conduct Policy violation, a concern arises about possible abuse, report the “suspected abuse” immediately and directly to Childline (see Section 6: Reporting).
  - d. Follow the “progressive discipline” steps as outlined in Appendix A in cooperation with “authorized clergy.”
  - e. If appropriate, notify parents and/or guardians (see “Notification of Parents” below).
  - f. Increase monitoring and/or supervision of the employee, volunteer, or program.
  - g. Advise the individual who reported the behavior that the report is being taken seriously.
4. If the report involves any type of peer-to-peer “bullying” during a church-sponsored event and/or on church property, s/he shall:
  - a. Confirm that the children involved have been separated or placed under increased supervision.
  - b. Ensure that an Incident Report Form (see Appendix B) has been completed thoroughly by the individual who observed the behavior and/or activity.
  - c. Meet with the individual who reported the “bullying” to gather information and to confirm that the Incident Report Form (see Appendix B) was accurately completed.
  - d. Review the steps taken by those in supervisory positions at the time of the incident.
  - e. Follow the “progressive discipline” steps as outlined in Appendix A in cooperation with “authorized clergy.”
  - f. Together with an “authorized clergy,” meet with parents/guardians of those involved (see “Notification of Parents” below).
  - g. Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.
  - h. Notify the proper authorities.
  - i. As needed and based on information gathered, alert others in the church.
  - j. Develop a written corrective action or follow-up plan in response to the incident.
  - k. Should expulsion of the child from the church program become necessary, engage legal counsel before expulsion, especially if there may be the appearance of unjustified discrimination.
  - l. Review the need for additional supervision, policy and procedure revisions, additional training.

An individual may be expected to recuse him/herself from the reporting and disciplinary process in situations where there appears to be a conflict as a result of family ties or outside-of-church relationships, but may not do so when he/she is a “mandated reporter” as prescribed by Pennsylvania law.

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**Church Response**

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In responding to Safe Conduct Policy violations, including “suspicious or inappropriate behaviors,” allegations or incidents of abuse, and “bullying,” the church shall follow these guidelines:

- In cases of “suspected child abuse” and in other cases in which the following action is appropriate, the alleged “perpetrator” shall be removed from employee or volunteer duties unless and until the investigation (including any internal investigation and investigation by applicable authorities) is complete and the individual is found not to have engaged in any behavior that, under law or in the determination of the appropriate church officials, would prohibit the individual from further service. If the individual is not removed from service pending investigation, the individual shall be supervised more closely, at least until the investigation is complete.
- Any individual who is named as a “perpetrator” in a founded report or who is convicted of any of the crimes listed in the Child Protection Services Law shall be banned from service in any capacity having “direct contact with children” for five years from said naming or conviction.
- If an investigation results in a determination that an individual violated the Safe Conduct Policy in a manner which does not require a ban on service to the church under law, the individual may nonetheless be subject to discipline, up to and including possible termination from his/her position with the church (see Appendix A: “progressive discipline”).
- Failure to respond to a reported violation of the Safe Conduct Policy, or of “suspected child abuse” by any “perpetrator,” when required, shall result in discipline up to and including possible termination of service to the church and possible legal consequences.
- After any report of a violation of the Safe Conduct Policy, the church shall review the potential need for:
  - Increased supervision,
  - Revised policies and/or procedures,
  - Additional training,
  - Future participation of the individuals involved in the relevant ministry or events, and
  - The church’s response, to ensure that it was appropriate to the situation.

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**Cooperation with Investigations**

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Fairhill Manor Christian Church expects and requires the cooperation of all “authorized clergy,” employees, “lay leaders” and “authorized volunteers” in the investigation of violations of the

Code of Conduct, Ministry Standards or other misconduct, whether the individual is a complainant, a witness, or the accused offender. The church may interview these individuals privately and take oral and/or written statements from them. Any individual who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action.

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**Notification of Parents**

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A minor child may be party to an incident either as an initiator or as the victim. Whether a child is an initiator or a victim may not be clear in all circumstances. In addition, a policy violation does not necessarily create a victim. While notification of parents in such circumstances may be warranted, utmost care in communication shall be required.

Therefore, a “lay leader,” employee or “authorized volunteer” who knows of an incident which warrants communication with a parent/guardian shall first advise his/her immediate supervisor, who shall consult with an “authorized clergy” and the Chairperson of the Personnel Committee. **Being mindful of the importance of timely communication**, care shall be given to assessing:

- The specific facts,
- Whether a disciplinary or termination process is required,
- Whether a child should be dismissed from a program (requiring notification of other parents/guardians),
- Whether mandated reporting is a factor,
- Who shall communicate with the parent/guardian and in what manner, and
- Tentative remedial steps to prevent a further incident.

Notification of parents shall not be delayed when immediate medical care is required.

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**Victim Needs**

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In the event of cases of reportable abuse, the policy of Fairhill Manor Christian Church is to be responsive to the needs of victims within the constraints or obligations imposed under insurance contracts. In general, the church shall attend to the immediate needs of victims by providing support and pastoral care.

An incident of “suspected abuse” that requires medical or psychological care for a victim or family shall be reported to the church’s insurance agency by the Chairperson of the Trustees. The latter shall discuss with the insurance agency representative whether the circumstances warrant initiation of services, which may include psychological counseling. Upon approval, counseling services may be offered to the perceived victim(s), which may include family members.

**Responding to Media**

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Media publicity following an incident of abuse or exploitation may be detrimental to the reputations of individuals, the congregation and Fairhill Manor Christian Church. Without ever intending to evade the media, contacts with media shall be managed and conducted as per the Critical Incident Management Plan (see Appendix G).

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## **Section 8: Administrative Practices**

### **Reporting to Leadership**

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Each ministry of Fairhill Manor Christian Church has the responsibility to report directly to the Board any activities and developments which may have a bearing on the well-being of a member of the congregation, or on the reputation of the church and its ministries. Each Ministry Leader shall report directly to the Chair of the Personnel Committee incidences of suspicious or inappropriate interactions (adult-to-child, peer-to-peer, etc.), sexual activity between children, and allegations of abuse or violations of appropriate boundaries.

### **Ministry Standards**

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Ministries subject to this standard shall include: music, education, pastoral care and counseling, Sunday school, nursery, children groups, mission activity in which children are constituents, and off-site activity in which children participate.

No new ministry or program may be created in the name of Fairhill Manor Christian Church without the expressed written consent of the Board, after consideration of the benefits to the church, intended constituents of the program, financial viability, risks attendant to the activity, and methods to be employed to manage risk.

Each ministry of the church, based upon its activities, participants and constituent interests, shall establish ministry standards governing its activities, to include such details as age eligibility, safety practices, training of staff, documentation, etc. Ministry standards shall be consistent with and not in conflict with the church's Ministry Standards defined in Appendix F of this Safe Conduct Policy.

Prior to use of church facilities by an outside organization, the Personnel Committee or its designee shall evaluate whether the organization has established sufficient standards to be regarded as a competent partner in ministry. A lease or use agreement shall be required with the organization, citing fulfillment of the organization's written or statutory standards as a condition of continued occupancy of church property. The use agreement shall contain terms requiring that "lessee hold harmless, defend and indemnify lessor for claims arising out of its occupancy of and activities on lessor's property" (or equivalent language). The organization shall be required to demonstrate maintenance of insurance (including the Certificate of Insurance and the Declaration of Coverage page), to include personal property, workers' compensation, general liability and professional liability coverages that may apply to the activity (for example, sexual misconduct liability, professional counseling liability, or educators professional liability).

### **Monitoring Compliance with Standards**

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The success and strength of this policy is not created by its words, but by the actions of those serving in "positions with increased responsibility for Safe Conduct" who must carry it out.

From time to time, those serving in “positions with increased responsibility for Safe Conduct” shall be required to re-direct, correct and remediate individuals who have not maintained the Code of Conduct (Appendix E) or Ministry Standards (Appendix F). While violations of the Code of Conduct or Ministry Standards do not necessarily constitute an incident of “suspected abuse” requiring statutory reporting, they do require a response.

In the aftermath of any Safe Conduct Policy violation, including an incident of “suspected abuse,” it may be necessary for the church and its employees, “lay leaders” and/or “authorized volunteers” to defend their actions which support this policy. Therefore, every employee, “lay leader” and/or “authorized volunteer” of the church shall share in the obligation to regularly document his/her monitoring and disciplinary activity.

Following the pattern of good employment practices, employees, “lay leaders,” and “authorized volunteers” shall follow a process of “progressive discipline” in supervisory relationships with both employees and constituents.

As required elsewhere in this policy, reports shall be provided to the Chairperson of the Personnel Committee and the Board, which shall document regular monitoring activity and steps taken in “progressive discipline.” While in most situations “progressive discipline” will be the normal process, it is understood that an egregious violation of the Code of Conduct or Ministry Standards may require immediate termination of an employee or “authorized volunteer.”

## Appendix A: Definitions

**Adult:** An individual 18 years of age or older.

**Authorized clergy:** Any individual who is admitted to ministry by the Christian Church (Disciples of Christ), who serves the church in any capacity whether called as pastor or serving in a retired, *emeritus*, administrative or volunteer capacity. Clergy who are active, have pastoral responsibilities, and are called by the congregation shall have fulfilled the background checking requirements of the Christian Church (Disciples of Christ).

**Authorized volunteer:** An individual who is at least 14 years old who has been selected to work without pay on an occasional or regular basis in a ministry position in which s/he has “direct contact with children.” The selection process includes, but is not limited to, completing a written application and submitting required clearances. An authorized volunteer shall update his/her clearances every 3 years in order to continue serving in a ministry position involving “direct contact with children.”

**Bullying:** aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- Physical bullying: when one individual engages in physical force against another individual, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying: when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- Nonverbal or relational bullying: when one individual manipulates a relationship or desired relationship to harm another individual. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another individual by using gestures.
- Cyberbullying: the intentional and overt act of aggression toward another individual by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
  - Sending mean, vulgar, or threatening messages or images;
  - Posting sensitive, private information about another individual;
  - Pretending to be someone else in order to make that individual look bad; and
  - Intentionally excluding someone from an online group.
- Hazing: an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that individual regardless of that individual’s willingness to participate.
- Sexualized bullying: when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

**Child:** An individual under 18 years of age.

**Child abuse:**

As defined in Pennsylvania Title 23, Chapter 63, Subchapter A, §6303, b1:

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 or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
4. Causing sexual abuse or exploitation of a child through any act or failure to act.
5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
7. Causing serious physical neglect of a child.
8. Engaging in any of the following recent acts:
  - a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
  - b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
  - c. Forcefully shaking a child under one year of age.
  - d. Forcefully slapping or otherwise striking a child under one year of age.
  - e. Interfering with the breathing of a child.
  - f. Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
  - g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
    - i. Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.

- ii. Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors.
  - iii. Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).
9. Causing the death of the child through any act or failure to act.

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

**Lay leader:** any elected or appointed non-clergy leader.

**Mandated reporter:** an individual required to report “suspected child abuse.”

As defined in Pennsylvania Title 23, Chapter 63, Subchapter B, §6311, a-b:

(a) Mandated reporters. -- The following adults shall make a report of suspected child abuse, subject to subsection (b), if the person has reasonable cause to suspect that a child is a victim of child abuse:

- (1). A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
- (2). A medical examiner, coroner or funeral director.
- (3). An employee of a health care facility or provider licensed by the Department of Health, who is engaged in the admission, examination, care or treatment of individuals.
- (4). A school employee.
- (5). An employee of a child-care service who has direct contact with children in the course of employment.
- (6). A clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.
- (7). An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.
- (8). An employee of a social services agency who has direct contact with children in the course of employment.
- (9). A peace officer or law enforcement official.

- (10). An emergency medical services provider certified by the Department of Health.
- (11). An employee of a public library who has direct contact with children in the course of employment.
- (12). An individual supervised or managed by a person listed under paragraphs (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11) and (13), who has direct contact with children in the course of employment.
- (13). An independent contractor.
- (14). An attorney affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that is responsible for the care, supervision, guidance or control of children.
- (15). A foster parent.
- (16). An adult family member who is a person responsible for the child's welfare and provides services to a child in a family living home, community home for individuals with an intellectual disability or host home for children which are subject to supervision or licensure by the department under Articles IX and X of the act of June 13, 1967 (P.L.31, No.21), known as the Public Welfare Code.

(b) Basis to report.--

- (1). A mandated reporter enumerated in subsection (a) shall make a report of suspected child abuse in accordance with section 6313 (relating to reporting procedure), if the mandated reporter has reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:
  - (i). The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
  - (ii). The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
  - (iii). A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
  - (iv). An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

- (2). Nothing in this section shall require a child to come before the mandated reporter in order for the mandated reporter to make a report of suspected child abuse.
- (3). Nothing in this section shall require the mandated reporter to identify the person responsible for the child abuse to make a report of suspected child abuse.

While the above categories of adults are mandated to report “suspected child abuse,” any individual may make an oral or written report of “suspected child abuse,” which may be submitted electronically, or cause a report of “suspected child abuse” to be made to the department, county agency or law enforcement, if that individual has reasonable cause to suspect that a child is a victim of “child abuse.”

**Perpetrator:** a person who has committed “child abuse” as defined above. The term includes only the following:

- A parent of the child.
- A spouse or former spouse of the child’s parent.
- A paramour or former paramour of the child’s parent.
- A person 14 years of age or older and responsible for the child’s welfare or having “direct contact with children.”
- An individual 14 years of age or older who resides in the same home as the child.
- An individual 18 years of age or older who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child.

Only the following may be considered a perpetrator for failing to act, when failure to act constitutes abuse as defined above and under the Child Protective Services Law:

- A parent of the child.
- A spouse or former spouse of the child’s parent.
- A paramour or former paramour of the child’s parent.
- A person 18 years of age or older and responsible for the child’s welfare.
- A person 18 years of age or older who resides in the same home as the child.

**Position of increased responsibility for Safe Conduct:** any position with the responsibility of monitoring the behavior of others with respect to Safe Conduct, as well as redirecting those who cross boundaries of Safe Conduct. Positions with such responsibility include:

- All paid staff positions (including “authorized clergy”),
- “Lay leader” positions, and
- “Authorized volunteers.”

**Progressive discipline:** A system of escalating discipline as an alternative to summary termination for a policy violation, even a minor one. When an individual associated with the church or its ministries, regardless of status, rank or power, is observed violating the Safe Conduct Policy, informal dialogue addressing the violation may precede the following steps in progressive discipline:

1. Counseling or Verbal Warning:

After a violation is reported to a Ministry Leader or supervisor (see Section 6: Reporting), the Ministry Leader and/or supervisor shall:

- a. Review the file of the employee or volunteer named in the report to determine if similar complaints have been previously reported.
- b. Discuss the violation with the employee or volunteer who committed it, while protecting the identity of the observer. The Ministry Leader or supervisor shall ask another supervisory individual to be present for this step. The employee or volunteer named in a reported violation has the right to be accompanied by a representative of their designation. This discussion shall constitute a verbal warning.
- c. Document the discussion in the employee or volunteer file.

2. Written Warning:

At such time as verbal warnings are deemed unsuccessful, the Ministry Leader and/or supervisor shall prepare and deliver a formal written warning regarding the violation to the employee or volunteer who committed it. The Ministry Leader and/or supervisor shall do this with the guidance and approval of his/her supervisor. The Ministry Leader and/or supervisor may proceed to a higher level of supervision if s/he feels there is a conflict of interest created by another relationship, such as family ties. The written warning shall be documented in the employee or volunteer file.

3. Termination

At such time as verbal and written warnings are deemed unsuccessful, and termination from participation or ministry, employment or volunteer status is required, a termination letter shall be issued only with the authority and over the signature of the Chairperson of the Personnel Committee. No one shall be terminated without the advice of legal counsel.

In extreme circumstances, it shall be appropriate to skip steps and proceed with immediate termination. However, the same rules apply to a summary termination.

An individual may be expected to recuse him/herself from the reporting and disciplinary process in situations where there appears to be a conflict as a result of family ties or outside-of-



church relationships, but may not do so when he/she is a “mandated reporter” as prescribed by Pennsylvania law.

The following guidelines shall apply during all steps of progressive discipline above:

- If more information is needed, interview and/or survey other employees, volunteers, or children.
- If at any point in gathering information about a Safe Policy Violation, a concern arises about possible abuse, report the “suspected abuse” immediately and directly to Childline (see Section 6: Reporting).
- If appropriate, notify parents and/or guardians (see “Notification of Parents” in Section 7: Responding).
- Increase monitoring or supervision of the employee, volunteer, or program.
- Advise the individual who reported the behavior that the report is being taken seriously.

**Rule of three:** At least two adults shall be present while supervising a single child, or at least two children shall be present if supervised by a single adult.

**Sexual harassment:** Repeated or coercive sexual advances toward another individual contrary to his or her wishes. It includes behavior directed at another individual’s sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other individual, or subjecting the individual to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity;
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- Such conduct has the purpose or effect of substantially or unreasonably interfering with an individual’s performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, or invitations including through use of social media, including e-mail, texting, Tweeting or Facebook comments;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another’s body, impeding or blocking movement, assault, coercing sexual intercourse; and

- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is not permissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect an individual's job prospects, church leadership, or comfortable participation in the life of the church. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because an individual has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

**Suspected abuse:** As a caregiver in ministry, one need not directly witness, nor is one likely to directly witness, actual abuse. It is sufficient to suspect abuse based upon observations of general health, physical condition, patterns of irregular behavior and environmental factors. Examples of observations might include: bruising on multiple occasions, weight loss, chronic physical illness, and anti-social or excessively withdrawn behavior. Environmental factors may include highly contentious divorce and custody battles, or parental drug use. One shall use judgment in assessing multiple factors which lead to suspicion of abuse.

**Suspected child abuse:** See the definitions for "child abuse" and "suspected abuse."

**Suspicious or inappropriate behavior:** Behavior which violates any of the abuse prevention policies described above, and/or includes (but is not limited to) the following:

- Displaying affection toward a child in privacy;
- Seeking private time or one-on-one time with a child;
- Buying gifts for individual children;
- Making suggestive comments to children;
- Picking favorites;
- Using profanity or telling indecent jokes;
- Discussing sexual encounters with or around children or in any way involve children in their personal problems or issues;
- Dating or becoming romantically involved with children;
- Using or being under the influence of alcohol or illegal drugs in the presence of children;
- Possessing sexually-oriented materials, including printed or online pornography, on church property;
- Keeping or sharing secrets with children;
- Staring at or commenting on children's bodies; and
- Engaging in inappropriate or unapproved electronic communication with children.

**Vulnerable adult:** Any adult who by reason of profound physical disability or dependence, developmental disability, mental illness, relative social power or cultural circumstances may be

susceptible to physical abuse, “sexual harassment,” financial exploitation or manipulation as a consequence of being unable to physically resist, or render judgments regarding physical, mental, financial or environmental well-being. Such individuals may be unable to act independently and may, to their detriment, manifest high levels of trust or fear of individuals of perceived power or authority.

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# Policy Receipt Acknowledgement

Program/Organization using FMCC Facilities



I, the undersigned, acknowledge my receipt of the Code of Conduct and the Ministry Standards of Fairhill Manor Christian Church.

I have read and fully understand the policies set forth therein.

I agree on behalf of my program/organization to abide by these policies. I take full responsibility for the behavior of my program/organization during the entire length of time that we use the facilities of Fairhill Manor Christian Church.

Furthermore, I understand that my program/organization's continued use of Fairhill Manor Christian Church facilities shall be contingent upon following these policies.

---

NAME OF ORGANIZATION/PROGRAM

---

NAME OF REPRESENTATIVE

---

POSITION

---

REPRESENTATIVE'S SIGNATURE

---

DATE

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# Policy Receipt Acknowledgement

Employee or "Authorized Volunteer"



I, the undersigned, acknowledge my receipt of the Safe Conduct Policy of Fairhill Manor Christian Church.

I have read and fully understand the policies set forth therein.

I agree to abide by these policies.

Furthermore, I understand that my continued employment or volunteer service at Fairhill Manor Christian Church shall be contingent upon my following these policies.

---

**PRINTED NAME**

---

**POSITION OF EMPLOYMENT OR VOLUNTEER SERVICE**

---

**SIGNATURE**

---

**DATE**

↑ Beginning of Appendix B

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# Policy Receipt Acknowledgement

Volunteer from Partner Church



I, the undersigned, acknowledge my receipt of the Code of Conduct and Ministry Standards contained in the Safe Conduct Policy of Fairhill Manor Christian Church.

I have read and fully understand the policies set forth therein.

I agree to abide by these policies.

Furthermore, I understand that my continued volunteer service at Fairhill Manor Christian Church shall be contingent upon my following these policies.

---

**PRINTED NAME**

---

**POSITION OF EMPLOYMENT OR VOLUNTEER SERVICE**

---

**SIGNATURE**

---

**DATE**

---

## REQUIRED CLEARANCES

Please list the dates on which each of these clearances was last obtained by the volunteer above. All must be dated within the last 5 years.

Pennsylvania Child Abuse History Clearance

---

Pennsylvania State Police Criminal Record Check

---

Federal Bureau of Investigation (FBI) Criminal Background Check

---

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# Application for Employment


**Personal Information** -----

DATE: \_\_\_\_\_

LAST NAME		FIRST NAME		MIDDLE NAME	
DRIVER'S LICENSE NUMBER (PER POSITION)					STATE ISSUED
PRESENT ADDRESS		CITY		STATE	ZIP CODE
DAYTIME PHONE	EVENING PHONE		EMAIL ADDRESS		DATE OF BIRTH (MM/DD <u>only</u> )

**Education History** -----

NAME & LOCATION OF SCHOOL	DATES ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL			N/A
COLLEGE			
TRADE, BUSINESS, OR OTHER SCHOOL			

**Former Employers (List last 10 years of employment history, starting with the most recent)** -----

NAME OF PRESENT OR LAST EMPLOYER		<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS	CITY	STATE	ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE	
NAME OF SUPERVISOR	TITLE	PHONE	
DESCRIPTION OF WORK			
REASON FOR LEAVING			

**Former Employers (continued)** -----

NAME OF PREVIOUS EMPLOYER		<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS		CITY	STATE ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER		<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS		CITY	STATE ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER		<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS		CITY	STATE ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

APPLICANT NAME: \_\_\_\_\_

**Former Employers (continued)** -----

NAME OF PREVIOUS EMPLOYER		<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS		CITY	STATE ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER		<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS		CITY	STATE ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER		<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS		CITY	STATE ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

APPLICANT NAME: \_\_\_\_\_

**Volunteer Experience (List volunteer work with minors and/or vulnerable adults from the last 10 years) -----**

APPLICANT NAME: \_\_\_\_\_

AGENCY NAME			
ADDRESS		CITY	STATE    ZIP CODE
STARTING DATE	LEAVING DATE	DESCRIPTION OF VOLUNTEER WORK	
NAME OF SUPERVISOR		TITLE	PHONE

AGENCY NAME			
ADDRESS		CITY	STATE    ZIP CODE
STARTING DATE	LEAVING DATE	DESCRIPTION OF VOLUNTEER WORK	
NAME OF SUPERVISOR		TITLE	PHONE

AGENCY NAME			
ADDRESS		CITY	STATE    ZIP CODE
STARTING DATE	LEAVING DATE	DESCRIPTION OF VOLUNTEER WORK	
NAME OF SUPERVISOR		TITLE	PHONE

AGENCY NAME			
ADDRESS		CITY	STATE    ZIP CODE
STARTING DATE	LEAVING DATE	DESCRIPTION OF VOLUNTEER WORK	
NAME OF SUPERVISOR		TITLE	PHONE

AGENCY NAME			
ADDRESS		CITY	STATE    ZIP CODE
STARTING DATE	LEAVING DATE	DESCRIPTION OF VOLUNTEER WORK	
NAME OF SUPERVISOR		TITLE	PHONE

**Residence History** (List last 10 years of residence history, starting with the most recent) -----

DATES	ADDRESS	CITY	STATE	COUNTY	ZIP CODE

APPLICANT NAME: \_\_\_\_\_

**References** -----

1. You must list a minimum of three references.
2. You must list as a reference a supervisor or co-worker from each job and volunteer experience in which you have worked with minors and/or vulnerable adults. The reference must be familiar with the quality of your work and must have known you in a work environment.
3. You must include at least one personal reference. If you have had no work or volunteer experience, list three personal references. If you have had many jobs and volunteer experiences involving work with minors and/or vulnerable adults, you must still include at least one personal reference. The personal reference(s) should include only individuals who have known you for more than one year such as family friends, school counselors, previous teachers, and family members.

NAME OF <b>PERSONAL REFERENCE</b>		RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

NAME OF <b>PERSONAL REFERENCE</b>		RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

NAME OF <b>PERSONAL REFERENCE</b>		RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	



**References (continued)** -----

NAME OF <b>PROFESSIONAL REFERENCE</b> NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

NAME OF <b>PROFESSIONAL REFERENCE</b> NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

NAME OF <b>PROFESSIONAL REFERENCE</b> NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

NAME OF <b>PROFESSIONAL REFERENCE</b> NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

NAME OF <b>PROFESSIONAL REFERENCE</b> NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

NAME OF <b>PROFESSIONAL REFERENCE</b> NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

APPLICANT NAME:



# Volunteer Application



## Personal Information -----

DATE: \_\_\_\_\_

LAST NAME		FIRST NAME		MIDDLE NAME	
DRIVER'S LICENSE NUMBER (PER POSITION)					STATE ISSUED
PRESENT ADDRESS		CITY		STATE	ZIP CODE
DAYTIME PHONE	EVENING PHONE	EMAIL ADDRESS			DATE OF BIRTH (MM/DD only)

## Education History -----

	NAME & LOCATION OF SCHOOL	DATES ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL				N/A
COLLEGE				
TRADE, BUSINESS, OR OTHER SCHOOL				

## Former Employers (List last 10 years of employment history, starting with the most recent) -----

NAME OF PRESENT OR LAST EMPLOYER			<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS		CITY	STATE	ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE		
NAME OF SUPERVISOR		TITLE	PHONE	
DESCRIPTION OF WORK				
REASON FOR LEAVING				

**Former Employers (continued)** -----

NAME OF PREVIOUS EMPLOYER		<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS		CITY	STATE ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER		<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS		CITY	STATE ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER		<input type="checkbox"/> Please check this box if this job included work with minors and/or vulnerable adults	
ADDRESS		CITY	STATE ZIP CODE
STARTING DATE	LEAVING DATE	JOB TITLE	
NAME OF SUPERVISOR		TITLE	PHONE
DESCRIPTION OF WORK			
REASON FOR LEAVING			

APPLICANT NAME: \_\_\_\_\_

**Volunteer Experience (List volunteer work with minors and/or vulnerable adults from the last 10 years) -----**

APPLICANT NAME: \_\_\_\_\_

AGENCY NAME			
ADDRESS		CITY	STATE      ZIP CODE
STARTING DATE	LEAVING DATE	DESCRIPTION OF VOLUNTEER WORK	
NAME OF SUPERVISOR		TITLE	PHONE

AGENCY NAME			
ADDRESS		CITY	STATE      ZIP CODE
STARTING DATE	LEAVING DATE	DESCRIPTION OF VOLUNTEER WORK	
NAME OF SUPERVISOR		TITLE	PHONE

AGENCY NAME			
ADDRESS		CITY	STATE      ZIP CODE
STARTING DATE	LEAVING DATE	DESCRIPTION OF VOLUNTEER WORK	
NAME OF SUPERVISOR		TITLE	PHONE

AGENCY NAME			
ADDRESS		CITY	STATE      ZIP CODE
STARTING DATE	LEAVING DATE	DESCRIPTION OF VOLUNTEER WORK	
NAME OF SUPERVISOR		TITLE	PHONE

AGENCY NAME			
ADDRESS		CITY	STATE      ZIP CODE
STARTING DATE	LEAVING DATE	DESCRIPTION OF VOLUNTEER WORK	
NAME OF SUPERVISOR		TITLE	PHONE

**Residence History** (List last 10 years of residence history, starting with the most recent) -----

DATES	ADDRESS	CITY	STATE	COUNTY	ZIP CODE

**References** -----

1. You must list a minimum of three references.
2. You must list as a reference a supervisor or co-worker from each job and volunteer experience in which you have worked with minors and/or vulnerable adults. The reference must be familiar with the quality of your work and must have known you in a work environment.
3. You must include at least one personal reference. If you have had no work or volunteer experience, list three personal references. If you have had many jobs and volunteer experiences involving work with minors and/or vulnerable adults, you must still include at least one personal reference. The personal reference(s) should include only individuals who have known you for more than one year such as family friends, school counselors, previous teachers, and family members.

NAME OF PERSONAL REFERENCE		RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

NAME OF PERSONAL REFERENCE		RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

NAME OF PERSONAL REFERENCE		RELATIONSHIP	
ADDRESS	CITY	STATE	ZIP CODE
PHONE (required)		EMAIL	

**References (continued)** -----

NAME OF PROFESSIONAL REFERENCE NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP		
ADDRESS	CITY	STATE	ZIP CODE	
PHONE (required)		EMAIL		

NAME OF PROFESSIONAL REFERENCE NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP		
ADDRESS	CITY	STATE	ZIP CODE	
PHONE (required)		EMAIL		

NAME OF PROFESSIONAL REFERENCE NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP		
ADDRESS	CITY	STATE	ZIP CODE	
PHONE (required)		EMAIL		

NAME OF PROFESSIONAL REFERENCE NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP		
ADDRESS	CITY	STATE	ZIP CODE	
PHONE (required)		EMAIL		

NAME OF PROFESSIONAL REFERENCE NOT RELATED TO YOU		WORK/VOLUNTEER RELATIONSHIP		
ADDRESS	CITY	STATE	ZIP CODE	
PHONE (required)		EMAIL		

**Church Membership/Affiliation (Please list dates of recent church memberships/affiliations)** -----

NAME OF CHURCH	MEMBER SINCE	AFFILIATED SINCE

APPLICANT NAME: \_\_\_\_\_





## Disclosure and Authorization for Release



I have never been convicted of a crime, nor have I pled guilty or no contest to a crime.  
(Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state)

☐  
TRUE

☐  
NOT TRUE

*If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The church will not deny a position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.*

No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or being dismissed because the statute of limitations has expired.

☐  
TRUE

☐  
NOT TRUE

*If not true, please give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)*

I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.

☐  
TRUE

☐  
NOT TRUE

*If not true, please give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)*

**Answer the next 2 questions only if driving will be an essential function of the position for which you are applying.**

Do you have a valid driver's license?

☐  
YES

☐  
NO

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

☐  
TRUE

☐  
NOT TRUE

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

☐  
YES☐  
NO

APPLICANT NAME: \_\_\_\_\_

*If yes, please provide a brief explanation.*

---

The covenants between individuals seeking positions (paid or volunteer) of ministry in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees or “authorized volunteers” and the church they seek to serve. To that end, I authorize Fairhill Manor Christian Church and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, individuals, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such individuals and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

Fairhill Manor Christian Church’s employee/volunteer recruitment process involves the sharing of information regarding applicants with those individuals in a position to recruit, secure, and supervise both the position I am seeking to fill and program in which I am seeking to participate. To that end, I authorize Fairhill Manor Christian Church and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such individuals for these purposes. I understand that Fairhill Manor Christian Church will share with me information it has gathered about me, if I request it to do so.

If I am offered and accept employment or volunteer service with the church, I agree to comply with its published policies and rules, including those related to harassment of employees, reporting known or suspected child neglect or abuse and similar requirements. If requested to do so, I will cooperate with any church investigation of a possible violation of church policies and rules by providing complete and truthful information in an oral and/or written statement.

---

**PRINTED NAME**

---

**SIGNATURE**

---

**DATE**

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# Instructions for Obtaining Clearances

## Tier 1 Clearances – Employee



Three clearances are included in Tier 1:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal Record Check
- Federal Bureau of Investigation (FBI) Criminal Background Check

Included below is guidance on what to do at various stages of the application process when the next step may not be clear. These are not full instructions. Actual online appearances may differ from the screenshots presented here. If you need additional guidance, please contact the Personnel Committee.

## PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE - \$13.00

### 1. Create an Individual Account

<https://www.compass.state.pa.us/CWIS>

Click on  
"Create Individual Account."

Make up your own  
"Keystone ID."

Login to the email account  
you provided to retrieve your  
temporary password.

### 2. Login to your Account and reset your password.

<https://www.compass.state.pa.us/CWIS>

This time, click on  
"Individual Login."

Click on  
"Access My Clearances."

Username: your Keystone ID  
Password: your temporary  
password

### 3. Login to your Account with your new password.

Once you have reset your password, you will be taken back to the "PA Keystone Key" login page. Re-enter your "Keystone ID" and enter your new password.

### 4. Create a Clearance Application

Application Purpose: *Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children...*

## PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE (*cont'd*)

### Application Payment

Did an organization provide a code for your application? (required)

☒ Yes ☐ No

Code (required)

Eg., PAY123456789

☐ By entering this code, you are agreeing that the organ

On the “Application Payment” page, select “Yes” and enter this payment code:

**What to submit:** If you used the payment Code above, the Personnel Committee will have access to your PA Child Abuse History Clearance results online. If you did not use the Code above, you will need to submit a copy of the Clearance results to the Personnel Committee.

## PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK - \$22.00

You will pay for this clearance using a debit/credit card, then submit a voucher with your receipt for reimbursement.

<http://epatch.state.pa.us>

1. Click on “Submit a New Record Check.”
2. After entering the information on the “Record Check Request Form” and clicking “Enter This Request,” another blank “Record Check Request Form” will appear. Do not complete the form again. Instead, scroll to the bottom of the page and click “Finished.”
3. Click on the “Control #” in the chart next to your name to view the results.
4. Click on “Certification Form” on the “Record Check Details” page.
5. Print the resulting page.

**What to submit:** A copy of the page printed in Step 5 above.

## FBI CRIMINAL BACKGROUND CHECK - \$23.85

You will pay for this clearance using a debit/credit card, then submit a voucher with your receipt for reimbursement.

<https://www.identogo.com>

### 1. **Register online before going to the Fingerprint Site.**

- Choose “Pennsylvania” from the “Search for services by state” drop-down menu. Click “Go.”
- Scroll down and click on “Digital Fingerprinting.”
- Enter service code **1 K G 7 5 6**.
- Employer Information: Fairhill Manor Christian Church, 351 Montgomery Avenue, Washington, PA 15301

### 2. **Take your selected identification documents to your selected Identogo Site for fingerprinting.**

**What to submit:** Submit a copy of the Clearance results to the Personnel Committee.

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# Instructions for Obtaining Clearances

## Tier 1 Clearances – Volunteer, PA Resident for last 10 years



Three clearances are included in Tier 1:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal Record Check
- Federal Bureau of Investigation (FBI) Criminal Background Check

Included below is guidance on what to do at various stages of the application process when the next step may not be clear. These are not full instructions. Actual online appearances may differ from the screenshots presented here. If you need additional guidance, please contact the Personnel Committee.

### PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE - \$0.00

#### 1. Create an Individual Account

<https://www.compass.state.pa.us/CWIS>

Click on  
"Create Individual Account."

Make up your own  
"Keystone ID."

Login to the email account  
you provided to retrieve your  
temporary password.

#### 2. Login to your Account and reset your password.

<https://www.compass.state.pa.us/CWIS>

This time, click on  
"Individual Login."

Click on  
"Access My Clearances."

Username: your Keystone ID  
Password: your temporary  
password

3. **Login to your Account with your new password.** Once you have reset your password, you will be taken back to the "PA Keystone Key" login page. Re-enter your "Keystone ID" and enter your new password.

#### 4. Create a Clearance Application

Application Purpose: *Volunteer Having Contact with Children*  
Volunteer Category: *Other*  
Agency Name: *Fairhill Manor Christian Church*

## PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE (*cont'd*)

On the “Application Payment” page, select “Yes” and enter this payment code:

\_\_\_\_\_

**What to submit:** If you used the payment Code above, the Personnel Committee will have access to your PA Child Abuse History Clearance results online. If you did not use the Code above, you will need to submit a copy of the Clearance results to the Personnel Committee.

## PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK - \$0.00

<http://epatch.state.pa.us>

1. Click on “New Record Check (volunteers only).”
2. Enter your “Personal Information” and click “Next.”

**Volunteer Organization Name: Fairhill Manor Christian Church**

**Volunteer Organization Phone Number: 724-225-8610**

3. Review your personal information and click “Proceed.”
4. Enter the information on the “Record Check Request Form” and click “Enter This Request.”
5. Another blank “Record Check Request Form” will appear. **DO NOT COMPLETE THE FORM AGAIN.** Instead, scroll to the bottom of the page and click “Finished.”
6. Click on the “Control #” in the chart next to your name to view the results.
7. Click on “Certification Form” on the “Record Check Details” page.
8. Print the resulting page before closing the window.

**What to submit:** A copy of the page printed in Step 8 above.

## FBI CRIMINAL BACKGROUND CHECK - \$0.00

Unpaid volunteers who have been continuous residents of Pennsylvania for the last 10 years may choose to complete a disclosure statement in lieu of obtaining the FBI Criminal Background Clearance. Sign and date the attached “Disclosure Statement Application for Volunteers” in the presence of a witness.

**What to submit:** A signed and dated “Disclosure Statement Application for Volunteers.”

## Disclosure Statement Application for Volunteers

Required by the Child Protective Service Law

**23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)**

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(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)
Section 5902 (b)	(relating to prostitution and related offenses)
Section 5903 (c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children),
or an equivalent crime under Federal law or the law of another state.	

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, **I must provide the administrator or designee with written notice not later than 72 hours after** the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the individual responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the individual responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of clearances shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the individual responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name:	_____	Signature:	_____
Witness:	_____	Signature:	_____
Date:	_____		



# Instructions for Obtaining Clearances

## Tier 1 Clearances – Volunteer, PA non-Resident in last 10 years



Three clearances are included in Tier 1:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal Record Check
- Federal Bureau of Investigation (FBI) Criminal Background Check

Included below is guidance on what to do at various stages of the application process when the next step may not be clear. These are not full instructions. Actual online appearances may differ from the screenshots presented here. If you need additional guidance, please contact the Personnel Committee.

## PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE - \$0.00

### 1. Create an Individual Account

<https://www.compass.state.pa.us/CWIS>

Click on  
"Create Individual Account."

Make up your own  
"Keystone ID."

Login to the email account  
you provided to retrieve your  
temporary password.

### 2. Login to your Account and reset your password.

<https://www.compass.state.pa.us/CWIS>

This time, click on  
"Individual Login."

Click on  
"Access My Clearances."

Username: your Keystone ID  
Password: your temporary  
password

**3. Login to your Account with your new password.** Once you have reset your password, you will be taken back to the "PA Keystone Key" login page. Re-enter your "Keystone ID" and enter your new password.

### 4. Create a Clearance Application

Application Purpose: *Volunteer Having Contact with Children*  
 Volunteer Category: *Other*  
 Agency Name: *Fairhill Manor Christian Church*

## PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE *(cont'd)*

On the “Application Payment” page, select “Yes” and enter this payment code:

\_\_\_\_\_

**What to submit:** If you used the payment Code above, the Personnel Committee will have access to your PA Child Abuse History Clearance results online. If you did not use the Code above, you will need to submit a copy of the Clearance results to the Personnel Committee.

## PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK - \$0.00

<http://epatch.state.pa.us>

1. Click on “New Record Check (volunteers only).”
2. Enter your “Personal Information” and click “Next.”

**Volunteer Organization Name: Fairhill Manor Christian Church**

**Volunteer Organization Phone Number: 724-225-8610**

3. Review your personal information and click “Proceed.”
4. Enter the information on the “Record Check Request Form” and click “Enter This Request.”
5. Another blank “Record Check Request Form” will appear. Do not complete the form again. Instead, scroll to the bottom of the page and click “Finished.”
6. Click on the “Control #” in the chart next to your name to view the results.
7. Click on “Certification Form” on the “Record Check Details” page.
8. Print the resulting page before closing the window.

**What to submit:** A copy of the page printed in Step 8 above.

**FBI CRIMINAL BACKGROUND CHECK - \$22.60**

---

This clearance is required for unpaid volunteers who have not been continuous residents of PA for the last 10 years. You will pay for this clearance using a debit/credit card, then submit a voucher with your receipt for reimbursement.

<https://www.identogo.com>

**1. Register online before going to the Fingerprint Site.**

- Choose “Pennsylvania” from the “Search for services by state” drop-down menu. Click “Go.”
- Scroll down and click on “Digital Fingerprinting.”
- Enter service code **1 K G 6 Z J**.
- Employer Information: Fairhill Manor Christian Church, 351 Montgomery Avenue, Washington, PA 15301

**2. Take your selected identification documents to your selected IdentoGO Site for fingerprinting.**

<b>What to submit:</b> Submit a copy of the Clearance results to the Personnel Committee.
---



# Instructions for Background Checks

## Tier 2 - Using Praesidium's Background Check System



Three background checks are included in Tier 2:

- National multi-state criminal records search
- National sex offender registry search
- Social security number trace and alias search

Included below are instructions to guide the Personnel Committee in using the Praesidium Background Check System to order background checks, view reports, and use the rescreening function. Actual online appearances may differ from the screenshots presented here.

### Logging on to Praesidium's Background Check System

<https://praesidium.acciodata.com>

Account: fairhillmanorcc

User ID: admin

Password: Cross 123 (Note: passwords are case-sensitive)

### Ordering a Background Check

a. Click on "Place and Order" in the upper left section, or click on the "Ordering" heading.

b. On the 1: Select Products tab

- Select "A La Carte Services" from the drop-down box next to **Choose a package**.
- Under **Public Records**, check the "Confidence Criminal Background Search."

c. On the 2: Enter Subject Information tab,

- Check to "Send order to applicant to complete."
- Check to "Require Applicant to electronically sign a release."
- Enter the Applicant's first and last name.
- Enter the Applicant's Email.

- d. On the 3: Enter Request Details tab, enter the Requester Name and the church's phone number: 724-225-8610.

- e. On the 4: Authorize tab,
- Check the box next to “I have obtained candidate authorization or will do so electronically.”
  - Click “Continue To Next Step.”

- f. Review the information, then click “Submit Now.”

### Viewing Reports

- Click on the “Reports” heading. This displays an alphabetical listing of the last 50 applicants’ results.
- Click on the name of the applicant to retrieve results.
- For additional report viewing options, click on the Filter button at the top of the screen.

### Resubmitting an Invitation to an Applicant after it has Expired

- Hold the cursor over the “Reports” heading. Choose “Applicant Portal Invitation Statuses” from the resulting drop-down menu. You will see the date the request was entered, the name of the applicant, the email address of the applicant, the order number, the last date the email was sent, and whether the request is expired or not. If it is expired, there will be a Red Y and if it is not expired there will be a Black N. The number next to those letters tells you how many days an invitation is open before it expires.
- To re-submit an expired invitation, click on the date and time in the “Last Email Notice Sent” column.

- In the box that appears, click “OK.”

### Using the Rescreening Function

- Send an email to backgroundcheck@praesidiuminc.com including the church's name, the church's city and state, and the time interval in months that you would like to have the background checks run again.
- When it is time for an applicant to be re-screened, you will see a number next to “Rescreening required.” Also, when you click on “Reports,” you will see a notification that it is time for rescreening.

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## Background Investigation Results Form

To be completed and signed by the three members of the Criminal Background Record Review Committee.

### Background Check Sources

A criminal background check conducted on the candidate used the following sources:

#### Tier 1 Clearances

- ☐ Pennsylvania Child Abuse History Clearance
- ☐ Pennsylvania State Police Criminal Record Check
- ☐ Federal Bureau of Investigation (FBI) Criminal Background Check

#### Tier 2 Background Checks

- ☐ National multi-state criminal records search
- ☐ National sex offender registry search
- ☐ Social security number trace and alias search
- ☐ County criminal records search for every county where the applicant has lived or worked over the past 10 years

Concerns/Observations from Background Checks: \_\_\_\_\_

\_\_\_\_\_

### Decision

- ☐ We have reviewed the criminal history of the applicant and determined, based on the information we have available at this time, the applicant is **acceptable** for the ministry position.

OR

- ☐ We have reviewed the criminal history of the applicant and determined, based on the information we have available at this time, the applicant is **not acceptable** for the ministry position.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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# Monitoring Visit Guidelines



## Guidelines for Monitoring Visits -----

- **Keep a record.** Monitoring visits shall be documented (see Appendix B: Visit Documentation Form).
- **Vary observation times.** Do not develop a predictable pattern of observation. Drop in at different times each day. Occasionally leave and come back immediately.
- **Arrive before adults.** Check punctuality and the routine that adults follow to prepare children for arrival.

## Monitoring Activities -----

- **Survey the physical environment.** Is the location suitable for the activity (e.g., size of area for number of children, ability of adults to supervise all areas used by children, landscaping that may inhibit supervision)?
- **Watch activities.** Are activities planned and organized? Are the adults actively involved? Ask to see the schedule of activities and compare that with what is actually going on at a given time.
- **Observe bathroom and locker room activities.** Observe bathroom and locker room activities to ensure that adults are complying with established policies and procedures.
- **Observe adult interactions with children:**
  - Do adults use the proper voice tone with children?
  - Do adults give praise to children?
  - Do adults follow the physical affection guidelines?
  - Do adults know the children by first and last name?
  - Do adults sound enthusiastic?
  - Do adults set limits and boundaries with children?
  - Do adults interact with all of the children?
  - Does an adult pay undue attention to any particular child?
  - Do adults listen to the children when they make reports or express concerns?
- **Observe adult interactions with each other:**
  - Do adults pay more attention to the children than to each other?
  - Are adults spread out and monitoring the entire facility?
  - Do adults know who is supervising which children?
  - Do adults communicate to each other when one must leave the area?
  - Do adults use polite voice tones with one another?
  - Do adults share responsibilities around the program?
- **Observe adult interactions with parents:**
  - Do adults greet the parents?

- Do adults know the parents by name?
- Do adults provide adequate information to the parents?
- Do adults ask the parents if they have any questions?
- Do adults spend too much time with any particular parent?
- ***Take children aside (but stay within view) and ask them questions, such as:***
  - How do you like coming here?
  - What kinds of things do you do when you are here?
  - Is the (title of adults) nice to you?
  - Have you ever gotten hurt here?
  - Has anyone ever been mean to you here?
- ***Ask parents questions, such as:***
  - Are you satisfied with the care your child is receiving here?
  - What can we do to make it better?
  - Does your child ever say anything about his/her (title of adults)?
  - Have adults ever contacted you or your child about anything other than the program?
  - Do you ever have a chance to observe your child at the program?
  - What does your child say about the time s/he spends here?
- ***Ask adults how they would respond to “what if” situations that you describe, such as:***
  - A student isn’t picked up by a parent at the end of the program?
  - Another adult shakes a student for hitting another student?
  - A parent confides in you that s/he thinks one of the adults is creepy?
- ***Provide observed adults with feedback about the visit.***
- ***Annotate individual employment or volunteer records as appropriate based on the visit.***

# Visit Documentation Form



NAME OF INDIVIDUAL PERFORMING MONITORING VISIT	MONITOR SIGNATURE	
INDIVIDUAL(S) OBSERVED	VISIT LOCATION	
VISIT DATE	VISIT START TIME	VISIT END TIME

**Summarize observations using the following table:**

<i>Rate each category by circling the appropriate number.</i>	NOT SATISFACTORY	SOMEWHAT SATISFACTORY	SATISFACTORY	EXCEEDS SATISFACTORY	EXEMPLARY	N/A
Adults' punctuality	1	2	3	4	5	N/A
Physical environment	1	2	3	4	5	N/A
Structure of activities	1	2	3	4	5	N/A
Bathroom/locker room practices	1	2	3	4	5	N/A
Adults' engagement in activities with students	1	2	3	4	5	N/A
Interactions between adults and students	1	2	3	4	5	N/A
Interactions of adults with each other	1	2	3	4	5	N/A
Interactions between adults with parents	1	2	3	4	5	N/A
Overall supervision and safety of activity	1	2	3	4	5	N/A

COMMENTS:

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# Incident Report



**Use this space to document details about accidents, policy violations, and/or incidents or allegations of abuse. State only facts.**

## ***Accident/Violation/Incident/Allegation Information*** -----

DATE	TIME
LOCATION	
DESCRIPTION	

## ***Witnesses*** -----

NAME OF EMPLOYEE/VOLUNTEER PRESENT
NAMES OF OTHER WITNESSES PRESENT

**Response** -----

ACTION(S) TAKE BY EMPLOYEE/VOLUNTEER

---

---

---

---

---

NEXT STEPS TO BE TAKEN BY LEADERSHIP

---

---

---

---

---

**Signatures** -----\_\_\_\_\_  
EMPLOYEE/VOLUNTEER SIGNATURE\_\_\_\_\_  
DATE\_\_\_\_\_  
PARENT NAME AND SIGNATURE (WHEN/IF APPROPRIATE)\_\_\_\_\_  
DATE

**Please keep a copy and submit to the relevant supervisor, Ministry Leader, authorized clergy and/or Ombudsman.**

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# Parent/Guardian Consent Release Form



**To be updated as needed and at least once per calendar year.**

## Participant Information -----

CHILD'S FULL NAME		BIRTH DATE	
ADDRESS	CITY	STATE	ZIP CODE
HEALTH INSURANCE COMPANY	Please copy the card (front/back) for the policy covering your child and attach it to this form.		POLICY NUMBER
PARENT/GUARDIAN NAME	PHONE NUMBER	EMAIL	
PARENT/GUARDIAN NAME	PHONE NUMBER	EMAIL	

I represent that I am the parent/guardian of the above named child who is under 18 years of age. I give my permission for my above named child to attend and participate in activities, programs, and/or trips (hereafter referred to as "activities") sponsored by Fairhill Manor Christian Church.

Prior to my child's participation, I acknowledge that there are certain risks associated with these activities, including, by way of example, physical injury due to activity-related accidents, physical injury due to transportation-related accidents, illness, or even death. In addition, I acknowledge that there may be other risks inherent in these activities of which I may not be presently aware.

## Release of Liability -----

By signing this Parent/Guardian Consent Release Form, I expressly warrant that my child, named above, is capable of withstanding both the physical and mental demands of these activities. I also expressly assume all risks to my child in the activities whether such risks are known or unknown to me at this time. I further release Fairhill Manor Christian Church, its ministers, leaders, employees, volunteers and agents from any claim that my child may have or that I may have against them as a result of injury or illness incurred during the course of participation in these activities. This release of liability is also intended to cover any and all claims that members of my child's or my family, estate, heirs, representatives or assigns may have against Fairhill Manor Christian Church, its ministers, leaders, employees, volunteers or agents arising from my child's participation or as a result of injury or illness of my child that occur while participating in activities sponsored by Fairhill Manor Christian Church.

## First Aid & Emergency Medical Treatment -----

I recognize that there may be occasions where my child named above, may be in need of first aid or emergency medical treatment as a result of an accident, illness, other health conditions or injury. I authorize an adult, in whose care my child has been entrusted, to seek medical treatment for my child should the need arise. In so doing, I agree to pay all fees and costs arising from this action to obtain medical treatment.

**Emergency Contact Information** -----

NAME	RELATIONSHIP	PHONE NUMBER
NAME	RELATIONSHIP	PHONE NUMBER
PRIMARY CARE PHYSICIAN		PHONE NUMBER

**Medical History** -----

Please include special medical needs or concerns such as asthma, allergies to medicines/foods/animals, health conditions, past surgery, dietary needs, etc. Please use an additional sheet of paper if necessary.

**Medication Procedures** -----

I understand that should my child need to take medications during an activity, I must personally contact the activity's supervisor prior to the day of the activity or prior to the day of departure for the activity in order to go over how said medications are to be administered. I understand that all medications must be in their original containers, with my child's name and dosage clearly marked on the container, and placed in a Ziploc bag.

\_\_\_\_\_ Please initial here if you understand these Medication Procedures.

**Over-the-Counter Medications** -----

During an activity, my child MAY take/use the checked medications as needed under adult supervision:

- |   |   |
|---|---|
| <input type="checkbox"/> Tylenol Fever Reducer                    | <input type="checkbox"/> Ibuprofen Pain Medication        |
| <input type="checkbox"/> Over-the-Counter Cough & Cold Medication | <input type="checkbox"/> Over-the-Counter Anti-Itch Cream |

**Release** -----

I understand that in the course of attending Fairhill Manor Christian Church activities, my child may be photographed individually or as part of a group. I understand that these photos may be posted on the Fairhill Manor Christian Church bulletin board, website, or literature, or may be published by news organizations. I understand that if I check the "may not" line below, my child's face will be blurred on all photos in which s/he appears so as not to be recognizable, or my child may be asked to step aside while group photos are taken.

- ☐ My child's name, age and photo may be taken and used.
- ☐ My child's name, age, and photo may not be taken or used.



**Other Information** -----

Please include here any information the leaders and adults supervising your child should know about your child.

**Participant Covenant** -----

Along with the leaders and other participants, I agree to conduct myself in a Christian manner. I promise to respect God, myself, other people, and property. I understand that my signature below holds me responsible for my behavior and the consequences thereof. By signing this covenant, I understand that I am subject to be sent home if I partake in any of the following activities: possession of illegal drugs, non-prescribed medication, alcohol, or tobacco products; possession of a weapon; disrespect of authority; or any other activity that adult leaders deem as inappropriate. I covenant to strive to make each activity the best that it can be.

SIGNATURE OF PARTICIPANT	DATE
--------------------------	------

**Parent/Guardian Signature(s)** -----

I have read this release form in its entirety and am fully familiar with the contents herein. I give permission for my child named above to participate in activities of Fairhill Manor Christian Church. I agree that this Consent Release form shall be binding on me and my estate. I realize that if my child breaks the Participant Covenant, s/he is subject to be sent home at my expense. I understand that if any information on this Parent/Guardian Consent Release Form changes during the course of the year, it is my responsibility to request and complete a new Form with the correct information. I have attached to this form a copy (front & back) of the card for the Health Insurance policy covering my child.

SIGNATURE OF PARENT/GUARDIAN	DATE
PRINTED NAME OF PARENT/GUARDIAN	

**Yearly Updates**

My initials below signify that I have reviewed the contents of this form and find them to be accurate.

PARENT/GUARDIAN INITIALS	DATE

PARENT/GUARDIAN INITIALS	DATE

PARENT/GUARDIAN INITIALS	DATE

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# Activity Information Sheet



To be completed for each Activity and distributed to the Parent/Guardian of each child.

## Activity Information

DESCRIPTION OF ACTIVITY		DATE(S) OF ACTIVITY	
NAME OF ACTIVITY SUPERVISOR (FROM FMCC)		CELL PHONE NUMBER	
ACTIVITY COST PER CHILD	ESTIMATED DEPARTURE TIME	ESTIMATED RETURN TIME	
REQUIRED CHILD ATTIRE DURING ACTIVITY		SUPPLIES NEEDED FOR ACTIVITY	

## Off-Site Activity Location Information

SPECIFIC NAME OF OFF-SITE LOCATION			
LOCATION ADDRESS	CITY	STATE	ZIP CODE
PRIMARY CONTACT PERSON AT OFF-SITE LOCATION			PHONE NUMBER

## Overnight Information

SPECIFIC NAME OF OVERNIGHT LOCATION			
LOCATION ADDRESS	CITY	STATE	ZIP CODE
PRIMARY CONTACT PERSON AT OVERNIGHT LOCATION			PHONE NUMBER

## Transportation

METHOD OF TRANSPORTATION	NAME(S) OF DRIVER(S)
--------------------------	----------------------



## PARENT/GUARDIAN PERMISSION SLIP

- ☐ I give my son/daughter permission to participate in \_\_\_\_\_ on \_\_\_\_\_  
NAME OF ACTIVITY DATE/TIME
- ☐ The Parent/Guardian Consent Release Form on file at the church for this child is complete and updated.

CHILD'S NAME \_\_\_\_\_

NAME OF PARENT/GUARDIAN \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Please return this portion to \_\_\_\_\_ by \_\_\_\_\_  
NAME DATE





# Off-Site Activity Sheet



## Off-Site Location Information -----

DATE: \_\_\_\_\_

SPECIFIC NAME OF OFF-SITE LOCATION (EX. THE CHILDREN'S MUSEUM)			
DESCRIPTION OF ACTIVITY			
LOCATION ADDRESS	CITY	STATE	ZIP CODE
PRIMARY CONTACT PERSON AT OFF-SITE LOCATION (EX. MARY SMITH, DIRECTOR OF CHILDREN'S MUSEUM)		PHONE NUMBER	
LOCATION OF RESTROOMS/LOCKER ROOMS AT OFF-SITE LOCATION			

## Activity Information -----

NAME OF SUPERVISOR OF OFF-SITE ACTIVITY (FROM FMCC)			CELL PHONE NUMBER
MINISTRY PURPOSE OF ACTIVITY			COST OF ACTIVITY
DATE OF ACTIVITY	AMOUNT OF TIME REQUIRED FOR ACTIVITY	ESTIMATED DEPARTURE TIME	ESTIMATED RETURN TIME
REQUIRED ADULT ATTIRE DURING OFF-SITE ACTIVITY	REQUIRED CHILD ATTIRE DURING OFF-SITE ACTIVITY		REQUIRED ADULT TO CHILD RATIO

## Transportation -----

METHOD OF TRANSPORTATION (IF USING CHURCH VAN, SKIP NEXT TWO ROWS)		
VEHICLE MAKE/MODEL/COLOR	VEHICLE OWNER'S NAME	LICENSE PLATE NUMBER
INSURANCE COMPANY	POLICY NUMBER	EFFECTIVE DATES
NAME OF DRIVER(S)		

## Attachments -----

- ☐ Activity Information Sheet with Parent/Guardian Permission Slip
- ☐ Roster
- ☐ Transportation Seating Chart
- ☐ Supervision Guidelines

**Roster** .....

ADULTS	NAME	CELL PHONE NUMBER
	SUPERVISOR:	

CHILDREN	NAME	CELL PHONE NUMBER

**Transportation Seating Chart** -----

Use the squares below to create a transportation seating chart. Not all squares need be used.


**Supervision Guidelines** -----

Detail the overall supervision guidelines for the location. Include a roster of adult supervisors and the children assigned to each. If adults are to be posted in specific areas in order to supervise children, include the location and person on duty for each post. If children are to report to a central meeting area at specified time intervals, include the meeting location and times.

**Last Minute Checklist** -----

- ☐ All Parent/Guardian Consent Release Forms are returned/updated and compiled for the off-site activity (children cannot participate without a completed Release Form). Adults shall take Consent Release Forms to the off-site activity to ensure correct parent contact information.
- ☐ All Parent/Guardian Permission Slips are returned and compiled (children cannot participate without a completed Permission Slip). Adults shall have Permission Slips on-hand during the off-site activity.
- ☐ Roll Sheets including all children attending the off-site activity are printed and distributed to all adults.
- ☐ All required adults are present.
- ☐ All adults and children are in approved attire.

\_\_\_\_\_  
NAME OF PERSON COMPLETING THIS OFF-SITE ACTIVITY SHEET\_\_\_\_\_  
POSITION\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE\_\_\_\_\_  
APPROVAL SIGNATURE\_\_\_\_\_  
DATE

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# Overnight Activity Sheet



## Overnight Information -----

DATE: \_\_\_\_\_

SPECIFIC NAME OF OVERNIGHT LOCATION #1 (EX. FIRST CHRISTIAN CHURCH)			
LOCATION ADDRESS	CITY	STATE	ZIP CODE
PRIMARY CONTACT PERSON AT OVERNIGHT LOCATION (EX. PASTOR JOSEPHINE WALKER)		PHONE NUMBER	

SPECIFIC NAME OF OVERNIGHT LOCATION #2			
LOCATION ADDRESS	CITY	STATE	ZIP CODE
PRIMARY CONTACT PERSON AT OVERNIGHT LOCATION		PHONE NUMBER	

SPECIFIC NAME OF OVERNIGHT LOCATION #3			
LOCATION ADDRESS	CITY	STATE	ZIP CODE
PRIMARY CONTACT PERSON AT OVERNIGHT LOCATION		PHONE NUMBER	

## Activity Information -----

NAME OF SUPERVISOR OF OVERNIGHT (FROM FMCC)		CELL PHONE NUMBER
MINISTRY PURPOSE OF OVERNIGHT		DATE OF OVERNIGHT
DESCRIPTION OF ACTIVITIES PLANNED FOR OVERNIGHT		
REQUIRED ADULT ATTIRE DURING OVERNIGHT	REQUIRED CHILD ATTIRE DURING OVERNIGHT	REQUIRED ADULT TO CHILD RATIO

## Attachments -----

- ☐ Activity Information Sheet with Parent/Guardian Permission Slip
- ☐ Roster
- ☐ Room Assignment Chart for each location.
- ☐ Supervision Guidelines
- ☐ Facility Monitoring Plan

**Roster** -----

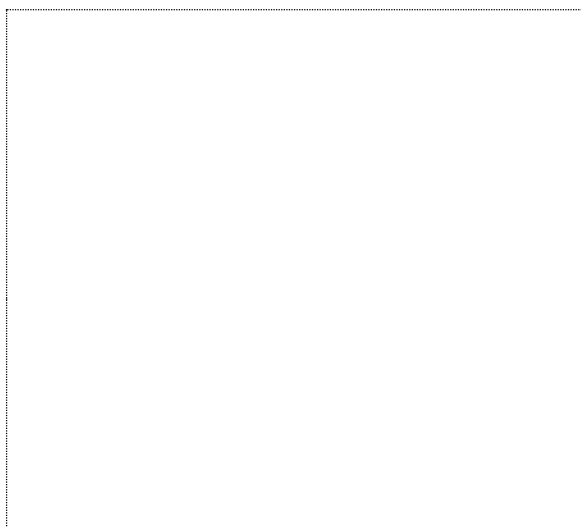
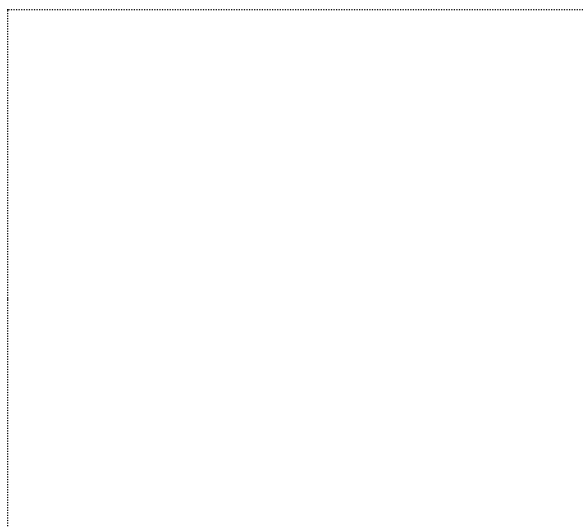
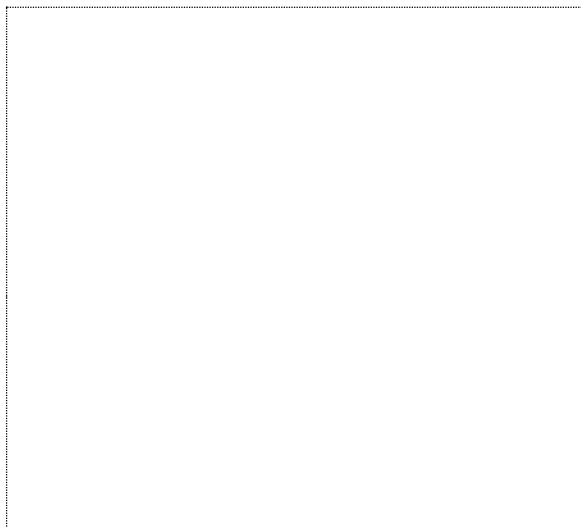
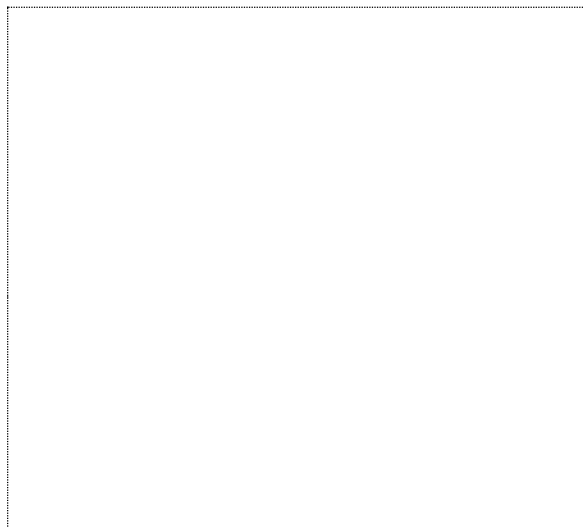
ADULTS	NAME	CELL PHONE NUMBER
	SUPERVISOR:	

CHILDREN	NAME	CELL PHONE NUMBER

**Room Assignment Chart** -----

Use the squares below to create a room assignment chart for each location. Assign adult(s) and children to each room following these guidelines:

- If the overnight takes place in a church, at least one employee or “authorized volunteer” shall remain on duty at all times through the night. The employee or “authorized volunteer” on duty shall fulfill a two-hour maximum watch at a location to supervise the coming and going of any child, to assure safe evacuation during an emergency, and to prevent children from sneaking out. With regards to sleeping arrangements, male and female children and adults shall sleep in separate rooms with employees and “authorized volunteers” posted at the entrances and exits to these rooms. If this is not feasible, males and females shall be separated by as much space as possible.
- If the overnight takes place in a cabin-type setting, the employees and “authorized volunteers” shall be placed in bunks in such a way as to maximize supervision around the cabin.
- If the overnight takes place in hotel rooms, the “rule of three” shall apply, with children and adults assigned to rooms based on gender. Employees and “authorized volunteers” shall have their own beds. Employees, “authorized volunteers” and children shall not undress or change clothes in front of each other.





**Supervision Guidelines** -----

Detail the overall supervision guidelines for the overnight. Include a roster of adult supervisors and the children assigned to each. Detail watch duty assignments, including the time, location and person on duty.

**Last Minute Checklist** -----

- ☐ All Parent/Guardian Consent Release Forms are returned/updated and compiled for the overnight activity (children cannot participate without a completed Consent Release Form). Adults shall have Consent Release Forms on-hand during the overnight activity to ensure correct parent contact information.
- ☐ All Parent/Guardian Permission Slips are returned and compiled (children cannot participate without a completed Permission Slip). Adults shall have Permission Slips on-hand during the overnight activity.
- ☐ Roll Sheets including all children attending the overnight activity are printed and distributed to all adults.
- ☐ All required adults are present.
- ☐ All adults and children are in approved attire.

\_\_\_\_\_  
NAME OF PERSON COMPLETING THIS OVERNIGHT ACTIVITY SHEET\_\_\_\_\_  
POSITION\_\_\_\_\_  
SIGNATURE\_\_\_\_\_  
DATE\_\_\_\_\_  
APPROVAL SIGNATURE\_\_\_\_\_  
DATE

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# Facility Monitoring Plan Template



Use the following suggestions to create a Facility Monitoring Plan for this event. Be as specific as possible.

DESCRIPTION OF ACTIVITY	ACTIVITY DATE
LOCATION OF ACTIVITY	
NAME OF SUPERVISOR OF OFF-SITE ACTIVITY (FROM FMCC)	CELL PHONE NUMBER

## **Rooms/Areas in Use** -----

Building architecture can increase or mitigate the risk of an incident or accident. Because most incidents of sexual behavior occur in private, the extent to which privacy is managed, risk is managed.

Use this space to specify which rooms and/or areas will be in use during this event. Participants will be limited to these areas.

**Prior to the Event** -----

	TASK	WHO?	WHEN?
<input type="checkbox"/>	Police will be advised about any Overnight Activity at the church (e.g., regarding lights on in building, etc.).		
<input type="checkbox"/>	First aid kit will be updated and on site.		
<input type="checkbox"/>	High risk areas will be identified.		
<input type="checkbox"/>	Supervising adults will be informed of all high risk areas and the plan for monitoring such areas using a site inspection checklist.		
<input type="checkbox"/>	Transition and “free” times will be identified and a plan established for monitoring children during such times.		
<input type="checkbox"/>	A single entry to the location will be designated and all other entries locked, or a plan for supervising all entrances will be implemented.		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			



**During the Event** -----

	TASK	Who?	When?
<input type="checkbox"/>	Only those adults and children registered for the event will be allowed to attend.		
<input type="checkbox"/>	Every person entering the activity location (including maintenance personnel, construction workers, etc.) will sign in.		
<input type="checkbox"/>	Participants will be instructed to remain in certain rooms/areas in the church as specified above.		
<input type="checkbox"/>	The boundaries and high risk areas specified above will be monitored by adults at regular time intervals using the site inspection checklist.		
<input type="checkbox"/>	Procedures and routes for an emergency evacuation will be reviewed.		
<input type="checkbox"/>	No one will leave the church building after _____ pm and before _____ am (unless with a parent/guardian, in a group with an adult for a planned activity, or in case of an emergency).		
<input type="checkbox"/>	Use of technology will be monitored or restricted. Parents/guardians should expect children to call them from the church's landline.		
<input type="checkbox"/>	All aspects of the church's Safe Conduct Policy will be in force during the event.		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			



Sign-In Sheet -----

DESCRIPTION OF ACTIVITY		ACTIVITY DATE
ACTIVITY LOCATION	ACTIVITY SUPERVISOR	

NAME	PURPOSE	CHECK-IN TIME	CHECK-OUT TIME



**Site Inspection Checklist**-----

- In order to ensure that all of the locations are properly and consistently monitored, adult(s) shall be designated to complete this site inspection checklist at various intervals throughout the event.
- Adult(s) shall complete this checklist at different times during daily activities (e.g., if the facility monitoring checklist is completed at 10:00 am on Monday, schedule Tuesday's morning check to occur at 11:00 am).

NAME OF PERSON PERFORMING SITE INSPECTION	
INSPECTION DATE	INSPECTION TIME

	INSPECTION TASK	COMMENT
<input type="checkbox"/>	All unused rooms, offices, storage areas, and closets are locked. Stairwells are consistently monitored.	
<input type="checkbox"/>	All windows permit observation into program areas and offices (i.e., artwork on windows should not prevent informal monitoring by passersby; all blinds on windows should be open).	
<input type="checkbox"/>	Adults are identifiable and dressed in the appropriate uniforms.	
<input type="checkbox"/>	All program activities are within the designated ratios (insert program ratios here).	
<input type="checkbox"/>	Adults are spread out in the activity area and are actively supervising the children.	
<input type="checkbox"/>	All children remain in facility areas that are easily viewed by employees (i.e., children are not wandering off by themselves without adults present to supervise them).	
<input type="checkbox"/>	Children are checked into and out of the facility according to policy.	
<input type="checkbox"/>	The grounds around the location are free from hazards.	
<input type="checkbox"/>	Stage curtains are open so that children cannot sneak behind the curtains.	

	INSPECTION TASK	COMMENT
<input type="checkbox"/>	Adults are positioned around the perimeter of the playground to ensure that children are supervised and that they remain the assigned area. Adults are stationed near playground equipment (such as tunnels and jungle gyms) that do not allow for line-of-sight supervision.	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<b>Bathrooms</b>		
<input type="checkbox"/>	The bathroom is clean.	
<input type="checkbox"/>	Neither children nor adults are just “hanging out” in the bathrooms.	
<input type="checkbox"/>	There is only one child per stall.	
<input type="checkbox"/>		

## Driver Qualification Procedure

Any individual who drives the church van on behalf of Fairhill Manor Christian Church sponsored programs shall be previously qualified under this Driver Qualification Procedure.

**Step 1.** The driver applicant shall use the church van to undergo a highway and city driving examination with a church representative. Supervised practice shall be offered to those who do not pass the initial driving examination before being re-examined.

**Step 2.** The church representative shall train approved drivers in church van procedures, including, but not limited to:

- a. ***Scheduling use of the church van.*** Those wishing to use the church van shall first seek approval from the Trustees, then schedule use of the church van with the Administrative Assistant.
- b. ***Trip documentation.*** The driver shall make a vehicle log entry for each trip. The entry shall include the driver's name, the trip date, the purpose of the trip, the beginning and ending mileage, and the number of gallons used to fill the tank at the end of the trip.
- c. ***Van fueling procedures.*** The church van shall be returned from each trip to the garage with a full tank of fuel. The driver is responsible for submitting a voucher with the corresponding fuel receipt to the Trustees for approval and reimbursement.
- d. ***Registration and insurance.*** The driver shall know the location of the proof of registration and insurance for the church van.
- e. ***Loading restrictions.*** The rear seat has been removed from the church van in order to allow for safe loading. The seat shall not be returned to the van, nor shall heavy equipment and/or suitcases be loaded in its place. No trailer shall be pulled by the van, nor shall a rooftop cargo carrier be used.
- f. ***Transporting passengers.*** The driver and each passenger shall be seated with a safety belt. When children are being transported, drivers shall ensure that standards as set forth in the Safe Conduct Policy (e.g., regarding parent/guardian permission, adult-to-child ratios, seating arrangements, supervision, and stops) are fulfilled.
- g. ***Unusual occurrences.*** The driver shall document any unusual occurrences during the trip and report the same to the Trustees.

**Step 3.** The driver applicant shall submit his/her current driver's license to be copied by the church representative. One copy shall be kept in the driver's volunteer or employee file at the church, and the other copy shall be submitted to the church's insurance company for approval.

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## Appendix C: Interview Questions and Interpretive Guides

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## Applicant Interview Questions

### *Instructions for the Interview*

Throughout the screening and selection process, you will be evaluating the applicant's suitability to provide care to children. The interview provides the most comprehensive source of information about an applicant. It provides information needed to assess individual experiences, values, attitudes, and skills that determine whether the applicant meets the criteria for the position.

The entire interview takes between one half hour and one hour to complete. The process is most effective when the interview is conducted at a time and place where neither the interviewer nor interviewee will be distracted or interrupted.

Behavioral interview questions are used in the interview process. Behavioral interviewing is a proven method for identifying an applicant's skills. The method is based upon research indicating that the best predictor of future behavior is past behavior. Behavioral interviewing offers decision makers a way to predict how an applicant will perform job responsibilities by identifying how they have performed in similar situations in the past.

Applicants often need a few questions to get used to answering behavioral interview questions in the fashion desired. The applicant may have difficulty recalling past experiences or may provide theoretical responses rather than describe what they have actually done in the past. The interviewer will sometimes need to give applicants time to think of situations or guide applicants to describe how they have actually performed.

### *Essential Skills*

The following skills are considered critical for adults working with children. Use the definitions to help you listen to the applicants' examples of their previous work with children. Specific examples of previous situations will help you evaluate the applicants' skill levels.

**Trainability.** Able to comprehend and behaviorally incorporate new information and skills; willing to utilize training and supervision to modify and improve known techniques.

**Policy adherence.** Able to conform to established policies and procedures and to address issues in a manner that is consistent with existing guidelines for the program.

**Patience.** Able to maintain a mature, problem-solving demeanor when faced with interpersonal conflict, personal rejection, hostility, or other stressful circumstances. Able to control anger, control frustration and demonstrate compassion in difficult circumstances.

**Supportiveness.** Able to show genuine concern for others, determine when an individual needs comfort, provide appropriate comfort in a manner that is helpful.

**Judgment.** Able to generate useful, effective solutions. Exhibits a realistic understanding of issues and uses reason, even when dealing with emotional or sensitive topics.

**Boundaries.** Able to maintain strong, appropriate relationships with minors that are not mistaken by others as social or sexual in nature. Maintains positive role modeling at all times.

***Interview Questions***

APPLICANT NAME	POSITION APPLIED FOR
INTERVIEWER(S)	INTERVIEW DATE

1. Tell me why you are interested in this position.
2. With what group of children would you prefer to work? Why?
3. Tell me about some of your hobbies or volunteer work.
4. Often in school or work, we're expected to adhere to policies that don't really make sense to us. Tell me about a time when you had to stick to a rule, even though it didn't seem reasonable. How did you handle that situation?

Now can you tell me about a time when you knew it was not the right thing to follow an unreasonable rule?

5. Give me an example of a time when a child really tried your patience. Specifically, tell me what happened.

How did you respond to that situation?

6. Describe the most frustrating situation you have ever had to deal with when working with children.

How did you handle that situation?

7. Have you ever abused or molested a child? Have you ever been accused of abusing or molesting a child?

8. Tell me about a time when you were able to make a difference in a child's life. What did you do, and how did it influence the child?

Where is the child now?

9. Tell me about a time when someone commended you for your good judgment and common sense. What was the situation and how did you handle it?

SIGNATURE OF INTERVIEWER	DATE
SIGNATURE OF INTERVIEWER	DATE
SIGNATURE OF INTERVIEWER	DATE
SIGNATURE OF INTERVIEWER	DATE
SIGNATURE OF INTERVIEWER	DATE

## Interpretive Guide for Applicant Interview

The Interpretive Guide for Interviews provides information about how to interpret applicant responses, and includes sample responses. For questions designed to assess risk, the Interpretive Guidelines describe a lower risk and a higher risk response, with an example of each. For questions designed to assess skills, the Guidelines describe what would constitute a positive and a negative response.

### 1. Tell me why you are interested in this position.

*This question may be used to assess the extent to which an applicant desires to work with children to fulfill his or her own needs, rather than the needs of the child.*

#### Lower risk response:

The applicant describes what he has to offer and the qualities he has that will make him good with children.

#### Example:

"I believe that if you give young people a solid foundation, that it can sustain them throughout their lives. I've always been really good at listening to kids and making them feel understood. I think I can use this skill to help them make good choices about life."

#### Higher risk response:

- The applicant describes how children fulfill her needs or validate her sense of competence or well-being.
- The applicant is unconcerned about what the duties of the position are, as long as it involves working with children

#### Example:

"When I'm surrounded by children, I know I am right where I belong. With adults you never know what their motives are, but with kids, their motives are pure. They are so loving they just make me feel good."

### 2. With what group of children would you prefer to work? Why?

*This question may be used to assess the extent to which an applicant has an age or gender or disability preference.*

#### Lower risk response:

The applicant is not concerned with the gender, age or other particular traits. Or the applicant prefers a specific gender or age because of practical reasons.

#### Example:

"I would like to work with third grade children because my sister is in third grade and I know more about this age."

#### Higher risk responses:

The applicant prefers a specific gender, age, or other particular traits.

#### Example:

"I would like to work with the kids who are 8 or 9 years old. That is such a fun age. And I do great with the boys. I think it would be good for you to assign me to that group."

**3. Tell me about some of your hobbies or volunteer work.**

*This question may be used to assess whether an applicant might be excessively interested and involved with children. Particularly note any hobbies, activities or volunteer work which were not identified on the application.*

**Lower risk response:**

The applicant describes involvement with adult peers and shows interest in activities with friends or family members.

*Example:*

"I like ceramics and pottery. About two years ago my sister and I took a crafts class together and we just really enjoyed it. So we found a community workshop where you can bring your own clay and use their wheels and ovens to make your own pots. There are three of us now that meet every Tuesday and Thursday afternoon."

Or "In my last job, I really didn't have much time for hobbies, but about four friends and I did meet for lunch about once a month. We used to laugh that eating was our hobby."

**Higher risk response:**

The applicant is involved in numerous activities involving children, particularly one-to-one activities involving little monitoring.

*Example:*

"Well, I like to work out...so I've got a couple of kids I'm training on the weight machines at the gym downtown two nights a week. I think it's real good for them. I also coach a youth team two nights a week, volunteer as a big brother with two children, and teach fourth grade Sunday school at my church."

**4. Often in school or work, we're expected to adhere to policies that don't really make sense to us.**

**Tell me about a time when you had to stick to a rule, even though it didn't seem reasonable. How did you handle that situation? Now can you tell me about a time when you knew it was not the right thing to follow an unreasonable rule?**

*This question may be used to assess the applicant's level of the Essential Skill: Policy Adherence.*

**Positive:**

Was the applicant open to understanding the policy and willing to adhere to a policy that was inconvenient? Did the applicant work to get a truly unreasonable policy changed by working through the system, rather than simply ignoring it?

*Example:*

"I worked in a school program for kids with disabilities. We had this one boy who wore a leg brace, and the teacher always wanted me to walk with him when he was going to lunch. I didn't see the point in that because he was so capable of

**Negative:**

Was the applicant unwilling to learn the rationale for the rule? Did the applicant disregard the policy without attempting to get it modified?

*Example:*

"You know it seems to me that every situation is different. Instead of having a lot of silly rules, we ought to just handle the kids individually. This one place I worked insisted that we not tickle the kids, not even when we were just playing with them. That is so ridiculous to me because kids need a lot of love and attention that they don't always get at home."



walking by himself, and other children needed more help. But sure enough, in an accident at his home, he fell and broke his leg. I was really glad that we had watched him so closely at school.”

**5. Give me an example of a time when a child really tried your patience. Specifically, tell me what happened. How did you respond to that situation?**

*This question may be used to assess the applicant’s level of the Essential Skill: Patience.*

**Positive:**

Did the applicant maintain his/her composure even when others attempted to provoke him/her into anger? Was the applicant able to maintain boundaries with children and recognize that the situation is not personal?

**Example:**

“My mother-in-law has Alzheimer’s Disease, and she gets things on her mind and just won’t let them go. She asks the same questions over and over, and no amount of explaining satisfies her; she just becomes more and more agitated. So we’ve learned just to agree with her and assure her that we’re doing as she asked. We just say, ‘Yes, yes, you’re right; I know; we’ll do that right away.’”

**Negative:**

Was the applicant provoked into an emotional display of frustration or anger? Does the applicant take interactions with children personally and deal with them on a child-like or immature level?

**Example:**

“Oh, yeah. I’ve worked with difficult kids before. With those really tough guy types, you’ve just got to show them that you’re tougher than they are to keep them in their place. Otherwise, they’ll just run all over you. This one kid had made up a nickname for me to make fun of me. Well, I just came right back with a nickname for him and got all the other kids to call him that, which settled him down quite a bit.”

**6. Describe the most frustrating situation you have ever had to deal with when working with children. How did you handle that situation?**

*This question may be used to assess the applicant’s ability to handle stress and work with children in a non-abusive manner, despite frustration.*

**Lower risk response:**

The applicant is able to continue problem-solving despite frustrating circumstances. The applicant seeks help from others, stays calm and eventually finds solutions.

**Example:**

“Well, I know one for sure. It was The Biter. When I worked for the child care center I told you about, there was this one kid who would literally bite someone every time our backs were turned. Oh, it was just awful! We tried everything to get him to

**Higher risk response:**

The applicant either denies ever encountering a frustrating situation or describes an incident in which he or she quickly lost patience and used poor judgment.

**Example:**

“Frustrating? Gosh I can’t really say that I can think of a situation I found particularly frustrating. I guess some people do get a little put out with kids, but I can’t say that’s ever happened to me.”

stop, but eventually we had to tell the parents that he needed more supervision than we could provide.

The other situation was this kid who screamed whenever he got frustrated. He could just about bust your eardrums screaming. We used time out with him and taught him how to calm himself down. Eventually, he would just put himself in time out to feel calmer without screaming. I think he was as relieved as we were when the screaming stopped.”

Or, “Well, now, you know I love kids, but we had this one girl on the soccer team who kicked me one time. She was a mean one, and I’d just about had it with her. I just grabbed her leg and pulled it straight up! Now that I think about it I probably wouldn’t do that again, but she made me so mad, I just couldn’t help it. Anyway, I’ll bet she thought twice before kicking someone again.”

**7. Have you ever abused or molested a child? Have you ever been accused of abusing or molesting a child?**

*This question may be used to evaluate the applicant’s history of abusing or molesting children. A direct question is an extremely useful tool if you look closely at the responses.*

**Lower risk response:**

The applicant may be surprised by the question, but is not indignant. The applicant provides a direct, non-evasive response.

*Example:*

“No, I haven’t.”

**Higher risk response:**

The applicant is angered by the question, indignant at being asked, and/or evasive in the response.

*Example:*

“I can’t believe you would ask me such a thing! What kind of a person do you think I am? I really don’t appreciate your implication!”

**8. Tell me about a time when you were able to make a difference in a child’s life. What did you do, and how did it influence the child? Where is the child now?**

*This question may be used to assess the applicant’s level of the Essential Skill: Boundaries.*

**Positive:**

Did the applicant demonstrate warmth, compassion, confidentiality and concern without developing a personal relationship?

*Example:*

I worked with this teenager one time that nobody liked. She was sort of rude with everybody. I didn’t like her, either, but I found myself sitting next to her at lunch one day, and I just decided I’d try to talk with her. When she talked with me, I realized how insecure she was about herself. She was new there, and she could tell that people didn’t like her. Once I understood, I helped her get to know some of the kids. They saw that I was friendly with her, they started visiting with her, too. Then she actually became nicer too.

**Negative:**

Did the applicant get overly involved in the life of a child?

*Example:*

Well, about three years ago I was working in a shelter for homeless children. There was one kid there who just wanted to go to school and make something of his life. I got to know him and after a while I told him that if he was ready to work hard and make good grades he could come and live with me. And he did. I became the father he never had. That’s just me. When there’s a special kid out there, I find him.

## High Risk Checklist for Applicant Interviews

- ☐ Applicant gave higher risk responses from the Interpretive Guide.
- ☐ Applicant gave defensive/angry responses.
- ☐ Applicant gave evasive responses.
- ☐ Applicant described patterns or themes of gaining access to children.
- ☐ Applicant described preferences for particular children with no reasonable explanation.
- ☐ Applicant described patterns or themes of problems with authority.
- ☐ Applicant is not applying for a specific position and is willing to accept positions which vary significantly in pay and/or responsibilities.

### Other Comments and/or Observations:

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## Personal Reference Interview Form

### Basic Information -----

EMPLOYEE/VOLUNTEER APPLICANT NAME	POSITION APPLIED FOR		
PERSONAL REFERENCE NAME	REFERENCE PHONE NUMBER(S)		
REFERENCE ADDRESS	CITY	STATE	ZIP CODE
INTERVIEWER NAME AND SIGNATURE		DATE OF INTERVIEW	

### Interview Script -----

Hello, my name is \_\_\_\_\_ with Fairhill Manor Christian Church. Applicant's full name has applied for a position with us and said you might be able to tell us about his/her previous work with children. Is this a good time for you to talk with me?

I would like to start by letting you know that   has applied for a position working with children, so it is extremely important for us to make sure that every applicant is suitable for this type of position. We appreciate your help with this.

1. How long have you known   ? \_\_\_\_\_
2. What is your relationship to   ? \_\_\_\_\_
3. Would you rate   's ability to work with and relate to children ...  
☐ above satisfactory,    ☐ satisfactory, or    ☐ below satisfactory?

Can you give me an example of how   relates to children?

---



---

4. We are looking for someone who can stay calm and control frustration even under very frustrating conditions with children. How would you rate   's ability to be patient and stay calm?  
☐ above satisfactory,    ☐ satisfactory, or    ☐ below satisfactory?

5. Have you ever known [REDACTED] to use harsh or abusive discipline with a child?

---

---

6. Would you be comfortable placing one of your loved ones in the care of [REDACTED] ?  
Why or why not?

---

---

7. What are [REDACTED] 's hobbies and recreational activities?

---

---

8. Would you rate [REDACTED] 's ability to relate to adults as ...

☐ above satisfactory, ☐ satisfactory, or ☐ below satisfactory?

Can you give me an example of how [REDACTED] relates to adults?

---

---

9. We need a person who can be supportive and understanding of a child's needs. Would you rate [REDACTED] 's ability to be genuinely supportive and understanding to a person in need as ...

☐ above satisfactory, ☐ satisfactory, or ☐ below satisfactory?

Think of a time when [REDACTED] was able to show genuine concern for another person who needed comfort. Tell me about that time.

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---

---

10. Would you rate [REDACTED]'s ability to maintain appropriate boundaries with children as ...

☐ above satisfactory,    ☐ satisfactory, or    ☐ below satisfactory?

11. Are you aware of any reason why we should not allow [REDACTED] to work with the children we serve?

---

---

12. Do you have any additional comments or questions?

---

---

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*We appreciate your time and input. Thank you!*





## Interpretive Guide for Personal Reference Interview

Reference Question	Interpretive Guidelines
<p>1. How long have you known the applicant?</p> <p>2. What is your relationship to the applicant?</p>	<p>This question may be used to assess the applicant's level of <b>risk to abuse</b>.</p> <p><b>Higher risk responses:</b></p> <ul style="list-style-type: none"> <li>a. The reference has only known the applicant for a short time, such as less than six months.</li> <li>b. The reference knew the applicant some time ago but has not seen the applicant in more than a year.</li> <li>c. The reference knew the applicant briefly years ago.</li> <li>d. The reference knew the applicant in a capacity different than has been claimed by the applicant.</li> </ul>
<p>3. Would you rate the applicant's ability to work with and relate to children as above satisfactory, satisfactory, or below satisfactory?</p> <p>Can you give me an example of how the applicant relates to children?</p>	<p>These questions may be used to assess the applicant's level of the Essential Skill: <b>Patience</b>. This question also may be used to assess the applicant's level of <b>risk to abuse</b>.</p> <p><b>Higher risk responses:</b></p> <ul style="list-style-type: none"> <li>a. The applicant lets kids get away with too much.</li> <li>b. The applicant acts more like a child than an adult.</li> <li>c. The applicant does not closely supervise children in his or her care.</li> <li>d. The applicant relates to children on their level, just like another child.</li> <li>e. The applicant has difficulty relating to adults.</li> <li>f. The applicant becomes abrupt with children.</li> <li>g. The applicant does not like to be an authority figure and would rather be viewed as "one of the kids."</li> </ul>
<p>4. We are looking for someone who can stay calm and control frustration even under very frustrating conditions with children.</p> <p>Would you rate the applicant's ability to be patient and stay calm as above satisfactory, satisfactory, or below satisfactory?</p>	<p>These questions may be used to assess the applicant's level of the Essential Skill: <b>Patience</b>.</p> <p><b>Higher risk responses:</b></p> <ul style="list-style-type: none"> <li>a. The applicant is quick-tempered.</li> <li>b. The applicant is unable to handle stress.</li> <li>c. The applicant uses harsh forms of discipline.</li> <li>d. The applicant is impatient or easily upset.</li> </ul>

Reference Question	Interpretive Guidelines
5. Have you ever known the applicant to use harsh or abusive discipline with a child?	<p>This question may be used to assess the applicant's level of <b>risk to abuse</b>.</p> <p><b>Higher risk responses:</b></p> <ol style="list-style-type: none"> <li>The applicant is degrading to children.</li> <li>The applicant humiliates children.</li> <li>The applicant uses inappropriate physical punishment with children.</li> </ol>
6. Would you be comfortable placing one of your loved ones in the care of the applicant? Why or why not?	<p>This question may be used to identify any specific concerns of the reference that should be investigated prior to the applicant's working with children.</p> <p>Probe any negative answers for details and specific examples of the applicant's behavior that the reference found disturbing. If the reference is unable to be specific, any concerns should still be noted and followed-up.</p>
7. What are the applicant's hobbies and recreational activities?	<p>This question may be used to assess the applicant's level of <b>risk to abuse</b>.</p> <p><b>Higher risk responses:</b></p> <ol style="list-style-type: none"> <li>The applicant is excessively interested and involved with children.</li> <li>The reference identifies hobbies, activities or volunteer work that was not identified by the applicant.</li> <li>The applicant's hobbies and recreational activities solely involve children.</li> </ol>
<p>8. Would you rate the applicant's ability to relate to adults as above satisfactory, satisfactory, or below satisfactory?</p> <p>Can you give me an example of how the applicant relates to adults?</p>	<p>This question may be used to assess the applicant's level of <b>risk to abuse</b>.</p> <p><b>Higher risk responses:</b></p> <ol style="list-style-type: none"> <li>The applicant has difficulty interacting with adults.</li> <li>The applicant has difficulty working as a team player.</li> <li>The applicant has problems with authority figures.</li> <li>The applicant has problems with persons of the opposite gender.</li> <li>The applicant seems immature.</li> </ol>

Reference Question	Interpretive Guidelines
<p>9. We need a person who can be supportive and understanding of a child's needs.</p> <p>Would you rate the applicant's ability to be genuinely supportive and understanding to a person in need as above satisfactory, satisfactory, or below satisfactory?</p> <p>Think of a time when the applicant was able to show genuine concern for another person who needed comfort. Tell me about that time.</p>	<p>These questions may be used to assess the applicant's level of the Essential Skills: <b>Supportiveness and Boundaries</b>.</p>
<p>10. Would you rate the applicant's ability to maintain appropriate boundaries with children as above satisfactory, satisfactory, or below satisfactory?</p>	<p>These questions may be used to assess the applicant's level of the Essential Skills: <b>Boundaries</b>.</p>
<p>11. Are you aware of any reason why we should not allow the applicant to work with the children we serve?</p>	<p>This question provides the reference with the opportunity to disclose information in areas that are not addressed in the standard interview. If the reference has general concerns or suspicions, s/he may reveal these in a general comment at this time.</p>
<p>12. Do you have any additional comments or questions?</p>	<p>Give the reference ample time to consider anything else s/he would like to say about the applicant. Allow the reference to answer before wrapping up the interview. If s/he has been withholding information and considering whether or not to provide the information, a moment of silence allows the reference to collect his/her thoughts.</p>

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## High Risk Indicators for References

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- ☐ References were reluctant.
- ☐ References did not know the applicant well.
- ☐ References have short-term relationships with the applicant.
- ☐ References refused to answer particular questions.
- ☐ Reference information differed from the applicant's account.
- ☐ References described the applicant as having high-risk characteristics.
- ☐ References provided evasive responses.
- ☐ References reported specific concerns about the applicant.

## Professional Reference Interview Form

### Basic Information -----

EMPLOYEE/VOLUNTEER APPLICANT NAME	POSITION APPLIED FOR		
PROFESSIONAL REFERENCE NAME	REFERENCE PHONE NUMBER(S)		
REFERENCE ADDRESS	CITY	STATE	ZIP CODE
INTERVIEWER NAME AND SIGNATURE		DATE OF INTERVIEW	

### Interview Script -----

Hello, my name is \_\_\_\_\_ with Fairhill Manor Christian Church. \_\_\_\_\_ has applied for a position with us and said you might be able to tell us about his/her previous work with children. Is this a good time for you to talk with me?

I would like to start by letting you know that \_\_\_\_\_ has applied for a position working with children, so it is extremely important for us to make sure that every applicant is suitable for this type of position. We appreciate your help with this.

1. How long have you known \_\_\_\_\_ ? \_\_\_\_\_
2. How do you know \_\_\_\_\_ ? \_\_\_\_\_
3. Would you rate \_\_\_\_\_'s ability to learn new information and skills as ...  
☐ above satisfactory,    ☐ satisfactory, or    ☐ below satisfactory?

Can you give me an example of when \_\_\_\_\_ was able to learn something new and use it in his/her work?

\_\_\_\_\_

\_\_\_\_\_

4. We are looking for someone who will adhere to the standard policies of our church. Would you rate \_\_\_\_\_'s ability to follow policies and procedures as ...  
☐ above satisfactory,    ☐ satisfactory, or    ☐ below satisfactory?
5. Would you rate \_\_\_\_\_'s ability to work with and relate to other adults as ...  
☐ above satisfactory,    ☐ satisfactory, or    ☐ below satisfactory?

6. Have you observed [redacted] working with children? ☐ yes ☐ no

If yes, would you rate [redacted] 's ability to relate to children as ...

☐ above satisfactory, ☐ satisfactory, or ☐ below satisfactory?

Can you give me an example of how [redacted] relates to children?

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7. In what types of situations have you observed [redacted] working well (enjoying the work, being effective) with children?

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8. In what types of situations have you observed [redacted] not working well (becoming frustrated, angry, resentful or non-productive) with children?

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9. Would you rate [redacted] 's ability to use good judgment in normal conditions as ...

☐ above satisfactory, ☐ satisfactory, or ☐ below satisfactory?

10. Would you rate [redacted] 's ability to maintain appropriate boundaries with children as ...

☐ above satisfactory, ☐ satisfactory, or ☐ below satisfactory?

11. Would you rate [redacted] 's ability to use good judgment in stressful conditions as ...

☐ above satisfactory, ☐ satisfactory, or ☐ below satisfactory?

Can you give me an example of when [redacted] used good judgment?

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12. Are you aware of any reason why we should not allow [REDACTED] to work with the children we serve?

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13. Do you have any additional comments or questions?

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*We appreciate your time and input. Thank you!*





## Interpretive Guide for Professional Reference Interview

Reference Question	Interpretive Guidelines
<p>1. How long have you known the applicant?</p> <p>2. How do you know the applicant?</p>	<p>This question may be used to assess the applicant's level of <b>risk to abuse</b>.</p> <p><b>Higher risk responses:</b></p> <ul style="list-style-type: none"> <li>a. The reference has only known the applicant for a short time, such as less than six months.</li> <li>b. The reference knew the applicant some time ago but has not seen the applicant in more than a year.</li> <li>c. The reference knew the applicant briefly years ago.</li> <li>d. The reference knew the applicant in a capacity different than has been claimed by the applicant.</li> </ul>
<p>3. Would you rate the applicant's ability to learn new information and skills as above satisfactory, satisfactory, or below satisfactory?</p> <p>Can you give me an example of a time when the applicant was able to learn something new and use it in his/her work?</p>	<p>This question may be used to assess the applicant's level of the Essential Skill: <b>Trainability</b>.</p>
<p>4. We are looking for someone who will adhere to the standard policies of our church.</p> <p>Would you rate the applicant's ability to follow policies and procedures as above satisfactory, satisfactory, or below satisfactory?</p>	<p>This question may be used to assess the applicant's level of the Essential Skill: <b>Policy Adherence</b>.</p>

Reference Question	Interpretive Guidelines
<p>5. Would you rate the applicant's ability to work with and relate to other adults as above satisfactory, satisfactory, or below satisfactory?</p>	<p>This question may be used to assess the applicant's level of <b>risk to abuse</b>.</p> <p><b>Higher risk responses:</b></p> <ul style="list-style-type: none"> <li>a. The applicant has difficulty relating to or working with members of the opposite gender.</li> <li>b. The applicant has trouble accepting authority.</li> <li>c. The applicant has low impulse control.</li> <li>d. The applicant has difficulty asking for help.</li> <li>e. The applicant has need for power and control.</li> <li>f. The applicant has emotional and social immaturity when relating to other adults.</li> <li>g. The applicant has better relationships with children than adults.</li> </ul>
<p>6. Have you observed the applicant working with children?</p> <p>Would you rate the applicant's ability to work with children as above satisfactory, satisfactory, or below satisfactory?</p> <p>Can you give me an example of how the applicant relates to children?</p>	<p>These questions may also be used to assess the applicant's level of the Essential Skill: <b>Patience</b>.</p> <p>This question may be used to assess the applicant's level of <b>risk to abuse</b>.</p> <p><b>Higher risk responses:</b></p> <ul style="list-style-type: none"> <li>a. The applicant lets kids get away with too much.</li> <li>b. The applicant acts more like a child than an adult.</li> <li>c. The applicant lets the children walk all over him or her.</li> <li>d. The applicant does not closely supervise children in his or her care.</li> <li>e. The applicant relates to children on their level, just like another child.</li> <li>f. The applicant has difficulty relating to adults.</li> <li>g. Other adults have a hard time talking to the applicant.</li> </ul>
<p>7. In what types of situations have you observed the applicant working well (enjoying the work, being effective) with children?</p> <p>8. In what types of situations have you observed the applicant not working well (becoming frustrated, angry, resentful or non-productive) with children?</p>	<p>This question may be used to assess the applicant's level of <b>risk to abuse</b>.</p> <p><b>Higher risk responses:</b></p> <ul style="list-style-type: none"> <li>a. The applicant only works well in unsupervised situations.</li> <li>b. The applicant only works well in unstructured environments where s/he can 'do their own thing' with the children.</li> </ul>

Reference Question	Interpretive Guidelines
7, 8 continued	<ul style="list-style-type: none"> <li>c. The applicant can become physically or emotionally abusive in some situations.</li> <li>d. The applicant is easily agitated by children.</li> <li>e. The applicant openly demonstrates anger when frustrated.</li> <li>f. The applicant can be punitive or shaming toward children.</li> <li>g. The reference describes paid or volunteer work which the applicant has not previously disclosed.</li> </ul>
9. Would you rate the applicant's ability to use good judgment in normal conditions as above satisfactory, satisfactory, or below satisfactory?	<p>This question may be used to assess the applicant's level of the Essential Skill: <b>Judgment</b>. This question also may be used to assess the applicant's level of <b>risk of abuse</b>.</p>
10. Would you rate the applicant's ability to maintain appropriate boundaries with children as above satisfactory, satisfactory, or below satisfactory?	<p><b>Higher risk responses:</b></p> <ul style="list-style-type: none"> <li>a. The applicant makes immature decisions.</li> <li>b. The applicant does not consider consequences before making decisions.</li> <li>c. The applicant uses poor judgment in stressful or difficult situations.</li> <li>d. The reference describes the applicant as hot-tempered, high strung, or "stressed out."</li> </ul>
11. Would you rate the applicant's ability to use good judgment in unusual/stressful conditions as above satisfactory, satisfactory, or below satisfactory?	
Can you give me an example of when the applicant used good judgment?	
12. Are you aware of any reason why we should not allow the applicant to work with the children we serve?	<p>This question provides the reference with the opportunity to disclose information in areas that are not addressed in the standard interview. If the reference has general concerns or suspicions, s/he may reveal these in a general comment at this time.</p>
13. Do you have any additional comments or questions?	<p>Give the reference ample time to consider anything else s/he would like to say about the applicant. Allow the reference to answer before wrapping up the interview. If s/he has been withholding information and considering whether or not to provide the information, a moment of silence allows the reference to collect his/her thoughts.</p>

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## High Risk Indicators for References

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- ☐ References were reluctant.
- ☐ References did not know the applicant well.
- ☐ References have short-term relationships with the applicant.
- ☐ References refused to answer particular questions.
- ☐ Reference information differed from the applicant's account.
- ☐ References described the applicant as having high-risk characteristics.
- ☐ References provided evasive responses.
- ☐ References reported specific concerns about the applicant.

## Appendix D: Leadership & Reporting Roster

The individuals listed below are considered primary contacts for reporting for their respective Ministry or program. An individual holding a position which is **bolded** is also a “mandated reporter” in the State of Pennsylvania for the purpose of reporting “suspected abuse” to law enforcement or child welfare authorities.

Any employee, volunteer, or member of Fairhill Manor Christian Church may report policy or procedure violations or circumstances of “suspected child abuse” to any of the individuals listed below, but preferably to the individual in whose Ministry or program the incident has occurred.

Position	Name	Phone	Email/Web Address
<b>“Authorized Clergy:” Senior Pastor</b>			
<b>“Authorized Clergy:” Associate Pastor</b>			
Christian Education Ministry, Chairperson			
Youth Ministry, Chairperson			
Personnel Committee, Chairperson			
Ombudsman <sup>4</sup> and Media Spokesperson: Board Moderator			
Second Ombudsman: Board Vice Moderator			
In Case of Emergency		911	
In Case of “Suspected Child Abuse”	Childline <sup>5</sup>	800-932-0313	For mandated reporters: <a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>

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<sup>4</sup> The Ombudsman is the church’s confidential reporting option. Prior to making an anonymous report, a person reporting must take into account how technology may reveal their identification (caller ID, e-mail address, etc.). Nevertheless, the Ombudsman shall take care not to further compromise confidentiality.

<sup>5</sup> The Mission of Childline is to accept calls concerning “suspected child abuse” from the public and professional sources 24 hours per day, seven days per week. Any person may report “suspected abuse,” even if the individual wishes to remain anonymous. Each call is answered by a trained intake specialist who will interview the caller to determine the most appropriate course of action. Actions include forwarding a report to a county agency for investigation as “child abuse” or general protective services, forwarding a report directly to law enforcement officials or refer the caller to local social services (such as counseling, financial aid and legal services). For more information about Childline, see <http://www.dhs.state.pa.us/provider/childwelfare/services/childlineandabuseregistry/>.



## Appendix E: Code of Conduct

This Code of Conduct outlines actions and behaviors which are consistent with Fairhill Manor Christian Church's Safe Conduct Policy. It seeks to take the guesswork out of standards of behavior, allowing employees and "authorized volunteers" to work confidently with children.

### General Requirements

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The church provides children with the highest quality services available. We are committed to creating an environment that is safe, nurturing, empowering, and that promotes growth and well-being. Any individual using church facilities shall adhere to this Code of Conduct, treating children fairly and with respect, without regard to race, age, gender, sexual orientation or religion. No form of abuse shall be tolerated. The church shall fully cooperate with authorities if allegations of abuse are made that require investigation.

### Violations

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Any individual using church facilities shall not engage in:

- "Child abuse," including, but not limited to
  - Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraint;
  - Verbal abuse: degrading, threatening, cursing;
  - Sexual abuse: inappropriate touching, exposing oneself, or engaging in sexually oriented conversations;
  - Mental abuse: shaming, humiliating, acting cruelly; and
  - Neglect: withholding food, water, shelter.
- "Bullying"
- "Sexual harassment"
- "Suspicious or inappropriate behavior"
- Abuse of a "vulnerable adult"
- Peer-to-peer abuse by a non-perpetrator (i.e., anything that would constitute "child abuse" committed by a person too young to be a "perpetrator")
- Violation of Ministry Standards (see Appendix F)
- Other prohibited behaviors, including, but not limited to:
  - Hazing,
  - Derogatory name-calling,
  - Playing games of Truth or Dare,
  - Ridiculing or humiliating others,
  - Engaging in sexual activity, and
  - Manipulating or exploiting a child in any way.

## Reporting Obligations

Each “authorized clergy,” employee, “lay leader,” “authorized volunteer,” and/or statutory “mandated reporter” shall report allegations or incidents of “suspected abuse” and/or concerns or complaints about a Safe Conduct Policy violation as laid out in Section 6: Reporting.

## Specific Interaction Standards

Each “authorized clergy,” employee, “lay leader,” and “authorized volunteer” shall conduct him/herself in a manner that fosters understanding of Safe Conduct in the context of serving children. The standards articulated below serve two purposes:

- To protect children from abuse or grooming for abuse elsewhere; and
- To protect and prevent “authorized clergy,” employees, “lay leaders,” and “authorized volunteers” from engaging in patterns of behavior that may be construed as abusive or predatory. While a single infraction of guidelines may not constitute abuse, a pattern of repeated violations shall result in disciplinary action up to and including dismissal from employment or volunteer service.

## Physical Contact

This physical-contact policy shall promote a positive, nurturing environment while protecting children, employees, and “authorized volunteers” from misunderstandings. The following guidelines shall be followed carefully by all employees and “authorized volunteers” working with children:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> <li>• Side hugs</li> <li>• Shoulder-to-shoulder or “temple” hugs</li> <li>• Pats on the shoulder or back</li> <li>• Handshakes</li> <li>• High-fives and hand slapping</li> <li>• Verbal praise</li> <li>• Pats on the head when culturally appropriate</li> <li>• Touching hands, shoulders, and arms</li> <li>• Arms around shoulders</li> <li>• Holding hands (with young children in escorting situations)</li> </ul> <p>Note: These interactions become inappropriate if they are unwanted by the child, employee or volunteer.</p>	<ul style="list-style-type: none"> <li>• Full-frontal hugs</li> <li>• Kisses</li> <li>• Showing affection in isolated area</li> <li>• Lap sitting</li> <li>• Wrestling</li> <li>• Piggyback rides</li> <li>• Tickling</li> <li>• Allowing a child to cling to an employee’s or volunteer’s leg</li> <li>• Any type of massage given by or to a child</li> <li>• Any form of affection that is unwanted by the child or the employee or volunteer</li> <li>• Compliments or criticisms relating to physique or body development</li> <li>• Touching bottom, chest, or genital areas</li> </ul>



It is the policy of Fairhill Manor Christian Church not to administer corporal punishment, even if parents or guardians have suggested or given permission for it. There shall be no spanking, grabbing, hitting, or other physical discipline of children. Employees and “authorized volunteers” shall consult with “authorized clergy” if assistance is needed with a disciplinary issue.

### Verbal Interactions

The manner of speaking with children establishes respect. The following guidelines apply:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Discussing sexual encounters or in any way involving children in the personal problems or issues of employees and volunteers</li> <li>• Secrets</li> <li>• Cursing</li> <li>• Indecent or sexual jokes</li> <li>• Shaming</li> <li>• Belittling</li> <li>• Derogatory remarks</li> <li>• Harsh language that may frighten, threaten or humiliate children</li> <li>• Derogatory remarks about the child or his/her family</li> </ul>

### Out-of-Program Contact

Fairhill Manor Christian Church strongly recommends that employees and “authorized volunteers” do not have outside contact with children from church programs (other than one’s own children). However, if off-site contacts are unavoidable, the following forms of outside contact are appropriate and inappropriate:

Appropriate Outside Contact	Inappropriate Outside Contact
<ul style="list-style-type: none"> <li>• Taking groups of children on an outing with parents’ written permission</li> <li>• Attending sporting activities with groups of children</li> <li>• Attending functions at a child’s home, with parents present</li> </ul>	<ul style="list-style-type: none"> <li>• Taking one child on an outing without the parents’ written permission</li> <li>• Visiting one child in the child’s home, without a parent present</li> <li>• Entertaining one child in the home of a church employee or volunteer</li> <li>• A lone child spending the night with a</li> </ul>

Appropriate Outside Contact	Inappropriate Outside Contact
	church employee or volunteer <ul style="list-style-type: none"> <li>• Having any outside contact with one child or a group of children without parents' written permission.</li> </ul>

In addition, when outside contact is unavoidable, the following steps shall be taken prior to engaging in contact:

- A supervisor shall identify for an employee or "authorized volunteer" what types of outside contact are appropriate and inappropriate (above); and
- A supervisor shall assure that the employee or "authorized volunteer" has the parents' permission to engage in outside contact with the child. When time permits, parents shall execute a permission form with a waiver of liability (if permitted by Pennsylvania law).

### One-on-One Interactions during Church Programs

Because most abuse occurs when an adult is alone with a child, private one-on-one meetings with a child are prohibited unless approved in advance by the Personnel Committee. When so permitted, the following guidelines shall apply:

One-on-One Interaction Guidelines
<ul style="list-style-type: none"> <li>• When meeting one-on-one with a child, always do so in a public place in full view of others.</li> <li>• Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high fives, and handshakes.</li> <li>• If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.</li> <li>• Ask to be supervised. Inform other employees and "authorized volunteers" that you are alone with a child and ask them to randomly drop in.</li> <li>• Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.</li> <li>• To the extent any of these guidelines may appear to be in conflict, the spirit of them is that one shall seek to be under the supervision of others while meeting privately with a child.</li> </ul>

### Gift Giving Policy

Molesters routinely groom children by giving gifts, thereby endearing themselves to the child. They might instruct the child to keep the gifts a secret, which then teaches the child to keep secrets from parents. For this reason, employees and volunteers shall only give gifts to groups of children, and only under the following circumstances:

- Supervisors and Ministry Leaders are aware of and have approved the gift.

- Parents have been notified of the gift.

**Policy Prohibiting “Bullying”**

Fairhill Manor is committed to providing all children with a safe environment. The church shall not tolerate “bullying.” In addition, the church shall not tolerate any behavior that is classified under the definition of “bullying,”<sup>6</sup> and shall take the necessary steps to eliminate such behavior. Anyone who sees an act of “bullying,” and who then encourages it, is engaging in “bullying.” This policy shall apply to all children, employees and volunteers.

**Use of Electronic Communication Devices**

While assigned to work with children, employees and “authorized volunteers” shall not use electronic communication devices except during approved breaks and in emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with children shall be strictly prohibited regardless of the type of device used and whether for business or personal reasons. Employees and “authorized volunteers” shall ensure that friends and family members are aware of this policy.

In the case that an employee or “authorized volunteer” needs to use an official personal or church-issued electronic communication devices, s/he shall have explicit direction from supervisors governing use. Situations which may require use of personal or church-issued electronic communication devices include field trips, off-site programs, and/or emergencies.

**General Social Media Policy**

No “authorized clergy,” employee, volunteer or member of Fairhill Manor Christian Church shall create or use a media site (web, Facebook, YouTube, or similar) in the name of or purporting to represent the church without explicit written permission of the Board.

**Electronic Communication with Children**

Due to the attendant risk of electronic communication with children, especially the inability to supervise, the following standards shall apply:

***Text Messages***

Employees and “authorized volunteers” are prohibited from sending text messages to children and/or replying to text messages from children. If a child attempts to communicate with an employee or “authorized volunteer” via text, a supervisor and the child’s parent or guardian shall be notified immediately.

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<sup>6</sup> See Appendix A: Definitions.

**Email**

Any email communications with children shall include the child's parents or guardians. If a child seeks to establish contact with an employee or "authorized volunteer" via email, a supervisor and the child's parent or guardian shall be notified immediately.

**Facebook**

In order to extend the life of the congregation, enhance communication and develop participation of young people in the life of the church and its ministry, Fairhill Manor Christian Church shall permit "authorized clergy," as well as employees and "authorized volunteers" having regular, direct involvement in children's ministries, to communicate with children age 12 and over through personal Facebook pages under the following conditions and settings:

- Each "authorized clergy" or children's ministry leader shall maintain his/her Facebook profile setting at "public" to permit supervisory viewing of communications with children.
- Should a child befriend an "authorized clergy" or a children's ministry leader on Facebook, the "authorized clergy" or ministry leader shall provide the child with a Monitor's Facebook username. Prior to any Facebook interaction between the child and the "authorized clergy" or ministry leader, the child shall befriend the Monitor's page, allowing all interactions on Facebook between the parties to be monitored at all times.
- "Authorized clergy" or the children's ministry leader shall not initiate games which allow communication, nor shall they use the chat feature on Facebook. If a child initiates a game or chat, the request shall be declined immediately.
- Private messages shall not be used on a personal Facebook page for communication with a child unless a parent or guardian is also included in the group.
- While a child may initiate one-on-one communication with an "authorized clergy" or children's ministry leader, the "authorized clergy" or children's ministry leader shall contact the parent or guardian of the child prior to responding to the child on Facebook, informing the parent or guardian that the child has made contact, asking for the parent or guardian's permission to respond to the child, and providing the parent or guardian with the opportunity to participate in the group.
- Contact via Facebook friend request or private message from a child under age twelve shall be reported in the same manner as an unauthorized texting contact. No reply may be given except to indicate that accepting a friend request or responding to a private message from under-age children is a violation of the Fairhill Manor Christian Church Social Networking Code of Conduct.
- The Social Networking Code of Conduct shall be posted as a Word document in all message groups.
- If a child reveals abuse or inappropriate interactions with an adult, the "authorized clergy" or children's ministry leader shall report this information in the manner of any "suspected abuse."

***Other Electronic Communication***

Employees and “authorized volunteers” are prohibited from communicating with children via electronic means other than those listed above. If a child attempts to communicate with an employee or “authorized volunteer” via another electronic means, a supervisor and the child’s parent or guardian shall be notified immediately.

**Social Networking Code of Conduct**

Each “authorized clergy,” employee, or “authorized volunteer” who leads using the resources of social media shall:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversation or discussions about sexual activities.
- Prohibit the posting of inappropriate pictures (for example, sexually suggestive, exploitive or voyeuristic) or inappropriate comments on pictures.
- Refrain from accepting a friend request or responding to a private message sent by a child under age twelve except to indicate that doing either is in direct violation of this Code of Conduct.
- Provide children and their parents or guardians with this Social Networking Code of Conduct at the beginning of each ministry year.
- Encourage parents to play a role in monitoring their children’s interactions with employees and “authorized volunteers.”
- Continuously remind children how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate this Code of Conduct.

At the institution of the use of social media, the “authorized clergy” shall present this Social Networking Code of Conduct to children and parents/guardians.



## Appendix F: Ministry Standards

These ministry standards are intended to provide a safe environment for children in a variety of circumstances. From time to time it may not be possible to fulfill the standard to the letter. Permission is granted to “authorized clergy” to waive a standard with justification. If it is found that consistent fulfillment of a standard is not practicable, the matter shall be elevated to the Personnel Committee for resolution or amendment of these standards.

### Adult-to-Child Ratios

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An adequate number of adult supervisors shall be maintained for every activity involving children. The following adult-to-child ratios shall apply:

Age Group	Adult : Child Ratio
Under 1 year old	1:2
1 to 2 year olds	1:3
3 year olds to Pre-Ks	1:4
Kindergarteners	1:5
Elementary school children	1:6
Teens	1:8

Employees and “authorized volunteers” under the age of 18 shall not be included in the above ratios.

### Employees, “lay leaders,” and “authorized volunteers” under Age 18

There may be times when it is necessary or desirable for those under age 18 to assist in caring for children during programs or activities held at the church. All workers under age 18 shall be:

- At least age 12,
- Screened as specified in this Safe Conduct Policy,
- Under the supervision of an adult over age 21 at all times, and
- Never left alone with children.

### Employees, “lay leaders,” and “authorized volunteers” under Age 21

Employees, “lay leaders,” or “authorized volunteers” under the age of 21 shall not supervise or lead a group of children in which the oldest participating child is less than three years younger than the supervisor/leader. Employees, “lay leaders,” and “authorized volunteers” under the age of 21 shall not work with children ages 12-18 as a children’s ministry leader, as a children’s ministry assistant, or in a mentoring capacity.

### Mixed Age Groups

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Most incidents of “bullying” involve children from different age groups. Therefore, every effort shall be made to maintain a 4-year maximum age gap between the oldest and youngest child in a children’s ministry program or event.

In cases in which it is inevitable to have mixed age groups, the supervisor of each program or event shall be responsible for establishing specific guidelines for additional monitoring and supervision. Such guidelines shall include:

- Increasing the number of supervising adults,
- Further limiting the authorized area,
- Assigning specific children to each employee or “authorized volunteer,” and
- Assuring that employees and “authorized volunteers” maintain a close line of sight supervision when monitoring children’s ministry programs or events that mix age groups.

### **Monitoring Participants, Employees, Volunteers, Visitors and Others**

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During a children’s ministry program or event held at the church, event supervisors shall be aware of all individuals present anywhere in the church building throughout the course of the program or event.

- When any individual (employee, volunteer, visitor, child participant, construction worker, maintenance person, cleaning crew, etc.) enters the church hosting a children’s ministry program or event during operational hours, s/he shall check in at a designated checkpoint or with the event supervisor. The event supervisor shall maintain a record of names and check-in times.
- When possible, a single point of entry and exit in the church shall be created.
- If there is more than one entrance or exit, all points of access shall be consistently monitored.
- Program/event staff shall be easily identifiable and distinguishable from other adults (e.g., by means of color-coded shirts, lanyards or nametags).
- Program/event staff shall keep a sign-in sheet and roster of the children participating in each children’s ministry program or event.

### **Supervising Bathroom Use**

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Most incidents of “bullying” occur in the bathrooms. Therefore, supervising employees or “authorized volunteers” shall adhere to the following guidelines:

- Parents and guardians shall ensure that their child(ren) use the bathroom prior to the start of any church activity.
- Whenever possible, church employees and “authorized volunteers” shall take groups of two or more children to the bathrooms for “group bathroom breaks.” One adult shall not escort one child; the “rule of three” or more shall be observed. Employees or “authorized volunteers” under age 18 or in training shall not escort children to bathrooms.
- Before allowing children to enter a bathroom, the employee or “authorized volunteer” shall scan the bathroom first.



- If the bathroom has only one stall, only one child shall enter the restroom at a time while the other children wait outside with employees and/or “authorized volunteers.” If there are multiple stalls, employees and “authorized volunteers” shall send in only as many children as there are stalls.
- Children shall not enter the bathroom unsupervised. Employees and/or “authorized volunteers” shall stand outside of the bathroom with the door ajar in order to hear what is going on in the bathroom.
- In the event that a child requires assistance in the bathroom, the employee or “authorized volunteer” shall require the parent to come to assist. If the parent is not on the premises and cannot arrive to assist the child in a reasonable amount of time, the employee or “authorized volunteer” shall assist the child, ensuring that the bathroom stall in which the assistance occurs remains open.
- Under no circumstances shall an employee or “authorized volunteer” be alone with an unrelated child in a bathroom with the door closed or in a closed bathroom stall.
- Diverse child age groups present in the bathroom at the same time shall be minimized.
- Children shall not enter the bathroom in a single pair.
- Children shall be required to ask permission before using the bathroom.
- Employees and “authorized volunteers” in leadership shall frequently and randomly check bathrooms to assure their security. It is important that employees and “authorized volunteers” periodically check restrooms so that children know that an adult could walk in at any time.
- An adult, including an employee and “authorized volunteer,” shall not use the bathroom at the same time as an unrelated child.

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**Supervising Locker Room Use**

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In the case that children must use a locker room, supervising employees or “authorized volunteers” shall adhere to the following guidelines:

- Use of locker rooms shall be avoided whenever scheduling and logistics allow.
- Employees and/or “authorized volunteers” shall stand within earshot of locker room when in use by children.
- Employees and/or “authorized volunteers” shall intermittently and briefly check inside the locker room so users know that the locker room is being monitored.
- Diverse child age groups present in the locker room at the same time shall be minimized.
- Locker room horseplay (such as towel snapping) shall be prohibited.
- Employees and/or “authorized volunteers” shall watch for, interrupt, and report suspicious or inappropriate locker room conduct.

### Identifying and Monitoring High Risk Areas

Building architecture can increase or mitigate the risk of an incident or accident. Because most incidents of sexual behavior occur in private, the extent to which privacy is managed, risk is managed. The event supervisor shall identify high risk areas as a part of completing a Site Inspection Checklist included in the Facility Monitoring Plan (see Appendix B).

High Risk Areas
<ul style="list-style-type: none"> <li>• Bathrooms/Locker Rooms</li> <li>• Pools</li> <li>• Playground/Outdoors</li> <li>• Sleeping areas</li> <li>• Buses and other vehicles</li> <li>• Isolated Areas               <ul style="list-style-type: none"> <li>○ Stairwells</li> <li>○ Unused/empty rooms, especially the church communion preparation room</li> <li>○ Unused/empty building floors, especially the church balcony and attic</li> <li>○ Secluded spaces, especially the passageway behind the church baptistery</li> <li>○ Closets/Utility/Storage Rooms, especially the church boiler room</li> </ul> </li> </ul>

To ensure that all of the locations hosting children’s ministry programs or events are properly and consistently monitored, the event supervisor shall point out the high risk areas to children’s ministry employees and volunteers prior to the event and assign a specific employee or volunteer to monitor each of the areas during the event.

### Transition and “Free” Time

Especially during day long, off-site or overnight activities, there will be times during which children will not be engaged in a supervised activity. Supervision shall be maintained during these transition or “free” times through the use of chaperones, hall monitors and escorts to minimize the opportunity for a security breach or “bullying” incident.

In planning for proper supervision of transition and free times, leaders shall follow these guidelines prior to the event, activity or program:

Guidelines for Supervising Transition and “Free” Time
<ul style="list-style-type: none"> <li>• Assess the times and locations where additional supervision may be required.</li> <li>• Assign employees and “authorized volunteers” to monitor a specific area (zone monitoring) or a specific group of children at these times.</li> <li>• Require children to remain in line of sight of an employee or “authorized volunteer” at all times.</li> <li>• Specify the adult-to-child ratio.</li> </ul>

**Guidelines for Supervising Transition and “Free” Time**

- Restrict children to narrow authorized areas within the program spaces.
- Specify bathroom procedures.
- Require periodic roll calls for each age group.
- Require supervisors to conduct periodic check-ins and sweeps of the entire activity area.

**Transportation of Children and Youth**

Transporting children is a serious responsibility. Especially when utilizing church-owned vehicles or private vehicles of employees and “authorized volunteers,” utmost care shall be taken in view of the risks associated with managing transportation. Transporting children may increase the risk of abuse or false allegations of abuse if care is not taken to ensure supervision of children at all times and to maintain proper adult-to-child ratios. At all times, employees and “authorized volunteers” shall avoid unnecessary physical contact with children while in vehicles and avoid engaging in sensitive conversations with children.

**General Transportation Guidelines:**

- Children shall never be transported without written permission from a parent or guardian. Employees and “authorized volunteers” shall take a Parent/Guardian Permission Form (see Appendix B: Activity Information Sheet) and an updated Parent/Guardian Consent Release Form (see Appendix B) for each child with them on a trip.
- Employees and “authorized volunteers” shall carry at all times a complete roster of all children and adults being transported.
- Employees and “authorized volunteers” shall take a head count or call roll immediately after entering and before exiting the vehicle. When passengers must disembark at a rest facility or other authorized stopping point, care shall be taken to obtain a headcount upon arrival and before departure.
- Employees and “authorized volunteers” shall use the “rule of three” (at least two adults shall transport a single child, or at least two children shall be present if transported by a single adult).

**When transporting children by church van:**

- Any individual who drives the church van on behalf of Fairhill Manor Christian Church sponsored programs shall have been previously qualified under the Driver Qualification Procedure (Appendix B).
- Those wishing to use the church van shall first seek approval from the Trustees, then schedule use of the church van with the Administrative Assistant.
- Adult-to-child ratios shall be maintained and the number of passengers shall be within the safe loading limits of the church van.
- The driver shall not be assigned as a supervisor for the children while driving.

- No employee or “authorized volunteer” shall transport a single child that is not his/her own, except as may be required in an emergency with the approval of a supervisor. Communication shall be established to verify the whereabouts, expected arrival and change of custody of the child.
- Employees and/or “authorized volunteers” shall be seated throughout the van for easier supervision of children, with at least one employee or “authorized volunteer” in the middle of the bus and one in the far rear. Children shall not be seated in such a way that they are behind all employees and “authorized volunteers.” Employees and/or “authorized volunteers” shall sit in an outside seat so they can supervise children.
- When possible, high-risk children shall be seated next to an employee or “authorized volunteer.”
- All passengers shall be seated with a safety belt.
- Employees and “authorized volunteers” shall not make unauthorized or unplanned stops.
- All passengers shall be required to complete a given trip on the same vehicle to assure accountability.
- On each trip, the following shall be documented in the vehicle log:
  - Driver’s name,
  - Trip date(s),
  - Purposes of the trip,
  - Beginning and ending mileage, and
  - Number of gallons of gas used to refill the tank.
- The driver shall document any unusual occurrences during the trip and report the same to the Trustees.

When public transportation is used (in addition to the above transportation procedures):

- The Chairperson of the Trustees and/or an “authorized clergy” shall be notified of the transportation activity. The individual notified shall be an individual not participating in the outing.
- Children shall remain in one area of the vehicle, if possible.
- Employees and “authorized volunteers” who are assigned to a group shall remain with that group on the vehicle.

During emergency situations in which employees and “authorized volunteers” must transport children in non-church vehicles (in addition to the above transportation procedures):

- The Chairperson of the Trustees and/or an “authorized clergy” shall be notified of the transportation activity. The individual notified shall be an individual not participating in the outing.
- Children shall be transported directly to their destination. No unauthorized stops shall be made.

- The employee or “authorized volunteer” shall document the following:
  - Departure date, time, and mileage,
  - Arrival date, time, and mileage,
  - Purpose of the trip,
  - Names of all children and adults being transported, and
  - Any unusual occurrences.

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### **Day Trips, Field Trips, and Outings**

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Field trips present unique risks for the safety of children. Large groups are difficult to monitor, children may be more likely to misbehave in a less structured environment, and the church cannot screen all other adults who will have access to the children. It is important to be aware of these risks and take measures to minimize them.

All field trips or outings shall be in compliance with this Safe Conduct Policy and shall follow these guidelines:

- All off-site activities shall be documented on an Off-Site Activity Sheet (see Appendix B) and approved in advance in writing by an “authorized clergy” not participating in the activity.
- Church leadership shall observe off-site activities at scheduled times and random intervals when reasonable.
- Parents and guardians shall be provided with a written Activity Information Sheet (see Appendix B) about off-site activities, which shall include the destination(s), the types of activities in which the child might engage, and a means to make emergency contact with the off-site activity supervisor.
- Parents and guardians shall sign a Parent/Guardian Permission Slip (see Appendix B) for each individual activity. Employees and “authorized volunteers” shall keep these Permission Slips with them during the off-site activity.
- All parents and guardians shall complete/update a Parent/Guardian Consent Release Form (see Appendix B) in order for their child to attend the outing or activity. Employees and “authorized volunteers” shall keep these Consent Release Forms with them during the off-site activity.
- Parents and guardians shall indicate who will receive the child on return if other than the individual signing the Permission Slip.
- The adult-to-child ratio of this Safe Conduct Policy shall be increased by at least one during off-site activities. Employees and “authorized volunteers” shall be scheduled accordingly prior to the event.
- Standards for transportation, transition times, and bathroom activities shall be maintained.
- When outside of church facilities, all children, employees, and “authorized volunteers” shall be easily identifiable (e.g., lanyards, badges, or shirts).

- Each employee or “authorized volunteer” shall be assigned to supervise a specific group of children. Each employee or “authorized volunteer” shall then maintain a roll sheet listing all of the children in his or her group. Head counts and roll checks shall be conducted routinely.

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**Specific Recommendations for Parks, Amusement Parks, Arcades, etc.**

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If the trip involves a location where children will be interacting in a large space and it is not possible to assign specific employees and “authorized volunteers” to specific groups of children, then:

- Boundaries shall be set by employees and “authorized volunteers” at the location and communicated to the children immediately upon arrival. Employees and “authorized volunteers” shall make sure that children are clear about where they may and may not go. Employees and “authorized volunteers” shall be posted around the boundaries and at the entrance and exit points.
- Remaining employees and “authorized volunteers” shall be assigned to monitor specific areas. At least one employee or “authorized volunteer” shall be posted near the bathrooms. The employee or “authorized volunteer” shall stand at the doorway and verbally check in with children using the bathroom in order to ensure that they are not lingering, as well as to inform other adults that the children are being supervised.
- Children shall check in at designated meeting points at least once every three hours (or more frequently as specified by the trip leader).

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**Overnight Trips and Events**

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Overnight stays present unique risks to children, employees and “authorized volunteers.” They often involve changing clothes, groups of both genders and different ages in a more intimate atmosphere than usual, more unstructured activities, and increased supervision demands for employees and “authorized volunteers.”

**Supervision Guidelines**

- All overnight activities shall be documented on the Overnight Activity Sheet (see Appendix B) and approved in advance in writing by an “authorized clergy” not participating in the activity. One lead employee or “authorized volunteer” who will supervise the overnight activity shall be named on the Overnight Activity Sheet.
- Church leadership shall be expected to regularly and randomly observe overnight activities on a scheduled and periodic basis when reasonable.
- Parents and guardians shall be provided with a written Activity Information Sheet (see Appendix B) about overnight activities, which includes the location, the types of activities in which the child might engage, and a means to make emergency contact with the overnight activity supervisor.

- Parents and guardians shall sign a Parent/Guardian Permission Slip (see Appendix B) for each individual activity. Employees and “authorized volunteers” shall keep these Permission Slips with them during the overnight activity.
- All parents and guardians shall complete/update a Parent/Guardian Consent Release Form (see Appendix B) in order for their child to attend the overnight activity. Employees and “authorized volunteers” shall keep these Consent Release Forms with them during the overnight activity.
- Parents and guardians shall indicate who will receive the child on return if other than the individual signing the Permission Slip.
- The adult-to-child ratio of this Safe Conduct Policy shall be increased by at least one during overnight activities. At least two adults shall be age 21 or older. All employees and “authorized volunteers” under age 18 shall be supervised at all times. Employees and “authorized volunteers” shall be scheduled accordingly prior to the event.
- Employees and “authorized volunteers” shall designate and make children aware of an outdoor rally point for use in the event of a building evacuation.
- At all times through the night an employee or “authorized volunteer” shall remain on duty for a two-hour maximum watch at a location to supervise the coming and going of any child, to assure safe evacuation during an emergency, and to prevent children from sneaking out. The lead employee or “authorized volunteer” shall assign watch duties.
- Standards for bathrooms, out-of-the-way locations, transition and “free” times, and transportation shall be maintained.

#### **Additional Guidelines for Church Overnights**

- Physical boundaries within the church shall be clearly defined by employees and “authorized volunteers” and explained to the children immediately upon arrival. Employees and “authorized volunteers” shall make sure that children are clear about where they may and may not go.
- Each employee or “authorized volunteer” shall be assigned to supervise a specific group of children. Each employee or “authorized volunteer” shall then maintain a roll sheet listing all of the children in his or her group. Head counts and roll checks shall be conducted routinely throughout the overnight.
- Remaining employees and “authorized volunteers” shall be assigned to monitor high risk areas in the church facility, such as bathrooms, entrances and exits, hallways, etc. If it is not possible to assign specific employees and “authorized volunteers” to these areas, employees and “authorized volunteers” shall conduct periodic facility “walkthroughs” as indicated on the Facility Monitoring Plan (see Appendix B) for the event.
- With regards to sleeping arrangements, male and female children and adults shall sleep in separate rooms with employees and “authorized volunteers” posted at the entrances and exits to these rooms. If this is not feasible, males and females shall be separated by as much space as possible.

**Additional Guidelines for Overnights Away from the Church**

- Overnight stays at private homes are prohibited unless approved by the Trustees or an “authorized clergy.” The individual approving the activity shall be an individual not participating in the overnight stay.
- Physical boundaries at the off-site location shall be clearly defined by employees and “authorized volunteers” and explained to the children immediately upon arrival. Employees and “authorized volunteers” shall make sure that children are clear about where they may and may not go.
- Each employee or “authorized volunteer” shall be assigned to supervise a specific group of children. Each employee or “authorized volunteer” shall then maintain a roll sheet listing all of the children in his or her group. Head counts and roll checks shall be conducted routinely throughout the event. Random bed checks shall be conducted.
- A daily schedule of events shall be maintained with supervisory duty assignments included.
- If the overnight takes place in a cabin-type setting, the employees and “authorized volunteers” shall be placed in bunks in such a way as to maximize supervision around the cabin.
- If the overnight takes place in hotel rooms, the “rule of three” shall apply, with children and adults assigned to rooms based on gender. Employees and “authorized volunteers” shall have their own beds and never change in front of children.
- A roster of room assignments for each child and adult shall be maintained.
- Employees and “authorized volunteers” shall be on duty at night until an hour after lights out and until all rooms are quiet.
- Employees and “authorized volunteers” shall be designated to conduct routine walk-throughs of high risk areas.



## **Appendix G: Critical Incident Management Plan**

### **Prior to an Allegation/Incident**

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- Core members of the Critical Incident Management Team (CIMT) shall be the Moderator of the Board, “authorized clergy,” the Chairperson of the Elders, and the Chairperson of the Trustees. The Board shall appoint other members to the CIMT as needed.
- All employees and volunteers shall be educated (see Section 3: Training) on what to do if someone alleges current or historical abuse involving a church member, employee, volunteer, or child.
- All employees and volunteers shall know how to fulfill their duties as mandated reporters (see Section 6: Reporting) as required by laws of the Commonwealth of Pennsylvania.
- All employees and volunteers shall be trained on how to complete the appropriate critical incident forms.

### **Immediate Safety**

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In the case of a critical incident, the CIMT shall ensure that:

- Employees and volunteers follow mandated reporting requirements.
- The accused is prevented from having further access to the victim and/or other children until a thorough incident review is completed.
- Local authorities are contacted to verify that an internal incident review will not interfere with their investigation.
- The accused employee or volunteer is suspended until the investigation is completed.
- Other employees are notified when appropriate.

### **Initial Communication Plan**

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Without ever intending to evade the media, contacts with media shall be managed and conducted only by an individual specifically designated by the Board to represent the church. No other individual(s) may speak on behalf of the church. Unless designated differently by the Board in a particular circumstance, the exclusive spokesperson for the church shall be the Moderator of the Board. With this in mind, the CIMT shall:

- Ensure that the Moderator of the Board is willing to serve as the point person to respond to all inquiries from parents, the media, and other stakeholders. If not, the CIMT shall work with the Board to designate another spokesperson.
- Contact and consult with the Regional Minister of the Christian Church (Disciples of Christ) in Pennsylvania and legal counsel in order to obtain an understanding of appropriate statements or admissions and issues of privacy that may apply to the situation. Considering the speed of news cycles, prompt action shall be required, erring on the side of seeking help.

- Prepare a short media statement in advance of receiving a media inquiry, ensuring that all oral and written communication speaks with a voice of compassion and confidence.
- Ensure that all employees and volunteers know how to refer media inquiries to the appropriate individual.
- As soon as possible, meet in person with identified victims and their parents.
  - Reassure them that the CIMT is taking the incident seriously.
  - Find out what response they expect and be prepared to explain support the church will offer, such as counseling.
- In the case of “bullying” incidents, meet in person as soon as possible with the accused child(ren) and their parents.
  - Explain what the accusation is and document the accused child’s response.
  - Ask the accused child for his or her explanation of what happened.
  - Identify and explain any consequences the accused child is facing (e.g., program suspension).
- Consider reaching out in writing to parents of all children currently attending the church as well as those with past contact with the accused offender. The message shall communicate:
  - **Empathy:** Begin by stating that such incidents run counter to the church’s values.
  - **Facts:** Include a summary of the incident, including information about the arrest, suspension, investigation, etc., if applicable.
  - **Contact Request.** Ask parents to contact the church’s spokesperson or the specified authorities if they suspect their child may have been abused.
  - **The Church’s Response:** Explain that the church is fully cooperating with the authorities. Describe proactive steps the church is taking, such as offering resources to parents, hosting a parent meeting, training staff, and/or conducting an independent investigation to learn from this incident so the church can prevent it from happening again.
- Host a parent meeting to speak directly with concerned families and directly answer any questions before rumors or misinformation is spread.
  - Communicate as much information as possible about the incident.
  - Provide information regarding the proactive steps the CIMT is taking in response to the incident.
  - Describe resources the CIMT is providing families, and give parents a chance to ask questions.
  - Provide parents with information about how to talk to their children about abuse.

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**Ongoing Communication and Response**

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The CIMT shall determine how to manage ongoing relations with authorities, parents, the community, and media. This ongoing response may include:

- Adding a page to the church’s website with updated details about the incident (depending on the severity of the incident).
- Designating specific individuals in the church to handle various communications and outreach efforts.

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**Promoting Prevention at all Levels of the Church**

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The CIMT shall ensure that:

- The Christian Education Ministry immediately offers an abuse prevention training opportunity for both parents and children.
- The Christian Education Ministry continues to raise awareness about abuse prevention on an ongoing schedule as specified in Section 4: Awareness.
- The Personnel Committee trains (and/or re-trains) all employees and volunteers on all expectation of the Safe Conduct Policy, particularly how to identify and report “suspicious or inappropriate behaviors” that do not rise to the level of “suspected abuse,” how to identify and report red-flag behaviors in children, and how to monitor and supervise children who are at a high risk to offend. This is an important part of the overall response and ongoing prevention effort.