

Safe Conduct Policy

Personnel Committee Responsibilities

Active Roles

Receive an application from each person applying for a paid staff position or an “authorized volunteer” position.	Section 2: Screening and Selection (p. 9)	Person expresses interest in employment or volunteering	
Interview each person applying for a paid staff position or an “authorized volunteer” position.	Section 2: Screening and Selection (p. 9)	During application process	
Contact and interview at least 3 references for each employment or “authorized volunteer” applicant.	Section 2: Screening and Selection (p. 10)	During application process	
Collect clearances and conduct background checks on volunteers who will have “direct contact with children” and all employee applicants.	Section 2: Screening and Selection (p. 10)	During application process	
Ensure that all necessary clearance and background check reports are on file and up-to-date.	Section 2: Screening and Selection (p. 11)	Yearly	
Establish a Criminal Background Records Review Committee to review clearance and background check reports.	Section 2: Screening and Selection (p. 11)	During application process	
Receive applications, perform interviews, collect clearances and perform background checks on all existing employees and volunteers who have direct contact with children.	Section 2: Screening and Selection (p. 14) Appendix B: Applications and Forms (pp. 79-80)	Immediately	

Collect clearances from existing employees who do not have direct contact with children.	Section 2: Screening and Selection (p. 14)	Immediately	
Maintain volunteer and employee files.	Section 2: Screening and Selection (p. 14)	Ongoing	
Designate operational entities to assign and monitor the required training.	Section 3: Training (p. 17)	Yearly	
Document fulfillment of training requirements	Section 3: Training (p. 17)	Yearly	
Ensure the current version of the Safe Conduct Policy is posted on the church website.	Section 4: Awareness (p. 19)	Yearly	
Prior to use of church facilities by an outside organization, evaluate whether the organization has established sufficient standards to be regarded as a competent partner in ministry (or designate someone to make this evaluation).	Section 8: Administrative Practices (p. 33)	Prior to use of church facilities by outside organization.	
Document regular monitoring activity.	Section 8: Administrative Practices (p. 34)	As monitoring reports are received.	
Document steps taken in progressive discipline.	Section 8: Administrative Practices (p. 34)	When a report of progressive discipline is received.	
Authorize and sign termination letters.	Appendix A: Definitions (p. 40)	Prior to termination of an employee or volunteer	

Offer guidance in applying for clearances.	Appendix B: Applications and Forms (pp. 67, 71, 75)	As needed by applicants	
Approve in advance any one-on-one meetings between an adult and child.	Appendix E: Code of Conduct (p. 148)	As requested	
Review and/or amend a standard whose consistent fulfillment is impracticable.	Appendix F: Ministry Standards (p. 153)	As requested	
After an incident or allegation, review training for all employees and volunteers on expectations of Safe Conduct.	Appendix G: Critical Incident Management Plan (p. 165)	After an incident or allegation	

Passive Roles

Receive written notices within 72 hours from applicants, “authorized volunteers,” or employees who have been arrested, convicted or notified of listing as “perpetrator” in PA database.	Section 2: Screening and Selection (p. 13)		
Receive a report from “authorized clergy” regarding monitoring efforts and results prior to each Board meeting.	Section 5: Monitoring and Supervision (p. 22)	Prior to each Board meeting.	

Chairperson of Personnel Committee

Active Roles

Ensure that physical means and processes are in place to protect privacy and security rights of individuals.	Section 2: Screening and Selection (p. 14)	Ongoing	
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Passive Roles

Receive the Ombudsman’s report regarding an anonymous report of policy violation or circumstance of abuse. Follow procedures in Section 7: Responding.	Section 6: Reporting (p. 25)		
Together with an “authorized clergy,” participate in a consultation with a supervisor who has been informed of an incident which warrants communication with a parent/guardian.	Section 7: Responding (p. 31)		
Receive reports from Ministry Leaders regarding 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.	Section 8: Administrative Practices (p. 33)		