

CHILD AND YOUTH SAFETY POLICY

Relationships among people are at the foundation of Christian ministry and as such are central to the life of the church. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. The Child and Youth Safety Policy and Code of Conduct has been adopted by Faith Bible Fellowship Church to help the church create safe environments for children and youth and for those who minister in them. All ministry candidates are asked to carefully consider each statement in the Child and Youth Safety Policy and Code of Conduct before agreeing to adhere to the statements and continue in service to the church.

1. RECRUITING AND SELECTING WORKERS FOR CHILDREN'S AND YOUTH MINISTRIES

- 1.1 **POLICY DEFINITIONS.** The following sections and sub-sections constitute the current CHILD AND YOUTH SAFETY POLICY at Faith Bible Fellowship Church (FBFC) of Harleysville, PA that governs the care and safety of individuals who participate in services including Sunday School, Children's Worship Time, AWANA, Youth Group, Youth Missions trips, Infant Nursery, Toddler Nursery, and all other FBFC-sanctioned groups and/or events, hereafter referred to as MINISTRIES, all held for children up to the age of eighteen years old, hereafter referred to as CHILDREN.
- 1.2 **MINISTRY WORKERS.** Individuals who serve in FBFC ministries (including pastors and church staff who have regular contact with children in the course of their work) are hereafter referred to as MINISTRY WORKERS or WORKERS. Any individual who desires to serve in an FBFC ministry but has not yet been approved to serve will be referred to as a WORKER CANDIDATE or CANDIDATE. Prior to serving in any ministry, in any capacity, all worker candidates will perform the following:
 - 1.2.1 Complete a six-month waiting period before applying or participating as a ministry worker. Worker candidates are required to faithfully attend FBFC worship services during this period.
 - 1.2.2 Submit a Children's/Youth Ministry Volunteer Worker Application form.
 - 1.2.3 Obtain the Child Abuse History Clearance from the Department of Human Services.
 - 1.2.4 Obtain the Pennsylvania State Police clearance.
 - 1.2.5 Obtain a FBI Criminal History Clearance for those individuals who have lived outside of Pennsylvania in the ten years prior to applying to serve as a ministry worker.
 - 1.2.6 All Ministry Workers are considered by PA state law to be Mandated Reporters. Therefore, FBFC strongly encourages each candidate for their own knowledge and protection to complete the Mandated Reporter Training and submit a copy of the certificate of completion to FBFC office.
 - 1.2.7 Be willing to attend a personal interview following the receipt of all of the previous forms, if requested.

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- 1.3 Non-FBFC Attender Worker Provision.** A non-FBFC attender can volunteer after successfully adhering to the following guidelines.
- 1.3.1 The candidate has been an active participant (or child has been an active participant) within the ministry applying to serve in.
 - 1.3.2 Candidate must be a member in good standing at a Bible believing church.
 - 1.3.3 Submit a Children's/Youth Ministry Volunteer Worker Application form.
 - 1.3.4 One of the references must be the pastor of the church in which they are a member.
 - 1.3.5 Obtain the Child Abuse History Clearance from the Department of Human Services, or submit a copy of a current clearance.
 - 1.3.6 Obtain the Pennsylvania State Police clearance, or submit a copy of a current clearance.
 - 1.3.7 Obtain a FBI Criminal History Clearance for those individuals who have lived outside of Pennsylvania in the ten years prior to applying to serve as a ministry worker, or submit a copy of a current clearance.
 - 1.3.8 All Ministry Workers are strongly encouraged to complete the Mandated Reporter Training and submit a copy of the certificate of completion to FBFC office.
 - 1.3.9 Be willing to attend a personal interview following the receipt of all of the previous forms with the head of the ministry and the Chairman of Discipleship.
- 1.4 All FBFC ministry workers are required to follow and adhere to all guidelines, practices, and rules contained in the current CHILD AND YOUTH SAFETY POLICY.
- 1.5 Candidates who have been convicted of or pleaded guilty to sexual or physical abuse of any kind or may pose a threat to children will not be permitted to serve in any children's ministry.
- 1.6 All workers will be familiar with the CPSL-Child Protective Services Law-Title 23 (available online at PA government website). When reporting possible child abuse, workers are to refer to Abuse Prevention Instructional Information (see Appendix A).
- 1.7 The head of each ministry will annually instruct workers in the procedures contained in this policy and the methods for their implementation. The Chairman of the Discipleship Committee will be responsible to make sure this is completed annually.
- 1.8 All Ministry Workers will complete and submit a Children/Youth Ministry Volunteer Worker Renewal Application annually, declaring that they have reviewed and are in compliance with this policy.
- 1.9 All records of worker candidates and approved worker's applications, references, and screening forms will be confidentially maintained by the church office in a secure location.

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1.10 **POLICY IMPLEMENTATION.** The CHILD AND YOUTH SAFETY POLICY will be implemented in the following manner:

- 1.10.1 Stage 1: Professional evaluation of policy by FBFC's insurance company and/or attorney.
- 1.10.2 Stage 2: Approval of policy by FBFC Board of Elders.
- 1.10.3 Stage 3: Distribute and review policy with all workers and worker candidates.
- 1.10.4 Stage 4: Perform clearances for all workers candidates, as per section 1.2 of this policy.
- 1.10.5 Stage 5: The Board of Elders will review this policy every five (5) years or as necessary.

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2. BACKGROUND CHECKS FOR CHILD AND YOUTH WORKERS

- 2.1 **PURPOSE.** FBFC will screen all worker candidates. The local church is increasingly coming under attack in the courts for a variety of reasons. One major area of litigation has been accusations of child abuse against a church employee or volunteer worker. A child is anyone from birth up to age 18. Although the screening process does not eliminate all risks, FBFC believes it is a reasonable step to help ensure the safety of the children to whom it ministers.
- 2.2 **SAFETY PACKETS.** Each worker candidate will receive a "Children's & Youth Workers' Safety Packet". This packet contains the following: CHILD AND YOUTH SAFETY POLICY, Pennsylvania Child Abuse History Clearance Form, Children and Youth Ministry Volunteer Application, Explanation sheet on how the process works and how to complete the forms, and an envelope addressed to the church office.
- 2.3 **PROCEDURE.** The following process is to be used when a candidate desires to become an approved ministry worker. All adults, 18 years and older are required to obtain the clearances mandated by the state of Pennsylvania.
 - 2.3.1 The church office will give a Children's & Youth Workers' Safety Packet to interested candidate and answer any questions they might have.
 - 2.3.2 The candidate will submit the required forms and the volunteer worker application form to the FBFC church office.
 - 2.3.3 The FBFC church office will be responsible to check at least two character references that were provided on the volunteer worker application form.
 - 2.3.4 The FBFC church office will confirm the results of the clearance checks with the ministry head after having received confirmation from the State of Pennsylvania.
 - 2.3.5 The FBFC church office is responsible to keep confidential records and identify those whose background check needs to be renewed.
- 2.4 Workers must re-submit the required forms: Pennsylvania State Police Clearance, Child Abuse History Clearance and FBI Criminal History (if applicable) every five years. The renewal must be completed every five years to the date thereafter.
 - 2.4.1 The FBFC church office will provide paperwork to ministry workers early enough to submit all forms to be processed in order to comply with the five year deadline. The paper forms must be submitted to the FBFC church office.
- 2.5 **RESPONSIBILITY.** The responsibility for ensuring the completion of workers' background checks rests on the Chairman of Discipleship and the church office. The head of a particular ministry is responsible to ensure that a ministry worker has completed the approval process before employing them in ministry. The worker is responsible to comply in a timely manner throughout the process.
- 2.6 **BACKGROUND CHECK RESULTS.** The following are the policies regarding the results of the background checks.

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- 2.6.1 Any candidate or worker whose processed Child Abuse History Clearance form identifies them as a perpetrator within the last five years should be denied to work with children and/or youth.
- 2.6.2 Any candidate or worker whose processed Pennsylvania State Police Clearance or FBI Clearance reveals a conviction of any type identified by the Department of Human Services at any time in the past should be denied to work with children and/or youth.
- 2.6.3 Any candidate or worker whose processed Pennsylvania State Police Clearance or FBI Clearance reveals a conviction for drug or drug-related felony in the past five years should be denied to work with children and/or youth.
- 2.6.4 Any other results other than the ones listed above will be handled on an individual basis by the Board of Elders. The Board of Elders will be notified by FBFC church office.

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3. SUPERVISORY PROCEDURES

- 3.1 **PURPOSE.** Serving the Lord by working with children and youth is both a great privilege and serious responsibility. The following supervisory practices are to be implemented whenever possible within a ministry.
- 3.2 Use a team approach. Two adults must be present during ministry activities and one of these adults be over the age of 21.
 - 3.2.1 There are situations where a worker has legitimate reasons to be alone with a child. When possible, the worker will receive advance consent of the child's parent for the proposed activity and notify the appropriate ministry head and make every attempt to meet with children or youth in well-lighted areas, in full view of others. If advance consent were not possible, advise the child's parent or guardian afterward.
- 3.3 All workers will provide appropriate supervision for all children placed under the worker's care until they are returned to the custody of their parent(s) or guardian(s).
- 3.4 Children in the nursery should only be released to an authorized adult, as defined in the Nursery Identification Procedure. (This procedure will be defined by the Nursery Ministry Coordinator and approved by the Discipleship Committee of FBFC.)
- 3.5 Whenever possible, children's ministry activities will be conducted in rooms that have windows in their doors. And if appropriate, doors should remain open. Doors must be unlocked when room is occupied.
- 3.6 Ministry heads should periodically visit and supervise ministry activities for which they are responsible.
- 3.7 Ministries should provide for regular monitoring of church hallways while children's ministry activities are in progress.
- 3.8 Special procedures shall apply to all overnight activities, and multi-church activities. All such activities must be approved in advance by the appropriate ministry head so that the following facts may be evaluated:
 - 3.8.1 The specific proposed activity.
 - 3.8.2 The location of the proposed activity and method of transportation to and from.
 - 3.8.3 The specific adults chaperoning and supervising (NO LAST MINUTE ADULT GUESTS WILL BE ALLOWED TO ATTEND).
 - 3.8.4 The manner for informing partnering churches of our policies on supervision when needed.
 - 3.8.5 When FBFC is participating in an approved activity with other churches or organizations, students will not be allowed to be left alone with any adults who cannot be verified to have their clearances (as defined in section 2.4).

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- 3.9 All activities not reported to and approved by the appropriate ministry head do not qualify as FBFC-sanctioned activities, and will not in any way subject FBFC to any responsibility, or liability on account of, or resulting from, such non-sanctioned activities.
- 3.10 Any inappropriate conduct between a worker and a child will be handled in accord with the "Reporting and Response Procedures" (Section 4) of this policy. Any violation of appropriate safeguards may result in immediate termination of a worker from all children's ministries.
- 3.11 **Medications:** It is the policy of FBFC not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy (see section 5 of this policy)
- 3.11.1 When it is necessary for a child to bring prescription or non-prescription medication to ministry activities, the parent is responsible to notify the ministry worker. ALL medication is to be turned over to a ministry worker who will only administer the medication as prescribed. The medication should be clearly labeled and only that which will be needed during the time of the activity is to be brought.
- 3.12 **Accidental Injuries to Children** – In the event that a child or youth is injured while under our care, the following steps should be followed:
- 3.12.1 Ministry workers administering First Aid should be careful to follow the guidelines laid out in Section 5.
- 3.12.2 For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
- 3.12.3 For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
- 3.12.4 Once the child has received appropriate medical attention, an FBFC "Incident Report" will be completed and submitted to the church office.
- 3.13 **Discipline:** It is the policy of FBFC not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with their ministry leader if assistance is needed with disciplinary issues.
- 3.14 **Restroom Guidelines**
- 3.14.1 Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the

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child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child. Advise the child's parent or guardian afterward.

3.14.2 For children over the age of five, at least one adult male should take boys to the bathroom and at least one adult female should take girls. The worker should check the bathroom to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

3.14.3 For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

3.15 Workers should understand that sexual relationships with minors is sin and an affront to our holy Lord. Scripture condemns such action and therefore as a church we are opposed to any such relationships. In addition, such behavior could lead to a felony conviction and imprisonment in a state penitentiary. The law appropriately views such misconduct very seriously. Ministry workers should also understand that the FBFC church insurance policy might not provide them with legal defense for a sexual misconduct charge, or pay any portion of a jury verdict assessed against them on account of such conduct.

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4. REPORTING AND RESPONSE PROCEDURES FOR CHURCH WORKERS

- 4.1 **PURPOSE.** All Ministry Workers are, by law, considered Mandated Reporters because they have an integral part of regularly scheduled program, activity, or service and is a person responsible for the child's welfare or has direct contact with children.

- 4.2 **REPORTING PROCEDURES.** Ministry Workers, as Mandated Reporters, are required to report when they have reasonable cause to suspect a child is the victim of abuse. A Ministry worker who willfully fails to make a report of suspected child abuse could face legal penalties, including fines and/or incarceration. When reasonable cause is suspected the Ministry Worker must immediately make a report using the following steps:
 - 4.2.1 Report incident immediately and directly to ChildLine via the Child Welfare Portal or by phone.
 - 4.2.2 After making a report to ChildLine, immediately notify the Sr. or Associate Pastor.
 - 4.2.3 The Pastors must facilitate the cooperation of FBFC with any investigation of the report.
 - 4.2.4 The Pastors or anyone associated with FBFC cannot intimidate, retaliate, or obstruct any individual from reporting child abuse.
 - 4.2.5 No more than one report to ChildLine of an incident is required from FBFC.
 - 4.2.6 The identity of the Ministry worker making the report must remain confidential.

- 4.3 The accused should be encouraged to take a leave of absence from ministry, or may be relieved of his/her or their ministry duties pending an investigation of the alleged incident. If the individual is a paid FBFC employee, a decision either to maintain or suspend income pending an outcome of the investigation shall be determined by the Board of Elders.

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5. INFECTIOUS DISEASE POLICY AND GUIDELINES

- 5.1 The following guidelines are intended to protect children from becoming infected with any disease, as well as protect those already infected from further harm. Initial and ongoing education and training will be necessary for all and continued assessment and evaluation is necessary to ensure its effectiveness.
- 5.2 **TRANSMISSION.** The following are means of transmission for infectious diseases:
 - 5.2.1 Diarrhea, Hepatitis A - transmitted by fecal-oral route.
 - 5.2.2 Serious forms of meningitis, influenza, chicken pox, respiratory infection - transmitted by respiratory secretions.
 - 5.2.3 Pink eye, impetigo, scabies, lice, and ringworm - transmitted by person-to-person contact.
 - 5.2.4 Fever blisters (Herpes) - transmitted by saliva.
 - 5.2.5 Cytomegalovirus (CMV) - transmitted by urine and saliva.
 - 5.2.6 Hepatitis B and HIV infection - transmitted by contact with blood and/or body fluids.
- 5.3 **PROTECTION.** The following guidelines are to be implemented with the handling of blood, urine and feces. Disposable gloves will be made available and should be worn in the following instances.
 - 5.3.1 When there is contact with blood or open skin lesion such as cleansing a cut or in the event of a bloody nose.
 - 5.3.2 For changing diapers, especially in incidents of diarrhea.
 - 5.3.3 By personnel responsible for cleaning bathrooms, emptying trash containers and diaper pails.
- 5.4 **SANITATION.** In the event that an emergency arises when disposable gloves are not worn, skin should be immediately cleansed with soap and water to prevent blood borne infection. Strict Hand Washing Procedures are to be used by all nursery personnel. Hand washing is the single most important measure for infection prevention.
 - 5.4.1 Ideally, a sink should be adjacent to diaper and toileting area. If a sink is not available, other appropriate means of disinfecting must be available.
 - 5.4.2 Soap dispensers and disposable towels to be available at sink area to facilitate good hand washing practices.
 - 5.4.3 Hand washing is necessary in these instances:
 - 5.4.3.1 After each diaper change.
 - 5.4.3.2 After assisting a child with toileting.
 - 5.4.3.3 After wiping a child's nasal secretions.
 - 5.4.3.4 After contact with blood.
 - 5.4.3.5 After the caregiver uses the toilet or has contact with his/her own nasal secretions.
 - 5.4.3.6 Before handling food and drinks, including bottle preparation.
 - 5.4.3.7 The child should have his/her hands washed after toileting and before eating.

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- 5.5 **NURSERY PROCEDURES.** Strict Diaper Changing Procedures must be used by all nursery personnel. The procedure will be posted in the area of diaper changing.
- 5.5.1 Gloves should be worn when changing diapers and especially in incidents of diarrhea.
 - 5.5.2 Disposable gloves must be changed after each use. A new pair must be put on for each child being changed.
 - 5.5.3 Diapers must be changed on a nonporous surface that is to be sanitized after each use. Disposable paper pads may be placed under child during changing to prevent soiling of surface. This pad is to be discarded immediately after each use and the surface of changing area then sanitized.
 - 5.5.4 All children using diapers must be in disposable diapers while being cared for in the nursery. If a child arrives in a cloth diaper, his/her parent will be asked to change the child into a disposable diaper. The nursery will have a stock of these available for use in this instance.
 - 5.5.5 Soiled diapers and wiping cloths will be properly disposed of in a secure, foot-activated, plastic lined container. This container will be kept out of reach of children.
 - 5.5.6 There will be no food stored in the diaper changing area.
- 5.6 **NURSERY GUIDELINES.** The Nursery Ministry Coordinator is responsible to make sure that the following guidelines are implemented in order to control the spread of infectious disease in the FBFC nursery:
- 5.6.1 Nursery personnel must be in good health themselves and not provide care if they are showing signs or symptoms of any infectious or contagious illness.
 - 5.6.2 For routine housekeeping there will be a supply of freshly prepared commercial cleaning agents (detergent, disinfectant) to clean up any spill of vomitus, urine or feces.
 - 5.6.3 Sleep equipment must be cleaned and sanitized between uses. All bedding (sheets, blankets) will be washed between uses.
 - 5.6.4 Use of soft, non-washable toys to be discouraged in infant-toddler area.
 - 5.6.5 Toys of infant-toddler should be cleaned and disinfected after each session. There should be a "dirty toy" container into which every toy that has been handled, especially mouthed, should be placed after the child is done with it. These toys will be cleaned with water and detergent, disinfected and rinsed before being returned to the "clean toy" section.
 - 5.6.6 Toys of older, non-diapered children should be cleaned weekly and when soiled.
 - 5.6.7 All equipment should be wiped with disinfecting solution after each session. This includes swings, walkers, cribs, and playpens.
 - 5.6.8 A First Aid Kit will be available for prompt, proper care of emergency situation or wound of any kind.
- 5.7 For spills of blood or blood-containing body fluids, or wound and tissue exudates, a cleaning solution must be used. The American Academy of Pediatrics recommends a freshly prepared solution of 1:64 household bleach (1/4 cup bleach diluted in one gallon of water). This solution should also be used to sanitize potty chairs, toilets and diaper changing areas.

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- 5.8 Nursery workers are to enforce the following guidelines for excluding children from nursery room care:
- 5.8.1 Signs/symptoms of illness including temperature greater than 100 degrees, rash, diarrhea or any diagnosed infectious illness.
 - 5.8.2 Persistent biting or other aggressive behavior. The nursery director will ask the parent to remove the child from the group until such behavior ceases.
- 5.9 Since medical research has given us no indication of the threat of the transmission of HIV through common use of rest room facilities, an infected individual will not be restricted from their use. Sound sanitary practices must be maintained.
- 5.10 **Food Preparation.** All individuals involved in the preparation and serving of food will wash their hands with soap and hot water. Dishes and cooking utensils are to be washed in hot soapy water between uses. Those serving food should use disposable serving gloves. All individuals who work directly with the preparation or serving of food must remove themselves from such task when there is physical evidence of any infectious disease or contagious illness or there are exposed open cuts or sores.
- 5.11 **CONFIDENTIALITY.** Many consider it their right to be told if someone in the church, especially a child in the nursery, is infected with HIV. Considering the level of discrimination that is common to those known to be infected, this may not be advisable or even legal. By effectively educating the congregation, it is the goal of FBFC to develop an environment where an infected person will know that we will love, accept and help them even when they tell of their disease. Presently, written permission from the infected person is needed for someone to disclose to others the diagnosis of HIV. In the case of a minor, written permission must be obtained from a parent, guardian or the court. We encourage persons with HIV to disclose their diagnosis to those in spiritual leadership as well as others who would be in a position to help and encourage them.

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A. APPENDIX - Abuse Prevention Instructional Information

Abuse of children reaches into every aspect of modern society. The local church is not immune to child abuse - both victims and perpetrators may be attending church every week.

A.1. **COMMON SIGNS OF CHILD ABUSE** - This guide is designed to help us identify common signs of child abuse and know what action to take as a result.

A.1.1. **Sexual Abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.

A.1.1.1. A child may be experiencing sexually abusive treatment if they have:

- Difficulty in walking or sitting
- Torn, stained, or bloody under-clothing
- Pain, swelling or itching in genital area
- Bruises, bleeding or lacerations in external genitalia, vaginal, or anal areas
- Unwilling to change for gym or participate in physical education class
- Withdrawal, fantasy, or infantile behavior
- Bizarre, sophisticated, or unusual sexual behavior or knowledge
- Poor peer relationships
- Vaginal/penile discharge
- Venereal disease, especially in pre-teens
- Poor sphincter (muscles which control waste discharge) tone
- Pregnancy
- Delinquent or runaway
- Reports sexual assault by caretaker
- Change in performance in school

A.1.2. **Physical Abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.

A.1.2.1. A child may be experiencing physically abusive treatment if they have:

- Unexplained welts, bruises or burns,
- Bone or skull fractures at different stages of healing,
- Unusually shaped or located injuries (looped or linear marks on the body, burns of the feet or back, genital trauma, or signs of physical restraint).

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A.1.3. **Emotional Abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.

A.1.3.1. A child may be experiencing emotionally abusive treatment if they have:

- Passive, withdrawn or disruptive behaviors may indicate a desperate need for attention or help.
- Age inappropriate behaviors (thumb sucking, rocking, biting, unfamiliarity with play) can indicate serious deficiencies in the home.
- Emotional or physical abuse may be present when you observe parents who are unusually angry and critical or set unrealistic expectations for their child.

A.1.4. **Physical Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

A.1.4.1. Neglect may be present when you observe constant hunger, poor hygiene, and inappropriate dress or consistent lack of supervision. Often, the child or parents will offer contradictory and evasive explanations concerning injuries that are present. This should alert you that the child's injuries might not be "accidental".

A.2. When You Suspect Abuse or Neglect

A.2.1. Respond cautiously. Though you may suspect abuse or neglect, avoid making accusations or drawing hasty conclusions. Things are not always what they appear on the surface.

A.2.2. How you ask questions may determine the sort of relationship you are able to establish. Why questions should be avoided. The word 'why' connotes blame and thus evokes defensive responses in children.

"Why did you go with him?"

A.2.3. Let child know what you will do with the information.

A.2.4. Don't make promises that you cannot keep.

A.2.5. Don't assume the role of detective, police officer or caseworker. You need not investigate, but simply inquire about what you observe.

"That's a nasty looking burn. How did it happen?"

"I've never seen a bruise like that before. What did you do?"

A.2.6. If you observe possible abuse or neglect in your particular ministry area, you must consult your ministry leader and follow the instructions under the section "REPORTING AND RESPONSE PROCEDURES FOR CHURCH WORKERS" (See section 4 of this policy).

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B. APPENDIX - Code of Conduct for Protection of Children and Youth

- B.1. Ministry workers agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.
- B.2. In the event that ministry workers observe any inappropriate behaviors or possible policy violations with children or youth, ministry workers agree to immediately report their observations to the ministry head and Chairman of Discipleship. If there is suspected abuse, the worker must report the incident following the reporting procedures outlined in Section 4.
- B.3. Ministry workers understand that the church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.
- B.4. Ministry workers are prohibited from use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities specifically for children or youth.
- B.5. Ministry workers will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economical status. Ministry workers will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. As best as possible, they will avoid even the appearance of favoritism.
- B.6. One-to-one counseling with children or youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
- B.7. Ministry workers are prohibited from dating or becoming romantically involved with a child or youth.
- B.8. Ministry workers are prohibited from having sexual contact with a child or youth.
- B.9. Ministry workers are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.
- B.10. Ministry workers are prohibited from using the internet to view or download any sexually oriented materials on church property or in the presence of children or youth.
- B.11. Ministry workers are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the internet, with children or youth.

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- B.12. Ministry workers are prohibited from using physical punishment in any way for behavior management of children or youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical intervention may only be used as only as a last resort to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
- B.13. Ministry workers are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
- B.14. Ministry workers are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.