

# Name of SDA Church

## Child Protection Policy (CPP) and Procedures

Updated \_\_\_\_\_

**MISSION:** Our mission is to provide a safe, spiritual and abuse-free environment for every child who attends programs and activities of the \_\_\_\_\_ Seventh-day Adventist Church.

**OBJECTIVE:** It is our objective to prevent any form of child abuse, physical, emotional, or sexual and to protect employees and volunteers from false allegations.

**DEFINITION:** Child – nursery through Primary.  
Older Child – Junior through Early Teen.

Child abuse is “any treatment of a child that threatens the child’s safety or leaves the child’s life with physical or emotional scars.” It constitutes any inappropriate physical contact, sexual contact or communication by any adult through use of their authority over a child. Abuse can also occur between two children. Even if a child out of ignorance, innocence or fear may cooperate, it is still abuse.

Physical abuse is any injury to a child, which has been caused by other than accidental means, including any injury, which appears to be at variance with the explanation of the injury.

Emotional abuse is any verbal communication that harms a child, such as degrading, belittling, disparaging name-calling, demeaning terminology, violent or obscene language, etc.

Sexual abuse violates a child’s sexual privacy whether by fondling, visually or by verbal remarks. It includes fondling of any intimate parts of the child’s body, oral, genital and/or anal penetration by any foreign object, oral, genital or anal sexual intercourse, telling a child to masturbate, exhibiting or showing any genital parts to a child, allowing a child to witness or watch any forms of sexual activity, showing any pornographic materials, etc.

### **PROCEDURES:**

- A. All employees and volunteers, who regularly work with children, must complete a Children’s Ministry Staff Service Information Form. No changes are allowed on the form without the consent of legal counsel.
- B. All employees and volunteers agree to comply with the \_\_\_\_\_ Conference Child Protection Policy and Procedures.

- C. Individuals who desire to work with children and youth must have been an active member in the local church for a minimum of six (6) months before beginning to work with children or provide references.
- D. All workers shall observe the (two person) rule which means that there will be a minimum of 2 adults supervising any function and includes the following examples:
  - 1. Workers will avoid being alone with a child. This protects the child as well as protecting the adult from possible allegations.
  - 2. A child shall not be assisted in using the restroom unless there is a second adult near the area who understands the reason for the assistance.
  - 3. No child shall be disciplined unless in visual contact with another adult who is aware of the situation that requires the discipline. Any form of corporal punishment is strictly forbidden.
- E. Individuals who have been convicted of, pled guilty or no contest, or admitted to committing physical or sexual abuse may not work in any church sponsored child, teen or senior citizen activity or program.
- F. Any behavior, which seems abusive or inappropriate, shall be reported to the church administrator/pastor.
- G. Children shall be supervised at all times.
- H. No child shall be released to any adult other than his/her parents or legally appointed guardians without express written permission from the parent or guardian.
- I. No child (see definition) shall be released to go to the restroom unless accompanied by a parent or two adults.
- J. Any official activity or program involving minors conducted off the church premises must have the approval of the church board. The same policies and procedures are to be followed.
- K. All overnight activities or miscellaneous trips must have the express approval of the church board. All minor attendees must have a signed parental permission slip for each trip as well as an emergency medical treatment release. Parents must be notified of adults supervising the activity. These same policies and procedures must be followed.
- L. If there is an individual who have been convicted of, pled guilty or no contest, or admitted to committing physical or sexual abuse attending church, a responsible adult should or may be assigned to monitor the person while on the premises.
- M. When knowing that an individual who has been convicted of, pled guilty or no contest, or admitted to committing physical or sexual abuse is transferring to another church the pastor will notify the next church of the previous history.
- N. Windows will be in all classroom and office doors. All other rooms will be kept locked at all times.

# Children's Ministries Staff Volunteer Service Information Form

Revised: \_\_\_\_\_

Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_ Date Received: \_\_\_\_\_

Recommended with Conditions Noted: \_\_\_\_\_

## Section I General Information

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Which Children's or Youth Division will you be helping out in? \_\_\_\_\_

Type of service? \_\_\_\_\_

Marital status:  Married  Single  Divorced  Separated Name of Spouse \_\_\_\_\_

Children: Name(s) \_\_\_\_\_

Are you a member of the Seventh-day Adventist Church?  Yes  No How Long? \_\_\_\_\_

List the churches you have attended regularly in the past five years. \_\_\_\_\_

## Section II Health History

Do you have or have you had any injury/sickness that might limit your involvement with Children's Ministries Activities?

Yes  No If yes please explain \_\_\_\_\_

## Section III Education History

Highest degree/diploma held \_\_\_\_\_ Year degree/diploma received \_\_\_\_\_

School granting degree/diploma \_\_\_\_\_

Informal training: \_\_\_\_\_

Certification(s) held: \_\_\_\_\_

## Section IV Experience

List all experience (i.e. Vacation Bible School, Sabbath School, and Youth Club etc. that would qualify you to work with children.

Position/Type of Work \_\_\_\_\_ Church/Organization \_\_\_\_\_

Date of Service \_\_\_\_\_

List any skills, hobbies or interests you have in which you would be willing to help or teach: \_\_\_\_\_

**Section V Unlawful Conduct**

Have you ever been (formally or informally) accused, charged, or disciplined for any unlawful sexual conduct, child abuse, and /or child sexual abuse?  Yes  No If yes, please explain: Date & Place \_\_\_\_\_

Type of conduct: \_\_\_\_\_

If possible, give the name and address of a reference/professional who can verify that you are now suitable for service.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Section VI References**

List below three individuals (names, address, phone) who could recommend you for service in Children’s Ministries.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Section VII Statement of Accuracy**

**The above information is accurate to the best of my knowledge and recollection. I understand this is strictly a volunteer position, and I expect no remuneration for services and time volunteered. I agree to abide by the Child Protection Policy and Procedures of the \_\_\_\_\_ Conference of Seventh-day Adventists and the \_\_\_\_\_ SDA Church.**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Further, for the safety of children at the \_\_\_\_\_ SDA Church, would you be willing to allow the \_\_\_\_\_ Church Personnel Committee to obtain a criminal and background check and/or motor vehicle driving report on you?  Yes  No. This information would be reviewed by the pastors and the Personnel Committee only.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Please be sure you have answered every question and signed your name both places just above. Return this completed form to the Pastor. All information will be treated as sensitive and shared only on a need to know basis.*

It is the goal of every Children’s Ministries leader to have the best-qualified personnel available for service. Understanding the epidemic proportion of child abuse and unlawful conduct, the section on unlawful conduct has been included to protect children in church-sponsored programs from abuse by any staff. The confidentiality of volunteers will be respected while also protecting parents, Children’s Ministries workers and the church organization.

These efforts are being made to help protect our children and in cooperation with the guidelines of NAD Children’s Ministry Department, Pathfinders and Adventures Ministry and Adventist Risk Management.