

CN Jenkins Memorial Presbyterian Church
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CHILD AND YOUTH PROTECTION POLICY

Code of Conduct and Operating Policy & Procedures for Children and Youth Ministry Leaders

STATEMENT OF PURPOSE

Our congregation's purpose for establishing this policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all our Children, Youth and ministry leaders. As we seek to be faithful to Christ and to our baptism, our desire is to welcome all Children into the community of faith without any stumbling blocks.

We are committed to maintaining a safe environment in which Children and Youth are protected from inappropriate treatment of any kind. Our purpose is to protect Children and Youth in all church programs, to educate all leaders and caregivers concerning pertinent issues and to protect all ministry leaders and the church itself from potential allegations of abuse and neglect.

DEFINITIONS

The following definitions are applicable throughout the Code of Conduct and Operating Policy and Procedures:

1. **Child(ren) and/or Youth** —persons under age 18.
2. **Church**—CN Jenkins Memorial Presbyterian Church.
3. **Head of Staff**— the active Senior Pastor of the Church, or, if applicable, any interim Senior Pastor, or in the absence of either, the active Associate Pastor.
4. **Inappropriate Treatment**—any physical, emotional, sexual, or ritual abuse, and neglect, any touching of a sexual nature or otherwise that could reasonably make a Child feel uncomfortable (e.g. extended hugs, stroking, pats on the rear, kissing); non-contact communication, either through words or body language, of a sexual nature of any kind; solicitations for dates; use of profanity, name calling, belittling, or harassment; use of corporal punishment, including spanking, hitting, pinching, slapping, biting, kicking, twisting of body parts or any other inappropriate physical contact intended to serve as punishment; withholding of necessities or neglecting basic needs, including food, water, bathroom breaks, sleep, proper clothing, and/or shelter, or appropriate medical treatment; use of religion, or any other basis, to bribe, cajole, guilt or otherwise induce a Child or Youth to participate in any immoral or legally prohibited activity; causing harm of any kind to a Child or Youth in order to fulfill a ritual; abandoning a Child or Youth; any other similar conduct that could reasonably be deemed to harm a Child in any way or jeopardize his or her physical, emotional or spiritual well-being.
5. **Qualified CYM Leader**—any individual who has completed the Ministry Application Form and any accompanying documents (or, if applicable, the Recommitment Form) within the past 12 months and has been cleared by the Church staff to work with Children and Youth in Church-related activities.
6. **Ministry Leader**— any individual-- whether compensated staff or a volunteer, church member or visitor-- who works with Children and Youth in Church-related activities.

Code of Conduct

CNJ Children and Youth Ministry Leader

1. Will not verbally, emotionally, physically or sexually abuse or otherwise engage in any Inappropriate Treatment of Children and Youth.
2. Will not discipline Children by use of physical punishment or by failing to provide the necessities of care.
3. May use physical restraint only in situations necessary to protect the Child or others from harm.
4. Will provide proper supervision and exercise sound judgment in providing a safe environment at all times.
5. Will avoid situations during programs or activities where they would be alone with a single Child and cannot be observed or monitored by others. As Ministry Workers supervise Children, they should space themselves in a way that other adults can see them.
6. Will observe the Two-Adult Policy and Open Door Policy, as outlined in the Operating Policy and Procedures, in their interaction with Children and Youth at all times, except in emergency situations in which strict adherence is not possible.
7. Will adhere to these standards for restroom supervision in order to allow privacy for the Children and protection for Ministry Leaders (i.e. not being alone with a Child):
 - Will always use proper supervision when Children are using public bathrooms to ensure their safety.
 - Will call on Leaders who may be “floating” from room to room to assist with restroom supervision in order to maintain the two-adult rule.
 - Will make sure suspicious or unknown individuals are not occupying the restroom before allowing Children to use the facilities.
 - Children will be sent in pairs, and whenever possible, Ministry Leader will stand in the doorway in visual sight of another adult while Children are using the restroom.
 - When Ministry Leaders are assisting younger Children, doors to the facility must remain open.
9. Will respect the rights of Children and Youth not to be touched in ways that make them feel uncomfortable, and their right to say no. Ministry Leaders will discourage Children from touching others in an inappropriate manner.
10. Should be alert to the physical and emotional state of Children entering the program. Any signs of injury or possible child abuse must be reported to the pastoral staff responsible for oversight of the program who will then report to the Head of Staff.

11. Will release Children only to the authorized parent, guardian, or other individual authorized in writing by the parent or guardian.
12. Will refrain from using, possessing, or being under the influence of alcohol or illegal drugs, or being impaired by legally prescribed drugs during Church working hours or Church sponsored programs.
13. Will not smoke or otherwise use tobacco during Church programs or activities.
14. Will not use profanity, inappropriate language or jokes, and any kind of harassment in the presence of Children or parents.
15. Will not share inappropriate details of their personal life or ask Children to share inappropriate details through any form of communication: written, verbal or electronic
16. Will not date program participants under 18 years of age.
17. Will not give individual gifts to Children or Youth without knowledge and permission of parents and the pastoral staff responsible for oversight of the program. Because gift giving can be a form of “buying” silence or loyalty, gift giving will be done on a group basis (e.g. every Child participant receives a candy-filled stocking at Christmas) or for specific individual occasions as they arise in the life of each Child or Youth participant and provided in a fair and impartial manner (e.g. every Child participant receives a \$5 McDonald’s gift card on their birthday).
18. Will be required to adhere to all policies related to identifying, documenting, and reporting child abuse and attend any training sessions on the subject, as instructed by pastoral staff responsible for oversight of the program
19. Will be required to report to the pastoral staff or director of ministries, any circumstances that under this policy affect their ability to work with Children and Youth.

**Operating Policy & Procedure
for
Children and Youth Ministry Leaders**

Selection of Children and Youth Ministry Leader

1. Persons who have been members of CN Jenkins for at least 6 months are eligible to provide ongoing leadership and support in the Children and Youth Ministry. *Parents of Children* who are participants in the Church programs may provide ongoing leadership and support sooner than 6 months with the approval of the pastoral staff designated for oversight of Youth Ministry. *Non-members* who have been active and regular participants of the Church for at least 6 months may offer leadership and support with the approval of the pastoral staff designated for oversight of Youth Ministry.
2. Ministry Leader with ongoing direct contact with Children and Youth must be approved to so work by the Church staff and, in consideration of such approval, are required to complete the following which, to the extent allowed by law and Church legal defense and representation, shall be kept confidential by the pastoral office providing oversight of Youth Ministry.
 - a. An application form.
 - b. An authorization and release authorizing the conduct of a criminal record/background check
 - c. A personal interview
 - d. An orientation/policy review and training session.

3. A designated person or persons on the staff shall be responsible for reviewing the applications, processing the background checks, conducting the personal interviews, and giving orientation to this policy.
4. The performance of a criminal/background check will be mandatory for all Ministry Leader who will be expected to have on-going, direct contact with Children or Youth. Individuals who do not undergo a background check may assist with Children or Youth only on a temporary or special event basis (e.g. a parent of a Girl Scout assisting the Church's troop on Girl Scout Sunday) under the direct supervision of Qualified CYM Leader.
5. Adults who have been convicted of any offense involving a Child or Youth will not be able to provide leadership or support in any Church sponsored program, event, activity, or ministry involving minors without the express approval of the Session and in consideration of special facts and circumstances.

Guidelines for Ministry Leaders

The following guidelines apply to all Ministry Leaders.

1. The Two Adult Rule: During any Church-sponsored program, activity or ministry

involving Children, whether on or off campus, there shall be no fewer than two adults, unrelated by blood, marriage or co-habitation, present at all times, at least one of whom must be a Qualified CYM Leader.¹ This rule extends to all overnight activities. During overnight activities where there are male and female Children or Youth present, there shall be at least one Qualified CYM Leader of each gender present. In situations where it is necessary for a Ministry Leader to be alone with a Child (e.g. emergency situations or pastoral care situations), care must be taken to conduct the meeting in an environment that provides visibility to other adults. In situations where it is necessary for a Ministry Leader to be alone with a Child without visibility by other adults, (e.g. emergency situations or pastoral care occasions), the Ministry Leader should notify a Qualified CYM Leader if at all possible, and, if not, at the very least another adult, before and after the period which he/she is alone with the Child.

2. The Open Door Policy: Each room set aside for Children and Youth shall have a door with a

window in it or a half-door. Otherwise, the door shall be left open. Ministry Leader are expected to avoid, to the greatest extent possible, any situation in which they would be alone and out of sight of others with a single Child.

3. Release of Children: Children should be released only to the parent, guardian, or designee of the parent/guardian authorized on a written form.

4. Transportation: May be provided only with written permission by the parent/guardian. It is recommended that two Ministry Workers, at least one of whom is a Qualified CYM Leader, be present in each vehicle. If it is necessary for a Child to get home after an event, an effort shall

¹ Spouses cannot be compelled to testify against each other in a court of law, thus spouses count as one adult.

be made to contact the family and inform them of the situation before transporting the Child(ren). This rule can be eased if another Qualified CYM Leader is near by and can visually observe activity at all times. For example, it is permissible for one Ministry Leader to transport several Children or Youth in a single vehicle in a convoy of vehicles traveling to or from an event in which at least one Qualified CYM Leader is present and can readily view the other vehicles in the convoy. All Ministry Leaders will oversee compliance with all seat-belt and other Child safety laws. Any person driving the Church van must first be qualified by the van ministry.

5. Age of workers: Persons who are working with Children and Youth should be at least 18 years

old and four years older than the age group of the Youth. Persons who are under 18 years of age or are within four years of age of the age group of the Youth shall serve only to assist with Children's activities and must be supervised by at least two unrelated adults, one of whom must be a Qualified CYM Leader.

6. Reporting Abuse/Neglect: Any behavior that violates the Church's policy and

procedures herein outlined shall immediately be acted upon, according to the Procedures for Reporting Abuse or Neglect outlined on page 6. Inappropriate Treatment shall be immediately reported in the manner provided in the Procedures for Reporting section of these Child and Youth Protection Operating Policy and Procedures.

Procedures for Reporting

1. Any person who suspects, believes or witnesses Inappropriate Treatment of a Child or Youth, including by such Child or Youth's parents, guardian, family member, or any other person, shall report the incident to the pastoral staff who is responsible for oversight of the program or activity, who shall thereafter consult with the Head of Staff. In any case presenting suspicion that child abuse has occurred, the Head of Staff shall contact the Mecklenburg County Division of Youth and Family Services [704-336-227] or other local authorities as required by law. In the event any report of Inappropriate Treatment involves any Church individual in the above chain of reporting or such individual's family member, such report shall be made instead to the next individual in the chain of reporting, or, if necessary, to the Clerk of Session, who shall contact the Mecklenburg County Division of Youth and Family Services [704-336-227] or other local authorities as required by law .
2. All concerns and reporting are taken seriously and shall be kept confidential to the extent possible under the law and in consideration of any necessary Church legal defense or representation.
3. With regard to any Inappropriate Treatment concerning any church-related activity, the Head of Staff will immediately notify the Church's attorney first, who will then, in turn, notify the Church's liability insurance carrier. In the event of any conflict of interest with regard to any Church attorney involved in Church ministry, such Church attorney will refer the matter to a disinterested attorney, or, where more appropriate, the Session shall retain an attorney of their choosing to so handle the matter.
4. In consultation of the Church's attorney:
 - a. The Head of Staff, and/or a designee, may notify the parent(s) or legal guardian of the alleged victim regarding the report of Inappropriate Treatment.

- b. The Head of Staff and/or designee may notify the accused individual.
5. Written documentation of the incident shall be kept in a confidential file, including the date and time of the reported incident, the facts and circumstances surrounding the incident and the name and contact information of the reporting individual (unless such report is made anonymously). In consultation with the Church attorney:
 - a. The Head of Staff may direct an internal investigation in addition to investigations carried out by the authorities.
 - b. Internal investigations may include interviewing individuals involved or affected; further investigating the accused's background, including obtaining criminal background checks and calling references; inquiring as to the accused's and victim's interactions at Church in general; making determinations as to the credibility of persons involved; and/or retaining professionals to assist in the investigation.
6. To protect the Child or Youth from further possible abuse or harassment, the person accused of the Inappropriate Treatment shall be removed from any position involving contact with minors until the completion of any government authority or internal investigations and clearance by Session to resume Youth Ministry activities in light of the outcome of the investigations. All investigations will afford reasonable due process as determined by the Session.



C.N. Jenkins Memorial Presbyterian Church Child Protection Authorized Pick Up Form

To ensure your child's safety, **CN Jenkins** will release a child only to the parent(s)/legal guardian(s) who has signed this form and to those listed below as undersigned by the parent(s)/legal guardian(s). Please include the name of at least one local person who is not your child's parent/legal guardian to whom **CN Jenkins** could release your child in an emergency.

By signing this form, I recognize that **CN Jenkins** will not release my child to any other person unless I notify the church in advance, following the guidelines listed below:

- If the person (relative, friend) picking up my child is listed on this form, I must notify the church verbally.
- If the person picking up my child is **NOT listed** on this form, I must notify the church in writing.
- Photo identification will be required of any person picking up my child whom ministry workers do not know.

Child's Name: _____ Date of Birth: _____

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Preferred Number: _____ Preferred Email: _____

Parent/Guardian Signature: _____ Date: _____

Print Name: _____

Preferred Number: _____ Preferred Email: _____

Others Authorized to Pick up My Child: (Please print)

Name: _____ Relationship: _____

Street Address: _____ Preferred Number: _____

City/Town & Zip: _____ Preferred Email: _____

Name: _____ Relationship: _____

Street Address: _____ Preferred Number: _____

City/Town & Zip: _____ Preferred Email: _____

Please return this form to Beverly Reeder in the Support Staff Office or leave it in the folder labeled "Completed Authorization Pick Up Forms" located outside the Staff Support Office.



C.N. Jenkins Memorial Presbyterian Church

Child Protection Incident Report Form

1. Child's Details

Child's Full Name:

Age: Date of Birth:

Address:

Postcode: Tel No.

2. Details of Incident / Allegation / Observation

a) Child's Disclosure (in their own words where possible)

Exactly what the child said and what you said. Remember do not lead the child. Record actual details. Continue on a separate sheet, if necessary.

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Date(s) of incident(s):

Location(s):

Who was involved:

Details of any witnesses:

b) Adult Disclosure (Please answer questions below)

Injury sited / Behaviour concerned about:

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Detailed information i.e. description of behaviour or injury. If injury, state exact location and type:

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C.N. Jenkins Memorial Presbyterian Church Child Protection Incident Report Form

If you are passing on someone else's concerns, record their name, address, position and contact number below:

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3. Action taken so far (where relevant):

Pastoral / Staff Observations

Your observations or details as reported to you. Continue on a separate sheet, if necessary.

a) Immediate pastoral action taken:

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b) External agencies contacted:

Surrey Police	Name:
	Contact no.:
Yes / No	Details of advice received:

Children's Services	Name:
	Contact no.:
Yes / No	Details of advice received:

4. Declaration:

I acknowledge that the details described above are accurate and will remain strictly confidential between myself, designated Child Protection Officers and statutory services.

Print name: Contact no.:

Position:

Signed: Date:

Please return this form to our Associate Pastor, Rev. Phanta Lansden sealed in the attached envelope.