

Southminster Presbyterian Church
Safe Child/Youth Policy
2018

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I. Statement of Policy

As a community of Christian faith, Southminster Presbyterian Church is committed to creating and maintaining programs, facilities and a community in which members, friends, Clergy, employees, and volunteers can worship, learn and work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. The congregation of Southminster Presbyterian Church supports principles of SafeConduct, which include individual responsibility to fulfill the highest standards of personal conduct toward others and to lead and guide the congregation in fulfillment of the standards set by our Christian faith. Southminster Presbyterian Church strongly opposes and prohibits “sexual exploitation”, “sexual harassment” or any form of exploitation or abuse of others regardless of age, sex, sexual orientation, sexual identification or mental capacity. It is the intention of our congregation to affirmatively nurture good behavior, and to prevent and correct behavior that is contrary to this policy and, as necessary, discipline those persons who violate this policy.

Every member of the Congregation, whether “authorized clergy”, leader, lay staff, volunteer or parent, has a role to lead those who look to them individually for guidance, to monitor their behavior and redirect them as they cross boundaries of SafeConduct. Our congregation shall nurture good conduct as demonstrated by personal behaviors that are consistent with our Christian values. As we might conduct an orchestra, we shall guide and lead in ministry.

II. General Definitions

1. Physical abuse is injury that is intentionally inflicted upon a youth.
2. Sexual abuse is any contact of a sexual nature that occurs between a youth and an adult or between two youths. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other youth.
3. Emotional abuse is mental or emotional injury to a youth that results in an observable and material impairment in the youth's growth, development, or psychological functioning.
4. Neglect is the failure to provide for a youth's basic needs or the failure to protect a youth from harm.
5. A Youth is anyone under the age of 18 (also referred to as minor throughout policy).
6. A Vulnerable Adult is anyone aged 18 or over, who is or may be in need of community care services by reason of mental or other disability, age, or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.
7. Mandatory Reporters are those persons required by Illinois law to report suspected abuse to police or child welfare agencies.
8. Authorized Clergy includes any person who is admitted to ministry by the Presbyterian Church USA, who serves the congregation in any capacity whether called as pastor or serving in a retired, emeritus, administrative, or volunteer capacity.
9. Leaders include anyone who is an approved volunteer or hired staff member of Southminster Presbyterian Church. Tasks assigned to hired staff will be designate by the term staff, Children's Ministry Director, or Youth Ministry Director. Otherwise all standards set forth in this document will apply to both volunteers from the church and hired staff members.

III. Code of Conduct with Youth and Vulnerable Adults

The following Code of Conduct is intended to assist Clergy, employees, and volunteers in making decisions about interactions with youth and vulnerable adults. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

Southminster Presbyterian Church provides our youth and vulnerable adults with the highest quality services available. We are committed to creating an environment for youth and vulnerable adults that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from Southminster Presbyterian Church. All reports of suspicious or inappropriate behavior with youth and vulnerable adults or allegation of abuse will be taken seriously. Southminster Presbyterian Church will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Conduct with Youth and Vulnerable Adult outlines specific expectations of the Clergy, employees, and volunteers as we strive to accomplish our mission together.

1. Youth and vulnerable adults will be treated with respect at all times.
2. Youth and vulnerable adults will be treated fairly regardless of race, sex, age, or religion.
3. Clergy, employees, and volunteers will adhere to uniform standards of displaying affection as outlined by Southminster Presbyterian Church.
4. Clergy, employees, and volunteers will avoid affection with youth and vulnerable adults that cannot be observed by others.
5. Clergy, employees, and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by Southminster Presbyterian Church.
6. Clergy, employees, and volunteers will not stare at or comment on youth and vulnerable adults' bodies.
7. Clergy, employees, and volunteers will not date or become romantically involved with youth and vulnerable adults.
8. Clergy, employees, and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of youth and vulnerable adults.
9. Clergy, employees, and volunteers will not have provocative sexually oriented materials, including printed or online pornography, on Southminster Presbyterian Church's property.
10. Clergy, employees, and volunteers will not have secrets with youth and vulnerable adults and will only give gifts with prior permission.
11. Clergy, employees, and volunteers will comply with Southminster Presbyterian Church's policies regarding interactions with youth and vulnerable adults outside of our programs.

12. Clergy, employees, and volunteers will not engage in inappropriate electronic communication with youth and vulnerable adults.
13. Clergy, employees, and volunteers are prohibited from working one-on-one with youth and vulnerable adults in a private setting. Clergy, employees, and volunteers will use common areas when working with individual youth and vulnerable adults.
14. Clergy, employees, and volunteers will not abuse youth and vulnerable adults in anyway including (but not limited to) the following:
 - Physical abuse:* hitting, spanking, shaking, slapping, unnecessary restraints;
 - Verbal abuse:* degrading, threatening, cursing;
 - Sexual abuse:* inappropriate touching, exposing oneself, sexually oriented conversations;
 - Mental abuse:* shaming, humiliation, cruelty; and
 - Neglect:* withholding food, water, shelter
15. Southminster Presbyterian Church will not tolerate the mistreatment or abuse of one youth or vulnerable adult by another youth or vulnerable adult. In addition, Southminster Presbyterian Church will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

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

- a. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- b. *Verbal bullying* – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- c. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- d. *Cyberbullying* – the intentional and overt act of aggression toward another person 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 person.
 - Pretending to be someone else in order to make that person look bad.
 - 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 person regardless of that person’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.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth and vulnerable adults, Clergy, employees, and volunteers.

16. All Clergy, employees, and volunteers must follow State of Illinois specific mandatory reporting requirements. They should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. They will:
 - a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
 - b. Know and follow organization policies and procedures that protect youth and vulnerable adults against abuse.
 - c. Report suspected child abuse or neglect to the appropriate authorities as required by State of Illinois mandated reporter laws.
 - d. Follow up to ensure that appropriate action has been taken.
17. Clergy, employees, and volunteers will report concerns or complaints about other employees, volunteers, adults, or youth to Southminster Presbyterian Church's authorized clergy.
18. Southminster Presbyterian Church cooperates fully with the authorities to investigate all cases of alleged abuse. Any Clergy, employee, or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.
19. Clergy, employees, and volunteers may not have engaged in or been accused or convicted of youth and vulnerable adult abuse, indecency with a youth and vulnerable adult, or injury to a youth and vulnerable adult.

IV. Policies for Working with Youth

Policies define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to youths, when leaders know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected and reported to authorized clergy.

A. Physical Contact

Southminster Presbyterian Church’s physical contact policy promotes a positive, nurturing environment while protecting youths, Clergy, employees, and volunteers. Southminster Presbyterian Church encourages appropriate physical contact with youths and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by Clergy, employees, and volunteers towards youths in the organization’s programs will result in disciplinary action, up to and including termination of employment.

Southminster Presbyterian Church’s policies for appropriate and inappropriate physical interactions are:

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

B. Verbal Interactions

Clergy, employees, and volunteers are prohibited from speaking to youths in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Clergy, employees, and volunteers must not initiate sexually oriented conversations with youths. Clergy, employees, and volunteers are not permitted to discuss their own sexual activities with youths.

Southminster Presbyterian Church’s policies for appropriate and inappropriate verbal interactions are:

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

C. One-on-One Interactions

Most abuse occurs when an adult is alone with a youth. Southminster Presbyterian Church aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration.

In those situations where one-on-one interactions are approved, Clergy, employees, and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Additional Guidelines for One-on-One Interactions

- When meeting one-on-one with a youth, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- 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.
- Inform other Clergy, employees, and volunteers that you are alone with a youth and ask them to randomly drop in.
- 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.

Tutoring/ Private Coaching/Music Instructors:

One-on-one situations, such as tutoring, private coaching, and music instructor sessions, introduce additional risks for false allegations. Clergy, employees, and volunteers should be aware of our policies regarding tutoring, private coaching, and music instruction:

- a. Clergy, employees, and volunteers must have supervisor approval for any tutoring, private coaching sessions or music instruction.
- b. Tutoring, coaching sessions, or music instruction with Southminster Presbyterian Church's youths may not occur outside of the organization.
- c. Supervisors must keep a schedule of private tutoring, coaching sessions or music instruction, which should include times, youths involved, and location of sessions.

D. Off-site Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and Southminster Presbyterian Church at increased risk.

Southminster Presbyterian Church strongly recommends that leaders do not have outside contact with youths from the organization. However, if off-site contacts are unavoidable (such as during mentoring programs), Southminster Presbyterian Church has determined that the following forms of outside contact are appropriate and inappropriate:

| <i>Appropriate Outside Contact</i> | <i>Inappropriate Outside Contact</i> |
|--|--|
| <ul style="list-style-type: none"> • Taking groups of youths on an outing • Attending sporting activities with groups of youths • Attending functions at a youth's home, with parents present | <ul style="list-style-type: none"> • Taking one youth on an outing without the parents' written permission • Visiting one youth in the youth's home, without a parent present • Entertaining one youth in the home of staff or volunteers • A lone youth spending the night with leaders |

In addition, when outside contact is unavoidable, ensure that the following steps are followed:

1. Supervisors should identify for Clergy, employees, and volunteers what types of outside contact are appropriate and inappropriate.
2. Ensure that leaders have the parents' permission to engage in outside contact with the youth. Consider requiring the parents to sign a release-of-liability statement.

E. Electronic Communication

All communication between staff and youths must be transparent. The following are examples of appropriate and inappropriate electronic communication:

| <i>Appropriate Electronic Communication</i> | <i>Inappropriate Electronic Communication</i> |
|---|---|
| <ul style="list-style-type: none"> • Directly sending and replying to emails and text messages from youths with parent's permission indicated on registration form for each school year. If parent has not allowed permission, staff will always copy parent in each communication sent. • Communicating through "organization group pages on" Facebook or other approved forums. | <ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments • Sexually oriented conversations • Posting inappropriate comments on pictures |

In addition, provide this information to your participant's parents so that they know what is appropriate and inappropriate from your staff.

F. Gift Giving

Molesters routinely groom youths by giving gifts, thereby endearing themselves to the youth. They might instruct the youth to keep the gifts a secret, which then starts teaching the youth to keep secrets from parents. For this reason, Clergy, employees, and volunteers will utilize the following guidelines for gift giving:

1. For a gift that staff is purchasing for youth, staff members must first obtain pastor or committee approval. The gift must be purchased using church funds.
2. For gifts coming from a committee, the committee must have approval from a pastor and must use church funds.
3. Individual church members may give gifts to youth. These should be purchased with personal funds, be in good taste, and be morally acceptable gifts.

V. Screening and Selection

The process of screening and selecting employees and volunteers is an essential element of management due diligence. There are several elements required which serve a number of purposes. Criminal background checking by itself is inadequate simply because very few predators, or people who would become predators, have been through the penal system. A would-be predator requires three things: Access, Privacy & Control.

The following screening and selection procedures are strongly recommended for all Clergy, employees, and volunteers.

A. Standardized Application

All applicants should be expected to complete an application prior to working at Southminster Presbyterian Church. If the application is not 100% complete, the applicant may be screened out, the applicant may be asked to complete the application, or the missing information may be obtained during an interview. However, Southminster Presbyterian Church should endeavor to follow a consistent approach to applications missing information.

Offers should not be made until an application is 100% complete. Applications should be kept in the personnel file.

Volunteers must be active members of Southminster Presbyterian Church for a minimum of three months before being permitted to work in youth-oriented programs, unless volunteer is a newer parent of a family. There should be **no exceptions** to this policy, even when volunteer candidates come from another church with similar programs.

B. Interviews for Staff

All applicants should be interviewed during the selection process and prior to employment. The purpose of the interview is to determine whether the applicant possesses the skills needed to perform the job requirements and whether the applicant demonstrates characteristics of a potentially abusive person. The interview should also provide the applicant with information about job responsibilities and expectations.

Each interview shall employ behavioral interviewing techniques to assess suitability for working with children, and specifically discuss the church's commitment to protect children and other vulnerable persons from abuse.

The Personnel Ministry Team should take notes as to applicant responses to the interview questions, and the interpretive guide should be used to evaluate applicant responses. After the interviews are completed, the applicant may be screened out or the applicant may continue in the Screening process. The information recorded will be kept in the personnel file if the applicant is hired or selected.

C. Reference Checks

Reference checks should be conducted for all applicants prior to employment and for volunteers. A minimum of three references is recommended for employees, including two professional and one personal reference. The Personnel Ministry Team will work with applicants to develop a good reference list. If the person responsible for screening the applicant does not believe the references are appropriate, he or she can ask for different ones. References should be conducted by telephone. The person responsible for the screening should inform the referent that the applicant is applying for a position with the organization and will explain that the applicant will have access to a vulnerable

population. The Personnel Ministry Team will use standard reference questions and will record the responses of the referents on the reference question form. The high-risk checklist will be used to help evaluate referent responses.

Offers of employment should not be made until the required number of references is contacted. Volunteers shall not assume responsibility until background checks are completed. Completed reference check forms should be kept in the applicant's personnel file if the applicant is employed.

D. Background Checks

Criminal history and sexual offender registry checks should be conducted for all applicants and volunteers. Generally, the information should be obtained prior to employment of the applicant; however, if the length of time needed to receive the results of these checks is unduly long, Southminster Presbyterian Church could have the applicant start the position and remain in the position until the criminal background results are obtained and reviewed. New employees and volunteers should not be left unsupervised with youths until the criminal history results are returned.

The background check(s) should include the following:

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

Written permission to conduct a background check shall be obtained from each applicant prior to executing the check.

In addition, applicants responsible for transportation should have a driver's license check performed to identify past driving concerns.

E. Employment Decisions

The Personnel Ministry Team shall review each background check and agree that the applicant is eligible for employment as Clergy, employee or volunteer.

Where a criminal record exists, consideration shall be given to:

- Seriousness of the crime;
- Statutes that may legally disqualify the person from working with minors;
- Length of time since the last offense;
- Pattern of criminal activity; and
- Activities the applicant has been involved in since the offense(s) occurred.

Conviction for the following crimes shall be considered barriers to employment or volunteer work with children:

- Violent crimes;
- Sexual assault;
- Sexual abuse or neglect of a child; and
- Drug offenses or driving offenses (depending upon position requirements)

Arrest data are not grounds for disqualification, only convictions. The status or relevance of other crimes will be considered individually.

Before an offer of employment is made, the employment committee should review all information obtained. The employment process should last a sufficient length of time to allow employment committee to carefully collect and evaluate information about applicants and to allow the applicant time to self-select out of the process if they have concerns about the position.

VI. Training

The mission of Southminster Presbyterian Church is first to prevent abuse of children and other vulnerable adults. We wish to identify and nurture safe conduct, to lead and to guide through adequate training. It is difficult to comprehend that those among us, our friends and family, would commit such acts willingly. Nevertheless, persons who have been presented no behavior standards and do not understand boundaries may unwittingly engage in behaviors that may be perceived as predatory. Their personal reputations and that of Southminster Presbyterian Church are then at risk.

To fulfill our leadership obligation, each employee hired to work with children and new volunteer shall complete a specific program of training annually. Fulfillment of training requirements shall be documented by the respective program Director.

Abuse prevention curriculum shall include:

- For Volunteers and Staff Members:
 - Review of expected conduct and boundaries defined in this policy.
 - Review of standards applicable to ministry.
 - Explanation of procedures for reporting violations of standards of conduct and suspected child abuse.
 - Explanation of individual statutory reporting obligations.
 - Identifying and managing high-risk situations such as bathroom use, transition times, and free times.
 - Physical security procedures.
- For Staff Members:
 - Effects of sexual abuse.
 - Types of child molesters.
 - Characteristics of abusers.
 - How child molesters operate: access, privacy, and control.
 - Protecting oneself from false allegations.
 - Examples of child-on-child 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 and circumstances.
 - Specific monitoring and supervision activities to prevent child-on-child sexual activity.
 - How to respond to incidents of sexual activity between children.

Program directors shall assure that each employee and volunteer has mastered requirements and provide additional supervision and guidance as required to assure required conduct.

VII. Monitoring and Supervision

When Clergy, employees, and volunteers are adequately supervised, potential offenders are less likely to act on their impulses because they face detection. When youths are adequately supervised, they too are less likely to engage in inappropriate interactions with others. Similarly, the facility must be monitored, particularly out-of-the-way locations or locations that might permit an offender undue access to or privacy with a youth. Effective supervision and monitoring require that a variety of methods be used frequently, at both scheduled and random times.

A. Facility Monitoring

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.

B. Ratios

General supervision will adhere to the following ratios of children to leaders:

| <u>Youth Age</u> | <u>Adult</u> | <u>Day Events</u> | <u>Overnight Events</u> |
|-------------------------------|--------------|-------------------|-------------------------|
| Infants (6 weeks – 14 months) | 1 | 4 children | NA |
| Toddlers (15-23 months) | 1 | 5 children | NA |
| 2-5 years | 1 | 6 children | 5 children |
| 6-8 years | 1 | 8 children | 6 children |
| 9-14 years | 1 | 10 children | 8 children |
| 15-18 years | 1 | 10 children | 10 children |

C. Monitoring Youth in Church Facilities

While in the facility, youths can be supervised directly, indirectly, or with a combination of the two techniques.

- a. For direct supervision, the program may offer structured, scheduled activities like Sunday school, arts and crafts, etc. These activities should have one or more leader assigned to lead and supervise.
- b. For indirect supervision, the program must designate certain building areas as authorized areas. Authorized areas could include a gymnasium, a game area, or a classroom. Authorized areas must be easily visible and routinely and systematically checked by leaders. Youths should know that they will be supervised by leaders at all times, and all leaders should know which areas are authorized and which are not.

Ultimately, all youth must be supervised at all times, regardless of age. The key to remember is that they can be supervised directly in structured activities and indirectly when they are in authorized areas.

D. Monitoring High Risk Activities

i. Bathroom Activities

Most incidents of youth-to-youth abuse occur in the bathrooms. Therefore, Southminster Presbyterian Church shall adopt the following procedures regarding bathroom use:

When supervising restroom use, leaders should first quickly scan the bathroom before allowing youths to enter.

- a. For “Group Bathroom Breaks”:
 - Require leaders to take groups of two or more youths to the bathroom – following the “rule of three” or more.
 - If the bathroom only has one stall, only one youth should enter the restroom while the others wait outside with the leaders.
 - If there are multiple stalls, only send in as many youths as there are stalls.
 - Minimize youths of different ages using the bathroom at the same time.
 - When escorting children (fifth grade and younger) to the bathroom, require leaders to stand outside the bathroom door but remain within earshot. For youth (sixth grade and older), the indirect observation guidelines apply.
- b. For single use restrooms:
 - Require youths to ask permission to use the bathroom.
 - Require all leaders to frequently check bathrooms.
- c. Prohibit leaders from using the bathroom at the same time as youths.
- d. If assisting young youths in the stalls, the leaders should keep the door to the stall open.

Transition Times, Free Times and Playground activities

Transition times, free-choice times and playground activities pose a high risk for incidents because during these times, Clergy, employees, and volunteers may not be assigned a particular group of youths to supervise. To decrease the risk of incidents, Southminster Presbyterian Church will utilize the following procedures:

- a. Follow the aforementioned leaders-to-youth ratio.
- b. Specify narrow geographic boundaries in the program areas.
- c. Ensure that all leaders are assigned specific areas to supervise (“zone monitoring”).
- d. Require periodic roll calls for each age group.

Transportation Activities

Transporting youths may increase the risk of abuse or false allegations of abuse because Clergy, employees, and volunteers may be alone with a youth or may make unauthorized stops with youths. In addition, transportation activities may provide a time for unsupervised youths to engage in youth-to-youth sexual activity.

Southminster will utilize the following transportation guidelines:

- a. Require written parent permission from all youths on trips will be filled out on yearly registration forms. Leaders take these forms and medical releases with them on the trip.
- b. Require leaders to have a list of the youths on the trip. The leaders take roll when boarding the vehicle(s), when leaving the vehicle(s), periodically throughout the trip, and then again when boarding the vehicle(s).
- c. If the vehicle is larger, leaders who are not driving will sit in seats that permit maximum supervision.
- d. Discourage mixed age groups from sitting together. When possible, high risk youths are seated by themselves or with a leaders member.
- e. Prohibit drivers from making unauthorized stops.
- f. Where applicable (such as in mentoring programs), require leaders to document the beginning and ending time of the trip and the mileage, names of the youths being transported, and the destination.
- g. Require documentation of any unusual occurrences.

When public transportation is used:

- a. In addition to the transportation procedures listed above, youths should remain in one area of the bus or train, if possible.
- b. Clergy, employees, and volunteers that are assigned to a group should remain with that group on the bus or train.
- c. Take a head count or call roll immediately after entering and leaving the bus or train.

In situations where leaders transport youths in non-organization vehicles:

- a. Council must be notified of all transportation activities.
- b. Use the “rule of three” when transporting youths: At least two adults must transport a single youth, or at least two youths must be present if transported by a single adult.
- c. Youths must never be transported without written permission from a parent.
- d. Youths must be transported directly to their destination. No unauthorized stops may be made.
- e. Leaders must avoid unnecessary physical contact with youths while in vehicles.
- f. When possible, leaders should avoid engaging in sensitive conversations with youths.

Off-Site Activities

The off-site procedures include:

- a. Requiring Council approval for all off-site activities.

- b. Requiring parental approval will be covered on registration form each year.
- c. Specifying leaders-to-youth ratios for the activity.
- d. Requiring leaders and youths to be easily identifiable.
- e. Including specific bathroom and locker room procedures as applicable to outing.
- f. Including transportation procedures.
- g. Considering specific recommendations based on the location and type of activity (for example, Amusement parks, Water Parks, Arcades, etc.).

Overnight Activities

Overnight stays present unique risks to youths and leaders. 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 leaders.

Supervision Guidelines:

- a. All overnight activities must be documented and approved in writing by the Council of Southminster Presbyterian Church.
- b. Provide parents with written information about the overnight activity. All parents must sign a permission slip for their youths to attend the overnight which will be covered in our yearly registration permission form.
- c. Determine the appropriate leaders-to-youth ratios before the event and schedule leaders accordingly.
- d. Meetings with the group should be hosted in open and observable areas; meetings should not be hosted in leaders or youth rooms.

Overnights at the Facility:

- a. Physical boundaries within the facility must be clearly defined and explained to the youths.
- b. Assign each leader to a specific group of youths to supervise. Each leader should then maintain a role sheet that lists all of the youths in his or her group. Head counts and roll checks should be conducted routinely throughout the evening.
- c. Assign leaders to high risk areas in Southminster Presbyterian Church's facility, such as the bathrooms, entrances and exits, hallways, etc. If it is not possible to assign specific leaders to these areas, assign specific leaders to conduct periodic facility "walk-throughs".
- d. With regards to sleeping arrangements, separate the male and female youths into separate rooms and post leaders at the entrances and exits to these rooms. If this is not feasible, separate males and females by as much space as possible.
- e. When performing room checks, leaders should always go in pairs.

Overnights Away from the Facility:

- a. Overnight stays at private homes are prohibited unless approved by the Council of Southminster Presbyterian Church.
- b. Physical boundaries at the off-site location must be clearly defined and explained to the youths.

- c. Assign each leader to a specific group of youths to supervise. Each leader should then maintain a role sheet that lists all of the youths in his or her group. Head counts and roll checks should be conducted routinely throughout the event.
- d. If in a cabin type setting, the leaders should be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of youths sneaking out (such as by the door).
- e. In hotel rooms, assign youths to rooms based on sex and age. Leaders should have their own rooms. If leaders must share rooms with youths, they must have their own beds and never change in front of youths.
- f. All leaders are to be on duty in the halls or cabins at night until an hour after lights out and all rooms are quiet.

Chaperone

In order to serve as a chaperone for Southminster Presbyterian Church on a youth trip off site, a person must be 21 years old.

Teen Leadership Program

Older youths who participate in teen leadership programs are still youth participants and not leaders or volunteers. Therefore, even though they are often given more responsibility, teens in the leadership programs must be provided with guidelines regarding appropriate behavior, and then supervised accordingly. In addition, Clergy, employees, and volunteers must understand and recognize that these teens are still youths and not their peers. Therefore, Southminster will implement the following guidelines for teen leadership programs:

- a. All teen leaders must be minimally two years (24 months older) than the oldest participant in the program or event.
- b. Teen leaders will be trained in their role in programs and on program policies about appropriate and inappropriate interactions. This training should include the following information:
 - Appropriate and inappropriate physical and verbal interactions and the importance of maintaining behavioral boundaries between teen leaders and younger youths and between teen leaders and Clergy, employees, and volunteers.
 - Prohibiting teen leaders from being one-on-one with youths.
 - Prohibiting teen leaders from assisting youths with changing their clothes.
- c. There will be a system to monitor and support teen leaders in their roles.
 - During events or programs involving teen leadership, a specific leader will be in charge of the teen leadership program and its participants. This leader will check in with teen leaders about activities and any concerns.
 - Teen leaders will wear clothing or name tags that identify them as leaders-in-training and differentiate them from both Clergy, employees, and volunteers and from younger youths.

VIII. Responding

How an organization responds to suspicious or inappropriate interactions, policy violations, and incidents or allegations of abuse can dramatically affect the harm to the individuals involved and the damage to the organization. Once a Clergy member, employee, volunteer, youth, or parent has expressed a concern or made an allegation about the treatment of a youth, swift and determined action must be taken to reduce any subsequent risk to the youth, to the accused staff member or volunteer, and to the organization. Organizations must establish precise, unequivocal requirements for reporting to the authorities and for adhering to a serious-incident response plan to the pastor.

A. Responding to Suspicious or Inappropriate Behaviors or Policy Violations

Because Southminster Presbyterian Church is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone actively participates in the protection of youths. In the event that a Clergy member, employee, or volunteer observe any suspicious or inappropriate behaviors and/or policy violations on the part of others, it is their personal responsibility to immediately report their observations.

Remember, at Southminster Presbyterian Church, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Employees/Volunteers and Youth

- Violation of the abuse prevention policies described above
- Seeking private time or one-on-one time with youths
- Making suggestive comments to youths
- Picking favorites

All reports of suspicious or inappropriate behavior with youths will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

i. Employee and Volunteer Response:

If an employee or volunteer witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, they are instructed to do the following:

Guidelines for Employees/Volunteers Response to Suspicious or Inappropriate Behaviors and/or Policy Violations

- Interrupt the behavior.
- Report the behavior to the staff member in charge of the activity, the head and associate pastor, and the chair of the personnel ministry team.
- If you are not comfortable making the report directly, make it anonymously.
- If the report is about a supervisor or administrator, contact the head pastor and associate pastor, and the chair of the personnel ministry team.
- Document the report but do not conduct an investigation.

- Keep reporting until the appropriate action is taken.

ii. Supervisor and Administrator Response:

In the event that a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from a staff member or volunteer, the supervisor is instructed to do the following:

Guidelines for Supervisors and Administrators Response to Suspicious or Inappropriate Behaviors and/or Policy Violations

- Report to the head pastor and associate pastor, and the chair of the personnel ministry team.
- Determine the appropriate response based on the report.
- Speak with the employee or volunteer or volunteer who has been reported.
- Review the file of the employee or volunteer or volunteer to determine if similar complaints were reported.
- Document the report on the appropriate form.
- If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.
- If appropriate, notify parents and/or guardians.
- Advise the person who reported the behavior that the report is being taken seriously.

Based on the information gathered, the following may be required:

- a. Increase monitoring or supervision of the employee, volunteer, or program.
- b. If policy violations with youths are confirmed, the employee or volunteer must be subject to disciplinary action up to and including termination and prosecution. Disciplinary action will follow the Progressive Disciplinary Process outlined in this manual.
- c. If more information is needed, interview and/or survey other Clergy, employees, and volunteers or youths.

Organizational Response:

Guidelines for Organizational Response

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.

B. Responding to Suspected Abuse by an Adult

i. Employee or Volunteer Response to Abuse:

As required by mandated reporting laws, Clergy, employees, and volunteers must report any suspected abuse or neglect of a youth—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.

In addition to reporting to state authorities, Clergy, employees, and volunteers are required to report any suspected or known abuse of youths perpetrated by employees or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

- a. Program directors
- b. Pastor and Associate Pastor

| <i>Additional Guidelines for Employee/Volunteer Response to Incidents or Allegations of Abuse</i> |
|---|
| <ul style="list-style-type: none">• If you witness abuse, interrupt the behavior immediately.• If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell to you.• Protect the alleged victim from intimidation, retribution, or further abuse.• Immediately report the allegation or incident to the head pastor and associate pastor, and the chair of the personnel ministry team.• proper organization authorities (based on mandatory reporting requirements) and the designated authority.• Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. State only the facts.• It is not your job to investigate the incident but it IS your job to report the incident to your supervisor in a timely manner.• Check back to make sure appropriate steps were taken. If not, report again to your supervisor and the head and associate pastor, and the chair of the personnel ministry team. |

Supervisors and Administrators Response to Abuse:

- In addition to the above response procedures, supervisors and the head and associate pastor, and the chair of the personnel ministry team. should ensure the following:

Guidelines for Supervisor and Administrators Responding to Allegations or Incidents of Abuse

- First, determine if the youth is still in danger and if so, take immediate steps to prevent any further harm.
- Gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
- Accurately record everything you learn in as much detail as you can. Remember your notes may be read by others. Stick to the facts.
- Contact the appropriate local authorities as indicated by your mandatory reporting procedures. Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.
- If the alleged abuse involves an employee or volunteer, notify your head and associate pastor, and the chair of the personnel ministry team.
- Suspend the accused employee or volunteer until the investigation is completed.

C. Responding to Youth-to-Youth Sexual Abuse and Sexualized Behaviors

The thought that one youth may sexually abuse another youth does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few years. Youth-to-Youth sexual activity and sexualized behaviors often remain unreported in organizations because Clergy, employees, and volunteers are not comfortable documenting these situations, or may not know how.

Most serious incidents of youth-to-youth abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe. Southminster Presbyterian Church recognizes that the following interactions are high risk and should be prohibited:

Prohibited Youth-to-Youth Interactions

- Hazing
- Bullying
- Derogatory name-calling
- Games of Truth or Dare
- Singling out one child for different treatment
- Ridicule or humiliation

In order to adequately respond to and track incidents within the organization, all sexual activity between youths and sexualized behaviors of youths must be consistently documented.

i. Employee and Volunteer Response:

Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If employees or volunteers witness youth-to-youth sexual behaviors, they are instructed to follow these guidelines:

| <i>Guidelines for Clergy, employees, and volunteers Responding to Youth-to-Youth Sexual Activity</i> |
|--|
| <ul style="list-style-type: none">• If you observe sexual activity between youths, you should immediately separate them.• Calmly explain that such interactions are not permitted and separate the youths.• Notify your supervisor.• Complete the necessary paperwork including what you observed and how you responded.• Follow your supervisor's instructions regarding notifying the authorities and informing the parents of the youth involved.• In some cases, if the problem is recurring discipline may be required including not allowing one or both youths to return to the program. |

Supervisors and Administrators Response:

In the event that a supervisor or administrator receives a report of a youth’s sexualized behavior or youth-to-youth sexual activity, the supervisor should do the following:

| <i>Guidelines for Supervisors and Administrators Responding to Youth-to-Youth Sexual Activity</i> |
|--|
| <ul style="list-style-type: none">• Meet with the leaders who reported the sexual activity to gather information.• Confirm that the youths involved have been separated or placed under increased supervision.• Review the steps taken by the leaders on duty.• Review the incident report to confirm it is accurately and thoroughly completed.• Meet with parents of the youths involved.• Determine what actions should be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.• Notify the proper authorities.• Develop a written corrective action or follow-up plan in response to the incident |

Based on the information gathered, the following may be required:

- a. Review the need for additional supervision.
- b. Review the need for revised policies or procedures.
- c. Review the need for additional training.
- d. Alert others in the organization.

Organizational Response:

After the internal review of the sexualized behavior or youth-to-youth sexual activity, the organization will determine what can be done to prevent a reoccurrence, such as:

| <i>Guidelines for Organizational Response</i> |
|---|
| <ul style="list-style-type: none">• Review the need for additional supervision.• Review the need for revised policies or procedures.• Review the need for additional training.• Alert others in the organization.• Alert Chicago Presbytery |

D. Responding to Victims

In the event of cases of reportable abuse, the policy of Southminster Presbyterian Church is to be responsive to the needs of victims within the constraints or obligations imposed under insurance contracts. In general, we will attend to the immediate needs of victims by providing support and pastoral care.

E. Notification of Parents

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

While communicating with a parent, and **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 “mandatory reporting” is a factor;
- Who shall and in what manner communicate with the parents/guardian;
- Whether the Pastor should be involved in the communication;

- Tentative remedial steps to prevent a further incident.

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

F. Responding to Media

Media publicity following an incident of abuse or exploitation may be detrimental to the reputations of individuals, the congregation and Southminster Presbyterian Church, the Chicago Presbytery and PCUSA. All media referrals shall go to the Chicago Presbytery.

IX. Congregational Awareness

We are dedicated to a policy of open communication and education for the benefit of the children, parents, vulnerable adults and guardians we serve. They are entitled to know what to expect of our ministries, the Ministers who serve them, and to know the related policies and procedures created to protect the respective ministry constituencies. Constituencies include the children, the parents, the vulnerable adults, the guardians, and the Ministers.

This entire policy shall be posted on the Southminster Presbyterian Church website, [www.spcah.org].

At the time children or vulnerable adults are enrolled in Southminster programs, parents or legal guardians shall be provided:

- A copy of the Southminster Presbyterian Church Code of Conduct.
- A copy of the Southminster Presbyterian Church Policies for Working with Youth.
- A summary of the content of the orientation to be provided to children and vulnerable adults regarding boundaries and reporting.
- Information regarding the means to report violations of policy or suspicions of abuse.
- Information regarding their personal obligation to report suspected abuse as it may exist under the laws of the State of Illinois.
- An invitation to visit programs in progress at any time at their convenience.

Parents/guardians shall be encouraged to report violations of policy, boundaries or suspected abuse to the Director of the respective ministry at which an incident has occurred or the Director. Anonymous reporting is permitted in the same manner and with the same precautions as reporting by Ministers or other observers.

X. Registered Sex Offender Policy

As a community of faith, serving by the example of Jesus Christ, we also seek to attend to the needs of all who seek healing, redemption and fellowship among us. We shall be prepared to accept in our midst those who have violated the most sacred mores of our society at large, in order to provide them refuge, peace, example and support in their recovery and penitence. We commit to doing so with utmost care for the welfare of our congregation, collectively and individually, and the community we serve.

We accept that there are risks to be born in our deliberate association with and ministry to sex offenders who are considered a pariah among the community-at-large as evidenced by the many constraints placed upon their interaction with the community. We agree to honor the needs of the congregation and our community to have reasonable assurance that a sex offender in our care will not have an opportunity to re-offend as a result of lapses in our management of the offender.

We shall consider limited participation or membership of a sex offender in our congregation with utmost care which shall include the following elements:

- a) Sex offenders will not be allowed to participate in any youth activities, including but not limited to Sunday school, chapel time, nursery care, Vacation Bible School, youth events or trips, children's events, and PDO.
- b) Document understanding of the statutory limitations applying in the State of Illinois to the movement and activities of a sex offender, taking into account the programs of the church or the operations of tenants.
- c) Consider and understand the character of the crimes which have resulted in requiring an individual to register as a sex offender, the passage of time without repeated conduct or behavior and the risk and opportunity of re-offending that is presented by the particular programs of our congregation.
- d) Document understanding of limitations and prohibitions placed upon the offender by courts and probation authorities. The opinion of a mental health professional regarding the suitability of the person to participation in the life of the church can be obtained. In all cases where probation is in force, we shall obtain the explicit approval of and conditions of participation specified by the probation officer. A recommendation by law enforcement or mental health professionals to deny participation to an offender shall be honored in all cases.
- e) Understanding that, with respect to a person who is an employee, volunteer or in a position of church leadership, who has previously been conviction for acts of sexual misconduct as defined by insurance contracts, knowledge by church leaders and managers of such prior conviction will have the effect of voiding coverage for the individual employee, volunteer or church leader and for the church for future acts of sexual misconduct by that person.
- f) With the advice of legal counsel, and in all cases, the conditions of participation by a registered offender shall be defined by a "limited access agreement" executed by the offender and church. Such agreement shall be approved by probation authorities as may be necessary according to letter c above. The agreement shall be reviewed annually to validate on going eligibility. Violation of the agreement by the offender shall be considered as grounds for immediate cancellation of the agreement.

The following additional considerations shall apply:

Victims in the congregation – In such case as the victim of a RSO (registered sex offender) is a member of the congregation, employee or is a client of other services provided by the congregation, the RSO shall not be permitted to attend the church or church activities.

Clergy-penitent privilege – “Clergy-penitent privilege” is a “Rule of Evidence” defining or limiting information which clergy may reveal in a court of law only. “Clergy penitent privilege” does not prevent clergy from informing the congregation of matters which may be relevant to their safety; it does not require clergy to hold information in secrecy.

Ordained clergy shall assume responsibility and take extraordinary care to understand the scope and limitations of clergy-penitent privilege in the State of Illinois, and the parameters of confidence and privilege as defined by our denomination. Authorized clergy shall inform the leadership of the church of the general principles of confidence and privilege under which s/he performs his/her clerical duties.

Escorts (Parish Associate) – Conditions of limited access for a RSO will commonly require that the offender have an escort while on the church premises or at church events elsewhere. If this is the case for an RSO, a person serving as an escort shall not be a spouse, partner or relative of the offender.

Approval & Supervision –

With the advice and prior approval of the Southminster Council or session, a Limited Access Agreement with a Petitioner (known RSO) may be signed only by the Senior Pastor.

The Senior Pastor, in association with other “authorized clergy” and parish associates (escorts), who shall be named in the Limited Access Agreement, shall be responsible for the general supervision of the Petitioner in all of the latter’s activity in relation to the church. Elements of supervision shall include the following:

Knowledge of the terms of the Limited Access Agreement, including activity limitations placed upon the Petitioner.

Knowledge of the Petitioners offense history sufficient to understand the risks of association with the church and its ministries.

Willingness to assert activity limitations and to report any violation of restrictions placed upon the Petitioner.

Willingness to intervene in any onset of a risky or problem behavior.

Willingness to report all cases of non-compliance to the Senior Pastor.

The Senior Pastor shall assess, prior to selection, whether a proposed parish associate is willing to fulfill the above elements of supervision.

Professional privacy – Members who are employed in certain occupations may have a statutory obligation to maintain privacy around the criminal history of their clients who may also be parishioners. Such members shall decline to accept leadership roles which may put them in a position of decision-making regarding individuals who may be their professional clients.

Juveniles – While the criminal record of a juvenile is ordinarily concealed by the courts, the church may come to know the juvenile’s history by other means. Honest disclosure by a juvenile and parents in the volunteer application and screening process may reveal that a record exists without knowing the specifics. While a limited access agreement will be required for the juvenile, as for others, every precaution will be taken to preserve the privacy and confidentiality which the law affords a juvenile.

XI. Acknowledgment of Safe Conduct Policy and Procedure

I have read and agree to comply with my organization's policies regarding sexual abuse prevention.

Signature of Employee or Volunteer

Date

A. Volunteer Application

Name: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____ Work _____

Driver License: State Issued: _____ Number: _____

Current Place of Employment: _____ For how long? _____

Volunteer Role: _____

Please list your addresses in the past five years:

What interests you about the volunteer position for which you are currently applying?

What has prepared you for the volunteer position for which you are currently applying?

References

| Reference Name | Address (City, State, Zip) | Daytime Phone | How long have you known this person? | Has this person agreed to provide a reference? |
|--------------------|-------------------------------|------------------|--|---|
| Professional/Civic | | | | |
| Personal | | | | |

Volunteer experience

Please list your volunteer experiences with non-profit organizations (use back if needed.)

| Organization | Duties | Dates | Contact Person | Phone Number |
|--------------|--------|-------|-------------------|-----------------|
| | | | | |
| | | | | |
| | | | | |

Southminster Presbyterian Church appreciates your willingness to share your skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality programs for the people of our community. Please initial each of the statements below.

- *I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my position.*
- *I understand that I can withdraw from the application process at any time.*
- *My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.***

Applicant Signature: _____

Date: ____/____/____

Code of Ethics for Volunteers

- Our volunteers will exhibit the highest ethical best practices and personal integrity.
- Our volunteers will provide an environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Our volunteers will not physically, sexually, or emotionally abuse or neglect a youth or adult.
- Our volunteers will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Our volunteers will report any suspected abuse or neglect of a youth to the state authorities.
- Our volunteers will accept their personal responsibility to protect youth and adults from all forms of abuse.

Please Print

| | |
|-----------|-------|
| Date | _____ |
| Name | _____ |
| Position | _____ |
| Signature | _____ |

I have reviewed this application and have noted any missing information.

Signature of Program Director

_____/_____/_____

Date

High Risk Indicators for Applications

- Application includes conflicting or incorrect information.
- Application has omitted or incomplete information.
- The applicant is overeducated or overqualified for this or other positions with youth.
- The applicant is moving to a lesser-paying job.
- The application shows a pattern of work and volunteer positions with the same type of youth.
- The work pattern shows themes of problems with authority.
- The applicant found out about the position through dropping in on the program.
- The applicant describes youth as helpless, vulnerable or perfect.

Personal Reference Form

Name of Applicant: _____

Date: _____

Name of Reference: _____

Address: _____

Phone Numbers: _____

Hello, my name is <your first and last name> with Southminster Presbyterian Church. <The applicant's first and last name> has applied for a volunteer position with us and said you would be a good person for us to talk with about him/her. Do you have a few minutes to talk with me now? I would like to start by letting you know that <The applicant's first and last name> would be working with youth / vulnerable adults, so it is extremely important for us to determine that every applicant is suitable for this type of position. I appreciate your help with this.

1. How long have you known the applicant? _____
2. What is your relationship to the applicant? _____
3. How would you rate the applicant's ability to work with and relate to youth?

____Above satisfactory ____Satisfactory ____Below satisfactory

Can you give me an example of how the applicant relates to youth?

4. We are looking for someone who can stay calm and control frustration even under very frustrating conditions with youth. How would you rate the applicant's ability to be patient and stay calm?

____Above satisfactory ____Satisfactory ____Below satisfactory

5. Have you ever known the applicant to use harsh or abusive discipline with a youth?

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

7. Do you have any additional comments or questions?

Thank you very much for your time.

Signature of Program Director

 /

 /

Date

High Risk Indicators for References

- 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 applicant as having high-risk characteristics.
- References provided evasive responses.
- References reported specific concerns about the applicant.

B. Sample Field Trip Preparation Checklist

| |
|---|
| Field Trip Preparation Checklist |
|---|

1. Specific location of the off-site activity. (Example: The Children’s Museum)

2. Name of the primary contact at the off-site location (Example: Mary Smith, Director of Group Sales at the Children’s Museum)

3. Address and telephone number for the location.

4. Parent permission sheet attached to this document for review.

5. Name and cell phone number of the supervisor for the off-site activity.

6. The employee to child ratio for the trip and names of all who will be attending.

7. Required attire for employee and child during the off-site activity.

8. Amount of time required for the off-site activity.

9. Estimated departure time and estimated return time.

10. Method of transportation.

11. Overall supervision guidelines for location (employees will be assigned groups of children to monitor throughout the trip, employees will monitor children in “zones,” etc.).

12. Cost of the activity.

Last Minute Checklist:

1. All permission sheets returned and compiled for the off-site activity (children cannot participate without a permission slip). Employees must take permission slips to the off-site activity to ensure correct parent contact information.
2. Roll sheets printed and distributed to all employees for all children attending the off-site activity.
3. All required employees present.
4. All employees and children are in approved attire.

C. Volunteer Driver Qualification Form & Agreement

**Volunteer Driver Qualification Form & Agreement for Use
of Personally Owned Vehicles**

Name: _____ Birth Date: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Years of driving experience _____

Driver license No. & State*: _____ Expiration Date : _____

1. Are all licensed vehicles you own covered by insurance as required by law? Yes, No

2. Have you ever been denied a driver's license or had one suspended or revoked? Yes, No

3. Have you had any moving traffic violations or accidents in the past three years? Yes, No

If the answer to questions 2 or 3 is YES, explain. Give dates and details of violations and accidents on the back of this form.

I AGREE to the following as a condition of being permitted to act as a Volunteer Driver:

- 1. The vehicle owner's insurance is the primary liability insurance coverage in the event of an accident.
- 2. The owner of the vehicle which I am driving is responsible for keeping the vehicle in safe working order.
- 3. The owner of the vehicle is responsible for all damage to the owned vehicle however caused.
- 4. The owner of the vehicle shall maintain liability.
- 5. The church's insurance shall apply in excess of the vehicle owner's liability insurance limits in the event the primary limits are exhausted, and only to the extent the church is legally obligated to pay damages.
- 6. **I will not receive or initiate phone calls while operating a vehicle for church activities, to include receiving or initiating text messages.**
- 7. I will indemnify and hold the church harmless from liabilities and damage resulting from my operation of a motor vehicle not owned by the church. The church will indemnify and hold harmless the volunteer driver for liabilities and damages resulting from acts or negligence of the church.

I hereby AFFIRM that the information I have given is stated truthfully and that I shall abide by the terms of the church's Vehicle Use Policy.

Attach a copy of Driver's License and current Insurance ID Card

Driver Signature: _____

Date: _____

APPROVED: _____ **Date:** _____ **Expiration:** _____

D. Limited Access Agreement

This Limited Access Agreement is executed between:

Southminster Presbyterian Church, referred to below as “we”, “the congregation” and “clergy”;

And

(Petitioner Name), referred to below as “you” and “your”

Southminster Presbyterian Church, affirms the dignity and worth of all persons. We are committed to being a religious community open to those who are in need of worshiping with us, especially in times of distress and serious personal troubles. However, based on your background, we have concerns about your contact with children and youth in our congregation. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation. We welcome you to our congregation and our membership but your participation will be limited to ensure the safety of our children and youth and to assure that you will not be subject to future accusations.

Within these guidelines, the congregation welcomes your participation in worship services, coffee hour, meetings, adult education, and all adult social events. Do not enter the upper level (Sunday School area) of the church building, the nursery care area, or any PDO classrooms. You are to avoid all contact with children and youth on church property or congregation-sponsored events. This includes the following:

- Do not talk with children.
- Do not volunteer or agree to lead, chaperone or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children and/or youth.
- If a child or youth in the congregation approaches you, either at church or in a community place, politely and immediately excuse yourself from the situation.
- Avoid being in the church or any church-owned building or church-rented space at any time without someone else present with you at all times.
- Do not ask for, seek access to, nor remove from the church any materials, files, directories, etc. listing members and friends of the church.

As a part of this agreement it is understood that you will have three (3) members of this congregation, approved by the clergy, who know thoroughly your history and are willing to serve as your Parish Associates.

(Named Parish Associate 1)

(Named Parish Associate 2)

(Named Parish Associate 3)

To engage your integration into the congregation and to assist you in maximizing your experience with the church it is agreed that you will meet on a bi-monthly basis with the Parish

Associates and a member of the clergy together or separately to discuss matters of mutual interest and concern. These meetings will also serve as an ongoing review of the implementation of this agreement.

Implementation of this agreement is based upon a review by the clergy of the most current supporting documents as follows:

- A statement from the court as to the nature of the conviction.
- A report from a certified treatment provider indicating that you are not at too high a risk for recidivism.

Any change in the above must be reported immediately to a member of the clergy.

REASONS FOR EXCLUDING A PERSON FROM ALL CONGREGATIONAL ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Refusal to allow the clergy to contact the treatment provider and parole officer.
- Report by a treatment provider that the individual is at too high a risk for recidivism.
- Refusal to sign a Limited Access Agreement.
- Refusal to comply with the requirements of the Limited Access Agreement.

This agreement will remain in effect until/unless:

- You fail to honor the terms of the agreement, thus nullifying it.
- It is superseded by any policies and procedures put in place by the church's Safety Committee. The Safety Committee in consultation with the clergy is the body responsible for providing you with guidelines, support and counsel for your participation in the life of the congregation.
- You, the clergy, and the SafeConduct™ Committee mutually agree to change the terms of this agreement.

ATTEST: I have reviewed the terms of the above limited access agreement and agree to abide by its provisions. Failure to honor its terms will result in my being denied access to church property and all church events.

Signature

Date

Petitioner Name

Address

WITNESS FOR THE CHURCH:

Signature

Date

Name

Church Official Title

Southminster Presbyterian Church

916 East Central Road

Arlington Heights, IL 60005