

Child and Youth Protection Policy Hampton United Methodist Church

100 Central Ave E
Hampton, IA 50441
Phone: 641-456-4238
Email: office@umc-hampton.org

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Mission Statement

The people of Hampton United Methodist Church believe, in accordance with our Christian principles and the General Conference of the United Methodist Church, that it is in the best interest of the church and the children and youth* of the church to adopt policies, procedures and screening tools to assist us in protecting the physical, mental, emotional, and spiritual well-being of the children and youth who participate in Hampton UMC church-sponsored activities.

The Purpose

The purpose for determining and implementing policies and procedures for persons who work with children and youth in the church is to protect the children and youth from abuse and the adults from being unfairly accused of abusing any child (children) or youth in any manner.

Churches may be liable for incidents and injuries that result from "negligent supervision," i.e., the failure to exercise reasonable care in the training of workers with children and youth in the policies and procedures regarding child abuse and child safety. The risk of negligent supervision can be reduced by adhering to certain policies. These policies and procedures also apply to the clergy, recognizing special situations involving confidentiality in performing their duties. The following policies and procedures will be in effect at the Hampton UMC.

It is with this mission in mind that the following policies, procedures, and screening tools will be used.

Approval Process

- 1) This policy was written by a sub committee of the Education Committee on May 2007
- 2) Trustee approval was given on May 30, 2007.
- 3) SPRC approval was given on May 30, 2007.
- 4) Leadership Council approval was given on June 13, 2007.

Resources

1. Trinity United Methodist Church, Charles City, IA
2. Melton, Joy T., *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church*.
Nashville, TN: Discipleship Resources, 1997

* For purpose of this policy, youth is defined as a person who is under the age of 18 or who has not yet graduated from high school.

Screening Process Policies

There are two levels of screening for persons interested in working with children and youth at Hampton UMC. These levels are based on the amount of contact the individual will have with the children and youth who are involved in Hampton UMC's programs.

Primary Screening: Extensive Contact – Form A (not youth assistants)

This level of screening is required for all paid staff and for volunteer positions involving supervision or custody of children or youth and includes

- All Paid Staff
- Youth, elementary and preschool leaders
- Nursery childcare providers
- Children and youth choir directors and accompanists
- Christian education teachers/leaders and assistants
- Confirmation mentors (Must also complete Form H)
- Vacation Bible School Station Leaders

Secondary Screening: Minimal Contact – Form B

This level of screening is conducted in one-time situations when little or no advance notice is given, for example:

- Drivers to an event
- Substitute teachers
- Additional teachers/helpers for a high-turn-out program
- Supervisors/chaperones of extended programs (overnight, daylong, weekend, or longer)

Each level requires completion of the appropriate screening form. The extensive-contact screening form (Form A) requires references, a review of Form A, and a Department of Criminal Investigation (DC) check. The Christian Educator is responsible for administering the application and reference-check process. A renewal-update of the primary and secondary screening forms shall take place every 5 years. See Form C.

The Christian Education Coordinator is required to check the Iowa Sex Offender registry every August. The online registry can be checked at: www.iowasexoffender.com

Basic Principles

1. Prior Record Rule

Persons who have been convicted of either child sexual or physical abuse shall not provide service in any church-sponsored activity or program for children or youth.

2. Three-Month Rule

All volunteers working with youth or children must have participated in Hampton UMC activities for three months or more or have a reference letter from a pastor or education leader from other churches in which they have participated.

3. Two Adult Rule

Two or more unrelated adults should be present during any church activity that involves children and youth. One adult may be present when the room is equipped with a window in the door or the door is left open. Exceptions may need to be made with counseling, when providing transportation, confirmation mentoring, etc. Such exceptions should be handled by:

- (a) obtaining parental permission using the “Parental Permission Slip” (Form H)
- (b) using an “open door” policy (the door to the room where the youth and adult are meeting is left open) and/or
- (c) notifying appropriate church leader

Our nursery will follow the State of Iowa child to adult ratio. That current ratio is 1 adult to 6 children. No more than 4 of those children can be under the age of 2.

Any assistant (Sunday School or Vacation Bible School) will be 14 or older.

4. Adequate Personnel

Programs and activities that involve children and youth should always include adequate supervisory personnel (usually a ratio of one adult to every nine or ten children/youth, with a minimum of two adults).

5. Minors Helping With Children

Minors between the ages of 14-18 who complete the application will be allowed to help with young children. See “Application for Minors to Help With Children” (Form G).

6. Reporting Suspicious Behavior

Any inappropriate conduct or relationship between a worker and a child or youth should be reported to the pastor, Christian Education representative (Sunday School superintendent or other), or the chair of SPRC (Staff Parish Relations Committee if appropriate) immediately and investigated by using the procedure outlined in the “Child and Youth Safety Response Plan” pages 4-5, Appendix 1. Use Form D “Incident Report Form” and Form E “Investigative Check Form.”

7. Training in Child and Youth Safety

Workers with children and youth will be informed of the Child and Youth Protection policies and procedure under which the church operates. They are encouraged to read the printed materials and/or to attend special training sessions. See Appendix 2, page 6, “Training Leaders of Children and Youth Ministries/Activities.” The parents of children/youth in Hampton UMC programs will be informed of the Child and Youth Protection policies and procedures under which the church operates with emphasis on the safety and well-being of their children/youth.

8. Record Keeping and Reporting

Recording keeping and reporting will be done by the Christian Educator Coordinator and follow the outlines in the Response Plan, Appendix 1, pages 4-5. The following appendixes and forms will be used:

Appendix 1 – pages 4, Child and Youth Safety Response Plan

Appendix 2 – Page 5, Training Leaders of Children and Youth Ministries/Activities

Form A – Primary Screening form

Form B – Secondary Screening form

Form C – Volunteer Safety form

Form D – Incident Reporting form

Form E – Investigative Check form

Form F – Consent for Medical Treatment & Emergency Contact form

Form G – Application for Minors to Help With Children form

Form H- Parental Permission Slip

People in the following positions are the ones who will have access to the confidential records: Christian Education Coordinator and Senior Pastor

9. Five-Year Rule

All teachers, assistants, youth leaders, confirmation mentors and anyone else in a leadership role will be 5 years older than the oldest child or youth they are working with.

10. Publicity of Child and Youth Protection Policy and Procedures

It is proposed by the Education Committee that the following public relations efforts be implemented to facilitate the adoption and installation of the Child and Youth Protection Policy:

- + An announcement of the Child and Youth Protection Policy in the newsletter
- + Announcement(s) in worship with support of the pastors and other leaders
- + Mailings to current volunteers who work with children and youth.
- + Continued dialog and special workshops with current volunteers who work with children and youth
- + Appendix 1 will be posted in all areas of the church used by children and/or youth.
- + A copy of this policy will be mailed to all households with children and/or youth that are active in or members of this church.
- + A copy will be posted on the bulletin boards in the hallways.
- + The policy will also be posted on the church's website at the following address:
www.umc-hampton.org

11. Drivers to Events

These guidelines are set up to be used when transportation is needed to children and/or youth events.

- ! Drivers must be 21 years of age.
- ! More than one youth per car.
- ! A valid driver's license and copy of insurance policy must be provided.
- ! Form B will be filled out by all drivers.

12. Other Groups using the church building

Other groups that have children and/or youth in attendance at the Hampton UMC must follow the policy set by their own organization.

APPENDIX 1
Response Plan –
Child and Youth Protection Policy
Hampton United Methodist Church

Maintenance of Records

All completed screening forms and related materials (letters of reference, interview notes, etc.) will be kept in the confidential file in the church office and used only for the purposes described herein.

Spokesperson(s)

Only the pastor(s), appointed Christian Education leader, or the appointed attorney shall speak to the media concerning a specific case. The following prepared statement will be used initially:

“For the protection of all involved, I cannot disclose any information at this time. Thank you.”

Instruction on the procedure with the media is to be included in all staff and volunteer training/information.

Reporting Obligations

- a. A verbal report of suspected abuse will be filed immediately with the Iowa Department of Human Services if the suspected abuser is the child’s or youth’s parent or caretaker. If the suspected abuser is a church staff member or a volunteer, a report to police will be filed.
- b. The police will also be contacted if the child’s or youth’s immediate safety is at risk.
- c. A written report will be made within 24 hours of an incident using the “Child and Youth Protection Policy Incident Report,” Form D. Unfounded reports will be destroyed after the investigation process is complete.

Reporting Procedure

- a) All allegations should be taken seriously.
- b) Any suspected abuse committed by church staff or a volunteer on church property or at a church-sponsored event should be reported by the adult closest to the situation (e.g., an eye witness, the first adult told by the child or youth, or the child’s/youth’s parent) first to the pastor(s); or if the pastor(s) is suspected, the District Superintendent or the Bishop of the Conference should be contacted.
- c) If the pastor(s) is not on site or available by phone, the reporter should fill out a report form and contact a pastor as soon as possible.
- d) The pastor(s) should begin documenting in writing all efforts in handling the situation from the time it was first reported. This documentation will be continued throughout the investigation process using “Investigative Check” Form E.
- e) The pastor(s) should notify the child’s or youth’s parent(s) or guardian(s), church attorney, insurance agency, and the Chancellor of the Iowa Annual Conference of the United Methodist Church.
- f) The pastor(s) should notify the Department of Human Services or the police when appropriate (see Reporting Obligations section of this response plan).
- g) The suspected abuser should not be confronted until the safety of the child or youth is secured.
- h) Pastoral care should be extended to the victim and the family.
- i) Care should be taken to avoid prejudging the situation. The suspected abuser shall be afforded full due process in the handling of any complaint. Pastoral care should be available to the suspected abuser and family. The suspected abuser should be kept apprised of all developments. The suspected abuser should be supported and treated with dignity. He/she should immediately be relieved of his/her responsibilities as they relate to this policy.
- j) The text of the prepared public statement (see Spokesperson section of this response plan) should be used to answer to the press and the congregation, using care to protect the privacy and confidentiality of all involved.

APPENDIX 2
Training Leaders of Children and Youth Ministries/Activities
Child and Youth Protection Policy
Hampton United Methodist Church

Target

All paid/volunteer ministry leaders who oversee or assist with children/youth activities. (including pastors, parents, Education Committee chairperson, secretary, childcare coordinator, custodian, etc.)

Person Responsible

Christian Education Coordinator

Suggested Resources

- “Reducing the Risk” video created by Church Law & Tax Report
- Iowa Department of Human Services videos and personnel
- Hampton UMC Child and Youth Protection Policies and Procedures statement
- Guest speakers
- Community resources

Objectives

- Provide a basic orientation to facts about child abuse
- Present a rationale for emphasis on protecting young people from abuse in the church
- Describe church policies governing ministry to children/youth
- Encourage worker/volunteer commitment to following church policies
- Provide information so that leaders can effectively monitor those who work with youth and children

Suggested Content

Understanding the problem

1. Understanding the problem of child abuse – the problem, definition, behavioral parameters
2. Understanding the abuser – various profiles
3. The effects on the victim – short term and long term effects.
4. Identifying abuse – physical, behavioral, verbal signs, and abuser behaviors

The church’s need to respond

1. Understanding the church’s vulnerability to child abuse – the need for a risk reduction program and response

Worker selection

1. Policy areas – mission statement, policies, and permissions
2. Screening procedures – requirements, forms, reference checks, interviewing

Worker supervision

1. Adequate supervision – rules, compliance with permission forms

Reporting and response

1. Process for suspicious behavior – requirements, report forms, guidelines, care of individuals involved

Form A

Primary Screening

CONFIDENTIAL

Extensive, Regular, and On-going Leader Position
Child and Youth Protection Policy
Hampton United Methodist Church
100 Central Ave E
Hampton, IA

This is not an employment application, but rather is part of a process to provide a safe and secure environment for the children and youth who participate in our programs. (*For purposes of this policy, youth is defined as a person who is under the age of 18 or who has not yet graduated from high school.)

The people of Hampton United Methodist Church believe, in accordance with our Christian principles and the General Conference of the United Methodist Church, that it is in the best interest of the church and the children and youth* of the church to adopt policies, procedures, and screening tools to assist us in protecting the physical, mental, emotional, and spiritual well-being of the children and youth who participate in Hampton UMC's church-sponsored activities.

Summary of Policies

- 1) Adults who have been convicted of either child sexual or physical abuse shall not provide service in any church-sponsored activity or program for children or youth.
- 2) All volunteers working with youth or children must have participated in Hampton UMC activities for three months or more or have suitable references from other churches in which they have participated.
- 3) Volunteers should (when at all possible) observe the "two-adult" rule. This requires that an adult never be alone with a child or youth without an adult partner unless a parent of the child or youth has given prior permission (see "Child and Youth Protection Policies and Procedures" guideline #3)
- 4) Adult volunteers should immediately report to the pastor(s) any behavior toward a youth or child that seems to be abusive or otherwise inappropriate.

APPLICANT'S INFORMATION

Name

(Last) _____ (First) _____ (M) _____

All former names _____

(Identity must be confirmed with a state driver's license or other photo identification)

Present Address

(Street) _____

(City) _____ (State) _____ (Zip) _____

Home Telephone () _____ Work telephone () _____

Current occupation and employer _____

Do you have a valid Iowa's driver's license? Yes ___ No ___ License Number _____

Expiration date _____ (License will be photocopied and placed in volunteer's file)

Social Security Number _____

Church History and Prior Experience Working with Children and/or Youth

Have you been or are you currently serving as a paid or volunteer worker with children or youth in which you have already undergone and met screening requirements? Yes _____ No _____

If yes, organization _____ Contact person _____

Address _____ Telephone _____

Current church membership (name of church, city and state) _____

Length of membership (months or years) _____

List other churches (names and addresses) you have attended regularly during the last five years.

List all previous church work involving children/youth. Include each organization's name and address, the type of work performed, and the dates. _____

List all previous non-church work involving children/youth. Include each organization's name and address, the type of work performed, and the dates. _____

Have you ever been arrested for any offense involving harm or abuse of a child/youth?
Yes _____ No _____ If yes, please explain:

(If you were a victim of child/youth abuse or molestation and would like to speak to someone about this in confidence, please contact the pastor for further assistance.)

Have you ever been arrested for a criminal offense? Yes _____ No _____

If yes, please explain:

A "yes" necessitates a criminal records check. If yes, please indicate if you wish to speak with a member of the professional church staff: _____ (Note: Random checks are performed.)

References

Current Employer _____ Contact Person _____

Length of employment _____ Telephone _____

Address _____

Persons who are familiar with your work with children or youth:

Name _____ Telephone _____

Address _____

Name _____ Telephone _____

Address _____

As a church volunteer, do you agree to observe all church policies regarding working with youth or children as set forth in Hampton UMC's "Child and Youth Protection Policies and Procedures?" Yes _____ No _____

Applicant's Statement

I state that the responses set forth in this application are true under penalty of perjury under the laws of the State of Iowa. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for work with children and youth. In consideration of the receipt and evaluation of this screening by Hampton UMC, I hereby release any individual, church, youth organization, charity, employer, reference, or any other persons or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature that may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization.

I have read Hampton UMC's "Child and Youth Protection Policies and Procedures" and should my application be accepted, I agree to be bound by the bylaws and policies of Hampton UMC and to refrain from abusive or other inappropriate conduct in the performance of my services on behalf of the church.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND UNDERSTAND THE CONTENTS THEREOF AND I SIGN THIS RELEASE OF MY OWN FREE WILL.** I understand that this is a legally binding agreement.

Applicant's signature: _____ Date: _____

Interviewed by: _____ Date: _____

Form B

Secondary Screening

CONFIDENTIAL

Minimal, Occasional or Substitute Leader Position Child and Youth Protection Policy

Hampton United Methodist Church
100 Central Ave E
Hampton, IA

The people of Hampton United Methodist Church believe, in accordance with our Christian principles and the General Conference of the United Methodist Church, that it is in the best interest of the church and the children and youth* of the church to adopt policies, procedures, and screening tools to assist us in protecting the physical, mental, emotional, and spiritual well-being of the children and youth who participate in Hampton UMC church-sponsored activities.

Summary of policies

1. Adults who have been convicted of either child sexual or physical abuse shall not provide service in any church-sponsored activity or program for children or youth.
2. All volunteers working with youth or children must have participated in Hampton UMC activities for three months or more or have suitable references from other churches in which they have participated.
3. Volunteers should (when at all possible) observe the "two-adult" rule. This requires that an adult never be alone with a child or youth without an adult partner unless a parent of the child or youth has given prior permission (see "Child and Youth Protection Policies and Procedures" guideline #3)
4. Adult volunteers should immediately report to the pastor any behavior toward a youth or child that seems to be abusive or otherwise inappropriate.

Please answer the following questions. Your responses will be kept confidential.

As a church volunteer, I have read through Hampton UMC's "Child and Youth Protection Policies and Procedures" and agree to follow them as set up in this policy. Yes____ No____

Have you ever been arrested for any offense involving harm or abuse of a child/youth?

Yes _____ No _____ If yes, please explain_____

Have you ever been arrested for any crime in the last 10 years? Yes _____ No _____

If yes, please explain

List your valid State of Iowa Driver's License number _____

Auto Insurance Company _____

Dates of Validation _____ Policy Number _____

**** A copy of your driver's licence and insurance card must be on file before the trip. In case of a unplanned trip, the driver's licence and insurance card must be shown to the person in charge.**

Applicant's Statement

I have read the above summary of the policy of Hampton UMC "Child and Youth Protection Policies and Procedures" and agree to observe the safeguards listed and those in the Policy. I state that the responses set forth in this application are true under penalty of perjury under the laws of the State of Iowa.

Printed

Name

Signature _____ Date _____

* For purposes of this policy, youth is defined as a person who is under the age of 18 or who has not yet graduated from high school.

Form C
Volunteer Safety
Child and Youth Protection Policy
Hampton United Methodist Church
100 Central Ave E
Hampton, IA

Individual follow-up sheet
(to be placed in each individual's file for easy check)

Name _____

Screening form (date) _____ Primary _____ Secondary _____

References checked

- 1) _____
- 2) _____
- 3) _____

Member 3 months YES NO

Constituent 3 months _____ (with past church reference)

Participated in special training? Date _____

Comments _____

Area and Year of Ministry

- 1.
- 2.
- 3.
- 4.
- 5.

Renewal!

Form D
Incident Report
Child and Youth Protection Policy
Hampton United Methodist Church
100 Central Ave E
Hampton, IA

Date _____

Name of person(s) filing report _____

Alleged victim(s) _____

Alleged perpetrator(s) _____

Witness(es) _____

Date, time and location of incident

Description of incident:

Additional Information:

_____ I am a mandatory reporter.

_____ I choose to remain anonymous to all persons other than those authorized to investigate this incident.

_____ I have reported or intend to report this incident to criminal authorities.

The above information is freely provided and is true to the best of my knowledge.

Signature(s): _____

Address(es): _____

Telephone: _____

Person receiving this report: _____

Form E
Investigative Checklist
Child and Youth Protection Policy
Hampton United Methodist Church
100 Central Ave E
Hampton, IA

This checklist is to be used by the Hampton UMC staff as events are investigated to keep adequate records.

Documentation is important in the process.

Name of child/youth _____

Address _____

Telephone _____ Grade _____ Age _____

Person(s) reporting _____

Address _____

Telephone _____ Relationship to child/youth _____

Person who committed alleged misconduct _____

Address _____ Telephone _____

Title/position _____

Relationship to child/youth _____

Have law enforcement authorities been contacted about this incident? Yes _____ No _____

Date _____

Has any professional examined or treated the child/youth because of this incident?

Yes _____ No _____

If yes, explain (include names of professional and time and place of examinations or treatments)

Try to obtain the following information as applicable from the victim, alleged perpetrator, witnesses, parents, others:

What happened (describe the incident)?

When did it happen?

Where did it happen?

What was said?

What did the alleged perpetrator tell or require you to do?

Is this the first time that something like this has happened to you?

Were there any witnesses? If so, list them.

Information from the victim:

Information from the alleged perpetrator:

Information from witnesses:

Information from parents:

Form F
Consent for Medical Treatment & Emergency Contract Form

Child and Youth Protection Policy
Hampton United Methodist Church
100 Central Ave E
Hampton, IA

I, _____, the parent or guardian of the following child(ren): _____

_____, give

my permission for a responsible adult or first aid personal to secure medical treatment for my child(ren) in the case of any illness or accident that they feel needs to be treated by professional medical personal. I hear by give permission to the administration for any and all necessary medical treatment by a licensed physician or dentist in his/her office or at the hospital.

Parent/Guardian Signature _____

Relationship to child _____ Date _____

Phone number _____ Cell number _____

Please list two emergency contacts for your child(ren) in case you can not be reached.

Name(s) _____

Relationship to child(ren) _____

Home Phone number _____ Cell Phone number _____

Name(s) _____

Relationship to child(ren) _____

Home Phone number _____ Cell Phone number _____

Form G

Application for Minors to Help With Children

Child and Youth Protection Policy
Hampton United Methodist Church
100 Central Ave E
Hampton, IA

Hampton UMC seeks volunteers who are patterning their lives and relationships after that of Jesus Christ. As an expression of their faith in Jesus, volunteers will set an example that honors each other and themselves while being a part of the servant ministry.

Name: _____ Gender: _____
Address: _____ Phone: _____
City: _____ State _____ Zip _____

1. So we know what skills and talents you have to offer, please circle the ones you would like to share:

Reading stories	Helping	Toddler care
Playing	Working one-on-one	Child care
Music	Baby care	

2. List any previous experiences with babies, toddlers, children which required you to use your skills/talents.

Experience

(a)
(b)
(c)

3. Which age(s) would you prefer to work with the most?

___ Babies ___ Toddlers ___ Children ___ No preference

4. Have you had any special training?

5. Please list two references in the area provided

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Please answer the following questions:

What is your favorite bible story? Why?

Why do you want to be a volunteer at the Hampton UMC?

AUTHORIZATION BY PARENT:

Due to the growing national concern for the care and safety of children, all applicants under 18 must have parent's permission to work with children in a supervisory capacity. The undersigned represents that he/she is the custodial parent/legal guardian of the above-identified applicant. As legal guardian of applicant named, _____, I do hereby give permission and consent for them to be involved with the supervision of babies, toddlers, and/or children. In signing this permission form, I verify that there have been no instances of child abuse, molestation, or neglect by this applicant towards other children.

Signature of LEGAL parent/guardian or adult:

_____ Date _____

Signature of Applicant: _____ Date _____

Form H
Parental Permission Slip form
Child and Youth Protection Policy
Hampton United Methodist Church
100 Central Ave E
Hampton, IA

I, _____, the parent or guardian of the following child(ren):

_____, give my permission for my

child(ren) to meet one on one with _____, for the

purpose of _____ during this time period:

____ to _____
mo. day year mo. day year

Signature of parent or guardian _____

Date _____