

APPROVED BY THE SESSION/BOARD OF TRUSTEES OF CHRIST PRESBYTERIAN CHURCH ON APRIL 19, 2016 THROUGH THE FOLLOWING MOTION:

“That the Session/Board of Trustees approve and adopt this Final Christ Presbyterian Church Safe Conduct Policy as of April 19, 2016 and that they direct the Business Administrator to distribute the final version to all staff and ministry chairs immediately and begin the process of organizing the ministries for compliance to the policy with respect to executing and tracking the required screening tools. The Business Administrator will also have each employee sign the acknowledgement form in Appendix E and will file them in personnel files.”

CHRIST PRESBYTERIAN CHURCH SAFE CONDUCT POLICY

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Introduction

“Jesus said, “whoever welcomes a child...welcomes me” (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, “if any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea” (Matthew 18:6). “Instead, as he who called you is holy, be holy yourselves in all your conduct.” (1 Peter 1:15).

And Jesus was no less direct in His teaching about our obligation to keeping all of us safe. He teaches us to: “Love your neighbor as yourself.” Luke 10:25-37. And Jesus was very clear in telling us that our neighbors are those in need of our resources, our protection, and our care, regardless of credentials or pedigree.

As a community of Christian faith, Christ Presbyterian Church (“CPC”) is committed to creating and maintaining programs, facilities and a community in which members, friends, staff and volunteers can worship, learn, and work together in an atmosphere free from all forms of discrimination, harassment, exploitation, or intimidation. The congregation of CPC supports principles of Safe Conduct, 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. CPC 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.

To these ends, and as required in the PCUSA Book of Order, G-3.0106, the Session/Board of Trustees hereby adopts these Safe Conduct policies and procedures (“Policy”) in order to minimize the possibility that any adult, child, or youth will be subjected to physical or emotional abuse or neglect by church employees, childcare workers, teachers, volunteers, visitors, or spectators while engaged in church programs or activities. This Policy applies equally to all persons who engage in or are present at activities at Christ Presbyterian Church or any properties owned by Christ Presbyterian Church, or any venue that Christ Presbyterian Church may from time to time use to carry out its ministries.

The members of CPC's congregation hereby resolve to put into practice the procedures set forth herein with the intent to:

- Safeguard the wellbeing of Vulnerable Adults and Children of CPC.
- Respond to all allegations in a fair and compassionate manner.
- Protect church staff and volunteers from potential false allegations of abuse.
- Limit the exposure of CPC's staff and Board of Trustees to legal risk and liability.
- Strengthen our Christian ministries.

This Policy is meant to complement the Presbyterian Church (U.S.A.) Sexual Misconduct Policy and its Procedures. However, to the extent that this Policy conflicts with the Presbyterian Church (U.S.A.) Sexual Misconduct Policy and its Procedures in any way, the Presbyterian Church (U.S.A.) Sexual Misconduct Policy and its Procedures shall control.

Ministerial Conduct

All clergy, all employees, elected and appointed lay leaders, and authorized volunteers are Ministers to the congregation. It is especially important that every Minister in the church be adequately prepared and educated for the ministry in which they serve others, and to understand the ways in which their use or misuse of authority may impact others. Each Minister is obligated to demonstrate and encourage Safe Conduct by being attentive to self-care, continuing education, maintenance of personal boundaries, and support of those who are vulnerable, or in need of support or refuge.

Every Minister shall seek to protect children who are under the age of 18 ("Child, or Children") and adults who are aged 18 or over who by reason of physical disability or dependence, developmental disability, mental illness, relative social power or cultural circumstances may be susceptible to physical abuse, sexual exploitation, financial exploitation or manipulation as a consequence of being unable to physically resist, or render judgments regarding physical, mental, financial, or environmental well-being. Such persons may be unable to act independently and may, to their detriment, manifest high levels of trust or fear of persons of perceived power or authority ("Vulnerable Adults").

A Director refers collectively in this policy to the positions of Director of Music & Organist, Director of Children's and Family Ministries, Director of Outdoor Ministries, and Director of Youth Ministries, and any future staff positions who minister to Children, and an Adult refers to a Minister

who is at least 18 years of age and who has been approved per this Policy to supervise and interact with Children or Vulnerable Adults. A volunteer may be younger than 18 but at least 16 years old as long as (s)he is supervised by an Adult (“Underage Volunteer”). Camp underage volunteers are considered as campers per this Policy.

Ministries subject to this Safe Conduct Policy shall include: music, education, youth, Sunday school, nursery, small groups, sports, Deacons, and any activity in which Children or Vulnerable Adults are constituents, or any off-site activity in which Children or Vulnerable Adults participate.

Each Minister shall be required to attend annual training to acquire knowledge of the details of this Policy and related procedures in order to:

1. Prevent Sexual Exploitation or Sexual Harassment of parishioners, employees or others by anyone engaged in ministry on behalf of CPC.
2. Prevent abuse or exploitation of Vulnerable Adults, including financial exploitation.
3. Prevent or detect abuse or mistreatment of Children including abuse of one Child by another.

Acts of abuse may include, but not be limited to:

- a. Engaging in any sexual activity with a Child, as defined under Chapter 2907 of the Ohio Revised Code; or
 - b. Endangering a Child, as defined in section 2919.22 of the Ohio Revised Code; or
 - c. Denial, as a means of punishment, or proper necessary subsistence, education, medical care, or other care necessary to a Child for the Child’s health; or
 - d. Inappropriate use of restraint procedures on a Child that cause injury; or
 - e. Administration of prescription drugs to a Child without the written approval and ongoing supervising; or
 - f. Providing alcoholic beverages or controlled substances to a Child; or
 - g. Commission of any intentional act that results in any injury or death to a Child; or
 - h. Infliction of physical or mental injury that threatens to harm a Child’s health, welfare, or safety.
4. Demonstrate appropriate physical contact or verbal interaction as defined in this Policy and prevent or re-direct inappropriate interaction or physical contact by others.
 5. Enforce standards of contact between employees, staff, and Children outside of scheduled programs.
 6. Communicate to others and practice guidelines regarding electronic communications and social media.
 7. Manage risk of one-on-one contact between Adults and Children.

8. Eliminate the opportunities for predators to have access to Children, have private encounters with Children, or for predators to gain control over Children.
9. Recognize the importance, and act upon observations or allegations of behavior outside Policy boundaries to include personal interactions, use of social media and use of church computers.
10. Understand and accept obligations and know how to report suspected abuse of Children or Vulnerable Adults as required by this Policy or as required by the State of Ohio and cooperate with investigations as may follow.
11. Recognize circumstances of Sexual Harassment and the obligation and means to report to church leadership.
12. Understand how, by their action or inaction, they individually pose a risk to the church in the form of legal liability or loss of reputation.

Codes of Conduct

All Ministers will be screened prior to the start of their ministry in accordance with Appendix B of this Safe Conduct Policy: Screening and Selection of Ministers. All Ministers will also be required to attend annual training as described in Appendix C: Training, or as modified from time to time.

All Ministers are considered Mandatory Reporters as defined in the Ohio Revised Code 2515.421(A)(4)(a) and must report all incidents on the form provided for in Appendix D: Incident Report.

Ministers are prohibited from exhibiting the following behaviors at all times:

- Display affection toward a Child in privacy.
- Use profanity or tell off-color jokes.
- Discuss their sexual encounters with or around Children or in any way involve Children in their personal problems or issues.
- Date or become romantically involved with Children.
- Use or be under the influence of alcohol or illegal drugs in the presence of Children.
- Possess sexually oriented materials, including printed or online pornography, on church property.
- Stare at or comment on Children's bodies.
- Engage in inappropriate or unapproved electronic communication with Children.
- Work one-on-one with Children in a private setting except as defined in this Policy.
- Abuse Children or Vulnerable Adults in anyway including (but not limited to) the following:
 - Physical abuse: hit, spank, shake, slap, unnecessarily restrain

- Verbal abuse: degrade, threaten, curse
- Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations
- Mental abuse: shame, humiliate, act cruelly
- Neglect: withhold food, water, shelter
- Inappropriate behavior: Do not permit Children to engage in any of the following: hazing, bullying, derogatory name-calling, games of truth or dare, ridicule or humiliation, or sexual activity

Ministers must not:

- Make comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating
- Engage in sexually oriented conversations or discussions about sexual activities
- Engage in private personal messaging with Children
- Post inappropriate pictures or inappropriate comments on pictures on Social Networking Sites

Ministers must:

- Encourage parents to play a role in monitoring their Childrens' interactions with Ministers.
- Continuously remind Children how to interact appropriately towards one another.

Ministers who serve Vulnerable Adults must not manipulate or exploit a Vulnerable Adult in any way, including but not limited to:

- Financially
- Emotionally
- Sexually
- Physically

Each Minister is a statutory Mandatory Reporter (Ohio Revised Code 2151.421(A)(4)(a)) who shall report:

- Concerns or complaints about other Ministers, Vulnerable Adults, or Children to the Pastor, Head of Staff.
- Allegations or incidents of Suspected Abuse to the Session/Board of Trustees, designated law enforcement or welfare authority.

Clergy who are serving the congregation in any capacity (active, retired, employee, volunteer) shall hold themselves to a higher standard of care with respect to their personal conduct and

relationships with the congregation, church staff and volunteers, whether pastoral, administrative or personal in nature. Utmost care and good faith are expected.

Compliance with Safe Conduct Policy

All Ministers will sign the Acknowledge of Acceptance and Compliance to the Christ Presbyterian Safe Conduct Policy statement at the end of this Policy. Signed acknowledgements will be held in either the employee's personnel file, or in the volunteer file held by the appropriate Director.

The Church Business Administrator is accountable for monitoring compliance to all aspects of this Policy. Directors are accountable for modifying and updating forms and procedures as needed to best comply with the policy and may do so without Session approval.

Situations affecting the health and welfare of Children and Vulnerable Adults require a direct and expedited means of communication to Ministers in leadership who can act upon concerns.

When any Minister observes violations of the Safe Conduct Policy, whether committed by an employee, volunteer, or other person, or observes any other circumstance they find suspicious or feel is inappropriate, or may rise to the level of Suspected Abuse, they have a **right and duty to report** it directly to the Director of the particular ministry to which the observation applies or to the Pastor, Head of Staff or any member of Session/Board of Trustees.

If for any reason, the observer believes that the primary contact has failed to respond or has not given credibility to the observer, the latter may contact the church's statutory agent, Krugliak Wilkins Griffiths & Dougherty CO., L.P.A., 4775 Munson Street N.W., Canton, Ohio 44718.

We are dedicated to a Policy of open communication and education for the benefit of the Children, and Vulnerable Adults whom we serve.

Communication to the Congregation

This entire Policy shall be posted on the CPC website, www.cantoncpc.org. The webmaster will keep it up to date at the direction of Pastor, Head of Staff.

At the time Children or Vulnerable Adults are enrolled in CPC programs, parents or legal guardians shall be provided:

1. A copy of the Safe Conduct Policy.
2. Information regarding the means to report violations of Policy or suspicions of abuse.
3. Information regarding their personal obligation to report suspected abuse as it may exist under the laws of the State of Ohio.
4. An invitation to visit programs in progress at any time at their convenience.

All members of the congregation shall be invited to receive the same abuse prevention training as is provided to Ministers, to be taken at their option, and 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 Pastor, Head of Staff, or any member of Session/Board of Trustees.

If for any reason, any member of the congregation believes that the primary contacts have failed to respond or have not given credibility to the parent's/guardian's concerns, the latter may contact the church's statutory agent, Krugliak Wilkins Griffiths & Dougherty CO., L.P.A., 4775 Munson Street N.W., Canton, Ohio 44718.

Supervision of Children

Directors are responsible for ensuring that all Adults who support these ministries have been approved to supervise and interact with Children as per this Policy. Underage Volunteers may not be substituted for an Adult and must be supervised by an Adult

Supervision of Activities held in CPC Church Classroom and Meeting Room

The Directors will provide parents with advance notice and full information about all activities and plans. Parents, volunteers, or staff of the church may visit and observe all activities and programs at any time. It is preferable that at least two Adults be in attendance for all activities and programs. When two Adults or more are not available, all classroom doors must be kept open. No Child under the age of 9 will be left unattended.

Persons responsible for children who attend activities and programs on a regular basis will complete a registration form and will be or will designate the person(s) allowed to pick up their child at the end of the activity or program. For children who are visiting, a contact name of the person responsible for them will be obtained and person responsible will be given a registration

form in the hopes that they will continue to bring that Child and will formally register the child. The registration form will also include permissions as defined in the registration and permission slip.

There must be at least one Adult present at all events and activities that involve Children. Directors will attempt to have a ratio of no less than 1 adult to 10 Children for programs that do not include an overnight stay. If two Adults are not present, Directors shall continuously monitor activities and programs using a variety of techniques that may include:

1. Scheduled visits to classrooms;
2. Unannounced random visits at unpredictable times;
3. Spontaneous interviews with Children;
4. Planned interviews or surveys of children, employees, and volunteers;
5. Meeting regularly with Adults;
6. Group supervision meetings.

Supervision of Activities Held Outside of CPC Property (not including Camp Wakonda)

- There shall be at least two Adults present for all trips, retreats, and other times that Children are engaged in activities that are not in the church building. (Please note that at least three adults are preferable so that in the event of an emergency, there will be adequate supervision.) If unable to have 1 adult per 7 children, overnight event must be cancelled.
- There shall be at least one Adult of each gender present at co-ed overnight events. At single gender overnight events, at least one of the two or more Adults present will be of the same gender as the Children. If unable to have an Adult for each gender, overnight event must be cancelled.
- In situations where two Adults are not available per room where Children are staying overnight, then no Adult should stay alone in a specific room with only one Child. In those circumstances where Adults are not staying in the room with Children, special Adult hall monitors and monitoring techniques will be used.
- All Children who attend trips and retreats that are not in the church building shall submit permissions slips that include permission for emergency medical care. Permission slips will be held in the possession of the Director for the entirety of the trip or retreat and will be held in confidence. (see attached Parental Registration and Permission Form).
- A bed check will be conducted at a specific time known to all.

- No adult will share a bed with a Child. For trips with Children ages 12 and over, that include overnight stays at hotels, Director will assign 4 Children to a room if practicable. Children who share a room must be of similar age. Adult rooms should be scattered among rooms occupied by Children. There will be at least one Adult room on each floor that houses Children in rooms.
- Directors will provide all Children with Adult contact information, Adults will be available for contact 24 hours per day, especially during the time that Children are free of scheduled activities.

Transportation to Activities Held Outside of CPC Property (including Camp Wakonda)

In the event that the Director or Minister requests that an Adult transport Children to or from an event, the Director must ensure that:

- Driver is known to the Director or Minister.
- Driver is an Adult who has been screened per this Policy.
- Driver submits a valid state driver's license for the vehicle being operated and proof of insurance to the Business Manager for validation through CPC's auto insurance Policy.
- Drivers ensure that all seatbelts are in working order and all passengers are wearing them.
- Drivers adhere to all proper traffic laws.
- Drivers have read and signed an acknowledgement form indicating that this Policy has been read and will be followed.
- No Adult shall transport a single Child who is not his/her own, except as may be required in an emergency with the approval of the Director. Communications shall be established with another Adult to verify the whereabouts, expected arrival and change of custody of the child.
- As practical, mixed age groups should not sit together.
- Adults should not make unauthorized or unplanned stops.
- Children are returned to parent or legal guardian unless specifically permitted in by the parent or legal guardian in writing to return the Child to someone else.
- Parents who arrange for the transportation of their Child and the transportation other Children if agreed to by other parents understand that CPC is not responsible for any of their actions.

Supervision at Camp Wakonda

- There shall be a ratio of 1 staff person to 7 overnight campers; 1 staff person to 10 day day campers.

- There shall be at least 1 staff person who sleeps overnight in each cabin
- There shall always be at least 3 people in a group: 1 Adult 2 Children; 2 Adults, 1 Child; 3 Children (“Rule of Three”).
- There shall be a ratio of 1 to 4 for age seven and under in the cabin overnight; and 1 staff person to 10 day campers.
- One on one counselling is permitted as defined in this Policy.
- Campers shall be supervised in the wash houses following the Rule of Three.

Special Rules for Supervision of Specific Activities

- Counseling with any Director: If any Director determines that it is necessary to meet with a Child on a one-on-one basis, he or she may meet with that Child but only with the awareness and previous consent of the Child’s parent or legal guardian. Director is permitted to meet with the Child briefly to assess the concerns before contacting the parent or legal guardian provided he/she meets in an open or public place. Once the Director assesses the concerns, he/she will collaborate with the Pastor, Head of Staff as to the appropriate course of action. In all cases, appropriate behavior when counselling a Child one on one will include, but not be limited to:
 - Always meet in a public place. If meeting in the church, leave the door open and invite other employees or volunteers to randomly drop in.
 - Inform Pastor, Head of Staff in advance of all one-on-one meetings.
 - Avoid physical affection, limit physical contact to pats on the shoulder, high fives and handshakes.
 - Document and immediately report to the Pastor, Head of Staff any unusual incidents, including disclosures of abuse or maltreatment.
 - Follow applicable statutory Mandatory Reporting requirements.
- Other one-on-one interaction with Children: If it is unavoidable or an emergency that a Director or other Adult has one-on-one contact with a Child, the Director or Adult must attempt to make contact during that meeting with another Adult or the Child’s parent or legal guardian.
- Certain one-on-one interactions are prohibited:
 - Visiting one Child in the Child’s home without a parent or legal guardian present
 - Entertaining one Child in the home of a Minister.
 - An overnight with one Minister and only one Child.

Supervision of Vulnerable Adults

Adults who are involved in Ministries that seek to serve the needs of Vulnerable Adults will conduct themselves in accordance with all Safe Conduct policies and procedures. These Adults have responsibilities such as:

- Transporting Vulnerable Adults to and from appointments and activities,
- Delivering meals and supplies to the home of a Vulnerable Adult,
- Being alone with a Vulnerable Adult for any particular reason.

These Adults will serve under the guidance and supervision of the Ministry or Small Group that defines the work that they do. The Chairs of the appropriate Ministry or the Small Group Leader will ensure that Ministers are screened in accordance with the requirements of this Policy.

Social Networking Code of Conduct

For the purposes of this Policy, social networking sites are defined to include but not be limited to websites, Facebook, Instagram, Twitter, and all other current and new methods of communicating information person to person (“Social Networking Sites”). All communications with Children and Vulnerable Adults through Social Networking Sites shall be conducted in accordance with Codes of Conduct outlined in this Policy.

Communication with Children

Unless otherwise forbidden by parent/guardian, Directors are permitted to communicate information that is pertinent to managing his/her ministry to Children over the age of 10 through personal and/or church Social Networking Sites. Communication through Social Networking Sites with Children over the age of 10 that is personal and private in nature is prohibited. Director is prohibited from communicating in this manner if expressly prohibited by the parent/guardian through the Parental Registration and Permission Form.

Directors must exercise good judgment when accepting Social Networking Site friendship requests from Children and must limit communication as friends to information that is pertinent to conducting his/her ministry. If asked, Directors must allow Direct Supervisor access to all Social Networking Sites that are used to communicate with Children.

There shall be no direct communication through Social Networking Sites to Children under the age of 10 without the express permission of the Child's parent/guardian. Directors may use Social Networking Sites to communicate to parent/guardians.

Under no circumstances will Directors post photographs of Children on personal or church sponsored Social Networking Sites without express permission from parents/legal guardians through the Parental Registration and Permission Form.

Church Sponsored Social Networking Sites

No Minister, employee, volunteer or member of CPC shall create or use a media site (web, Facebook, YouTube, or similar) in the name of or purporting to represent CPC without the explicit written permission of the Session/Board of Trustees.

Ministers who create public pages on behalf of church programs are responsible to monitor communications and to assure that Ministers do not have private (and possibly inappropriate) conversations with Children.

APPENDICES

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 - a. Staff Background Information Disclosure Form
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- F. Acknowledgement of Acceptance of Requirements of Christ Presbyterian Church's Safe Conduct Policy

APPENDIX A -- Definitions

Mandatory Reporter--

Those persons required by Ohio law to report “suspected abuse” to police or child welfare agencies are defined as follows: (Enter the statutory language or your state including the obligations or exemptions that may apply to ordained clergy.)

Authorized Clergy --

Includes any person who is admitted to ministry by the PCUSA who serves the congregation in any capacity whether called as pastor or serving in a retired, *emeritus*, administrative, or volunteer capacity. Clergy who are active, have pastoral responsibilities and are called by the congregation shall have fulfilled the background checking requirements of the PCUSA.

Sexual Exploitation --

Sexual activity or contact (not limited to sexual intercourse) in which a Minister engaged in the work of the church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the Minister.

Sexual Harassment --

Repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person’s sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity;
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, or invitations including through use of social media through e-mail, texting, Twitter or Facebook comments;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is not permissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the church. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

Suspected Abuse --

Actual abuse consists of physical, sexual or mental abuse inflicted by a person responsible for a child's health, welfare or care, who may be a parent, guardian, or other person having access to a child. Abuse may include neglect of a person's health as a result of failure to properly feed, clothe, or attend to apparent illness or mental well-being. As a caregiver in ministry, one need not directly witness, nor is one likely to directly witness actual abuse. It is sufficient to suspect abuse based upon observations of general health, physical condition, patterns of irregular behavior and environmental factors. Examples of observations might include: bruising on multiple occasions, weight loss, chronic physical illness, and anti-social or excessively withdrawn behavior. Environmental factors may include highly contentious divorce and custody battles, or parental drug use. One must use judgment in assessing multiple factors which lead to suspicion of abuse.

While "suspected abuse" is defined here for the benefit of "mandatory reporters", the definition, for the purpose of this Policy, includes "suspected abuse" of a "vulnerable Adult".

Vulnerable Adult --

Any person who by reason of profound physical disability or dependence, developmental disability, mental illness, relative social power or cultural circumstances may be susceptible to physical abuse, sexual exploitation, financial exploitation or manipulation as a consequence of being unable to physically resist, or render judgments regarding physical, mental, financial or environmental well-being. Such persons may be unable to act independently and may, to their detriment, manifest high levels of trust or fear of persons of perceived power or authority.

APPENDIX B: Screening & Selection of Ministers

Employment Screening

All CPC staff must meet these requirements:

- Must be 18 years old or older, unless exempted by Director and Pastor, Head of Staff.
- Have no criminal history that would indicate a threat to any participant of CPC Ministry.
- Sign this Safe Conduct Policy as agreement to all of its policies and procedures.

All applicants will:

- Complete an application reciting work history, education, 3 years of residence history and disclosure of criminal convictions.
- Provide a minimum of three references, which shall include both work-related and personal.
- Grant written permission to conduct a fingerprint check or criminal background check as requested. Employment is subject to a review of these results. Fingerprint screening is required of all Camp Wakonda employees who have private access to Children.

Volunteer Screening

All volunteers who wish to work with Children or Vulnerable Adults as defined in this Policy shall be active members of the church for no less than six months before being permitted to work in Children's programs, unless otherwise exempted by Director. At a minimum, each volunteer shall be interviewed by the Director and will sign the Safe Conduct Policy as agreement to follow all of its provisions. Exceptions to the six month rule for Camp Wakonda volunteers may be granted in writing to the Pastor, Head of Staff, by the Director, Outdoor Ministries.

If a volunteer has responsibilities that gives him/her personal one on one and/or private access to Children (see interactions specific to each ministry below), or requires him/her to drive on behalf of any ministry, he/she must:

- Complete an application form which includes a disclosure of criminal convictions and which grants written permission to conduct a criminal background or be fingerprinted if requested.
- Understand that their involvement with Children or Vulnerable Adults will be subject to results of criminal or fingerprinting examination reports.

Ministers who support the Director of Children's and Family Ministries will be screened according to level of interaction with Children:

- Volunteers who wish to participate in Kid's Church, Sunday School, and Nursery will submit to a criminal background check.
- Volunteers who are considered event activity helpers for events that have lots of people around do not need to be screened.
- Other volunteers may be screened as determined by Director.
- Director of Children's and Family Ministries, at his/her discretion, may also require any volunteer to be fingerprinted in lieu of a criminal background check.

All volunteers who support Camp Wakonda will be required to go through a criminal background check when working at the Camp during the summer program schedule. Director of Outdoor Ministries, at his/her discretion, may also require any volunteer to be fingerprinted in lieu of a criminal background check. In addition, volunteers must attend an orientation session with the Director of Outdoor Ministries and/or Program Director prior to arrival during the week of camp. If a volunteer is also driving on behalf of Camp Wakonda, they must be insurable according to the CPC auto insurance policy.

Volunteers who support the Director of Youth Ministries must be screened as follows:

- Ministers who accompany the Ministry on any overnight trip or retreat will submit to a criminal background check, and if requested by the Director of Youth Ministries will be fingerprinted in lieu of a criminal background check.
- Ministers who volunteer on a regular basis will submit to a criminal background check.
- Volunteers who are considered event activity helpers for public events with people around do not need to be screened. Underage Volunteers must be paired with an Adult.
- Other volunteers may be screened as determined by Director.

All Adults who have private access to Vulnerable Adults will submit to a criminal background check, or if requested will be fingerprinted. Adults who interact with Vulnerable Adults in public places do not need to be screened. At a minimum, all Deacons and Elders will submit to criminal background checks. Business Administrator will work with Ministry chairs and Small Group leaders to ensure that Adults who should be screened are screened and approved per the requirements of this Policy.

Stephen Ministry leaders and counselors will be screened in accordance with standards set by the national organization.

All Adults will be background checked every five years. CPC will accept any valid fingerprint report in lieu of new screening.

Criminal Background Checking –

The criminal background check on every employment candidate and volunteer will meet the following criteria:

1. National multi-state criminal records search.
2. National sex offender registry search.
3. Social security number trace and alias search.
4. County criminal records search for every county where the applicant has lived or worked over the past 3 years.

Criminal background checks shall be repeated for employees and volunteers who continually work with Children or Vulnerable Adults every five years, or as specified by a particular Director. Seasonal employees who have been absent from work more than six months, shall have a new background and check prior to resuming work. Credit checks will only be performed on employees who are in positions of financial responsibility.

Evaluation of Results

The Director is responsible for submitting the appropriate screening authorizations to the Business Administrator. The Business Administrator will shepherd the screening through the various screening resources. The Business Administrator will fill out the Investigation Results Form and forward the results to the applicable Director. If there is anything other than “no findings” reported through the investigation, the Director will review the results with the Pastor, Head of Staff in conjunction with the overall evaluation of the applicant’s suitability for the staff or volunteer position. (see Investigation Results Form)

Where a criminal record exists, Director and Pastor, Head of Staff, will consider the following facts:

1. Seriousness of the crime;
2. Statutes that may legally disqualify the person from working with minors;
3. Length of time since the last offense;
4. Pattern of criminal activity; and
5. 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 and Vulnerable Adults:

1. Violent crimes.
2. Sexual assault.
3. Sexual abuse or neglect of a child.
4. 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.

Both the Director and Pastor, Head of Staff must provide the Session/Board of Trustees for justification for hiring an employee whose criminal background check or fingerprint screening has resulted in a report of any irregularities. Hiring of this individual must be approved by the Session/Board of Trustees based on the facts presented. Alternatively, Director must file justification for not hiring a person with such irregularities in the applicant's permanent file.

Confidentiality –

At all times, the privacy and security rights of individuals are to be protected with utmost care. The Business Manager shall assure that physical means and processes are in place to protect individual rights. Director will not store any documents related to the screening processes in a separate file.

Grandfathering Not Permitted –

All Ministers will be screened in accordance with this Policy upon adoption by the Session/Board of Trustees. No staff or volunteer will be grandfathered in based on any past experience or other contingency.

Record Retention –

Volunteer applications shall be retained in the same manner as employee applications with due regard for the safety of private information such as Social Security numbers in accordance with applicable record retention laws in the state of Ohio. The individual record shall include at a minimum:

- Employee or volunteer application.
- Permission to perform a criminal background check.
- Results of the criminal background check.
- Background Investigation Results form.

Training

The mission of CPC is first to prevent abuse of Children and Vulnerable Adults. We wish to identify and nurture Safe Conduct, to lead and to guide through adequate training.

To fulfill our leadership obligation to our Ministers, each Minister shall complete a specific program of training within 30 days of assuming duties. Fulfillment of training requirements shall be documented by the respective Director or Minister.

Training shall be repeated annually. Records shall be maintained by the respective program Directors. Training records must be made available to the Session/Board of Trustees upon request.

Abuse prevention curriculum shall include:

1. Organization level

- 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.

2. Abuse prevention education:

- 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.

Each Director shall assure that each Minister has mastered requirements and shall provide additional supervision and guidance as required to assure required conduct.

APPENDIX C - Responding

CPC is committed to prompt, professional and measured response to all circumstances, which may range from violations of these policies and procedures to suspicions or allegations of abuse. We are committed to (1) seriously consider the concerns of victims; (2) undertake a fair investigation of Policy violations; (3) protect the confidentiality of parties involved in investigation; (4) report to as required and cooperate fully with public authorities; and (5) communicate fully with the congregation within the bounds of individual rights to confidentiality.

All Ministers will promptly report all types of incidents on the attached Incident Reporting Form to either their Direct Supervisor or the appropriate Director or Pastor, Head of Staff. This reporting is required for all types of incidents, regardless of the perceived severity of the incident.

Fulfillment of this commitment requires every Minister to assume responsibility as part of their respective duties, whether “authorized clergy”, employee or volunteer.

Responsibility of Employees and Volunteers –

Each employee or volunteer is obligated to fulfill the Code of Conduct both by living the standard and helping others to do the same. Each is obligated to guide and gently correct others as they would in a circumstance of high personal risk. When another person, regardless of status, rank or power, repeats a violation of the Code of Conduct or Ministry Standards, the employee/volunteer observer must report the violation to his/her own immediate supervisor, or the next level of authority if necessary.

Reporting responsibility includes incidents of child-on-child sexual activity, dangerous behaviors, employee-on-employee “sexual harassment”, bullying of any kind, exploitation of a “vulnerable Adult” or circumstances which rise to the level of abuse requiring action by a “mandatory reporter”.

Responsibility of Clergy, Lay Leaders & Supervisory Employees (Leaders) --

CPC expects that Ministers, Adults and all members of the congregation (“All”), will relate to each other in a cordial and professional manner and in matters of Safe Conduct will support, encourage and mentor each other.

All are required to fulfill the standards defined in this Safe Conduct Policy. All shall foster Safe Conduct by example and by correcting, mentoring and counseling followed by “progressive

discipline". Whether upon direct observation or as a result of reports from others. Directors shall take affirmative steps to correct behavior or enforce policies. Directors shall document by notes in an individual file actions taken to counsel and correct individuals to include verbal warnings or written notices.

At such time as verbal warnings are found to be ineffective and a written notice is required in order to correct behavior, Directors shall do so with the advice and approval of his/her supervisor. A Director may proceed to a higher level of supervision if he/she feels there is a conflict of interest created by another relationship such as family ties.

At such time as warnings, verbal and written, are deemed unsuccessful, and termination from ministry, employment or volunteer status is required, a termination letter shall be issued only with the authority and over the signature of the Chair, Personnel Ministry.

A Director may be expected to recuse him/herself from the reporting and disciplinary process in situations where there appears to be a conflict as a result of family ties or outside-of-church relationships, but may not do so when he/she is a "mandatory reporter" as prescribed by Ohio law.

Responsibility of Mandatory Reporters --

Regardless of procedures outlined herein, each person who is considered a "mandatory reporter" under the statutes of the State of Ohio shall in good faith report: (reportable "abuse" as defined by Ohio **Example: CT** – "Physical, sexual, or mental abuse inflicted by a person responsible for a child's health, welfare or care, or by a person given access to such child by such responsible person.")

CPC prefers that a "mandatory reporter" first report circumstances requiring reporting to authorities to applicable Director or Minister. Without delay, the highest level leader who is considered to be a "mandatory reporter" shall make the initial report to police or child welfare authorities on behalf of CPC.

Nothing in this Policy shall be considered a restraint of an individual's statutory obligation to report to authorities. Furthermore, no person shall be restrained from reporting an incident on the basis that (s)he is not a "mandatory reporter".

Other Reportable Abuse –

While the State of Ohio has defined abuse for the purpose of child protection statutes and mandatory reporting, other kinds of abuse occur which are outside the bounds of SafeConduct™ and to which CPC requires a response. The following circumstances constitute reportable abuse which require response to include counseling, correction, progressive discipline and termination.

1. Child-on-child sexual activity;
2. Dangerous behaviors (hazing, truth or dare, drinking, etc.);
3. Bullying, whether child-on-child or Minister-on-child;
4. Exploitation of a Vulnerable Adult, physically, mentally or financially.

All such activity shall be reported by All in the same manner as any violation of the Code of Conduct or Ministry Standards. In the event of out-of-program circumstances where there is not an identifiable direct Minister supervisor, reports shall be made to CPC's statutory agent.

Other Disciplinary Processes –

Other behaviors not necessarily involving Children or Vulnerable Adults, or which may not be considered strictly illegal, are subject to other disciplinary practices as may be set out in governing documents of the congregation or of the denomination. Behaviors subject to other adjudication may include but are not limited to:

1. "Sexual harassment", whether among employees or volunteers;
2. Clergy professional boundary violations;
3. "Sexual exploitation";
4. Sexual relationships between a Minister and a minor even though permitted by law.

All such activity shall be reported by All in the same manner as any violation of the Code of Conduct or Ministry Standards. In the event of out-of-program circumstances where there is not an identifiable Director, Minister, Adult, or Direct Supervisor, reports shall be made to CPC's statutory agent.

Cooperation with Investigations –

CPC expects and requires the cooperation of all Directors, Ministers, Adults and other employees in the investigation of violations of the Code of Conduct, or other misconduct, including a complainant, witness, and the accused offender. We may interview these individuals privately and take oral and/or written statements from them. Any person who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action.

Notification of Parents –

A 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.

Therefore, a Director, Minister, Adult, or any member of the congregation having knowledge of an incident which warrants communication to a parent shall first advise the Pastor, Head of Staff, who shall consult with the Session/Board of Trustees. While communicating with a parent, and **being mindful of the importance of timely communication**, care shall be given to assessing:

1. The specific facts;
2. Whether a disciplinary or termination process is required;
3. Whether a child should be dismissed from a program (requiring notification of other parents/guardians);
4. Whether “mandatory reporting” is a factor;
5. Who shall and in what manner communicate with the parents/guardian;
6. Whether the Pastor should be involved in the communication;
7. Tentative remedial steps to prevent a further incident.

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

Victim Needs –

In the event of cases of reportable abuse, the Policy of CPC 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.

Responding to Media --

Media publicity following an incident of abuse or exploitation may be detrimental to the reputations of individuals, the congregation and CPC. Without intending ever to evade the media, contacts with media must be managed and conducted only by a person specifically designated by the Session/Board of Trustees (“Board”) to represent the church. No other person(s) may speak on behalf of the church. Unless designated differently by the Session/Board of Trustees in a particular circumstance, the exclusive spokesperson for the church shall be the President of the Board of Trustees (“President”).

Prior to speaking to media, the President shall contact and consult with the church’s statutory agent, to obtain an understanding of appropriate statements or admissions and issues of privacy that may apply to the situation.

APPENDIX D – FORMS

ALL FORMS USED TO MANAGE COMPLIANCE TO THIS POLICY MAY BE CHANGED FROM TIME TO TIME BY DIRECTORS WITHOUT APPROVAL OF SESSION/BOARD OF TRUSTEES. CURRENT VERSION OF FORMS WILL BE STORED IN THE CPC OFFICE AND ACCESSIBLE TO DIRECTORS AND MINISTERS AS NEEDED. BUSINESS ADMINISTRATOR WILL MAINTAIN THE FORMS.

A. **APPENDIX E -- Acknowledgement of Acceptance of Requirements of Christ Presbyterian Church's Safe Conduct Policy**

I. Acknowledgement of Receipt and Acceptance of Christ Presbyterian Church Safe Conduct Policy

I have received a copy of the Christ Presbyterian Church Safe Conduct Policy and any amendments to the Safe Conduct Policy in effect as of the below signed date. I have read the entire Safe Conduct Policy and understand its contents. I was given the opportunity to ask questions about these contents and used that opportunity to clarify some points.

I understand that this Safe Conduct Policy has been given to me to inform me that Christ Presbyterian Church has imbedded Safe Conduct into its activities, its culture, and the expression of its commitment to Jesus Christ through ministry.

I understand that if changes are made to this policy after my signing I will be provided with the updated information and be required to update this form.

I acknowledge that I have received a copy of the Christ Presbyterian Church's Safe Conduct Policy and fully embrace its principles and conduct of behavior towards others. I understand that it is my obligation to read and comply with the policies and provisions contained within the Safe Conduct Policy.

Date

Employee or Minister Signature

Employee or Minister Print Name

Witness Signature