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SAFETY COMMITTEE

CHILD PROTECTION POLICY (CPP) AND GUIDELINES

Jesus loves to minister to children. Today, we have the privilege of volunteering our time, talents, and service in numerous ways to help fulfill the gospel commission. As a volunteer you have the privilege of working with children, one of God's most precious gifts. Beyond protecting children from abuse, we also desire to empower volunteers to help kids grow in their experience and understanding of Jesus and His saving grace. So we encourage you to walk with God daily, letting His love fill you up and spill over to the kids you serve.

MISSION

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

PURPOSE

It is our purpose to prevent any form of child abuse, physical, emotional, or sexual and to protect all attendees at the Lacey Seventh-day Adventist Church from false allegations. Our church will work in partnership with children and parents to promote the welfare, health and development of children. Child protection is everyone's responsibility. All children, whatever their age, culture, disability, gender, language, race, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.

PRINCIPLE

Zero tolerance of child abuse: Child abuse is not tolerated by the Lacey Seventh-day Adventist Church.

Sharing responsibility for child protection: To effectively manage risks to children, the Lacey Seventh-day Adventist Church requires the active support and cooperation of ministers, all church members, parents, leaders and volunteers implementing the safety procedures in any and all activities.

DEFINITIONS

Child abuse is "any treatment of a child that threatens his/her safety or leaves in his/her life physical or emotional scars." It constitutes any inappropriate physical contact, sexual contact or communication by an adult through use of their authority over a child. Abuse can also occur between two children. Even if a child out of ignorance, innocence or fear does not resist, it is still abuse.

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

Emotional abuse is any verbal communication that harms a child, such as harsh criticism, degrading, belittling, threats, disparaging name-calling, unnecessary shouting, demeaning terminology, unrealistic demands for perfection, violent or obscene.

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

PROCEDURES - To Keep Children Safe

The Lacey Seventh-day Adventist church shall take reasonable steps to safeguard children engaged in church-sponsored activities by choosing individuals with high spiritual and moral backgrounds as leaders and participants in programs for children. **Jesus placed high value on the protection of children (Matthew 18:1-6);** therefore, child protection is an essential element in all church-sponsored children's activities. All leaders and assistants of children's activities shall be expected to conduct themselves at all times in accordance with Biblical principles and participate in the church's child safety orientation and training programs.

The following policies and guidelines have been developed for implementation:

- A. All members and volunteers, who regularly work with children, must complete (every three years) a Volunteer Application Form for background check purposes. Individuals whose background check comes back unapproved or are unwilling to support the volunteer screening guidelines and practices shall not be allowed to serve. *No changes are allowed on the Form without the consent of legal counsel.*
- B. New members who desire to regularly work with children and youth must have been an active member of the local church for a minimum of six (6) months before beginning to work with children.
- C. Never leave a child or group of children for whom you are responsible unattended. Provide appropriate adult supervision at all times.
- D. Always have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If you find yourself in a situation where you are the only adult supervising a group of children in an enclosed area, the door shall remain open. **UNDER NO CIRCUMSTANCES** allow yourself to be alone with one child (the "two-person rule"). This protects the child as well as protecting the adult from possible allegations.
 - a. If you find yourself in a situation where you are alone in a room and a parent comes to drop a child off you should ask the parent to stay until other children arrive or another adult assigned to work in the room arrives for class.

- E. When in a room without an interior viewing area keep door open to allow observation of the activity (e.g., storage room).
- F. No child shall be released to another older child or permitted to go to the restroom accompanied by an older child unless the child is a sibling. During worship services parents should escort their children to the restroom.
- G. If it becomes necessary to take a small child to the restroom provide extra care. Take another adult along, or leave the door open.
- H. Individuals convicted of committing physical or sexual abuse may not work or serve as volunteers or staff in any church-sponsored activity or program for children.
- I. Any behavior that is questionable and/or inappropriate shall be reported to the Pastor, Head Elder and Safety Committee immediately.
- J. Parents are responsible for supervising their children before and after church-sponsored children's programs. All children under the age of 10 shall only be dismissed to their parent or designee. Parents are responsible to see that their children are picked up at the appointed dismissal time.
- K. Always ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem unless it is an emergency situation. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. (If an injury is within this area, make sure another adult works with you as care is provided.)
- L. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side". Always keep hands at (not below) the shoulder level. A caregiver's kiss should be to the forehead or cheek only - not elsewhere. For small children who like to sit on laps, encourage them to sit next to you.
- M. Any discipline administered shall occur within the visual contact of another adult. Any form of corporal punishment is strictly forbidden.

- N. Any church sponsored meeting conducted off the church premises must have the approval of the Pastor or Church Board. All overnight activities or miscellaneous trips must have prior documented approval of the church board. All minor attendees must have a signed parental permission slip for each trip as well as an emergency medical treatment release. Parents must be notified of all adults involved in the activity.

- O. If there is a convicted sex offender attending church, a trained chaperone shall be assigned to monitor the person while attending any church activity. The offender shall be informed of this policy.

- P. If a sex offender transfers to or attends another church, notification of the previous history shall be provided to the new congregation.

- Q. The church safety committee shall develop a program to train church members to identify the signs and symptoms of child abuse. They should be knowledgeable of the legal requirements for reporting suspected cases of abuse.

DEALING WITH A CONVICTED OR KNOWN CHILD ABUSER

The Lacey Seventh-day Adventist Church recognizes that church attendance may be helpful for some sex offenders seeking healing and recovery. Great care must be exercised, however, in allowing sex offenders to attend church because they have a criminal history of victimizing individuals. Once a sex offender has been identified, the Pastor or Head Elder will notify the Safety Committee who will, along with the church board, implement the procedures outlined below.

A. Sex offenders prohibited from attending the Lacey Seventh-day Adventist Church

1. Because the Lacey Seventh-day Adventist Church is sensitive to and protective of victims and potential victims of sexual abuse or assault, sex offenders will be prohibited from attending the Lacey Seventh-day Adventist Church for the following reasons:
 - a. If a victim of the sex offender attends the Lacey SDA Church.
 - b. If the sex offender has a history of not following the established behavior treatment contract and not completing the probationary guidelines.
 - c. If the offender makes verbal or written statements that are divisive to the church family. This would include statements on the offenders' behalf by family or friends.
 - d. If the sex offender does not follow all of the guidelines and conditions of this document and the approved contract agreement.

B. Before a sex offender can attend church

1. All sex offenders wanting to attend the Lacey SDA Church must contact the Senior Pastor or, in the absence of the Senior Pastor, the church's designated leader prior to attending church.
 - a. The offender must report that he/she committed a sexual offense and disclose the nature of that offense.
 - b. The offender must complete and sign a criminal history background screening packet authorizing a criminal history background check.

2. All sex offenders will be expected to enter and complete a recommended treatment program with a certified sex offender treatment therapist.
3. All sex offenders must sign an individualized contract agreement detailing the requirements for the offender to follow while attending all authorized church services and functions.
 - a. A sex offender will be required to:
 - i. Meet with a certified sex offender treatment therapist, his/her Community Corrections Officer (CCO) (if applicable), the Conference Risk Management Specialist and the Safety Committee to determine the kinds of involvement that would be appropriate and to develop an individualized contract agreement.
 - ii. Sign the individualized contract agreement, along with a certified sex offender treatment therapist, CCO, (if applicable), the Conference Risk Management Specialist, and the Senior Pastor or, in the absence of the Senior Pastor, the church's designated leader.
 - iii. Renew the individualized contract agreement every year with a certified sex offender treatment therapist, CCO (if applicable) and the Safety Committee.
4. When chaperones are required in the individualized contract agreement, suitable chaperones must be identified, screened and approved by the Safety Committee.
 - a. Assigned chaperones will not include family members.
 - b. Full disclosure of the crime and nature of the sexual offense must be provided to the approved chaperones.
 - c. Clear expectations will be given to chaperones concerning his/her supervision of the offender. There will be no exceptions.

C. Church attendance

1. Failure to comply in totality with all the prerequisites, outlined in this document, will result in the immediate dismissal of the sexual offender from fellowship in the Lacey SDA Church and further attendance at the church will be prohibited.
2. A sex offender may not serve or be put in a leadership position in the church.

D. Notification of sex offenders attending church

1. The church membership will be notified of all level 2 and 3 sex offenders attending church. This policy, along with a picture of the sex offender, will be sent to all church members.
2. At the discretion of the Safety Committee, local churches will be notified when the possibility exists that a Level 2 or 3 sex offender may attend church there in lieu of the Lacey Seventh-day Adventist Church.

DEALING WITH INDIVIDUALS WHERE ALLEGATIONS HAVE BEEN MADE

If it is alleged that an individual has shown inappropriate conduct toward children the following guidelines have been developed for implementation:

1. Do not try to handle the situation yourself and do not talk to the alleged offender before you call CPS (Child Protective Services) or law enforcement.
2. Report to your church Pastor, Head Elder or Safety Committee Member. They will notify conference administration of the situation.
3. Do not allow any further contact between any children and alleged offender unless CPS or law enforcement gives permission.
4. Remove the individual from all church responsibilities until evaluated. The church should respect the rights of all parties involved in the alleged incident and treat all matters concerning the situation discreetly, confidentially, and in accordance with local CPS or law enforcement.
5. Provide appropriate supervision for the alleged offender when they attend any church services/functions.
6. If alleged offender is causing custodial interference (interfering with parental control of the child), notify law enforcement.

DEALING WITH INDIVIDUALS WHO EXHIBIT QUESTIONABLE BEHAVIOR

1. If anyone observes behavior toward a child that is questionable they should notify the parents/guardian of the child, Pastor and Safety Committee immediately.
2. The parent of the child/guardian, Pastor and Safety Committee will address the person in question and determine if any further action should be taken.

INFORMATION AND GUIDELINES FROM THE DEPARTMENT OF SOCIAL AND HEALTH SERVICES (DSHS)

"Reporting is considered a request for an assessment of a suspected incident of abuse or neglect. Remember a report is not an established fact of guilt, but rather a request for an assessment of the safety and conditions of a child. It is the beginning of a helping process for children and families. All citizens are encouraged to report suspected cases to CPS or law enforcement. Over 25 percent of the substantiated cases of child abuse are reported by concerned citizens who are not required to report. Failure to report is a violation and carries a maximum penalty of 1,000.00. Mandatory reporters have also been successfully sued for damages in civil court for failing to report."

QUESTIONS AND ANSWERS ABOUT REPORTING ABUSE AND NEGLECT.

Q. WHO MUST REPORT?

- Any person who has reasonable cause to believe that a child has suffered abuse or neglect should report such incidents.

Q. WHO DO I CONTACT IF I SUSPECT CHILD ABUSE?

- A person making a report of child abuse shall make an oral report by telephone or otherwise to a local CPS or to law enforcement within the county where the person making the report is at the time of the contact. A law enforcement agency can be defined as a local police department, county sheriff, county juvenile department or the Washington State Police.

Q. HOW DO I RESPOND TO A CHILD WHO REPORTS ABUSE TO ME?

- Believe the child if she/he reports sexual abuse. It is rare for a child to lie about sexual abuse. So, tell the child that you believe them and that you are going to contact people who can help. Respect the privacy of the child. The child will need to tell their story in detail later, so don't press the child for details. Remember, you need only suspect abuse to make a report. Don't display horror, shock, or disapproval of parents, child, or the situation. Don't place blame or make judgments about the parent or child.

Lacey Seventh-day Adventist Church
CONDITIONS FOR CHURCH ATTENDANCE/PARTICIPATION (CCAP)

Participant Copy

I recognize the concerns and responsibilities of the Lacey Seventh-day Adventist Church to ensure a safe environment for its children, members and guests, and agree to comply with the following conditions that would allow my participation in church activities.

1. I will not associate with any minors attending or participating in any church/school activity, or be on the premises of the church without an approved adult chaperone. I will not sit next to a child and, if a child sits next to me, I will move.
2. I will not linger in areas where children are being taught and will not go to any area where children's or youth ministries are being conducted. If I need to be where children are meeting, I will only do so with a church appointed chaperone.
3. I will not place myself into, or accept, any position of leadership, authority, or activity that may affect or influence children. The Safety Committee must approve my service in any other leadership activity.
4. I will under no circumstances take a child home with me or transport them anywhere.
5. I will not develop any special relationships with minor children or their parents.
6. I will not go to a church member's home where children are present unless full disclosure has been made in writing prior to the event. Full disclosure is to include notification of all residents and parents of minor children.
7. I authorize the church to obtain information regarding myself from my parole officer, governmental agencies, therapist or other persons who might have information relative to my prior criminal convictions and therapy.
8. I agree to comply with any court-mandated restrictions, treatment, and/or requirements and recognize that these take precedence over any less restrictive parts of the CCAP.
9. I understand and agree that the church, in fulfilling its responsibilities of providing a safe environment for its members and guests, may find it necessary to disclose an account of my past behavior and/or criminal history to parents, church leaders, and other persons who may need to have such information in order to meet their parental or supervisory responsibilities.
10. I understand that the provisions of the CCAP do not create any personal and/or legal rights against the church that would afford me any claim or right of redress in any legal or administrative proceedings, nor does this agreement in any way preclude the church from exercising its U.S. Constitutional First Amendment rights pertaining to the church membership and/or discipline.
11. This CCAP shall remain valid as long as I attend and/or participate in the activities of this church and uphold my obligations as outlined above.
12. I agree that should I wish to transfer my attendance, participation, or membership to another congregation, a copy of this document will be sent to them.
13. I understand that Lacey Seventh-day Adventist Church reserves the right to end the CCAP at any time should unforeseen circumstances arise, at which time I will be notified in writing.

I have read and understand the above conditions and agree to abide by them.

Dated this _____ day of _____, 20_____.

Participant's Signature

Participants Printed Name

Name of Local Church

Signature of Local Church Official

Other

Lacey Seventh-day Adventist Church
CONDITIONS FOR CHURCH ATTENDANCE/PARTICIPATION (CCAP)

Church Copy

I recognize the concerns and responsibilities of the Lacey Seventh-day Adventist Church to ensure a safe environment for its children, members and guests, and agree to comply with the following conditions that would allow my participation in church activities.

1. I will not associate with any minors attending or participating in any church/school activity, or be on the premises of the church without an approved adult chaperone. I will not sit next to a child and, if a child sits next to me, I will move.
2. I will not linger in areas where children are being taught and will not go to any area where children's or youth ministries are being conducted. If I need to be where children are meeting, I will only do so with a church appointed chaperone.
3. I will not place myself into, or accept, any position of leadership, authority, or activity that may affect or influence children. The Safety Committee must approve my service in any other leadership activity.
4. I will under no circumstances take a child home with me or transport them anywhere.
5. I will not develop any special relationships with minor children or their parents.
6. I will not go to a church member's home where children are present unless full disclosure has been made in writing prior to the event. Full disclosure is to include notification of all residents and parents of minor children.
7. I authorize the church to obtain information regarding myself from my parole officer, governmental agencies, therapist or other persons who might have information relative to my prior criminal convictions and therapy.
8. I agree to comply with any court-mandated restrictions, treatment, and/or requirements and recognize that these take precedence over any less restrictive parts of the CCAP.
9. I understand and agree that the church, in fulfilling its responsibilities of providing a safe environment for its members and guests, may find it necessary to disclose an account of my past behavior and/or criminal history to parents, church leaders, and other persons who may need to have such information in order to meet their parental or supervisory responsibilities.
10. I understand that the provisions of the CCAP do not create any personal and/or legal rights against the church that would afford me any claim or right of redress in any legal or administrative proceedings, nor does this agreement in any way preclude the church from exercising its U.S. Constitutional First Amendment rights pertaining to the church membership and/or discipline.
11. This CCAP shall remain valid as long as I attend and/or participate in the activities of this church and uphold my obligations as outlined above.
12. I agree that should I wish to transfer my attendance, participation, or membership to another congregation, a copy of this document will be sent to them.
13. I understand that Lacey Seventh-day Adventist Church reserves the right to end the CCAP at any time should unforeseen circumstances arise, at which time I will be notified in writing.

I have read and understand the above conditions and agree to abide by them.

Dated this _____ day of _____, 20_____.

Participant's Signature

Participants Printed Name

Name of Local Church

Signature of Local Church Official

Other

Lacey Seventh-day Adventist Church
CONDITIONS FOR CHURCH ATTENDANCE/PARTICIPATION (CCAP)

Washington Conference Copy

I recognize the concerns and responsibilities of the Lacey Seventh-day Adventist Church to ensure a safe environment for its children, members and guests, and agree to comply with the following conditions that would allow my participation in church activities.

1. I will not associate with any minors attending or participating in any church/school activity, or be on the premises of the church without an approved adult chaperone. I will not sit next to a child and, if a child sits next to me, I will move.
2. I will not linger in areas where children are being taught and will not go to any area where children's or youth ministries are being conducted. If I need to be where children are meeting, I will only do so with a church appointed chaperone.
3. I will not place myself into, or accept, any position of leadership, authority, or activity that may affect or influence children. The Safety Committee must approve my service in any other leadership activity.
4. I will under no circumstances take a child home with me or transport them anywhere.
5. I will not develop any special relationships with minor children or their parents.
6. I will not go to a church member's home where children are present unless full disclosure has been made in writing prior to the event. Full disclosure is to include notification of all residents and parents of minor children.
7. I authorize the church to obtain information regarding myself from my parole officer, governmental agencies, therapist or other persons who might have information relative to my prior criminal convictions and therapy.
8. I agree to comply with any court-mandated restrictions, treatment, and/or requirements and recognize that these take precedence over any less restrictive parts of the CCAP.
9. I understand and agree that the church, in fulfilling its responsibilities of providing a safe environment for its members and guests, may find it necessary to disclose an account of my past behavior and/or criminal history to parents, church leaders, and other persons who may need to have such information in order to meet their parental or supervisory responsibilities.
10. I understand that the provisions of the CCAP do not create any personal and/or legal rights against the church that would afford me any claim or right of redress in any legal or administrative proceedings, nor does this agreement in any way preclude the church from exercising its U.S. Constitutional First Amendment rights pertaining to the church membership and/or discipline.
11. This CCAP shall remain valid as long as I attend and/or participate in the activities of this church and uphold my obligations as outlined above.
12. I agree that should I wish to transfer my attendance, participation, or membership to another congregation, a copy of this document will be sent to them.
13. I understand that Lacey Seventh-day Adventist Church reserves the right to end the CCAP at any time should unforeseen circumstances arise, at which time I will be notified in writing.

I have read and understand the above conditions and agree to abide by them.

Dated this _____ day of _____, 20_____.

Participant's Signature

Participants Printed Name

Name of Local Church

Signature of Local Church Official

Other

CHAPERONE ORIENTATION

INTRODUCTION

It is the moral and legal responsibility of the Lacey Seventh-day Adventist Church to take reasonable steps to provide an environment of physical/emotional safety of its members especially in reference to inappropriate sexual advances from any individual during church activities. These church activities include regularly scheduled events as well as less formal social contacts. When a convicted sex offender attends, or wishes to attend a church function the church safety committee shall require that person to formally agree to the attendance/participation conditions of this document. Should that person refuse to agree and sign this document, that person shall not be allowed to attend church functions. Also, should Lacey Seventh-day Adventist Church decide that it cannot adequately implement this process it shall reserve the right to respectfully request the individual person not to attend or to participate in local church activities.

As long as that person remains honest and committed to God and to others, the local church shall encourage them to continue with their recovery and shall commit their support as they continue. The church shall commit to providing a network of individuals who will hold the individual accountable as they grow in their relationship with Jesus Christ. As Seventh-day Adventists, we believe that spiritual health is attainable for all individuals and our hope and prayer is that we will all "grow in the grace and knowledge of our Lord and Savior Jesus Christ." 2 Peter 3:18.

While we desire to afford a spiritual ministry to sexual offenders, it is imperative that our Church take reasonable steps to provide all of our members and guests with a safe and secure environment while on the Church premises or while participating in Church activities.

The Local Church body shall retain the original signed participation agreement and a duplicate shall be sent to the Washington Conference of Seventh-day Adventists. Should a person under the jurisdiction of this document wish to transfer membership to another congregation, a copy of this document shall be furnished to the second congregation.

If the person in question has not been convicted of sexual misconduct but is suspected to have offended, the church leadership will consult with the Washington Conference for guidance in appropriate levels of restrictions and supervision.

Definition of a chaperone: For the purposes of this agreement a chaperone shall be a mature adult of the same gender as participant, over 30 years of age, designated by the church board or board of elders, with no sexual misconduct history, and not a relative of the person defined in this agreement. A chaperone shall be provided a copy of this agreement, advised of its content and appropriate protocol should concerns arise, and be willing to take this responsibility seriously.

PROTOCOLS FOR CHAPERONE:

1. Each chaperone shall watch a training video (provided by the Safety Committee), and become familiar with behaviors and indicators of potential misconduct.
2. Each chaperone will receive and acknowledge their understanding of the churches Child Protection Policy.
3. There shall be a designated chaperone team leader to whom the other chaperones report.
4. If the participant is on parole, the chaperone shall be aware of the terms of the parole.
5. The chaperone shall observe the sex offender at all times while at any church function, including socials and potlucks.
6. If the chaperone is unable to supervise for any reason, another designated chaperone shall be assigned.
7. The chaperone shall accompany the participant when access to restroom facilities is needed.
8. Any observed inappropriate behavior shall be reported to the chaperone team leader and pointed out to the participant.

CHAPERONE TEAM LEADER _____

List of designated chaperons: _____

LACEY SEVENTH-DAY ADVENTIST CHURCH CONDITIONS FOR CHURCH ATTENDANCE/PARTICIPATION

Chaperone Copy

The following conditions and restrictions for church attendance/participation have been agreed to by: _____

1. I will not associate with any minors attending or participating in any church/school activity, or be on the premises of the church without an approved adult chaperone. I will not sit next to a child and, if a child sits next to me, I will move.
2. I will not linger in areas where children are being taught and will not go to any area where children's or youth ministries are being conducted. If I need to be where children are meeting, I will only do so with a church appointed chaperone.
3. I will not place myself into, or accept, any position of leadership, authority, or activity that may affect or influence children. The Safety Committee must approve my service in any other leadership activity.
4. I will under no circumstances take a child home with me or transport them anywhere.
5. I will not develop any special relationships with minor children or their parents.
6. I will not go to a church member's home where children are present unless full disclosure has been made in writing prior to the event. Full disclosure is to include notification of all residents and parents of minor children.
7. I authorize the church to obtain information regarding myself from my parole officer, governmental agencies, therapist or other persons who might have information relative to my prior criminal convictions and therapy.
8. I agree to comply with any court-mandated restrictions, treatment, and/or requirements and recognize that these take precedence over any less restrictive parts of the CCAP.
9. I understand and agree that the church, in fulfilling its responsibilities of providing a safe environment for its members and guests, may find it necessary to disclose an account of my past behavior and/or criminal history to parents, church leaders, and other persons who may need to have such information in order to meet their parental or supervisory responsibilities.
10. I understand that the provisions of the CCAP do not create any personal and/or legal rights against the church that would afford me any claim or right of redress in any legal or administrative proceedings, nor does this agreement in any way preclude the church from exercising its U.S. Constitutional First Amendment rights pertaining to the church membership and/or discipline.
11. This CCAP shall remain valid as long as I attend and/or participate in the activities of this church and uphold my obligations as outlined above.
12. I agree that should I wish to transfer my attendance, participation, or membership to another congregation, a copy of this document will be sent to them.
13. I understand that Lacey Seventh-day Adventist Church reserves the right to end the CCAP at any time should unforeseen circumstances arise, at which time I will be notified in writing.