



# CHILD AND YOUTH ABUSE PREVENTION PROGRAM

Risen Christ  
Fairport, New York  
Adopted: February, 2014



## Employee

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# **CHILD AND YOUTH ABUSE PREVENTION PROGRAM FOR RISEN CHRIST**

## **Introduction**

To help protect children, Risen Christ has adopted the following Child and Youth Abuse Prevention Program. It is important that all Risen Christ paid staff and volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following includes the purpose and definitions for these guidelines, the outlines of protection and prevention, and an acknowledgement to be signed by those people working with children.

## **Purpose**

These procedures are designed to reduce the risk of child sexual abuse in order to:

- Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
- Assist Risen Christ in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
- Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
- Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
- Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.

## Definitions

The following terms used herein and are defined as follows:

- *Paid Staff*: Any pastor, minister, teacher, assistant teacher or employee who is paid.
- *Children/Youth/Minor*: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
- *Adult*: Any person who has reached his/her 18th birthday or as defined by state law.
- *Volunteer*: Any unpaid adult person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors, on a consistent basis.
  
- *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
- *Child Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.
- *Physical Abuse*: Non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming a child. Physical abuse is the most visible form of child maltreatment.
- *Verbal Abuse*: A negative defining statement told to the person or about the person or by withholding any response thus defining the target as non-existent. If the abuser doesn't immediately apologize and retract the defining statement the relationship may be a verbally abusive one.
- *Emotional Abuse*: Is commonly defined as a pattern of behavior by parents or caregivers that can seriously interfere with a child's cognitive, emotional, psychological or social development. Emotional abuse of a child — also referred to as psychological maltreatment — can include:
  - **Ignoring**. Either physically or psychologically, the parent or caregiver is not present to respond to the child. He or she may not look at the child and may not call the child by name.
  - **Rejecting**. This is an active refusal to respond to a child's needs (e.g., refusing to touch a child, denying the needs of a child, ridiculing a child).

- **Isolating.** The parent or caregiver consistently prevents the child from having normal social interactions with peers, family members and adults. This also may include confining the child or limiting the child's freedom of movement.
- **Exploiting or corrupting.** In this kind of abuse, a child is taught, encouraged or forced to develop inappropriate or illegal behaviors. It may involve self-destructive or antisocial acts of the parent or caregiver, such as teaching a child how to steal or forcing a child into prostitution.
- **Verbally assaulting.** This involves constantly belittling, shaming, ridiculing or verbally threatening the child.
- **Terrorizing.** Here, the parent or caregiver threatens or bullies the child and creates a climate of fear for the child. Terrorizing can include placing the child or the child's loved one (such as a sibling, pet or toy) in a dangerous or chaotic situation, or placing rigid or unrealistic expectations on the child with threats of harm if they are not met.
- **Neglecting the child.** This abuse may include educational neglect, where a parent or caregiver fails or refuses to provide the child with necessary educational services; mental health neglect, where the parent or caregiver denies or ignores a child's need for treatment for psychological problems; or medical neglect, where a parent or caregiver denies or ignores a child's need for treatment for medical problems

## **Protection and Prevention Volunteer and Employee Screening Procedures**

The following screening procedures are to be used with paid staff and adult volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

*Employment Application and Volunteer Application: All paid staff and adult volunteers who will work with a minor must complete the Employment Application and/or the Volunteer Application. The release statement attached to the application must be signed by the individual completing the application to apply for and qualify for service.*

### **Our Employment Application includes questions regarding:**

- Current and previous residence addresses.
- Current and previous employment, including addresses, dates, duties, titles, and reasons for leaving.
- Names and addresses of schools attended and degree(s) earned.
- References from previous employers and organizations that serve children.
- Pending criminal charges (where not prohibited by state law).
- Criminal history information.
- Background Investigation Authorization

### **Our Volunteer Application includes questions regarding:**

- Current address.
- Volunteer experience.
- Criminal history information.
- Background Investigation Authorization
- Personal references.

Applications include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes Risen Christ to contact any individual or organization listed in the application.

Pastor(s), Preschool Director, Family Life Minister, or Youth Minister may contact all listed references for volunteer and paid applicants. These same persons may conduct an interview with the applicant if necessary.

The Council or other appointed committee member will contact all listed references and employers for the Pastor.

*Criminal Background Check:* Risen Christ will conduct a criminal background check on all paid staff and adult volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically.

## **Confidentiality**

Information obtained through the screening, application, reference check, interview, and or criminal background check will be kept in confidence, unless otherwise required by law. Social security numbers will be blacked out immediately after the background check is submitted. All information, discovered or obtained through the above referenced means, will be archived electronically.

## Supervision Procedures

Unless an extenuating situation exists, Risen Christ:

- Will have adequate number of screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
- Will monitor facilities during activities involving children.
- Will release minors only to a parent, guardian, or other adults in whom the church has received written consent from the parent or legal guardian authorizing such release.
- Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide parents with information regarding the trip.
- Will use two paid staff or volunteers when transporting minors in vehicles.
- Will require that young children be accompanied to the restroom and the paid staff or volunteer will keep the door open when assisting a child in the restroom. When a child is not in need of assistance, the paid staff or volunteer will wait outside the restroom to escort the child back to the activity or classroom. Whenever possible, the escort will be the same sex as the minor.
- Will require that adults over the age of 18 be present with teenage volunteers. Note: the law does not allow background screening on anyone under 18 years of age.
- Will encourage minors to use a "buddy system" whenever minors go on trips off of Risen Christ property.
- Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities.



## **Behavioral Guidelines for Religious Organization**

All volunteers and paid staff will observe the following guidelines:

- Will not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
- To the extent possible, Risen Christ events that are co-educational will have both male and female chaperones.
- Whenever possible, at least two unrelated paid staff or volunteers will be in the room when minors are present. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where paid staff or volunteers are in sight of other people.
- Avoid all inappropriate touching with minors. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate. Additionally, the paid staff or volunteer will complete an Incident Report and forward the report to a supervisor or council member.
- Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
- If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the relationship to another individual with supervisory authority.
- If one-on-one pastoral care is necessary, avoid meeting in isolated environments.
- Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of Risen Christ for handling. See “Reporting Procedures.”

### **Disqualification**

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

- Any offense against minors as defined by state law.
- A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession

or promoting child pornography, enticing a minor, bigamy, incest, drug related offenses, or family violence.

- A prior criminal history of an offense against minors.

## **Sexual Offender at Risen Christ**

-  
Risen Christ may allow a person known to be a sexual offender to remain or become a member of the congregation but they must adhere to specific guidelines.

- A known sexual offender cannot participate in any of the child or youth programs in any way.
- A known sexual offender can only participate in a predetermined service each week
- A known sexual offender must report in and be assigned to an escort who will accompany him or her at all times.
- The identity of the sexual offender will be disclosed to the congregation via mail or electronic mail.

## **Response to Sexual Abuse**

Risen Christ will respond promptly to investigate any accusation of sexual abuse that allegedly occurred on property or off property at a church sponsored event. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

### **REPORTING PROCEDURES**

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as Risen Christ, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. Therefore, all paid staff and volunteers at Risen Christ must adhere to the following procedures:

In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of Risen Christ the paid staff or volunteer shall immediately notify the person in charge of their ministry (Elder of Education, Director of Preschool, Family Life Minister, Youth Minister, Pastor, or Council Member), who will then notify the Church Council President or Pastor in order that he/she be made aware of the situation. The Church Council President and Pastor shall consult and determine how the situation shall be dealt with pastorally. Confidentiality will be respected in all reported cases. In the event of suspected, reported or discovered child abuse or neglect, the Church Council President or another paid staff or volunteer will also immediately make a report to the local Child Protection Service/Abuse Hotline at 1-800-635-1522.

\*Physical signs of molestation may include:

- lacerations and bruises
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

\*Behavioral signs of molestation may include:

- nightmares
- anxiety when approaching the church building, nursery or preschool are(beyond normal separation anxiety)
- nervous or hostile behavior toward adults
- sexual self-consciousness or acting out of sexual behavior
- withdrawal from church activities and friends
- Verbal signs of molestation may include statements such as:
  - “I don’t like \_\_\_\_\_.”
  - “\_\_\_\_\_ does things to me when we’re alone.”
  - “I don’t like to be alone with \_\_\_\_\_.”
  - “\_\_\_\_\_ fooled around with me.”

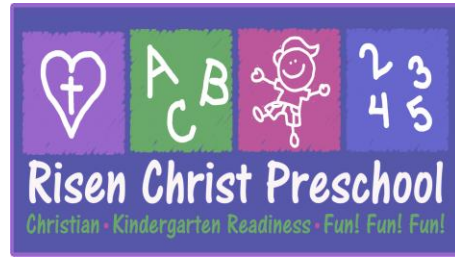
All incidents will be documented, in writing, on the Incident Report form.

## **RESPONSE PROCEDURES**

The official spokesperson for Risen Christ, Fairport, New York shall be the Church Council President or the Pastor. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the official spokesperson. No person other than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson.

The official spokesperson shall immediately report any alleged incident of child abuse to the Abuse Hotline at 1-800-635-1522, our insurance carrier (Leighton Insurance Agency, Inc. 586-2070), and the Eastern District President of the Lutheran Church- Missouri Synod.

- The care and safety of the victim is our first priority. We will not confront the accused without the approval of the Child Protection Service (Abuse Hotline) or law enforcement authorities.
- We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim's family, extending whatever pastoral care resources are needed. We will fully cooperate with any authorities investigating an allegation of child abuse.
- We will treat the accused with dignity and respect. If the accused is a paid staff/volunteer of the church or preschool, that person shall be temporarily relieved of his or her duties until the investigation is finished and the person cleared by the authorities. If the accused is a paid staff/volunteer of our church, his or her income will be maintained, until allegations are cleared by authorities or until criminal charges are filed. All communication by the official spokesperson to the media, congregation, and public will protect the privacy and confidentiality of all involved. All efforts in responding to the alleged incident of child abuse shall be documented by the Pastor or, in the absence of the Pastor, by the previously designated spokesperson, and maintained in a secure and confidential file.



## **Child and Youth Abuse Prevention Program**

### **Risen Christ Policy Statement**

“It is the determination of Risen Christ Lutheran Church of Fairport, New York [herein “the church”] to provide a Christian environment that is safe, both for those receiving its ministries and for those providing its ministries. Sexual abuse, sexual exploitation, sexual harassment and physical abuse are not tolerated at Risen Christ Lutheran Church, Fairport, New York. When those employees or volunteers who provide the ministries of the church engage in sexual abuse, sexual exploitation, sexual harassment or physical abuse, they violate the terms of their employment or voluntary service. A violation of this guideline will result in disciplinary action, termination of employment, or dismissal.

I have read the Risen Christ Policy Statement.

Name \_\_\_\_\_ Date \_\_\_\_\_

## **Child and Youth Abuse Prevention Program Acknowledgment**

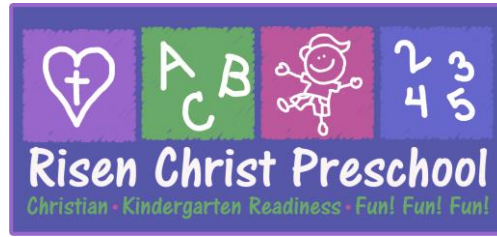
These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. Risen Christ reserves the right to make changes in the content or application of this program and to implement those changes with or without notice. The terms herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with Risen Christ or any related or associated entity and instead are to be used with this document.

I have received a copy of the Risen Christ Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of Risen Christ.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date



## Employment Application/Background Check

*-Confidential-*

Welcome! Thank you for considering employment at Risen Christ. Children's safety is one of our TOP PRIORITIES! Thoroughly screening our applicants is one important step we take to accomplish this goal. Thank you for taking a few minutes out of your busy schedule to fill out this form. We will follow up with you after we have had a chance to review your completed form and checked your references.

Today's Date: \_\_\_\_\_

Position Applying for:

\_\_\_\_\_

### Applicant Information

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Middle Name)

\_\_\_\_\_  
(Last Name)

Former Name(s) and Dates Used: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Are you a U.S. citizen and can you work in the U.S? \_\_\_\_\_

*Are you currently under charge or have you ever been convicted of or pled guilty to child abuse or a crime involving actual or attempted sexual misconduct or sexual molestation of a minor?*

Yes  No If yes, please explain.

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*Are you currently under a charge or have you ever been convicted of or pled guilty to possession/sale of a controlled substance or of driving under the influence of alcohol?*

Yes  No If yes, please explain.

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*Have you ever been convicted of, pled guilty to, or pled no consent to a crime other than a minor traffic violation?*

Yes  No If yes, please explain.

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*Are you now under charges for any criminal offense? A criminal conviction will not necessarily disqualify you from consideration.*

Yes  No If yes, please explain.

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*If you have lived at your current address less than seven years, provide information on all the addresses during that period.*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Church Activity:**

*Please write a brief statement describing your relationship with Jesus Christ?*

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*In what activities/ministries of your church are you presently involved?*

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*What volunteer or career experiences with children have you had in the church of community?*

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*List any gift, training, education or other factors (including life experiences) that have prepared you for ministry to children.*

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**Previous Employment**

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Reasons for leaving \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Reasons for leaving \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Reasons for leaving \_\_\_\_\_



## References

*Please list three references from places of employment, prior volunteer service, or someone who may know something about you as a person (especially regarding previous work with children or youth). References must meet the following criteria: must be 18 or older, must not be a relative, must have known you for at least one year. A telephone interview will be conducted.*

### Reference #1

Name: \_\_\_\_\_ Length of time you have know this person: \_\_\_\_\_

Relationship: \_\_\_\_\_ Company \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Reference #2

Name: \_\_\_\_\_ Length of time you have know this person: \_\_\_\_\_

Relationship: \_\_\_\_\_ Company \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Length of time you have know this person: \_\_\_\_\_

### Reference #3

Name: \_\_\_\_\_ Length of time you have know this person: \_\_\_\_\_

Relationship: \_\_\_\_\_ Company \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Applicant Statement**

*I certify that this employment application was completed by me and that all the information on this application is true and correct to the best of my ability. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in disqualification of that person as a volunteer. I understand that this application is not valid without my signature.*

I hereby authorize **Risen Christ, Fairport, New York** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **Risen Christ, Fairport, New York** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release **Risen Christ, Fairport, NY**, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, fro any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family or associates because of compliance with this authorization and request to release.

**Risen Christ, Fairport, New York** and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

\_\_\_\_\_   
Print Name

\_\_\_\_\_   
Signature

Date: \_\_\_\_\_

# Checklist For Employees

Applicant's Name: \_\_\_\_\_

The importance of having a second person (witness) present when dealing with children one-on-one has been stressed. The alternative is the "open door policy."

\_\_\_\_\_ has been given a copy of the abuse policy and Risen Christ's procedure for avoiding compromising situations and Risen Christ's policy for reporting abuse. They have signed the form indicating they have read and will adhere to the policy statement.

\_\_\_\_\_ has been given a copy of the Sexual Harassment Policy. Has taken the training.

\_\_\_\_\_ has submitted a completed employee application.

References have been checked.

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

(Authorized Person: Pastor Arnold Deknatel, Sara Reczek, Patty Flowerday, Sheryl Reid and Jamie Gullo)

Background Investigation has been completed.

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

(Authorized Person: Pastor Deknatel and Jamie Gullo)

Employee Assigned? \_\_\_\_\_ Yes \_\_\_\_\_ No

Department: \_\_\_\_\_

Authorization and Sign-off of Checklist by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_