

Child Protection Guidelines
Adopted by
Christ Presbyterian Church (PCA) of Georgetown, Texas
February 1, 2020

1. All adults and youth, both employed and volunteer, who work with minors, must be screened by an authority within the church. The steps and checklist to be used in the screening process for adults are listed in the **Screening Checklist for Employees and Volunteers**. All minors who work with children must be under the supervision of a parent or recommended by two (2) non-related adults. Further explanation is offered in the **Child Safety Policy**.
2. Our guidelines and procedures to establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in case of allegations or an actual incident regarding sexual misconduct are explained in the **Child Safety Policy**.

Implementation:

These guidelines and procedures shall be implemented within 30 days of their adoption, with the completion of the initial screening process and background checks within 90 days of adoption.

The Staff of Christ Presbyterian will have the responsibility to implement and enforce these guidelines and procedures, including the training of employees and volunteers, maintaining confidential records, and implementing the screening process.

Standard of Conduct:

All workers, volunteer, paid, full-time and part-time, of Christ Presbyterian Church are expected to comply with the established **Child Safety Policy**. Any actions contrary to the church policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

Child Safety Policy

Christ Presbyterian Church (PCA) of Georgetown, Texas

Definitions:

Child Sexual Abuse – “any sexual activity with a child –whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.” (National Resource Center on Child Sexual Abuse, 1992)

Sexual Activity – may be violent or non-violent, touching or non-touching, and is an exploitation of a child’s vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, or developmentally ready.

Sexual Misconduct – any inappropriate behavior relating to or involving a sexual nature.

Prescreening of Workers:

1. All adults, both employed and volunteer, who work with minors must be screened by an authority within the church following the steps outlined in the **Screening Checklist for Employees and Volunteers**.
2. All adults, both employed and volunteer, who work with minors must provide proof of identity.
3. All adults, both employed and volunteer, who work with minors must pass a criminal background check prior to service.
4. All adults, both employed and volunteer, who work with minors must be recommended by two non-related (2) professional/personal references to be checked prior to service.
5. All adults, both employed and volunteer, who work with minors will be offered sexual abuse awareness training prior to service. Only adults who have successfully completed the training are allowed to supervise children outside of a class setting or serve in leadership roles within the church.

6. Adults or youth who have been convicted of either sexual or physical abuse of children/youth or who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any church-sponsored activity or program for minors.
7. All volunteers working with children and youth are required to be members or active constituents of Christ Presbyterian Church for a minimum of six months OR be both: 1) a member of another PCA church for one concurrent year prior to service and 2) recommended by a staff member of that PCA church.
8. Any applicant or volunteer who is a survivor of child abuse in the past must meet with a staff member or approved counselor prior to service in a position with direct relation to children.
9. All minors who work with children must be under the supervision of a parent or recommended by two (2) non-related adults.

Common Supervisory Policies and Procedures:

1. Employees and volunteers who work with children and youth shall make every reasonable effort to observe the “two-adult rule.” The “two-adult rule” requires that employees and volunteers make every reasonable effort to avoid situations when an employed or volunteer worker is alone with children or youth. In cases where an adult has a legitimate reason to be alone with a child, the adult is required to follow the “open door policy” which requires the door to be open at all times.
2. All minors who work with children must be under the supervision of an adult at all times.
3. Any adult is responsible to address any behavior that may be contrary to church policy and to report such occurrences to the proper church authorities.
4. All adult volunteers and employees are required to undergo repeat background checks every 3 years.

Reporting Procedures for Sexual Misconduct or Sexual Abuse:

1. All allegations of sexual misconduct or abuse must be taken seriously.
2. All allegations of sexual misconduct or abuse should be reported to local law enforcement or the Texas Abuse Hotline (1-800-252-5400 if urgent or www.txabusehotline.org if non-urgent) in accordance with Texas law as immediately as possible. “A person who suspects child abuse or neglect, but fails to report it can be charged with a misdemeanor or state jail felony.” DFPS website

3. All allegations of sexual misconduct should also be reported to a church pastor or elder who is not suspect in the allegations. The pastor will notify the parents or legal guardian unless such action places a child in further danger or interferes with a criminal investigation.
4. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
5. Full cooperation will be given to civil authorities when applicable.
6. No accused will be addressed by anyone other than public law enforcement until the safety of the child or victim is secured.
7. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

Investigation of a Sexual Misconduct or Sexual Abuse Allegation:

1. Any accused worker will be relieved temporarily of his duties until an investigation is completed.
2. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in their confidentiality is subject to disciplinary action up to and including termination.
3. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.

I have read the **Child Safety Policy** adopted by Christ Presbyterian Church (PCA) of Georgetown, Texas and agree to follow its guidelines.

Printed Name: _____

Signature: _____

Date: _____

**Checklist for Employees and Volunteers
Christ Presbyterian Church (PCA) of Georgetown, Texas**

Name of Applicant: _____

___ Provided current address and contact information for church database.

___ Has been a regular attendee/member of our church for at least six months OR member of another PCA Church _____ for concurrent year with staff recommendation.*

___ Read and agreed to our policies regarding child safety and sexual misconduct.

___ Has been recommended by 2 references (Names and contact info)

*Staff member _____

___ Passed a criminal background check (Date and vendor)

___ Interviewed by a staff member (Waived if known by staff)

Interviewer and Date: _____

___ Passed quiz over sexual abuse awareness video
Score and date: _____

Completion Checked By/Date _____