



# **CHILD PROTECTION POLICY**

**January 2025**



**NEW CITY**

CELEBRATING CHRIST  
SERVING CINCINNATI

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# INTRODUCTION

## VISION

New City Presbyterian Church is committed to providing a safe and secure environment for children, students and families who participate in our worship gatherings and ministry activities. While we ultimately rely on the sovereign protection of our Lord, we also recognize that He has called us to exercise wisdom and prudence in our care for His people. This Policy is intended to protect the children, students and families of New City from incidents of misconduct or inappropriate behavior. In addition, this Policy is intended to protect our employees and volunteers from false allegations of abuse.

## SCOPE

This Policy applies to New City employees and volunteers who have the responsibility of supervising the activities of minors under the age of eighteen. This Policy does not constitute a contract between New City and its employees/volunteers or any other party. It is merely a statement of policy and general guideline which New City will seek to follow. New City makes no guarantee to any party that all aspects of this Policy will be followed in any given situation. New City is not responsible for the individual acts of any employee or volunteer acting outside the scope of their employment or volunteer activities.

## DEFINITION OF TERMS

**New City, we or us** means New City Presbyterian Church.

**Child, children, student and minor** mean any individual under the age of eighteen.

**Employee** means any individual who is paid by New City on a full or part-time basis.

**Volunteer** means any individual who is not paid by New City and is serving in any position involving the supervision or custody of minors.

**Children's Ministry/New City Kids (NCK)** means all activities for children from birth to 6th grade.

**Student Ministry** means all activities for students in 7th-12th grades.

**Response Team** means a team of two active officers and one female church member that advises the Ministry Director and one of the Pastors if an alleged violation of the policy is reported.

# SCREENING, SELECTION AND TRAINING PROCESS

We believe that appropriate personal relationships between adult employees/volunteers and minors are important in fostering a healthy, Jesus centered community at New City. In connection with New City's broader call to care for God's people we seek to prevent the abuse of minors when they are participating in church activities. We engage in certain preventive measures including screening, careful selection and training of all employees/volunteers and a commitment to eliminating opportunities for abuse during church activities. Our screening, selection and training process includes the following:

## APPLICATION

All individuals who seek employment and/or volunteer opportunities that involve work with minors must complete a confidential application form. (See Appendix B for Volunteer Application and Employment Application if applicable)

## BACKGROUND CHECK

Any volunteer who will interact with minors as a part of his/her volunteer activities is required to undergo a background check. All employees are required to undergo a background check regardless of their role. All Elders, Deacons and Community Group Leaders are also required to undergo background checks. Background checks must be renewed every two years.

## TRAINING

All employees and those volunteers working with minors must read, agree to and sign a receipt of this policy (Appendix C) every three years.

All employees and those volunteers working with minors (including all Elders, Deacons and Community Group leaders) must complete child sexual abuse awareness training (through MinistrySafe) every year.

## DISQUALIFICATIONS

New City retains sole and absolute discretion over the selection of volunteers and employees who serve in its programs and ministry activities. New City may choose to disqualify any individual for any reason.

## **EMPLOYEES/VOLUNTEERS WHO ARE MINORS**

Employees/volunteers under age 18 are a valuable resource in the care and nurture of our covenant children. The following guidelines apply to employees/volunteers who are minors:

- Volunteers must be at least 12 years old; employees must be at least 14 years old.
- All minor employees/volunteers will be supervised by an adult over the age of 18.
- They will be screened and trained in an age-appropriate manner. They are not required to submit to the required background check (due to the sealed nature of juvenile criminal records).
- Applications submitted by a minor must be signed by their parent/guardian.

# SECURITY & SAFETY

New City has zero tolerance for abuse in its programs and ministry activities. It is the responsibility of every employee/volunteer in children and student ministries to act in the best interest of all minors in these ministries. The following security and safety requirements are applicable to all employees/volunteers who have contact with minors participating in New City ministries.

## DROP OFF & PICK UP PROCESS

All kids in Sunday morning NCK programs need to be checked in via Church Center Checkins at one of our kiosks. Upon check in each child will have a unique tag printed for them to be worn on their back, and a security/pick up tag for parents will be printed as well. Each child tag displays relevant information for the child (i.e. class they'll be attending, parent names, emergency contact number(s), allergies/medical concerns). **All children must be wearing a tag to be allowed into their classroom.** Upon drop off, confirm the checkin of the specific child on the classroom tablet.

**Guests** will be signed in with our digital checkin system as well. Their tags will have the same information provided as the regular users mentioned above. Pick-up procedure will be explained to them, and any other relevant policies so they are aware of what's expected.

After worship, kids infant through 4th grade may be picked up at their classrooms. Whoever is picking up **must show a matching security tag. Do not dismiss any child to anyone without the security tag.** Do not dismiss any child 4th grade or under until picked up by a parent (or sibling 13+ years of age). Kids grade 5 and up may be dismissed on their own, without a parent (unless otherwise determined by parents). If there is any question about dismissal/pick up or someone tries to pick up a child without the corresponding tag immediately contact the Pastor of Family Ministries, the New City Kids Director, and/or the Deacon on Duty for assistance.

## GENERAL SAFETY GUIDELINES

It is the responsibility of employees/volunteers to promote the emotional and physical safety of minors giving regard to all factors and circumstances known to them. If, in their opinion, an unsafe condition exists, they will exercise reasonable care to eliminate and/or warn of the unsafe condition.

## **FOOD & ALLERGIES**

**Nursery-4th Grade:** Be aware of children in classes Nursery through 4th grade who have allergies. Allergies are noted on each child's tag which should be clearly displayed on his/her back.

Goldfish, Cheerios and/or Puffs will be offered to the nursery, toddler and preschool classes unless the parent has directed otherwise. **Never allow outside food or drink into the classroom.** Each classroom is peanut free. Fruit squeeze pouches may be provided for children in the nursery rooms, as can labeled bottles with milk or formula. If you have any concerns, contact the appropriate NCK Director. If you would like to bring a special food into the classroom for instructional purposes, please contact your class's director.

An exception to outside food and drink is coffee, which a lead or volunteer may bring into the classroom provided they exercise discretion and coffee cup has a lid.

**5th-12th Grade:** For students 5th grade and up, the parents and students assume responsibility to inform the Pastor of Family Ministry and pertinent leader of allergies or special medical needs.

## **TEACHER IDENTIFICATION**

All leads and volunteers must wear the provided identification name tag at all times while serving in their assigned classroom. Leads and volunteers are identified by their nametags. If someone comes to your classroom and says that they are a parent or are from another church and just want to look around, please direct them to the Pastor of Family Ministries, the Deacon on Duty, or the New City Kids Coordinator on duty. Do not let unauthorized individuals into the classroom.

## **TWO PERSON SUPERVISION**

A reasonable effort will be made to have two non-related employees/volunteers present in the room, or nearby, with minors during ministry activities. New City recognizes that there will be times when one employee/volunteer may be present with a group of minors or a single minor. In those circumstances, doors to the room will be open and windows uncovered or the activity will be conducted in a public space, in view of others.

Note for Student Ministries: New City recognizes that a fundamental goal of the middle and high school ministry is to build healthy relationships with students and to have regular, intentional contact with them. For students in our middle and high school program, it is expected and encouraged for them to meet with student ministry employees/volunteers in small group settings. If the small group setting is private (i.e. a small group meeting at a home) it is expected that there will be at least two adult





employees/volunteers present. Employees/volunteers should avoid being alone in one-on-one settings with minors. If a formal one-on-one meeting occurs, it should be held in a public place, with the parents aware of the meeting. If an informal/spontaneous situation arises it should be held in the view of others in the most public space available.

## **RATIOS**

When supervising minors, it is required that a reasonable ratio of employees/volunteers to minors be maintained at all times. The supervisor overseeing the age group is primarily responsible for setting and maintaining a reasonable ratio of employees/volunteers to minors. When determining the appropriate ration of employees/volunteer to minors, the supervisor shall consider the number and age of the participants, the nature of the activities and the location where the activities are taking place.

The following ratios are preferred:

- Infant: 1 adult per 4 children
- Toddler: 1 adult per 6 children
- Preschool: 1 adult per 6 children
- Elementary: 1 adult per 15 children

## **CELL PHONE USE**

Please keep your cell phone use to a minimum while in your classroom and keep it put away as much as possible. Some acceptable uses of a cell phone during class are:

1. Texting a parent to alert them of a situation with their child.
2. Texting a member of the New City Kids team for a need or a request.
3. Playing a song or video that is relevant to the lesson.
4. Taking a group picture of your class of a particular craft, game or other activity.
5. Calling 911 in the case of an emergency.

## **SICKNESS GUIDELINES**

Children must be symptom free from the following illnesses (without fever-reducing medication) for 24 hours before participating in New City ministry activities (Nursery, Sunday School, Student Ministry Group, etc.):

- Temperature of 99.6 degrees or higher
- Vomiting
- Diarrhea
- Severe Coughing
- Excessive nasal discharge (that is not allergy related)

- Pink eye
- Head lice
- Undiagnosed rash
- Open sores
- Hand Foot and Mouth
- Any infections disease

If a child shows signs of sickness (including, but not limited to, all above listed) the parents will be asked to remove the child from the ministry activity.

## **TRANSPORTATION & VEHICLE SAFETY**

There may be times when a student ministry leader (employee or volunteer) will be tasked to provide transportation for a student or group of students. The following guidelines apply:

- Parental permission (verbal, or text message are acceptable) must be obtained prior to transporting a student.
- Students should be transported directly to their destination.
- The employee/volunteer will exercise reasonable care in operating the motor vehicle, obeying all traffic and seatbelt laws.
- Employees/volunteers are prohibited from using cell phones while driving minors.
- Students are not allowed to ride in vehicles operated by minors unless they receive permission from their parents. *(If a student arrives in a vehicle operated by another student, permission to ride in that same vehicle from the meeting location to an event or back home is assumed.)*
- Employees/volunteers are never to be alone in a car with a student. The only exception is if a parent or guardian gives a specific request or grants permission for a ride directly from point A to point B (or B to A). The employee or volunteer will call ore greet the parent when departing point A and call/greet upon arrival at point B.

## **DRUG & ALCOHOL USAGE**

The use or possession of illegal drugs or the use of alcohol will not be permitted by employees, volunteers or students during any student ministry functions – whether on church property or off-site. Employees, volunteers or students who are in possession of illegal drugs or who use illegal drugs or alcohol during ministry events will be removed from the activity. If a student is in possession of drugs or alcohol, the student will be removed from the activity and the student’s parents/guardian will be contacted immediately. Employees, volunteers or students who violate this rule, may be required to attend substance abuse counseling before returning to student ministry gatherings.

## **BULLYING**

Verbal, physical or emotional bullying is not acceptable in New City ministry programs and can result in disciplinary action. If persistent and uncorrected, it could result in the removal from an event, trip or camp.

## **OFF-SITE ACTIVITIES**

All employees/volunteers must comply with this Child Protection Policy even when a church- sponsored event occurs off campus. Since each off-site facility will be different, it will be the responsibility of the ministry leaders to determine how best to use the facility in order to comply with the Policy.

Outings present unique risks for the safety of minors. All off-site activities must follow these guidelines:

- Ministry leaders shall provide clear communication to both parents and students regarding details of the event and any guidelines.
- Student Ministries Permission Form (See Appendix D) must be completed and on file for each student.
- Ministry leaders shall establish reasonable adult/student ratios prior to the outing.
- The ministry leader(s) must have, at all times, a list of names, emergency contacts, and medical conditions for each minor.
- Minors must be monitored at all times.

## **OVERNIGHT POLICIES**

Some student ministry events involve overnight sleeping arrangements (camping trips, retreats, etc.) When these events occur, student ministry leaders will be responsible for ensuring the following guidelines are followed:

- A clean, safe environment will be provided for sleeping, showering, and dressing for all students.
- Males and females will have separate sleeping areas and restrooms.
- No male participant will be allowed to enter the sleeping area or restroom of the female participants, and vice versa.
- Employees/volunteers will not sleep in the same bed as a student.
- Curfew times will be clearly stated and adhered to.
- All participants (adults and students) should wear appropriate sleeping attire.

- Employees/volunteers should never be nude in the presence of students. They must change clothing in complete privacy.
- Employees/volunteers should not share a room with minors unless the sleeping arrangements are “bunk room” style, and there must be at least two adults in the room.
- The Ministry Director in conjunction with his/her supervisor will outline sleeping arrangements specific to the setting prior to the event.

## **CHILDCARE FOR COMMUNITY GROUPS OR OTHER SMALL GROUP SETTINGS**

Community Group leaders are required to report any witnessed or suspected child abuse or neglect that occurs during small group meetings off-campus to a New City pastor or ministry director as soon as possible. That person, as the initial point of contact, is a mandatory reporter and he/she, along with the original witness, must report externally to proper authorities as outlined below in “Reporting Abuse”.

New City reserves the right to not admit child abusers or persons listed on sex-offender registries into Community Groups or other small group settings. Former child abusers and/or persons listed on sex-offender registries are not permitted to have direct contact with children except their own.

# INTERACTIONS WITH MINORS

## COUNSELING CHILDREN

New City pastors and counselors who provide counseling for children should receive permission from a parent/guardian before the first session. The counselor will not counsel alone in the church building or at home alone with the child. The counselor may counsel a child in a one-on-one setting but only in public (i.e. coffeeshop) or when at least one other person is in the church building (i.e. a parent is waiting directly outside the office).

## DISCIPLINE

Employees/volunteers are prohibited from using physical discipline in any manner for behavior management of minors. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting or any other physical force as correction for inappropriate behaviors by minors. Children are to be disciplined by using time-outs / time-ins and other non-physical methods of behavior management. Uncontrollable or unusual behavior should be reported immediately to parents and the ministry supervisor.

## PHYSICAL CONTACT

Any physical contact with minors should promote a positive and nurturing environment. The following guidelines are to be carefully followed:

- The following types of touch are generally acceptable: fist bumps, high fives, hand shakes, brief hugs, side hugs, pats on the shoulder, back or head, holding smaller children (age 3 and under), sitting beside a young child, holding hands (only while walking with small children).
- The following types of touch are inappropriate and should be avoided: full body hugs initiated by adults, tickling, massages, kissing, sitting on laps (for children ages 5 and up), lingering embraces, touching bottoms, chests, or genital areas other than for appropriate diapering or toileting, being with or showing affection to a child in an isolated or locked area, occupying a bed with a child, any form of unwanted touch.
- Physical contact should be for the benefit of the minor, and never be based on the emotional needs of an employee/volunteer.
- Do not force any physical contact, touch or affection upon a reluctant minor. A minor's preference not to be touched must be respected.



- Physical contact and affection should only be given in observable places or when in the presence of other minors or employees/volunteers.

## **BATHROOM & DIAPER PROCEDURES**

**Only female NCK leads are allowed to accompany children to the restroom or change diapers.**

Under no circumstances should another person besides a lead or the child's parent escort a child to the restroom. Never allow a volunteer to accompany a child to the restroom, even if they offer. (Exception: background checked female volunteers may take children to the restroom or change diapers if the lead is male. If needed, a male lead may have a female lead in a next door classroom escorting a child to the restroom and/or change the child's diaper).

### **Diaper Changing Procedures:**

1. Check all children prior to the end each session. Change if needed. Make every effort to *not* return a child with a dirty diaper. Change anytime during the hour if it becomes necessary.
2. Only change diapers on changing pad/changing mat. Do not leave child unattended.
3. Use disposable gloves while changing the child.
4. Clean changing pad after every use.
5. Dispose of soiled diapers in the Diaper Genies in the room.
6. Wash or disinfect hands between diaper changes. Change gloves between children.

### **Bathroom Procedures:**

1. If there are any potty training children, watch for signs that they need to go to the restroom and/or take the child if they ask/tell you.
2. Leave the door slightly ajar when assisting a child in the restroom.
3. Make sure you and the child wash hands.
4. Elementary classes, K-6, should use the *downstairs* bathrooms by themselves. An adult *may* but does not have to accompany them but may *not* enter the restroom with them alone.

## **Potty Accidents**

1. **If a child who is potty trained (training) has an accident, notify the parent.**
2. Take the child to the bathroom to change and clean them up. Kits in each bathroom have wipes, plastic bags to hold soiled clothes, and pull ups.
3. If a parent provided a change of underwear/clothes, put them on. If not, put on a pull-up. ***Never leave a child bare-bottomed in the classroom.***

## **GIFT GIVING**

Gift giving is a common grooming method employed by child predators to buy loyalty, trust or silence. Any gift given to minors should be modest and appropriate to the occasion and, if possible, given to a group instead of an individual. Any gift given to a particular minor is discouraged and should only be given with the prior approval of a supervisor.

## **NO CONFIDENTIALITY**

Employees/volunteers can never promise confidentiality to a minor. Employees/volunteers must report to a supervisor if a minor discusses being abused, harming him/herself or committing a crime.

## **SEXUALLY ORIENTED MATERIALS**

Employees/volunteers are prohibited from possessing (or transmitting to minors) any sexually oriented materials (magazines, images, videos, etc.) in the presence of minors, including those in electronic form.

# REPORTING ABUSE

New City has a zero-tolerance policy for abuse in its ministry programs and activities. New City is committed to providing a safe, secure environment for all minors. New City takes all indicators and suspicions of child maltreatment seriously. We are aware of research that indicates that children who are maltreated in one way are at a significant increase in risk of being maltreated in multiple ways. Therefore, as our church becomes aware of an indicator or report of a child being maltreated, we will take appropriate steps to protect the child from both known and potential risks.

As New City's front-line for children/student programming and pastoral counseling, New City employees and volunteers have regular opportunities to observe children's behavior, family dynamics, and care-giving styles. They are often privy to the intimate details of members' lives. Our employees have ongoing contact with the entire family unit and its acquaintances, and, as such, may be in a unique position to detect child abuse and other forms of maltreatment. For this reason, it is important to have a clear definition of abuse.

## DEFINING ABUSE

"In the simplest possible terms, the CDC categorizes abuse as "acts of commission," or things someone does that cause harm to a child. Neglect is categorized as "acts of omission," or things someone fails to do that cause harm to a child. However, actions can also be abuse if they threaten harm, or have the potential to cause harm.

Harm can be complicated to think about. It's not always as simple as seeing bruises. Sometimes harm isn't immediate and sometimes it isn't transparent, but it always has an effect on a child — sometimes for a lifetime.

Harm can be physical, like bruises, cuts, or broken bones.

It also can be emotional, like post-traumatic stress disorder.

It also can be cognitive, which means it affects a child's intellectual development."<sup>1</sup>

In Ohio, terms related to child abuse and neglect are specifically defined in the Ohio Administrative Code, [Section 5101: 2-1-01](#). The following basic definitions are from the [Child Welfare Information Gateway](#).

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<sup>1</sup> <https://octf.ohio.gov/what-we-do/the-problem/child-abuse-and-neglect-definitions>



## **Physical Abuse**

Physical abuse is generally defined as "any non-accidental physical injury to the child" and can include striking, kicking, burning, or biting the child, or any action that results in a physical impairment of the child.

## **Neglect**

Neglect is frequently defined as the failure of a parent or other person with responsibility for the child to provide needed food, clothing, shelter, medical care, or supervision to the degree that the child's health, safety, and well-being are threatened with harm.<sup>8</sup>

## **Sexual Abuse/Exploitation**

Sexual exploitation is an element of the definition of sexual abuse in most jurisdictions. Sexual exploitation includes allowing the child to engage in prostitution or in the production of child pornography.

## **Emotional Abuse**

Emotional abuse is injury to the psychological capacity or emotional stability of the child as evidenced by an observable or substantial change in behavior, emotional response, or cognition" and injury as evidenced by "anxiety, depression, withdrawal, or aggressive behavior."

## **Abandonment**

It is considered abandonment of the child when the parent's identity or whereabouts are unknown, the child has been left by the parent in circumstances in which the child suffers serious harm, or the parent has failed to maintain contact with the child or to provide reasonable support for a specified period of time.

## **MANDATORY REPORTING**

The abuse of children is not only a sin, it is a serious crime. When adults report suspected child abuse to the legal authorities, their report could save a child's life. In contrast, silence about suspected abuse brings incredible harm to victims and emboldens offenders. New City employees/volunteers have a moral and legal obligation to contact authorities immediately when a child discloses abuse, when they witness child abuse, or when they observe signs of abuse.

Ohio law requires any mandatory reporter - anyone acting in an official or professional capacity - to immediately report any knowledge or reasonable suspicion of child abuse or neglect. For reporting purposes, a child is a person under 18, or a person under 21

with a developmental disability or physical impairment. The reporting requirement applies regarding any child who has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child.

## **WHEN & HOW TO REPORT**

If you suspect that a child has been physically, emotionally, or sexually abused you should notify a New City Pastor or Ministry Director, and local law enforcement immediately. If the child is in immediate danger call 911. The New City Pastor or Ministry Director along with the original witness will initiate a report to Children's Services. The phone number to report in Cincinnati is 241-KIDS.

It is not the responsibility of the person reporting or the staff to substantiate any allegations or suspicions. Our responsibility is to comply with the Child Abuse Prevention and Treatment Act (CAPTA, Federal Public Law 93-247) and Ohio statutes, and to cooperate fully with Children's Services and local law enforcement as they do their work.

It is paramount in such situations that confidentiality be maintained. Under no circumstance should confidential information about a child be shared with other parents or volunteers.

If a child indicates that a parent or another adult is causing harm, DO NOT talk with that parent/adult about the allegation. Talking to that parent/adult could result in additional abuse. People who abuse children utilize authority, trust or physical force/threats to gain access and control over children so they can perpetuate the abuse.

## **RESPONSE PLAN**

In the event that an incident of child abuse or neglect is alleged to have occurred at New City or during a sponsored program or activity, the following procedure shall be implemented:

1. The supervisor who receives the report will notify one of the Pastors and the Response Team (consisting of two current officers and one female church member.) A Pastor will notify the Session.
2. The supervisor who receives the report and one of the Pastors, in consultation with the Response Team, will designate a person to notify the parent of the victim unless a parent is responsible for the abuse/neglect with the following:

[Parent/Guardian's name], I have been designated by New City's response team to notify you of an alleged incident of abuse between [perpetrator's name] and your child, [child's name].

The session has been notified and a response team consisting of [names of team] has been mobilized to work with your family, the Session of New City, local law enforcement, and other appropriate agencies. New City will be complying with state and local requirements regarding mandatory reporting of the alleged abuse.

As this is investigated, we advise you to not reach out to the alleged perpetrator, at least without the intercession of a professional mediator or the guidance of a personal lawyer. Following this advice will prevent the investigation from becoming convoluted and creating potential hurdles.

If you have any questions about what has been communicated to us, or the process going forward, you can contact [name of individual].

The Session at New City takes this extremely seriously and we want to best care for you and your family. If you need any help securing appropriate counseling, care, and support, the Session and response team will help you do so.

3. **Suspension of duties:** If the person against whom an allegation has been made is an employee/volunteer then he/she will immediately be placed on 'administrative leave' pending an investigation. For employees, the outcome of the investigation will determine whether the leave is paid or unpaid. If the allegation is determined to be unsubstantiated, the employee/volunteer can return to their prior position. The Response Team will keep the HR Committee informed of the investigation so that they can make decisions regarding continuation of employment and compensation.
4. New City will comply with the state's requirements regarding mandatory reporting of abuse.
5. New City's attorney and insurance company will be notified.
6. If the alleged abuse involves an ordained pastor at New City, the Ohio Valley Presbytery will be notified and the stated Clerk's office made aware of the situation.
7. **Investigation by outside authorities:** New City will cooperate fully with any investigation of the incident by Children's Services and local authorities.
8. **Liaison with the community:** The Response Team will select one person to act as the official spokesperson for New City, who will be available to the media to answer questions. The official spokesperson for New City should emphasize to the public its position on child abuse, its concern for the victim and the extensive steps being taken to address the safety of all children.

9. **Confidentiality:** All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person except as necessary to cooperate with an official investigation. Any breach of this confidentiality by an employee/volunteer may be cause for immediate dismissal. One of the Pastors or the Response Team, in consultation with the state or local agency official conducting the investigation, may authorize limited additional disclosure if necessary to protect other minors or the community from immediate harm. But in no case shall the identity of the victim or the accused person be disclosed except as required by law.
10. **Ministerial care:** The church staff shall encourage and assist the child and the parents in securing appropriate counseling, care and support. In the event the abuse or neglect involves a member or employee of the church, the staff shall encourage and assist the individual in securing appropriate care and support including third-party counseling.

## **POLICY VIOLATION**

New City takes policy violations seriously. Any employee/volunteer found to have committed a prohibited act or act considered to be harmful to a minor, may be suspended from participation in any New City ministry for minors. Any employee/volunteer found in violation of this Policy may be prohibited from future participation in New City ministry for minors. If the person is an employee, such conduct may also result in the termination of employment from New City. See Response Plan section for more information.

Any employee, volunteer, church officer, parent or church member who is aware of a violation of this Policy is expected to respond in an appropriate manner. Appropriate responses include, but are not limited to, intervening to stop the violation and/or reporting the violation to their supervisor and the Response Team.

## **OUTSIDE USE**

This Child Protection Policy applies to all situations in which minors are voluntarily placed under the care of New City employees/volunteers during New City's worship services, children's ministry or student ministry sponsored activities. New City strives to serve the community by providing use of the church building and property to outside groups and, in connection with these activities, there may be circumstances in which minors are placed in the care of non- New City employees/volunteers.

## **FREE PLAY, SOCIALS, & COMMUNITY PROGRAMS**

While New City encourages compliance with the spirit of this Policy by all who use New

City facilities with minors under their care, this Policy does not apply to non-New City employees/volunteers. This includes tutoring, free play, childcare, social/special events, community programs/events, and similar activities conducted by individuals who are not employees or volunteers of New City. New City assumes, subject to applicable law, no responsibility for the activities conducted by third parties using New City facilities with minors under their care. New City will require all such third parties to certify they are solely responsible for the conduct of their activities on New City premises and that they have appropriately notified (and obtained the consent of, if applicable) all parents and/or legal guardians of participating minors regarding this arrangement and obtained the appropriate liability waivers.

# ACCIDENT & EMERGENCY PROCEDURES

## RADIOS

Radios are available for quick communication throughout the building on Sundays.

- Should be used for situations when the Deacon on Duty is needed (extra personnel/support, medical emergency, sick/violent kid, adults wandering where they shouldn't be, etc.)
- All should be on and set to channel 5 during services (this is Deacon on Duty task, but feel free to check) .
- Keep communication simple and clear; if message is awkward to say out loud (e.g., lurking individual), just ask for a deacon to come to your room for assistance.

## ALLERGIC REACTION/EPIPEN PROTOCOL

### WHEN

EpiPen Jr. Auto-Injector is used to treat an emergent allergic, or anaphylactic, reaction. Symptoms of anaphylaxis include: • blue lips with trouble breathing, wheezing or hoarseness • hives, severe itching or skin rash • swelling of face, lips mouth or tongue \*If you suspect a child with a severe allergy is having an anaphylactic reaction, send someone immediately to locate the child's parents and follow the steps below.

### HOW

**Prepare the EpiPen Jr Auto-Injector for Injection** • Remove the auto-injector from the clear carrier tube. Flip open the green cap of your EpiPen Jr Auto-Injector carrier tube. Tip and slide the auto-injector out of the carrier tube. • Grasp the auto-injector in your fist with the pointing downward. • With your other hand, remove the orange cap by pulling straight up without bending or twisting it. (Note: The needle comes out of the orange tip. Never put your thumb, fingers or hand over the orange tip.)

**Administer the EpiPen Jr Auto-Injector** • Hold the auto-injector with orange tip near the outer thigh. • Swing and firmly push the orange tip against the outer thigh through clothing until it “clicks”. • Keep the auto-injector firmly pushed against the thigh at a



90° angle (perpendicular) to the thigh. • Hold firmly against the thigh for approximately 10 seconds to deliver the drug. • The injection is now complete.

**Finalize the Injection Process** • Remove the auto-injector from the thigh. The orange tip will extend to cover the needle. • Massage the injection area for 10 seconds. • Get emergency medical help right away. Child may need further medical attention. (Note: Be sure parent takes used auto-injector with them when they go to see the health care provider.)

## ACCIDENTS

Parents will be notified regarding any injuries occurring while a child is in the care of New City Presbyterian Church. **In the event of a severe injury, one of the parents will be notified immediately.** A written accident report will be completed by a staff member detailing an observable and apparent injury. This report is to be signed by the parent and a staff member and kept on file for reference. Yellow first aid kits are conveniently located in each room throughout the church facilities in order to treat injuries.

## FIRE ALARMS

1. Before evacuating, count the number of children in your class. Compare it to the sign-in, and if possible, take the tablet with you.
2. **Evacuate building via closest non-flaming exit and proceed to gathering area (the pavilion at Sharpsburg Elementary School).** Upon arrival, take a head count to ensure all your children are with you. Do not wait for parents. Church officers and staff will assist with moving small children if needed. We know some parents will come to room anyway; they should be pointed to gathering area if their child has been evacuated prior to arriving.
3. Await further instructions from New City staff members.
4. First Aid will be brought to you as needed. Do not leave your group to obtain aid.
5. Remain calm, which will help keep your children calm.
6. Release children only to their parents, including elementary age.

## TORNADO WARNINGS

1. Acquaint yourself with the evacuation route for your classroom. All classrooms will evacuate immediately and meet parents in the basement.
2. Before evacuating, count the number of children in your class. Compare it to the sign-in, and if possible, take the tablet with you.

3. **Evacuate to gather in common area of basement.** Upon arrival, take a head count to ensure all your children are with you.
4. Await further instructions from New City staff members.
5. First Aid will be brought to you as needed. Do not leave your group to obtain aid.
6. Remain calm, which will help keep your children calm.
7. Release children only to their parents, including elementary age.

## **VIOLENT EVENT**

- Norwood Police Officer (plain clothes) is at church on Sunday mornings most weeks.
- **Fights, Suspicious individuals, Potential kidnapping attempts:** Call deacon/officer on radio to location in question
- To prepare for the incredibly unlikely event of an active shooter: Norwood Police recommends we all watch Run, Hide, Fight on YouTube: <https://www.youtube.com/watch?v=MMOEs8Obw8k>
- If need for evacuation due to physical threat of violence:
  - Follow the path of least apparent threat out of the building.
  - Staff and church officers will again assist rooms with smaller children.
  - Move directly away from the property (not to gathering area) with as many kids as you can.
  - Only return to the gathering area when the threat is over.





# APPENDIX A: SIGNS OF ABUSE

## Purpose

There are many signs of child abuse. Any one sign may not mean anything, but if there are a number of signs, or if they occur frequently, you may suspect maltreatment.

## Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

## Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing



- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

## **Sexual Abuse**

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

## **Emotional Abuse**

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

## **APPENDIX B: VOLUNTEER APPLICATION**

Volunteer Application can be found on Church Center @ <https://newcitycincy.churchcenter.com/people/forms/212002>

## **APPENDIX C: CHILD PROTECTION POLICY AGREEMENT**

CPP Agreement can be found on Church Center @ <https://newcitycincy.churchcenter.com/people/forms/882660>

## **APPENDIX D: STUDENT MINISTRIES PERMISSION FORM**

Student Ministry Permission Form can be found on Church Center @ <https://newcitycincy.churchcenter.com/people/forms/881732>