Peace Presbyterian Child Protection Policy (Version 13)

We understand that life in the church is to be lived according to the rule of love. Jesus said, “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself." (Matt 22:37-39). As the Body of Christ at Peace Presbyterian Church, we are called to create a loving community of faith that seeks the secure welfare of its members and guests. Therefore, we are committed to the protection of all children and other persons participating in the activities and programs at Peace. Abuse, exploitation, or harassment in any form - physical, emotional, sexual, or neglectful, will not be tolerated. A well-implemented child protection policy not only protects children, but also the adults who minister to them.

Application of this policy

Each ministry leader is responsible for the oversight of the workers in their area of responsibility. A ministry group may have more detailed or more restrictive requirements than contained in this policy such as the Nursery Procedures and the Children’s Church Procedures. The Director of Children’s Ministries has overall responsibility for all activities for nursery – 5th grade and the Youth Pastor (or Director) has overall responsibility for 6th - 12th grade. Employees of Peace Presbyterian Church have an even greater responsibility for adhering to and implementing this policy. All paid Peace staff (not Peace Preschool) must abide by these policies during the course of their duties. They must also abide by the spirit and intent of these policies during non-working hours and non-Peace related activities. Paid youth staff are always considered as working when dealing with Peace related youth. A summary of the requirements of this policy is contained in the Worker Requirement Matrix (Attachment A).

Generally, this policy is not applicable to the Peace Preschool (Preschool) since they have their own child protection policies outlined in their parent and staff handbooks. This policy is not applicable to the Boy Scouts of America or the American Heritage Girls that are sponsored by Peace Presbyterian Church since they also have their own policies. For other outside groups that use Peace Presbyterian Church facilities, either on a free or paid basis, they are expected to comply with the intent of this policy. The facility reservation confirmation must state this and indicate that the responsibility for compliance remains with the group making the reservation.

This policy is not applicable to non-Peace sponsored activities and events. For example, a volunteer youth leader may suggest that a group of youth go watch another Peace youth's piano recital. That would be an event that involves Peace youth and a volunteer leader who works with youth at Peace engaging in an activity that isn't Peace sponsored and therefore doesn't fall under the requirements of this policy. The volunteer Peace youth leader must be clear in making the invitation that this isn't a Peace sponsored event so that parents are not misled into thinking that this policy's requirements cover that activity.

Definitions

For purposes of this policy, the terms “child” or “children” or “youth” include all persons under the age of 18 and any older teen that has turned 18 and is still enrolled in high school.

The term "worker" or "volunteer" or "staff" or "employee" or "teacher" as used in this policy is anyone 18 years of age or older (there are some exceptions below) that is entrusted with the care of someone younger than 18. Teenage workers may be as young as 12 (e.g.: Vacation Bible School) and are entrusted with the

care of ones younger than themselves under the direct supervision of an adult. Workers may be volunteers or paid staff.

The term “child abuse” is any action (or lack of action) which endangers or harms a child’s physical, psychological, or emotional health and development. The abuser may be an adult, an adolescent, or another child. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child which is not accidental, such as beating, shaking, burning, or biting.

- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, or persistent teasing.

- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child, including activities such as fondling, exhibitionism, intercourse, incest, pornography, voyeurism, or communicating in a sexual manner through speech or suggestive movement, including electronic communication or internet.

- **Neglect** – depriving a child of their essential needs, such as adequate food, water, shelter, or medical care.

The term "non-public" location is a place where others are not nearby, and cannot easily observe, and cannot hear, and are unlikely to walk into the area. Public locations are all locations that do not fit the description of non-public locations. The distinction is relevant if there is only one worker involved. The following examples are provided to aid in understanding this definition. A hike in the woods at Jordan Lake is in a non-public location. On the beach in the summer at Jordan Lake is a public location. In the winter, it is a non-public location. An office at Peace Church with others nearby is a public location. If there are others in an adjacent building, it is a non-public location. A car is a public location provided there are at least 3 people inside. If in doubt whether the location is public or non-public, treat the location as non-public for the purposes of this policy.

Child Protection Team

A Child Protection Team (hereafter referred to as Team) shall be appointed by the Session to administer this policy and to approve those volunteers selected to work with our children. The Team will normally consist of one Ruling Elder who will be the Team Chair. The Team will also have a minimum of four other Peace Church members. Members of the Team will normally serve for 3 year terms. All members of the Team must be approved as volunteers under this policy. Due to the Chair's access to sensitive background information, he must also have a credit check. Ministry leaders are responsible for reporting annually to the Team on the effectiveness of this policy and any suggested modifications or improvements. The Team will report annually to Session or more frequently if needed. The Child Protection Team is involved in the application of the child protection policy as it applies directly to the protection of children being served by volunteers and employees. The Chair of the Team is responsible for the administration of this policy.

Selection of Volunteers (see Attachment B)

All persons who desire to work with children participating in Peace programs and activities will be trained in our policies as well as child sexual abuse awareness and prevention. They will be screened in accordance with the criteria below.

This screening includes the following:

1) Six Month Rule

No volunteer will be considered for any position working with children until s/he has been a regular attender for a minimum of 6 months. This time of interaction between our leadership and the applicant allows for

better evaluation of the suitability of the applicant to be working with children. Any exception must be approved by the Team. Peace members are considered regular attenders for purposes of this criteria. The six month rule is waived for former Peace members or previous long time regular attenders due to them being known to the congregation.

2) Written Application

All persons must complete and sign the application and required releases provided by Peace. The application will request basic information from the applicant, including previous experience with children, previous church affiliation, reference and employment information, as well as disclosure of any previous charges or criminal convictions.

3) Reference Checks

Before a volunteer is permitted to work with children, two of the applicant's references will be checked. One of these references should be of an institutional nature whenever possible as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. One reference should also be a member of Peace and one outside Peace. All reference checks must be documented. For volunteers, the reference checks are waived for Peace members and also for current regular attenders who have attended Peace for two or more years.

4) Criminal Background Check

A national criminal background check is required for all (regardless of position) 18 years of age or older. Before a background check is run, the individual will be required to sign an authorization form allowing the church to run the background check. If an individual declines to sign the authorization form, s/he will be unable to work with children. Offenses which would disqualify an individual from working with children will be determined by the Team on a case-by-case basis. Generally, charges or convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal charge or conviction on the application form will also be a disqualifying event. Background checks for all workers will be re-run at a maximum interval of four years.

5) Training on child sexual abuse awareness and prevention

Online training in child sexual abuse awareness and prevention is required for all workers. Successful completion of this training must be documented. In addition, training on this policy will be handled according to the "Training" section of this policy.

6) Driving Record Check

Should a volunteer desire to drive as part of their ministry, a driving record check will be conducted in accordance with Acceptable Driver Criteria (Attachment N). The driving check will be performed every two years for all approved drivers to ensure continued compliance with Attachment N.

7) Personal Interview

A personal interview may be scheduled with the applicant to discuss their suitability for the position.

Final Approval

Any information indicating that a candidate poses a threat to others or has any prior history of physical or sexual abuse directed against another person, will result in the removal of the individual candidate from consideration for working with children and youth at Peace Presbyterian Church. In order to ensure that volunteers are not approved where a Pastor may have knowledge of issues that would make that person unsuitable to work with children/youth, the Team Chair will notify the Lead Pastor and any Associate Pastors of the pending approval at least 24 hours in advance of the anticipated approval. Once all checks have been completed, the Team Chair will call periodic meetings of the Team (or do email votes) to review and approve volunteers being considered if there is anything not strictly in accordance with the criteria of this policy. If everything is in strict accordance, the completion of all criteria will be automatic approval. In either case, the volunteer being considered will be notified of the outcome by the Team Chair.

Selection of Contractor Employees

Contractors shall not send any of their employees or subcontractors to provide goods or services on the premises of Peace Presbyterian Church if they are shown on the sex offender registry http://www.nsopw.gov/

Vendor presence in facilities

The presence of a vendor or contractor in a church building that is used by the preschool or church children's programs may be necessary from time to time as need arises. In order to assure the safety of the children in church's care, vendors/contractors and their employees/sub-contractors shall 1) minimize child contact and, if practicable, the service provider should not work in or around the children and 2) not perform any hazardous activities while children are in close proximity, which includes but is not limited to, working with overhead objects, powerful tools, chemicals, electrical systems, or mechanical work. Exceptions shall be for extraordinary cases such as emergency services. Non-Peace Presbyterian employees, whose purpose is to work with children, are specifically exempted from this, although they must be screened by their employers similar to Peace Presbyterian volunteers in this policy (background check and permission from a parent/guardian) if such a person is to be alone with a child. Situations such as school photographer or occupational therapist, when they are not alone with a child, are exempt from this requirement.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for "children's ministry workers" (paid or volunteer), who are themselves under age 18, to assist in caring for children during programs or activities. The following guidelines apply to such workers:

1) Teenage workers must be at least age 12. The minimum age for paid workers is 14.
2) Teenage workers must sign the Teenage Worker Application (Attachment C) along with their parents.
3) Teenage workers must be under the supervision of an approved adult.
4) Teenage workers must sign (along with their parents), a statement annually indicating their understanding and agreement to this policy (Attachment I).
5) When a Teenage Worker turns 18, all applicable checks listed above for Selection of Volunteers will be required if they desire to continue working as a Peace volunteer. An exception will be made for Teenage Workers who turn 18 while still actively enrolled in high school working towards graduation. These teens may continue as Teenage Workers until the end of the summer after the worker graduates from high school.

Vacation Bible School (VBS) Workers

All VBS activities must be overseen by 2 screened and approved workers (a minimum of 1 adult and 1 Teenage Worker). Many other helpers of all ages will be involved, but do not count when determining the number of approved workers for an activity.

Two Person Rule

In children and youth ministry, it is our goal that a **minimum** of two approved workers, **both** of which are 18 years of age or older, will be in attendance at all times when children are being supervised during our programs and activities**. A worker cannot supervise an activity of their peers (e.g. an 18 year old cannot be a worker for a Sr Hi activity if they are still in high school).** Non-approved other adults may participate in Peace Church activities (other than overnight), but they do not count toward the two person rule. It is the intention of this policy that all regularly participating adult volunteers in a particular ministry are approved (see VBS exception above).

Exceptions

Public locations

1) A **one-on-one situation off of the Peace campus, but not a Peace sponsored event**, (e.g. McDonalds, coffee shops). In these cases, the following restrictions apply:
a) The worker will maintain a log (Attachment D) of the situation recording who, when, and why. This must be turned into the Team monthly. Since most of these situations will be by paid youth staff, they must turn in the log regardless of whether there was activity or not.
b) In addition, **one** of the following conditions must also be true:
i) A Two Worker Exception form (Attachment E) submitted by the parent must be on file for the youth involved giving permission for one-on-one situations to occur. This form is to be submitted annually and must be up to date.
ii) The worker contacts the parent for permission concerning the activity and documents the contact on their log.

2) For nursery duty or Children's Church on Sunday, 1 approved worker 18 years of age or older and at least one approved Teenage Worker are an acceptable minimum. If there is only one worker 18 or older and one Teenage Worker and there are more than 10 children requiring care, an additional approved worker (adult or teenage) must be added. For special events, nursery workers must be pre-approved by the Nursery Coordinator.

3) Community groups and other church groups often require child care to meet. The church provides child care for these groups on Sunday evenings 6-7pm during the school year through the nursery and children's programs. Groups are therefore encouraged to take advantage of this child care opportunity. The church recognizes, however, that a group might need to make its own child care arrangements. For example, the group may decide to meet offsite or at a time when the church does not provide child care. If a group uses child care that is not provided by the church, the group must adhere to the following:

a) Each parent and caregiver who uses the group's child care must be informed about the child care arrangement.

b) The child care room must be near the group's meeting room.

c) The child care room must be age appropriate.

d) The door to the child care room must be left open.

e) A parent or caregiver must address the toilet and personal needs of their child.

f) At least one parent or caregiver must make an unannounced visit to the child care room during the group's meeting to check on the children.

Non-public locations

4) There are situations that require **one-on-one meeting** (e.g. drop off after a meeting, counseling situation) and also situations where there are **more than one youth, but only one worker**. In those cases, the following restrictions apply:
a) The worker must be 21 years old or older (under 21 is not acceptable except for paid interns in pickup/dropoff short driving situations) for one-on-one situations, but 18 is acceptable if more than one youth.
b) The worker will maintain a log (Attachment D) of the situation recording who, when, and why. This must be turned into the Team monthly. Since most of these situations will be by paid youth staff, they must turn in the log regardless of whether there was activity or not.

c) In addition, **one** of the following conditions must also be true:

i) A Two Worker Exception form (Attachment E) submitted by the parent must be on file for the youth involved giving permission for one-on-one situations to occur. This form is to be submitted annually and must be up to date.

ii) The worker contacts the parent for permission concerning the activity and documents the contact on their log

d) The worker and child/youth cannot be of the opposite sex for one-on-one, but opposite sex is acceptable if more than one youth.

See Attachment B (Matrix Summary of Public/Non-public requirements for one worker) for a summary of the above exceptions when only one worker is used.

5) Occasionally, classes may have only 1 approved worker during the class session. In these instances, doors to the classroom shall remain open, or there must be a window in the door if it is closed, and there shall never be one worker alone with a child, unless they are related. One worker is only acceptable if others are nearby (e.g. Sunday night activities). If there is only 1 worker when the first child arrives, ask the parent to remain until the second worker arrives or until another child arrives. If there is only 1 child left to be picked up, the worker should wait in the hallway with the child for the parent.

At no time shall 1 employee or volunteer of one sex be alone with a child or youth of the opposite sex in a non-public location (e.g. at programs, in a discipleship circumstance, in the office, in a car), unless they are related.

Vehicle Safety

It is highly desirable and encouraged that 2 workers be present in each vehicle. If that is not possible and there is only 1 worker, there must be 2 or more children or youth present. All workers who expect to drive in their roles at Peace must be approved for driving.

One approved worker 21 or older must drive each vehicle during each children or youth ministry activity. Exception: If the parents of the children or youth affected have signed the Young Driver Permission form (Attachment F), the driver can be as young as 18 years old provided they are also approved for driving.

At no time should there only be 1 volunteer and 1 child or youth in a vehicle unless the criteria of Exception #4 to the Two Person Rule above is followed.

Overnight and Off Campus Activity More than 1 Hour Drive from Peace

Any overnight activity involving children or youth must be approved in advance by the Team (see Attachment G). All people 18 years old or older (except youth) included in the overnight activity must be approved and two of them must be at least 21 years of age. When at any overnight activity, no child may sleep in the bed, tent, or room of one adult other than his own parent or guardian. Separate accommodations must be provided for boys and girls unless families are lodging together as a family unit. It is acceptable to have two adult workers and 1 or more youth together although male and female must be in separate areas. The activity must also have two approved male and two approved female workers if it is coed.

As each offsite facility will be different, it is the responsibility of the leader of the event to determine how best to use the facility and comply with church policy. A Youth Medical Release Form (Attachment L) must be provided to the Peace Youth Staff for each youth going.

Overnight and On Campus or Less than 1 Hour Drive from Peace

Same criteria as Overnight and Off Campus above except Medical Release Form (Attachment L) is not required.

Day Trips More than 1 Hour Drive from Peace Church
Approved workers and drivers. Medical Release Form (Attachment L) is required.

Day Trips Less than 1 Hour Drive from Peace Church
Approved workers and drivers. Medical Release Form (Attachment L) is not required.

Youth Medical Release Forms
At the beginning of each new school year (generally September), the parents of each youth involved in the youth program should be requested to complete the Youth Medical Release Form (Attachment L). The Director of Student Ministries must keep these on file. When trips are planned more than a 1 hour drive from Peace Church, the Youth Medical Release Form must be taken along for every youth going. If the form wasn't provided at the beginning of the year, a completed form must be provided prior to that youth going on the trip.

Electronic Communication
Electronic communication is a major part of our culture and a means by which we interact with the students who are a part of our ministry. As workers interact online with students who are a part of our ministry, we want to ensure the safety of all parties involved.

Social Media, Video Calls (Skype, FaceTime, etc.), Phone, Texts & Emails are all common means of communicating in society and sometimes are beneficial between youth leaders/volunteers and students. While each has its own limitations, they can be valuable ways to begin building healthy relationships. The goal is not to use these electronic methods to the exclusion of face to face communication. Sometimes it is helpful for a student and an adult youth leader to communicate via electronic means on a subject of a more private and personal nature (e.g. questions of faith, identity, etc.), but this is only acceptable with parental permission (Attachment M – Electronic Communication).

Public methods of communication (e.g. mass emails and Peace web pages) or other methods of electronic communication that provide information of a generic nature such as directions, time of meeting, reminders of activities, etc. are always permitted without parental permission.

- Youth workers must be mindful to maintain appropriate opposite gender interactions and redirect opposite gender students to their same gender workers whenever possible, especially when discussing highly personal, physical, or emotionally intense topics.
- Ministry workers will not post comments, content, or photographs that are not conducive to the integrity of the ministry, or that may be considered a contradiction of beliefs and core values of Peace Presbyterian Church.
- Workers will not post photographs or videos of students online on an approved page of Peace Presbyterian Church if parents opt-out of allowing by filling out Attachment O (Photo/Media Opt Out) or by sending an email to team@peacepca.org indicating refusal; photos and videos cannot be posted on a personal account.
- Workers will not use the Peace logos or other graphics that may cause confusion as to whether or not a site is an “official” site of Peace Presbyterian Church.
- Workers may not transmit any content that is illicit, abusive, pornographic, discriminatory, harassing, or disrespectful when communicating with each other or with students.
- Any form of private disappearing messaging is not permitted between students and youth leaders/volunteers.
- Electronic communication with children younger than rising 6th graders is not permitted.

Photo/Media Privacy

While we share photos and various media with our community, we care for privacy even more. If a parent/guardian does not consent to their child's/youth's face being shown on Peace Church public platforms or church media outlets, complete Attachment O (Photo/Media Opt Out).

If a parent/guardian provides written notice to Peace of any particular child's/youth's picture or video on the website, it will be removed as soon as possible.

With regard to the use of photos and videos for publicity, it is our policy that persons in the photos not be identified by name. These photos and videos may be used now or in the future.

Check-in/Check-out Procedure

For Nursery and Children's Church, children must be checked into Planning Center by a parent or guardian using the designated room tablet. The children will be released only to a parent or guardian unless they have granted permission for someone else to check-out.

For Sunday School, children in preschool and Kindergarten classes must be checked in and checked out at the Sunday School doors by a parent or guardian unless they have granted permission for someone else to check-out. Children in grades 1-5 do not require check-in or check-out by a parent or guardian. All children will be checked into Planning Center by the Sunday School teachers.

Visitors with children Kindergarten and younger will fill out a visitor information card and two-part identification tag sticker with name and contact information. The sticker with completed information will be placed on the child's back at check-in, and the parent or guardian will keep the other part as identification at check-out.

Restroom Guidelines

Infant and toddler bathroom procedures are covered in the Nursery Procedures. Children pre-K and K should utilize a classroom bathroom, if one is available, and receive assistance as required. The bathroom door must be open if assistance is given and others must be nearby.

For the protection of all, 1 worker must never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child, unless they are related. Parents should be strongly encouraged to have their children visit the bathroom prior to each class.

Inappropriate Physical Contact

Employees of Peace Church and volunteers who have been approved under this policy to work with children should never touch a child inappropriately. Example of inappropriate touching include:

- sexual contact;
- touching a part of a child's body that would be covered by a bathing suit (unless assisting preschoolers with toilet needs);
- carrying an older child;
- allowing an older child to sit on your lap.

Respect of Privacy

In any situation that involves the use of showers or changes of clothes, adult leaders must respect the privacy of the children involved. Leaders should provide privacy for changing clothes and taking showers,

and may only intrude to the extent that health and safety require. Adults must also protect their own privacy in similar situations.

Open Door Policy
Classroom doors shall remain open unless there is a window in the door or a side window beside it. A window in the door must remain unobstructed at all times. Doors shall never be locked (except during actual lockdown or drills) while children are inside the room.

Appropriate Attire
Proper clothing for activities is required. For example, swimwear for children and adults must be modest in nature. Anyone failing to meet this requirement may be asked to change clothes or leave the premises.

Discipline
Workers are never to spank, hit, shake, or otherwise physically discipline anyone. Disciplinary problems should be reported to the workers' coordinator and the parent or guardian.

Injuries or Illness
In the event that a child, youth, or volunteer is injured or becomes sick while under our care, the following steps shall be followed:

1. A suitable volunteer substitute (who has been approved) must be used to take the place of a worker who is ill.
2. A sick participant should be returned to his/her parent or guardian as soon as illness is discovered. If this is not possible, then the person who is ill should be isolated in a manner that will allow supervision to continue until the person can be returned to parent or guardian.
3. Reasonable steps should be taken to avoid contact with bodily fluids.
4. Anyone who becomes aware of an injury to a worker or participant will take steps to ensure proper medical attention is given to the injured person.
5. A person who has received an injury that is obviously minor, should be given first aid as needed at the time of injury. The person's parent or guardian should be notified verbally of the minor injury when they pick up the injured child.
6. Any injury that may require medical treatment beyond simple first aid should be given immediate attention. An ambulance should also be called immediately if warranted by the injury. The parent or guardian of the injured person should be immediately notified, along with the ministry leader.
7. The workers must complete a written Notice of Injury report (Attachment H) within 48 hours whenever a serious injury occurs during a ministry function and provide it to the Business Office.
8. When dealing with an injury, efforts should be made to continue to follow the two person rule. If the nature of the situation requires a short period of time that one-on-one occurs, the parent should also be made aware of this at the time of notification of the injury.

Training
During the time of initial worker screening and approval, online training for child sexual abuse awareness and prevention will be required.

Training on this Child Protection Policy was provided to all employees and volunteers during the Spring of 2013 (within 90 days of the initial adoption of this policy which was designated Rev 1). Subsequently, for new volunteers or employees, training consists of reading this policy and signing a statement indicating understanding of it and agreement to it. In addition, all Peace volunteers and employees (except Preschool) must sign a statement annually indicating their understanding and agreement to this policy

(Attachment I). The "signing" of Attachment I can be via email or other electronic formats. Workers under age 18 will be "trained" in the procedures contained in this policy by a member of the appropriate ministry in which they participate, but they must also sign (along with their parents), a statement annually indicating their understanding and agreement to this policy (Attachment I). The "signing" of Attachment I can be via email or other electronic formats from their parents only.

Peace will provide annual summaries of the policy for parents and youth in order to increase their awareness of child abuse and prevention and what procedures Peace Presbyterian uses to help ensure the safety of the children and youth in our care. The Team may use other methods also to increase overall awareness of the policy requirements.

Training will be documented and the documentation will be maintained.

Responding to Allegations of Child Abuse

Childcare workers, while at the church, may have the opportunity to become aware of abuse of the children under our care. In the event that an individual involved in the care of children becomes aware of suspected abuse of a child under his/her care (whether in or out of the sphere of Peace programs), it shall be reported immediately to the ministry leader, Pastor, or Team Chair who will immediately complete, or help the reporter complete, the Report of Suspected Child Abuse form (Attachment J) and forward the information to the Lead Pastor as moderator of the Session for reporting to authorities (Wake County Child Protective Services 919-212-7990) as mandated by state law. Childcare workers should also be sensitive particularly to anyone seemingly trying to isolate themselves with a minor or "grooming" a minor for inappropriate behavior. Any allegation of abuse will be taken seriously and will be investigated and the results documented.

In the event that an incident of abuse is alleged to have occurred on the premises of Peace or during our sponsored programs or activities, the following procedure shall be implemented:
1) The parent or guardian of the child will be notified.
2) We will comply with the state's requirements regarding mandatory reporting of abuse as the law dictates at the time.
3) Our insurance company will be notified, and we will complete an incident report.
4) We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a "Special Issues" team appointed by the Session will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
5) A pastoral visit will be arranged for those who desire it.

In addition, any employee who is the subject of an investigation will be removed from their position, with pay, pending completion of the investigation (unless the employee has admitted to the abuse, in which case their employment will be terminated). Any volunteer worker who is the subject of an investigation will be removed from their position by Session pending completion of the investigation.

Dealing With Law Enforcement/Media

All Ministry leaders, employees, and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of abuse in connection with activities of Peace Presbyterian Church.

The Lead Pastor will be designated as spokesperson, unless others have been designated by Session. This spokesperson will be the only person to convey information concerning the situation to avoid compromising any ongoing investigation, and will convey only such information as is necessary under the circumstances.

Violation of Policy or Procedures

Workers must notify their coordinator/ministry leader of any activity undertaken by them or by others which violates this policy.

Any coordinator, ministry leader, or employee who becomes aware of a violation of this policy will take all necessary steps to ensure future compliance with this policy by all workers. They will remove the worker from their position if such removal is warranted or if the worker poses a potential threat to others. Any removal of worker must be reported to the Team. In addition, violations of this policy should be reported to the Team as well.

Revision of Policy/Procedures

This policy will be regularly reviewed by the Team. Modifications to this policy must be approved by the Session of Peace Presbyterian Church. Any such modification should be conveyed to all persons affected by the modification. There may be a unique situation where a temporary modification to this policy is reasonable. For that to occur, a Deacon, a Teaching Elder, and a member of the Team must agree to the change along with the applicable ministry leader. The modification will be documented on a Temporary Policy Modification form (Attachment K) and the Team will review at its periodic meeting to determine if permanent modifications to the policy should be recommended.

Records Retention

All sensitive records will be securely stored in an approved online location with Protect My Ministry. Other records will be maintained by the Team Chair. The list of approved workers will be readily available for viewing by all ministry leaders and any other interested parties.

Attachments/Latest Versions

Attachment A: Worker Requirement Matrix V12
Attachment B: Matrix summary of Public/Non-public requirements for one worker V13
Attachment C: Teenage Worker Application V12
Attachment D: One Worker Log V12
Attachment E: Two Worker Exception V12
Attachment F: Young Driver Permission V12
Attachment G: Overnight Activity Approval V12
Attachment H: Notice of Injury V12
Attachment I: Annual Understanding and Agreement with Child Protection Policy V12
Attachment J: Report of Suspected Child Abuse V12
Attachment K: Temporary Policy Modification V12
Attachment L: Youth Medical Release Form V12
Attachment M: Electronic Communication V12
Attachment N: Acceptable Driver Criteria V12
Attachment O: Photo/Media Opt Out V12

Version	Date	Contributors	Rationale
9	8/25/2021	Alex Fuller - Document Maintainer	Incorporated Nepotism and Acknowledgement of Beliefs. Updated date limited attachments (E, F, M) and also B. Clarified

			responsibilities of Team in hiring employees. Approved by Session on 9/14/21
10	10/11/2022	Alex Fuller - Document Maintainer	Removed potential employee screening due to moving to new policy. Added criteria for non-Peace supplied childcare. Substituted new Attachment B. Approved by Session on 10/11/2022
11	8/3/2023	Alex Fuller - Document Maintainer	Changed expiration language on 3 time-limited forms (Att E, F, and M) to no longer require annual revisions to the form. Approved by Session on 8/8/2023
12	8-12-2025	Alex Fuller- Doc. Maint.	Created separate section for Photo/Media privacy and added Attachment O for parents to opt out of photo/media plus clarified responsibilities for children and youth ministries. Also clarified that related employees/volunteers and children/youth are exempt from 1 on 1 restrictions. Approved by Session 8/12/25.
13	9-8-2026	Alex Fuller-	Changed check-in/check-out procedures due to using Planning Center, added version numbers to master list of attachments, and modified Att B to clarify Intern role. Approved by Session 9/8/2026.