

# FLORIDA CONFERENCE

## CHILD/YOUTH PROTECTION POLICY

TEMPLATE



“But Jesus said, ‘Let the little children come to Me, and do not forbid them, for of such is the Kingdom of Heaven.’ Matthew 19:14

November 2018

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# **Child and Youth Protection Policy**

**Mandarin/Longleaf United Methodist Church**

**Jacksonville, Florida**

## **Introduction**

A central tenet of the Christian faith is the inherent value and worth of all children, youth, and adults. Children and youth are least able to protect themselves in our society and are particularly vulnerable to abuse and neglect. The Mandarin/Longleaf United Methodist Church is desirous of doing what it can to protect the youth and children who participate in the life of this congregation.

We believe implementing a policy and adopting procedures to protect our children recognizes that:

*Our Christian faith calls us to offer both hospitality and protection to the little ones, the Children. The Social Principles of the United Methodist Church states that ". . . children must be protected from economic, physical and sexual exploitation and abuse." Tragically, Churches have not always been safe places for children. Child sexual abuse, and exploitation. . . occur in Churches, both, large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. . . . God calls us to make our Churches safe places, protecting children and other vulnerable persons from abuse.* (Safe Sanctuaries: Reducing the Risk of Abuse in the Church for Children and Youth).

Since 1996, the General Conference of the United Methodist Church has mandated that each local congregation have a child/youth protection policy ("CYPP").

Coverage under the Conference Insurance Program requires that churches have a CYPP in place. All employees of a local church are required to review and acknowledge their church's CYPP on an annual basis.

Accordingly, Mandarin/Longleaf United Methodist Church adopts the following policies for the protection and safety of the children and youth participating in the life of the church.

***The policies set forth below apply to all persons who provide supervision over or have care and custody of children/youth or who come into contact with children/youth in church facilities or church-sponsored activities. Please note that all persons who are employed in, or volunteer for 10 or more hours per month, at any church preschool, daycare, or other childcare program, charter school, VPK, other government-licensed program, or summer camp are subject to additional requirements under Florida statutes or DCF regulations, including Level II background screening, mandatory adult:child ratios, educational certification requirements, and, in some cases, mandatory reporting requirements which are not addressed in this policy.***

## I. Definitions

### A. “Child” and “Youth” and “Adult”

Following the model of the public school system, a “**child**” is under the age of 12 years. A “**youth**” is anyone at least 12 years of age but not yet 18 years old or anyone 18 years old or older who is still attending high school. An “**adult**” is anyone 18 years of age or older who has finished high school.

### B. Church Personnel

For purposes of this CYPP, “**Church Personnel**” are defined to include the following:

- “**Paid Staff Person**” is anyone employed by the church, including all appointed or supply clergy and all other staff on the payroll of the church.
- “**Adult Volunteer**” is any adult not paid by the church who serves in any position involving the supervision or custody of minors, including volunteers in the nursery, daycare, schools, Sunday School, VBS, drivers, and chaperones. Adult volunteers who are not screened must be supervised by a screened adult or screened adult paid staff person.
- “**Screened Adult**” is a volunteer or paid staff person who has undergone the church’s screening process. A screened adult does not need to be a church member but must have been a regular attendee and active participant in church activities for at least six (6) months prior to undergoing the screening process. Exceptions to the 6-month rule: the spouse of a newly-appointed clergy or a transferee from a FL UMC congregation, upon verification of screening and participation from the prior church.
- Not included in the definition of “**Church Personnel**” are “**Youth Helpers**” or “**Youth Staff.**” Youth helpers (below the age of 18 or 18 or older and still in high school) may assist in activities involving children/youth but must be supervised by at least one screened adult at all times. Youth staff must also be supervised by at least one screened adult if assisting in any child/youth activity.

### C. “Regularly Work With or Around Children/Youth”

For purposes of this Policy, the following are included in the definition of church personnel who “**Regularly Work With or Around Children/Youth:**”

1. All clergy whether appointed or otherwise who are engaged in ministry or service to the church.
2. All paid staff persons, except those whose duties are performed entirely when children/youth are not present.
3. All paid staff persons whose living quarters are on the grounds of the church or related entity.
4. Adult volunteers whose service regularly takes them throughout the church facility or grounds or who have keys to church buildings.
5. Adult volunteers who supervise or assist with supervising children or youth in ministries, programs, or activities more than 3 times per year.
6. Adult volunteers who transport children/youth without other adults in the vehicle more than 3 times per year.
7. Adult volunteers who participate in overnight activities with children/youth more than 2 times per year.
8. Adult volunteers who assist in the nursery more than 4 times per year.

#### D. “Child/Youth Abuse”

For purposes of this Policy, **child/youth abuse** includes any of the following:

1. **Physical Abuse:**  
Violent non-accidental contact which results in injury. This includes, but is not limited to, striking, biting, or shaking. Injuries include bruises, fractures, cuts, and burns.
2. **Sexual Abuse:**  
Any form of sexual activity with a child/youth, whether at the Church, at home, or any other setting. The abuser may be an adult, an adolescent, or another minor.
3. **Emotional Abuse:**  
A pattern of intentional conduct which crushes a child’s/youth’s spirit or attacks his/her self-worth through rejection, threats, terrorizing, isolating, or belittling.
4. **Neglect;**  
Failure to provide for a child’s/youth’s basic needs or failure to protect a child/youth from Harm.

## II. Screening and Selection of Church Staff and Adult Volunteers

The Pastor and the Staff Parish Relations Committee are charged with the responsibility of developing, implementing and evaluating the process for recruiting, screening, selecting, training and supervising of non-appointive church staff. (2016 Book of Discipline, ¶258.12). The Pastor and the Paid Staff Person(s) or Screened Volunteer(s) in charge of Children’s/Youth ministries at the church are charged with the responsibility of developing, implementing and evaluating the process for recruiting, screening, selecting, training and supervising adult volunteers.

- A. All church personnel who regularly work with the children/youth shall comply with the following **Screening and Selection Requirements** prior to beginning their regular involvement with children/youth:
  - a. Complete an application form with 3 reference checks (See Appendices I and III);
  - b. Complete a background check consent form (See Appendix IV);
  - c. Receive appropriate clearances from all reference checks and Florida or national background check, as appropriate;
  - d. Undergo personal interview (See possible questions for interviews in Appendix II);
  - e. Attend training on current issues of child protection and the church’s child/youth protection policies at least once per year;
  - f. Sign a statement that they have read, understood, and agree to abide by this Child/Youth Protection Policy (See Appendix V—Participation Covenant);
  - g. Undergo a Driving or Motor Vehicle records check if the person will be transporting children/youth; and
  - h. Undergo a renewed background check every **3** years.
- B. Related Screening and Selection Procedures for the Church:
  - a. A designated Paid Staff Member or Member of the SPRC shall interview an applicant and contact the applicant's references.
  - b. A designated Paid Staff Member or Member of the SPRC shall ensure that an applicant submits a background check consent and that an appropriate background check is performed. At a minimum, the background check will include the one offered by the Florida Department of Law Enforcement. (This may be done online at <http://www.FDLE.state.fl.us/CriminalHistory>) and a national criminal background screening. The Conference Department of Ministry Protection offers a criminal

background screening program ([www.flumc.org/MinistryProtection](http://www.flumc.org/MinistryProtection)).

- c. The application, background check consent, documentation of reference checks, interview notes, background check reports, interview notes, motor vehicle screening (if applicable), and signed participation covenant shall be maintained as **confidential** files in a locked cabinet where other church records are kept. Access to such files shall be limited to those charged or involved with supervising Church Personnel or involved in determining whether an applicant should be approved to work regularly with children/youth.
- d. Information gathered about an applicant will be carefully reviewed and evaluated to make a determination, in consultation with the Pastor, SPRC, or Director of Children and/or Youth ministries, as appropriate.
- e. **Anyone whose background check indicates a conviction or plea of guilty or *nolo contendere* for any offense listed in Appendix XI shall not be approved for working with children/youth. Anyone whose background check indicates a pending arrest for any offense listed in Appendix XI shall not be approved to work with children/youth unless and until the arrest has been resolved in such a way that does not result in a conviction or plea of guilty or *nolo contendere*.**

### **III. Ongoing Education of Persons Who Work Regularly or Occasionally With Children and Youth**

The Pastor and Staff Parish Relations Committee shall ensure that regularly scheduled (i.e., at least annually) training focused on current issues of child protection is available to and received by those working with children and youth. **Attendance at this training shall be required of all paid staff persons, screened adult volunteers, and non-screened adult volunteers who work with children and/or youth.**

The training should include at a minimum:

- A. The definition and recognition of child abuse.
- B. Current child protection issues.**
- C. The Church's policy and procedures on child abuse and the reasons for having them.
- D. The need to maintain a positive classroom environment, including appropriate discipline and age-level characteristics.
- E. The appropriate behavior for teachers and leaders of child/youth events.
- F. Abuse reporting responsibilities and procedures.
- G. Definition of appropriate interpersonal boundaries.

A couple of the many sites that provide training resources include:

<https://www.umcdiscipleship.org/leadership-resources/safe-sanctuaries>

<https://safegatherings.com>

## **IV. Supervision of Children and Youth**

### **A. General Rules**

1. **Two Adult Rule:** Two non-related adults must be present at all non-classroom programs or activities involving children/youth, two of whom must be a screened adult.
2. All activities involving children/youth must be supervised by at least two screened adults.
3. **Three Year Rule:** All screened adults supervising children/youth must be at least 3 years older than the age group they are supervising. Adults who do not meet this criteria must be under the direction of a screened adult who is at least 3 years older than the age group.
4. **Six Month Rule:** Adult Volunteers working with children/youth must be a member or regular attendee at church for at least 6 months prior to working with children/youth. Exceptions to the 6-month rule: the spouse of a newly-appointed clergy or a transferee from a FL UMC congregation, upon verification of screening and participation from the prior church.
5. **Windows/Open Doors:** Each room set aside for children/youth must have a door or wall with a window, half doors, or open doors. Windows in doors tend to remove the opportunities for secrecy and isolation, conditions every child abuser seeks. Half doors should be considered for Toddler to Second Grade children to keep them from wandering outside the classroom.

### **B. Supervision of Classroom Activities**

#### **1. Crib/Toddler to Fifth Grade**

At least two screened Adults must be present for all classroom activities involving infants, toddlers, and children in grades K-5. Where the two adults are related, there must be a third adult present. **In addition, a designated floating adult should periodically check all classrooms. Children should be escorted to and from bathroom facilities or when otherwise leaving the room by either one of the supervising adults or by a designated floating person.** Whenever two adults are not available to supervise, the classroom doors must remain open.

#### **2. Grades 6-12**

At least two screened adults must be present for all classroom activities. A designated floating screened Adult should periodically check all classrooms.

### **C. Open Door Policy**

Parents, volunteers or staff of the church should be permitted, as reasonableness dictates, to visit and observe all programs and classrooms at any time.

### **D. Sign-in/Sign-out Procedure**

**Programs for infants, toddlers, and children in Grades K-5 must have procedures to ensure that children are released only to their parents or guardians or those designated by them.** Adults responsible for children who are infant through grade 5 should sign their child in and out of Sunday School and other children's activities and indicate the names of the authorized person(s) to whom the child may be signed-out. Picking-up children by unauthorized adults is forbidden.

### **E. Supervision of Non-Classroom Activities**

At least two unrelated, screened adults must be present for all non-classroom activities involving children and/or youth. Permission from the child's/youth's parent or guardian must be obtained

prior to a child's/youth's attendance at a meeting held in an individual's home.

## F. Mentoring Programs

Although mentoring programs inherently promote the development of a one-to-one relationship between an adult mentor and a child/youth, such programs should be conducted in a group setting in compliance with the other requirements of this policy. All mentors must be screened, at least two screened adults must be present at all times, and the open door policy must be observed.

Mentors may not give gifts to individual children/youth without the knowledge of their parent/guardian. Gift giving should be done on a group basis or for special occasions only (such as birthday, Christmas, confirmation, graduation). Gifts should be modest and appropriate for the occasion. Mentors must never serve as a financial resource.

The general prohibition on one-to-one communications between church personnel and children/youth is relaxed in the context of mentoring relationships; however, mentors must obtain permission from the parent/guardian regarding the forms of communication a mentor may use in communicating with a mentee. (See Appendix X).

## G. Counseling of Youth and Children

In instances where circumstances dictate that counseling of a child/youth would be most effective on a one-on-one basis, an appropriate **Screened Adult** may meet individually with a child/youth with the knowledge of at least one Paid Staff Member. At any counseling session with children or youth, the door of the room used should remain open for the entire session, unless there is glass in the door or wall which gives a clear view into the room. If another adult is not in the building when the counseling occurs, the session should be moved to a public place, such as a restaurant or outside where other people are present.

**NOTE 1: At the initial meeting, the counselor should first determine if they are qualified to address the child's/youth's needs effectively. Counseling should be limited to no more than three sessions. Referral to another more qualified counselor should be considered.**

**NOTE 2: This policy is not intended to govern a licensed professional counselor in a paid counseling relationship with a child or youth.**

## H. Time Following Group Events

Following child/youth group events, it is inevitable that occasionally a child's/youth's transportation arrives after all other participants have departed. In those circumstances, a child/youth may be supervised by two screened adults. **In an emergency such as all but one adult has already left, and only with the express permission of the parent/guardian, a screened adult may transport a child/youth home, provided that the transportation complies with the requirements set forth below.**

## V. Transportation

### A. General Rules

Transporting children and youth is an important concern. Their safety can be at risk in a variety of ways. This Policy includes both Requirements **that must be followed** and recommended

Guidelines. Whenever feasible the recommended Guidelines should be followed, allowing for the use of discretion and good judgment depending upon the event attended, the locale of the event, and the age group participating.

## B. Requirements

1. Drivers must be known to the designated adult leader of the event.
2. When a child/youth is transported in any vehicle, the driver must be either the child's/youth's parent/guardian, or a screened adult or an adult paid staff person who is at least 18 years old, or a professional, licensed transportation company or charter service. If a taxi or ride-sharing company is used, the provision in V.B.3 and IV.A.1 must be followed.
3. At least two children/youth must be in any vehicle driven from church to an offsite church activity.
4. When a child/youth is transported in a church-owned vehicle, the driver must be at least 21 years of age who has undergone a motor vehicle record search has and has been found by the appointed clergy, designated supply pastor, or his/her designee to be satisfactory.
5. Drivers must have a valid driver's license for the vehicle being operated. For example, if driving a church bus, a commercial license is required. A copy of the driver's license should be on file at the church.
6. Drivers must require that seat belts be used at all times and the number of passengers must not exceed the number of seat belts.
7. Drivers should be advised of a designated route and should not deviate from it except in cases of emergency or road detours.
8. Drivers are not permitted to use cell phones or mobile devices unless required for communication with other drivers and are not permitted to text message while driving. Hands-free GPS (Global Positioning System) may be used.
9. Youth drivers are not permitted to drive from church to an off-site church activity. Youth drivers may either meet the group at the location of the church activity or must be transported from church by adult drivers otherwise in compliance with this policy.
10. When a trip is planned, and the destination is expected to be 100 miles or more from the point of departure, drivers are to be listed on an "approved driver list" maintained in the church office. If the trip will exceed 500 miles roundtrip, a Church Trip Form must be completed and submitted to the Office of Ministry Protection.
11. Persons who regularly drive church owned vehicles are to be listed on an "approved driver list" maintained in the church office.
12. In order to be listed on the "approved driver list" of drivers, a Motor Vehicle Record search must be conducted by the Conference office of Ministry Protection. Call (800) 282-8011, ext. 126).
13. Approved Drivers must read and sign an acknowledgement form indicating that the Child/Youth Protection Policy has been read and will be followed (See Appendix IV).
14. These Requirements apply to each driver of each vehicle used to transport children/youth to an offsite church activity, including when multiple vehicles are traveling to the same location in a caravan.
15. Drivers should receive training for the church owned vehicle being operated.

## C. Recommended Guidelines

1. Drivers should be accompanied by at least one other adult.
2. Youth who drive their own vehicles should be reminded regularly of the importance of vehicle safety and comply with D.9. above.

## **VI. Trip and Retreat Supervision**

Trip and Retreat settings can call for different child/youth protection requirements depending on the circumstances. What follows are Requirements **that must be followed** and **recommended Guidelines**. **Whenever feasible the recommended Guidelines should also be followed, allowing for the use of discretion and good judgment depending upon** the circumstances of the setting, who is in attendance, etc. Those in charge of the trip or retreat should be mindful of both Requirements and Guidelines, in addition to applying their own wisdom to the needs of a given occasion.

### **A. Requirements**

1. There **must** be at least two **unrelated**, screened adults present for all trips, retreats and other events where the children and/or youth gather overnight at, or away from, the church campus.
2. There **must** be at least one screened adult for each gender present at co-ed overnight events. At single gender overnight events, at least one of the two screened adults present **must** be of the same gender as the child/youth.
3. **Church personnel are prohibited from sleeping in the same bed, sleeping bag, tent, or room with children or youth, unless the child/youth is an immediate family member of the adult.**
4. **When children/youth are participating in an event held in one open space, such as the church gym or camp lodge, multiple adults may sleep in the same space, provided that at least two screened adult are present at all times.**
5. The person in charge of youth/children for each overnight trip and/or retreat **must** carry parental permission slips, including permission for emergency medical care. (See Appendix VI).
6. **When groups are away from the church campus, there must be access to a phone, cell phone, or mobile device.**
7. **If the outing involves a swimming pool or deep bodies of water, a certified lifeguard should be present onsite or accompany the group. If a certified lifeguard is not available, at least one adult who is certified in CPR must accompany the group.**
8. **A list of all trip attendees and chaperons, emergency contact information, trip itinerary, and driving route information must be left with the church office.**

### **B. Guidelines**

In a hotel type setting, rooms should be assigned as follows:

1. Separate rooms for adults and child/youth should be assigned with at least two children/youth per room.
2. Assignments should be made so that an adult room is between two children/youth rooms. **Whenever not feasible, the adult room should be adjacent to the child/youth rooms.**
3. **Two Adults of the same gender as those being checked should** make random monitoring hall trips and room checks at night.
4. A hotel should be selected where the rooms open to the interior of the building (i.e., do not open to the outside).
5. Airbnb's are prohibited

## **VII. Use of Church Facilities by Outside Groups**

All outside groups that use church facilities, with or without a fee, must: agree to operate in compliance with this Child/Youth Protection Policy and to ensure that all of their employees or volunteers have been trained on and agree to comply with this Policy; demonstrate that they enforce screening, safety, and supervision procedures that are consistent with this Policy. Such outside groups must provide documentation agreeing to this requirement. Having an officer of the group sign the Adoption statement of this Policy is acceptable. Church Trustees should monitor compliance in connection with any agreement to allow outside groups to use church space or facilities. Documentation should be maintained with other church records.

## **VIII. On-Line Safety**

It is acknowledged that the use of computers and other electronic means of communications may be useful tools in supporting child and youth ministries. However, it should also be recognized that these forms of communication also potentially pose a unique risk.

- a. Church computers that are set up to permit guests or program participants to access the internet should be in high-traffic areas and be randomly monitored by staff or screened adults. Controls shall be in place to prevent access to inappropriate content.
- b. Church Personnel (as defined in Section I.B above) are prohibited from using the Internet, whether via church computers or personal devices, to view or download any sexually oriented materials on church property or in the presence of children/youth.
- c. Electronic communications with children/youth should be limited to information about program dates and activities and should be made only by group emails or on the church's official website or the church's public Facebook page, or other social media platforms, of which the parents are aware and have given consent or can access publicly. One-to-one communication with children/youth is generally prohibited. If there are extenuating circumstances that require one-to-one communication with a child/youth, the communication should be made via email or text, on which the parent or legal guardian is copied. (See Consent Form for Electronic Communications with Children/Youth – Appendix X)
- d. Church Personnel should not “friend” or otherwise initiate one-on-one connections with any unrelated youth/child on Facebook, or similar social media site or platform, or “tag” any photograph of a participating child/youth on Facebook.
- e. Church personnel should not post photos of children/youth participating in church activities on their personal social media sites, websites, or other communication platforms, and shall not post any photos of participating children/youth on websites, social media sites, or other communication platforms hosted/owned by the church without obtaining prior written permission from the parent or guardian. (See the Photo Permission Form in Appendix IX)
- f. No personally identifiable information of participating children/youth should be posted on line or on any social media site. Refrain from using names and do not post a last name, address, or phone number when posting photos. No tagging.

## **IX. Responding to Allegations of Child Abuse**

Florida Statute 39.201, entitled “Mandatory Reports” states that: *“Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare, as defined in this chapter, ... shall report such knowledge or suspicion to the department”*

While the statute is limited to situations involving abuse by a parent, custodian, caregiver or other persons responsible for a child's welfare, the moral imperative to protect children extends to other situations where abuse is suspected. Suspected abuse within the context of a church day school or pre-school does fall within the description of the Florida Statute and a report is required.

Clearly, when child abuse is suspected or observed, the moral imperative, and potentially the legal requirement, is to call the Child Abuse Hotline 1-800-96 ABUSE (1-800-962-2873).

- A. Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children and/or youth. Once the proper authorities have been contacted and the safety of the child or youth is secured, the appointed clergy or other designated persons **may, if appropriate**, inform the accused that abuse has been reported. **NOTE: Follow the advice of the investigating authorities regarding whether the accused may be notified of the allegations.**
- B. If abuse is observed by, disclosed to, or suspected by a volunteer and/or paid staff person of the church, the observer shall report the incident immediately to the appointed clergy or supply pastors **for immediate report to the authorities as required by state or local law**. If the appointed clergy or supply pastors are not available, the matter should be reported to the District Superintendent.  
If the accused is the appointed clergy or supply pastor or a member of her/his family, the allegations shall be immediately reported to the District Superintendent and immediately reported to the proper authorities as required by state or local law. The District Superintendent will take responsibility and act according to established rules of *The Book of Discipline* with respect to claims against a pastor. If the District Superintendent is not available, the incident should be reported to the Bishop's office in Lakeland.
- C. Notify the parents of the victim and take whatever steps are necessary to assure the safety and wellbeing of the child or youth until the parent(s) arrive. **NOTE:** If one or both of the parents is the alleged abuser, follow the advice of the authorities concerning notification of others.
- D. Take all allegations seriously and reach out to the victim and the victim's family. Show care and support to help prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the **first** priority. Respond in a positive and supportive manner to the victim and the victim's family.
- E. The church should provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing can take place.
- F. After having reported the suspected abuse to the proper authorities, the appointed clergy or supply pastors should report the incident immediately to the District Superintendent. If the District Superintendent is unavailable, the incident should be reported to the Bishop's office.
- G. Keep a written report of the steps taken by the Church in response to the reported abuse. (See Appendix VII). The report should be brief and contain only factual information relevant to the situation. It should be kept in a secure place. It should be written in ink or typed to prevent it from being changed.
- H. **Church Personnel are not to undertake an investigation of the incident. In all cases of reported or observed abuse, they should be at the service of the official investigating agency and law enforcement.**
- I. Any contact with the media should be handled by a **pre-determined** spokesperson selected by the appointed clergy and supply pastors. **NOTE:** The Conference Communications Department is a good source of help when media questions arise. The church spokesperson

should generally convey a spirit of concern for the spiritual, physical, and emotional wellbeing of all who are affected, and that the matter is being diligently and appropriately handled.

NOTE: The question that sometimes arises is: What about a “confidential communication” with a clergy person?

Florida law (FS 90.505) provides that some specific communications may be considered confidential if they occurred in the context of “seeking spiritual counsel or advice” from a clergy person. Thus a clergy person may be confronted with the dilemma of discovering or suspecting abuse in the setting of a privileged conversation. While the church has historically placed a high value on clergy keeping such confidences, the *2016 Book of Discipline*, ¶ 341.5, provides an exception in cases of suspected child abuse or neglect.

In the process of implementing or interpreting this CYPP, err at all times on the side of protecting children/youth. The moral imperative is to do that which will best protect children/youth.

## **X. Implementation**

Unless otherwise specifically stated, it shall be the responsibility of the Staff Parish Relations Committee to implement this Policy, **to ensure that training pursuant to this policy is conducted at least annually**, and to ensure the ongoing effectiveness of this Policy.

## **XI. Application**

All of those who participate in the life of this congregation and use its facilities – individuals, organizations, and groups within and outside this congregation -- are expected to respect, implement, and adhere to these provisions as a minimum.

### **Adoption**

This Child and Youth Protection Policy is adopted by action of the Staff Parish Relations Committee of the Mandarin/Longleaf United Methodist Church this 2<sup>nd</sup> day of April, 2019.

\_\_\_\_\_  
Appointed clergy and supply pastors

\_\_\_\_\_  
Chair, Staff Parish Relations Committee

**APPENDIX I CHILD/YOUTH PROTECTION WORKER APPLICATION**

Ministry Volunteering for \_\_\_\_\_

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Current Job Responsibilities: \_\_\_\_\_

Previous Experience with Children/youth: \_\_\_\_\_

Special Interests, Hobbies, Skills: \_\_\_\_\_

Availability to Work? (Check One or More)

Days: \_\_\_\_\_ Evenings: \_\_\_\_\_ Weekends: \_\_\_\_\_

Can You Make a One-Year Commitment? Yes or No

Do You Have Your Own Transportation? Yes or No

Do You Have a Valid Driver's License? Yes or No; If Yes Please Provide Your License Number:

\_\_\_\_\_

Initial here that we have your permission to check and obtain a report of your driving record and to share that information with those persons who will act on this Application?

\_\_\_\_\_ Yes No \_\_\_\_\_ Initials \_\_\_\_\_ Date initialed: \_\_\_\_\_

Why Do You Want To Work With Children/Youth? \_\_\_\_\_

What Gifts, Education, Training, or Interests Do You Have That Would Help You Work With Children/Youth?

What are your views on appropriate ways to discipline?

Have you ever been charged with, convicted of, or plead guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, or other crimes of violence, theft or serious motor vehicle violations)? Yes or No If "Yes" explain:

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Have you ever had to deal with a child abuse situation in any way, including being abused, being accused of abuse, knowing someone who was abused, etc.? Yes or No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

If Yes, what was your role: \_\_\_\_\_

\_\_\_\_\_

References: Please list three personal references (i.e., people who are not related to you by blood or marriage) and provide a complete address and phone number for each.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Do we have your permission to contact these references as well as anyone else in order to obtain information about you for the purpose of considering you for a position of one who would work with children and / or youth? \_\_\_\_Yes \_\_\_\_ No \_\_\_\_

Do we have your permission to share this information with those persons who will participate in acting on this Application? \_\_\_\_Yes \_\_\_\_ No \_\_\_\_

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

\_\_\_\_\_  
Signature of Applicant

## APPENDIX II

### INTERVIEW GUIDELINES

There are a number of interview questions that can help in determining the motives behind why people want to work with children. Other questions can help to identify traits often found in child abusers. By asking questions, keeping notes and sharing your concerns and thoughts with other interviewers you may be able to screen-out potential abusers in the early stages of the pre-employment process.

- Tell me about yourself. This begins the interview with less threatening, open-ended questions. It allows the candidate some control in what he/she wants to share. They often reveal information in response to this question that you could not or would not think to ask.
- Summarize your employment history. Look for frequent moves, gaps in employment, and reasons for termination.
- Tell me about your experiences with children. Have you worked or volunteered for other youth serving organizations? Watch for adults whose lives seem to revolve around spending time with children.
- Share with me a favorite family memory. Adults raised in abusive households may have issues that they haven't dealt with. The majority of abusers have been abused as a child.
- What strengths can you bring to this job?
- Why do you want to work with children? Once again, watch the candidate who is too child focused or those who want to work with children because they are "pure", "innocent", "trusting", "non-judgmental", "clean", etc. Adults should want to work with children because they have something to offer children. Beware of the adult who wants to work with children because children meet their adult needs for control, love, or affection.
- What do you do in your spare (leisure) time? What are your hobbies or interests? Watch for those who prefer to spend their free time with children and those whose hobbies are more appealing to children than they are to most adults (i.e., video games, photography, models, magic, etc.).
- What ages of children do you prefer to work with? Child sexual abusers generally have a specific age they prefer. Does the candidate indicate a preference for sex, age, certain traits?
- Do you have any reservations about working with children of different ages? Same as above.
- Do you think there are any reasons to treat boys and girls differently? Listen closely to their reasons or rationale. Does it feel right?
- How were you disciplined as a child? How did you feel about this way? Watch for families that used physical punishment as a method to resolve problems. Does the candidate have unresolved issues related to their upbringing or do they condone this type of discipline?
- What do you consider acceptable discipline? Watch for the adult who needs to control or those with positive attitudes toward corporal punishment. Listen for signs that the candidate may use

psychological abuse to punish. Does their response indicate that they lack respect for children's thoughts and feelings?

- How do you tend to deal with stress? Can the candidate recognize when they are under stress? Do they have a plan for dealing with it? Is it acceptable? What makes you angry? How do you deal with anger? Same as above.

- If you saw another teacher/staff/volunteer, one you liked and respected, strike a child, what would you do? Make sure at some point the candidate plans to tell a supervisor.

- Have you ever been reprimanded at work? For what? Was the reprimand related to their ability to deal with children?

- Who are your best friends? Adult's best friends should be other adults.

- Do you relate better with adults or with children? Why? Be cautious of anyone who relates better to children than adults.

- How would you react to any accusation of child abuse? Watch for a comfort level, a reasonable response, a panic look, a carefully thought out manipulative response.

- What would you do if a child told you a secret? Make sure the candidate does not make a promise not to tell.

- What would you do if a child asked you a question about sex? Is the candidate comfortable with the topic? Do they share only what the child is asking?

- Ask other "what if questions. Watch for a candidate whose responses are consistent with you philosophy, who asks other staff for help and support; one who is a team player. Note how quickly they resort to punitive punishment and how realistic or honest the responses are.

- Ask other interview questions pertinent to the position you're interviewing for.

Be cautious of candidates who seem overly anxious to be hired, those who seem "too smooth" and those who try to take over the interview.

**APPENDIX III**

**REFERENCE CHECK**

Applicant name: \_\_\_\_\_

Reference name: \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How well do you know the applicant? \_\_\_\_\_

How would you describe the applicant? \_\_\_\_\_

How would you describe the applicant's ability to relate to children/youth?

\_\_\_\_\_

How would you describe the applicant's leadership abilities? \_\_\_\_\_

How would you describe the applicant's ability to relate to adults? \_\_\_\_\_

How would you feel about having the applicant as a volunteer worker with your child and/or youth?

\_\_\_\_\_

Do you know of any characteristics that would negatively affect the applicant's ability to work with children or youth? If so, please describe.

\_\_\_\_\_

Do you have any knowledge that the applicant has ever been charged with or convicted of a crime? If so, please describe. \_\_\_\_\_

Please list the names of other people you feel it would be beneficial for us to contact before making a decision on whether or not the Applicant should work with children or youth and please indicate a means of contacting them.

Please list any other comments you would like to make:

Reference inquiry completed by: \_\_\_\_\_  
Signature Date

Thank you very much for your response!  
You may return this form to:

**APPENDIX IV**

**AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK**

I, \_\_\_\_\_, HEREBY AUTHORIZE the \_\_\_\_\_ United Methodist Church to request any local, state or federal law enforcement department or agency to release information regarding any record of any investigations, charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed, against minors, to the fullest extent permitted by local, state and federal law. I release any and all law enforcement departments, agencies, and their employees from all liability that may result from any such disclosure made in response to this request. I also give my permission for this information to be shared with those persons who will participate in making decisions with respect to my application.

You are authorized to rely upon a photocopy or fax copy of this document.

\_\_\_\_\_  
Signature of Applicant                      Date

Print applicant's full name: \_\_\_\_\_

Print all other names that have been used by applicant (if any):  
\_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Social Security number: \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State in which license was issued: \_\_\_\_\_

License expiration date: \_\_\_\_\_

Request sent to: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**APPENDIX V**

**PARTICIPATION COVENANT STATEMENT**

The congregation of \_\_\_\_\_ Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statement reflect our congregation’s commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of god through relationships with others.

No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should work with children or youth in any church-sponsored activity.

All adults involved with children or youth of our church must have been active participants of the congregation for at least six months before beginning a volunteer assignment.

All adults involved with children and youth of our church shall observe the Child Protection Policy at all times.

All adults involved with children and youth of our church shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and laws regarding child abuse.

All adults involved with children and youth of our church shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

1. Do you agree to observe and abide by all church policies regarding working in ministries with children and youth?      \_\_\_Yes    No \_\_\_

I have read this Participation Covenant, and I agree to observe and abide by the policies set forth above.

---

Signature of Applicant

Date

**APPENDIX VI**  
(Church Name & Address)

**PARENTAL CONSENT AND MEDICAL AUTHORIZATION**

Name of child/youth: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Apt Number City Zip code

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

As the parent (or legal guardian) of: \_\_\_\_\_  
Child/Youth's Name

I understand that my child/youth will be participating in a number of activities for the calendar year \_\_\_\_\_, which carry with them a certain degree of risk. Some of the activities are swimming, boating, hiking, camping, field trips, sports and other activities which the church may offer. I consent for my child to participate in these activities.

Please indicate any restrictions on your child's/youth/s activities:

\_\_\_\_\_ I represent that my child/youth is physically fit and has the necessary skills to safely participate in these activities.

\_\_\_\_\_ I represent that my child/youth has restrictions on the following particular activities:

\_\_\_\_\_ I also understand and give consent for my child to travel to and from these events in transportation provided by volunteer drivers.

**MEDICAL TREATMENT AUTHORIZATION**

It is my understanding that the Church will attempt to notify me in care of a medical emergency involving my child/youth. If the church cannot reach me, then I authorize the church to hire a doctor or health-care professional, and I give my permission to the doctor or other health-care professional, to provide the medical services he or she may deem necessary. I will pay for any medical expenses so incurred.

I will notify the church if I feel there are any health considerations that would prevent my child/youth's participation in any of the activities listed above.

Allergies or other health considerations:

Insurance Company: \_\_\_\_\_ Policy/Group # \_\_\_\_\_

**Signature of Parent or Guardian** \_\_\_\_\_

**Notary Stamp/Seal, Date and Signature**

\_\_\_\_\_

**APPENDIX VII**

**Child\Youth Protection Incident Report Form**

Reason for report: \_\_\_\_\_

Date-of-incident:\_\_\_\_\_ Time:\_\_\_\_\_

Place of incident: \_\_\_\_\_

Name of reporter:\_\_\_\_\_ Title: \_\_\_\_\_

Name(s) of Child(ren)/Youth:\_\_\_\_\_Age(s): \_\_\_\_\_

Briefly describe what happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were there any witnesses? \_\_\_\_Yes No\_\_\_\_ If Yes, list.

What action did you take?

\_\_\_\_\_  
\_\_\_\_\_

Has the incident been resolved?: \_\_\_\_Yes\_\_\_\_No Explain:

\_\_\_\_\_

Have the following people been notified?

Pastor	_____	Bishop's Office	_____
Parent	_____	Police	_____
SPRC Chairperson	_____	Sheriff	_____
District Superintendent	_____	Other	_____

Signature of reporter:\_\_\_\_\_ Date: \_\_\_\_\_

Report submitted to: \_\_\_\_\_

**Appendix VIII**

**Emergency Contact Information**

Appointed clergy and supply pastors: \_\_\_\_\_

Chairperson of SPRC: \_\_\_\_\_

Director of Christian Education: \_\_\_\_\_

Director of Youth Ministries: \_\_\_\_\_

District Superintendent: \_\_\_\_\_

Town Police Department: \_\_\_\_\_

Town Sheriff's Department: \_\_\_\_\_

County Child Abuse Reporting: \_\_\_\_\_

Florida Child Abuse Hotline: 1-800-96 ABUSE (1-800-962-2873)

Florida Conference Department for Ministry Protection 1-800-282-8011

Florida Conference Communications / Media Office: 1-800-282-8011

**Appendix IX**

**Photo Permission**

**Photo Permission FOR CHILDREN, YOUTH and ADULTS  
OF \_\_\_\_\_ UNITED METHODIST CHURCH  
[Church Address]**

I give permission for still or video pictures of my child to be used for promotional purposes.

I do not give permission for still or video pictures of my child to be used for promotional purposes.

---

Signature of **PARENT OR LEGAL GUARDIAN OF CHILD/YOUTH (if under 18 years of age)**

I give permission for still or video pictures of myself to be used for promotional purposes.

I do not give permission for still or video pictures of myself to be used for promotional purposes.

---

Signature of **ADULT (if 18 years of age or older)**

## Appendix X

### Consent Form for Electronic Communications with Children/Youth

\_\_\_\_\_ United Methodist Church

[Church Address]

My child, \_\_\_\_\_ (“Participant”), has my permission to receive communications from \_\_\_\_\_ UMC’s Director of Children/Youth Ministry/Director of Children’s Choirs or [other designated leader of specific children’s/youth activities or programs] [circle all that apply]

I understand that such electronic communications may be made via telephone, cell phone, text messaging, e-mail, the Church’s social media accounts, or other electronic means.

**Please note:** By providing the email address and/or cell phone number of a minor Participant, the parent or guardian grants permission for electronic communication from the group leader to the Participant in regards to all group activities in which Participant participates.

Participant’s e-mail: \_\_\_\_\_

Participant’s cell phone: \_\_\_\_\_

I do/do not [circle] insist that I be copied on all emails.

I do/do not [circle] insist that I be copied on all texts or messaging.

I do/do not [circle] insist that those permitted to communicate with my child become my friend on Facebook before communicating with my child.

I further understand that Children and Youth Ministries will use the Internet as an aid in teaching lessons during Sunday School, Children’s Church, Kids 4 Christ, and Living Light. All computers accessible to Children and Youth have parental controls in place.

I understand it is my responsibility to update the information below if it changes.

**Name of Parent/Guardian:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Parent/Guardian Cell Phone:** \_\_\_\_\_

**Parent/Guardian E-Mail:** \_\_\_\_\_

**Parent/Guardian Facebook Name:** \_\_\_\_\_

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

## Appendix XI

### Disqualifying Convictions/Arrests

FS 435.04., which applies only to employment by a licensed child care facility, provides useful guidelines regarding the offenses which should disqualify a paid staff person or volunteer from working with children/youth in other non-licensed settings. The list of disqualifying offenses under FS 435.04 includes the following:

1. Any offenses listed in s. 943.0435 (1) (a) 1, relating to the registration of the individual as a sexual offender.
2. Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
3. Section 394.4593, relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.
4. Section 775.30, relating to terrorism.
5. Section 782.04, relating to murder.
6. Section 787.01, relating to kidnapping.
7. Any offense under Chapter 800, relating to lewdness and indecent exposure.
8. Section 826.04, relating to incest.
9. Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.

Conviction or pleading guilty or *nolo contendere*, to any of the offenses listed above (or to similar offenses under the law of any other jurisdiction) shall disqualify an individual from a position involving working with children/youth. Conviction or pleading guilty or *nolo contendere* to any other felony offense or to criminal conduct involving minors under Florida law or any similar statute of another jurisdiction should be seriously considered as a factor that would disqualify an individual from employment or serving as a volunteer in a position involving work with children/youth.

Anyone whose background check indicates a pending arrest for any offense listed above shall not be approved to work with children/youth unless and until the arrest has been resolved in such a way that does not result in a conviction or plea of guilty or *nolo contendere*.