

Missouri Union Presbytery

**CHILD / YOUTH / VULNERABLE ADULT
PROTECTION POLICY AND
PROCEDURES**



Adopted: November 9, 2019

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PURPOSE AND RATIONALE

We are called by God to create a safe haven for all of the Children and Youth in our care, nurturing, protecting, and empowering them through faith and trust. This commitment includes taking appropriate steps to reduce the risk of harm to the young people in our care.

It is the policy of the Missouri Union Presbytery that all church members, church officers, nonmember employees and/or contractors, and volunteers of congregations, councils, and entities of the church are to maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with Children, Youth, and Vulnerable Adults. These Missouri Union Presbytery Child/Youth/Vulnerable Adult Protection Rules and Procedures apply to all Missouri Union Presbytery sponsored activities that involve Children, Youth, and Vulnerable Adults.

The implementation and documentation of a policy for the protection of Children, Youth and Vulnerable Adults strives to reduce the risk of abuse and neglect because Children, Youth, and Vulnerable Adults are a gift from God. The Church has a divine mandate to provide for their safety and nurturing. The Church is called to be a place that reflects the open arms of Jesus. In Matthew 19:14, Jesus says, “Let the little Children come to me.” The Church is to be, at all levels and in all entities, a place of safety and nurture reflective of the arms of Christ.

Children and Youth are not only persons of care and service in the church, but they are also co-recipients of the graces and love of God. Jesus exemplified this in the Gospel of Mark 10:15-16 when He urged his followers to receive the kingdom of God as a little Child. And He specifically takes up the Children into His arms and blesses them. So, also, the Church, as the body of Christ, is to be the presence of Christ’s love, in the same way taking up all Children and Youth into its arms and blessing them; providing for them a safe, thriving, and nurturing environments in which to grow in every way.

Instead, as he who called you is holy, be holy yourselves in all your conduct;

- 1 Peter 1:15

...[T]end the flock of God that is in your charge, exercising the oversight, not under compulsion but willingly, as God would have you do it—not for sordid gain but eagerly. Do not lord it over those in your charge, but be examples to the flock.

- 1 Peter 5: 2-3

Not many of you should become teachers, my brothers and sisters, for you know that we who teach will be judged with greater strictness.

- James 3:1

The larger Church suffers with the victim/survivor and his or her family when abuse and neglect occur. The Church is crippled by the hurt, pain, and distrust that accompany abuse. The Church not only loses its credibility at all levels and suffers considerable financial loss, it also loses its integrity. Any abuse causes immeasurable spiritual, psychological, emotional, and physical harm that woefully cripples God’s call on the Church.

Accordingly, the Missouri Union Presbytery Child/Youth/Vulnerable Adult Protection Rules and Procedures are intended to address and implement the directives contained within the Presbyterian Church (USA)’s *Book of Order* relating to sexual misconduct policies as they impact Youth, Children and other Vulnerable people, inkling, but not limited to G-3.0106. (“All councils shall adopt and implement a sexual misconduct policy and a Child and Youth protection policy.”) Accordingly, this policy is intended to be consistent with the Presbyterian Church (U.S.A.) Child/Youth/Vulnerable Adult Protection Policy and Its Procedures that was approved by the 222nd General Assembly in 2016.

As the need for protection and evolving best practices continue to change, this policy is intended to be liberally construed and periodically reviewed and modified to ensure it continues to be relevant and represent the best practices for Missouri Union Presbytery.

DEFINITIONS

The following is a comprehensive list of definitions of terms and their intended use in this particular policy. For the purpose of this policy:

Adult: A person age 18 or older.

Child: A person between the ages of 0–11.

Youth: A person between the ages of 12–17.

Minor: A Child or Youth 0–17 years-old.

Child/Youth Worker: Any person, volunteer, paid staff or contractor who participates in any Missouri Union Presbytery-sponsored events or activities involving Children and/or Youth. A Child/Youth Worker shall be 18 years or older and at least four (4) years older than the oldest Youth being supervised. All Adults serving as chaperones or drivers or who will be traveling with participating Children and/or Youth are considered Child/Youth Workers, including parents/guardians of the Children and/or Youth who may be serving in such roles.

Youth Helper: A Youth (*i.e.*, between age 12 and 17) who helps with Child(ren) or a person who is working with Youth but who is *not* at least four (4) years older than the oldest Youth participant (even if the person is 18 years old or older). Thus, a Youth Helper can work with any Children under 11 but must be at least 4 years older than any Youth participants. A person working with 16-year old participants who is 19 years old would still be classified a “Youth Helper” for that particular event, rather than a Child/Youth Worker due to the lack of sufficient age differential; however, because that Youth Helper is an Adult, he/she will be subject to a background check.)

Youth Camp Helper: A person working with Children and Youth in a sanctioned camp who is at least 16 years old and at least two (2) years older than the oldest Minor participant. When using Youth Camp Helpers, the following ratio shall apply: 80% of total camp staff shall be at least 18 years old. (See, HR.8 at www.acacamps.org) (For example, a person working with 17-year old participants who is 18 years old would be classified a “Youth Camp Helper” for that particular event, rather than a Child/Youth Worker due to the age differential; however, because that Youth Camp Helper is an Adult, he/she will be subject to a background check.)

Adult Helper: A Youth Helper or Youth Camp Helper who is an Adult but fails to meet the applicable age differential to serve as a Child/Youth Worker; such person may serve as an Adult Helper but remains subject to the same supervision requirements as the Youth Helpers and Youth Camp Helpers. Adult Helpers are subject to background checks.

Vulnerable Adult: Any person 18 years old or older without the developmental or cognitive capacity to consent.

Missouri Union Presbytery: The legally-recognized entity of Missouri Union Presbytery, a Missouri non-profit organization, including any sub-entity such as a Presbytery or Council committee, commission, task force or other sub-entity appointed by or approved of by Missouri Union Presbytery or the Presbytery Council to carry out the mission of the presbytery. For avoidance of doubt in interpreting this Policy, all references to Missouri Union Presbytery include the Presbytery's Youth Mission Team and the Outdoor Ministry Committee.

References to Missouri Union Presbytery do not generally include the actions of an individual church or its congregation unless the same is acting under the direction of the Presbytery for a particular activity or program. It is the expectation of Missouri Union Presbytery that individual churches will adopt, abide by, and administer their own Youth Protection Policies and be overseen by their own Sessions in conducting their own congregation-level or other local programs for Youth, Children and Vulnerable Adults.

Abuse: Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation.

Abuse may fall within any of the five (5) following areas:

Sexual Abuse: When sexual contact occurs between a Child and an Adult or another older and more powerful Youth occurs; including any activity which is meant to arouse or gratify the sexual desires of the Adult or the other Youth. In the *Book of Order*, sexual abuse is defined as “any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position” (D-10.0401c).

Physical Abuse: When a person deliberately and intentionally causes bodily harm to a Child/Youth.

Emotional Abuse: When a person exposes a Child/Youth to spoken and/or unspoken violence or emotional cruelty that results in mental or emotional injury to a Child/Youth that is observable and material impairment in the Child's/Youth's growth, development, or psychological functioning.

Neglect: The failure to provide for a Child's/Youth's basic needs or protect a Youth from harm resulting in the endangerment of a Child's/Youth's health, safety or welfare.

Ritual Abuse: When physical, sexual, or psychological violations of a Child/Youth are inflicted by a person or persons responsible for the Child's/Youth's welfare.

Misuse of technology: The use of technology that results in the harassing or abusing of a Child/Youth/Vulnerable Adult. This includes using technology to send suggestive message and images to a Child/Youth/Vulnerable Adult. Adults should not have any technological contact with a Child or Youth that is not either pre-approved by the Child's/Youth's legal guardian with a signed waiver, or the contact is on an open public medium, such as a church website or other social media program.

Safe Child Response Team: The Safe Child Response Team, part of the Sexual Misconduct Allegation Response Team, is a team comprised of a minimum of two Adults, who are specifically trained to respond to allegations and reports of Child, Youth, or Vulnerable Adult abuse at Missouri Union Presbytery sponsored activities. This team must be readily available to be contacted and used at all Missouri Union Presbytery sponsored events.

Sponsoring Council or Entity: Any council or entity that is tasked with the responsibility of planning events and/or activities for Children, Youth, or Vulnerable Adults.

Mandatory Reporters: Those persons required by Missouri law (or the applicable law in any jurisdiction in which a Missouri Union Presbytery-sponsored event occurs) to report suspected abuse to police or Child welfare agencies, and any other persons required by the PCUSA's Book of Order to make such reports.

According to the *Book of Order*: "Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a Minor or an Adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse." (G-4.0302 *Mandatory Reporting*)

GENERAL RULES FOR WORKING WITH CHILDREN, YOUTH AND VULNERABLE ADULTS

The following rules and guidelines apply to any Missouri Union Presbytery activity or event where Children, Youth or Vulnerable Adults are present, regardless of whether the event is being specifically offered as a Child/Youth event or activity. Thus, these rules apply to Presbytery meetings and any other Presbytery-led activities, whenever the Presbytery offers childcare or any activity available to Children or Youth not in the continued presence of their parents or guardians.

Whenever Children or Youth are present....

1. No Unsupervised Access: If any childcare or any activity is offered for Children or Youth during any Presbytery event, a sufficient number of Adults shall be assigned to supervise the same, in compliance with the Two Adult Rule, so as to ensure that there is no unsupervised access to Children and Youth during the offered child care or other activity.
2. Two Adult Rule: Presbytery activities and events at which it is reasonably anticipated that Children or Youth may be present shall be planned in a manner that enables two unrelated Adults to be present at all times where there are Children or Youth.
 - a) If it is not possible to have two Adults within the same room or immediate space, there shall be a “roving” Adult in the vicinity of and able to freely check on activities.
 - b) When a “roving” Adult is not immediately available, other precautions shall be taken, including
 - i. ensuring the door to the room in which a Child or Youth is present remains open,
 - ii. ensuring additional Children are present so that no Child is alone with just one Adult, and
 - iii. ensuring the period during which two Adults are not present (or one Adult and a “roving” Adult) is temporary and not predictable and non-routine.
3. One-to -One Mentoring: Any one-to-one mentoring or counseling of a Child or Youth shall be conducted within line of sight of another Adult.
4. Check In/Out Procedures: All Children’s programs will require a parent or other responsible Adult to check in/out each Child upon entering or leaving the program.
5. Ratios: The ratio of Adult to participating Children and Youth ratio for any Missouri Union Presbytery activity or event, including the provision of Childcare services, shall be:
 - a) 2:8 for infants and toddlers (birth - age 2)
 - b) 2:10 ratio for Children (3 - 11 years) and
 - c) 2:12 ratio for Youth (12 - 17 years old).

Additionally, there should be one Adult of each gender when there is one or more minors in a group. Only in an unexpected or emergency situation may the ratios be compromised.

6. Supervision of Youth Helpers and Youth Camp Helpers: Youth Helpers and Youth Camp Helpers must be supervised by an Adult; an Adult should be present, i.e., within either eyesight or earshot of Youth Helpers and Youth Camp Helpers whenever Children or Youth are present. *See*, Event Rules for additional requirements affecting transportation during planned Child/Youth Events
7. Open Access to Rooms: All rooms where Children and Youth meet should have windows to the hallway, windows in the doors or Dutch doors. If this requirement cannot be accommodated, then the doors to the room must be left open at all times.
8. Vehicle Guidelines: If it is necessary for a lone Child (or Youth) to travel with an Adult in a vehicle, the Child (or Youth) shall ride in the back seat even if they meet state weight and height requirements to ride in the front seat. All drivers must be 25 years old or older. State laws must be strictly observed. *See*, Event Rules for additional requirements affecting transportation during planned Child/Youth Events.
9. Supervision to be Maintained: No Child/Youth shall be permitted to walk alone away from a group so as to be alone or no longer in a place where the Two Adult Rule cannot be followed.
10. Privacy: Adult workers should respect the privacy of the Children and Youth with whom they are entrusted. Responsible use of digital devices and cell phones is required in all situations, e.g., not taking inappropriate photographs or videos. Any photographs or videos taken should be for group use only and not shared on social media without parental/guardian permission. *See*, Social Media & Electronic Communications Rules & Procedures for additional restrictions applicable to Child/Youth Events.

Guidelines for Use of Restrooms

The 2 Adult Rule applies in all circumstances; the following guidelines pertain to the supervision expected to be maintained when children or youth need to use the restroom.

1. Diaper changes should be performed by Adult staff only and otherwise in compliance with the 2 Adult Rule.
2. Scheduled restroom breaks should be planned for preschool and elementary age Children when possible so that groups of Children are going to the restroom at the same time. The attending Adult should wait outside the restroom.
3. If just one Child must go to the restroom, one Adult should escort the Child and, if possible, prop the outside door open. The Adult should remain outside the door and wait to escort the Child back to the classroom. In accordance with the Two-Adult Rule, a second Adult should

remain with the other Children in the classroom with the classroom door open. A “roving” Adult may assist in this process.

- Adults should not be alone with a Child in an unsupervised restroom.

Guidelines for Physical Interactions

Persons working with Children, Youth or Vulnerable Adults should be trained on methods and practices for physical interaction and other appropriate behaviors. A failure to adhere to appropriate behavior and interactions will be cause for discipline. The following are examples of appropriate and inappropriate physical interaction when involving Children:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or “temple” hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (e.g., with young Children in escorting situations) <p>These may be inappropriate <i>if</i> unwanted by the Child/Youth or the employee or volunteer.</p>	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated area • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a Child to cling to a Child/Youth Worker’s leg • Any type of massage given by or to a Child/Youth • Any form of affection that is unwanted by the Child or the Child/Youth Worker • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

Inappropriate Behaviors

In addition to actual physical interactions, various other types of conduct are inappropriate when Children or Youth or Vulnerable Adults are involved or likely to become aware of the same. The following behaviors are examples of behavior that is inappropriate in the presence of or otherwise regarding Children or Youth:

- Displaying any kind of sexual affection toward a Child/Youth.
- Use of profanity or off-color jokes.
- Discussion of sexual encounters.
- Dating or becoming romantically involved with Children/Youth.
- Using or being under the influence of alcohol or illegal drugs in the presence of Children/Youth.
- Possessing sexually oriented materials - including printed or online pornography on church property or at church/presbytery events.
- Having secrets with Children/Youth.

- Staring at or commenting on the body of a Child/Youth or an Adult.
- Engaging in inappropriate electronic communication with Children/Youth.
- Intentionally working one-on-one with Children/Youth in a private setting.
- Engaging in Sexual, Physical, Emotional, Neglect and Ritual Abuse.
- Permitting Children/Youth or Adults to engage in hazing, bullying, derogatory name calling, ridiculing, humiliating or any sexual activity.

Guidelines for Disciplining Children and Youth

Sometimes Children, Youth and Vulnerable Adults require instruction and some form of discipline regarding their own behavior. However, all such instruction and action should be constructive and done in a loving manner that keeps the Child's safety and best interest in mind. The following guidelines should be followed in the implementation of any discipline for Children, Youth or Vulnerable Adult:

1. Remind Children, Youth or Vulnerable Adults of proper group behavior and group guidelines. Expectations should be made very clear.
2. All discipline should be assertive and positive and done in love. Immediate praise and recognition for positive actions are effective ways to encourage more of the same. It is often more effective to reward good behavior than to punish bad behavior.
3. The practice of "redirecting" is the preferred method of correcting unwanted behavior. A Child, Youth or Vulnerable Adult may be moved to a different situation or area. Separate the Child/Youth from others if he/she is having difficulty making good choices. When the Child, Youth or Vulnerable Adult is settled, have him/her rejoin the group.
4. In the event of chronic, unwanted behaviors, the Group or Program Leader should be contacted.
5. Inappropriate discipline includes but is not limited to: corporeal punishment of any kind, derogatory sarcasm, put downs or any kind of verbal attack including yelling or screaming at a Child, Youth or Vulnerable Adult.

See, Appendix H for a sample Code of Conduct for Child/Youth Workers

EVENT RULES FOR CHILD/YOUTH EVENTS

While the General Rules for Working with Children and Youth apply to all events planned for Children and Youth, additional requirements apply to those events that are planned especially for Children and Youth, such as mission or service trips, retreats and other activities aimed at particular age groups. For all such Child/Youth Events provided, hosted or sponsored by Missouri Union Presbytery, the following rules apply:

1. Permission Forms and Medical Release Forms: Permission slips and medical release forms should be completed and signed for each Child/Youth by the parent/guardian prior to the event. These forms should include: Parents' contact information; emergency contact information; allergies or medical conditions and restrictions; health insurance information. All forms should be stored at the event site, in a secure place with restricted access. For a sample Permission/Medical Release Form, see Appendix D.

2. Transportation Provided During Events:

(a) The same general Adult/Child or Adult/Youth ratios applicable to Children/Youth Events shall be maintained during transportation within the safe loading limits of all vehicles being used: i.e., a 2:8 ratio for infants and toddlers (birth - age 2); a 2:10 ratio for Children (3 - 11 years) and a 2:12 ratio for Youth (12 - 17 years old).

(b) All passengers must remain seated and use seat belts anytime the vehicle is moving.

(c) All drivers must comply with the guidelines set in the General Policies for Working with Children and Youth section. It is recommended that on trips of more than four (4) hours, there be at least two drivers per vehicle, or at least enough drivers to provide rest periods for each driver. (As a practical matter, this requires two drivers for transportation to/from locations outside of Missouri Union Presbytery.)

(d) If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers.

(e) Any driver operating a vehicle which holds 16 passengers or more, including the driver, shall possess a valid Commercial Driver License (CDL).

(f) Each Child/Youth and the parent/guardian should be provided phone numbers that will enable them to contact the Child/Youth Workers at any time, in case of emergency.

(g) Each Child/Youth Worker who may be permitted to drive Children or Youth shall be over the age of 25, have completed an Application and provided a copy of their valid driver's license and verification of holding current automobile insurance. Such persons should be listed on a presbytery-maintained list of approved drivers. See Appendix B and Appendix C.

3. Conduct: A behavior covenant may be provided to and signed by all Children/Youth and their parents/guardians. The covenant may include acceptable behavior, social networking guidelines or restrictions, respect for Adults and adherence to the event's schedule.

4. Housing:

(a) Children/Youth should room with Children/Youth of the same age range and gender.

(b) Children/Youth and Adults may only room in the same room if it is "dormitory" style and there are two unrelated Adults in the room.

(c) Children/Youth should never sleep alone in a room with an Adult unless that Adult is a parent or guardian of that Child/Youth.

(d) There should be a process in place for nightly check-in and assurance that all Children/Youth are in their assigned room for the night.

(e) Where Children/Youth and Adults may share bathroom facilities, different showering/grooming times should be maintained to ensure separation and privacy. These hours should be posted in an accessible location for all.

5. Training for Participating Children/Youth: Age appropriate training to Children and Youth should be provided regarding what behavior should be reported to a Child/Youth Worker or other Adults and a review of behavior standards for all persons attending the event. One or more members of the Safe Child Response Team, if on site, should be introduced to Children and Youth during any orientation provided at an event.

6. First Aid Training: For all Missouri Union Presbytery-sponsored events, a minimum of two staff/volunteers working directly with Children/Youth during events must be certified in first aid and CPR.

POSITION REQUIREMENTS, SCREENING AND BACKGROUND CHECKS, AND TRAINING

1. Requirements for Child/Youth Workers, Youth Helpers and Youth Camp Helpers

Any prospective Child/Youth Worker shall:

1. Be at least 18-years-old and four (4) years older than the oldest Youth whom they are serving.
2. Submit a signed application containing at least two (2) references from persons unrelated to the applicant, and consent to a background check to be obtained by Missouri Union Presbytery and, if applicable, other sponsoring councils.
3. Complete required training.
4. Sign a Covenant of Conduct (see Appendix I)

Any prospective Youth Helper shall:

1. Be at least 12 years old.
2. Submit a signed parental/guardian consent form to participate as a Youth Helper and, if 18 years or older, consent to a background check to Missouri Union Presbytery and, if applicable, other sponsoring councils. (Due to the mandatory 4-year differential in age between a Child/Youth Worker and the Child/Youth being led, it is possible for a Youth Helper to be 18 years old or older, in which case the criminal background check is required).
3. Complete required training.
4. Sign a Covenant of Conduct (see Appendix I) (May be modified for age-appropriate language)

Any prospective Youth Camp Helper shall:

1. Be at least 16-years-old and two (2) years older than the oldest Youth whom they are serving.
2. Submit a signed application containing at least two (2) references from persons unrelated to the applicant, and, if 18 years or older, consent to a background check to Missouri Union Presbytery and, if applicable, other sponsoring councils. (Due to the mandatory 2-year differential in age between a Child/Youth Worker and the Child/Youth being led, it is possible for a Youth Helper to be 18 years old or older, in which case the criminal background check is required).
3. Submit a signed parental/guardian consent form to participate as a Youth Camp Helper.
4. Complete required training.
5. Sign a Covenant of Conduct (see Appendix I) (May be modified for age-appropriate language)

2. Screening Rules (Background Checks) Rules & Procedures

Missouri Union Presbytery shall:

1. Periodically consult with the insurance company through which they have coverage to determine what background checks are appropriate for their particular event.
2. Obtain background checks for all Child/Youth Workers (and any Adult Helpers).

- a. Such checks shall be conducted annually, and within at least six months of the first event participated in during that 12-month period.
- b. The cost of such checks may be covered by the Presbytery in its discretion.

Disqualifying Legal and Disciplinary Actions. No person may serve as a Child/Youth Worker, Youth Helper, or Youth Camp Helper who has a conviction (or is currently under charges) on his/her record of certain felonies or misdemeanors, including, *but not limited to*, any of the following:

- a. Criminal homicide;
- b. Aggravated assault;
- c. Crimes related to the possession, use, or sale of drugs or controlled substances;
- d. Sexual abuse;
- e. Sexual assault;
- f. Injury to a Minor;
- g. Incest;
- h. Indecency with a Minor;
- i. Inducing sexual conduct or sexual performance of a Minor;
- j. Possession or promotion of child pornography;
- k. The sale, distribution, or display of harmful material to a Minor;
- l. Employment harmful to Minor;
- m. Abandonment or endangerment of a Minor;
- n. Kidnapping or unlawful restraint;
- o. Public lewdness or indecent exposure; and enticement of a Minor;
- p. Any crime that involves sexual misconduct or sexual abuse, particularly if it involves misconduct or abuse with a Minor;
- q. Any crime that involves misuse of technology for sexual purposes, such as collecting or distributing photographs of Minors who are naked or in sexual or inappropriate poses (Child pornography);
- r. Any crime that involves the use of force, such as assault or endangerment;
- s. Any crime that involves abduction and kidnapping;
- t. Any crime that involves drinking and driving, such as driving while intoxicated, within the preceding two (2) years. After two (2) years and completion of any court-ordered treatment and probationary terms, the individual may be a Child/Youth Worker but shall not drive participants. Five (5) years after the crime involving drinking and driving, provided the above conditions are satisfied and the individual has not been charged for any other similar offenses, the individual may be permitted to drive participants as a Child/Youth Worker.
- u. Any matter pending before a Permanent Judicial Commission.

If Missouri Union Presbytery become aware that a Child/Youth Worker or any Adult Helper has a prior conviction or is under charges for any of the offenses described above, he or she shall be immediately removed from such position and not be permitted to attend a Child/Youth event except in a limited role as parent or guardian of a specific Child/Youth.

3. Training of Child/Youth Workers, Youth Helpers and Youth Camp Helpers

Each person engaged in the leadership of a Missouri Union Presbytery Child/Youth event as a Child/Youth Worker shall be required to acknowledge receipt of a copy of the Missouri Union Presbytery Child/Youth/Vulnerable Adult Protection Rules and Procedures.

All persons serving as Child/Youth Workers, or Adult Helpers over 18 years old, shall be required to consent to all background checks required and to agree to comply with any consequences of a reported violation of Missouri Union Presbytery's Child/Youth/Vulnerable Adult Protection Rules and Procedures. See Appendix A-3.

Each person serving in the capacity of a Child/Youth Worker, a Youth Helper or a Youth Camp Helper shall receive training on the expectations set forth in Missouri Union Presbytery's Child/Youth/Vulnerable Adult Protection Rules and Procedures and how to comply with them. Training may be modified for age-appropriateness in the case of Youth Helpers and Youth Camp Helpers under the age of 18.

Missouri Union Presbytery shall:

- A. Provide training regarding its Child/Youth/Vulnerable Adult Protection Rules and Procedures prior to an event for all Child/Youth Workers, Youth Helpers, and Youth Camp Helpers. Missouri Union Presbytery may contract with others to provide these trainings. Such training shall be provided at least annually. (For training content, see Appendix F)
- B. Provide a Covenant of Conduct for all Child/Youth Workers, Youth Helpers, and Youth Camp Helpers and maintain signed copies prior to an event.

4. Applicability of Missouri Union Presbytery Screening Rules to Events Involving Other Councils and Entities

Whenever Missouri Union Presbytery organizes or hosts an event for Minors for which Missouri Union Presbytery will invite Minors from other church councils who may be supervised by Child/Youth Workers selected by other church councils, Missouri Union Presbytery shall:

- A. Instruct any councils who select the Child/Youth Workers to:
 - i. Not send a person to act as a Child/Youth Worker whom the council knows has violated the provisions of the Book of Order or policy of that council (including a local congregation, presbytery or synod) pertaining to sexual misconduct or Child/Youth protection.
 - ii. Not send a person to act as a Child/Youth Worker when that person is also already scheduled to work at the event in a different capacity (i.e. one person cannot hold multiple positions or fill multiple functions at the same time.)
 - iii. Abide by the same screening, training, and background check standards adopted by Missouri Union Presbytery in this policy.
- B. Provide guidance to the councils that are sending Child/Youth Workers for securing Child/Youth workers and eligibility requirements to ensure consistency with this policy, including the requirement that the council perform and pay for background checks for potential Child/Youth workers and how to evaluate the background check for offenses that would disqualify a person from being a Child/Youth worker with Minors.

- C. Identify an Adult on the organizing team for the event to be the designated recipient of background checks from the securing councils and oversee the training of such person:
- i. To review the selection criteria set forth in this policy;
 - ii. To review every background check received;
 - iii. To identify any criminal convictions or other disciplinary actions revealed through background checks (or otherwise discovered) that should disqualify a person from being a Child/Youth worker;
 - iv. To notify the council proposing the Child/Youth worker if he/she believes the council has erred in selecting a Child/Youth worker whose background check indicates that that person should not act as a Child/Youth worker;
 - v. And, if the council does not promptly withdraw the proposed Child/Youth Worker, to report the situation to Missouri Union Presbytery and any other council sponsoring the event and provide to the appropriate person at each such council a copy of each potentially disqualifying background check and any related concerns so that a formal decision can be rendered by the council. Unless and until Missouri Union Presbytery determines that the proposed Child/Youth Worker meets qualifications, such person shall not assume any role or responsibilities in connection with the event nor attend such event except, if applicable, in the limited role of a parent or guardian of the specific Child/Youth.

CONFIDENTIALITY OF RECORDS

Records relating to Child/Youth /Worker applications, background checks, reports of possible violations of this Policy and the investigation or response thereto, and other records relating to the Missouri Union Presbytery Child/Youth/Vulnerable Adult Protection Rules and Procedures shall be created, used and retained as *confidential records* of Missouri Union Presbytery as further described below:

1. **Background Checks:** Applications for background checks Child/Youth Workers shall be made only by a designated employee(s) or officer of Missouri Union Presbytery.

The designated Missouri Union Presbytery employee(s) or officer may communicate with the sponsoring entity whether the background information obtained disqualifies an individual from the role of Child/Youth worker (or a driver for a Child/Youth event) but shall provide no further details without the written consent of the individual to whom the background information pertains.

All papers and communications regarding applications and results of background checks (and related communications) shall be maintained in the Missouri Union Presbytery Office. Such materials shall be stored in a locked file cabinet or password protected electronic storage to which access is limited to the designated Missouri Union Presbytery employee(s) or officer.

Materials relating to background checks shall be retained for at least ten (10) years and shall not be destroyed without consultation with any sub-entity generally responsible for planning Child/Youth events, which may advise of any ongoing relevance supporting further retention, and with counsel for the Missouri Union Presbytery.

2. **Violation Reports and Response Records:** All documents and communications reflecting or relating to the report of a violation (or possible violation) of the Missouri Union Presbytery Child/Youth/Vulnerable Adult Protection Rules and Procedures shall be retained by the Missouri Union Presbytery office in a confidential manner.

The work of any Child/Youth Safety Response Team, any commission or other persons investigating or responding to a violation report shall be, to the extent practicable, preserved and retained in the Missouri Union Presbytery office following completion of its work. At a minimum, the identity of any persons involved in the Missouri Union Presbytery investigation and/or response, a summary of the work done, any documents or communications they received from third parties, and a report of any conclusions reached by the commission shall be retained by the Missouri Union Presbytery.

All records pertaining to violation reports and investigations or responses (and related communications) shall be maintained in the Missouri Union Presbytery Office. Such materials shall be stored in a locked file cabinet or password protected electronic storage to which access is limited to the designated Missouri Union Presbytery employee(s) or officer.

Materials relating to reports of violation and investigation or response shall be retained at least ten (10) years and shall not then be destroyed without consultation with legal counsel as to which, if any materials, may be destroyed.

3. **Other information related to the implementation and enforcement of the Missouri Union Presbytery Child/Youth/Vulnerable Adult Protection Rules and Procedures:** The Missouri Union Presbytery office shall maintain all other documents and communications created or received in connection with the implementation and enforcement of this Policy in confidential, secured files to which access is limited. Such materials shall be stored in Missouri Union Presbytery-controlled file cabinets or electronic storage to which access is limited to designated Missouri Union Presbytery employee(s) or officer. Such other materials relating to the implementation and enforcement shall be retained at least five (5) years.

4. **Destruction of Confidential Records:** In the event any materials described by this section are to be destroyed, such destruction shall include shredding, incineration or other method of destruction that ensures complete destruction of the specified records.

REPORTING RULES & PROCEDURES

1. **Reporting Procedures:** Reporting of any activity suspected of violating Missouri Union Presbytery's Child/Youth/ Vulnerable Adult Protection Rules and Procedures shall be encouraged. Anyone who experiences, sees, or hears of activity that may violate this policy shall be encouraged to report their information at any time during or after the event to any Child/Youth Worker or other authorized contact person of the Missouri Union Presbytery entity-sponsored event. Even if such information is learned from another (*i.e.*, it is hearsay) it should still be reported. Reports may be made orally or in writing. While a written form may be offered as a convenience, no particular written report shall be required to constitute an actionable report.

2. **Notification of Reporting Procedures:** When sponsoring any Child/Youth event, Missouri Union Presbytery will publicize in writing the procedures for reporting any activity suspected of violating this Policy.

A copy of that notification shall be made available at all times in a public place at the event. The written notification shall include contact information for all Child/Youth Workers who are authorized to be present during the event (each of whom is an authorized contact person for purposes of a possible victim making a report), including but not limited to those who have been specifically designated for heightened response responsibilities under this Policy, such as membership on the Child Safety Response Team or being a designated leader of Missouri Union Presbytery or another sponsoring entity. The written procedure shall indicate who has these additional designated responsibilities.

The procedures for making a report shall also be provided in an age-appropriate manner to all Children and Youth attending the event, as well as to all leaders.

Where the Child/Youth event will involve out-of-town travel and/or overnight accommodations, the procedures for reporting any suspected violation will also be provided verbally to all attending Children and Youth early in the event, such as during the orientation.

3. **Initial Response Procedures:** All reports of suspected violations shall be given immediate attention by Child/Youth Workers and others authorized to receive such information.

Upon receiving any report of activity which may violate this Policy (whether or not in writing), a Child/Youth Worker or other authorized contact person shall, after ensuring any Child, Youth or Vulnerable Adult who is the alleged victim is safe, immediately share such information with at least one member of the Child Safety Response Team and, if applicable, to governmental authorities. Contact shall also be promptly made with the parents or guardian of the Child, Youth or Vulnerable Adult.

Once the safety of the alleged victim of any suspected conduct is assured, efforts shall be made by the Child/Youth Worker(s) or the Child Safety Response Team to obtain a written Incident Report (See Appendix E) from or on behalf of the alleged victim. It should be noted that the formalizing of such a report into written form is *not* a prerequisite to any governmental reporting responsibility or the activation of a Child Safety Response Team.

4. **Governmental Reporting:** All Child/Youth Workers shall be made aware that state law requires the immediate reporting of any incident that gives rise to reasonable cause to suspect that

a Child has been or may be subjected to abuse or neglect or any observation of a Child being subjected to conditions or circumstances which would reasonably result in abuse or neglect. Such reports are to be made to the **State's Child Abuse Hotline** and the failure to do so promptly (*i.e.*, within less than 24 hours of receipt of such information) may be a violation of state law, for which any persons who were required to make the report could be liable.

Any Child/Youth Workers who believes they have received information meeting the governmental reporting standard is required to make, or, with the assistance of other Adult Leaders (especially those comprising the Child Safety Response Team), to make a governmental report. Child/Youth Workers are encouraged to consult with the Child Safety Response Team, the "on call" attorney retained by Missouri Union Presbytery entity during or following the event, or the Stated Clerk of Missouri Union Presbytery if they feel any uncertainty as to whether the information is reportable or have any questions regarding the making of a governmental report that is as complete and accurate as possible.

If other Child/Youth Workers, the Child Safety Response Team, other persons designed by Missouri Union Presbytery, or the Stated Clerk later determine the information being received is or becomes subject to governmental reporting requirements, they shall be responsible for making the governmental report at that time.

Further description of the Governmental Reporting procedures and applicable hotline numbers may be found online for all States, along with descriptions of the legal requirements applicable to those states, at <https://www.rainn.org/public-policy-action>. This website is maintained by the Rape, Abuse & Incest National Network (RAINN). RAINN is the nation's largest anti-sexual violence organization and operates the National Sexual Assault Hotline (800.656.HOPE) in partnership with more than 1,000 local sexual assault service providers across the country. While the RAINN website provides a lot of information about legal requirements and offers other helpful information, any questions specific to an incident involving Missouri Union Presbytery should be raised with the Presbytery's counsel

5. Further Required Reporting: Whether the reported information received by any Child/Youth Workers is subject to governmental reporting requirements does *not* impact the treatment of such a report under this Policy. Unless such information is received under *Book of Order G-4.0302* (Pastoral Privilege), Child/Youth Workers are required to ensure the Missouri Union Presbytery is aware of the report so that Missouri Union Presbytery can follow procedures under this Policy for making an appropriate and timely response.

Accordingly, any Child/Youth Worker making or receiving a report of possible violation of this Policy is required to promptly forward such information to one or more members of the Child Safety Response Team established by the Missouri Union Presbytery. If a governmental report has been made or is expected to be made, the Child/Youth Worker shall also ensure that notice of the same is provided to the Stated Clerk of the Missouri Union Presbytery.

Any person receiving information described by section, who does not have a reporting responsibility under this policy, shall nonetheless be encouraged to share that information immediately with the Child Safety Response Team.

RESPONSE RULES & PROCEDURES

Child Safety Response Team.

Missouri Union Presbytery shall ensure that a trained Child Safety Response Team is available for the duration of any Missouri Union Presbytery event involving Children or Youth.

The Child Safety Response Team shall be either physically present on site or may be “on call” provided its members have sufficient physical proximity to be present within approximately one hour. (Accordingly, any more remote activity, such as a Youth trip to an out-of-town conference, shall require the Child Safety Response Team to be physically on site.)

Such Child Safety Response Team may be created for a specific event or may be a longer-standing group, provided that sufficient members will be available for the duration of each individual event for its work to be effective. The Child Safety Response Team shall be called to action as soon as a report of possible violation of this Policy is received by the Missouri Union Presbytery or another entity overseeing, sponsoring or otherwise participating in the event. Such report may or may not yet be in writing.

Responsibility for compliance with Missouri Union Presbytery’s Child/Youth/ Vulnerable Adult Protection Rules and Procedures shifts to the Child Safety Response Team as soon as it is able to assemble or otherwise take control of the on-going response effort.

Membership. Each Child Safety Response Team shall be comprised of at least two (2) Adults (persons 18 years old or older). Members may be Missouri Union Presbytery staff or volunteers, *e.g.*, Child/Youth Workers, each appointed by Missouri Union Presbytery, and each of whom shall complete the training described in this Policy. The Child Safety Response Team shall have access to the attorney secured by Missouri Union Presbytery for purposes of providing advice under this Policy and Missouri law.

Training. Each member of a Child Safety Response Team shall be trained over the scope of this Policy, any applicable mandatory reporting laws, and an overview of *Book of Order* requirements applicable to reports of abuse of Children, Youth or Vulnerable Adults. Training should include familiarization with materials currently available from Office of General Assembly and Presbyterian Mission Agency, including resources that may provide victims and their families immediate information and resources that may aid in the particular spiritual, psychological, or emotional needs and trauma that arise from the devastation of abuse.

A training “refresher” course, covering any updated materials and reviewing the Policy, shall be provided to all members on an annual basis. Such training shall be offered at least annually and must be completed before participation as a member of a Child Safety Response Team.

Responsibilities. The Safe Child Response Team shall have the following responsibilities in responding to allegations of Child/Youth or Vulnerable Adult abuse or neglect lodged against any Child/Youth worker or any other event participant:

1. The first priority of the Safe Child Response Team shall be to immediately provide for the safety of the alleged victim(s) involved.

2. The second priority of the Safe Child Response Team is to ensure notification of key persons. This includes:
 - a. immediately ensuring the allegation is or has been reported to governmental authorities as required by state law;
 - b. immediately notifying the parents or guardian of the Minor;
 - c. notifying the Stated Clerk and any other designated people at Missouri Union Presbytery immediately of the report of alleged abuse/neglect;
 - d. notifying the attorney for Missouri Union Presbytery; and
 - e. notifying the insurance company of the allegation and that no investigation has yet occurred.

3. The third priority of the Team is to make immediate decisions concerning the temporary removal of the individual accused from any contact with Children or Youth and/or removal of the accused from the event until an investigation has been completed or a resolution of the allegations has occurred.

4. The fourth priority of the Team is to ensure that any possible media inquiries, as well as inquiries from other persons who do not have a role specified by this Policy, are being forwarded to the designated person at the Missouri Union Presbytery office or as otherwise directed by the on-call attorney, taking care to safeguard the privacy and confidentiality of all involved. In most circumstances the Missouri Union Presbytery's spokesperson for purposes of any statements will be its counsel. The Team should avoid making any statements to media unless acting under the advice of counsel.
 - a. The Team may, with the advice of counsel, draft a statement or other messaging for use in responding to inquiries by media and all third parties, including Children and Youth who may be attending the event in issue, their parents/guardians, and others. The Team should work with counsel and with Missouri Union Presbytery staff as requested in preparing information for such statements or responding to inquiries.

5. As soon as practicable, the Child Safety Response Team shall communicate all information it has obtained with the Missouri Union Presbytery standing Sexual Misconduct Allegation Response Committee and with any Missouri Union Presbytery-designated investigatory commission.

6. As soon as practicable the Child Safety Response Team shall also communicate all information obtained to the Stated Clerk of Missouri Union Presbytery

7. When practicable, the Child Safety Response Team shall transfer ongoing response activities and responsibilities to the Missouri Union Presbytery standing Sexual Misconduct Allegation Response Committee and any Presbytery-designated investigatory commission. The Child Safety Response Team or any member thereof may, if requested by either the Sexual Misconduct Allegation Response Committee or such Missouri Union Presbytery -designated investigatory commission, continue to provide specified assistance in the response efforts, such as providing pastoral care under the oversight of the Sexual Misconduct Allegation Response Committee. Upon the transfer of overall responsibilities, the Sexual Misconduct Allegations Response Committee shall be primarily responsible for the continuing response on behalf of Missouri Union Presbytery.

8. Based on the identification of the alleged abuser, the Child Safety Response Team, the Missouri Union Presbytery's Sexual Misconduct Allegation Response Committee or a Missouri Union Presbytery-designated investigative commission, shall be responsible for taking the further actions as appropriate:

- a. If the report is against a Minister of Word and Sacrament (teaching elder), receipt of the written statement of allegation shall trigger the formation, by Missouri Union Presbytery, of an investigating committee under the Rules of Discipline of *the Book of Order: The Constitution of the Presbyterian Church (U.S.A.) Part II*.
- b. If the report is against a ruling elder, the church session of membership shall be notified by the Missouri Union Presbytery that an allegation of offense has been received against the identified elder that triggers the formation of an investigating committee under the Rules of Discipline of the *Book of Order: The Constitution of the Presbyterian Church (U.S.A.) Part II*.
- c. If the report is against an employee of Missouri Union Presbytery, the person(s) or committee responsible for supervision of the employee shall be notified. The supervisory body shall send a follow-up report to the Stated Clerk of Missouri Union Presbytery of the outcome of any subsequent investigation or discipline.
- d. If the report is against an employee of sponsoring council or entity other than Missouri Union Presbytery, the person(s) or committee responsible for supervision of the employee shall be notified. The Missouri Union Presbytery shall request a follow-up report from supervisory body of the outcome of any subsequent investigation or discipline.
- e. If the report is against a non-clergy and non-elder volunteer or a nonmember of the Missouri Union Presbytery, the Missouri Union Presbytery's investigating committee shall:
 - i. gather any statements of abuse from those making the report, including any information from the Safety Response Team, and any party to the abuse;
 - ii. gather any information from the person who was accused of abuse;
 - iii. make written determinations and take actions appropriate to resolve the matter including, but not limited to, making recommendations for prevention as well as response.

9. Missouri Union Presbytery's Sexual Misconduct Allegation Response Committee shall be responsible for providing pastoral counseling for the principal parties involved (accuser(s), possible victim(s), accused, family members). The Committee may, in its discretion, utilize members of the Child Safety Response Team to coordinate and provide some or all such counseling.

10. Copies of all written reports received by the Child Safety Response Team, the Sexual Misconduct Allegation Response Committee or a Missouri Union Presbytery-designated investigative commission, as well as written summaries of any investigative activities and of any proceedings relating to such matters shall be maintained by the Missouri Union Presbytery and subject to the Confidentiality and Retention provisions of this Policy.

11. "Whistleblower" Protection. Any person bringing a report of abuse or assisting in investigating a report shall not be adversely affected in terms and conditions of employment by Missouri Union Presbytery, church membership or affiliation, or otherwise discriminated against or discharged.

SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS RULES & PROCEDURES

1. ***Official and Official-Sounding Communications:*** No person (including employees, contractors, volunteers or clergy members of the Missouri Union Presbytery) shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of, or purporting to represent, the Missouri Union Presbytery (or a particular event or activity sponsored by Missouri Union Presbytery) without the explicit written permission of Missouri Union Presbytery.

Persons acting in their capacity as representatives of the Missouri Union Presbytery to lead or coordinate a group activity may be given permission to use social media relating to the event; in such cases, each may use only official Missouri Union Presbytery sites/channels made available by the Missouri Union Presbytery. These may include Web pages, Facebook, e-mail, and similar means.

2. ***General Requirements Relating to Children/Youth:*** The following general guidelines pertain to all social media posting and communications regarding or directed to Children or Youth:

- (a) A Child's/Youth's name shall not be published on a media site without explicit permission of the parent/guardian.
- (b) All communication sent digitally is not confidential and must be available to be shared with or reposted by others.
- (c) Interactions in the virtual world need to be transparent and compliant with the boundaries and principles reflected by these policies overall.
- (d) Prudent judgment shall be used any time Children/Youth are contacted through social media. Matters that may be of a personal nature should not be discussed or displayed and heightened sensitivity should always be used. Laws regarding mandated reporting of suspected abuse/neglect/exploitation of Children, Youth, elders, and Vulnerable Adults apply in the virtual world.
- (e) When possible, communication (including images) shall be sent to entire groups or posted in public social media space, not in private messages.

3. ***Duty to Monitor:*** Persons who shall create public pages on behalf of the Missouri Union Presbytery or its programs are responsible for monitoring communications (including any following an initial post) and for ensuring that no persons have

- (a) private conversations through the site or
- (b) public conversations which may be perceived as inappropriate with Children/Youth.

Accordingly, any "reply posts" or other communications that can be detected and are felt to be of possibly inappropriate nature should be deleted or removed.

The following social networking conduct shall be prohibited and any postings or other content reflecting the same shall be deleted or removed promptly:

- (a) Content that is or could be interpreted by any observer to be, harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating toward a Child or Youth;
- (b) Content that reference or depict any sexually oriented activity;
- (c) Content that references or reveals communications with or about a Child/Youth which are reasonably expected to be private;

Anyone viewing a possibly inappropriate communication may report the same and the communication should be promptly reviewed for removal.

4. ***Initiation of Social Media Contacts:*** Because there is a disparity of power between Children/Youth and Adults, Children/Youth may not be in a position to decline such requests. Therefore, Child/Youth Workers, Youth Helpers, Youth Camp Helpers and Adults should not submit “friend” or “follow” requests to Children/Youth without prior consent from the Child/Youth and her/his parents/guardians.

Children/Youth may take the initiative and request to be “friends” with Adults, Child/Youth Workers, Youth Helpers, and Youth Camp Helpers. Child/Youth Workers, Youth Helpers, Youth Camp Helpers and Adults may accept friend requests from Children/Youth, provided they inform the parent(s)/guardian of the Children/Youth that they are communicating with the Child/Youth so as to provide the parent(s)/Guardian the opportunity to disapprove, and provided that parents/guardians are able to gain full access to all aspects of that Adult’s, Child/Youth Worker’s, Youth Helper’s, or Youth Camp Helper’s profile and correspondence. In responding to such a request, Adults should also carefully discern the level of contact they want to maintain with Youth prior to responding to these requests.

5. ***Education:*** A description of these rules on the use of social media and what is or is not appropriate communication using social media shall be provided to Children and Youth who may be invited to read or react to such social media, as well as made available to their parents/guardians. Children and Youth should be reminded how to appropriately interact through any social networking site and adhere to any applicable social networking code of conduct. Parents/guardians should periodically also be encouraged to monitor the social media and networking sites.

6. ***Violations:*** If a Child/Youth reveals abuse or inappropriate interactions through social media with a Child/Youth Worker, Youth Helper, Youth Camp Helper, or any other Adult, this shall be treated as any other abuse situation as outlined in this policy. In addition to a violator being denied further access to the site based on inappropriate content, additional disciplinary action may be appropriate under this policy.

APPENDIX A
CHILD / YOUTH WORKER APPLICATION

(For use by all who seek a position that will involve the supervision and/or custody of Children or Youth)

Name:

Last	First	Middle
------	-------	--------

Are you over the age of 18: Yes No Date of Birth: _____

Present address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Other Phone: _____ Email: _____

Position Applying For: _____

Date available to start: _____ If there is a date by which you need to end your position, any known "vacation" dates you will need to be absent, or any other limitations on your availability, please describe below:

List any academic degrees and certifications you have received:

School Attended	Date of Completion/Graduation	Degree/Certification
-----------------	-------------------------------	----------------------

School Attended	Date of Completion/Graduation	Degree/Certification
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List any professional organizations in which you are a member:

Work Experience: Describe each employment experience you have had in the past 5 years:

1.

Employer	Address / Phone	Supervisor Name	Date Began/Ended
----------	-----------------	-----------------	------------------

Position(s)	Describe responsibilities
-------------	---------------------------

2.

Employer	Address / Phone	Supervisor Name	Date Began/Ended
----------	-----------------	-----------------	------------------

Position(s)	Describe responsibilities
-------------	---------------------------

3.

Employer	Address / Phone	Supervisor Name	Date Began/Ended
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Position(s)	Describe responsibilities
-------------	---------------------------

Volunteer Experience: Describe any relevant volunteer work you have performed in the past five years:

1.

Organization	Address / Phone	Supervisor Name	Date Began/Ended
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Position(s)	Describe the work you did
-------------	---------------------------

2.

Organization	Address / Phone	Supervisor Name	Date Began/Ended
--------------	-----------------	-----------------	------------------

Position(s)	Describe the work you did
-------------	---------------------------

3.

Organization	Address / Phone	Supervisor Name	Date Began/Ended
--------------	-----------------	-----------------	------------------

Position(s)	Describe the work you did
-------------	---------------------------

Skills, Abilities and Interests:

Describe any special interests, hobbies or skills: _____

Do you have a valid driver's license? Yes No

Do you have liability insurance? Yes No

If the position for which you are applying may require you to transport others in a motor vehicle, please describe any tickets you have received or other traffic offences for which you have been charged, the date(s) of each and the resulting disposition:

To the extent not covered above, describe your experience in working with, teaching, caring for or overseeing Children and Youth.

Have you ever been exposed to an incident of Child neglect or abuse? Yes No

If yes, how did you feel about the incident? _____

Have you ever been convicted or pled guilty to a crime, either a misdemeanor or a felony including, but not limited to a drug-related charge, Minor in possession charge, Child endangerment, abuse, or any crimes involving violence, theft or any motor vehicle violations? Yes

No

Is yes, please describe the incident(s), the dates of occurrence and the disposition and current status:

References:

Please list three individuals who are not related to you by blood or marriage as references for your work experience and character. Please list persons who have known you for at least three (3) years.

1. Name: _____

Address: _____

Daytime Phone: _____ Other Phone: _____

Length of Time Known: _____ Relationship to Reference: _____

2. Name: _____

Address: _____

Daytime Phone: _____ Other Phone: _____

Length of Time Known: _____ Relationship to Reference: _____

3. Name: _____

Address: _____

Daytime Phone: _____ Other Phone: _____

Length of Time Known: _____ Relationship to Reference: _____

A-1 REFERENCE FORM

Each reference provided with regard to an application for Child/Youth Worker (whether as an employee or volunteer) shall be asked to provide the following information by either completing a returning this form to Missouri Union Presbytery or by providing answers to the following questions through telephonic, email or other methods.

Applicant Name: _____

Reference Information:

Name: _____

Address: _____

Daytime Phone: _____ Other Phone: _____

Length of time you have known the Applicant: _____

How well do you know the Applicant? _____

Describe how you have worked with or interacted with the Applicant over the time you have known her/him: _____

How would you describe the Applicant's ability to work with and relate to Children or Youth?

How would you describe the Applicant's leadership ability?

How would you feel about having the Applicant as a volunteer or paid worker with your Child or Youth?

Do you know of any characteristics or experiences that may negatively affect the Applicant's ability to work with Children or Youth? If you, please describe.

Do you have any knowledge that the Applicant has ever been convicted of a crime? If so, please describe. _____

Please provide any other comments you would like regarding the Applicant:

Reference provided by: _____
[signature]

Date: _____

Please return this form to:

If you have any questions, please contact _____

or Missouri Union Presbytery at : _____

**A-2 ATTESTATION OF ACCURACY, AUTHORIZATION TO CONTACT
REFERENCES/EMPLOYERS/SUPERVISORS, LIMITED WAIVER OF
CONFIDENTIALITY AND AGREEMENT TO ABIDE BY POLICIES**

All persons employed or volunteering as Child/Youth Workers for Missouri Union Presbytery are required to submit to a criminal records background check and consent to all references and employers and prior supervisors being contacted, and to authorize any such persons to provide any information they may have regarding the applicant's character and fitness for the position(s). To indicate your agreement to these terms, please review and sign the attached Authorization and Consent Form.

I _____, attest that I am familiar with the information I have provided on this application and that it is true and correct.

I authorize Missouri Union Presbytery, and any affiliated organization working with it in connection with the position(s) for which I am applying, to verify the information I have provided by contacting the references, employers and supervisors I have listed and any other persons who may have information pertaining to my employment and other relevant experience.

I further authorize all such persons contacted to provide whatever information they have regarding my experience, character and fitness for the position(s) I have applied for and I waive any claim to confidentiality of any such information for this limited purpose.

In the event my application is accepted and I am either employed [selected to volunteer] by Missouri Union Presbytery, I agree to abide by and be bound by the policies of Missouri Union Presbytery and to refrain from inappropriate conduct in the performance of my duties on behalf of Missouri Union Presbytery.

As separately indicated below, I further authorize the conducting of a criminal background check.

I have read the above Attestation, Authorization, Limited Waiver and Agreement and indicate my acceptance of the same freely and under no duress or coercion by my signature below.

Signature Date

**A-3 AUTHORIZATION FOR &
REQUEST FOR CRIMINAL BACKGROUND CHECK**

I _____, hereby authorize Missouri Union Presbytery to request the appropriate sheriff's/police department or other law enforcement office to release information regarding any records or charges contained in its files, or in any criminal file maintained on me, whether said file pertains to local, state or national offenses, and including but not limited to accusations as well as convictions for offenses committed against Minors, to the fullest extent permitted by state and federal law. I do release said sheriff's/police department or other law enforcement office from all liability that might result from any such disclosure made in response to this request. I specifically authorize the searching for such information through any databases maintained by or for law enforcement personnel by any anyone authorized by law to conduct such searches.

Signature Date

Print your full name: _____

Print any other names you have used (e.g., maiden names or nicknames): _____

Address:

Home Phone: _____ Cell Phone: _____

Date of Birth: _____ Place of Birth: _____

Social Security Number: _____

Driver's License Number: _____

State issuing License: _____ License Expiration Date: _____

APPENDIX B
APPLICATION FOR VOLUNTEER DRIVER

Qualification Form & Agreement for Use of Personally Owned Vehicles

Name: _____ Birth Date: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Years of driving experience _____

Driver license No. & State*: _____ Expiration Date: _____

Insurance Carrier _____ Policy Expiration date: _____

Policy Number _____

Liability Policy Limit -- Bodily Injury _____ Property Damage: _____

1. Are all licensed vehicles you own covered by insurance as required by law? Yes, No

2. Have you ever been denied a driver's license or had one suspended or revoked? Yes, No

3. Have you had any moving traffic violations or accidents in the past three years? Yes, No

If the answer to questions 2 or 3 is YES, explain. Give dates and details of violations and accidents on the back of this form.

I AGREE to the following terms as a condition of being permitted to act as a Volunteer Driver for Missouri Union Presbytery:

1. The vehicle owner's insurance is the primary liability insurance coverage in the event of an accident.
2. The owner of the vehicle which I am driving is responsible for keeping the vehicle in safe working order.
3. The owner of the vehicle is responsible for all damage to the vehicle however caused.
4. The owner of the vehicle shall maintain liability insurance in the amount of at least
 - A) Bodily Injury -- \$50,000 per person and \$100,000 per accident or \$200,000 combined single limit; and
 - B) Property Damage -- \$25,000 per accident
5. The church's insurance shall apply in excess of the vehicle owner's liability insurance limits in the event the primary limits are exhausted, and only to the extent the church is legally obligated to pay damages.
6. I will not receive or initiate phone calls while operating a vehicle for Missouri Union Presbytery activities, nor initiate or respond to text messages.

7. I will indemnify and hold the church harmless from liabilities and damage resulting from my operation of a motor vehicle not owned by the church. The church will indemnify and hold harmless the volunteer driver for liabilities and damages resulting from acts or negligence of the church.

8. I have submitted my consent for a background check.

I hereby AFFIRM that the information I have given is stated truthfully and that I shall abide by the terms of the Missouri Union Presbytery's Vehicle Use Policy.

Please Attach a copy of Driver's License and a current Insurance ID Card

Driver Signature: _____

Date: _____

Approved: _____ Date: _____ Expiration: _____

Note: Any person serving as a volunteer driver must also submit to a criminal background check (see Appendix A-3) prior to approval to provide such service.

APPENDIX C
APPROVED ADULT LEADERSHIP
FOR
CHILD/YOUTH EVENTS

The individuals listed on this form have acknowledged receiving and reading Missouri Union Presbytery’s Child/Youth/ Vulnerable Adult Protection Rules and Procedures. They are currently members of Missouri Union Presbytery (unless noted otherwise, with membership explained) and have been screened through the review of their application (if applicable) and a criminal background check and, if applicable, a driving record search within the last 12 months of the date listed below.

In accordance with the Policy, these individuals are authorized to work as Child/Youth Workers and if indicated, to drive the Children and Youth of this church for 12 months from the below date.

Date _____, 20_____

Signature:	Signature:
Printed	Printed
Name:	Name:
Position:	Position:

Name	Authorized to Drive (YES/NO)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____

APPENDIX D
PERMISSION SLIP AND MEDICAL RELEASE FORM

_____ has my permission to go with Missouri Union Presbytery
(Youth name)

to _____ on _____.
(Destination) (Date(s))

I understand that transportation will be provided by Missouri Union Presbytery in vehicles driven by Adult Child/Youth Workers approved by the Presbytery (or by a professional licensed bus driver hired by Missouri Union Presbytery).

In the event of an emergency, I give permission for the Child/Youth Workers to secure necessary medical treatment for my Child by qualified and licensed medical personnel. I understand that efforts will be made to contact me at the numbers below before any medical procedure is performed. I also release Missouri Union Presbytery, and its Adult Youth Workers for this event from all liability, actual or potential, which may arise from accidental injury to my Child.

Parent or Guardian _____
Printed Name Signature

Address: _____

Home Church: _____

Emergency Contacts and Phone numbers:

Name: _____

Phone Number: _____

Please list any friends the participant may be coming with:

Medical Information:

What medication(s) is your Child currently taking that chaperones need to be aware of?

If there are any regular dosing instructions, please describe them below:

What allergies does your Child have that chaperones need to be aware of (food, medications, others)?

Date of last Tetanus shot/booster: _____

Is there anything else we should know about your Child to provide assistance in the event of an accident or emergency? _____

Insurance Information:

Policy Holder (Employee) Name: _____

Insurance Company: _____ Telephone number: _____

Policy Number: _____ Group Number: _____

Physician Information:

Participant Primary Physician: _____

Physician Contact Information: _____

APPENDIX E
INCIDENT REPORT FORM

REASON FOR REPORT _____

DATE OF INCIDENT _____ TIME _____

SPONSORING
ENTITY/IES _____

LOCATION OF EVENT _____ DATE _____

NAME OF REPORTER _____ TITLE _____

NAME (S) OF CHILD(REN)/YOUTH _____

AGE (S) OF CHILD(REN)/YOUTH _____

QUOTE THE CHILD'S/YOUTH'S FIRST WORDS VERBATIM:

BRIEFLY DESCRIBE THE CHILD'S/YOUTH'S DEMEANOR/APPEARANCE:

BRIEFLY DESCRIBE WHAT HAPPENED:

WHAT ACTION DID YOU TAKE?

HAS THE INCIDENT BEEN RESOLVED? _____ YES _____ NO

EXPLAIN: _____

TRAINING

Each Child/Youth Worker shall attend a training session before being allowed to work with Children/Youth. A Child/Youth Worker need only attend one training session per 12-month period if they are frequently involved in working with Children/Youth for Missouri Union Presbytery. However, the initial training must take place within six (6) months prior to their serving as a Child/Youth Worker. If they do not attend a training during each 12-month period following that initial training, for each period there is a lapse, a training must be attended within six (6) months prior to their serving as a Child/Youth Worker.

Example: Event is August 1st. Training must occur between February 1st and July 31st if this is the initial training for a Child/Youth Worker, or they have not served as a Child Youth Worker in the past 12 months. If they have served as a Child/Youth Worker in the past 12 months, then a training anytime between August 1st of the prior year and July 31st of this year is sufficient.

Trainings for **Child/Youth Workers** by shall cover:

- An overview of the Missouri Union Presbytery Child/Youth/Vulnerable Adult Protection Rules and Procedures, including Appendices.
- Discussion of appropriate boundaries with Children and Youth and what constitutes appropriate and inappropriate interaction, the Two Adult Rule, Adult/Child/Youth ratios, transportation rules, and use of technology, as relevant for the upcoming event(s). and other rules applicable to Child/Youth Workers.
- How to recognize signs and symptoms of abuse and neglect.
- State laws concerning reporting requirements and Missouri Union Presbytery's rules addressing reporting.
- An explanation of the requirement of criminal background checks and confidentiality requirements regarding those files.
- An explanation of the importance of the application and screening processes for selection of Child/Youth Workers, Youth Helpers and Youth Camp Helpers.
- Identification of who is authorized to speak with the press in case of an incident and a review of the protocols for inquiries.
- If an overnight event is planned, discussions of boundaries involving appropriate sleeping arrangements and use of restroom/shower facilities.
- The availability of a Safe Child Response Team for each event and how to contact them. The identification of staff/volunteers working at the event(s) who are certified in first aid and CPR.
- Other relevant topics for the upcoming event(s).

Each **Youth Helper** and **Youth Camp Helper** shall attend a training session before being allowed to work with Children/Youth. Such Helpers need only attend one training session per 12-month period if they are frequently involved in working with Children/Youth for Missouri Union Presbytery. Training sessions for Youth Helpers and Youth Camp Helpers shall cover the requirements of Missouri Union Presbytery's Child/Youth/ Vulnerable Adult Protection Rules and Procedures that particularly pertain to these positions in a manner that is age-appropriate and relevant to the scope of their work. This training should, at a minimum, include an explanation of the Two Adult Rule and its application in the environment(s) in which they will be helping, appropriate interaction and behavior rules (see Code of Conduct, Appendix H), an explanation of what they should do if they become aware of a possible violation of any of the rules, along with appropriate safety training.

Any Adult serving as a Youth Helper or Youth Camp Helper for a particular event (because they do not qualify based on age differential to serve as a Child/Youth Worker) may attend training for Child/Youth Workers or for Youth Helpers or Youth Camp Helpers. However, such Adult Helpers may not later serve as Child/Youth Workers with attending a training for Child/Youth Workers.

APPENDIX G

POSSIBLE SIGNS OF CHILD AND YOUTH ABUSE

Indicators of Child Abuse

Children suffering abuse often will not tell anyone about it. Therefore, it's important to be able to be observant and recognize signs of possible abuse.

1. *Possible Signs of Physical abuse*
 - i. Hostile and aggressive behavior toward others
 - ii. Fearfulness of parents and/or other Adults
 - iii. Destructive behavior toward self, others, and/or property
 - iv. Inexplicable fractures or bruises inappropriate for Child's/Youth' development stage
 - v. Burns, facial injuries, pattern of repetitious bruises
2. *Possible signs of Emotional Abuse*
 - a. Exhibits severe depression and/or withdrawal
 - b. Exhibits severe lack of self-esteem
 - c. Failure to thrive
 - d. Threatens or attempts suicide
 - e. Speech and/or eating disorders
 - f. Goes to extremes to seek Adult approval
 - g. Extreme passive/aggressive behavior patterns
3. *Possible Signs of Neglect*
 - a. Failure to thrive
 - b. Pattern of inappropriate dress for climate
 - c. Beggars or steals food; chronic hunger
 - d. Depression
 - e. Untreated medical conditions
 - f. Poor hygiene
4. *Possible Signs of Sexual Abuse*
 - a. Unusually advanced sexual knowledge and/or behavior for Child's age and development stage
 - b. Depression—cries often for no apparent reason
 - c. Promiscuous behavior
 - d. Runs away from home and refuses to return
 - e. Difficulty walking or sitting
 - f. Bruised/bleeding in vaginal or anal areas
 - g. Exhibits frequent headaches, stomachaches, extreme fatigue
 - h. Sexually transmitted diseases
 - i. In addition to these, Children who have been sexually abused at church may exhibit some of the following:
 - i. Unusual nervousness or anxiety about being left in the nursery or Sunday School class
 - ii. Reluctance to participate in church activities that were previously enthusiastically approached
 - iii. Comments such as "I don't want to be alone with _____" in reference to a Childcare worker or Sunday school teacher
 - iv. Nightmares including Childcare work or teacher as a frightening character
 - v. Unexplained hostility toward a Childcare worker or teacher.
5. *Possible Signs of Ritual Abuse*
 - a. Disruptions of memory or consciousness
 - b. Unexplained mistrust and mood swings
 - c. Flashbacks
 - d. Eating Disorders
 - e. Fear of the dark, especially at sundown or a full moon
 - f. Agitation or despair that seems to occur in cycles
 - g. Fear of ministers, priests, or others wearing robes or uniforms
 - h. Nightmares or sleep disorders
 - i. Any of the symptoms of sexual abuse

Indicators of Youth Abuse

Teens suffering abuse often will not tell anyone about it. Therefore, it's important to be able to be observant, listen carefully, and recognize signs of possible abuse.

1. *Possible Signs of Physical abuse*
 - a. Hostile and aggressive behavior toward others
 - b. Fearfulness of parents and/or other Adults
 - c. Destructive behavior toward self, others, and/or property
 - d. Burns, facial injuries, pattern of repetitious bruises
2. *Possible signs of Emotional Abuse*
 - a. Exhibits severe depression and/or withdrawal
 - b. Exhibits severe lack of self-esteem
 - c. Threatens or attempts suicide
 - d. Eating and/or speech disorders
 - e. Goes to extremes to seek Adult approval
 - f. Extreme passive/aggressive behavior patterns
3. *Possible Signs of Neglect*
 - a. Pattern of inappropriate dress for climate
 - b. Beggars or steals food; chronic hunger
 - c. Depression
 - d. Untreated medical conditions
 - e. Poor hygiene
4. *Possible Signs of Sexual Abuse*
 - a. Unusually advanced sexual knowledge and/or behavior for teen's age and development stage
 - b. Depression—cries often for no apparent reason
 - c. Promiscuous behavior
 - d. Runs away from home and refuses to return
 - e. Difficulty walking or sitting
 - f. Bruised/bleeding in vaginal or anal areas
 - g. Exhibits frequent headaches, stomachaches, extreme fatigue
 - h. Sexually transmitted diseases
 - i. In addition to these, Youth who have been sexually abused at church may exhibit some of the following:
 - i. Unusual nervousness or anxiety about being left in the nursery or Sunday School class alone
 - ii. Reluctance to participate in church activities that were previously enthusiastically approached
 - iii. Comments such as "I don't want to be alone with _____" in reference to a Sunday school teacher or Youth group leader
 - iv. Nightmares including a Youth group Adult leader or Sunday school teacher as a frightening character
 - v. Unexplained hostility toward a Youth group Adult leader or teacher.
5. *Possible Signs of Ritual Abuse*
 - a. Disruptions of memory or consciousness
 - b. Unexplained mistrust and mood swings
 - c. Flashbacks
 - d. Eating Disorders
 - e. Fear of the dark, especially at sundown or a full moon
 - f. Agitation or despair that seems to occur in cycles
 - g. Fear of ministers, priests, or others wearing robes or uniforms
 - h. Nightmares or sleep disorders
 - i. Any of the symptoms of sexual abuse

The material above, with additional description of the scope of possible abuse, may be found on pages 36-38 and 66-67 of Safe Sanctuaries: Reducing the Risk of Abuse in the Church for Children and Youth, by Joy Thornburg Melton, published by Discipleship Resources (2008).

CODE OF CONDUCT

A Resource for Training Child/Youth/Vulnerable Adults Workers, Youth Helpers, and Youth Camp Helpers

This Code of Conduct defines individual responsibilities as clergy, leaders, employees or volunteers to meet the expectations of the Missouri Union Presbytery with respect to behavior or conduct in the service of the ministries of the Missouri Union Presbytery, especially those which serve Children, Youth, and Vulnerable Adults.

General Requirements –

Each person subject to this Code shall

1. Act as a team member in fulfilling ministry objectives
2. Treat Children, Youth and Vulnerable Adults with respect, and fairly without regard to race, age, gender, sexual orientation or religion
3. Practice those behaviors we regard as necessary and positive as well as to refrain from those behaviors which have been defined as prohibited.

General Prohibitions –

The following behaviors are prohibited at all times:

1. Displaying affection toward a Child/Youth in privacy.
2. Using profanity or tell off-color jokes.
3. Discussing any sexual encounters with or around Children/Youth or in any way involve Children/Youth in their personal problems or issues.
4. Dating or become romantically involved with Children/Youth.
5. Using or being under the influence of alcohol or illegal drugs in the presence of Children/Youth.
6. Possessing sexually oriented materials, including printed or online pornography, on Missouri Union Presbytery property, or other property being utilized for a Missouri Union Presbytery event.
7. Having secrets with clients/Youth/Children.
8. Staring at or comment on Children's/Youth's bodies.
9. Engaging in inappropriate or unapproved electronic communication with Children/Youth.
10. Working one-on-one with Children/Youth in a private setting or in any setting intended to thwart adherence to the 2 Adult Rule.
11. Abusing Adults/Youth/Children in anyway including (but not limited to) the following:
 - Physical abuse: hit, spank, shake, slap, unnecessarily restrain
 - Verbal abuse: degrade, threaten, curse
 - Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations
 - Mental abuse: shame, humiliate, act cruelly
 - Neglect: withhold food, water, shelter
 - Permit Children/Youth to engage in the following: Hazing, bullying, derogatory name-calling, games of Truth or Dare, ridicule or humiliation or sexual activity
12. Manipulating or exploiting a "Vulnerable Adult" in any way.

Specific Interaction Standards –

Care should be taken to follow the 2 Adult Rule: Even if 2 Adults are in the vicinity of an activity, as often as possible include at least two Adults in any small groups formed for activities, and where possible, at least one Adult of each gender. One Adult should not be left alone one on one with a Child or Youth.

Each Child/Youth Worker of the Missouri Union Presbytery shall conduct him/herself in a manner that reflects an understanding of the prevailing interest in protecting Children, Youth and Vulnerable Adults.

The standards articulated below serve two purposes:

- To protect Children, Youth and Vulnerable Adults from abuse or grooming for abuse elsewhere; and
- To protect/prevent staff and/or leadership from engaging in patterns of behavior that may be construed as abusive or predatory.

1. **Approval and Affection** – In providing approval or affection, the following guidelines apply:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or “temple” hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young Children in escorting situations) <p>These may be inappropriate if unwanted by the Child or the employee or volunteer.</p>	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated area • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a Child to cling to a Child/Youth Worker’s leg • Any type of massage given by or to a Child • Any form of affection that is unwanted by the Child or the Child/Youth Worker • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

2. **Verbal Interactions** – The manner of speaking with Children establishes respect. The following guidelines apply:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving Children in the personal problems or issues of employees and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate Children • Derogatory remarks about the Child or his/her family

3. **Out of Program Contact** –Recognizing that roles of authority continue beyond the walls of a church or during a specific planned event, and knowing that off-site contacts may be unavoidable; the following forms of contact are considered appropriate and inappropriate:

Appropriate Out-of-Program Contact	Inappropriate Out-of-Program Contact
<ul style="list-style-type: none"> • Taking groups of Children on an outing • Attending sporting activities with groups of Children • Attending functions at a Child’s home, with parents present 	<ul style="list-style-type: none"> • Taking one Child on an outing without the parents’ consent • Visiting one Child in the Child’s home, without a parent present • Entertaining one Child in the home of a Child/Youth Worker • A lone Child spending the night with a Child/Youth Worker

4. **One-on-One Interactions** – Because most abuse occurs when an Adult is alone with a Child/Youth, private one-on-one meetings with a Child/Youth are prohibited unless the following guidelines are followed:

One-on-One Interaction Guidelines
<ul style="list-style-type: none">• When meeting one-on-one with a Child, always do so in a public place in full view of others.• Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high fives, and handshakes.• If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.• Inform other employees and volunteers that you are alone with a Child and ask them to randomly drop in. (Ask to be supervised.)• Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted. <p>To the extent any of these guidelines may appear to be in conflict, the spirit of them is that one shall seek to be under the supervision of others while meeting privately with a Child.</p>

APPENDIX I

CHILD/YOUTH WORKER COVENANT

The following Covenant (or one similar hereto) should be signed by every volunteer, staff employee, or other person who may serve, in whole or in part, in the capacity of a Child/Youth Worker prior to their being engaged in that capacity by Missouri Union Presbytery.

As a Child/Youth Worker, I understand that I am responsible for knowing and understanding the policies, rules and procedures of Missouri Union Presbytery that have been adopted for the purpose of protecting Children and Youth whenever they are present at Presbytery events or under the oversight of Presbytery leaders, even if events hosted by other entities, and, to the fullest extent applicable, of governing my interaction with such Children and Youth outside of such Presbytery events and activities, all in the interest of protecting the welfare of such Children and Youth.

Accordingly, I covenant to attend all required training aimed at learning about and understanding the application of Missouri Union Presbytery's Child/Youth/Vulnerable Adult Protection Rules and Procedures.

As a Child/Youth Worker I understand that my own conduct, words and actions are expected to be compliant with Missouri Union Presbytery's policies and rules both during the Presbytery events and activities during which I may be present, as well as during any other interactions I may have with Children or Youth, and even during any interactions and communications I may have outside of the presence or immediate knowledge of such Children or Youth if those interactions or communications may become known to them, directly or indirectly. I understand that any indiscretion by myself or by others could be embarrassing or uncomfortable to a Child or Youth or others.

Accordingly, I covenant to endeavor to follow Missouri Union Presbytery's Child/Youth/Vulnerable Adult Protection Rules and Procedures pertaining to the protection of Children and Youth in all areas and to take appropriate measures to ensure that any conduct or communication not intended to be known to those Children or Youth, either directly or indirectly such as by word of mouth through others, is performed with utmost discretion and caution to prevent even unintended knowledge.

As a Child/Youth Worker I understand that persons in my position are expected to be role models, and that my words and actions should be always an example of law-abiding, respectful, positive and appropriate behavior for the Children and Youth I may encounter as well as regarding other Child/Youth Workers and others with whom I may be interacting.

Accordingly, I covenant to comply with all laws (*e.g.*, those restricting possession or use of alcohol, tobacco or controlled substances), to treat others with respect and compassion, to avoid foul or inappropriate language, and to otherwise ensure that my behavior is consistent with the highest expectations of conduct for a leader of Children or Youth as well as a representative of Missouri Union Presbytery.

I understand that any failure on my part in abiding by this Covenant may result in my being dismissed from my position and potentially other disciplinary action.

Accordingly, I accept the responsibility of keeping this Covenant.

Signature _____

Name
(Printed) _____

Date _____