

Presbytery of Detroit
Workshop on Writing Sexual Misconduct and
Child Protection Policies
March 22, 2014

Part III. Essentials of a Child Protection Policy

In the course of the presentation, the workshop was divided into small groups to develop ideas for items that could be in child protection policies. Below are the suggestions presented by each of the groups. (These suggestions are **not** prescriptive or exhaustive, but represent the contributions and discussions of small groups.)

Statement of the church's Child /Youth Safety Procedures.

- Purpose: To create a safe environment for children who attend church and for their safety for on-site and off-site church activities
- Overview: This policy addresses
 1. Sexual misconduct
 2. Procedures during an emergency
 3. Travel and transportation of youth during church activities
- On-site protection
 1. Adult not alone with children; door always open
 2. Not alone in bathroom with child
 3. Always supervised
 4. Check-in and check-out procedures
- Off-site for drivers
 1. Validating of ?
 2. License
 3. Driving record
 4. Medical info
 5. Release for pick-up
- Sexual Offenders
 1. Check out state list and resources
- Criminal background checks

On-site protection procedures for children and youth.

- Do Background checks for staff and volunteers
- Ongoing training
- Monitors to ensure compliance
- Open-door policy for rooms
- Bathroom policy
- Security and staffing for community activities
- Ensure parental awareness and involvement

Off-site requirement for drivers of children/youth to events.

- Ensure insurance is valid
- Driver policy

- Valid license
- Driving backgrounds
- Permission slip for individuals
- Child insurance and emergency treatment authorization
- Contact Phone #s
- Medical release—emergency
- Overnight trips—first aid training
- Parental release form for pick-up
- Buddy system and adult supervision for bathroom, bus, head count, etc
- Ratio of adults to children

Provisions if a convicted sexual offender participates in the life of the church.

- Check with state for requirements or limitations of contact with children
- Do background check with everyone. Treat the same.
- Treat offenders with sensitivity.

Requirement for Criminal Background Checks.

- Required for all staff, anyone in contact with children/youth in any way or format. (Deacons visiting elderly?)
- Frequency
 - Initial check then redone every year
 - Reenrollment form on yearly basis
 - Question of frequency/need to redo every year?
- Results. Any indication of previous incident/concern disqualifies for any involvement with children/youth in any scenario

A church response team and designated spokesperson.

- Choose team by title
- Response Team chooses spokesperson
 - Christian Ed person
 - Elder
 - Deacon
 - Parent

Change when rotate off Board