



# Hope Presbyterian Church

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## *CHILD PROTECTION POLICY*

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## *VOLUNTEER INFORMATION PACKET*

*Children, obey your parents in the Lord, for this is right. "Honor your father and mother" (this is the first commandment with a promise), "that it may go well with you and that you may live long in the land." Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.*

*~Ephesians 6:1-4*

*Give ear, O my people, to my teaching; incline your ears to the words of my mouth! I will open my mouth in a parable; I will utter dark sayings from of old, things that we have heard and known, that our fathers have told us. We will not hide them from their children, but tell to the coming generation the glorious deeds of the Lord, and his might, and the wonders that he has done.*

*~Psalm 78:1-4*



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## INTRODUCTION

The leadership of Hope Presbyterian Church and the parents of the children of this congregation have entrusted children's ministry volunteers with the care and instruction of our children. Thus, these volunteers are "trusted adults." Their role is to assist parents in the God-given task to "bring our children up in the discipline and instruction of the Lord." The guidelines and procedures laid out in this packet are intended to enable trusted adults fulfill this role. For the purpose of this policy, the following definitions shall apply:

- **"Child"** Any individual younger than eighteen years of age or having the mental capacity of such.
- **"Trusted Adult"** Any employee or volunteer at least 18 years of age serving our children and youth in ministry sponsored by this local church, along with church employees, elders, deacons, and other appointed church officers.
- **"Youth Assistant"** Any child between the ages of 12 and 17 years old assisting a Trusted Adult.

## VOLUNTEER REQUIREMENTS

1. **Membership.** Trusted adults must be known by the ministry leadership and be members of Hope. In certain cases, volunteers who are not members may be approved to serve on an individual basis after meeting all other volunteer requirements.
2. **Completed Background Check.** All church employees, church officers, and trusted adults must complete a Criminal Background Records Check (CBC). CBCs will be performed at the beginning of service on all employed or serving volunteers. Subsequent background checks will be done on volunteers and employees every two years.

3. **Completed Volunteer Application.** All trusted adults should complete a volunteer application which will be reviewed by one or more church officers and the appropriate ministry coordinator.
4. **Trusted Adult Acknowledgement Form.** All trusted adults must have on file a signed Trusted Adult Acknowledgment form that states their willingness to abide by the all guidelines in the Child Protection Policy and Volunteer Information Packet.
5. **Shadow Volunteer.** Before serving as a lead teacher or classroom assistant, volunteers should shadow an existing teacher or classroom assistant for one class.
6. **Mobile Phone.** Volunteers need to bring a charged mobile phone with them when serving in the children's ministry to text parents/guardians if the need arises.

## GENERAL GUIDELINES

The following guidelines have been established to reflect our commitment to provide protective care of all children ages newborn through seventeen years attending ministries at the church.

### REGISTRATION

Parents complete a registration form for each child. The forms will be kept on file in each classroom and used to update the master roster. Information collected on the registration form may include, but not be limited to:

- Name
- Names of Parents or Guardians
- Birthdate
- Preference for assisting their child in the restroom (for applicable classrooms)
- Certain allergies or medical conditions
- Current phone number where parents/guardians receive text messages

### TWO-ADULT RULE

It is our goal that two trusted adults will be in attendance in each classroom. Youth assistants may assist in classrooms, but will generally not count toward the two-adult rule

### OPEN DOOR POLICY

Classroom doors should remain open when possible. Gates may be used with young children so they cannot leave unattended. Doors should never be locked while persons are inside the room.

### BUILDING MONITOR

A trusted adult will patrol the building during the church service and during class time, checking in on classes at random and watching for unfamiliar visitors in the building.

## SUPERVISION

Parents are responsible for the supervision of their children if they are not attending a scheduled ministry.

## EVACUATION PROCEDURES

Each classroom has an evacuation diagram. In the event of a fire or other incident requiring evacuation, trusted adults will supervise all adults and children proceeding to the nearest exit, making an attempt to bring the class roster with them.

## COMMUNICATION WITH PARENTS/GUARDIANS

Remembering that parents have entrusted their children to trusted adults to supplement teaching taking place at home, teachers and assistants should endeavor to communicate with parents whenever possible to build this trust. This communication should include both positive and negative accounts of interaction with children, all expressed in love to foster the spiritual growth of all members of the Body of Christ.

## ACCIDENTAL INJURIES TO CHILDREN

In the event that a child or youth is injured while under our care, the following steps should be followed:

- Minor Injuries, Scrapes, and Bruises. Trusted adults will provide first aid as appropriate and will notify the child's parent/guardian of the injury at the time the child is picked up from care. Each classroom has a first aid kit for minor medical needs.
- Injuries That May Require Further Medical Treatment. The parent/guardian will be summoned, in addition to the ministry coordinator or pastor. In this situation, one trusted adult may leave the classroom to seek assistance. If warranted by circumstances, an ambulance may be called. Once the child has received appropriate medical attention, trusted adults will complete an Incident Report Form. Parents will be asked to review and sign the Incident Reporting Form to acknowledge receipt of information regarding the incident

## RESPONDING TO ALLEGATIONS OF CHILD ABUSE

For purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological, or emotional health and development. Child abuse occurs in different ways and includes the following:

- Physical abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury in which the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, and persistent teasing.
- Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

All trusted adults must immediately report to the respective ministry coordinator or pastor any behavior or incident involving a child that seems abusive or inappropriate. Trusted adults should not treat any suspicion as frivolous. Upon the first suspicion of an instance of child abuse, the following steps should be taken:

1. Trusted adults should immediately report any abuse or suspicion thereof immediately to the respective ministry coordinator or pastor with oversight and complete an Incident Reporting Form.
2. Parents should be immediately informed of the incident and asked to review and sign the Incident Reporting Form to acknowledge receipt of information regarding the incident.
3. The ministry coordinator or pastor receiving the initial report will be responsible for confirming the facts reported and the condition of the child on the same day the report is made.
4. In accordance with state law, the pastor will report suspicions within 24 hours to the Oregon Department of Human Services in Multnomah County. The number is 800-509-5439.

Trusted adults will maintain confidentiality of the investigation and cooperate fully with law enforcement officials.



## SAFETY PROCEDURES ~ NURSERY & TODDLER

### CHECK-IN

- Parents/guardians drop off children in the nursery, checking their names on the roster.
- Parents must complete a registration form for any child not on the roster.

### CHECK-OUT

- Parents check their children out by marking the roster.
- Trusted adults only allow parents/guardian to pick up children. If someone different is to pick up a child, the parent/guardian must indicate this to the trusted adult at the time of check-in.
- If a child's parent/guardian does not come to pick up a child, a trusted adult MAY NOT deliver a child to their parent/guardian. The trusted adult will send a text message to the parent/guardian.

### DIAPER GUIDELINES

- Trusted adults in the nursery will not change diapers or assist children in the bathroom. If a child needs a diaper change or assistance in the bathroom, the trusted adult will send a text message to the parent/guardian.



## SAFETY PROCEDURES ~ SPARROWS

### CHECK-IN

- Parents escort their children to the classroom, checking their names on the roster.
- Parents must complete a registration form for any child not on the roster.

### CHECK-OUT

- Parents pick up their own children, checking them out by marking the roster.
- Trusted adults only allow parents/guardians to pick up children. If someone different is to pick up a child, the parent must indicate this to the trusted adult at the time of check-in, and the roster will be updated.
- If a child's parent/guardian does not come to pick up a child, a trusted adult may walk the child to the sanctuary to locate their parent/guardian, and indicate on the attendance roster that the child was returned to his/her parents.

### RESTROOM GUIDELINES

- Parents/guardians of Sparrows should be encouraged to take their children to use the restroom before class.
- If a child needs to use the restroom and IS NOT authorized for assistance, the trusted adult will send a text message to the parent/guardian to come and assist their child.
- If a child needs to use the restroom and IS authorized for assistance, the entire class will take a restroom break. One trusted adult will assist in the restroom and one trusted adult will supervise the children in the hallway. The outer restroom door will remain open.





## SAFETY PROCEDURES ~ ROCK BADGER AND LIONS

### CHECK-IN

- Children may arrive at class unaccompanied by parents/guardians.
- Trusted adults check off children on the roster.
- Parents must complete a registration form for any child not on the roster.

### CHECK-OUT

- Parents/guardians pick up their children or authorize their children to be released unaccompanied on the registration form.
- If a child's parent/guardian does not come to pick up a child, a trusted adult may walk the child to the Sunday school classroom to locate their parent or guardian.
- Trusted adults will indicate on roster safe return to parents.

### RESTROOM GUIDELINES

- Parents/guardians of Rock Badger and Lions should encourage their children to use the restroom before class.
- Children may go to the restroom in pairs, if permission is granted by parents on registration form.

## TRUSTED ADULT ACKNOWLEDGEMENT FORM

- ☐ I understand that I am to report as soon as possible any accidents or injuries to children, youth, or myself to the coordinator of my assigned ministry.
- ☐ I understand that I am required by law to report known or suspected instances of child abuse, and that not doing so is considered a misdemeanor, and I am expected to follow the guidelines in this packet for Responding to Allegations of Child Abuse.
- ☐ I acknowledge that I have received, read, and agree to abide by the Hope Presbyterian Church Child Protection Policy and Volunteer Information Packet, and submit to decisions made by Hope leadership as it regards a particular ministry activity I am serving.
- ☐ I understand that if I act in violation of any policy or procedure established by Hope Presbyterian Church for the protection of its children and youth, that I may be removed from my position of serving in that ministry.

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Signature

Date

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Print Full Name

# BACKGROUND CHECK FORM

**All trusted adults 18 or older must complete this form.**

I hereby give my permission for Hope Presbyterian Church and Criminal Information Services, Inc. to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for a position with this organization. I also understand that as long as I remain in the capacity as a trusted adult, church employee, or church officer, the criminal history records check may be repeated at any time. I have been informed that I will have an opportunity to review any reports and that a procedure is available for clarification if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Hope Presbyterian Church and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to Hope Presbyterian Church.

Full Legal Name:

Gender:

☐ Male ☐ Female

Current Address:

Maiden Name or Other  
Names Used:

Date of Birth:

Driver's License:

State of License:

Previous Addresses In  
Past 7 Years:

Have you ever been  
convicted of a crime?

☐ Yes ☐ No

If Yes, explain:

By signature, I affirm that all information on this form is true and accurate.

Signature

Date

*All results of a criminal background check are confidential. Please direct any inquiries to: Hope Presbyterian Church Session, P.O. Box 15288, Portland, OR 97293*

# INCIDENT REPORTING FORM

Date of Incident:

Time of  
Incident:

Name of Child:

Age:

Parent/Guardian:

Address:

Telephone/Email:

Nature of Incident:

Location of Incident (Be specific to inside or outside of church, which rooms, etc.):

Description of Incident (include detail, providing dates, times, and surrounding events):

Action(s) Taken:

Witnesses to Incident (names, phones numbers, email addresses):

Remarks by the affected person(s):

**Reporting Person**

<div></div> <div>Print Name</div>	<div></div> <div>Position</div>
<div></div> <div>Signature</div>	<div></div> <div>Date</div>

**Parent/Guardian**

By signature, I affirm that I have been made aware of the incident identified in this form.

<div></div> <div>Signature</div>	<div></div> <div>Date</div>
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