

**Statement of Purpose and Policy
For Presbytery of West Virginia Events
Involving Children, Youth and Persons with Disabilities**

The members of the Presbytery of West Virginia believe that we are called by God to create a safe haven for all of the children, youth and persons with disabilities in our care, nurturing, protecting and empowering them through faith and trust. This commitment includes taking appropriate steps to reduce the risk to these vulnerable people in our care. The following material will help in establishing measures that will minimize the risk of any of our children, youth and persons with disabilities being subject to various types of abuse. These policies and procedures are also intended to respect the rights and afford due process to persons accused of improper conduct.

It is the intent of these policies to protect persons with disabilities regardless of age, as well as children and youth. Policies and procedures to protect such persons from harm and/or abuse must be carefully observed. However, it is understood that adult persons with disabilities are distinct from younger persons and as such, these guidelines (such as the two adult rule) are mitigated.

As used herein, the terms “child,” “children” and “youth” refer to all persons under 18 years of age.

For the protection of those persons in our care, everyone working directly with children, youth and persons with disabilities, whether paid or volunteer at any Presbytery of West Virginia sponsored or cosponsored events is subject to the provisions of this policy. Youth who are assigned leadership responsibilities shall also be subject to the provisions of this policy. Therefore, all such persons are expected to participate in pre-event training and orientation including but not limited to training to increase their sensitivity to the prevention of any form of abuse to and protection of children, youth and persons with disabilities.

Revised by Safe Child Oversight Team, October 2024

Approved by Presbytery of WV on November 21, 2024

I. BIBLICAL, CONFESSIONAL AND REGIONAL MANDATES

It is imperative that the Church of Jesus Christ express in action and intentions the love of God to children, youth and persons with disabilities by providing a safe and welcoming environment for their care and nurture. Therefore, the Presbytery of West Virginia, its member congregations, and all of its programs and activities seek to prevent abuse in any form or of any type to children, youth and persons with disabilities. We further seek to be in ministry to families where abuse may occur.

Biblical mandates

“He has shown you O mortal, what is good: and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God.”

Micah 6:8

“The Lord our God, the Lord is one, and you shall love the Lord your God with all your heart, and with all your soul, and with all your strength....You shall love your neighbor as yourself. There is no other commandment greater than these.” **Mark 12:29-31**

“As he who called you is holy, be holy yourselves in all your conduct.”

I Peter 1:15

“I exhort the elders among you to tend 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....Discipline yourselves, keep alert.” **I Peter 5:1-3, 8**

Confessional

“The Spirit gives us courage
to pray without ceasing,
to witness among all peoples to Christ as Lord and Savior,
to unmask idolatries in Church and culture,
to hear the voices of peoples long silenced,
and to work with others for justice, freedom, and peace.”

A Brief Statement of Faith (lines 66-71)

II . POLICY OF THE PRESBYTERY OF WEST VIRGINIA FOR SAFEGUARDING THE WELL BEING OF CHILDREN, YOUTH AND PERSONS WITH DISABILITIES

The Presbytery of West Virginia is committed to the safety, welfare, and protection of all children, youth and persons with disabilities participating in the activities and programs of this Presbytery. This policy addresses the preventable risk of any form of abuse or harassment, whether physical, mental or sexual, by any of the employees or volunteers of this Presbytery engaged in Presbytery-sponsored activities or programs.

This policy further helps protect workers from unsubstantiated charges of wrongdoing. In addition, we are called to stand not in judgment, but with compassion for each other. We believe that any person who has been accused of committing an act of abuse can expect due process, our prayers, and acceptance as a human being.

Therefore, all Presbytery activities and programs, regardless of location, involving children and youth, will be subject to the following policy:

- Two unrelated adults will be assigned to supervise or lead all activities involving children and youth. This shall be known as the “Two Adult Rule.”
- Acknowledging there may be times when there is a need for one-on-one interaction, all one-on-one interaction between a child or youth and an adult shall take place in a public place where interactions can be observed.
- Exceptions to the above two bullet points would be: in the event of an emergency and/or a child in direct harm; or when prior permission has been given by a parent/guardian concerning transportation. (See Appendix E)
- No person will serve as a teacher or volunteer leader of children or youth activities until such person has been a member or an active participant as certified by the Pastor or Clerk of the Session of a church of the Presbytery for six months. Exceptions to this would be new staff members of churches in the presbytery, provided that the responsible church would have conducted a thorough background check of the person. All adults will be subject to background checks by the presbytery.
- An Information Form, criminal record check, and reference checks must be completed before service begins.
- This Presbytery will neither tolerate nor accept any act or omission as specifically described in “Prohibited Acts.”
- Upon accusation the accused is entitled to prompt and fair disposition of such serious charges and to receive due process of law including the presumption of innocence until proven guilty.
- Any violation of the policy shall be reported in accordance with the section "Reporting Suspected Abuse."

INFORMATION FORM

Employees and volunteers for children, youth, and persons with disabilities in the activities or programs of the Presbytery will be required to complete an Information Form (Appendix A) providing personal and confidential information necessary to perform criminal and driving (where appropriate) record checks and reference checks on each individual. While this process understandably intrudes into the privacy of our lives, the security of our children, youth and persons with disabilities outweighs the personal invasion inherent with such investigation and disclosures. All personal information is voluntarily disclosed. Furthermore, the results of all criminal record checks and reference checks as well as the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential.

Criminal record checks (Appendix B) for persons 18 and older will be conducted by a Presbytery staff person designated as the "Administrator." Additionally, character references will be checked by a person designated by the planning committee for each activity or program (Appendix C). The written results of the criminal record checks and the reference checks initially will be reviewed by the Administrator. After this initial review, if the Administrator determines that further review should be made, the Administrator will consult with the appropriate program staff.

The information contained in the Information Form, the results of the criminal record check, and the results of the reference check will be disclosed only to the persons designated in the previous paragraph and only with the written permission of the worker.

The Administrator will maintain a locked storage cabinet for all Information Forms and results of all record checks. The results of the criminal record checks will be updated every three years. Whether disclosed voluntarily or by result of the criminal record check, the following items will automatically disqualify a person from participating in the leadership or sponsorship of any children or youth activity or program:

Any pending indictment alleging the offense of, or any conviction for: murder; aggravated assault; sexual abuse; sexual assault (rape); aggravated sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; the sale, distribution, or display of harmful material to a minor; employment harmful to children; or abandonment or endangerment of a child.

All other convictions or charges for any other crimes not listed above will be reviewed by the Administrator as described in the second paragraph under Information Form. When leadership involves driving, driving records will be reviewed and carefully considered.

TYPES OF ABUSE

A commitment to the call to care for all of God's children includes preventing the following types of inappropriate conduct:

Physical Abuse, including any unwanted touch, any physical contact intended to coerce or do harm, any hitting or touch in anger.

Emotional/Verbal Abuse, including insults, name calling, belittling remarks, harassment, unfavorable comparisons with other children or youth, shaming, deliberately causing fear, using speech to hurt, and bullying.

Spiritual Abuse, including using scripture or church authority to coerce, control or shame; using threats about condemnation from God or making threats about God withholding love to control behavior.

Sexual Abuse, which is defined as any sexual contact with children, youth or persons with disabilities in a leader's charge, including:

- Fondling private parts
- Oral, genital, or anal penetration
- Sexual intercourse
- Forcible rape
- Suggestive sexual comments
- Showing pornography (sexually explicit materials)
- Exposing sex organs
- Allowing children to witness sexual activity

APPROPRIATE AND INAPPROPRIATE INTERACTIONS

With regard to appropriate and inappropriate interactions, the following guidelines apply:

1. **Approval and Affection** – In providing approval or affection:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<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)	<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 an employee's or volunteer's leg• Any type of massage given by or to a child• Any form of affection that is unwanted by the child or the employee or volunteer• Compliments relating to physique or body development• Touching bottom, chest, or genital areas

2. **Verbal and Social Media Interactions** – The manner of speaking with children establishes respect.

<i>Appropriate Verbal and Social Media Interactions</i>	<i>Inappropriate Verbal and Social Media Interactions</i>
<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

PROHIBITED ACTS

The following acts are prohibited by this Policy and will not be tolerated or accepted during any Presbytery activity or program or on any social media platform. Any observations or personal knowledge of such violations must be immediately reported to the Designated Person (see “Implications for Specific Programs” section) after the safety of the child, children, or youth involved has been assured.

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards any participant;
- Sexual advances or sexual activity of any kind between any adult and a child, youth or person with disabilities;
- Allowing sexual advances or sexual activity of any kind between youth;
- Infliction of physically abusive behavior or bodily injury to a child, youth, or person with disabilities;
- Physical neglect of a child, children, youth or persons with disabilities, including failure to provide adequate supervision;
- Causing mental or emotional injury to a child, youth or person with disabilities;

- Possessing obscene or pornographic materials;
- Possessing, consuming or being under the influence of alcohol or illegal drugs;
- Possessing guns or other weapons.

ELECTRONIC COMMUNICATION CODE OF CONDUCT

Any person subject to this policy using the resources of electronic communication and social media to interact with youth or leaders shall comply with this Electronic Communication Code of Conduct:

- Adult leaders are discouraged from establishing direct social media connections with youth or children, although we realize there are times when for pastoral care concerns social media may be the best platform. There must be great care taken by the adult to avoid inappropriate discussions and adhere to boundaries set forth elsewhere in this policy.
- If there is social media contact, comments that are, or could be, construed by any observer to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating shall never be posted to or about any participant or adult advisor or staff member. All inappropriate sexually oriented conversations or discussions about sexual activities are prohibited, as well as any posting of inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or making inappropriate comments on pictures.
- Ordinarily, it is inappropriate for volunteers to privately message a youth; any such messages should include two adults. With regard to pastoral matters, if a private message is needed, another adult shall be informed of the communications.
- Private messages between adults at presbytery events and children or youth are subject to review by the General Presbyter or the Associate for Educational Ministry or Bluestone Program Director upon request.
- These rules apply to all social media platforms including but not limited to Facebook, Snapchat, Instagram, text messaging, facetime, and others.
- If a person fails a background check at any point, or violates this policy, they shall immediately disconnect themselves from all social media and email and text connections with youth that were established through Presbytery activities or events.

- If an adult whether paid staff or volunteer or pastor moves out of the Presbytery, they shall immediately disconnect themselves from all social media and email and text connections with children or youth that were established through Presbytery activities or events.

REPORTING SUSPECTED ABUSE

In order to maintain an environment free of destructive acts toward all children, youth, and persons with disabilities, the staff, employees, teachers, parents and volunteers of the Presbytery must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation thought to be abusive in accordance with this policy, including that which is reported by children or youth which has occurred outside of presbytery activities. All questions or concerns of any suspected abusive behavior or harassment shall be directed to the Designated Person or in extenuating circumstances, the General Presbyter of the Presbytery of West Virginia. West Virginia law requires the prompt reporting of suspected abuse to the Department of Health and Human Services (DHHR), and, in the event of sexual abuse to the State Police and any law-enforcement agency having jurisdiction, and the designated person. Mandated reporters, according to G-4.302 in the Book of Order, are all those in ordered ministry in the Presbytery of West Virginia and any certified Christian educator. In addition, according to WV State Law, anyone who works with children is a mandated reporter.

In the event anyone personally witnesses, suspects or is made aware of an alleged violation of this policy they should follow these steps to ensure the security and protection of all persons involved:

A. Responsibilities of the Person who suspects or witnesses an incident

- Assure the safety of the alleged victim. Do not leave the alleged victim alone.
- Report the incident immediately to the Designated Person or, in extenuating circumstances, the General Presbyter.
- Complete an Incident Report immediately.
- Contact the law-mandated authorities to report the incident.
- Maintain the confidentiality of the accused, the accuser and the victim.

B. Responsibilities of the Designated Person

- Assure the safety of the alleged victim.
- Assure that an Incident Report is completed immediately.
- Contact the law-mandated authorities to report the incident.
- Report the incident to the person legally responsible for the victim.
- If possible, remove the alleged violator from direct contact with children, youth and adults with disabilities.
- With Incident Report in hand, contact the General Presbyter. Proceed at the direction of the General Presbyter.
- Maintain the confidentiality of the accused, the accuser and the victim.

C. Responsibilities of the General Presbyter

Upon notification by the Designated Person, the General Presbyter shall act in accordance with the procedures detailed in the “Committee on Ministry: Implementing Procedure for Presbytery of West Virginia Sexual Misconduct Policy.” (Appendix H)

D. Communications

Other than required reporting to authorities as stated above, all Presbytery staff and volunteers working with children and youth should be instructed that any other communications about any incidents come only from the General Presbyter of the Presbytery. No Presbytery staff or workers with children and youth shall make comments.

CONSEQUENCES OF ALLEGED VIOLATION

Any person accused of committing a Prohibited Act, whether an employee or volunteer, will be suspended immediately from participation in all children/youth activities and children/youth programs of the Presbytery. Such suspension shall continue during any investigation by the Presbytery, law enforcement or child protection agencies. Such removal does not assume guilt but makes the top priority the protection of those who are most vulnerable. Pastoral care for the accused must also be provided.

Any person, who after formal due process, has been found guilty of abuse shall ordinarily be prohibited from future participation in all children and youth activities and programs of the Presbytery. If the person, who after formal due process has been found guilty of abuse, is an employee of the presbytery, the Administration Committee shall be informed of the finding. If the person, who after formal due process has been found guilty of abuse, is an employee of Bluestone Conference Center, the Bluestone Director in consultation with the General Presbyter and the Chair of the Bluestone Committee shall decide regarding that person’s employment.

As required by West Virginia law, all reports of abuse will be forwarded to the appropriate child protection and law enforcement authorities. Such reporting must be accomplished in addition to complying with this Policy.

Failure to report a Prohibited Act to the designated person in a timely manner shall be considered a procedural violation of this Policy. This violation may be grounds for termination of employment, or for suspension or dismissal from participation in all children and youth activities and programs of the Presbytery.

TRAINING

Ordinarily, adult participants/leaders will be expected to have read this policy in advance of the event. In addition, all adults at these events will be provided a time of training prior to or at the beginning of the event. Training will include a review of this policy.

MONITORING OF POLICY

The Nurture Committee will establish a Safe Child Oversight Team to review these policies and their implementation in all the programs and activities of the Presbytery every three to five years or as needed. Members of the Safe Child Oversight Team shall include the Associate for Educational Ministry for the Presbytery of WV, the Director of Bluestone, the Nurture Committee Chair (who will convene the team) and may include a member of the Administration Committee, a physician, an attorney, an educator, and others within the Presbytery, for a total of not more than eight members.

PWV COMMITTEE ON MINISTRY

IMPLEMENTING PROCEDURE FOR ALLEGED SEXUAL MISCONDUCT

In addition to this Child Protection Policy, in response to allegations of child sexual abuse, the Presbytery of West Virginia has a sexual misconduct prevention and response policy which covers all church professionals and those laboring on behalf of the presbytery.

APPENDIX A

PRESBYTERY OF WEST VIRGINIA INFORMATION FORM FOR WORKERS WITH CHILDREN, YOUTH AND PERSONS WITH DISABILITIES

1. Name (last, first, middle, maiden name) _____
If you have ever used another name, please indicate the name and the time period(s) used: _____
Current Address: _____
How long have you lived at this address: _____
How long have you lived in West Virginia: _____
Gender: M ____ F ____ Birth date: _____
Home Phone: _____
Place of Employment: _____
Work Phone: _____
2. *(skip number 2 if your position does not include driving)*
Driver's License Number: _____
Have you ever had your driver's license suspended or restricted for any reason? _____
If yes, please describe the dates and reasons for each such occurrence on the back.
3. Please answer the following questions:
Name of church in which you participate _____
How long have you been regularly participating _____
Are you a member? _____ Date you became a member? _____
4. Have you served as a volunteer at any church in the past ten years? If so, please state the name and address of the church, the pastor of the church, the time period(s) of your volunteer work and describe generally the nature of your volunteer work:

5. Have you served as a volunteer for any civic organization in the past ten years? If so, please state the name and address of that organization, the person overseeing the volunteer work, the time period(s) of your volunteer work and describe generally the nature of your volunteer work. Please indicate which organizations involved working with children and youth.

6. Have you ever been arrested, charged, indicted or convicted for any criminal offense (misdemeanor or felony) other than a traffic violation? _____ (If yes, please explain on the back.)
7. Have you ever been subject to any disciplinary action, complaint or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? _____ (If yes, please explain on the back.)
8. References: Please list the name, address, phone number, email, and relationship to you of three people who are not related to you who are familiar with your character and abilities. References will be contacted.

	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Email</u>	<u>Relationship to You</u>
1.	_____				
2.	_____				
3.	_____				

12. I understand and agree that:

- All Information that I have provided may be verified. I agree to release from liability any person or organization that provides information concerning me, including these persons I have listed as references. I understand and agree that any information received will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.
- By signing this form, I certify and affirm that the information I have given is true, complete, and correct in all respects.
- I have read, understood and agree to abide by the Statement of Policies and Procedures for the Protection of Children, Youth and Persons with Disabilities of the Presbytery of West Virginia.
- [Only applicable to persons eighteen years of age and older] I have completed the release of information form.

Signature: _____ Date: _____

Parent or Guardian's Signature: _____ Date: _____
(If under age eighteen)

This form is confidential and will be kept in a locked file.

APPENDIX B**Background Check Consent Form***Applicant should complete all relevant information sign and date the form.***PLEASE WRITE LEGIBLY!**Applicant's Full Name (Printed): _____
FIRST MIDDLE LAST

Other Names Used: _____ Phone: _____ Gender: _____

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____

*NOTE: The above information is **required** for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Presbytery of West Virginia abides by all applicable state and federal employment laws.**ADDRESSES (for the past 10 Years)****Present Address** _____

City _____ County _____ State _____ Zip _____ Country _____

How Long at Present Address? _____

Former Address _____

City _____ County _____ State _____ Zip _____ Country _____

How Long at Former Address? _____

Former Address _____

City _____ County _____ State _____ Zip _____ Country _____

How Long at Former Address? _____

MOTOR VEHICLE RECORDS

Names as it appears on License: _____

Driver's License Number: _____ State of License: _____

I, _____, hereby authorize Presbytery of West Virginia, and/or their agents to make an independent investigation of my background, references, character, past employment, education, credit history, adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with the Presbytery of West Virginia.

VOLUNTARY DISCLOSURE STATEMENT: Have you ever been arrested, charged, or convicted of any criminal offense, misdemeanor or felony, other than a traffic violation? ____ Have you ever been subject to any disciplinary action, complaint, or allegation that you violated any employer's or organization's sexual misconduct policy? _____

(If you answered yes to either question, please submit a type-written explanation along with this form.)

I release Presbytery of West Virginia and their agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used. The name above is my true and complete legal name and all information provided above is true and correct to the best of my knowledge:

Signature of Applicant_____
Date

APPENDIX C

REFERENCE CHECK

Identify yourself

Tell the person that (applicant's name) gave you permission to contact him/her/them for a personal reference and that you will keep the conversation confidential.

Explain what the applicant will be doing for the (church's name) and the age and sex of the children or youth with whom the volunteer will be working.

.....

NAME OF APPLICANT _____

NAME OF PERSON (AND POSITION IN THE PRESBYTERY) CALLING FOR REFERENCE _____

NAME OF REFERENCE _____

RELATIONSHIP TO APPLICANT _____

PHONE NUMBER and EMAIL _____

DATE CONTACTED _____

How long have you known (applicant's name) and in what capacity?

Have you observed (applicant's name) interacting with children/youth/persons with disabilities and in what kind of environment?

Please describe this interaction.

Is there any other information you can tell me about (applicant's name)?

Would you let (applicant's name) take care of your children or persons with disabilities?

APPENDIX D

INCIDENT REPORT FORM

Reason for report _____

Date of incident _____ Time _____

Name of Reporter _____ Title _____

Name(s) of Child(ren) _____ Age(s) _____

Quote the child's first words verbatim: _____

Briefly describe child's/youth's behavior/appearance. _____

Briefly describe what happened _____

What action did you take?: _____

Has the incident been resolved?: _____ yes _____ no Explain: _____

Were there any witnesses?

Names: _____

Signatures (If possible): _____

Report submitted to: _____

Appendix E

WAIVER OF TWO-ADULT RULE FOR TRANSPORTATION

**(NOTE – THIS NEEDS TO BE SIGNED BY A PARENT
AND WITNESSED by an UNRELATED ADULT not on the trip)**

The Child Youth Protection Policy the Presbytery of West Virginia requires that two adults be present at all activities involving children, youth and persons with disabilities. There are specific exceptions to this policy including “when prior permission has been given by a parent/guardian concerning transportation.”

There may be circumstances in providing transportation to and from presbytery events in which only one adult is present in a vehicle. This completed form will enable us to facilitate transportation needs as we also seek to keep your youth safe.

I hereby give my permission for my child, _____, to be alone with _____ (please insert names of particular adults or staff) in appropriate ways and settings for transportation purposes.

Signed

Witness

Date

Appendix F

IMPLICATIONS FOR SPECIFIC PROGRAMS

A. Bluestone Camps

1. **Screening and selection of staff**

- All staff members (employed and volunteer) must complete Information Form (Appendix A).
- A criminal record check will be performed by the Presbytery.
- All staff responsible for driving will be subject to a driving record check.

2. **Supervision by and of staff** See appropriate pages of this policy above regarding the “Two Adult Rule.” See page 4 of this policy.

3. **Staff training** - Each year, all summer staff will receive training during the designated time for staff training, which occurs prior to the beginning of summer camp.

4. **Reporting allegations**

All Bluestone staff must know the procedure for reporting alleged violations of this policy and the requirements of state and local laws regarding the reporting of child abuse. The Designated Person in such cases shall ordinarily be the Director of Bluestone, or the Director’s designee, or in extenuating circumstances the General Presbyter.

5. **Response to Allegations**

In the event an incident is reported, the Designated Person will notify the General Presbyter as noted above.

B. Presbytery meetings

1. **Screening and selection of childcare workers:**

- The screening and selection process of childcare workers will be handled by the host church which is providing the childcare. Childcare provided at presbytery meetings shall be in accordance with the Presbytery’s guidelines regarding a Policy for the Protection of Children, Youth and Persons with Disabilities.
- Ordinarily the Presbytery will not allow a Presbytery event involving care or activities for children and youth to be held at a church unless the host church has a Child Protection Policy in place.
- The host church should use the Acknowledgment Form (Appendix G) to verify the screening of its workers.
- Presbytery Staff, will see that policy information is distributed to the host church(es) and will see that the suitability of caregivers is verified.

2. **Supervision by and of childcare workers**

- The host church that is providing the childcare workers will handle supervision of workers.
- The “Two Adult Rule” will be standard procedure. See page 4 of this policy.

3. Reporting and responding to allegations

- Anyone aware of a violation of this policy should follow the procedure for reporting alleged violations. The Designated Person for such events shall ordinarily be the Stated Clerk of the Presbytery or, in extenuating circumstances, the General Presbyter.

C. Other Events such as Festival of Faith and Youth Retreats

1. Screening and selection of leaders

- All leaders must complete an Information Form (Appendix A) which provides personal and confidential information necessary to perform background and reference checks on each individual.
- A criminal record check will be performed by the committee of the Presbytery in charge of the event.
- All adults responsible for driving will be subject to a driving record check. This includes Youth Council adults as they often drive youth members to retreats and meetings.
- If these adults have been through a screening process at their own church, they must present verification of that fact using an Acknowledgement Form (Appendix G).
- The Presbytery committee planning the event is responsible for seeing that the policies are implemented.

APPENDIX G

ACKNOWLEDGEMENT OF POLICY FOR THE PROTECTION OF CHILDREN, YOUTH AND PERSONS WITH DISABILITIES

_____ (“Church”)

The undersigned representative of the Church hereby acknowledges that the Church maintains a written policy for the protection of children, youth and persons with disabilities. Furthermore, all of those individuals named at the bottom of this form are members of the Church and have been screened in accordance with said Policy including a criminal record check, and will be working with the Presbytery-sponsored event. They have been, and currently are, authorized by the Church to work with the children, youth and persons with disabilities of the Church.

Signed this _____ day of _____, 20_____

Signature

Printed Name

Capacity with Church

Members authorized to work with Children and Youth of Church

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____