



Child & Youth Protection Policies & Procedures
A Ministry of The First United Methodist Church of Clermont

Preface

Revised March 2014

The First United Methodist Church Child/Youth Protection Policy Requirements and Guidelines.

This Policy is being enacted to strengthen the ministry of our church as we strive to insure for the safety and protection of the children/youth of our community. We ask that as you read through this policy if you have questions please direct them to Annamarie Schulz, Child Safety Coordinator at safe@fumc-clermont.org or call the office at 394-2412.

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Child and Youth Protection Policy

**First United Methodist Church
Clermont, Florida**

Introduction

Ongoing Education of Persons Who Work With Children and Youth

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

The training should include:

- A. The rules and appropriate behavior for teachers and leaders of child/youth events.
- B. The Church's policy and procedures on child abuse and the reasons for having them.
- C. Abuse reporting responsibilities and procedures.
- D. The need to maintain a positive classroom environment, including appropriate discipline and appropriate interpersonal boundaries.
- E. The Church's procedures regarding illness and infectious disease.
- F. The Church's dress code and appearance policy.

I. Definitions

A. "Child," "Youth," "Youth Volunteer," and "Vulnerable Adult"

- A **"Child"** is anyone under the age of 11.
- A **"Youth"** is anyone 11-17.
- A **"Volunteer"** is anyone 21 years of age or older.
- A **"Youth Volunteer"** is anyone 12- 20 who is at least 4 years older than the oldest age of the group being served. For example: an 8 year old Sunday School group may have a 12 year old or older Youth Volunteer. Youth Volunteers do not count as 1 of the 2 adults required they are there to assist only, 2 unrelated adult rule still applies. Youth are also counted in the ratio of children.

- A “**Vulnerable Adult**” means a person eighteen (18) years of age or older who, because of a mental or physical dysfunction, is unable to manage his/her own resources, carry out the activity of daily living, or protect himself/herself from neglect, exploitation, or a hazardous or abusive situation without assistance from others.

B. “Staff,” “Volunteer,” and “ Assistant”

- “**Staff**” is someone paid by the church, overseen by Staff Parish and has received Safe Sanctuary training and has been cleared to work with children, youth and vulnerable adults.
- A “**Volunteer**” is unpaid and has also received Safe Sanctuary and has been cleared to work with children, youth and vulnerable adult.
- An “**Assistant**” is someone who has not yet been background checked and cleared. They can work in a room only with a Volunteer or Paid staff. They must be at least 4 years older than the oldest age of the group being served.

These persons may or may not be members, but they must be regular attendees for at least six months. A regular attendee is someone who would be missed if they weren't in church. Some exceptions include Vacation Bible School volunteers. These volunteers are still screened through background check and also receive a safe sanctuary training prior to event.

II. Supervision of Children and Youth—General Rules

A. Open Door Policy

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

B. Sign-in/Sign-out Procedure

Adults responsible for children who are infants through toddlers should check-in their child and must return with matching security badge with id number to exit building. Adults responsible for children infant through fifth grade should check-in their child in for Sunday School and other children’s activities. Picking-up children by non-authorized adults is forbidden.

Adults must sign children in through Checkpoint kiosks. Print badge for child(ren) & parent security badge. If security badge is lost "Checker" is to confirm adult's ID matches with ACS Database or personally known by Staff member.

C. Supervision of All Activities with Children or Youth

All Church activities must have 2 unrelated "Adult Volunteers" if adults are related a 3rd unrelated adult is required.

D. One on One with Youth and Children

In instances of youth or child one on one appointments where circumstances dictate that one on one conversation, an appropriate church paid staff person may meet individually with a youth or child with the knowledge of at least one other paid staff member. At any one on one appointment with children or youth, the door of the room used should remain open for the entire appointment, unless there is glass in the door or wall which gives a clear view into the room. If another adult is not in the building when the appointment occurs, the appointments should be moved to in a public place, such as a restaurant or outside where other people are present.

NOTE 1: One on one appointment should be limited to no more than two appointments with child/youth director. If a situation warrants more than two one on one appointment with a child/youth a Pastor should be notified.

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

E. Time Following Group Events

Following child/youth group events, it is inevitable that occasionally a child's/youth's transportation arrive after all other participants have departed. In those circumstances, a child/youth may unavoidably be supervised by one screened adult. Under these circumstances, the general rule requiring the presence of two screened adults is suspended and the screened adult is responsible for exercising his/her best judgment for the participant's well-being.

F. Appropriate/Inappropriate Security

Appropriate	Inappropriate
Minimum of two care providers at all times. On Sunday mornings, we have hall angels that can count as second person if only one care provider is available.	Care providers alone with a child and no hall angel.
Supervision or witness of any contact with same or opposite sex caregiver	Sustained time with same or opposite sex caregiver without supervision or witness
Release of a child only to a person with proper ID. (in cases of problems, child must be released by a staff member)	Release of a child to a person without proper ID

Checkers are available for most services and events. If they are not, classroom care provider must check security badge.

G. Appropriate/Inappropriate Bathroom Procedures

Appropriate	Inappropriate
<p>Infants & Toddlers Diapering should be done in diaper stations and the close proximity to other care providers; bathroom doors must remain open. The person changing diapers will be paid nursery staff unless otherwise instructed by Nursery Director.</p>	<p>Infants & Toddlers Diapering in a secluded area or without the presence of other care providers; bathroom door closed</p>
<p>2 & 3 year olds Bathroom doors should remain open, child may require assistance</p>	<p>2 & 3 year olds Closed door situation with a child</p>
<p>4 & 5 year olds Bathroom doors should remain open; child may require some assistance</p>	<p>4 & 5 year olds Closed door situation with a child</p>
<p>Kindergarten through 5th grade Permission granted to use the facilities; unless “special help” (2 adult rule applies) is required, care provider should wait outside bathroom door after they have checked to see if any adults are already in the bathroom. Adults <u>should not</u> use restrooms designated for children</p>	<p>Kindergarten though 5th grade Closed door situation with a child; accompanying older children (late grade school, middle school, etc.) inside the bathroom when “special help” is not required. If special help is needed two adult rule applies. Please ask hall angel or checker to be second person.</p>
<p>Large Groups-(VBS and other large Events) Bathrooms will be designated for children and adult bathrooms. There is a bathroom monitor outside in children designated area. Youth shall use designated children bathroom after all children are out of restroom. Monitor will let them know when youth can enter.</p>	<p>Large Groups-(VBS and other large Events) Use restrooms that are not designated for adult.</p>

III. Transportation

A. General Rules

Transporting youth and children is an important concern. Their safety can be at risk in a variety of ways. Therefore, certain discretion must be used depending upon the event attended, the locale of the event, and the age group participating. This Policy includes both Requirements and Guidelines. When feasible, there should be adherence to the recommendations in the Guidelines. It is expected that the Requirements will always be followed.

B. Requirements

1. Drivers must be known to the designated adult leader of the event. Two unrelated adult Volunteers per vehicle.
2. When a child/youth is transported in any vehicle, the driver must be either the child's/youth's parent/guardian, or a Volunteer adult or a paid Staff person who is at least 21 years old.
3. When a child/youth or vulnerable adult is transported in a church-owned vehicle, the driver must be at least 21 years of age; provide 21 years of age and for whom a motor vehicle record search has been made and the record has been found by the Appointed clergy and supply pastors or his/her designee to be satisfactory.
4. Drivers must have a valid driver's license for the vehicle being operated. For example, if driving a church bus, a commercial license is required. A copy of the driver's license should be on file at the church and cleared by conference.
5. Drivers must require that seat belts be used at all times and the number of passengers must not exceed the number of seat belts.
6. Drivers should be advised of a designated route and should not deviate from it except in cases of emergency or road detours. Maps of trips/routes must be left with church Staff supervisors.
7. When there is reason to believe it would not be safe for a youth to ride in a vehicle driven by another, the adults responsible should intervene and take reasonable steps to make alternative arrangements for all concerned.
8. Persons who regularly drive church owned vehicles are to be listed on an "approved driver list" maintained in the church office.
9. When a trip is planned and the destination is expected to be 100 miles or more from the point of departure, drivers are to be listed on an "approved driver list" maintained in the church office.
10. In order to be listed on the "approved driver list" of drivers, a Motor Vehicle Record search must be conducted and the appointed clergy and supply pastors or his/her designee must determine if the record is satisfactory.
11. Drivers should read and sign the First United Methodist Church Child Safety Covenant Statement indicating that the Child Protection Policy has been read and will be followed.
12. Drivers should receive training for the church owned vehicle being operated.
13. Youth who drive their own vehicles should be reminded regularly of the importance of vehicle safety.

IV. Trip and Retreat Supervision

Trip and Retreat settings can call for different child/youth protection requirements depending on the circumstances. What follows are Requirements and Guidelines of this Policy. The Requirements should always be implemented. Depending on the circumstances of the setting, who is in attendance, etc., some or all of the Guidelines should be implemented. Those in charge of the trip or retreat should be mindful of both Requirements and Guidelines, in addition to applying their own wisdom to the needs of a given occasion.

A. Requirements

1. There should be at least two Staff/Volunteers present for all trips, retreats and other events where the children and/or youth gather overnight at, or away from, the church campus.
2. There should be at least two Staff/Volunteers for each gender present at co-ed overnight events. At single gender overnight events, at least one of the two screened adults present shall be of the same gender as the child/youth.
3. The person in charge of youth/children for each overnight trip and/or retreat shall carry parental permission slips including permission for emergency medical care.

B. Guidelines

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

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

V. Responding to Allegations of Child Abuse

Everyone in the church has a moral responsibility and a legal duty to report suspected abuse whenever it comes to their attention, regardless of where that abuse takes place. Reporting abuse is a form of ministering to the needs of those crying out for help. Therefore, **immediately** notify the proper authorities (i.e., the local law enforcement agency in the jurisdiction in which the child/youth resides or in which the suspected abuse occurred and/or the appropriate department of children's services). **This is a requirement of the Florida "MANDATED REPORTER" law.**

A. Physical and Behavioral Indicators of Child Abuse and Neglect

Type	Physical Indicators	Behavioral Indicators
Physical Abuse	<p>Unexplained Bruises and Welts:</p> <ul style="list-style-type: none"> • On face, lips, mouth • On torso, back, buttocks, thighs • In various stages of healing • Reflecting shape of article used to inflict injury (extension cord, belt buckle, etc.) • On several different surface areas • Regularly appear after absence, weekend, or vacation <p>Unexplained Burns:</p> <ul style="list-style-type: none"> • Cigar , cigarette burns, especially on soles, palms, back, or buttocks • Immersion burns (sock-like, glove-like, donut shaped on buttocks or genitalia) • Patterned like electric burner, iron, etc. • Rope burns on arms, legs, neck, or torso <p>Unexplained Fractures (broken bones):</p> <ul style="list-style-type: none"> • To skull, nose, or face • In different stages of healing • Multiple or spiral fractures <p>Unexplained Lacerations or Abrasions:</p> <ul style="list-style-type: none"> • To mouth, lips, gums, eyes • To external genitalia 	<ul style="list-style-type: none"> • Wary of adult contact • Apprehensive when other children cry • Behavioral extremes • Aggressiveness or withdrawal • Frightened of parents • Afraid to go home • Reports injury by parents • Shows anxiety about normal activities (napping, eating, etc.)
Physical Neglect	<ul style="list-style-type: none"> • Consistent hunger, poor hygiene, inappropriate dress • Consistent lack of supervision, especially in dangerous activities over long periods of time • Unattended physical problems or medical needs (anemia, urinary tract infections, diarrhea, malnutrition) • Abandonment 	<ul style="list-style-type: none"> • Begging, stealing food • Extended stays at school (early arrival, late departure) • Constant fatigue, listlessness, or falling asleep in class • Alcohol or drug abuse • Delinquency (thefts, etc.) • States there is no caretaker

A. Physical and Behavioral Indicators of Child Abuse and Neglect (Cont.)

Type	Physical Indicators	Behavioral Indicators
Sexual Abuse	<ul style="list-style-type: none"> • Difficulty in walking/sitting • Torn, shredded, stained, or bloody underclothing • Pain or itching in genital area • Bruises or bleeding in external genitalia, vaginal or anal areas, mouth or throat • Venereal disease, especially in pre-teens • Pregnancy 	<ul style="list-style-type: none"> • Unwilling to change for gym or participate in physical education class • Withdrawal, fantasy, or infantile behavior • Bizarre, sophisticated, or unusual sexual behavior or knowledge • Poor peer relationships • Delinquency or runaway • Reports sexual assault by caretaker
Emotional Neglect	<ul style="list-style-type: none"> • Speech and language disorders • Lags in physical development • Failure to thrive 	<ul style="list-style-type: none"> • Habit disorders (sucking, biting, rocking, etc.) • Conduct disorders (antisocial, destructive, etc.) • Neurotic traits (sleep disorders, inhibition of play) • Psychoneurotic reactions (hysteria, obsession, compulsion, phobias) • Behavior extremes (compliant, passive, aggressive, demanding) • Overly adaptive behavior (inappropriate adult, inappropriate infant) • Developmental lags (mental, emotional) • Attempted suicide

B. Guidelines for reporting abuse or suspected abuse

1. THE CHILDS SAFETY IS YOUR FIRST CONCERN. ABUSE OR SUSPECTED ABUSE MUST BE REPORTED.
2. Immediately (if possible) find one of the following paid church staff for support: Annamarie Schulz – Child Safety Coordinator or a Pastor.
3. You may be unable to leave the room/situation to find a Staff member because you are the only adult supervision, however, as soon as you are no longer in that situation locate one of us right away.
4. Limit the number of people involved if you need a second set of eyes wait for the paid staff member to observe with you. We must be very sensitive to the privacy of all involved.
5. Together you and that staff member will find a discrete location to discuss the situation and file the report.

**Florida Child Abuse Hotline
1-800-962-2873**

C. Characteristics of Abusive or Neglectful Parents, Guardians, or Caregivers

Social/Emotional:

- They are under stress, life always seems to be in crisis
- They are isolated from support networks such as friends, relatives, and community groups
- They exhibit low self-esteem
- They themselves were abused or neglected as children
- They may have unrealistic expectations of the child, expecting or demanding behavior that is beyond the child's years or ability
- They seem to lack understanding of children's physical, emotional, or psychological needs

Behavioral:

- They are reluctant to give information about the child's injuries or condition, either by overreacting, seeming hostile or antagonistic when questioned even casually; or by under-reacting, showing little concern or awareness and seeming more pre-occupied with their own problems than those of the child

- They refuse to consent to diagnostic studies
- They fail or delay to taking the child for medical care, for routine check-ups, for optometry or dental care, or for treatment for injury or illness. In taking an injured child for medical care, they may choose a different doctor or hospital each time
- They are over critical of the child and seldom, if ever, discuss the child in positive terms
- They believe in the necessity of harsh punishment for children
- They appear to be misusing alcohol or drugs
- They cannot be easily located and frequently change their home residence
- They may exhibit irrational behavior or seem excessively cruel

D. Do's and Don't for Observing Children

DO:

- Gather enough information to make an informed report to the Florida Abuse Hotline
- Be someone the child trusts and respects (the caregiver, teacher, etc.)
- Conduct the conversation in a quiet, private, and non-threatening place
- Reassure children that they have done nothing wrong
- Not show any verbal or nonverbal signs of shock or anger when child is talking
- Ask the child to clarify unfamiliar terms
- Not press the child for answers or details that may be unwilling to give

DO NOT:

- Do not suggest answers to the child
- Do not probe or press for answers the child does not willingly offer
- Do not force the child to remove clothing
- Do not display horror, shock, or disapproval or the parent(s), child, or situation
- Do not leave the child alone with a stranger
- Do not ask "why" questions

INCIDENT REPORT

Date: _____ Time: _____

Program/
Ministry: _____

Adult (s) present: _____

Name (s) of individuals involved: _____

Description of incident : _____

Actions taken : _____

Reported to: _____

By: _____

Discussed with parent: Yes No

By: _____

Type of incident (circle one or more):

Physical abuse of a child

Verbal abuse of a child

Physical abuse of an adult

Bullying abuse of a child

Bullying abuse of an adult

Verbal abuse of adult

Exploitation of Vulnerable Adults

Property damage

Theft

Accident resulting in injury

Violation of rules

Other: _____

VI. Guidelines for Positive Interactions with Children

A. Appropriate/Inappropriate Discipline

Appropriate	Inappropriate
<ul style="list-style-type: none"> • Praising good behavior • A firm, gentle voice addressing the offense • Confidential parent discussions when necessary • Age appropriate “time-outs” or withdrawal from activity 	<ul style="list-style-type: none"> • Corporal punishment of any kind • Any words or tone that would cause a child to think he or she is the “problem” rather than a specific behavior being addressed (yelling at the child) • Any words that could cause feelings of condemnation or shame in a child about any aspect of their person, including derisive references to anything physical, emotional, mental, or to their position in life (such as saying, “Your skin is too dark” or saying “Are you a strong boy? Strong boys don’t cry.”)

A. Discipline vs. Punishment

Discipline	Punishment
<ul style="list-style-type: none"> • Built on respect • Teaches children what they should do • Is an ongoing process • Offers positive behavior choices for children • Accepts child’s need to be independent • Something done with the child • Uses strategies like posting rules charts • Helps child be assertive and set healthy boundaries • Child does what is expected by adults • Child shows self-control and has positive self-esteem • Fosters child’s ability to think and problem-solve • Caregiver shows respect and support that teaches healthy life skills • Shapes behavior 	<ul style="list-style-type: none"> • Built on fear • Teaches children what they should not do • Is a one-time occurrence • Attempts to control children’s behavior • Undermines children’s independence • Something done to the child • Uses strategies like loss of privileges and time-outs • Leads to aggression or passivity • Child complies through fear of negative consequences • Child lacks confidence in making choices and seeks adult approval • Leads to an inability to think and problem-solve • Caregiver must control and change child’s behavior • Condemns misbehavior

VI. Guidelines for Positive Interactions with Children (cont.)

C. Appropriate/Inappropriate Physical Touch

Appropriate	Inappropriate
<ul style="list-style-type: none"> • Non-demanding, gentle touch of shoulders, hands, arms, head, back • Sitting child on leg (appropriate only at pre-school or kindergarten age level) • Physical contact which expresses affirmation and is not done for the satisfaction or pleasure of the care provider 	<ul style="list-style-type: none"> • Kissing • Demanding hugs and kisses • Touching chest, genital region, upper legs, buttocks, waist, and stomach • Sitting child in the center of your lap • Sitting child between legs • Sitting child above age 6 on one or both legs • Opposite-sex piggy-back rides • Seductiveness or suggestive contact • Physical contact of any kind which is done for the pleasure or satisfaction of the care provider • Any touching used to express power or control over a child

VII. Illness and Infectious Disease Procedures

As representatives of Christ, we commit ourselves to obey Jesus' command to love all persons and welcome all persons into the church. However, we also need to take reasonable care not to jeopardize the health of others. In order to try to protect individuals from infectious diseases, FUMC follows the guidelines below.

Definition

A communicable disease will be defined as an illness, a departure from health; a particular destructive process in an organism, with a specific cause and characteristic symptoms that may be transmitted to others with the threat of jeopardy to their health.

Policy and Procedure

No child will be allowed into the nursery or other children's program when he or she has any of the following symptoms:

Acute cold	Fever	Sneezing	Coughing
Vomiting	Diarrhea	Sore throat	Earache
Runny nose	Skin rash	Chills	Red or discharging eyes

If a child is admitted to the nursery or children's programs and is later determined to be ill, the parent will be notified to take the child out of the nursery or children's program

until the child is well. Parents of all children who attend the services will be asked to keep their children at home if they have any contagious illness.

In addition, anyone who has a known communicable disease won't be admitted into activities, programs, or child care where the disease could be communicated to others who aren't infected. If an individual suspects that a child has an infectious disease, or if it comes to the attention of another individual, the informed person should bring this information to the Director of Children's Ministries or the Nursery Coordinator in a confidential manner.

Control Methods

The church nursery will follow these precautions in order to keep workers and children as safe as possible from any unknown infection:

1. Junior workers (under age 18) may work with 2 year old and older not in Nursery.
2. Only adult screened workers will change diapers. The worker should use a new pair of gloves for each changing.
3. Unless the medical community finds evidence that a diaper needs to be disposed of in any other manner, used diapers should be placed in bags provided in the trash can and taken to the trash dumpster at the end of the shift.
4. Nursery toys and cups should be disinfected at the end of each shift. Toys should also be disinfected sooner if mouthed. In addition, all surfaces should be wiped down and disinfected at the end of each shift.
5. Nursery workers should also practice frequent handwashing, especially when they arrive at the nursery, before serving food, and after diapering a child, wiping his nose, or cleaning up a mess. Be sure to use soap and running water, rub your hands vigorously as you wash them, wash all skin surfaces including wrists and between fingers, rinse hands well, and dry your hands with a single use towel.

VIII. Dress Code/Appearance Standards

As a representative of the church and God, volunteers should exhibit a neat and well-groomed appearance. FUMC strongly encourages you to avoid radical departure from conventional dress or personal grooming.

Of course, guidelines of this type are very subjective. However, the church generally expects you to take pride in your appearance and to strive to project a positive and modest image when representing the church and the Lord.

One biblical guideline to follow is 1 Corinthians 10:23-24:

“Everything is permissible—but not everything is beneficial. ‘Everything is permissible’—but not everything is constructive. Nobody should seek his own good, but the good of others.”

IX. Bullying and Other Forms of Aggression Policy

Purpose:

The First United Methodist Church of Clermont is committed to providing a safe, positive, productive, and nurturing spiritual environment for all of its church community. The Staff encourages the promotion of positive interpersonal relations between members of the church community. We have a no tolerance policy to these forms of aggression.

Scriptural Basis:

Jesus taught the Greatest Commandment: first, love God with all of your heart, mind, and strength, and secondly, to love your neighbor as you love yourself. (Matthew 22:37, 39) Further, Jesus has given the Golden Rule as direction: "Treat others just as you want to be treated." (Luke 6:31)

Definition of Bullying and Other Forms of Aggression Policy:

A conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. It is not about anger, nor about conflict; it is about contempt --- a powerful feeling of dislike toward someone considered to be worthless/inferior/undeserving of respect.

Bullying and Other Forms of Aggression Policy always includes several elements:

- **Imbalance of power** --- the bully can be older, bigger, stronger, more verbal, higher on the social scale, a different race, the opposite sex, or a large number of kids banded together.
- **Intent to do harm** --- the bully means to inflict emotional harm and/or physical pain, expects the action to hurt, and takes pleasure in witnessing the hurt.
- **Threat of further aggression** --- both bully and bullied know that the bullying can and probably will occur again.
- **Terror** --- systematic violence used to maintain dominance.
- **Aggressive behavior** --is defined as inappropriate conduct, whether a single isolated incident or repeated incidents that are serious enough to negatively impact a student's physical, or emotional well-being. It includes, but is not limited to, behaviors such as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, teasing, taunting, making threats, and hazing
- **Relational aggression**-- is behavior that is intended to harm someone by damaging or manipulating his or her relationships with others. Relational aggression can include physical, verbal (malicious gossip, putdowns, insults, spreading rumors, lies, telling secrets, name calling and threats to withdraw friendships), or covert (body language, eye rolling, social exclusion, ignoring) aggression.
- **Cyberstalking**-- as defined means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose.

- **Cyberbullying**-- is the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messages (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of the church or an individual student's ability to receive a spiritual education.

Our Position on Rights and Responsibilities

Based on our belief that all persons are of sacred worth, we declare that it is the right of all individuals of all ages to be free of victimization. It is the responsibility of those who witness victimization to stop it and/or to speak to a trusted adult/pastor. The leadership of the church will intentionally seek to prevent and deal with Bullying and Other Forms of Aggression Policy through:

- Responding to incidents in a prompt manner
- Seeing that both the bullied and bully are dealt with in a responsible and caring manner
- Overseeing training and education of staff and congregation concerning Bullying and Other Forms of Aggression Policy

Summary of Rules Concerning Bullying and Other Forms of Aggression Policy

The church will be a safe sanctuary for all. We prohibit acts of Bullying and Other Forms of Aggression as well as active or passive support of Bullying and Other Forms of Aggression. All staff and volunteers who work with children and youth will be expected to demonstrate appropriate behavior; treat others with civility, kindness, and respect; and refuse to tolerate Bullying and Other Forms of Aggression.

Guidelines for Responding to Bullied and Bully

The church guideline is to complete a written incident report to respond to both complaints of incidents of Bullying and Other Forms of Aggression, as well as dealing with the bully as a child of God.

REFERENCE

A. Definitions of “Child/Youth Abuse”

For purposes of this Policy, “**child/youth abuse**” is defined as any of the following:

1. Physical Abuse

Violent non-accidental contact which results in injury. This includes, but is not limited to, striking, biting, or shaking. Injuries include bruises, fractures, cuts, and burns.

2. Sexual Abuse

Any form of sexual activity with a child/youth, whether at the Church, at home, or any other setting. The abuser may be an adult, an adolescent, or another minor.

3. Emotional Abuse

A pattern of intentional conduct which crushes a child's/youth's spirit attacks his/her self-worth through rejection, threats terrorizing, isolating, or belittling.

4. Exploitation

Means obtaining or using another person's resources, including but not limited to funds, assets, or property, by deception, intimidation, or similar means, with the intent to deprive the person of those resources.