



Reducing the Risk

Statement of Purpose

It is the intent of Dillman Church to provide a safe environment for the children, youth and their workers during church sponsored activities. We want to protect children and youth in our congregation while reducing the risk of a false accusation against people working with children or youth. Children and youth are defined as anyone birth to 18 years of age.

Prevention Procedures

Application and Screening Process

All volunteers will complete an application (and a reference contact form upon request). They will also be asked to sign an “Applicant’s Statement” and a verification that they have read the “Reducing the Risk” policy of Dillman Church.

Two Adult Rule

Two adults need to be present for supervision of any church activity or class for children or youth. If the activity does not occur during a regular scheduled church time, there needs to be two adults unless permission is granted by a parent or guardian.

Concerning transportation of children and youth to and from church activities:

As much as possible, the two adult rule should still apply. If children are to be picked up by one adult, there needs to be more than one child in the vehicle (pick them up in groups). Avoid taking one child with one adult. If a situation arises, the adult should contact a parent for permission to transport a child alone.

Six Month Rule

It is recommended that a person attend Dillman for six months before they are permitted to work with children or youth.

Provide Adequate Personnel

Children and youth activities require adequate supervision before and after an event until all children and youth have gone.

Overnight Outings

All chaperones of overnight activities that involve youth and children must be cleared in advance through the screening procedure. Co-ed activities require co-ed chaperons.

Nursery Identification

Procedures will be implemented to clearly identify child and parent or guardian. Children should only be released to a properly identified and pre-authorized adult.

Supervision of Small Children

When an adult chaperones a child to the bathroom, the bathroom should be checked and the adult should generally remain outside. Children should be encouraged to attend to their own needs. If assistance is needed in the restroom, it is best to have two adults in the area.

Random Checks

Program coordinators and ushers should make random visits to classrooms and/or isolated areas during church activities. The children and youth pastors have the option of relieving the coordinators and head ushers of the duty by appointing other specific people to make random checks. These personnel must be properly cleared through the screening procedure.

Suspicious Behavior

Suspicious behavior or a violation of the prevention program will be reported immediately to the Children or Youth Team Leader and Lead Pastor. Prompt warnings will be issued when appropriate. If a violation is of a serious nature or if repeated after a warning, the violation will be reported to the Board of Elders and the worker's service is terminated.

Reporting and Response Guidelines to Abuse Charges

I. Reporting Procedure

A. To Church

Report any suspected abuse to the Children's or Youth Team Leader.

The Children's or Youth Team Leader will consult the Lead Pastor.

An attorney will be consulted for advice on how to proceed.

An attorney will provide written opinion within 48 hours.

The Children's or Youth Team Leader will follow the advice of the attorney.

Document all phases of handling the incident.

B. Mandatory Report to the Authorities

Everyone is obligated to report a suspected child abuse case the Department of Family and Children (DFC) by calling the 24-hour hotline. Definition of an immediate report is in less than 24 hours. The greater the severity or suspicion of abuse, the greater the responsibility to an immediate report. A report is to be made in the county in which the abuse takes place.

**24-Hour Abuse & Neglect Hotline Anywhere in the State of Indiana:
1-800-800-5556**

Local Office Numbers During Normal Business Hours:

260-458-6100 (Allen County)

765-668-4500 (Grant County)

260-356-4420 (Huntington County)

260-824-3530 (Wells County)

After a verbal report has been filed with the DFC, a written report must be filed within 72 hours of the verbal report. The written report shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the names of the child's parents, legal guardians, the names of the persons with whom the child resides, and the child's age. The report should also contain other information which might establish the cause of the abuse or neglect, and the manner in which the abuse or neglect occurred.

II. Response Guidelines

A. Response to Allegations of Abuse

If the allegation involves an individual who is currently functioning in a role within the church where he/she will have continuing contact with the alleged victim, or other children, he/she shall be asked to withdraw from that position pending a full investigation. If the individual refuses to withdraw from that position, he/she shall be immediately removed by the Board of Elders.

The Board of Elders shall conduct an immediate investigation into the allegations made. This investigation shall be handled in a confidential manner. All discussion done by the Board of Elders shall be done in a closed session to insure the confidentiality of the victim and the alleged perpetrator. Any investigation may include notifying the local law enforcement agencies if deemed appropriate. If any law enforcement agency initiates investigation or participates in an investigation, the investigation being conducted by the church shall cease, and the church shall cooperate with the appropriate authorities in their investigation.

Following a complete investigation by the church (which must be completed within 48 hours), a determination as to the next step shall be made by a panel consisting of the Conference Superintendent, an attorney, and at least one member of the church directly involved in the investigation of the allegations. The options include, but are not limited to:

1. Notifying the insurance carrier for the church.
2. Contacting the local authorities. This must be done within 48 hours. This is not an option.
3. Contacting the bishop regarding potential denominational involvement.
4. Reinstating the individual to his/her position only if no evidence of any type of abuse is detected.

B. Response of Allegations of Inappropriate Behavior

Please do not minimize any type of inappropriate behavior. Immediately contact the Children's or Youth Team Leader.

C. Response to a Convicted Criminal Sex Offender

1. A convicted sex offender may under no circumstances hold a position of leadership within the church.
2. It is expected that the offender will have no contact of any kind with children or youth.
3. The offender will be prohibited from visiting the children's and youth areas of the church.

What will I need to provide when making a report to the DFC Hotline in Indiana?

If you call to make a report, an Intake Specialist will ask you for information about the circumstances creating a risk of harm to the child including **who** was involved, **what** occurred, **when** and **where** it occurred, the extent of any **injuries sustained**, and any other relevant information.

Child's Name _____ age _____

Current Location _____

Person Caring for Child _____

Does the child need medical treatment? _____

Child's Parent/Guardian Name _____

Address: _____ Phone Number: _____

Alleged Perpetrator Name: _____

Address _____ Phone Number _____

Relationship to Child: _____

Are there other Children at risk? _____

Type of Abuse (physical, sexual, neglect) : _____

What Happened, When, Where, Timeframe, Specific Details:

Even if you are unable to provide all of the information above, please contact the Hotline to make a report if you suspect a child is a victim of abuse or neglect. An Intake Specialist will review the information you are able to provide to determine whether it meets the statutory requirements for DCS to initiate an assessment. Please do not wait for someone else to make the call – your call may be the critical first step in protecting a child.



SEXUAL ABUSE POLICY

of Dillman Church

As a youth or children's worker, I understand that:

1. Sexual abuse is any contact or interaction (visual, verbal or psychological) between a child/youth and an adult when the child/youth is being used for the sexual stimulation of the perpetrator or any other person.
2. Any sexually abusive behavior, verbal or nonverbal, even in humor, in the confines of the church ministry is inappropriate and is cause for discipline.
3. The "Two Adult Rule" regarding supervision of classes and activities of children is mandatory.
4. The "Two Adult Rule" will be adhered to when transporting children to and from church activities. In order to avoid one adult and one child, drop two children off at the last stop.
5. If it is necessary for me to accompany a small child in to the bathroom (other than my own child), I will leave the stall door ajar.
6. Because of the nature of this ministry, I may become aware of situations concerning a child who may have been physically, sexually or emotionally abused or neglected. For my protection, and the protection of the child, I must report this to the Pastor or Elder Board Member.
7. If I witness inappropriate behavior, I will immediately report it to the Children or Youth Team Leader. They will, in turn, notify the Pastor.
8. Behavior in violation of this "Reducing the Risk" will be reported immediately to the Children or Youth Team Leader. A warning will be issued when appropriate. If the violation is of a serious nature or is repeated, this will be reported to the Board of Elders and my services terminated.

Signature: _____ Date: _____



Application For Children/Youth Ministry Volunteers

Full Name: _____ Middle Initial: _____

Maiden Name: _____ Date of Birth: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Cell Phone: _____

Gender: _____ Race: _____

ADDITIONAL INFORMATION

1. Have you ever been charged with or convicted of any offense related to child abuse? Yes No
2. Have you ever been charged with or convicted of any offense involving actual or attempted sexual molestation of a child or teenager? Yes No
3. Do you have a current driver's license?
 Yes, Give driver's license number: _____
 No, Give State ID number: _____
4. Has your driver's license been suspended in the last five (5) years? Yes No
Initial here to grant permission to check your records with the Bureau of Motor Vehicles: _____
5. Do you use illegal drugs? Yes No

Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people? (If yes, please explain below.)



APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for work with children or youth. In consideration of the receipt and evaluation of this application by this Dillman Church, I hereby release any individual or organization from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the bylaws and policies of the Church of the United Brethren in Christ, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I also agree to and authorize a Criminal Records Check if this organization deems it to be necessary. I further state that

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

This is a legally binding agreement which I have read and understand.

Applicant's Signature: _____ Date: _____

Witness' Signature: _____ Date: _____

Witness' Signature: _____ Date: _____