

CHILD (under age 18)

PROTECTION

POLICY

OF

Christ Community

Church

VALUES OF CHILD PROTECTION PROGRAM

Why is this necessary?

There are many contacts with children (ages 17 and under) at CCC every year. Because of this, the following objectives have become necessary in order to best serve the families and youth at CCC.

1. To protect children – The creation of a secure, safe environment for our children is of utmost importance (Matthew 18:1-10). The application, interview, training and reference check processes are all screening procedures to assure the safety of our children.
2. Legal Protection of CCC – There are several liability factors that dictate how we process our volunteers and paperwork.
3. CCC's position in the Community – Because of CCC's position in the community of the greater Wausau area, we want to be the best advocates for children that we can be.
4. Ministry support – We are implementing these procedures to support ministries in their recruitment of the best people possible to serve our children.
5. To raise awareness level – The goal is not to raise suspicion, but to become educated about the process and systems regarding protection of children at CCC.

POLICIES AND PROCEDURES FOR THE CARE OF MINOR PERSONS Christ Community Church.

I. WHAT IS CHILD ABUSE OR NEGLECT?

The following are definitions of abuse:

- A. Inflicting injury upon a child.
Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function.
- B. Placing a child in a situation where they will likely be injured, creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function.
- C. Involving or allowing a child to be engaged in sexual activity, committing or allowing to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961, as amended, and extending those definitions of sex offenses to include children under 18 years of age.
- D. Torturing a child.
Commits or allows to be committed an act or acts that cause intense suffering, whether emotional or physical, or inflicts excruciating pain upon such child.
- E. Excessively punishing a child.
Inflicts excessive corporal (physical) punishment.
- F. State law as it defines neglect (or failure to properly care for a child):
- G. Allowing a child to witness the abuse of someone else, including:
 1. Witnessing sexual acts or pornographic materials
 2. Sexually inappropriate statements, comments or seductiveness
 3. Witnessing any physical abuse of another

H. Emotional abuse, including:

1. Verbal comments, actions or statements that would cause a child to believe their person, emotions, physical form, family, race, background, religious background, or social status is somehow bad, inferior, unacceptable or shameful
2. Witnessing the emotional abuse of others

The important principle is to report your suspicions. CCC Pastoral Staff or Church Administration can assist any employee, volunteer or facilitator with any questions.

In general, abuse is physical, mental or sexual maltreatment; neglect of the health and welfare; or exposing to any unreasonable risk, a person under 18 years of age (hereinafter termed “child”).

II. RESPONSIBILITY TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT

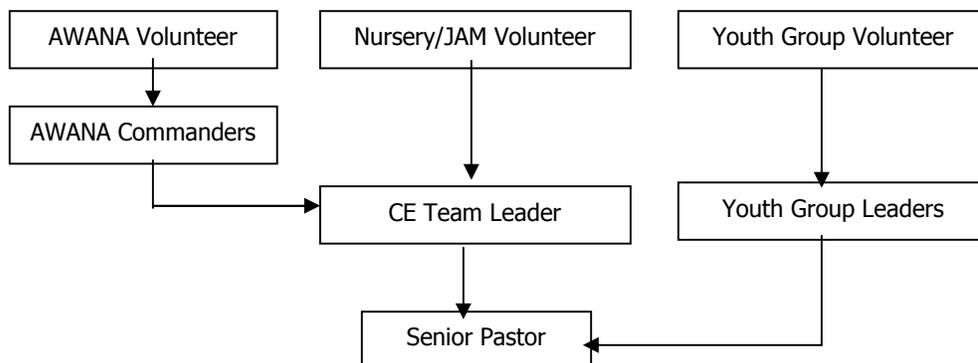
Our governing principle is that we know that it is in God’s heart and will to care for and protect children (Matthew 18:1-10). Therefore, all persons in the course of their employment, ministry efforts or facilitation involvement, have a responsibility to report actual or suspected child abuse or neglect whether or not it may have occurred on CCC campus.

During the course of your ministry you may receive information that a person has the eminent intent to harm themselves or others. You must take this information seriously and report this information to your supervisor. If you have knowledge that the individual is being treated for a related illness, it is advisable that a CCC staff representative contacts the individual’s physician and informs him or her of the incident.

Even though you may feel embarrassed or you may be concerned that you are violating a “confidence,” you must report the incident. It is important that you realize that, although the person may be angry or depressed, they have probably revealed this information to you as a desperate attempt to receive help.

III. CCC’S REPORTING PROCEDURES OF SUSPECTED ABUSE

Flow Chart for Reporting Abuse or Neglect or Suspected Abuse or Neglect



1. Any employee, volunteer, or facilitator who believes or suspects child abuse or neglect shall immediately report their suspicions to their supervisor or leader verbally and in writing whether or not it may have occurred on CCC campus.
2. No employee, volunteer, or facilitator shall conduct any investigation or attempt to “solve the problem” independently.

3. The written report shall be forwarded immediately to the Senior Pastor. If one of the following individuals is unavailable, call the other person. Do not only leave messages!
4. The Senior Pastor will review the report and determine which additional action must be taken.
5. The Church Administrator shall forward all reports to the Legal Counsel of Christ Community Church. The Church Administrator and Senior Pastor shall immediately report any instance of child abuse or neglect to the Wisconsin Department of Children and Family Services.
6. The Senior Pastor shall report verbally and in writing to the person making the original report what actions were taken with regard to the report. (See page 18.)

WISCONSIN STATE LAW REGARDING REPORTING INFORMATION

- A. The law further provides for protection for anyone who “in good faith” reports child abuse or suspected abuse. This is true even if the report is determined to be incorrect.
- B. Any employee, volunteer, or facilitator has the right to make a report to the Department of Children and Family Services or a law enforcement authority. Nothing in these guidelines should be interpreted to impinge upon this right. The state maintains a toll free telephone number, 1-800-252-2873 to report suspected abuse. (However, CCC reporting procedures should be followed to provide consistency and appropriate documentation.)

IV. GENERAL GUIDELINES FOR THE CARE OF CHILDREN AT CHRIST COMMUNITY CHURCH

- A. All employees, volunteers, and facilitators shall read and indicate in writing their understanding and agreement to follow CCC Child Protection Policy. All employees, volunteers, and facilitators shall receive training in CCC Child Protection Policy according to the extent of their involvement.
- B. All employees, volunteers, and facilitators are mandated to do everything reasonably possible to provide a safe environment for children. These instructions, although not an exhaustive list, are practical actions you can take:
 1. Observe the environment and equipment for unsafe situations and remove children from any potentially dangerous conditions; report problems immediately.
 2. Observe all persons who have contact with children for any abusive, unsafe and/or questionable conduct. Immediately report any of this type of behavior and the person to your supervisor. (Experts report that “small impropriety” will often precede even more severe acts.) Do not attempt to “solve” or “work through” problems independently.
 3. Follow the “Two Adult” rule of CCC: There must **always** be two adults present when supervising one or more children/students. These adults should not be related family members.
 4. Supervisor, upon report of suspected child abuse, should respond:
 - a) compassionately
 - b) confidentially
 - c) seriously
 - d) supportively
 - e) without minimizing or explaining the behavior of others
 - f) by immediately reporting any allegation of abuse or suspected abuse to your supervisor
 5. Avoid even the appearance of impropriety

6. Do not allow persons who do not meet the screening criteria to have any contact with children.
7. Report all “incidences” in a ministry volunteer’s personal life that would involve serious psychological disorders such as:
 - a) suicidal statements or ideation
 - b) self mutilation
 - c) active addictions
 - d) anorexia, bulimia, etc. (eating disorders)
 - e) homicidal statements or ideation

SECURITY

APPROPRIATE	INAPPROPRIATE
<ol style="list-style-type: none"> 1. Minimum of two adult care providers at all times. 2. Supervision or witness of any contact of same or opposite sex. 3. Release of a <i>child</i> only to their parent.* 	<ol style="list-style-type: none"> 1. Care providers alone with a child. 2. Sustained time with same or opposite sex without supervision or witness. 3. Release of a <i>child</i> to a person without proper ID (in cases of problems, the child must be released by a staff member).*

*child in this instance refers to persons seven years old and under.

DISCIPLINE

APPROPRIATE	INAPPROPRIATE
<ol style="list-style-type: none"> 1. Praising good behavior 2. A firm gentle voice addressing the “offense” 3. Confidential parental discussion when necessary 4. Age appropriate “time outs” or withdrawal from activity 	<ol style="list-style-type: none"> 1. Corporal (physical) punishment of any kind. 2. Any words or tone that would cause a child to think he or she is the “problem” rather than a specific behavior being addressed (such as “You are naughty.” instead of “That was a naughty thing to do.) 3. Any words that could cause feelings of condemnation or shame in a child about any aspect of their person...including negative references to anything physical, emotional, mental, or position (or station) in life (such as saying, “Come here, fatty.” or Don’t be a crybaby.” etc.)

PHYSICAL CONTACT

APPROPRIATE	INAPPROPRIATE
<ol style="list-style-type: none"> 1. Physical contact of: <ul style="list-style-type: none"> • Non-demanding, gentle touch of shoulders, hands, arms, head, back; • Sitting child on leg (appropriate only at preschool or kindergarten age level.) 	<ol style="list-style-type: none"> 1. Physical contact of: <ul style="list-style-type: none"> • Kissing; • Demanding hugs and kisses; • Touching chest, genital region, upper legs, buttocks, waist, stomach; • Sitting child in 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.

	2. Physical contact of any kind, which is done for the pleasure or satisfaction of care providers.
	3. Any touching used to express power or control over a child.

BATHROOM PROCEDURES

APPROPRIATE	INAPPROPRIATE
<p><i>Infant, Toddler, 2,</i></p> <ul style="list-style-type: none"> • Diapering should be done in diaper stations and in the close proximity to other care providers; bathroom doors must remain open. If possible, the person changing diapers should be the same gender as the child. 	<p><i>Infant, Toddler, 2, 3</i></p> <ul style="list-style-type: none"> • Diapering in a secluded area or without the presence of other care providers or bathroom doors closed.
<p><i>3,4,5 & 6-1st grade</i></p> <ul style="list-style-type: none"> • Permission granted to use facility, adult should accompany child to facility, bathroom doors should remain open; child may require some assistance. • Care provider should (if accompanying child) wait outside bathroom door after they have checked to see if any adults are already in the bathroom, they should be asked to leave as soon as possible so the child can use the bathroom in private. 	<p><i>Ages 3,4,5,6 and grade 1</i></p> <ul style="list-style-type: none"> • Closed door situation with a child
<p><i>Grade 2 and older</i></p> <ul style="list-style-type: none"> • Permission granted to use facility; unless <i>special help*</i> is required, care provider should not accompany child to facility. 	<p><i>Grade 2 and older</i></p> <ul style="list-style-type: none"> • Closed door situation with a child or accompanying older children (late grade school, Middle School, etc.) inside the bathroom when <i>special help*</i> is not required.

**Special help* refers to very young children or medical conditions which require help; a witness should always be present for this incidence.

AT ANY AGE, being alone with a child, especially in the bathroom, is inappropriate.

V. SCREENING PROCEDURES FOR CHILD CARE PROVIDERS

All persons who by virtue of their employment, ministry or facilitation and are involved in activities of CCC must be screened.

All persons will:

- Complete the enclosed standard application form.
- Expect all references will be checked.
- Have an individual interview (when serving at least once per month)

**CHRIST COMMUNITY CHURCH
CHILD PROTECTION AGREEMENT**

I Acknowledge receipt of Christ Community Church Child Protection Policy on the date shown below. I have read these Policies and Procedures, and agree to follow them in my contact with minors at Christ Community Church.

Signature: _____

Print name: _____

Address: _____

Phone Number: _____

Ministry: _____

Age/Grade of
Minors you serve: _____

Date: _____