

Child Safety Procedures Updated September, 2012

Accidental Injuries to Children and Response Procedures for Sexual Misconduct Allegations

Garden City Church of Christ

3245 Jonesville Road

Columbus, IN 47201

This statement of *Accidental Injuries to Children and Response Procedures for Sexual Misconduct Allegations* of Garden City Church of Christ is to be given to each employee, to all lay volunteers who regularly supervise activities for children and youth, and to all clergy (paid or volunteer). Each of the persons named above shall sign a statement verifying that they have received the statement, have read and understood it and agree to follow it.

Accidental Injuries to Children

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

1. For minor injuries, scrapes, and bruises, workers will provide first aid (for example, applying adhesive bandages) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple first aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Response Procedures for Sexual Misconduct Allegations

Report the alleged abuse or misconduct immediately to a designated leader at the church who is not suspected of the abuse.

2. Take seriously any allegation, and address it immediately. Don't blame the victim or minimize or deny the situation.
3. Notify the church's insurance company, and complete an incident report form.
4. Obtain legal counsel.
5. If a parent or guardian is unaware of the alleged abuse, notify him or her.
6. Immediately place the worker who is alleged to be the perpetrator of the abuse or misconduct on leave pending an investigation.
7. The church must comply with the state's requirements regarding mandatory reporting of abuse according to the law.
8. Designate a media representative for the church, and advise all other staff members to refer any questions from the media to the representative.
9. The church must cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, form a team to investigate the incident. The team should act only in consultation with the church's insurance company and/or attorney.

Acknowledgement of Policy for Accidental Injury & Sexual Misconduct Allegations

I acknowledge that I have received, understand and agree to follow the *Accidental Injuries to Children and Response Procedures for Sexual Misconduct Allegations* policy of Garden City Church of Christ, Columbus, Indiana.

Name of Clergy, Employee or Volunteer (please print)

Signature

Date