

# Child, Youth, Protection Policy and Procedures

First Presbyterian Church  
Richmond, Virginia

*“How great is the love that the Father has lavished on us,  
that we be called children of God! And that is what we are!”  
1 John 3:1*

**Child and Youth Protection Policy and Procedures**

**First Presbyterian Church  
Richmond, Virginia**

**Child and Youth Protection  
Policy and Procedures**

Table of Contents

- I. PURPOSE
- II. APPLICABILITY AND SCOPE
- III. FPC CYPP CODE OF CONDUCT
- IV. SUPERVISION AND GUIDANCE (Two Adult Rules; Open Door Rules; Restroom Supervision Rules; Six Months Rules; Transportation Rules; Electronic Communications Rules)
- V. RESPONSIBILITY AND ENFORCEMENT
- VI. REPORTING AND RESPONDING (Confidentiality; Communications for Concerns and Allegations and Suspicion thereof)
- VII. INTERNAL PROCEDURES (Application; Screening; Training; Addressing Known Offenders)

ATTACHMENTS:

- Attachment 1: Glossary
- Attachment 2: Child and Youth Protection Policy Acknowledgement Form
- Attachment 3: Covenant of Conduct Form
- Attachment 4: FPC Response Team Suggested Guidelines
- Attachment 5: Recommended Response Team Plan of Action
- Attachment 6: Outside Group Leader Release Form
- Attachment 7: Adult Volunteer, Advisor and Minor Participant Liability Release
- Attachment 8: Minor Care and Transportation Permission Form
- Attachment 9: Steering Committee, Reporting and Response Teams
- Attachment 10: Reporting and Responding Flow Chart

## **Child and Youth Protection Policy and Procedures**

### **CHILD AND YOUTH PROTECTION POLICY:**

#### **I. PURPOSE:**

This Child and Youth Protection Policy (the “CYPP” or the “Policy”) supersedes all prior First Presbyterian Church (“FPC” or the “Church”) child and youth protection policy statements effective upon its adoption by the Session of First Presbyterian Church.

The CYPP is intended to do the following:

- A. Provide for, and educate about, a safe and secure environment for Minors (as defined herein) who participate in, or who are present at, FPC and First Presbyterian Preschool (“FPP”) activities and events, or while on FPC premises, in the context of FPC’s mission, church polity, and the law. Vulnerable adults as defined herein are also considered Minors under this policy.
- B. Guide FPC and FPP in their institutional conduct and the conduct of their Employees, Advisors, Adult Volunteers, and other adults involved with Minors at FPC/FPP sanctioned and/or sponsored activities.
- C. Protect FPC/FPP Minors from abuse and sexual misconduct, including but not limited to, neglect, sexual, physical, emotional, and spiritual abuse, by Employees, Advisors, Adult Volunteers, and other adults while involved in FPC/FPP sanctioned and/or sponsored activities.
- D. Establish appropriate guidance and expectations surrounding the protection of Minors, and clearly define the policy and procedures, so that Employees, Advisors, Adult Volunteers and others involved with Minors involved at FPC/FPP sanctioned and/or sponsored activities can easily understand, communicate, educate, and inform others who may, from time to time, engage in FPC/FPP sanctioned and/or sponsored activities and events, on- or off-FPC premises.
- E. Protect Employees, Advisors, Adult Volunteers, and other adults involved with Minors at FPC/FPP sanctioned and/or sponsored activities from unwarranted allegations, associations, or accusations regarding Minor abuse and sexual misconduct concerning interactions with Minors.
- F. Provide a protocol for reporting and responding to any allegations, suspicions, and concerns regarding Minor abuse, sexual misconduct, and the protection of Minors.

#### **II. APPLICABILITY AND SCOPE:**

- A. The CYPP applies to all Employees, Advisors, Adult Volunteers, and others involved with FPC/FPP sanctioned/sponsored activities with Minors as defined in Attachment 1 of this policy.
- B. The Policy shall also apply to those adults, including, but not limited to, all independent contractors of FPC/FPP and all Outside Group Leaders and groups involved with non FPC/FPP sponsored events who use FPC premises and have direct interaction, or the potential to have direct interaction, with those protected and covered by the CYPP.

## Child and Youth Protection Policy and Procedures

C. FPC/FPP sanctioned and/or sponsored activities include, but are not limited to:

1. Sunday School and other classes
2. Children's Church
3. Children and Youth fellowship programs
4. Children and Youth choirs
5. Retreats, mission trips, and travel sponsored by FPC/FPP
6. Vacation Bible School and summer camps
7. Church-sponsored athletic teams
8. Outreach, community service, fellowship and educational activities
9. Nurseries and childcare
10. FPP Lunch Bunch activities
11. FPP after school enrichment classes

D. First Presbyterian Preschool has its own Employee Handbook and wherever the FPP Employee Handbook is in conflict with this CYPP, the FPP Handbook shall govern FPP employees.

### III.FPC CYPP CODE of CONDUCT:

#### CODE of CONDUCT:

Employees, Advisors and Adult Volunteers involved with activities with Minors shall conform to a Code of Conduct and annually acknowledge and agree to the CYPP by signing the Covenant of Conduct Form (Attachment 3). This form will be administered by the Church Administrator and housed in files of the Church Administrator. The Code of Conduct includes acting in the following manner:

- A. Providing proper supervision and exercising sound judgment to avoid inappropriate conduct and to provide a safe environment for Minors at all times;
- B. Not disciplining Minors by use of physical punishment or failing to provide the necessities of care;
- C. Using physical restraint only in situations necessary to protect a Minor or others from harm;
- D. Respecting the rights of Minors to not be touched or approached in ways that make them feel uncomfortable, and/or diminish their ability to object to the touching or approach. All adults to whom this policy applies also should discourage Minors from touching and approaching others in inappropriate ways;
- E. Being alert to the physical and emotional state of Minors. Any reasonable signs of inappropriate behavior or child abuse as defined heretofore must be reported pursuant to the reporting protocols outlined below;
- F. Refusing to use, possess, or be under the influence of alcohol or illegal substances or by legally prescribed drugs when interacting with Minors during child and youth activities;
- G. Refraining from the use of tobacco products on- and off- site during FPC/FPP sanctioned and/or sponsored activities, including smoking, e-cigarettes, and related vapor products;
- H. Refraining from using speech with profanity and other inappropriate language or jokes;

## **Child and Youth Protection Policy and Procedures**

- I. Refraining from sharing inappropriate details of Minor's personal life or asking them to share inappropriate details through any form of communication, including, but not limited to, written, verbal, and electronic;
- J. Refraining from behavior that would reasonably be perceived as dating Minors, including, but not limited to, promoting or engaging in a romantic, inappropriate, or illegal relationship;
- K. Refraining from giving gifts to individual Minors without the prior knowledge and permission of the Minor's parent(s) or legal guardian(s) and the appropriate Program Head. Gift-giving can be, or perceived to be, a form of "buying" silence or loyalty, so any gift-giving must be done on a group basis and for specific occasions only, including, but not limited to, baptism, 2<sup>nd</sup> grade bibles, confirmation, and graduation;
- L. Reading and adhering to all policies related to identifying, documenting, and reporting child abuse as well as attending training sessions on the subject as instructed by appropriate FPC/FPP personnel. A Covenant of Conduct form (Attachment 3) indicating any applicable adult's understanding and agreement with the training is required to be signed and submitted to the Church Administrator.
- M. Reporting to the Head of Staff and Church Administrator any circumstances that would reasonably affect their ability to work with Minors under this Policy's purpose, applicability, principles, and scope.

### **IV. SUPERVISION AND GUIDANCE:**

Reasonable care should be taken to prepare for and prevent those situations which may give rise to an opportunity for abuse, or the appearance of such opportunity. Employees, Advisors, Adult Volunteers, and adults involved in activities with Minors are expected to avoid any situation where they could be alone with Minors and out of sight of other adults (unless in emergency situations). In every instance referenced hereafter, where the Rules would involve FPP Minors, please refer to the additional FPP regulations and policy.

#### **A. TWO ADULT RULES:**

- 1. The Two-Adult Rule applies to all FPC/FPP sponsored activities involving Minors. At least two (2) non-related adults who have been screened and trained, and are in compliance pursuant to this CYPP should be assigned for any times and locations of such activities, including, but not limited to, daytime, evening, overnight, on FPC premises, or off-site;
- 2. Adults participating in FPC/FPP sponsored activities with Minors should:
  - a. Make reasonable efforts to avoid all situations where they are alone with unrelated Minors; and
  - b. Remain in sight of one another at all times except in emergency situations or as outlined hereafter in Exceptions.
- 3. Liability Release and Authorizations:
  - a. Liability Release and Authorization:

## Child and Youth Protection Policy and Procedures

- i) At the outset of each school year, and prior to any FPC/FPP sanctioned and/or sponsored activities, Advisors and Adult Volunteers who expect to participate in any such activities shall complete an Adult Volunteer and Advisor Liability Release Form (See Attachment 7).
  - ii) The Adult Volunteer and Advisor Liability Release Form shall be updated annually. This form shall be on file with the Church Administrator.
- b. Exceptions:
- i. Driving:

In situations where there is one Adult who has been screened and trained and is in compliance pursuant to this CYP Policy, that Adult may drive one Minor, if the parent(s) or guardian(s) give permission in that instance for their Minor child to be driven to or from a FPC/FPP sanctioned and/or sponsored activity, on FPC premises or off-site (use attachment 8). Further, one Adult Volunteer may drive multiple Minors to or from an FPC/FPP sanctioned and/or sponsored activities, on FPC premises or off-site, in the event that it is not practical to secure advance authorization.
  - ii) One-on-One Interactions with Minors:
    - One-on-one interactions may be approved between Minors and adults who have been screened, trained, and in compliance pursuant to this CYPP. Those one-on-one interactions include but are not limited to, special assistance in the classroom, music lessons, and mentoring.
    - Written authorization by the Minor's parent(s) or guardian(s) using the Minors' Care and Transportation Permission Form (Attachment 8 the "Permission Form") must be secured, and a copy of this authorization kept on file with the Church Administrator. The Church Administrator and the respective Program Head should be apprised of the Permission Form.
    - Care must be taken to conduct such interactions in a meeting environment that provides visibility by at least one other FPC Employee or Policy Trained Adult unless the Minor Care and Transportation Form (Attachment 8) expressly waives this requirement.
    - *Pastoral Care which is only provided by FPC Staff can be conducted at FPC or in a public place such as a coffee shop, library or restaurant so long as the Program Head and*

## Child and Youth Protection Policy and Procedures

*Head of Staff are made aware of such pastoral care meeting(s) in advance. .*

- iii) **Emergencies:** In emergency situations where it is necessary for an adult to be alone with a Minor, the adult should notify the respective Program Head, Head of Staff, and/or the Church Administrator, and also the Minor's parent(s) or guardian(s) as soon as practical.

### **B. OPEN DOOR RULES:**

1. While participating in FPC/FPP sanctioned/sponsored activities, on FPC premises or off-site, doors to any rooms that do not have glass windows and where Minors are present or participating in activities with adults, are to remain open.
2. Although an open door is always the best practice, exceptions may include:
  - a. **Clear Glass Window:** When a door has a clear glass window, and nothing impedes visibility through the glass, the door may be shut.
  - b. **No Glass Window:** When a door does not have a clear glass window, it may be shut, so long as adults ensure that the Two-Adult Policy is observed.
  - c. **Emergencies:** In emergency safety situations, where a door without a window must be closed, the adult should notify the respective Program Head, Head of Staff, and the Minor's parent(s) or guardian(s) as soon as practical during or following the emergency.

### **C. RESTROOM SUPERVISION RULES:**

1. **General Rule:** Whenever possible, Children will be sent to the restroom in pairs, under the supervision of an adult who has been screened and trained and is in compliance pursuant to this CYPP.
  - a. **On Premises:** If an FPC/FPP Adult participating in activities involving Minors assists children inside a restroom, doors to the restroom must remain open and the assisting Adult should be in visual sight of another Adult associated with FPC/FPP.
  - b. **Off Premises:** Restroom procedures for FPC sponsored off-site activities should be consistent with the intent of the CYPP, that is not to have a single Adult alone with an unrelated child in a non-public space, to make sure restrooms are safe for the child to enter and exit, and to ensure a safe restroom experience throughout the activity.

### **D. SIX MONTHS RULES:**

1. Any Advisor or Adult Volunteer supporting programs or activities with Minors must have been a Member of FPC for at least six months.

## Child and Youth Protection Policy and Procedures

2. Exceptions: Any exceptions to this Policy must be approved by the Program Committee and Council, and reported at the next stated Session meeting for each specific volunteer activity, and for each volunteer requesting the exception. Examples include:
  - a. *Parent Volunteer*: A parent who is also an FPC Member that participates in an activity alongside their Minor children might be exempted from this Rule but must complete the screening and training required of Adults working with Minors prior to participation in activities with Minors.
  - b. *Parent Volunteer*: A parent who is not an FPC Member might be exempted from this Rule, but must complete the screening and training required of adults working with Minors prior to participation in activities with Minors.
  - c. *Overnight Activities*: An FPC Member might be exempted from this Rule, but must complete the screening and training required of adults working with Minors prior to participation in overnight activities with Minors.

### **E. TRANSPORTATION RULES:**

1. FPC will abide by the transportation parameters outlined by its insurance carrier, including, but not limited to:
  - a. For safety reasons, Employees, Advisors, Adult Volunteers, and other adults involved with Minors involved at FPC/FPP sanctioned and/or sponsored activities who drive for activities should avoid cell phone use while driving.
  - b. Employees, Advisors, Adult Volunteers, and other adults involved at FPC/FPP sanctioned and/or sponsored activities must abide by all Local, State, and Federal laws regarding operating a motor vehicle.

### **F. ELECTRONIC COMMUNICATIONS RULES:**

Texting, emailing, and other forms of electronic communications have become common today, especially among Minors. Texting and electronic communication can be a vital part of ministry work with Minors, but their improper use can produce serious negative consequences.

FPC desires to promote safety and to create a healthy environment for texting and electronic communication among its Employees, Advisors, and Adult Volunteers, and other adults involved with Minors involved at FPC/FPP sanctioned and/or sponsored activities and the Minors who participate in ministry activities. Therefore, FPC/FPP has developed the following guidelines:

1. Employees, Advisors, Adult Volunteers, and other adults engaged with Minors involved at FPC/FPP sanctioned and/or sponsored activities wishing to communicate with Minors using text messaging, email, social networking websites, or other forms of electronic communications should first be trained in the FPC/FPP CYPP. Training will outline any additional practices, limitations, and legal parameters for texting and other forms of electronic communication associated with the CYPP.



## **Child and Youth Protection Policy and Procedures**

2. All information, images, or videos shared electronically through FPC/FPP public ministry communications channels are not considered confidential.
3. Employees, Advisors, Adult Volunteers, and other adults involved with Minors involved at FPC/FPP sanctioned and/or sponsored activities working with Minors shall not transmit any content that is illicit, unsavory, abusive, pornographic (including sexting), discriminatory, harassing, or in violation of the Code of Conduct when communicating with Minors involved in ministry activities.
4. Church Employees involved in activities with Minors will instruct Minors formally and in an age appropriate manner at least annually about these Electronic Communications Rules and the potential dangers of conduct described in F.3 above.
5. Employees, Advisors, Adult Volunteers, and other adults engaged with Minors involved at FPC/FPP sanctioned and/or sponsored activities who become aware of possible abuse of a Minor through electronic communications must immediately follow the steps outlined in the Reporting section of this CYPP.
6. Except in an emergency, Employees, Advisors, Adult Volunteers, and other adults engaged with Minors involved at FPC/FPP sanctioned and/or sponsored activities should not transmit any confidential personal information about a Minor.
7. Employees, Advisors, Adult Volunteers, and other adults engaged with Minors involved at FPC/FPP sanctioned and/or sponsored activities have the right to discourage, curtail or prohibit Minors from cell phone usage during such activities, except in an emergency to contact a parent or guardian, or to place specifically approved calls.

Program Heads may inform Minors' parents or guardians about their Minor's violation of this policy and discuss consequences. The Program Head will notify the head of the related Council if the Program Head informs Minor's parents or guardian of any violation.

### **V. RESPONSIBILITY AND ENFORCEMENT:**

A. Every adult who is governed by the CYPP shall:

1. assume responsibility for their own actions, involvement, and contact with Minors;
2. prior to participating in activities governed by the CYPP, be responsible for:
  - a. completing any requisite training designated under the CYPP;
  - b. completing the paperwork necessary to allow FPC to perform requisite screening; and
  - c. signing the CYPP Acknowledgment Form (See Attachment 2)

B. In addition to providing the CYPP to all Employees, Adult Volunteers and Advisors, FPC/FPP shall make reasonable efforts to communicate the availability of, and distribute as needed, the CYPP to its Members, parents, guardians, and families of Minors participating in activities at, or attending functions sanctioned/sponsored by, FPC/FPP.

## Child and Youth Protection Policy and Procedures

- C. The **CYPP Steering Committee, subject to 5.D below**, shall be responsible for overseeing the implementation, monitoring, compliance, and recommendations regarding changes and/or clarifications of the CYPP. The CYPP Steering Committee shall also serve as the body which routinely reviews the CYPP, its interpretation, related training, and general administration.
- D. **The Session** shall be responsible for assigning responsibility for, and endorsing, overseeing, or reviewing any recommendations and actions of the CYPP Steering Committee, and also shall serve as the back-up to the Steering Committee to administer this document.
- E. If any person fails to abide by the CYPP, proper FPC/FPP personnel in authority as outlined in this CYPP reserve the right to place that person on administrative leave or terminate that person from employment, if an Employee, or to terminate their volunteer service or position, if an Advisor or Adult Volunteer.
- F. When contracting with any potential Outside Group Leader (the “Leader”), the Church Administrator, together with other adults designated by the Church Administrator (the “Responsible Party(s)”) is responsible for ensuring that any prospective Leader, or Leader of an outside group, understands and will be able to comply with the CYPP and the standards described herein.
  - 1. The Responsible Party shall be responsible for providing any Leader intending to participate or engage in activities on-site or off-site with FPC/FPP with a copy of the CYPP prior to any contractual or official engagement with that Leader.
  - 2. Any Leader and outside group contracting with FPC/FPP, even if just for use of the FPC Facilities or FPC Premises, shall be responsible for:
    - i. Reviewing understanding, and signing the FPC Outside Group Leaders Release Form (Attachment 6) thus acknowledging their review of, and agreement with, those obligations contained in the CYPP;
    - ii. Providing a Certificate of Insurance that meets FPC requisite standards;
    - iii. Independently assuring its ability to comply with any of the CYPP requirements;
    - iv. At no time shall FPC/FPP perform, or be expected to perform, background checks, seek personal and professional references, review employment records, or obtain civil and criminal records for outside group Leaders, attendees, individuals, persons, or groups. While the Outside Group Leaders will not need to submit to background checks, it is their responsibility to attend requisite training and to certify completion of the training, as well as acknowledge that they agree to be held accountable for those actions connected to the persons who are participating in their group(s).

## VI. REPORTING AND RESPONDING:

- A. **Confidentiality:** For Concerns and Allegations of child abuse or Sexual Misconduct, or suspicion thereof, reasonable care shall be taken to protect the identities of the people involved in a report, and all reports shall be kept confidential to the extent allowed by law. Copies of any Incident Report should not be pro-

## Child and Youth Protection Policy and Procedures

vided to those beyond the Steering Committee unless the names and any identifying information are redacted. At the direction of the Church Attorney, the Session may be provided reports regarding Concerns and Allegations in an appropriate form and manner.

B. If an allegation is made about anyone who has a role in the Reporting, Responding, or Plan of Action process, they are to be recused.

### C. Concerns:

#### 1. Importance of Communications:

- a. It is important for both Adults and Minors to report any Concerns as defined below immediately if it involves safety, or as soon as practical otherwise.
- b. Ideally, reports about Concerns will be submitted by those who are directly involved with and/or are observer(s) of the specific incidents or issues.
- c. The Steering Committee is available to receive general information directly from any member or employee of FPC/FPP related to protection and safety of Minors. In order to encourage open and frank discussions, as well as to encourage Member and Employee participation in activities with Minors while protecting the interests of Minors, the Steering Committee should facilitate open and direct conversations about any different or contrasting views with respect to the Code of Conduct, and related communications.

#### 2. Defining a Concern:

There may be conduct and behavior that can reasonably be presumed not to fall under the category of Minor Abuse or Sexual Misconduct, but that may impact the nurturing and safety of Minors participating in FPC/FPP sanctioned and/or sponsored activities. This conduct and behavior might be considered cause for concern and is addressed in this and later sections.

- a. **Compliance with Code of Conduct:** Concerns may arise about compliance with the Code of Conduct as defined in this CYPP Policy, and conduct/behavior by Employees, Advisors, Adult Volunteers, and other adults involved with Minors involved at FPC/FPP sanctioned/sponsored activities during activities with Minors. Such Concerns may not reasonably be considered to be Abuse of Minor(s), Sexual Misconduct, or suspicion thereof, but still may impact or relate to the protection and safety of Minors, or other similar CYPP Policy matters relating to Minors, either now or in the future.
- b. **Importance of Reporting:** Concerns may include specific incidents and/or issues, patterns, and trends of a concerning nature. Reports of such concerns merit prompt attention, review, and response. Sections that follow provide a protocol to ensure Concerns are properly reported, responded to, and recorded.
- c. **Confidentiality of Parties:** In order to encourage both the reporting of Concerns and the importance of properly addressing and responding to any reported Concerns, confidentiality of the reporting party and all affected persons, both the Minors and Adults, is paramount. Identities of those involved shall be kept confidential, unless otherwise agreed to in writing by all parties. Records shall be maintained by the Church Administrator in a secured area in the Church Administrator's office.

## Child and Youth Protection Policy and Procedures

- d. Examples of Concerns that should be reported include, but are not limited to:
- i) Safety Concerns: Inadequate safety planning and oversight of activities involving Minors in such things as transportation, meals, and physical activities;
  - ii) Violations of the Code of Conduct: Inadequate, inappropriate, or unwise leadership by adults of activities with Minors. This includes, but is not limited to, general disregard for the CYPP. Examples of violations during FPC/FPP sanctioned and/or sponsored activities outlined in the Code of Conduct include, but are not limited to, such things as inappropriate language, communications, dress, conduct, inadequate safety oversight and actions, inappropriate discipline, and substance abuse.

### 3. Reporting a Concern:

If someone ~~has~~ wants to report a Concern it should be brought to the attention of the Adult(s) responsible for the activity where the Concern arises, as well as another person(s) on the Steering Committee outlined in Attachment 9. **Notify any of these adults immediately if a Concern involves safety, or as soon as practical if other than an immediate safety concern.**

**If an Adult reporting a Concern believes it meets the definition of Minor Abuse and/or Sexual Misconduct, or suspicion thereof, then that Adult should immediately follow the Reporting protocol outlined in 5.B below regarding Minor Abuse and Sexual Misconduct, or suspicion thereof.**

If you receive a Report about a Concern, then:

- a. If you are an Employee, Advisor, Adult Volunteer, or other Adult involved with Minors involved at FPC/FPP sanctioned and/or sponsored activities and are informed first, you should promptly inform a member of the Steering Committee, who next should activate the appropriate Reporting Team, and the Church Attorney if the concern should reasonably be deemed of a material legal nature.
- b. If you are a member of a Reporting Team and informed first, you should promptly inform others on the Steering Committee, which next should activate the appropriate Reporting Team, and the Church Attorney if the concern should reasonably be deemed of a material legal nature.

Although reporting outlined in VI.C.3.a, b above may be verbal initially, it also should be provided in writing (hard copy or electronically) promptly thereafter, ideally within 24 hours.

- c. The appropriate Reporting Team should meet promptly and prepare a written report and communicate it promptly to the Steering Committee.
- d. **If at any point of review the Reporting Team, Steering Committee, or future Response Team learns of additional information suggesting an allegation or suspicion thereof about Minor Abuse or Sexual Misconduct should be reported, or otherwise disagrees that the matter should be reported, that Response Team should, within 24 hours of that determination, report the incident or behavior to Child Protective Services (CPS) in the manner described in Section VI.5.B below.**

## Child and Youth Protection Policy and Procedures

### 4. Responding to Reports about a Concern:

If the Steering Committee activates the appropriate Response Team, then:

- a. The appropriate Response Team shall promptly evaluate any Report involving an Employee and forward an evaluation to the FPC Personnel Committee. The FPC Personnel Committee shall then review such evaluation and propose a course of action and involvement with the Steering Committee and/or Session.
- b. The appropriate Response Team shall promptly evaluate any Report of Concern involving person other than an Employee and forward an evaluation to the Steering Committee, which shall propose a course of action and involvement with the Session.
- c. All reported Concerns shall be documented and maintained by the Personnel Committee (for Employees) or the Steering Committee (for all others) for prompt appropriate action. The documented Concerns should be reviewed annually in summary form by each appropriate team and committee in order to address notable trends or patterns, if any.
- d. **If at any point of review the Response Team learns of additional information suggesting an allegation or suspicion thereof about Minor Abuse or Sexual Misconduct should be reported, or otherwise disagrees that the matter should be reported, that Response Team should immediately report the incident or behavior to Child Protective Services (CPS) in the manner described in Section VI.5.B below.**

### 5. Allegations of Minor Abuse or Sexual Misconduct:

#### A. Importance of Communications

- a. It is important for both Adults and Minors to report any Allegations as defined below immediately.
- b. Ideally, a Report of Allegation will be submitted by those who are direct observers of the specific incidents, activity or issues.

#### B. Reporting Requirements for Allegations of Minor Abuse or Sexual Misconduct:

- a. **When any adult, including, but not limited to, an Employee, Advisor, or Adult Volunteer, receives an Allegation from someone, or is the initiator of an Allegation, they should immediately call Child Protective Services (CPS) at 1-800-552-7096. VIRGINIA LAW REQUIRES MANDATORY REPORTERS TO MAKE THEIR REPORT WITHIN 24 HOURS OR BE SUBJECTED TO FINES AND OTHER LEGAL CONSEQUENCES.**

#### 2. Further guidelines include:

- a. Anyone has the right and responsibility to report any incident, or suspicion of Minor Abuse or Sexual Misconduct directly to CPS. The reporting responsibilities surrounding suspicions and allegations about Minor Abuse or Sexual Misconduct are governed by the Commonwealth of Virginia law and church polity. Specifically, the Commonwealth of Virginia law shall always take precedence and inform any reporting recommended in this CYPP and church polity outlined in the Presbyterian Book of Order.

## Child and Youth Protection Policy and Procedures

- b. Calls to CPS should never be postponed to gather additional information or to contact other individuals. **VIRGINIA LAW REQUIRES MANDATORY REPORTERS TO MAKE THEIR REPORT WITHIN 24 HOURS OR BE SUBJECTED TO FINES AND OTHER LEGAL CONSEQUENCES.** CPS will discern when an investigation is warranted and will conduct the investigation. Individuals or groups such as teams or committees in the church community do not investigate. Full cooperation with legal authorities is required.

### 4. Further FPC/FPP Reporting Requirements for Allegations and Suspicions thereof:

When any person believes, or has a suspicion to believe, that Minor Abuse or Sexual Misconduct has been or may be occurring, then **AFTER following protocol in Section VI.5.B above,** it should be reported immediately to the appropriate church authorities as follows:

- a. Any report should be communicated to the Head of Staff (“HoS”) and the Church Administrator. The HoS and Church Administrator should first contact CPS, then inform the Church Attorney, and then the appropriate Reporting Team as outlined in Attachment 9. In the absence of the HoS and Church Administrator, a report should be communicated to anyone on the appropriate Reporting Team.
- b. If the report contains an allegation about the Head of Staff or the Church Administrator, then the other not identified in the allegation should first contact CPS, then inform the Church Attorney, and then the appropriate Reporting Team as outlined in Attachment 9. In addition to the requirements of the law, Allegations against Pastoral Staff, officers, and other members may conform to applicable procedures set forth in the *Book of Order*, G-4.0302 as of July 2017 and as may be amended, although subject in all respects to Law. FPC recognizes the exemption from reporting suspicion or allegations about Minor Abuse or Sexual Misconduct set forth in Va. Code Section 63.2-1509A and will not require its Pastors to disregard the exceptions from reporting outlined in the *Book of Order*, Sec. G-4.0302 as of July 2019 and as may be amended. All other Child Abuse or Sexual Misconduct with Minors, or suspicion thereof, must be reported by FPC’s Pastors as required under this policy.

### C. **Responding to Allegations or Suspicions of Minor Abuse or Sexual Misconduct:**

When the Head of Staff and/or the Church Administrator receive a report of an allegation or suspicion thereof about Minor Abuse or Sexual Misconduct, then, after following the applicable protocol in Sections 1, 2, and 3 above, and guided by the Church Attorney they shall activate the appropriate Response Team and designate a Chair.

Guided by the Church Attorney, the Response Team shall:

1. Draft an Incident Report promptly, ideally within 24 hours, for review by the Steering Committee. Such report will be filed with the Church Administrator and treated confidentially, and maintained in a secured area of the Church Administrator’s office.
2. Determine how to inform the Parent(s) or Legal Guardian(s) of any Minor, unless they are the suspected or alleged perpetrator(s).

## **Child and Youth Protection Policy and Procedures**

3. Promptly develop a Plan of Action, using the form in Attachment 5 as a guideline if they choose. The Plan of Action will be submitted to the Steering Committee. At that point the FPC Response Team has concluded their work and all documents will be filed with the Church Administrator and kept in a secure location.

The Plan of Action shall be reported to the appropriate members of Session if so designated in the Plan, and implemented thereafter by the Steering Committee. The names and any other identifying information of those involved will be redacted from the report(s) shared with anyone outside of the Steering Committee and the FPC attorney pursuant to the confidentiality sections outlined in this CYPP. Appropriate members of Session, if designated in the Plan of Action, will be informed periodically, and finally when the Plan of Action is completed.

## **VII. INTERNAL PROCEDURES:**

### **A. EMPLOYEE AND PROSPECTIVE EMPLOYEE APPLICATION, SCREENING, CONFIDENTIALITY, AND DOCUMENTATION:**

The FPC/FPP Employee Manuals provide for the application, screening, confidentiality, and documentation procedures for Employees and Prospective Employees

### **B. ADVISOR, PROSPECTIVE ADVISOR, ADULT VOLUNTEER, AND PROSPECTIVE ADULT VOLUNTEER SCREENING, CONFIDENTIALITY, AND DOCUMENTATION:**

1. Advisors, Prospective Advisors, Adult Volunteers, and Prospective Adult Volunteers who anticipate participating in activities and service with Minors shall:
  - a. Agree to be screened prior to serving as an Advisor; and
  - b. Must be Members at FPC for longer than six (6) months prior to becoming Advisors with Minors unless allowed otherwise pursuant to any exception outlined in this CYPP.
2. Advisors, Prospective Advisors, Adult Volunteers, and Prospective Adult Volunteers screening shall consist of:
  - a. Successful completion of:
    - i) an interview by Program Head;
    - ii) reference checks (if deemed necessary by Program Head); and
    - iii) a criminal background check
  - b. In order for this screening to be compliant, a criminal background check shall be repeated with proper permission, once every three (3) years, or more often otherwise upon the request/direction of the FPC Steering Committee.
  - c. The, interviews, reference checks (if deemed necessary by Program Head), and criminal background checks must be completed prior to serving as an Advisor or Adult Volunteer.
  - d. The Church Administrator shall oversee:

## Child and Youth Protection Policy and Procedures

- i) Completing criminal background checks
- ii) Tracking compliance with screening requirements
- iii) Housing documented records in confidence, in a file maintained by the Church Administrator
- iv) Releasing any documented records only with written permission of the Head of Staff and Church Administrator.

### C. TRAINING:

1. All Employees, Advisors, and Adult Volunteers to whom this CYPP applies are required initially to attend, at a minimum, an on-line training session, and to sign the relevant forms and documents pursuant to this CYPP Policy. Church Officers must also be educated regarding the Policy during annual officer training sessions. Officers only need to sign Attachment 2 acknowledging that they have read the CYPP unless they are in roles that require further compliance and documentation. Training sessions will address various parts of the CYPP as determined by the Steering Committee.
2. Following successful screening and completion of the on-line training, FPC/FPP adults may be deemed eligible to work with Minors at FPC/FPP. This eligibility and training must be renewed every three (3) years, at which time another background check will also be completed.
3. All who have been screened, trained, and deemed eligible to participate in FPC/FPP activities with Minors also annually will sign the appropriate forms (Attachments 2 and 3) indicating their continued understanding of, and agreement with, the CYPP.

### D. ADDRESSING KNOWN OFFENDERS WHO ARE MEMBERS

At First Presbyterian Church, we seek to live in covenant with God and with one another and to be a redemptive community to all who are members. We also acknowledge that redemptive action and responsible action can, at times, be in tension or even in seeming opposition. We embrace this fact as a natural part of seeking to be the church in the world. We adopt these procedures for ministering to those among us who are Known Offenders of children and youth while maintaining our focus on protecting the children and youth of FPP and FPC.

1. Known Offenders are required to disclose their status and terms of probation, if any, to the Head of Staff.
2. The Steering Committee, together with the Session, shall establish appropriate boundaries, in writing, governing the life of the Known Offender within the church, including areas on Premises where he/she may go unaccompanied. Steering Committee members will receive training in protection of Minors while dealing with Known Offenders who are Members or Prospective Members. Decisions made by the Steering Committee and Session should be guided by the CYPP Policy, FPC attorney, and the law.
3. The Known Offender will give written acknowledgement and acceptance of FPC's CYPP Policy and of the boundaries imposed.
4. At no time is a Known Offender to be assigned to activities with Minors.
5. At no time is a Known Offender to interact with Minors or be allowed in areas of the church or grounds dedicated to Minors or in use primarily by Minors.



### **Child and Youth Protection Policy and Procedures**

6. As circumstances warrant, the Head of Staff may identify a Known Offender to church employees and adults whose ministries and activities may be affected.
7. Should a Known Offender Member disregard the terms established in this Policy, or any boundaries or conditions set by the Head of Staff, Session and Steering Committee, the Head of Staff may prohibit the person from returning to the church campus and pursue other remedies available by law.

## GLOSSARY

Throughout this Policy and its Procedures, certain names are used and definitions referenced that may be specific to this Policy and its Procedures. In some instances, the term may be defined in a sentence by naming the term parenthetically and capitalizing the first letter of a newly defined term. While there is no intent to contradict any information contained herein, when in doubt, the definitions in this Glossary shall supersede.

1. **Adult Volunteer(s):** Those who volunteer their time in a less formal role than an Adult Advisor and who are not Employees of FPC/FPP, receive no benefit or compensation, and act in a limited non-advisory manner to assist with FPC/FPP sanctioned and/or sponsored activities involving Minors.
2. **Advisors:** Those who volunteer their time on a consistent basis to participate, lead, facilitate, and/or assist in FPC/FPP sanctioned and/or sponsored activities involving Minors. Although not Employees of FPC or FPP, they act in a regular and defined role.
3. **Allegation:** A claim or assertion of fact that someone has done something illegal, in violation of a policy, or generally wrong; such statement may be made with or without proof.
4. **Child and Youth Protection Steering Committee (“CYPP Steering Committee”):** The group of persons appointed by the Session and outlined in Attachment 9 who 1) oversee the implementation, monitoring, compliance, and recommendations regarding changes and/or clarifications of the Policy, 2) review the interpretation, training, and administration of the Policy, and 3) address the Reporting and Response activities outlined in this Policy (Attachment 9). The CYPP Steering Committee may include persons that shall be designated on an ad hoc basis by the FPC Session Moderator. The CYPP Steering Committee will advise the appropriate FPC and/or FPP decision-making persons or entities of its recommendations.
5. **Child or Children:** A person between age 0-12, and are considered a minor under the law of the Commonwealth of Virginia.
6. **Child Protective Services (CPS):** An agency that validates, investigates, and assesses reports of child abuse and neglect in accordance with state statutes.
7. **Children’s Ministry Committee Chair:** The person who is the appointed moderator of the Children’s Ministry Committee.
8. **Church Administrator:** The person responsible for overseeing the administration of the church.
9. **Church Officers or FPC Officers:** Ruling Elders and Deacons as defined by the Constitution of the Presbyterian Church (U.S.A.) and elected by the congregation.
10. **Concerns:** Issues that impact the nurture and safety of Minors. These issues are discussed in the Code of Conduct, and may include, but are not limited to: safety issues in transportation or water-based activities; inappropriate language, dress, or behavior; inappropriate communications in visual, verbal, electronic, or written form, including inappropriate use of social media; substance abuse; and unwise or unsafe decisions by Adults interacting with Minors.
11. **Criminal Background Check:** This will include all or some of the following: Social Security Number verification; National Criminal File search; Federal Criminal File search; State Criminal File search; and any Sexual Offender Registry available from those places where an individual may have worked or lived since attaining adulthood.
12. **Director of Christian Education (“DCE”):** An Employee responsible for planning, developing, and overseeing Christian Education programs for a congregation.
13. **Elder(s) or FPC Elder(s):** See above under *Church Officers or FPC Officers*.

## Child and Youth Protection Policy and Procedures

14. **Employee(s):** An Adult person who agrees to perform work on a part-time or full-time basis in exchange for compensation, and those wages are reported on a W-2 or a 1099 including Ministers of the Word and Sacrament.
15. **First Presbyterian Church (“FPC”):** First Presbyterian Church, Richmond, Virginia.
16. **First Presbyterian Preschool (“FPP”):** Pre-school governed by the FPC Session and administered by FPC and FPP Staff.
17. **FPC/FPP sponsored and/or sanctioned activities:** Official approval or permission of FPC or FPP. Usually FPC/FPP sanctioned and/or sponsored activities shall be approved by the FPC Session or the FPP Preschool Board. They shall include, but not be limited to, FPC/FPP funded, advertised, supported, or otherwise permitted events, activities, or gatherings that arise from worship, education, fellowship, administrative, pastoral, mission, or recreational functions.
18. **FPC Response Team:** That group of people outlined in Attachment 9 responsible for addressing Section VI of this Policy.
19. **FPC Reporting Team:** That group of people outlined in Attachment 9 responsible for addressing Section VI of this Policy.
20. **Guest in classroom:** Guest in classroom is a person invited by a Program Head to participate in activities for Minors in a classroom. Guests are not responsible for the Minors in the classroom, nor can they be the second adult in the classroom for purposes of the CYPP.
21. **Harassment:** Spoken, written, or shown in any electronic or physical medium, or communicated in any other manner, actions, words, jokes, or comments based upon an individual’s race, color, religion, gender, national origin, age, pregnancy, childbirth or related medical conditions, genetic information, gender identity, sexual orientation, military service, marital status, disability, or any other characteristic protected by law.
22. **Head of Staff:** That Pastor called by FPC to serve in the particular capacity of leading the staff and ministry programs. In the event the position is vacant, it shall be the responsibility of the FPC Session, in accordance with the Constitution of the Presbyterian Church (U.S.A.), to promptly secure a person for this position.
23. **Known Offender:** Any person who has been convicted of any “barrier crimes,” as defined by Section 19.2-392.02 of the Virginia Law. For the avoidance of confusion, Virginia Law shall remain paramount in defining a Known Offender regarding barrier crimes.
24. **Member(s) or FPC Member(s):** As defined by the FPC Session and the Constitution of the Presbyterian Church (U.S.A.).
25. **Minor(s):** Defined by the Commonwealth of Virginia as any person under the age of 18. The term Minors shall include both Children and Youth as defined herein.
26. **Minor Abuse:** Non-accidental incidents causing injury or a pattern of behavior that could or does cause injury, to a Minor. Minor Abuse, as defined herein, shall include, but is not limited to, all of the following:
  - a. **Physical Abuse:** An injury or pattern of injuries to a Minor which are not accidental. These injuries may include, but shall not be limited to, beatings, burns, bruises, bites, welts, strangulation, broken bones, or death.
  - b. **Sexual Abuse:** The sexual assault or exploitation of Minors. This includes, but is not limited to, any contact or interaction between a Minor and an Adult where the Minor is being used for the sexual gratification of the Adult or a third party, or is being subjected to sexually explicit and/or implicit materials. This behavior may or may not involve touching. Among specific touching acts prohibited

## Child and Youth Protection Policy and Procedures

are unwanted hugging, inappropriate holding, kissing, fondling, intercourse, or sodomy. Sexual Abuse may consist of numerous acts over a long period of time, or a singled incident.

- c. **Emotional/Psychological/Verbal Abuse:** Chronic and persistent acts by an Adult that endangers the mental health or emotional development of a Minor. These acts may include, but are not limited to, rejection, terrorizing, corrupting, inappropriate criticism, mean-spirited actions or comments, yelling, and insulting remarks.
  - d. **Spiritual Abuse:** Chronic and persistent use of religious references to motivate a Minor into a particular action or behavior. These acts may include, but are not limited to, references intended to create shame or guilt.
  - e. **Minor Neglect:** A type of Minor Abuse typically occurring with the Adult(s) responsible for the well-being of a Minor fail to provide appropriate care. Minor Neglect may include, but is not limited to: withholding food, clothing, shelter; failure to keep Minor(s) clean; lack of supervision; and withholding medical care.
  - f. **Sexual Misconduct:** Any act of a sexual nature committed by anyone against a Minor, including, but not limited to, sexual advances, requests for sexual favors, and/or other verbal or physical conduct, including written or other communications of an intimidating, hostile, or offensive nature, or those actions taken in retaliation for the reporting of such behavior.
27. **Outside Groups:** Outside Groups shall include, but are not limited to, groups such as Girl/Boy Scout Troops, enrichment class teachers and/or aides, child evaluators and/or therapists, and any other people and groups involved with non-FPC/FPP sanctioned and/or sponsored activities where Minors are present.
  28. **Outside Leader:** Those persons responsible for administration of any non-FPC or non-FPP sponsored/sanctioned group contracting to use the FPC Facilities/Premises.
  29. **Pastor and Associate Pastor(s):** Persons ordained as a Minister of the Word and Sacrament in the Presbyterian Church (U.S.A.) or another denomination.
  30. **Program Head:** The FPC Staff who has primary programmatic oversight of a particular ministry.
  31. **Session or FPC Session:** As defined in the Book of Order and comprised of active, ruling elders as well as installed Ministers of the Word and Sacrament.
  32. **Training in Person:** Training in Person on the Child & Youth Protection Policy, usually specific to the ministry area, relevant to the person(s) being trained. ~~to a~~ and led by the Church Administrator but may also be led by other staff members who have similar policy knowledge.
  33. **Training Online:** Training on the Child & Youth Protection Policy provided totally online.
  34. **Vulnerable Adult(s):** Those age 18 or older whose mental capacity is legally deemed that of a Minor or who are deemed to be legally incompetent shall be considered a Minor for the purposes of this Policy.
  35. **Youth:** A person between the ages of 12-17, and are considered a minor under the law of the Commonwealth of Virginia.
  36. **Youth Ministry Committee Chair:** The person who is the appointed moderator of the Youth Ministry Committee.
  37. **Youth Volunteer(s):** Youth, aged 12-17, who are not Employees of FPC or FPP, who wish to give their time to assist and participate in FPC/FPP sanctioned/sponsored activities.

**Child and Youth Protection Policy and Procedures**

Attachment 2

**First Presbyterian Church  
Child and Youth Protection Policy  
Acknowledgment Form**

I have received a copy of the First Presbyterian Church Child Protection Policy (CYPP). I have read the CYPP and understand the five components outlined below. If there is any policy or procedure in the CYPP that I do not understand, I will seek clarification from Head of Staff.

- II     Applicability and Scope
- III    FPC CYPP Code of Conduct
- IV     Supervision and Guidance
- V      Responsibility and Enforcement
- VI     Reporting and Responding
- VII    Internal Procedures

I agree to abide by the principles and policies described in the First Presbyterian Church Child and Youth Protection Policy. I understand that failure to do so could lead to disciplinary action up to and including termination of my FPC volunteer services or FPC/FPP employment.

Please sign and date this form. Return it to Church Administrator.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

**Child and Youth Protection Policy and Procedures**

Attachment 3

**First Presbyterian Church Covenant of Conduct**

First Presbyterian Church expects each Advisor, Adult Volunteer, Employee and each person participating in activities with Minors to abide by First Presbyterian Church's Child and Youth Protection Policy and conduct themselves in an appropriate matter such as:

- Be on time.
- Participate in group activities.
- Respect yourself and others.
- Take care of and respect church property, as well as any non-First Presbyterian Church facilities or property.
- Be positive and use kind words when speaking to and about others.
- Wear appropriate and inoffensive clothing and follow the dress code for off-site activities.
- No possession or use of alcohol, tobacco, or banned substances.
- No aggressive behavior or playing, weapons, lighters, fireworks, or explosives.
- No women in men's sleeping quarters and no men in women's sleeping quarters.
- Follow any other rules or guidelines set by anyone in charge.

I, \_\_\_\_\_, have read and understand the Covenant of Conduct for First Presbyterian Church and will abide by it as well as the guidance of anyone in charge, and will encourage others to do the same. All who fail to comply with these rules of conduct may be sent home at their own expense or inconvenience.

Signature of Adult Volunteer, Advisor or Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment 4

**FPC Response Team Suggested Guidelines**

A Response Team may be activated at the request of FPC leadership in order to provide an unbiased, confidential incident review and suggested Plan of Action. Because the nature of incidents varies widely, these steps are meant to serve as guidelines with the understanding that adaptations may occur. The CYPP's Procedures should be consulted throughout the process.

**Assess**

- Collect first-person statement(s), including a timeline within the first 24 hours. If police or Child Protective Services are involved, cooperate fully with their instructions.
- Recommend immediate action to eliminate any dangerous or potentially dangerous situation (i.e. rope off the playground or give administrative leave).
- Provide assistance to individuals involved in obtaining counseling services or referrals for additional resources as needed.

**Notify**

- Identify and contact appropriate personnel, families and entities. These may include: Police, CPS, Legal Counsel, Church Pastors/Session, Executive Committee, Communications Consultant, Affected Families; Insurance Carrier

**Review**

- Conduct a fact-finding review of the incident(s) and determine areas of concern, where changes are needed to the current system or policy, or where human error occurred.
- Document all Response Team discussions, meetings and findings.

**Inform**

- Release information through one source.
- Protect the privacy of ALL involved.
- Consider legal counsel prior to media contact or prior to giving statements beyond the Response Team, Leadership Team or Session.

**Correct**

- Prepare a Plan of Action that addresses the issues discovered in the review.

**Report**

- Submit the suggested Plan of Action to the specific ministry director and overseeing Pastor, the parties responsible for implementation, the Director of Operations and HR Specialist.
- Inform the CYPP Steering Committee and Session of the Plan of Action.
- At completion of allotted time period, follow-up with responsible parties and ensure the suggested Plan of Action has been completed and note any alternative actions taken.
- Report back to the CYPP Steering Committee and Session regarding the completed Plan of Action and determine its effectiveness.

Attachment 5

**Recommended Plan of Action – Response Team**

1. Brief summary of incident including date and ministry involved (Names are not necessary in this portion).
2. Response Team meeting dates and notes regarding any variation to suggested format.
3. Plan of Action should include specific strategies and responsible parties can be named. This recommendation can be multiple pages and the timeline(s) can be specific dates or as suggested.

<b>Corrective Action</b>	<b>Strategies</b>	<b>Who is Responsible</b>	<b>Timeline</b>
i.e. Improve Procedures			Immediate Implementation
Additional safety measures to be taken	·		_____ days from Plan of Action approval
CYPP Steering Committee	·		_____ days from Plan of Action approval

4. Signatures of Plan of Action Approval:

Chair of Response Team: \_\_\_\_\_ Date: \_\_\_\_\_

Ministry Director or Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

5. Signature Confirming Satisfactory Implementation:

CYPP Steering Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

( \_\_\_\_\_ days from POA approval)



**Child and Youth Protection Policy and Procedures**

Attachment 6

**First Presbyterian Church  
Outside Group Leaders Acknowledgement Form**

I acknowledge that I have read the First Presbyterian Church Child and Youth Protection Policy and have received a copy for my personal reference. I further acknowledge that I agree to comply with the policy. I sign this acknowledgement as my own free act in exchange for the opportunity to lead activities/classes/lesson and/or use the facilities of First Presbyterian Church.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attachment 7

**Adult Volunteer and Advisor Liability Release**

In consideration for being accepted by First Presbyterian Church ~~for participation~~ as an adult volunteer or advisor in ministry activities, I do hereby release, forever discharge and agree to hold harmless First Presbyterian Church and the directors thereof from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned while participating in said activities.

I agree to hold harmless and indemnify First Presbyterian Church, its directors, employees and agents, for any liability sustained by said church as the result of the negligent, willful or intentional acts of said participant, including expenses incurred attendant thereto. Authorization and permission is hereby given to First Presbyterian Church to take the listed volunteer to a doctor or hospital for medical treatment, including but not in limitation to emergency surgery. I assume the responsibility of all medical bills, if any.

Should it be necessary for me to return home due to medical reasons, disciplinary action or otherwise, I hereby assume responsibility for all transportation costs.

Signature of Adult Volunteer/Advisor:

\_\_\_\_\_

Date: \_\_\_\_\_

Print Name of Adult Volunteer/Advisor:

\_\_\_\_\_

**Child and Youth Protection Policy and Procedures**

Attachment 8

**Minor Care and/or Transportation  
Permission Form**

In occasional circumstances it may be appropriate for a member of the First Presbyterian Staff or First Presbyterian Preschool Staff to be one-on-one with a Minor(s). It may also be appropriate for an Adult Volunteer or Advisor to be driving one-on-one with a Minor(s). This is an exception to our Child and Youth Protection Policy that requires two adults to be present with Minors at all times.

Exceptions are only made if it is approved by the appropriate FPC/FPP staff person and the parents of the Minor. By signing the document, you are consenting to your Minor being alone with the named staff for a particular reason or being driven alone with a named Adult Volunteer or Advisor. If at any point you wish to terminate this exception, please contact the Church Administrator.

Child's Name: \_\_\_\_\_

Staff Person: \_\_\_\_\_

Reasons (music lessons, class, early morning drop-off etc.): \_\_\_\_\_

\_\_\_\_\_

Location (Room): \_\_\_\_\_

Adult Volunteer or Advisor: \_\_\_\_\_

Reason(s) (eg. driving to or from FPC/FPP sanctioned event): \_\_\_\_\_

Time/Duration: \_\_\_\_\_

Printed Name of Parent: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Child and Youth Protection Policy and Procedures

Attachment 9

### FPC FPP CYPP Reporting and Appropriate Teams\*: Session Approved 11.19.18

REPORTING ABOUT**	Overall Steering Committee Composition	Appropriate Team for Concerns and Allegations
Church Employee	Head of Staff, Church Administrator, Program Heads (DCE and Youth Director), Youth Council Chair, Children's Council Chair, Pre-School Director, Personnel Committee Chair, Pre-School Board Chair, Clerk of Session	Report to any of the Steering Committee who then will apprise the following: Head of Staff, Church Administrator, Personnel Committee Chair, Clerk of Session <i>also, based on the age(s) of Minor(s) involved, the appropriate Program Head(s) and Youth and Children Council Chair(s)</i>
Preschool Employee	same as above	Report to any of the Steering Committee who then will apprise the following: Head of Staff, Church Administrator, Pre-School Director, Personnel Committee Chair, Pre-School Board Chair, Clerk of Session
Church Non-Employee	same as above	Report to any of the Steering Team who then will apprise the following: Head of Staff, Church Administrator, Clerk of Session <i>also, based on the age(s) of Minor(s) involved, the appropriate Program Head(s) and Youth and Children Council Chair(s)</i>
Preschool Non-Employee	same as above	Report to any of the Steering Team who then will apprise the following: Head of Staff, Church Administrator, Pre-School Director, Pre-School Board Chair, Clerk of Session

**\*\* per the policy, anyone with a concern or allegation is encouraged to report allegations to any adult(s) proximate to the situation and that adult(s) should report to to someone on the teams as outlined above**

RESPONDING TO:	Overall Steering Committee Composition	Appropriate Team for Concerns and Allegations
Church Employee	same as above	Head of Staff, Church Administrator, Personnel Committee Chair, Clerk of Session <i>also, based on the age(s) of Minor(s) involved, the appropriate Program Head(s) and Youth and Children Council Chair(s)</i>
Preschool Employee	same as above	Head of Staff, Church Administrator, Pre-School Director, Personnel Committee Chair, Pre-School Board Chair, Clerk of Session
Church Non-Employee	same as above	Head of Staff, Church Administrator, Clerk of Session <i>also, based on the age(s) of Minor(s) involved, the appropriate Program Head(s) and Youth and Children Council Chair(s)</i>
Preschool Non-Employee	same as above	Head of Staff, Church Administrator, Pre-School Director, Pre-School Board Chair, Clerk of Session

**\*The Team in each scenario will consider if and when prudent to contact the Church insurer**

# Allegations



## **CYPP Steering Committee**

**Head of Staff:** Amy Starr Redwine  
**Clerk of Session:** David Williams  
**Church Administrator:** Terrie Sears  
**Children's Ministry Staff:** Janet Legro  
**Youth Ministry Staff:** Elise Cardot  
**First Presbyterian Preschool Staff:** Becky Mauck  
**Personnel Committee Co-Chairs:** Mary Doswell and Richard Madden  
**Children's Ministry Chair:** Elizabeth Saunders  
**Youth Ministry Chair:** Virginia Ward  
**First Presbyterian Preschool Chair:** Cary Williams

*\*If at any point of review the Reporting Team, Response Team, Personnel Committee, or CYPP Steering Committee learns of additional information suggesting an allegation or suspicion thereof about Minor Abuse or Sexual Misconduct should immediately report the incident or behavior to Child Protective Services (CPS).*

*\*Confidentiality will be respected at all times unless otherwise directed by the Church Attorney or CPS.*

## Concerns



### **CYPP Steering Committee**

**Head of Staff:** Amy Starr Redwine  
**Clerk of Session:** David Williams  
**Church Administrator:** Terrie Sears  
**Children's Ministry Staff:** Janet Legro  
**Youth Ministry Staff:** Elise Cardot  
**First Presbyterian Preschool Staff:** Becky Mauck  
**Personnel Committee Co-Chairs:** Mary Doswell and Richard Madden  
**Children's Ministry Chair:** Elizabeth Saunders  
**Youth Ministry Chair:** Virginia Ward  
**First Presbyterian Preschool Chair:** Cary Williams

*\*If at any point of review the Reporting Team, Response Team, Personnel Committee, or CYPP Steering Committee learns of additional information suggesting an allegation or suspicion thereof about Minor Abuse or Sexual Misconduct should immediately report the incident or behavior to Child Protective Services (CPS).*

*\*Confidentiality will be respected at all times unless otherwise directed by the Church Attorney or CPS.*