

Executive Summary

Child and Youth Protection Policy of First Presbyterian Church, Richmond, Virginia

Purpose

The purpose of this executive summary is to inform First Presbyterian Church (“FPC”) Session, members, and the public of the measures FPC enacts to ensure the safety of all Minors who participate in activities and programming on the FPC campus or with FPC/FPP sponsored activities and programs offsite. This executive summary does not serve as an educational tool nor does it satisfy the reading requirement within the Child and Youth Protection Policy (“CYPP”) training protocol.

History

FPC has provided a successful and efficient CYPP program for many years. This program has supported the various ministries of FPC and the First Presbyterian Preschool (“FPP”). Over time, small adjustments have been made to the CYPP program as technology has become a more prevalent way humanity connects with one another, as the needs of FPC families have changed, and as requirements from the Presbyterian Church (USA) have come into effect. In Fall 2018, a group was comprised to take a deep look at the CYPP program and offer suggestions and edits to the policy. After one year of diligent work, the CYPP program is now well situated for the unique needs of families in this moment and into the future.

Policy Application

The policy applies to all FPC and FPP staff, adult volunteers, advisors and outside group leaders (e.g. persons contracted by FPC and/or FPP for various purposes: music lessons, teaching, etc.)

Policy Code of Conduct

The Code of Conduct outlines the basic expectations of those trained on this policy. All expectations are explained with proper reporting mechanisms throughout the policy. The Code of Conduct expects that the person trained will:

- provide proper supervision for Minors
- not use corporal punishment as a means of discipline
- only use physical restraint when necessary
- respect the rights of Minors regarding personal touch
- be alert to the physical and emotional state of Minors
- release Minors only to authorized person(s)
- not use drugs, alcohol, or tobacco during activities or programs
- not harass Minors
- not share Minor’s information with anyone
- not date or become involved with Minors
- report anything thought to be suspicious to the Head of Staff, Church Administrator, or appropriate Program Head

Policy Specifics

Listed within this section are the specifics of the policy that those trained will be expected to adhere to at all time when interacting with FPC/FPP Minors.

-All adults wishing to be trained in the CYPP program must watch the CYPP video on the church website, submit to a background check administered by the Church Administrator every three years, participate in the CYPP training class every three years, and receive an in-person refresher course given by a Program Head each year.

-There should, at all times, be two policy trained adults in a room with Minors present.

-A door will be open or a glass panel will not be obstructed. A door may be closed if there are two policy trained adults in a room where Minors are present.

-Children under sixth grade will restroom in pairs escorted by one policy trained adult. Two policy trained adults will be present for changing diapers.

-Electronic communication can occur after taking the CYPP training class. All information shared between policy trained adults and Minors over electronic communication is not considered confidential.

-All policy trained adults are expected to abide by all requirements within the CYPP.

Reporting and Responding

Please refer to the attached chart for information on how reports of a concern or allegation are confidentially and carefully handled. All reports of concern and allegation should be given to the Head of Staff, Church Administrator, or the appropriate Program Head. Confidentiality is upheld throughout the reporting and responding process. No names will be released beyond the Steering Committee unless directed to release to Session by the Church Attorney.