



Child-Protection Manual FOR Churches

*First United Methodist
Church, School & Child
Care Center*

HANDBOOK

Brought To You By


CLOSSON INSURANCE

407.898.2211

ClossonInsurance.com

Our Standard

What we believe

1. We believe it is our responsibility to protect the children in our care. Children (and parents) need to know that we have taken every reasonable step to ensure children's safety in our ministry.
2. We believe it is our responsibility to protect staff and volunteer workers in our ministry from being exposed to false accusations of sexual misconduct. To this end, we have screening and supervision policies in place to protect our ministry workers.
3. We believe it is our responsibility to protect our ministry. By requiring child protection training, as well as implementing screening and supervision policies, we are modeling good safety procedures to others who look to our ministry as an example of a well-run ministry to children and youth.

What we require

1. **The six-month rule.** All employees and volunteers must attend regularly for at least six months in order to apply for positions that have access to minors. The purpose of this rule is to prevent predators from gaining quick access to potential victims. A predator will not want to spend an extended period of time waiting to gain access to children, especially when he can go elsewhere and have almost immediate access. Six months provides a threshold of time for individuals to become better known, and gives an opportunity to evaluate their suitability for volunteer service. In some cases, this length of time is reduced based on a person's ability to provide positive character references from other youth-serving organizations and from our ministry leaders, and a person's prior history working with children in a previous faith community.
2. **A written application.** We require a written Volunteer Service Application before approving an individual for service in our children's/youth ministry. We want to be sure we're selecting the best candidates possible for our ministry programs.
3. **Reference checks.** Once the written application is complete, we conduct reference checks. Applicants should indicate that they have been a member of the church for a minimum length of time, such as six months, and should list two or more prior service references, preferably from a youth organization, plus personal references from two or more church members.

4. **Personal interview.** We use the interview time to explore more fully why a candidate wants to work with children or youth. We also review our ministry's policies and procedures regarding the supervision of children.
5. **Additional background checks.** We conduct a criminal records check for all paid staff and clergy who will have access to children. We may conduct criminal records checks on children's/youth workers who serve with minors. If you will be driving as part of your ministry service with minors, we will require you to complete a driving information form.

What we expect

1. **Training.** We expect all staff and volunteers to successfully complete our Child Sexual Abuse Prevention Training program.
2. **Appropriate physical contact.** No one should ever feel uncomfortable in the way they are being touched. Appropriate touching means offering a gentle touch on the shoulders, hands, arms, head, or back. Inappropriate touching would include kissing, demanding kissing or hugs, touching of the chest, waist, stomach, bottom, or private areas, or any physical contact that feels uncomfortable or violating. Toddlers and older children should never be allowed to sit in your lap, covering your private area. Instead, have a child sit beside you.
3. **Responding to inappropriate or suspicious behavior.** All staff and volunteers should report any inappropriate or suspicious behavior to a ministry staff leader immediately. This includes reporting any suspected abuse being committed by another worker, as well as any child who presents signs of abuse. No one will ever be in trouble for reporting suspected abuse.
4. **Follow supervision policies.** Our policies are designed to reduce isolation, increase accountability, and reduce the disparity of power between a worker and a child in our program. We expect all children's/youth workers to follow the supervision policies we have in place to accomplish these goals.

Policy Administrator Responsibilities

Richelle Sampl is appointed as the administrator of the School Child Protection Policy.

The administrator's position is responsible for the following duties:

1. Process all incoming application forms and set up confidential file system with privacy safeguards.
2. Contact by mail the individuals listed as personal references by applicants.
3. Respond to requests for materials and information from sources outside the office, i.e. other churches.
4. Provide appropriate information concerning the applicants as requested by ministerial staff.
5. Maintain accurate and confidential files for all confidential forms.
6. Maintain an adequate supply of forms and updated packets of material.
7. Provide new staff/volunteers Child Protection Policy packets and request they complete the forms, with calendar follow-up.
8. Periodically review program with counsel and staff and make suggestions on improving the screening process.
9. Work under the supervision of the Pastor.

Understanding The Risk

*“Son of man, I have made you a watchman for the house of Israel”
Ezekiel 3:17 – also 33:7 (NIV)*

Alarming Statistics

1. 1 in 3 girls will be a victim of sexual abuse
2. 1 in 7 boys will be a victim of sexual abuse
3. 90% of sexually abused children know or trust the abuser
4. Men who molest girls will have 52 victims before prosecution
5. Men who molest boys will have 150 victims before prosecution
6. Fewer than 15% of abusers are prosecuted
7. 66% of children don't tell anyone until they are an adult- usually over 30 years old
8. Only 1 in 3 churches screen workers who have access to children

Reasons a Church is Vulnerable to Liability

1. Churches are trusting institutions
2. Church provides a trusting atmosphere for child molesters
3. Volunteers are needed – especially to work with children
4. No screening policies and background checks performed
5. No policies and procedures in place
6. Failure to adhere to written policies and procedures
7. Lack of proper supervision
8. Staff and volunteers are not trained to prevent child sexual abuse
9. Staff and volunteers do not know the church's child abuse policies and procedures

Understanding The Risk (Con't)

Primary Allegations of Sexual Abuse Lawsuits

1. Negligent Hiring or Selection
2. Negligent Supervision

Negligence means recklessness, or failure to do what a prudent person or organization would have done.

A church is not absolutely liable for every injury that occurs on their premises or in the course of their activities. They are responsible, or liable for injuries that result from their negligence.

What can the church do to decrease their liability?

1. Take a stand to protect children, the workers and the church
2. Implement a Child Protection Policy
3. Screen all workers working with children and youth
4. Maintain watchful supervision over children and youth
5. Provide Sexual Abuse Education to leaders and children's ministry workers
6. Provide Training to leaders and workers on Child Protection Policies and Procedures
7. Report to authorities all sexual abuse allegations or suspicions
8. Appoint a media spokesperson should allegations of child sexual abuse arise
9. Carry sufficient insurance coverage for child sexual abuse allegations

5 Step Mandatory Screening Process

1. *Six Month Rule*

All employees and volunteers must attend services regularly for at least six months in order to apply for positions that have access to minors. The purpose of this rule is to prevent predators from gaining quick access to potential victims. A predator will not want to stick around a church for an extended period of time waiting to get access to children, especially when he can go elsewhere and have almost immediate access. Six months provides a threshold of time for individuals to become better known, and gives an opportunity to evaluate their suitability for volunteer service. Some congregations may opt for a shorter time than six months, but the principle remains the same: **Do not give volunteers who are new and unknown immediate access to children.**

2. *Written Application*

Requiring a written application for church volunteers serves the same role as it does for paid employees. The goal is to document the selection process and to be able to demonstrate that the church met the test of reasonable care. A church can be just as liable for the negligent selection of a volunteer as it can be for a paid employee.

3. *Background Check*

A criminal records check and Florida Department of Law Enforcement Sexual Predator check is REQUIRED for all volunteers who will have access to minors. Obtain a signed Consent to Background Check from the applicant first.

Background checks should also be obtained for individuals who have unsupervised access to children, youth, the developmentally disabled, senior citizens, or who serve in a counseling position. The phrase “unsupervised access to children” appears on both state and federal legislation to identify individuals requiring a higher level of screening and accountability.

5 Step Mandatory Screening Process (Con't)

4. Reference Check

The volunteer should list two or more other church members as references, plus any other references that may be available from other forms of service. It is not sufficient to list only parents of children with whom the prospective volunteer may work. Predators may work at grooming the parents of potential victims. The reference list should also include other adults. These people should be contacted for input concerning the volunteer's qualifications for working with children or youth. Often this is done either in person or over the phone. You may also use a written form that is mailed to the reference. Document in writing all of your efforts in collecting the references, and the information you receive. Once you are finished, keep all forms, notes, and application in a specific folder you designate for each candidate.

5. Personal Interview

Explore more fully why the candidate wants to work with children or youth. It's also a good time to review your church's policies and procedures regarding the supervision of children.

Definitions

Abuse

Intentional act by an adult or another child, if older or more powerful, which threaten to harm a child's physical, mental or emotional health.

The adult could be a parent, teacher, youth leader or any person in a position of trust.

Sexual abuse

Sexual contact between a child and an adult, or a child and an older child or more powerful person, or use of a child for sexual gratification.

Sexual abuse can occur with or without physical contact. It can include showing the child inappropriate images or photos or having an inappropriate sexual conversation.

Sexual abuse can be inflicted on a child by another child if the other child is older, stronger, or has an advantage in the balance of power. Power includes physical strength, social hierarchy and mental ability.

Physical abuse

Non-accidental physical contact that causes pain or injury to a child. Hitting, shaking, scalding, kicking, biting and burning are examples of physical abuse.

Neglect

Caregiver fails to provide basic needs - food, water, housing, medical care, supervision, clothing or educational needs.

Forms of neglect include abandonment, inadequate supervision, allowing known health hazards to exist in the child's home.

Emotional abuse

Using words or actions to cause extreme emotional pain.

Forms of emotional abuse include humiliation, threat of extreme and unreasonable punishment, physical pain or death.

Recognizing Signs Of Abuse

Child abusers look for a church that does not screen people prior to allowing access to the children. They also target churches where teens are serving without direct supervision.

What the Child Target Looks Like

1. Age, friendliness, shyness, good manners, naivety, curiosity, isolation
2. Single parent home
3. Drug/alcohol abuse by parents
4. Parents emotionally unavailable
5. Stepfather or Mother's boyfriend living in home
6. Parents working different shifts
7. Pornography in the home
8. Inadequate parental supervision
9. A child who is a loner, shy or needy
10. Teens are very susceptible to sexual abuse

Common Characteristics of an Abuser

1. Male and female
2. Adults who seem preoccupied with children.
3. Single adults who work or volunteer with children's clubs/activities.
4. Adults who work with children and also frequently spend their free time doing "special" things with kids.
5. Adults who volunteer with youth groups who DO NOT have kids in those programs.

Recognizing Signs Of Abuse (Con't)

6. Adults who seem to engage in questionable contact with kids, i.e., casual touching, caressing, wrestling, tickling, roughhousing, combing hair, lap sitting.
7. Adults who act like kids (styles, behaviors, etc.) or allow kids to do questionable or inappropriate things.
8. Adults who want to take kids on special outings frequently, or plan activities that include being alone with children.
9. Adults who DO NOT have children and seem to know too much about current fads, music, games etc that are popular with children.
10. Adults who “infiltrate” “family” functions and are “always available” to watch the kids.
11. Many hold responsible jobs and frequently align themselves with reputable organizations, sports leagues and churches.
12. Most do NOT have a criminal record.

What the Sexual Abuser Behavior Looks Like

1. Overly Helpful – one sided
2. Instant Insider status – overstep normal boundaries
3. Peer like play – doesn’t employ normal parenting intervention
4. Prefer the company of children – gravitate toward kids in a group setting
5. Roughhousing and tickling
6. Fail to honor clear boundaries
7. Seeks time alone with child(ren) too much – always available/inviting
8. Goes on the offensive – narcissistic personality

Recognizing Signs Of Abuse (Con't)

Identifying When a Child Is Being Targeted

1. Forced teaming
2. Charm and niceness
3. Too many details
4. Typecasting
5. Loan-sharking
6. The unsolicited promise

Grooming Behaviors of Abusers

1. Grants special favors
2. Extra time and attention
3. Wins friendship and love
4. Pushes sexual boundaries
5. Buys toys, jewelry or clothing
6. Cool kid activities
7. Breaks program or family rules
8. Takes child off premises alone
9. Isolates a child
10. Grooms parents and other gatekeepers

Recognizing Signs Of Abuse (Con't)

Warnings That a Child May Be a Victim of Sexual Abuse

1. Changes in modesty
 - a) Suddenly refuses to change for gym or to participate in physical activities
 - b) Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
2. Physical symptoms
 - a) genital pain
 - b) stomachaches or headaches
 - c) Has difficulty walking or sitting
 - d) sleep disturbances
 - e) bed wetting
 - f) becomes pregnant or contracts a venereal disease, particularly if under age fourteen
3. Unexplained fear of places or people (e.g., a baby-sitter, a friend, a relative, or some other child)
4. School problems
5. Social problems
6. Crying or depression
7. Escape – running away/drugs or alcohol
8. Abrupt changes in behavior
9. Reports sexual abuse by a parent or another adult caregiver
10. Regressive, such as bed-wetting or thumb sucking

Recognizing Signs Of Abuse (Con't)

11. Sexual activities with toys or other children
12. New words for private body parts.
13. Refusing to talk about a “secret” he/she has with an adult or older child
14. Talking about a new older friend
15. Suddenly having money
16. Cutting or burning herself or himself as an adolescent

CHILD and TEEN Supervision Procedures

- 1. *Keep children within your sight***
- 2. *Two Adult Rule***
 1. At least two adult workers must supervise each room, vehicle or enclosed space for an activity involving children and students during church activities, even if only one or two children need supervision.
 2. One adult is never to be left alone with one minor.
 3. A husband and wife working the same room will be considered as one adult.
 4. The adult assigned primary responsibility for supervision must be at least five years older than the oldest minor child present.
- 3. *Viewing with windows or open doors***
 1. All reasonable effort will be made to place children and teens in rooms with view windows or open doors
 2. At no time will an adult meet with a child alone in any room.
- 4. *Watch for inappropriate physical behavior between children or teens***
- 5. *If You See Inappropriate Behavior Between Children or Teens Remind Them of the Program Rules, Then Redirect Their Behavior***

CHILD and TEEN Supervision Procedures (Con't)

6. ***If You See a Child Acting Out Sexually with Another Child or Teen, Respond as You would for any other inappropriate behavior. Remind him/her that you like them but what they are doing is not ok***

7. ***If you see OVERT SEXUAL BEHAVIOR or bullying - stop the behavior and report what you have seen to the Child Protection Administrator***

8. ***Sleeping Arrangements***
 1. Never lie down with a child for any reason
 2. No child is to share a bed, blanket or sleeping bag with any other child or unrelated adult
 3. All children must wear pajamas - both a top and a bottom

9. ***Dressing/Undressing***
 1. No adult should ever be undressed in front of an unrelated child
 2. No child should ever be undressed in the presence of an unrelated adult

10. ***Showering, Swimming & Water Activities***
 1. Presents a higher risk
 2. Monitor children from outside the bathroom or shower stall doors within hearing distance
 3. Don't allow children or teens to hang out in the bathroom or shower area
 4. No games that involve touching a child's bathing suit are allowed

CHILD and TEEN Supervision Procedures (Con't)

11. *Overnight Activities*

All participants must have written parental consent and a notarized medical release form.

All Employees and Volunteers shall be required to comply with all of the policies including, but not limited to, those outlined in the Child Protection Manual during our organization's sponsored overnight activities

12. *Within Town Activities*

All participants must have written parental consent and notarized medical release form

All Employees and Volunteers shall be required to comply with all of our policies including, but not limited to, those outlined in Child Protection during our organization's sponsored in town activities

13. *Out-of-Town Activities*

All participants must have written parental consent and a notarized medical release form

All Employees and Volunteers shall be required to comply with all of our policies including, but not limited to, those outlined in Child Protection during our organization's sponsored out of town activities

14. *Special Events, Trips, Camps, etc.*

All participants must have written parental consent and notarized medical release form

All Employees and Volunteers shall be required to comply with all of our policies including, but not limited to, those outlined in Child Protection during our organization's sponsored special events, trips, camps, etc.

CHILD and TEEN Supervision Procedures (Con't)

15. *Avoid Distractions*

1. Visiting or talking with other adults
2. Cell Phones
3. Know your activity location
4. Know the first and last names of all children for which you are responsible
5. If you are going to a public place, be ready to describe the child and what he/she is wearing in case you are separated

16. *Authorized Activities in a Residence*

1. Avoid one on one interaction with a child or teen
2. NEVER interact in a bedroom, bed or bathroom
3. ALWAYS have at least two adults present in the room
4. This may call for additional planning and help to have sufficient adults for the house

17. *Stay in Designated Activity Area*

1. If you must leave the designated area, stay within sight of other adults or supervisors
2. Avoid unmonitored one on one interaction - Follow Two Adult Rule
3. If there is an unplanned one on one - immediately move to an open area with other adults

CHILD and TEEN Supervision Procedures (Con't)

18. No Secrets

1. Avoid using the word “secret”
2. Use special or surprise

19. No Gifts or Special Privileges to a child

1. Any gifts must be given to the entire class - never to an individual child

20. The adult in charge must be at least 5 years older than the oldest child being supervised

21. The adult in charge must be at least 18 years of age - teens can assist

22. Watch for Abuser “Grooming Behaviors” and report to Child Protection Administrator

23. Driving alone with a child or teen should be avoided as much as possible.

1. Do not sit close to one another in the car
2. No physical contact – including a hug when saying goodbye
3. Do not stop the car to talk
4. Note the time you leave the meeting and the time you arrive at the child’s home

Physical Contact Policy

Do not force any form of physical affection on a child.

1. Prohibited Inappropriate Physical Contact

1. Tickling
2. Sitting a child older than toddler on your lap
3. Hugs from front
4. Wrestling
5. Massages
6. Laying down next to a child
7. Touching a child's genitals, breast or buttocks area
8. Any touch that may be misconstrued by a child or makes him/her feel uncomfortable
9. Any game or activity that involves touching area covered by a child's bathing suit
10. Prolonged permissible hugs

2. Permissible Physical Contact within sight of others

1. Shoulder to shoulder
2. Side hug
3. Arm around the shoulder hug
4. Special handshake like a hi-five
5. Pat on the upper back or head
6. Verbal Praise & Recognition is Preferred

Physical Contact Policy (Con't)

3. *ABSOLUTELY NO Physical Discipline*

1. Children may be restrained if they are in danger of hurting themselves or others
2. Children who are disruptive should be taken to another side of the room or, if necessary, into the hallway (leaving the door fully open and within sight of other people). The worker should explain to the child that a particular behavior is not acceptable

4. *Persistent Disruptive Behavior*

1. Notify the parents
2. Ask parents to come sit with the child in class the following week, and for as long as necessary until the child can control himself or herself
3. If may be suggested that a child attend the main worship service with their parents if it continues to be difficult for the student to control himself or herself
4. We are committed to working with children to find what they need in order to fully participate, but not to the detriment of other children in the class

5. *NO Verbal/Mental abuse*

1. Including humiliating, degrading, threatening, or any other communication behaviors that could cause a child extreme emotional pain

Physical Contact Policy (Con't)

6. ***NO Dating***

1. At no time shall anyone working with youth pursue a dating relationship.
2. Staff should be sensitive to youths with “crushes.”
3. All workers are held responsible for confronting and discussing immediately with an appropriate leader any signs of possible violations of the above and/or victimization.

All blatantly inappropriate behavior requires immediate reporting to the Child Protection Administrator.

Avoiding False Allegations

- 1. *Keep your physical and relational boundaries very clear***
 1. Avoid discussion of personal life
 2. Do not use inappropriate or sexual word choices
 3. Avoid one on one interaction
 4. Keep children away from your personal space at home- particularly bedroom, bed and bathroom

- 2. *Teach and model appropriate behavior***

- 3. *Don't allow a child to crawl all over you- sit next to them instead***

- 4. *Follow the Two Adult Rule – avoid one on one interaction***
 1. At least two adult workers must supervise each room, vehicle or enclosed space for an activity involving children and students during church activities, even if only one or two children need supervision.
 2. One adult is never to be left alone with one minor.
 3. A husband and wife working the same room will be considered as one adult.
 4. The adult assigned primary responsibility for supervision must be at least five years older than the oldest minor child present.

Avoiding False Allegations (Con't)

5. ***Use only permissible physical contact and always within sight of others***
 1. Shoulder to shoulder
 2. Side hug
 3. Arm around the shoulder hug
 4. Special handshake like a hi-five
 5. Pat on the upper back or head
 6. Verbal Praise & Recognition is Preferred

6. ***Do not give gifts or special privileges to an individual child***

7. ***No secrets***

8. ***Abide by Sleeping Arrangement policies when on overnight trips***
 1. Never lie down with a child for any reason
 2. No child is to share a bed, blanket or sleeping bag with any other child or unrelated adult
 3. All children must wear pajamas- both a top and a bottom

9. ***Abide by Dressing/Undressing policies***
 1. No adult should ever be undressed in front of an unrelated child
 2. No child should ever be undressed in the presence of an unrelated adult

Avoiding False Allegations (Con't)

10. *Showering, Swimming & Water Activities*

1. Presents a higher risk
2. Monitor children from outside the bathroom or shower stall doors within hearing distance
3. Don't allow children or teens to hang out in the bathroom or shower area
4. No games that involve touching a child's bathing suit are allowed

11. *Authorized Activities in a Residence*

1. Avoid one on one interaction with a child or teen
2. NEVER interact in a bedroom, bed or bathroom
3. ALWAYS have at least two adults present in the room
4. This may call for additional planning and help to have sufficient adults for the house

12. *Stay in Designated Activity Area*

1. If you must leave the designated area, stay within sight of other adults or supervisors
2. Avoid unmonitored one on one interaction - Follow Two Adult Rule
3. If there is an unplanned one on one - immediately move to an open area with other adults

Avoiding False Allegations (Con't)

13. *Avoid Distractions*

1. Visiting or talking with other adults
2. Cell Phones
3. Know your activity location
4. Know the first and last names of all children you are responsible for
5. If you are going to a public place, be ready to describe the child and what he/she is wearing in case you are separated

14. *DO NOT use Prohibited Inappropriate Physical Contact*

1. Tickling
2. Sitting a child older than toddler on your lap
3. Hugs from front
4. Wrestling
5. Massages
6. Laying down next to a child
7. Touching a child's genitals, breast or buttocks area
8. Any touch that may be misconstrued by a child or makes him/her feel uncomfortable
9. Any game or activity that involves touching area covered by a child's bathing suit
10. Prolonged permissible hugs

15. *NO physical discipline*

Reporting Procedures

Florida law requires any person who knows or has reasonable cause to suspect that a child is abused or neglected to contact the Florida Abuse Hotline.

Everyone, including professionally mandatory reporters, should contact the Florida Abuse Hotline when they know or have reasonable cause to suspect that a child or a vulnerable adult has been abused, abandoned, neglected, or exploited.

The Abuse Hotline Counselor will determine if the information provided meets legal requirements to accept a report for investigation.

A person who knowingly and willfully makes a false report of child abuse, abandonment, or neglect, or who advises another to make a false report, is guilty of a felony of the third degree, punishable as provided in s. 775.082 or s. 775.083. Anyone making a report who is acting in good faith is immune from any liability under this subsection.

A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or who knowingly and willfully prevents another person from doing so, is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

A person who fails to do so can be prosecuted for a First Class Misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages.

Reporting Procedures (Con't)

Therefore, all employees and volunteers must adhere to the following procedures if child abuse is suspected or known:

1. In the event of suspected, reported or discovered **violation of the Child Protection Policy**, the employee or volunteer shall immediately notify the Child Protection Policy Administrator or, in the absence of the Child Protection Policy Administrator, the pastor.
2. In the event of **suspected, reported or discovered child abuse or neglect, the employee or volunteer who becomes aware of the abuse or allegation WILL ALSO immediately make a report to the Florida Abuse Hotline.**

FLORIDA ABUSE HOTLINE

Phone Number 1-800-962-2873

Website: <http://www.dcf.state.fl.us/programs/abuse/>

3. The Abuse Incident Report should be completed by the reporter and retained on file. Obtain and document the first name and Identification number of the Hotline Abuse Counselor. The report should be signed and dated by the reporter and the policy administrator or pastor.
4. Certain occupational **categories are required to provide their name when reporting to the Florida Abuse Hotline.** Some of the categories include: **members of the clergy, daycare workers and volunteers, nursery workers and volunteers and schoolteachers and school personnel.**
5. All reports of Child (under 18 years old) on Child abuse must be reported to the local Sheriff's department as well as the Florida Abuse Hotline.
6. All reports of abuse involving impregnation of someone under 16 years of age by someone 21 years of age or older, must be made directly to the local Sheriff's office as well as the Florida Abuse Hotline.

Response Procedures

If A Child Tells You They Have Been Abused -- How to Respond to the Child

1. Be calm
2. Listen to everything the child says
3. Respond calmly
4. Be Patient
5. Tell them you believe him/her
6. Say things like
 - a) I'm sorry this happened
 - b) Tell him/her they will be safe
 - c) I believe you
 - d) You did the right thing by telling me
 - e) What happened was not your fault
7. DO NOT interrogate or dig for details - that should be done by experts
8. DO NOT ask questions that would make the child feel ashamed
9. DO NOT say things like
 - a) Why didn't you scream or run
 - b) Why didn't you tell me sooner
10. DO NOT ask questions or make comments that would make the child feel ashamed
11. DO NOT PROMISE TO KEEP IT A SECRET. **YOU ARE REQUIRED BY LAW TO REPORT IT TO AUTHORITIES!**

Response Procedures (Con't)

Reasons Children Don't Tell Adults They Have Been Abused

1. Fear they won't be believed
2. Fear of being blamed
3. Fear of the abuser
4. Fear they broke other rules with the abuser
5. Shame
6. Abuser threats
7. Abuser used physiological response in a child's body to shame him/her

A physiological response in a child's body is NEVER A CHILD'S FAULT!

8. Contact your church attorney.
9. Contact the church's insurance agent.
10. When appropriate immediately suspend the alleged offender from any volunteer or compensated duties at the church pending the outcome of the investigation.
11. Maintain the confidentiality of the investigation and the one bringing the allegation.

Test Your Understanding

1. What is the minimum number of adults that should be assigned to supervise each room during church activities if even one child is present?
2. Are a husband and wife considered two separate adults in regard to the minimum number of adults required to supervise a room?
3. How old must an individual be to be considered an adult?
4. Is physical discipline ever appropriate when working with minors at our church?
5. What is the appropriate way to handle persistent disruptive behavior by a child?
6. How long should a potential employee or volunteer attend our church before becoming eligible to apply for a position in which they will have access to minors?
7. Is it ever appropriate for an adult to meet with a child alone in any room?
8. What should you do if you see inappropriate behavior between children or teens?
9. Who should you notify if you suspect another adult of inappropriate behavior with a child?
10. What do we require from each applicant prior to being placed in a position where they will be working with minors?
 - A) Written Application
 - B) Reference & Background Checks
 - C.) Personal Interview
 - D.) Six Month Waiting Period
 - E) All of the Above