



CHURCH OF THE SAVIOUR

Child Safety Policy

Revised: June 23, 2017

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” *Matthew 19:14*

“Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to stumble, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea.” *Luke 18:5-6*

“Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock. And when the chief Shepherd appears, you will receive the unfading crown of glory.” *1 Peter 5:2-4*

Purpose:

Church of the Saviour and Heritage School are committed to the safety, welfare, and protection of all minors participating in the activities and programs of this church. This Policy describes standards of conduct and procedures, which are designed for the protection of all minors (as defined within this policy) in any program or activity sponsored or organized by Church of the Saviour and Heritage School. Our purposes in this Policy are four-fold, in order of importance:

1. Jesus Christ is glorified through the protection of his people;
2. protect minors and their families;
3. protect children and student workers and staff from false accusations; and
4. safeguard the ministry of Church of the Saviour and Heritage School.

This Policy applies to all individuals, paid or non-paid, working with children in the above capacities. Heritage School’s policy is a similar yet separate document with unique guidelines for the educational environment.

This Policy includes the sweeping changes (a total of 23 bills) to Pennsylvania’s Child Protective Services Law (CPSL) that became effective December 31, 2014 and July 1, 2015.

Definition of Terms:

Throughout this Policy, the following terms shall be defined as stated, unless the context clearly indicates otherwise:

“Adult” refers to any person 18 years of age or older. Within the context of Student Ministry, an adult refers to any person 18 years of age or older who is not a student participant in the high school ministry.

“Minor” refers to any person under 18 years of age. However, within the context of Student Ministry, there may be students who participate in the high school ministry who are 18 years of age or older. Such students are covered by this policy and will be protected by the same standards, procedures and guidelines as minors. Though, reporting of suspected incidents for individuals over 18 years of age can be significantly different than for minors and must be carefully reviewed with the Child Safety Officer (CSO).

“Level-1 Child and Student Worker” (“CSW-1”) is defined as any adult who **consistently serves and leads** ministries with minors, **leads a Global Outreach mission trip**, supervises CSWs and/or is responsible for Bible teaching that is approved by paid staff. This individual is considered to have “direct contact with children”.

“Level-2 Child and Student Worker” (“CSW-2”) is defined as any adult who **consistently serves** with minors. This individual is considered to have “direct contact with children”.

“Level-3 Child and Student Worker” (“CSW-3”) is defined as any adult who **serves for a short and consolidated period of time** with minors. This includes summer camps and Global Outreach mission trips that minister to minors. This individual is considered to have “direct contact with children”.

“Level-4 Child and Student Worker” (“CSW-4”) is defined as any adult who **occasionally serves** with minors.

“Level-5 Child and Student Worker” (“CSW-5”) is defined as any adult who serves at **Autumn Fest**.

“Leadership Development Counselor/Teen Helper” (“LDC”) is defined as a minor who has been approved by the ministry to serve with children and has received training.

“Ministry leader” refers to the staff positions of pastor and director who are responsible for leading the ministries of the church.

“EGB” means the Elder Governance Board of Church of the Saviour.

“Executive Director” (“ED”) is the senior leader held accountable by the EGB to ensure execution and maintenance of this Policy.

“Child Safety Officer” (“CSO”) is **Stacey Sauchuk**, staceys@coswayne.org, 610.888.8456

“Child Safety Team” (“CST”) includes the Child Safety Officer, the Executive Director, and the Senior Pastor.

“Mandated Reporter” is any person age 18 or older who is required by law to report suspected child abuse if they have reasonable cause to suspect that a minor is a victim. Pennsylvania Child Protective Services Laws defines this as an individual (paid or unpaid) who, on the basis of the individual’s role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.

“Reasonable cause to suspect” is more than a hunch, but based on knowledge of circumstances, observations and familiarity with the individuals involved.

“ChildLine” is the 24-hour child abuse reporting hotline (800.932.0313) under the Pennsylvania Department of Human Services.

“Form CY-47” is the written report created by the state government that is filed with the county’s children and youth agency within 48 hours after making an oral report to ChildLine. Mandated reporters may submit reports online using the Pennsylvania Child Welfare Information System - Child Welfare Portal (www.compass.state.pa.us/cwis).

“Activity” means any Church of the Saviour sponsored event involving minors. This includes, but is not limited to, school, programs, camps, mission trips, Sunday School, Bible studies and mentoring.

“PA CPSL” means PA Child Protective Services Laws.

“Direct contact with children” (PA CPSL 2014) is defined as the care, supervision, guidance or control of children or routine interaction with children.

“Direct volunteer contact with children” (PA CPSL 2015) is defined as the care, supervision, guidance or control of children and routine interactions with children.

“Routine interactions” is defined as scheduled at least one time per month.

“Immediate vicinity” (PA CPSL 2015) is defined as an area in which an individual is physically present with a minor and can see, hear, direct and assess the activities of the minor.

“One-on-one meeting” means a face-to-face interaction between a CSW and a minor. This includes a CSW-1, CWS-2 or CSW-3 driving a vehicle with a minor.

“Child abuse” is defined by Federal and Pennsylvania laws (Act 108). *This term means intentionally, knowingly, or recklessly doing any of the following:*

- *Causing bodily injury to a child through any recent act or failure to act*
- *Fabricating, feigning, or intentionally exaggerating or inducing a medical symptom or disease that results in a potentially harmful medical evaluation or treatment to the child through any recent act*
- *Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act*
- *Causing sexual abuse or exploitation of a child through any act or failure to act*
- *Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act*
- *Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act*
- *Causing serious physical neglect of a child*

- *Engaging in any of the following recent acts:*
 - *Kicking, biting, throwing, burning, stabbing, or cutting a child in a manner that endangers the child*
 - *Unreasonably restraining or confining a child, based on consideration of the method, location, or the duration of the restraint or confinement*
 - *Forcefully shaking a child younger than age 1*
 - *Forcefully slapping or otherwise striking a child younger than age 1*
 - *Interfering with the breathing of a child*
 - *Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement*
 - *Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:*
 - *Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), when the victim of the sexual offense was younger than age 18 when the crime was committed*
 - *Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors*
 - *Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.24 (relating to definitions)*
- *Causing the death of the child through any act or failure to act.*

"Bodily injury" means impairment of physical condition or substantial pain.

"Serious bodily injury" means bodily injury that creates a substantial risk of death or causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

"Serious physical injury" means an injury that causes a minor* severe pain or significantly impairs a minor's physical functioning, either temporarily or permanently.

"Sexual abuse or exploitation" means the employment, use, persuasion, inducement, enticement or coercion of a minor* to engage in, or assist another individual to engage in, sexually explicit conduct or simulation of sexually explicit conduct for the purpose of producing a visual depiction, including photographing, videotaping, computer-depicting and filming.

"Serious mental injury" means a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment that renders a [minor] chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that his or her life or safety is threatened and seriously interferes with a minor's* ability to accomplish age-appropriate development and social tasks.

"Neglect" means the prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, that endangers a [minor]'s life or development or impairs a minor's* functioning. This is included in the term child abuse.

"Serious physical neglect" means any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:

- *A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities*
- *The failure to provide a child with adequate essentials of life, including food, shelter or medical care*

“Sexual abuse or exploitation” means any of the following:

- *The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:*
 - *Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual*
 - *Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual*
 - *Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual*
 - *Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming. This paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age*
- *Any of the following offenses committed against a child:*
 - *Rape*
 - *Statutory sexual assault*
 - *Involuntary deviate sexual intercourse*
 - *Sexual assault*
 - *Institutional sexual assault,*
 - *Aggravated indecent assault*
 - *Indecent assault*
 - *Indecent exposure*
 - *Incest*
 - *Prostitution*
 - *Sexual abuse*
 - *Unlawful contact with a minor*
 - *Sexual exploitation*

*minor, as defined in this Policy’s definition of terms

“Misconduct” is wrongful, improper, or unlawful conduct or endangering the welfare of a minor.

Examples of inappropriate conduct:

- Lengthy embraces
- Touching genital areas other than for appropriate diapering or toileting of infants and toddlers
- Massages
- Any physical/sexual harassment
- Volunteer will not have minors sitting on volunteer’s lap

Examples of appropriate conduct:

- Pats on the shoulder or back
- High fives and handshakes/slapping
- Holding hands while walking with small children
- Holding hands during prayer
- Brief hugs

General Standards of CSWs:

All activities and programs associated with Church of the Saviour involving minors will be subjected to the following guidelines, requirements and rules:

1. The church's goal is to have two (2) unrelated CSW-1s, CSW-2s and/or CSW-3s in the immediate vicinity at all times at all activities. This does not include one-on-one meetings outside of regular programming and Church of the Saviour sanctioned transportation of minors for an activity.
2. The church's goal is to have at least two (2) minors in a vehicle with a CSW-1, CSW-2 or CSW-3 driver for activities requiring Church of the Saviour sanctioned transportation.
3. All CSWs and LDCs should avoid questionable or inappropriate physical contact with minors. Care should be taken that physical expressions of affection are not excessive or imposed upon another.
4. Training in preventing, identifying and reporting abuse is required for all CSW-1s, CSW-2s and CSW-3s.
5. Church of the Saviour staff will seek to have a shepherding relationship with all CSW-1s and CSW-2s.
6. All CSW-4s and LDCs will be supervised by staff, a CSW-1, CSW-2 or CSW-3 who will remain in the immediate vicinity.
7. Staff and CSW-1s will always be present and identifiable for CSW-5s during Autumn Fest.

Standards that apply for off-campus church events that are not overnight:

1. Notification to and authorization from the ministry leader must be secured prior to an intended trip.

Standards that apply for overnight church events:

1. The church's goal is to have two (2) unrelated CSW-1s, CSW-2s and/or CSW-3s in the immediate vicinity in each sleeping quarters. The minimum is one (1) CSW-1, CSW-2 or CSW-3 assisted by at least one (1) LDC with a group of minors.
2. During overnight events, opposite genders must sleep in different sleeping quarters and each individual must have his or her own sleeping space.
3. For Global Outreach mission trips when a parent accompanies a minor, the parent is responsible for their minor during the entirety of the trip.

Standards that apply for one-on-one and group meetings outside of regular programming:

1. Parental consent is required for each interaction.
2. Any one-on-one meeting with a minor may only take place with a CSW-1, CSW-2 or CSW-3. These meetings must take place in a location where other individuals are present.
3. CSWs may not drive alone, meet one-on-one, have an extended conversation with or mentor a minor of the opposite gender.
4. One-on-one social media (messaging) or texting contact is not permitted between CSWs and minors of the opposite gender.
5. All individuals to whom this policy applies and all paid staff must document in Fellowship One each off-campus meeting. This should include the minor's name, date, time, and place and date/time parental permission was received.
6. CSWs may not date or be romantically involved with a minor.

Qualifications of Level-1, Level-2 and Level-3 CSWs:

All Level-1, Level-2 and Level-3 CSWs must be approved by the ministry leader to serve with minors. This approval process includes, but is not limited to:

1. completion of a ministry application, updated over time, as required;
2. provision of two (2) references, who will be contacted;
3. if 18 years of age or older, submission of clearances, in the same form as received, to the Human Resources Department prior to serving in a volunteer position
 - residents of Pennsylvania must submit the following Pennsylvania required clearances to the, and to submit to such clearances every 60 (sixty) months:
 1. PA Criminal Record Check (PA State Police)
 2. PA Child Abuse History Clearance
 3. FBI Criminal History Clearance (fingerprint based)Adults who have been residents of Pennsylvania for the previous consecutive ten (10) years prior to volunteering may utilize a notarized affidavit in lieu of the FBI Criminal Clearance based on fingerprints;
 - non-residents of Pennsylvania or those who have resided in Pennsylvania for less than 24 (twenty-four) months will be required to submit to a national criminal background check and/or similar clearances as required by Pennsylvania. Human Resources will make the determination on a case-by-case basis.
4. at least one (1) interview with the ministry leader. In the case of Global Outreach CSW-3, the interview is conducted by the team leader;
5. search of the Internet;
6. signed acknowledgment of this Policy;
7. agreement to have information confidentially managed in the Fellowship One database; and
8. completion of required child protection training within the ministry.

Additional Qualifications of a Level-1 CSW:

1. Membership at Church of the Saviour, except in the case of the college student who is committed to regularly attending Church of the Saviour while in the area.

Driving Minors in Vehicles

1. Any individual who is driving a minor for a Church of the Saviour sanctioned activity must have driver's license background check through Human Resources. Possible exception is in foreign countries where a national may be the designated driver.
2. Minors are not permitted to drive alone or drive other minors for a church program unless otherwise given special permission from the ministry leader, parent of the teen driver, and parents of minors being driven.
3. A signed consent form will be required from parents allowing their minor to be driven in a vehicle alone with a CSW-1, CSW-2 or CSW-3. This consent will be renewed annually.

Information about Minors

Church of the Saviour will not post, publish, or share information about a minor to the public in any media, forum, electronic media, social media, or in print that could cause a minor to be personally identified. Only one piece of information (i.e. photo, name, etc.) about a minor can be displayed at once.

Within the church body there are exceptions to this policy such as:

- During a baptism or dedication in front of the church body.
- In the church electronic directory that is only accessible to members of Church of the Saviour.

Oversight of Minors

Minors not immediately involved in a church-sponsored activity are to be attended to by a parent or guardian at all times when on the Church of the Saviour campus.

Investigation, Reporting Violations and Procedures in the Event of an Incident occurring within the United States or regarding a US citizen on an international mission trip:

1. Any person learning of an incident of suspected abuse toward a minor should immediately report the incident to ChildLine at 800.932.0313 or submit an online report. This includes any disclosures made during any program or activity on campus at Church of the Saviour or a sponsored event of Church of the Saviour.
2. One or both of the CSOs will be available by phone or in person to work with the person who suspects the abuse to offer support to ensure the child's safety and expedient care. The person suspecting abuse should contact their Ministry Leader who will contact one of the CSOs.
3. After the call is made, one of the CSO is to be contacted and informed of the report, barring the CSO is not the accused party. This CSO will contact their partner.

4. In the event of misconduct or suspected abuse by any persons, the CSO and/or the Ministry Leader involved will personally secure the safety of the minor. The minor will not be left without safe supervision while reporting the incident and the minor is not to leave the premises until it has been determined that he or she is going to a safe environment, any necessary reports have been made and any appropriate authorities have been notified.
5. The CSO and/or the Ministry Leader will communicate with parent(s) or guardian(s) of the victim(s) at his or her discretion, based on securing the safety of the minor.
6. Within 48 (forty-eight) hours of a call to ChildLine, Form CY-47 must be submitted to Child Services by the person making the reported.
7. A copy of Form CY-47 or online submission will be retained by the CSO in a confidential, locked filed.

Additional Points:

1. Pending the outcome of an investigation, all information pertaining to the alleged incident will be kept in the strictest confidence by all persons involved with the report or investigation. All written documents regarding incidents of abuse will be kept in a locked file in the CSO's church office.
2. Church of the Saviour will fully cooperate with any investigation by the authorities.
3. The CST, on behalf of the church, will be responsible for determining how external communication will be handled regarding an incident of alleged misconduct or abuse. The CST will work closely with the EBG to appoint the appropriate spokesperson based on the care of the victim.
4. In the event of an incident occurring during a church-sponsored activity away from the church facility, the same procedure listed above should be followed to the extent practicable.

Consequences of Violation:

1. A ChildLine call is dependent upon suspected abuse and will be determined on a case-by-case basis. The CSO will consult closely with the CST to determine what is best to fulfill the purposes of this Policy. A mere allegation of improper behavior by any person will not be treated as an actual occurrence.
2. After completion of the investigation by the CST, any person found to have engaged in misconduct will be subject to an additional investigation and possible discipline by the Board of Elders, as deemed appropriate by the CST and the elders.



CHURCH OF THE SAVIOUR

Child Safety Policy Acknowledgement

Revised: June 23, 2017

This statement is to acknowledge that I have read and agree to adhere to this Child Safety Policy. I understand that it is my responsibility to understand, become familiar with and comply with the guidelines that have been established, and to seek clarification, if necessary, from the ministry leader under whom I serve.

Signature

Date

(Print name)

Return signature page to:

Church of the Saviour
Attn: Human Resources
651 North Wayne Avenue
Wayne, PA 19087