



# **The Child Protection Procedure**

for the safety and protection of the children at

## **Clemson Presbyterian Church**

Revised 2017

Child abuse (sexual or physical) is not tolerated by Clemson Presbyterian Church. The Clemson Presbyterian Child Protection Policy will be utilized in determining appropriate administrative actions for anyone accused of or found to have committed child abuse or neglect.

1. In order to prevent child abuse, Clemson Presbyterian Church addresses child safety through appropriate screening. This can take the form of applications, background checks, references, and interviews.
2. Anyone who is known or determined to have committed abuse of a child under the age of 16 or of a mentally or emotionally disabled person at any time during his/her adult life is not eligible for employment with Clemson Presbyterian Church. Furthermore, they may not serve in a volunteer role in the Clemson Presbyterian Church Nursery, Children, or Youth Ministries. Any other involvement with Clemson Presbyterian Church will be evaluated and decided on by the Clemson Presbyterian Session members.
3. Anyone who committed child abuse or neglect before the age of 18 will be evaluated on a case-by-case basis, taking into account such factors as age, seriousness of the offense, acknowledgement of responsibility, and effective treatment.
4. Any employee or volunteer whose dependent children have been determined to have committed child abuse or neglect will be asked to follow through with the action plan put in place to resolve the causes and effects of the abuse, taking into account such factors as age, age difference between offender and victim(s), seriousness of the offense(s), acknowledgement of responsibility, and effective treatment. Failure to follow the action plan will lead to termination of their service with the children and youth of Clemson Presbyterian Church. Reapplication would be evaluated on a case-by-case basis and involve effective treatment and other factors listed above.
5. If Clemson Presbyterian Church is asked for a reference, Clemson Presbyterian Church will disclose the reasons for termination when the termination involves abuse. Further, if Clemson Presbyterian Church becomes aware that a former employee or volunteer for Clemson Presbyterian Church becomes employed or involved with another organization where the individual has access to children, Clemson Presbyterian Church will make that organization aware of the reasons for Clemson Presbyterian Church's termination of employment or service of that individual.
6. Failure to follow the Child Protection Policy or the Code of Conduct will result in disciplinary action up to and including termination. If it is determined that a staff person has violated Clemson Presbyterian Church's Child Protection Documents, he/she will not be allowed to voluntarily resign, but will have their employment terminated.

7. In cases where corroborating evidence shows that a person previously employed by or a volunteer of Clemson Presbyterian Church committed child abuse while in the employ of Clemson Presbyterian Church, their personnel file will reflect such and they will be considered ineligible for re-hire. All personnel files will be kept for 5 years, before being shredded. Any files containing pertinent information to the Child Protection Policy will be kept indefinitely.
8. No portion of this policy can be amended by any individual, nor can any individual grant permission to deviate from the policy. Any change to this policy must be granted by approval of the Session of Clemson Presbyterian Church. All Child Protection Policies will be evaluated on an annual basis.
9. Clemson Presbyterian Church staff and volunteers will comply with all South Carolina Mandated Reporting Laws. Staff and Volunteers are required to follow the Clemson Presbyterian Church Mandated Reporter Protocol. Once an Incident Report has been filed by a staff or volunteer, according to our reporting protocol, a report must be made to The Department of Family and Children's Services within 24 hours of the original disclosure or suspicion of abuse.