

## **Presbytery of Geneva Child Protection Policy**

### **Statement of Purpose**

The Presbytery of Geneva seeks to provide a safe and secure environment in which children and youth can spiritually develop and are protected from inappropriate treatment of any kind. Our intent is to protect children and youth during all Presbytery events or activities, to educate staff and volunteers concerning pertinent issues, and to provide accountability to protect staff, volunteers and the Presbytery.

### **Basic Policy for Compensated Staff and for Volunteers**

The following guidelines apply to all individuals who work with children or youth at any Presbytery event or activity. For the purpose of this policy the terms “child” “children” or “youth” include all persons under the age of eighteen (18).

### **Two Adult Rule**

At any Presbytery event or activity with children or youth there will be no less than two unrelated adults present. For overnight activities, there should be at least one adult of each gender where appropriate..

### **Open Door Policy**

All rooms set aside for children or youth must have a door with a clear window in it through which the room is visible. Otherwise, the door to the room shall remain open.

Adults assisting small children or infants in bathrooms shall prop open the door.

At all times, the “two with one, one with two” rule shall be observed, that is, at least two adults shall be present if there is only one child in an enclosed or separate space, and at

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### Age of Volunteers

Persons who work with children or youth should be at least 18 years of age. We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under the age of 18 to assist in caring for children during events or activities. In this case, the person must be at least 13 years old, must be under the supervision of an adult, and must never be left alone with children. Babysitters under 18 years of age come under the same protections as all other children.

### Discipline Policy

Under no circumstances is corporal punishment justified. There should be no spanking, grabbing, hitting, or other physical discipline of children. Volunteers should consult with the designated event leader if assistance is needed with disciplinary issues.

### **Selection of Volunteers**

All persons desiring to work with children or youth at Presbytery events or activities will be screened. The screening includes the following:

#### Six Month Rule

No volunteer will be considered for any position involving contact with children until she/he is known to a church within the Presbytery or partner Presbyteries for at least six months. A recognized representative of the volunteer's local church shall confirm, verbally or in writing, the church approves the individual's contact with children at Presbytery events.

### Written Application

All persons who wish to work with children or youth will complete the Presbytery's written application. The application requests basic information from the applicant and inquires after previous experience with children, church affiliation, reference and employment information, as well as the disclosure of any previous criminal convictions. The application forms will be maintained in confidence in the Presbytery office.

#### Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for working with children or youth.

#### Reference Checks

Before working with children or youth, at least three of the applicant's references will be checked. These references should be of an institutional nature as opposed to personal or family references.

#### Criminal Background Checks

A criminal background check may be conducted for any and all volunteers seeking to work with children or youth at Presbytery events or activities. A disqualifying offense that will keep an individual from working with children or youth will be determined by the Presbytery on a case-by-case basis in light of the surrounding circumstances. Convictions for an offense involving children will preclude someone from being permitted to work with children. Conviction for other offenses may preclude participation in activities involving children, at the discretion of the Presbytery. Failure to disclose a felony conviction on the application will also disqualify the applicant.

#### **Responding to Allegations of Child Abuse**

For the purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological, or emotional health and development. Child abuse may include the following:

Physical abuse – any physical injury to a child that is not accidental. This can include hitting, beating, shaking, burns, or biting.

Emotional abuse – emotional injury takes place when a child is not nurtured or provided with love and security. This can include threatening, yelling, constant criticism, belittling, bullying or constant teasing.

Sexual abuse – any sexual activity between an adult and child or between a child and another child at least four years older than the victim. This can include fondling, exhibitionism, intercourse, or pornography.

Neglect – depriving a child of his/her essential needs. This can include lack of provision of food, water, shelter or medical care.

Volunteers may become aware of abuse or neglect of children or youth under their care at a Presbytery event or activity. If the volunteer suspects abuse or neglect, he/she should report it immediately to the Presbytery Leader or Stated Clerk for further action, including reporting to authorities as may be mandated by state law.

If an incident of abuse or neglect is alleged to have occurred at a Presbytery event or activity, the following procedures shall be followed:

1. The parent or guardian of the child or youth will be notified.
2. The person alleged to be the perpetrator of abuse or neglect will be placed on leave from working with children, pending an investigation, and instructed to remain away from the premises during the investigation.

3. Civil authorities will be notified. The Presbytery will comply with State requirements regarding mandatory reporting of abuse.
4. The Presbytery's insurance company will be notified, and an incident report will be filed. Any documents received related to the incident or allegations will be forwarded immediately to the insurance company.
5. The Presbytery Leader will be the spokesperson to the media concerning incidents of abuse or neglect. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the Presbytery. All other representatives from the Presbytery should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it.
7. In any case where there is no clear finding, including pleas of "no contest," the person involved shall be removed from all positions involving contact with children.

### **Training**

The Presbytery will provide periodic Child Protection Policy training to ensure that all members of the Presbytery staff and all volunteers serving youth and children are fully informed concerning the Policy guidelines.