

minors & students @ all souls

POLICIES ON THE PROTECTION OF MINORS, SEXUAL ABUSE PREVENTION AND MISCONDUCT

All Souls Charlottesville seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the below practices, our goal is to protect the minors of All Souls Charlottesville from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

Definitions

For purposes of this policy, the terms "minor" or "minors" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and volunteer persons who work with minors.

Selection of Workers

All persons who desire to work with the minors participating in our programs and activities will be screened. This screening includes the following:

Six Month Rule: No applicant will be considered for any position involving contact with minors until she/he has been involved with All Souls Charlottesville for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with minors.

Written Application: All persons seeking to work with minors must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with minors, previous All Souls Charlottesville affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file with All Souls.

Personal Orientation: Upon completion of the application, a face-to-face meeting may be scheduled with the applicant to discuss his/her suitability and provide information for the position.

Reference Checks: Before an applicant is permitted to work with minors, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or

family references, preferably from organizations where the applicant has worked with minors in the past. Documentation of the reference checks will be maintained in confidence on file with All Souls.

Criminal Background Check: A national criminal background check is required for all employees (regardless of position) and for the following categories of volunteers: those who will be involved in any counseling, overnight activities, teaching, mentoring or others having occasional one-on-one contact (drivers, coaches, etc.) with minors.

Before we run a background check, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, she/he will be unable to work with minors.

What constitutes a disqualifying offense that will keep an individual from working with minors will be determined by the pastoral and/or elder team of All Souls Charlottesville on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving minors and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with minors. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file with All Souls.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when minors are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

Responding to Allegations of Child Abuse

For 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 occurs in different ways and includes the following:

Physical abuse: any physical injury to a child that is not accidental, such as beating, shaking, burning, and biting.

Emotional abuse: any emotional injury where the child is not nurtured or provided with love and security, such as an environment of constant

criticism, belittling and persistent teasing.

Sexual abuse: any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.

Neglect: depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the minors under our care. In the event that an individual involved in the care of minors at All Souls Charlottesville becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the pastor or an elder of All Souls Charlottesville for further action, including but not limited to reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at All Souls Charlottesville or during our sponsored programs or activities, the following procedure will be follows:

1. We will notify the parent or guardian of the child.
2. We will immediately place the worker alleged to be the perpetrator of the abuse or misconduct on leave from working with minors pending an investigation and instructed to remain away from the premises during the investigation.
3. We will notify civil authorities, and All Souls will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. All Souls will fully cooperate with the investigation of the incident by civil authorities.
4. We will notify our insurance company, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The pastor of All Souls will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. If our pastor is alleged to be involved, the elders will designate another spokesperson. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it.
7. Any person who fails to be found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for minors during programs or activities. The following guidelines apply to teenage workers:

1. Must be at least age 14
1. Must be screened as specified above.
3. Must be under the supervision of an adult and must never be left alone with minors.

Check-in/Check-out Procedure

For children 6 and below, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" in order to sign out the child from our care. In the event that a parent or guardian is unable to present the "child check," All Souls Charlottesville will be contacted. The Lead Child Worker for that day will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

Sick Child Policy

We desire to provide a healthy and safe environment for all of children at All Souls Charlottesville. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, minors with the following symptoms should not be dropped off:

Fever, diarrhea, or vomiting within the last 48 hours
Green or yellow runny nose
Eye or skin infections
Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children, and we will contact the parent or guardian to request that the child be picked up for the day.

Medications Policy

All Souls Charlottesville does not administer either prescription or non-prescription medications to the minors under our care. Medications should be administered by a parent at home. Parents are reminded of our sick

child policy.

Exceptions to the medications policy may be granted to parents of minors with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of minors with these issues should address their situation with that day's Lead Child Care Worker to develop a plan of action.

Discipline Policy

It is the policy of All Souls Charlottesville not to administer corporal punishment, even if parents have suggested or given permission to do so. There will be no spanking, grabbing, hitting, or other physical discipline of minors. Workers should consult with our Lead Child Care Worker if assistance is needed with disciplinary issues.

Restroom Guidelines

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the minors back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of five (up to age 10), at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their minors visit the bathroom prior to each class.

Accidental Injuries to Minors

In the event that a child or youth is injured while under our care, the following steps should be followed:

For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the minor's parent or guardian of the injury at the time the child is picked up from our care.

For injuries requiring medical treatment beyond simple First Aid, we will immediately summon or contact the parent and/or guardian as well as the worker's supervisor. If warranted by circumstances, an ambulance will be called.

Once the minor has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Training

All Souls Charlottesville will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.