



PROTECTION POLICY

RPC PROTECTION POLICY FOR CHILDREN,
YOUTH, AND INDIVIDUALS WITH SPECIAL
NEEDS

Revision 1.4
Approved on July 14, 2026



Purpose of the Policy:

To reasonably ensure the general safety and well-being of children, youth, and individuals with special needs when they have been entrusted to the church's care secondarily by those who have primary care responsibility.

Parameters of the Policy:

This protection policy applies to all children, youth, and individuals with special needs who are voluntarily placed by parents or designated caregivers under the responsibility of the church for the church's public worship services or specific ministry related church-sponsored activities.

Any form of abuse, harm, neglect or other problems related to individuals at home, school, or in any bible study, activity, or venue not directly related to children's ministry, youth ministry, or a church-sponsored activity at RPC is not covered by this policy.

Definitions:

The following definitions help explain Redeemer's Protection Policy and Procedures:

- **Adults** are individuals eighteen years or older.
- **Minors** are individuals under eighteen years of age.
- **Children** are individuals grade 5 and below.
- **Youth** are individuals in grades 6 to age 18.
- **Individuals with Special Needs** are both minors and adults who require extra attention, accommodations, and/or modifications that other children, youth, and adults may not need.
- **Staff** are individuals who are paid employees of the church.
- **Volunteers** are adults who work with children and are not in the employment of the church. Volunteers include childcare workers, team leaders, facilitators, teachers, coordinators, and anyone else who serves the children. The term will be used throughout this policy manual as an all-encompassing term for anyone who regularly serves the children monthly or with greater frequency, and is not church staff.

- **Helpers** are minors who are at least one grade older than the children they are assisting and are assisting in some area of children's ministry alongside an adult.
- **Pastors, elders, deacons and deaconesses** are church leaders elected or appointed as officers of the church who serve the church by providing teaching and leadership to the congregation as a whole.

Protection Policy:

Because our main concern is to keep children, youth, and individuals with special needs safe while in our care, Redeemer will always:

- Perform background checks on all volunteers that have classroom contact with children, youth, and individuals with special needs. The determination of a disqualifying offense will be determined by Redeemer's session, in consultation with the administrator(s) for the background checks. Generally, convictions for offenses involving children and/or offenses involving violence, illegal substances, and indecency will preclude a volunteer from being approved to work with children.
- Train all children's, youth, and Hand in Hand ministry staff and volunteers regarding Redeemer's protection policy.
- Schedule volunteer/child ratios that optimize safety, adhering to a two-volunteer per classroom ratio under normal operating conditions.
- Utilize trained volunteer or staff facilitators to promote and maintain safety in the building during events when and where church sponsored and church organized childcare is occurring.
- Equip each room with a first aid and emergency response kit.
- Educate children's, youth, and Hand in Hand ministry staff and key volunteers to recognize suspected child abuse and to require them to understand and follow any applicable reporting laws as well as to encourage them to report suspected abuse to church officials.
- Adhere to a 'healthy child' policy for admittance to children's ministry.
- Train volunteers to know how to evacuate children safely in case of an emergency.

- Perform an annual audit and census of adherence to this policy before the July stated session meeting. The Session will review and update this policy each year at its July Stated Meeting. Designated staff will give the updated policy to ongoing volunteers each August, who will be required to read and sign it, indicating their understanding of, and agreement with its terms.

I, _____
understand terms of this policy and I agree to abide by them and to protect the health and safety of the children, youth, and individuals with special needs assigned to my care or supervision at all times. I acknowledge my obligation and responsibility to protect and nurture them and agree to never engage in behavior that may harm them.

Furthermore, I agree to do my best to prevent abuse and neglect among children, youth, and individuals with special needs involved in Redeemer activities, and to report any known or suspected abuse to appropriate church leaders and legal authorities in accordance with the Policy.

Signature

Date

RPC Child Protection Procedures
Training Document
Version 1.4
Effective July 14, 2026

I. Purpose of the Procedure:

To reasonably ensure the general safety and well-being of children, youth, and individuals with special needs when they have been entrusted to the church's care secondarily by those who have primary care responsibility.

For church staff to effectively implement Redeemer's Protection Policy given resource and time constraints in a volunteer organization.

II. Parameters of the Procedure:

Protection procedures apply to all children, youth, and individuals with special needs voluntarily placed by parents or designated caregivers under the responsibility of the church for the church's public worship services or specific ministry-related or church-sponsored activities.

Any form of abuse, harm, neglect or other problems related to individuals at home, school, or in any bible study, activity, or venue not directly related to children's ministry, youth ministry, or a church-sponsored activity at RPC is not covered by this policy.

III. Definitions:

The following definitions help explain Redeemer's Child Caregiving Procedures:

- **Adults** are individuals eighteen years or older.
- **Minors** are individuals under eighteen years of age.
- **Children** are individuals grade 5 and below.
- **Youth** are individuals in grades 6 to age 18.
- **Individuals with Special Needs** are both minors and adults who require extra attention, accommodations, and/or modifications that other children, youth, and adults may not need.
- **Staff** are individuals who are paid employees of the church.

- **Volunteers** are adults who work with children and are not in the employment of the church. Volunteers include childcare workers, team leaders, facilitators, teachers, coordinators, and anyone else who serves the children. The term will be used throughout this policy manual as an all-encompassing term for anyone who regularly serves the children monthly or with greater frequency, and is not church staff.
- **Helpers** are minors who are at least one grade older than the children they are assisting and are assisting in some area of children's ministry alongside an adult.
- **Facilitators** are qualified volunteers whose duties are not limited to any one classroom. Facilitators generally move about the hallways and buildings during scheduled session times to observe activity and be of service to volunteers (e.g., locating parents or substituting temporarily for another volunteer.)
- **Pastors, elders, deacons and deaconesses** are church leaders elected or appointed as officers of the church who serve the church by providing teaching and leadership to the congregation as a whole.

IV. **Creating an Environment of Care**

Redeemer Presbyterian Church staff and volunteers will endeavor to:

1. Warmly welcome all parents and children
 - a. by working together in partnership
 - b. to counteract condemnation in their lives,
 - c. by creating a secure environment for better learning.
2. Equip parents to lead their children and students into worship and into following Christ in deeper ways.
3. Equip volunteers to knowingly and wisely speak into the lives of children, youth, and individuals with special needs in a positive and encouraging manner.
4. Have children, youth, and individuals with special needs experience the profound love of Christ.

5. Shape children's identities to know they are dearly loved, created with dignity and power, to extend love, mercy, and justice to the world.

V. Ministry Volunteer Screening Procedures Defined:

Redeemer staff and volunteers will endeavor to follow the procedure listed below to the best of its ability given current constraints and resources:

1. All volunteers must be regular attenders or members of RPC in good standing for at least 3 months, except with written exception by the Director of Children's, Youth, or Hand in Hand Ministry..
2. All volunteers must have completed RPC's childcare training in person or digitally and sign attestation of completion.
3. Criminal records checks and other appropriate screening checks will be completed by RPC staff on all volunteers, except in exceptional circumstances.
4. All completed records of screening procedures will be kept electronically.
5. Volunteers must be approved by the Director of Children's, Youth, or Hand in Hand Ministry or his/her designee.
6. All volunteers must repeat the screening procedures and criminal background checks every three years.
7. RPC reserves the right to reject any applicant for volunteer service or dismiss an existing volunteer for any reason, including, but not limited to:
 - a. Refusing or failing to complete screening;
 - b. Failing to provide requested information;
 - c. Providing information that is subsequently determined as false or misleading;
 - d. Personal issues that compromise the applicant or volunteer's ability to care for children;
 - e. Any criminal report or charge; obtaining information from references or criminal record checks that suggest that the applicant is not suitable to help with children;

Any volunteer, helper, deacon, staff or elder (or any RPC member) who learns of or has knowledge of misconduct by an applicant should report that knowledge to the appropriate Ministry Director. He or she may also be held personally responsible to any legal obligation that he or she may have to disclose such information to the authorities as per the NC mandatory reporter statute.

VI. Training Procedure:

Redeemer staff and volunteers will endeavor to follow the procedure listed below to the best of its ability given current constraints and resources:

1. All children's, youth, and Hand in Hand ministry staff and volunteers must complete RPC's childcare training in person or digitally and sign attestation of completion. before they are allowed to work with children. (Additional training sessions may be scheduled for existing volunteers to update them on any changes to policies, procedures and practices.)
2. All staff who do not have direct contact with children, youth, or individuals with special needs will receive training on protection policies, but will not be required to be trained on procedures and practices.
3. Parents with questions about protection policies, procedures and training are welcome to attend or complete these sessions.

VII. Child Arrival and Departure Procedure:

Redeemer staff and volunteers will endeavor to follow the procedure listed below to the best of its ability given current constraints and resources:

1. Volunteers should be ready to accept children 15 minutes prior to the start of any session/event, so that parents have enough time to transition their children before the session/event begins.
2. Parents are encouraged to pick up their children immediately after the conclusion of the session/event.
3. If a child is not picked up within 15 minutes of the end of the session, volunteers will ask the facilitator to locate the parents.

VIII. Child Check In and Check Out Procedures:

A. Common Procedures

Redeemer will endeavor to follow the procedure listed below to the best of its ability given current constraints and resources:

1. Any parent who would like his/her child to participate in a children's ministry program will sign the child into the appropriate classroom, nursery, or activity when he/she arrives, granting permission for the child to participate in that RPC event or program.
2. Check-in and check-out of children applies to all children birth - 5th grade.
3. The parent should use this opportunity to note any allergies or special needs the child may have.
4. A parent or designated caregiver must be in the church building at all times while their children are checked-in.
5. Only the parent or designated caregiver who signed the child into the class is authorized to pick up the child. The exceptions to this are:
 - a. In the event of an emergency that would result in neither parent/guardian being available to sign out the child at the end of a session, the child will be released to the care of the volunteer and an elder, deacon, or staff member of RPC.
 - b. A member can send their spouse to pick up their children.
 - c. A parent may make prior arrangements with the Children's Ministry Director or his/her designee to allow for someone other than him/herself or his/her spouse to pick up the child at the end of a session.

Note: Children's Ministry staff and volunteers have the right to refuse any child at check-in. Some reasons might include potential illness, behavior that endangers other children, the room being closed because the adult-child ratio has been met, or anything else that might impair our ability to maintain a safe and secure environment for the children.

B. Procedures for Children with Special Needs

To allow Hand in Hand, the church's ministry to individuals with special needs, to assess the needs of the child and assist parents in transitioning their child into a classroom setting, parents of children with special needs are encouraged to contact the Children's Ministry Director before joining the class. If parents agree that a Hand in Hand volunteer would be helpful for their child's participation in class, the Director of Hand in Hand ministry will coordinate directly with the parent. A participation form will be completed

for Hand in Hand services which could allow one-on-one care in the Hand in Hand room, which is internally connected to Room 104 and has clear visibility to the adjoining classroom via a large window. There may also be additional one-on-one care in the hallway, lobby, or other observable spaces in the church building as needed for safe traveling to the restroom, sanctuary, or other programming.

C. Procedure in Cases of Divorce, Separation or Custody Visitation.

In a situation where parents are divorced or separated, volunteers should only release the child to the parent who brought the child to check in. If the other parent or anyone else attempts to check out the child, the volunteer or staff should immediately contact the Children's Ministry Director or another church staff. If a parent presents a court order for a child, the police must also be present and we are to release the child to police custody. In any of these circumstances, the volunteer or staff should immediately contact the Children's Ministry Director or facilitator.

IX. Children In Redeemer's Care

A. Two Volunteer Guideline

For all children's classes and programs, at least two qualified adult volunteers must be present in each classroom whenever possible.

1. Helpers are always 'counted' in addition to and supervised by the two adult volunteers.
2. A staff member or volunteer may take children out of the nursery or classroom only for a compelling reason, such as to use the bathroom (See Section XI) or in cases of illness, emergency, or evacuation.
3. Meetings with Children - Staff and/or volunteers should not have private one-on-one meetings with children.
4. Visibility - When children's classes or programs are in session, the interior doors and windows should allow for unobstructed views from the outside of everyone inside the room.

- B. Building safety - There will be only one point of entry to the children's ministry hallway and all unused children's ministry rooms will be locked.
- C. Media safety - Volunteers in classrooms will not take photos of children. Designated photographers may take photos occasionally during Redeemer Presbyterian's church services and events. These photos help us celebrate community, share our story, and invite others to experience life with us. Redeemer may use the media recorded at these events in materials produced by or for the church, including but not limited to bulletins, posters, brochures, newsletters and other printed and electronic materials, digital media (e.g., Redeemer's website, Facebook or other social media posts). If you prefer your child not to be included in any media, please let us know by emailing children'sministry@redeemerws.org and we will do our best to accommodate your request.

X. Child to Volunteer Ratio and Guidelines

- A. Ratio Guidelines: In addition to the two volunteer guidelines stated above, the following ratios should be maintained given volunteer availability.
 - 1. Children 0 - 11 months: One volunteer for every three children.
 - 2. Children 12 – 35 months: One volunteer for every six.
 - 3. Children ages 3-5: One volunteer for every eight children.
 - 4. Children ages 6-12: One volunteer for every twelve children.
- B. Whenever age groups are combined, the ratio is determined by the age of the youngest child in the combined group.
- C. If a ratio threshold is surpassed, additional children should not be accepted into a classroom until additional volunteers are added.

XI. Diaper Changing and Child Restroom Procedures

The following procedures by age group should be followed given available volunteer resources:

1. Zero (0) Months through Two (2) Years Old:

- a. Volunteers will change diapers as needed. Diapers must be changed in the presence of both adult volunteers.

2. Two (2) Years Old through Pre-K:

- a. At check-in, parents should let the volunteers know if their child is potty training. In the event that a child needs to use the restroom, the volunteers will call the Hall Facilitator. The Hall Facilitator ensures that at least two volunteers accompany children to the restroom (but no more than the adult child ratio allows). The volunteers and/or Hall Facilitator should remain present at the restroom entrance to monitor the child(ren) and be available should the child(ren) request assistance.
- b. Adults should only enter a restroom stall to assist a child when absolutely necessary. Volunteers should also be alert to any inappropriate behavior among the children and respond accordingly. At no time should a volunteer or facilitator be present without another volunteer present.

3. K to 5th Grade:

- a. For all other classes up to 5th grade, any child needing to leave the classroom to use the restroom should go with another child of the same age and gender. A volunteer will accompany the pair to the restroom, scan the restroom for any other adults, and then wait outside the bathroom door until the children are finished.
- b. All children should be encouraged to wash their hands with soap and water (or anti- bacterial sanitizer) and return with the volunteer or facilitator to the classroom. Facilitators should be available to step into a classroom temporarily if necessary to maintain appropriate child to volunteer ratios.

XII. Allergy Guidelines and Procedures

- A. Snacks Served - For RPC events and Sunday morning childcare, Redeemer provides snacks for toddlers to 5th graders. We offer a gluten free option and attempt to make all other snacks be peanut free. Curriculum may also encourage particular food or drink to aid in the learning process.

- B. Child Information - Parents are asked to fill out information stickers and notify volunteers of any allergies the child(ren) may have when they drop off their child. Allergies of children who attend regularly are noted on the rosters as well as on food dispensers. Parents of children with severe allergies should bring an epi-pen to each class or event their child attends.
- C. Parents of children with severe allergies are expected to talk with the Children's Ministry Director about how to handle any allergic reactions. With parental approval, allergy information about children of members is posted in the child's classroom as it becomes available.
- D. Volunteers in classrooms should check rosters before giving out snacks, and in cases of allergies coordinators, teachers, and volunteers are encouraged to accommodate children with allergies to the best of their ability.

XIII. Appropriate Discipline in the Classroom

- A. Goals of Discipline - All discipline should be undertaken for the good and safety of the child/children in our classrooms. Physical force should never be used in disciplining a child. Gentle restraint may be required in moments for the safety of a child or those around him/her.
- B. Location - Where verbal discipline should/should not occur. In classrooms with outside entrances, children should be taken aside in the classroom to be spoken to for a discipline situation, rather than being taken into a hallway or outside alone with a teacher or helper.
- C. Physical Engagement of Children - Any type of contact with children should always be for the benefit of the child. If a toddler runs to a volunteer with arms open wide, volunteers are encouraged to pick up and hold the child. Volunteers are encouraged to hold, and rock children in nursery and preschool classrooms. Volunteers of children in grades K-5 can hug or show affection in public areas, but should avoid doing so in isolated areas. The following are encouraged for healthy examples of physical engagement:

1. Appropriate physical interactions include, but are not limited to:
 - a. high fives/fist pumps
 - b. pats on the shoulder
 - c. side-hugs (an arm around the shoulder)
 - d. brief front hugs (if initiated by the child)
 - e. infants and toddlers may be held, hugged, rocked
2. Inappropriate physical interactions include, but are not limited to:
 - a. corporal punishment or physical abuse
 - b. sexual abuse or any contact for sexual gratification
 - c. tickling or wrestling
 - d. kissing
 - e. rubbing or massaging a child older than toddler (4+ years old)
 - f. prolonged or lingering hugs
 - g. lap sitting with a child older than toddler (4+ years old)
 - h. carrying a child (including “piggy-back” rides, shoulder rides) who is not an infant or toddler (4+ years old)

XIV. Healthy Child Guidelines

Redeemer is dedicated to preventing the spread of disease among the children. In order to prevent the spread of communicable diseases and illness several procedures and guidelines are in place concerning disease:

1. Staff and volunteers have the right to refuse a child on the basis of questionable symptoms.
2. Children with infectious diseases should be kept home until they are no longer contagious. If a child is exhibiting symptoms of illness such as fever, diarrhea, open skin lesions or blisters (as in chicken pox), or persistent nasal discharge, the parent should keep the child home.

3. To prevent the spread of disease and illness, parents are asked to comply with the following Healthy Child Policy guidelines, which means the child is not displaying:
 - a. Fever, vomiting or diarrhea (Note: Children should be free of a fever, vomiting or diarrhea for 24 hours before coming to children's ministry.)
 - b. Any symptom of scarlet fever, German measles, mumps, chicken pox, or whooping cough
 - c. Common cold – from onset of symptoms and one week thereafter
 - d. Sore throat
 - e. Croup
 - f. Lice
 - g. Any unexplained rash
 - h. Any skin infection such as boils, ringworm, impetigo
 - i. Pink eye or other eye infection
 - j. Thick green, yellow or constant nasal discharge
 - k. Any other communicable disease.

XV. Universal Communicable Disease Precautions

Universal precautions are very effective for protecting both children and volunteers from illness. Redeemer has adopted and will train volunteers to utilize the following precautionary practices.

1. Volunteers will always be instructed to use disposable non-latex gloves and proper hygiene procedures to change diapers, wipe noses, and isolate body fluids or blood until a wound can be covered or other help located.
2. Hand washing or use of anti-bacterial hand sanitizer must be a regular habit for both children and volunteers.
3. Toys and equipment should be washed and disinfected regularly, and sterilized when possible.

4. Neither volunteers nor church staff may give any medication to any child nor may children self-medicate. Exceptions to this policy include: EPI Pens for emergencies with parental permission.
5. Sick children should not participate in classroom activities, and parents should be notified as quickly as possible if symptoms in the Healthy Child Guidelines (listed above) appear.

XVI. Youth & Adults with Special Needs Specific Guidelines and Procedures

Redeemer Youth staff and volunteers will endeavor to follow the procedure listed below to the best of their ability given current constraints and resources:

1. Two Adult Rule: At least two qualified, screened adults must be present at every function or program involving students or adults with special needs. Staff and volunteers will never be alone with a student or adult with special needs at any church or non-church activity at which staff and volunteers are pursuing relational contact with one or more individuals.
2. Rule of Three: In limited circumstances when the Two Adult Rule cannot be implemented, at least three individuals must be present, with at least one being a qualified, screened adult. Staff and volunteers may not travel in a vehicle one-on-one with a minor or adult with special needs.
3. While ministry workers should avoid being alone with a student or adult with special needs, some limited exceptions may be permitted. However, any one-on-one interaction between staff or volunteers and a student or adult with special needs must take place in a public location where the adult and youth or adult with special needs are both visible to others.
4. Two qualified, screened adults will always be present on any off site activity or overnight trip. Staff and volunteers will not sleep in the same bed with a student or adult with special needs, with the exception of a parent/child relationship.

XVII. Youth Communication Policy

Redeemer desires to promote safety and to create a healthy environment for electronic communication between youth staff and volunteers and students who participate in youth ministry.

1. Youth staff and volunteers must display Christ-honoring communication in all initial and ongoing contact with students, including through electronic media. Youth Ministry workers may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful with minors involved in the ministry.
2. Any adult who wants to communicate with minors using text messaging, e-mail, social networking sites, or other forms of electronic media must first receive written permission from a student's parent or guardian.
3. All information, images, or videos shared electronically through public ministry communications channels are not considered confidential. Youth workers are encouraged to save emails, text message threads, or take screenshots for their own records.
4. Youth staff and volunteers may not communicate with a minor through electronic media that is untraceable and unable to be monitored, including self-deleting communication apps (eg. Snapchat).
5. Any adult who violates this policy may lose electronic communications privileges or be removed from their role. The Director of Youth Ministry will notify parents or guardians immediately of any violation.

XVIII. Reporting and Addressing Violations of Protection Policy and/or Concerning Behavior

In order to foster and maintain a safe environment, all staff and volunteers who work with children, students, and individuals with special needs are responsible for promptly reporting any suspected or actual violations.

1. Staff and volunteers must notify their ministry leader, supervisor, or a member of the Protection Policy Committee (PPC) in writing within 24 hours of when they become aware that they or another individual have violated any requirement, procedure, guideline, or standard established by this policy. This should be done by submitting a Protection Policy Incident Report (Appendix D).
2. Ministry leaders and supervisors who become aware of a policy violation are responsible for reporting it to a member of the PPC and for taking all necessary steps to ensure future compliance with this policy. Corrective actions may include additional training, revision of procedures, increased supervision, or temporary removal from ministry responsibilities.
3. Any person found to have violated this policy may be permanently prohibited from serving in any ministry involving children, students, or individuals with special needs. If the individual is an employee, such conduct may also result in disciplinary action up to and including termination of employment.
4. Failure to report known or suspected violations of this policy may itself constitute a violation of the policy and may result in disciplinary action, removal from ministry responsibilities, or termination of employment or volunteer service.

XIX. Procedures for Neglect and Abuse Prevention and Reporting

Redeemer takes protection against and the reporting of neglect and abuse very seriously. In an effort to prevent abuse and neglect, we will handle any instance of suspected or observed abuse or neglect as defined in the following procedures and guidelines.

1. The Protection Policy Committee (PPC) consists of:

The Director of Children's Ministry, the Director of Youth Ministry, the Director of Hand in Hand Ministry, the Pastor overseeing discipleship ministries, the Executive Pastor, and two additional church Officers. All members of the PC stand ready to address all allegations of neglect and abuse in accordance with the RPC church covenant and the laws of North Carolina.

2. Congregational Points of Contact

Anyone who suspects, witnesses, or has any reason to believe that a child, youth, or individual with special needs has been or is likely to be neglected and/or harmed or threatened with abuse in any form should contact the appropriate Ministry Director, or any elder at RPC. This reporting includes questionable behavior (overly flirtatious behavior, shoulder massages or other intimate acts, etc.) and/or possible offenses (volunteers observing actual abuse or possible evidence of abuse, see Appendix B).

3. Requirement to Report

Mandatory Reporting - North Carolina law makes it illegal to not report child abuse. If you have reason to suspect that a child is abused, neglected or dependent, or died as the result of maltreatment, you must report it to the Forsyth County Department of Social Services. See Appendices for more information.

XX. Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) which endangers or harms the physical, psychological, or emotional health and development of a minor or adult with special needs. Child abuse occurs in different ways and includes:

- Physical abuse – any physical injury to a minor or adult with special needs which is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury when the minor or adult with special needs 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 minor and an adult or between a minor and another minor at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect – depriving a minor or adult with special needs of their essential needs, such as adequate food, water, shelter, and medical care.

(See Appendix B for a more detailed definition of child abuse.)

Ministry workers may have the opportunity to become aware of abuse or neglect of the children, youth, and individuals with special needs under our care. In the event that an individual involved in the care of minors or adults with special needs at this church becomes aware of suspected abuse or neglect; when an individual discloses child abuse, when they witness child abuse, or when they observe signs of child abuse, this should be reported immediately to legal authorities and to the Executive Pastor. The Executive Pastor will notify all members of the PC, and assist the worker to report to Child Protective Services immediately as outlined in Appendix C.

In the event that an incident of abuse or neglect is alleged to have occurred at this church or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the minor or adult with special needs will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with minors or adults with special needs pending an investigation and instructed to remain away from the premises during the investigation. He or she should also be instructed to have no contact with the victim or with witnesses.
3. Our insurance company will be notified, and we will complete an incident report.
4. We will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. (See Appendix C on Mandatory Reporting.)
5. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.

6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with minors or adults with special needs.
7. Redeemer Presbyterian Church will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other workers should refrain from speaking to the media.
8. A pastoral visit can be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
9. Pastoral staff will determine if/when/how security should be utilized.

APPENDIX A:

UNIVERSAL PRECAUTIONS

These methods are employed such that all human bodily fluids are treated as if they carried infectious diseases. Universal precautions are applicable in any setting and should always be used.

Important Points of Universal Precautions:

- Wash hands before and after any contact with bodily fluids, including wiping noses, changing diapers, cleaning vomit, and treating a blood spill. A blood spill is an injury or situation which causes blood to no longer be contained.
- Always wear disposable gloves when dealing with any bodily fluids.
- Treat soiled linen (i.e. sheets, clothes) as potential infectious agents.
- In rooms with children ages 23 months and below, remove toys that children have mouthed from the general play area. Set them in the container by the sink and wash.
- At the end of the session, disinfect the room with disinfectant spray.

APPENDIX B:

DEFINITIONS

I. Definitions of Child Abuse, Neglect, & Dependency

A. Child Abuse Is...

1. Inflicting or allowing someone else to inflict physical injury on a child by other than accidental means, causing death, disfigurement, skin bruising, impairment of physical or emotional health or loss or impairment of any bodily function.
2. Creating, or allowing to be created, a substantial risk of serious physical injury.
3. Using or allowing to be used grossly inappropriate devices or procedures to modify behavior.
4. Domestic violence.
5. Committing or allowing to be committed any sexual offense against a child as defined in the criminal code. This includes but is not limited to rape, crime against nature, incest, preparation or distribution of obscene material of the juvenile, sexual exploitation, promoting the prostitution of the juvenile, and/or taking indecent liberties with the juvenile regardless of the age of the parties.
6. Creating, or allowing to be created, serious emotional damage to the juvenile as evidenced by severe anxiety, depression, withdrawal or aggressive behavior.
7. Encouraging, directing, or approving of delinquent acts involving [immorality] committed by the juvenile.

B. Child Neglect Is...

1. Failing to provide proper care, supervision, or discipline from the juvenile's parent or guardian.
2. Abandonment by the parent or guardian.

3. Failing to provide necessary medical care or necessary remedial care.
4. Living in an environment injurious to the juvenile's welfare.
5. Creating a substantial risk to the physical or mental health or development of a child.

C. Child Dependency Is...

1. Needing assistance or placement because the child has no parent, guardian, or custodian responsible for care or supervision.
2. Needing assistance or placement because a parent, guardian or custodian is unable to provide for care or supervision and lacks an appropriate alternative childcare arrangement.
 - a) The parent or guardian's inability may be due to physical or mental illness, substance abuse, developmental disability, arrest or natural disaster and may be temporary or permanent.
 - b) The parent or guardian's inability may be due to the child's extraordinary needs such as severe illness or disability.

II. Indicators of Potential Child Abuse, Neglect & Dependency

A. Physical Abuse

1. Doubtful explanations of bruises and welts on any part of the body
2. Doubtful explanation of lacerations, abrasions or fractures
3. Bruises of different ages (various colors)
4. Injuries inconsistent with information offered by the child
5. Injuries reflecting shape of article used (electric cord, belt, buckle)
6. Injuries that regularly appear after absence or vacation

7. Doubtful explanation of burns, especially to soles, palms, back or buttocks
8. Burns with a pattern from an electric burner, iron or cigarette
9. Immersion burns with a distinct boundary line
10. Frightened of parents or afraid to go home

B. Emotional Abuse

1. Lags in physical development
2. Bizarre behavior
3. Fearfulness of adults or authority figures
4. Revelations of highly inappropriate discipline, i.e., being enclosed in a dark closet, forced to drink or eat inedible items
5. Domestic violence

C. Sexual Abuse

1. Venereal disease in a child of any age
2. Evidence of physical trauma or bleeding to the oral, genital or anal areas
3. Refusing to change into gym clothes
4. Running away from home and not giving any specific complaint
5. Sexual knowledge/behavior or use of language not appropriate to age level

D. Physical Neglect

1. Lack of basic needs (housing, clothing, food)
2. Lack of essential health care and high incidence of illness
3. Extreme poor hygiene on a regular basis
4. Inappropriate clothing in inclement weather on a consistent

basis

5. Abandonment

E. Dependency

1. Child's parent, guardian or custodian is unable to provide for care or supervision and lacks appropriate care arrangement as the result of physical or mental illness, substance abuse, developmental disability, arrest or natural disaster and may be temporary or permanent
2. The child has no parent, or guardian in the home responsible for care or supervision

Source: NORTH CAROLINA GENERAL STATUTES - Chapter 7B Juvenile Code

APPENDIX C:

MANDATED REPORTING

Mandated Reporters are required by law to make a report of suspected child abuse. A report of suspected child abuse or neglect should be made to the local Department of Social Services (DSS) in the county where the child lives or is found. Forsyth County DSS Phone Number: (336) 703-3800. Ask for the child protective services intake worker. If after hours, call 911 and ask for the social worker on call. Call 911 if the child is in immediate danger.

Who Should Report?

North Carolina's reporting law applies to every person and every institution in the state. It requires "any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by NCGS 7B-101, or has died as a result of maltreatment" to make a report to the county department of social services.

Are There Any Exceptions?

North Carolina law provides that "no privilege shall be grounds for any person or institution failing to report that a juvenile may have been abused, neglected, or dependent, even if the knowledge or suspicion is acquired in an official professional capacity." The Juvenile Code contains only one exception for the otherwise universal duty to report. An attorney is not required to make a report if "the knowledge or suspicion is gained by [the] attorney from that attorney's client during representation only in the abuse, neglect, or dependency case." In any other situation the law requires attorneys to report like anyone else.

How Do I Report?

Call Forsyth County's Child Protective Services or visit the office in person to make a report.

- **BY PHONE:** (336) 703-ABUSE (2287)
- **IN PERSON:** Monday - Friday (8:00 am - 5:00 pm)
Child Protective Services
Forsyth County Dept. of Social Services, Ground Floor
741 North Highland Avenue Winston-Salem, NC 27102
- **BY EMAIL:** We cannot make a report unless we have contact with you. If you have a question, please email at reportchildabuse@forsyth.cc.

APPENDIX D:

INCIDENT REPORT FORM

This form should be used to report to the Protection Policy Committee (PPC) any violation of the Protection Policy, boundary violations, disclosures of abuse, child safety concerns, or other behavior or allegations of behavior that might jeopardize the safety of a child. Proof or direct knowledge of a behavior or incident is not necessary to submit this form, and as such some lines on this form may not be applicable to you. Provide whatever information you do have, and where extra space is needed, please continue below the line or attach an additional sheet.

1. Date(s) of incident/behavior, if known:

2. Name(s) of child(ren) or youth(s) harmed, potentially harmed, or otherwise adversely impacted by incident/ behavior:

_____ Unknown _____ Known (fill out lines below)

Child/Youth 1:

Parent(s):

Child/Youth 2:

Parent(s):

3. Name(s) of individual(s)—adult, youth, or child—who accidentally or intentionally violated the Policy, or otherwise harmed or potentially harmed (the above) child(ren) or youth(s), or who otherwise engaged in concerning behavior.

_____ Unknown _____ Known (fill out lines below)

Individual 1:

Parent(s), if individual is a minor:

Individual 2:

Parent(s), if individual is a minor:

4. What part of the Policy, if any, was violated?

5. Where did the incident/behavior occur?

6. Was there an ongoing activity at the time of the incident? If so, what?

7. Description of incident/behavior:

8. Did you witness the concerning incident/behavior firsthand?

_____ Yes _____ No

If not, how did you find out about it?

9. Who was present at the time of the incident/behavior?

Name:

Role in church /Relationship to child/youth :

Name:

Role in church /Relationship to child/youth :

10. Which individuals, other than those listed above, know about this incident?
Please include individuals in the church and beyond.

Name:

Role in church /Relationship to child/youth :

Name:

Role in church /Relationship to child/youth :

11. Please provide the following information for any law enforcement or child protection agencies that were contacted in reference to this incident:

Name of Agency 1:

Date(s) of contact:

Means of communicating with the agency:

Report #:

Name(s) of the individual(s) who contacted the agency:

Name(s) of other individual(s) present when agency was contacted:

Name of Agency 2:

Date(s) of contact:

Means of communicating with the agency:

Report #:

Name(s) of the individual(s) who contacted the agency:

Name(s) of other individual(s) present when agency was contacted:

12. Were any professionals or experts, other than those listed above, contacted about this incident? If yes, please indicate the individual(s) or non-governmental agency contacted, the date of the contact, and the result of consult:

Date:

Consultant:

Result:

Date:

Consultant:

Result:

13. What additional steps have been, or will be, taken to respond to this incident/violation? (e.g., other consultations sought, consequences for the actor(s), support for the impacted child(ren), community notification)

(Anticipated) Date:

Response:

(Anticipated) Date:

Response:

(Anticipated) Date:

Response:

(Anticipated) Date:

Response:

14. What, if anything, do you think can be done to prevent future similar incidents/violations or improve response procedures?

15. Individual submitting this report:

Printed Name:

Signature:

Date:

Please submit this form to the Protection Policy Committee by handing or emailing it directly to a committee member or mailing it to:

Redeemer Presbyterian Church
ATTN: Protection Policy Committee
1046 Miller St.
Winston Salem, NC 27103