

**EAST KENTUCKY DISTRICT  
Children's Ministries  
Manual for:**

**POLICIES AND PROCEDURES  
IN THE PREVENTION OF CHILD ABUSE**

This booklet containing policies and procedures adopted by  
**East Kentucky District Children's Ministries**  
for the prevention of child abuse, has been formed from  
materials made available through the following  
contributors:

**Guideone Insurance Company,  
(Safeguard Solutions), Risk Management Division**

**Brotherhood Mutual Insurance Company  
(Sample Policy Manual)**

**Richard A. Word; LCSW**

**The Church of the Nazarene  
Children's Ministries Department  
Kansas City Missouri  
Lynda T. Boardman; Director**

**East Kentucky District Children's Ministries Directors  
Rev. Jim and Teri Harris**

**Policies and Procedures In the Prevention of Child Abuse**

<b>STATEMENT OF PURPOSE</b>
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In the following instructions of our Lord Jesus Christ to  
"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), it is the purpose of the members and staff  
of the East Kentucky District Children's Ministries to  
provide a safe and secure environment for preschoolers,  
children, youth and mentally handicapped persons entrusted

to our care. We are to encourage those preschoolers, children, youth, and their families to enter a saving relationship with Jesus Christ, and to grow in their relationship with Him.

A safe and secure environment includes a formal, written policy regarding the prevention of child abuse. The following policy and procedures encompass the protection of preschoolers, children, and youth, as well as, employees, volunteers and the Eastern Kentucky District Children's Ministries Family.

SCOPE
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This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, youth and mentally handicapped persons.

DEFINITIONS
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For the purpose of this policy the following definitions shall apply:

"Preschooler," "Child," "Children," "Youth," and "Minor" shall be defined as any individual under the age of 18, or whose mental capacity is that of a minor.

"Adult" shall be defined as any individual at least 18 years of age.

"Worker" shall be defined as any adult who serves as a volunteer and/or paid position given the responsibility of working or caring for minors.

"Teenage Worker" shall be defined as any worker at least 14 years old, but under the age of 18, enlisted to assist with the care of minors.

"Child Abuse" shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler or child.

"Criminal Background Check" (CBC) is the procedure used by qualified agencies to check the background of adult volunteers or paid employees for criminal activity.

WHAT IS CHILD ABUSE?
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KRS 600.030 defines an abused or neglected child as one whose health and welfare is harmed or threatened with harm when their parent, guardian, or other person exercising custodial control or supervision of the child engages in one or more of the following:

- Inflicts or allows to be inflicted upon the child physical or emotional injury (belittling, name-calling, cursing) other than by accidental means (does recognize that children can hurt themselves by accident);
- Creates or allows to be created a risk of physical or emotional injury other than by accidental means;
- Engages in a pattern of conduct that makes it difficult to care for the immediate and ongoing needs of the child including, but not limited to incapacity due to alcohol or drug use as defined in KRS222.005(12);
- Continually or repeatedly fails or refuses to provide essential care and protection of the child that is appropriate for the age or mental state of the child;
- Commits or allows to be committed upon the child an act of sexual abuse, sexual exploitation or prostitution;
- Abandons or exploits the child;
- Does not provide the child with adequate care, supervision, food, clothing, shelter, education or medical care necessary for the child's well being.

#### Child Sexual Abuse Defined

Child sexual abuse is any sexual activity with a child - whether in the home by a caretaker, in a day care situation, in a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is at least four years older than the victim.

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child's vulnerability

and powerlessness in which the abuser is fully responsible for the action.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Child sexual abuse includes behavior that involves touching or non-touching aspects.

VOLUNTEER WORKER AND PAID EMPLOYEES SCREENING PROCEDUES
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1. Prior to consideration for a position, any candidate who may be working with preschoolers, children, youth, or the disabled will complete and return the initial ministry application.
2. A ministry leader, or designee, will carefully review the ministry application to make certain the worker will be appropriate for the ministry position, based on the information provided.
3. If the person appears to be appropriate for the ministry work all references will be checked to confirm information provided on the ministry application.
4. Any information indicating a candidate poses a threat to others or has had prior history of physical or sexual abuse directed against another person, will result in immediate removal of the individual candidate from consideration for a ministry position within this organization.

Whether disclosed voluntarily or by result of the criminal background check, charges for crimes and/or convictions will be reviewed by trained members of the East Kentucky District Children's Ministries Council

for interpretation of the criminal history record transcript. Only qualified persons (as stated above) may view information obtained on the criminal history record transcript.

5. A criminal background check may be performed through a state law enforcement agency with respect to all candidates seeking to work with preschoolers, children, youth or the disabled.

At the applicants' request, this organization shall allow the applicant to review his/her criminal history record and transcript, in no event shall the applicant be allowed to retain and/ or copy his/her transcript. Proper notification shall be made to ministry directors if an internal grievance (applicant disputes) is filed by an applicant because of incorrect information or other reasons related to criminal histories provided by the agency. The ministry director shall submit, in a reasonable time period, the Criminal History Record Resolution Request or a similar document to the agency.

SPECIFIC ACTS AND OMISSIONS IN VIOLATION OF THE POLICY
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The following acts or omissions are violations of this policy and will not be tolerated or accepted during church activities or programs, and are to be immediately reported to the designated program staff, after the safety of the preschooler, child, children, youth or minor involved has been assured. In addition, the following are to be considered abuse as defined by KRS and KAR. All federal, state and local regulations should be followed concerning the reporting of suspected abuse.

- All direct observations or evidence of sexual activity in association with a minor;
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction of emotionally or physically abusive behavior including bodily injury to a minor;
- Pornographic or obscene material that is made available to a minor;

Being under the influence of illegal or illicit drugs or alcohol while providing supervision of minors during an activity or function of the East Kentucky District Children's Ministries.

Any committing of these acts will result in penalties up to, and including, criminal prosecution to the fullest extent of the law.

While not necessarily considered abuse, the following acts or omissions are violations of this policy and will not be tolerated or accepted during church activities or programs, and are to be immediately reported to the designated program staff after the safety of the preschooler, child, children, youth or minor involved has been assured:

- All direct observation of sexual activity;
- The presence or possession of pornographic materials at functions of East Kentucky District Children's Ministries events;
- The presence of , or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors of East Kentucky District Children's Ministries events;
- Any other violations considered to be morally irresponsible as clarified in the moral clause/ agreement found on the children's workers applications.

## WORKER SUPERVISION

At least two unrelated adults should be present at every function, and in every classroom, vehicle or enclosed area, during every preschool, child, youth or ministry program for the disabled. A reasonable ratio of adult workers must be maintained in each situation involving the supervision of children.

Program directors will supervise and make unannounced visits to classes and program sites periodically. Supervisors should maintain a log indicating rooms and activities visited including the time and date of such visits.

An identification system shall be adopted so adults who drop off a child are the same adults who pick up the child. Permission slips will be available for adults to sign, authorizing the release of the child(ren) to other adults.

Lists of workers, who meet the organizations approval, shall be posted for public viewing in an area where minors are located.

Parental permission shall be obtained in advance for involvement in church sponsored programs, activities or whenever an adult might be spending time alone with a child in an unsupervised situation. (As in a counseling situation.)

- A door without a window must remain open at all times.
- Use a "check-in/check-out" procedure for all kindergarten-aged children and younger.
- Educate all volunteers and paid workers with minors regarding the policies and procedures adopted concerning the matter of child abuse.

## WORK RESTRICTIONS

1. For children over the age of five, at least one adult female should take girls to the restroom, and one adult male should take boys to the restroom. The adult should check to make sure the facility is safe, and then wait outside the restroom until the child comes out.

2. Children five years of age or younger should be assisted as needed in the restroom by a female worker, whenever possible.
3. Never touch a person's private areas except when necessary, as in the case of changing a diaper.
4. Workers should avoid the appearance of impropriety, such as sitting older children on their lap, kissing or excessive physical contact, etc.

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DISCIPLINE
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According to 922 KAR 1:300 Section 6(10) the following practices are prohibited:

- Cursing;
- Screaming;
- Name- Calling;
- Threatening of physical harm;
- Intimidation;
- Humiliation;
- Denial of food or sleep;
- Corporal physical punishment;
- Hitting;
- Unnecessary rough handling;
- Any other unusual treatment that may be considered physical punishment
- Furthermore, no child shall directly discipline another child.

Disciplinary problems should be reported to the worker's coordinator/ supervisor or to the child's parents or guardians

INJURIES OR ILLNESS
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1. Persons who are ill (with a fever, or having a communicable disease which can be transmitted by cough or by touch) will not be permitted to participate in ministry activities.
2. A suitable substitute, (approved through the above screening process) must replace workers who are ill.
3. Participants should be returned to their parent or guardian as soon as illness is discovered. If this is not possible, then the person who is ill should be isolated in a manner that will allow supervision to continue until the person can be returned to their parent or guardian.
4. Reasonable steps should be taken to prevent exposure to body fluids of any kind.
5. Any coordinator/ supervisor who becomes aware of an injury to a worker or participant will take steps to ensure proper medical attention is given to the injured person.
6. Persons who have received an injury, which is obviously minor, should be given first aid as needed at the time of injury. The person's parent or guardian should be notified of the minor injury when they pick-up the injured person.

7. Any injury, which may require medical treatment beyond simple first aid, should be given immediate attention. The parent or guardian of the injured person should be promptly notified, along with the worker's coordinator/ supervisor. An ambulance should also be called if warranted by the injury.

RECORD- KEEPING
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An attendance list should be kept for ministry's functions involving preschoolers, children, youth and the disabled. The date of the function, along with the names of all participants and coordinators/ supervisors should be recorded.

A written "Incident/ Notice of Injury Report," should be prepared when an injury occurs during a ministry function. The incident report should be completed and immediately forwarded to the ministry director or leader of the program.

All reports claiming abuse, illness, injury, misconduct of staff, or complaints related to any East Kentucky District Children's Ministries program, shall be properly kept by the District Children's Ministries Director. The District Children's Ministries Council will review the reports annually.

NOTICE OF INJURY, ABUSE, OR MOLESTATION
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1. Workers who become aware of an injury, abuse, or molestation connected with any ministry event, whether that incident has been disclosed by the preschooler, child, youth or disabled person as having happened at home or at any other location prior to his/ her attendance at the given event, will immediately inform their coordinator/ supervisor or ministry leader of such injury, abuse or molestation.
2. Any coordinator/ supervisor who becomes aware of an injury, abuse or molestation connected with any ministry event will immediately inform the District Children's Ministry Director of such injury, abuse or

molestation and will complete an "Incident/ Notice of Injury Report."

- A. Do not treat the suspicion as frivolous.
- B. The ministry director or leader receiving the initial report will be responsible for confirming the facts reported and the condition of the child, on the same day on which the first report is made
- C. Data concerning the child's name, address, and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and the address of the person responsible for the care of the child, needs to be obtained.
- D. **The District Children's Ministries Director or leader will promptly notify the appropriate district leaders and the proper state agencies as defined by KRS 621.030. There will be full cooperation with law enforcement officials. See KRS 620.030 in print on the following page.**
- E. Maintain confidentiality of the investigation as much as possible.
- F. Ministry leaders will inform the family of the steps that are being taken and continue to keep them advised of the status of the investigation. (Church legal counsel should assist in determining the bounds of a legal and prudent response to action taken.)
- G. In instances where child abuse by a worker is confirmed, the worker will be immediately dismissed from their position.
- H. Keep the congregation informed of the investigation with respect to matters that are not confidential, so the congregation will hear about the investigation from within the church rather than from the news media

**KRS 620.030**

Duty to report dependency, neglect or abuse

(1) Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency or the Kentucky State Police; the cabinet or its designated representative; the Commonwealth's attorney or the county attorney; by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect or abuse shall promptly make a report to the proper authorities for investigation. If the cabinet receives a report of abuse or neglect allegedly committed by a person other than a parent, guardian or person exercising custodial control or supervision, the cabinet shall refer the matter to the Commonwealth's attorney or the county attorney and the local law enforcement agency or the Kentucky State Police. Nothing in this section shall relieve individuals of their obligations to report.

(2) Any person, including but not limited to a physician, osteopathic physician, nurse, teacher, school personnel, social worker, coroner, medical examiner, child-caring personnel, resident, intern, chiropractor, dentist, optometrist, emergency medical technician, paramedic, health professional, mental health professional, peace officer or any organization or agency for any of the above, who knows or has reasonable cause to believe that a child is dependent, neglected or abused, regardless of whether the person believed to have caused the dependency, neglect or abuse is a parent, guardian, person exercising custodial control or supervision of another person, or who has attended such child as a part of his professional duties shall, if requested, in addition to the report required in subsection (1) of this section, file with the local law enforcement agency or the Kentucky State Police or the Commonwealth's or county attorney, the cabinet or its designated representative within forty-eight (48) hours of the original report a written report containing:

- (a) The names and addresses of the child and his parents or other persons exercising custodial control or supervision;
- (b) The child's age;
- (c) The nature and extent of the child's alleged dependency, neglect or abuse (including any previous charges of dependency, neglect or abuse) to this child or his siblings;
- (d) The name and address of the person allegedly responsible for the abuse or neglect; and
- (e) Any other information that the person making the report believes may be helpful in the furtherance of the purpose of this section.

(3) The cabinet upon request shall receive from any agency of the state or any other agency, institution or facility providing services

to the child or his family, such cooperation, assistance and information as will enable the cabinet to fulfill its responsibilities under KRS 620;030, 620.040, and 620.050.

**Effective; April 10, 1988**

**History: Amended 1988 Ky. Acts ch 258, sec. 2, effective July 15, 1988; and ch. 350, sec.43, effective April 10, 1988.-- Created 1986 Ky. Acts ch 423, sec. 64, effective July 1, 1987.**

**Legislative Research Commission Note. This section was amended by two 1988 Acts which do not appear to be in conflict and have been compiled together.**

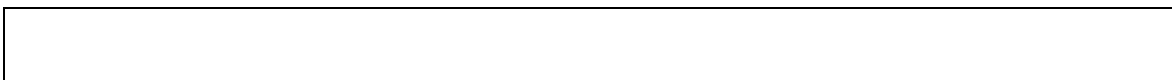
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3. Any ministry leader who suspects that abuse or molestation of a participant has occurred will ensure that the participant's parent or guardian is immediately informed that possible abuse or molestation is suspected. The church must take action depending on the strength of the evidence available.
4. Upon written notice of abuse or molestation, the district's insurance carrier must be promptly notified, as well as the District Superintendent and the appropriate department chair.
5. Respond to the media through only a designated spokesperson. It is imperative that the Ministry emphasizes its position on child abuse and concern for the victim. Focus should be placed on the extensive steps being taken to address the present occurrence and eliminate future risks, in order to provide a safe environment for children.

Every allegation of abuse or molestation should be investigated promptly and thoroughly by officials and reported as stipulated. If an allegation is factual, the relationship with the

Worker should be terminated immediately.

It is unlikely the problem will ever be resolved by relying on promises of the employee or volunteer to reform.



## VIOLATION OF POLICY OR PROCEDURES

1. Workers must promptly notify their director, coordinator/ supervisor of activity undertaken on their own behalf or by others who violate this policy or procedures.
2. Directors, coordinators/ supervisors or ministry leaders aware of a violation of the policy or procedures will take all necessary steps to ensure compliance with the policy and procedures by workers; and will remove workers from their position if such a removal is warranted, or if the worker poses a threat to others.

## REVISION OF POLICY / PROCEDURES

This policy will be regularly reviewed with legal counsel and can be modified in accordance with the bylaws of the organization. Any such modification should be promptly conveyed to all persons affected by the modification.

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## CONCLUSION

Churches need to be prepared. This is the legal reason for creating safety policies, but there's a deeper, more significant reason—to protect children. Policies are printed expressions of the value placed on children. If the only reason for safety policies is to protect the organization, the church has missed Jesus' passion for children.

Some people may think that our church is too small to worry about these safety problems or that our church "knows" everyone. Remember it's much easier to make plans and develop safety policies as a means of prevention, rather than wait until they are needed as a reaction to an abuse case.

Some churches tend to take the biblical concept of trusting God to an extreme. They think nothing bad can happen to

Christians. Although Jesus does promise many things about His care and provision for us, we must not be unwise regarding the safety of our children. When Jesus sent his disciples out on their first missionary venture, He sent them out in pairs and told them they were like sheep among wolves. He also told them bad things would happen to them, but that He would be with them (Matthew 10:16-19).

There is no automatic protection from evil for Christians. We're to watch and be ready. Accidents will happen. There will always be unforeseen circumstances that need to be handled. Therefore, the church should build sturdy safety-policy fire blocks into the walls of its ministry to protect children.

East Kentucky District Children's Ministries desires to protect children through the implementation of the above policy. Adoption of these provisions will enable Our Church to provide a safe and secure environment for each individual of our church family and its guests.