

Protection Policy

First Presbyterian Church
of Evanston

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I. Guiding Principles

As members of the First Presbyterian Church of Evanston, we wish to create an environment in which all persons can grow in their understanding of and relationship to God the Father, Son and Holy Spirit. We especially wish to support our children and youth in this endeavor and in so doing have adopted this Protection Policy based upon the following tenets:

- This policy considers the best interests of our children and youth foremost, but also protects the interests and reputations of all persons who take part in the education and development of our young people.
- By fostering awareness of appropriate, as well as inappropriate, behaviors in the presence of our children and youth, we, as part of the body of Christ, will demonstrate Christian love and respect for one another.
- We recognize that certain people have exceptional talents for teaching and supporting the growth and development of our children and youth, and we wish to encourage them to use their gifts. At the same time, however, we have set certain criteria for those adults who choose to serve in this capacity so as to protect the well-being of our children and youth.
- Our intent is not to be judgmental, for we are all accountable to God. We rely on God's wisdom in developing, implementing and carrying out His will through this policy. Compassion and truth will be the guiding forces for any investigation, reporting or follow-up action that results from the procedures as outlined in this policy.
- Congregational support is critical for adopting this policy. The limited nature of our resources, and our desire to devote as much as possible to the work of the Lord, dictate that this policy be fully understood by every member of our congregation and extended family. This will enable us to do what is within our power to preserve our assets for the work of the Lord.

II. Abuse Prevention Policy

The mission of The First Presbyterian Church of Evanston is to welcome all people to experience and accept God's love. In keeping with that purpose, this policy seeks to assure that First Presbyterian Church is continually working toward providing an environment safe from physical and sexual abuse for those participating in, receiving and providing its ministries. All ministries involving children and youth shall seek to provide access to programs and open lines of communication with parents. We will operate with a "two-adult or open door" rule, which requires an adult working with children and youth to be accompanied by an adult partner or to provide open door access to the room during any ministry activities. When those who provide the ministries of the church--paid personnel or volunteers--engage in sexual abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment or voluntary service and are subject to dismissal.

Prohibited Behavior - includes any occurrence in connection with a Church program or activity, or occurring on church property, which involves any person: (See VIII. B (1-4)).

- Threatening or inflicting physical injury upon a child or youth other than by accidental means or in self defense.
- Committing any sexual offense against, or engaging in any sexual contact with a child or youth.
- Entering, as an adult, into a dating relationship with a youth.
- Making any kind of sexual advance to, making a request for sexual favors from, or engaging in other verbal, visual or physical conduct of a sexual nature with a child or youth.

Screening Procedures - In an effort to provide a safe environment for children and youth, all paid personnel and all volunteers who work with children and youth at First Presbyterian Church shall submit to the screening procedures set forth on the Primary Volunteer Application (pages7-10) or be provided a copy of the First Presbyterian Church Protection Policy Summary and Acknowledgment Form (page 11), which are a part of this policy. The Primary Volunteer Application shall be used for all paid personnel and volunteers who work regularly with children and youth. In addition to the church's membership application process, a copy of the First Presbyterian Church Protection Policy Summary and acknowledgment Form shall be provided to all church members who work on an occasional basis with minor children and Youth.

Mandated Reporting of Offenses - First Presbyterian Church directs all of its paid personnel and volunteers, even those who are not mandated reporters, to report to appropriate civil authorities their knowledge of the abuse of children or youth, if such

knowledge is obtained while engaging in the ministries of First Presbyterian Church.

Reporting to Church Authorities - Beyond the legally mandated reporting situations, this policy requires that a report be made to church authorities in all cases when a violation of this policy is reasonably suspected.

- Reporting Alleged Violations to the Director of Administration - In addition to the mandated reporting requirement, all paid personnel and volunteers are to report alleged violations of the above-named prohibitions to the staff person associated with their ministry. The staff person will report to the Director of Administration. The suspected incident should not be discussed with anyone else. The parents of the alleged victims shall be notified in accordance with advice from Child Protective Services.
- Reporting Alleged Violations to the PC/USA - When the alleged violator is a member of the clergy or ministry staff of First Presbyterian Church, all alleged violations shall be reported to the office of the Chicago Presbytery in accordance with their applicable policy.

Education and Training - All paid personnel and all volunteers who work regularly with children and youth shall undergo training to increase awareness of the problem of abuse and help to provide a safe environment. It is the responsibility of the Directors, as defined below, to provide such training.

III. Definitions

The following definitions apply to this policy:

Director—The Director of Children’s Ministries or Director of Youth Ministries appointed by the Session.

Coordinator—A Qualified Volunteer, as defined below, designated by the Director to coordinate children’s programs during a given time period.

Qualified Volunteer—A volunteer who has completed the Volunteer Screening Process. Parents and others interested in working with Children and Youth are encouraged to undergo the Volunteer Screening Process so that they can be qualified as Qualified Volunteers and serve in all capacities.

Substitute Volunteer—A person, such as a parent, a former Sunday School teacher or another person with whom the Director is familiar, who has been provided a copy of the First Presbyterian Church Protection Policy Summary and Acknowledgment Form, may be a Substitute Volunteer. No person may be a Substitute Volunteer substituting for an absent Qualified Volunteer more than four times in one year without undergoing the Volunteer Screening Process and being approved as a Qualified Volunteer. Any other person (other than a Youth assisting Adult Volunteers) who is otherwise regularly participating in programs for Children or Youth, as determined by a Director, shall undergo the Volunteer Screening Process. A person who has begun the Volunteer Screening Process, but has been disapproved, or has withdrawn from the process without a final determination, may not be a Substitute Volunteer.

Volunteer—A Qualified Volunteer or Substitute Volunteer.

Adult—A person eighteen years of age or older who is no longer in high school.

Youth—A person in grades 7 - 12.

Child—A person in 6th grade or younger.

IV. Application & Screening Process

- A. All volunteer applicants for positions within the Children's and Youth Ministries shall submit an executed Primary Volunteer Application (See pages 7-10). Persons seeking to be employed by the Church in these capacities shall submit substantially the same information, subject to any limitations imposed by law, as is required for volunteers.
- B. All Substitute Volunteers shall be provided a copy of the First Presbyterian Church Protection Policy Summary and Acknowledgment Form (See page 11).
- C. All primary screening applicants shall be subject to the following review process:
 - 1. The application shall be reviewed by a member of the church staff designated by the Director of Administration. The staff member shall verify the information provided by the applicant to the extent the staff member and/or Director of Children's or Youth Ministries determines necessary. However, such verification shall include, at a minimum, the following:
 - a. Verify regular church attendance at First Presbyterian Church for at least the last six months, or the applicant's prior Church for at least twelve months. If the applicant has not regularly attended First Presbyterian Church for at least the last six months, the staff member shall also obtain a statement from the prior church that the applicant was not disqualified from working with children or youth at that church. A person who had regular attendance at First Presbyterian Church for at least six months in the past and whose failure to regularly attend this Church for the six month period prior to the date of verification can be readily explained (such as by mission work and the like) may never-the-less be approved as a Qualified Volunteer;
 - b. Verify and obtain criminal records as determined necessary by the staff member or Director including, at a minimum, a check of the Illinois Abuse and Molestation Record; and
 - c. Communicate with at least one personal reference identified in the application if members of the church staff are unfamiliar with the applicant.
 - 2. Either the Director of Children's Ministries or Director of Youth Ministries, as appropriate, shall review the Volunteer Application and shall conduct a personal interview with the applicant in which the application shall be reviewed and discussed in greater detail. The interview may be conducted over the phone at the Director's discretion if the person being

interviewed is known to the Director and no serious questions were raised by the application. The director shall obtain additional information concerning the applicant which is deemed necessary based upon the interview and application review process.

3. The Director shall circulate the names of all applicants to each ordained staff member. Each ordained staff member shall promptly review the list and, if such staff member knows of any information (such as a prior incident of abuse perpetrated by such person), that the applicant should, but did not, disclose on the application, the staff member shall counsel the applicant to amend the application to disclose such information. If the applicant fails or refuses to amend the application, the staff member shall inform the Director that the applicant has made a material omission on the application and the Director shall either deny the application or, if it has already been approved, remove the Volunteer from the list of Qualified Volunteers and dismiss the Volunteer from the ministry position, if any, filled by the Volunteer.

D. The appropriate Director will review an applicant's qualifications based on the following minimum criteria:

- Regular church attendance in accordance with Section C(1)(a) above,
- No criminal record of physical or sexual abuse, and
- No material misstatements on the application.

The Director will consider all information on the application and all other available information in making the decision. If, for any reason, the Director believes that the applicant as a volunteer would pose a significant risk to Children or Youth, the Director shall not qualify such an applicant, but shall confer with the Director of Administration before making a decision. Additional factors that may be considered include, but are not limited to the following:

- Whether the applicant has been the victim of physical or sexual abuse as a child and has not resolved any issues associated with such abuse,
- Frequent changes in home address over the preceding five years, especially if interstate moves are noted, and
- Frequent changes of employment or long periods of unemployment without a satisfactory explanation.

E. Upon reflection, the Director and Director of Administration shall decide whether an applicant should be qualified to work with Children and Youth. The pastor will notify an individual deemed not to be qualified.

F. The Director of Children's or Youth Ministries and the church staff member shall indicate on the face of the application that the application and review process was completed and whether the applicant has been approved for the volunteer

position at First Presbyterian Church. (See Appendix A for sample form).

First Presbyterian Church Protection Policy Summary And Acknowledgment

The disturbing and traumatic rise of physical abuse has claimed the attention of our nation. The First Presbyterian Church Children/Youth Abuse Protection Policy reflects our commitment to provide care to everyone who participates in church sponsored activities. A complete policy statement is available upon request.

Policy Summary - The First Presbyterian Church of Evanston welcomes all people to experience and accept God's love. In keeping with that purpose, this policy seeks to assure that First Presbyterian Church of Evanston is continually working toward providing an environment safe from physical and sexual abuse for those participating in, receiving and providing its ministries. When those who provide the ministries of the church--paid personnel or volunteers--engage in sexual abuse, sexual exploitation, or sexual harassment, with any minor child, they violate the terms of their employment or voluntary service. The policy further provides that:

- Adults who have engaged in either sexual or physical abuse or other related offenses should not volunteer services in any church sponsored activity or program for children/youth.
- Adults who have been violated physically or sexually need the love and acceptance of the church. Those persons who have resolved any of these issues in their own past are welcome as volunteers.
- Volunteers shall observe the two-adult or open door rule, which requires an adult working with children/youth, to be accompanied by an adult partner or to provide visual access to the room.
- Volunteers should immediately report suspected or inappropriate behaviors to their supervisor.

The policy prohibits:

- Threatening or inflicting physical injury, including spanking or other physical discipline. (Physical restraint to prevent disruptive or dangerous behavior is permitted if necessary.)
- Committing any sexual offense, advance or contact with a child or youth.

PLEASE NOTE:

All who work on an occasional basis with children or youth and have been provided a copy of this Protection Policy Summary and Acknowledgment, by their participation in the First Presbyterian Church's children or youth programs, confirm their eligibility to so participate under the rules summarized above and agree to comply with the rules of the Protection Policy.

V. Children's Programs

A. Volunteer Conduct for Sunday School Programs

1. Whenever possible the door to the classroom should be kept open or, in the case of rooms with Dutch doors, the top half of the door should be kept open. Under no circumstances shall a single Volunteer be alone with a Child behind a closed door. If there is only one Volunteer present in a room where a Child or Children are present, the door must be kept completely open, unless such door has a window permitting visual access to the entire room from outside the room. In the case of Dutch doors, the top half must be kept completely open. There must always be at least one Adult Qualified Volunteer present in each room where Children are present.
2. Except as provided in Paragraph F.5 below with respect to Summer Sunday School classrooms, two Adult Volunteers, at least one of whom is a Qualified Volunteer, must be present in every classroom for pre-school Children when Children are present. Exceptions will be allowed for short periods when one of the Adults leaves briefly to make a phone call, find a parent, deal with an emergency, get supplies, etc. During those short periods, the Adult remaining in the room must be a Qualified Volunteer except in the case of emergencies.
3. Classes shall remain in their assigned spaces. If there is to be a change, the Coordinator will be informed and approve of the change.
4. The Volunteers in each room shall maintain a log of which Children are in attendance. Any special information provided by the parents shall be kept on the log or on a separate piece of paper nearby. The separate paper should be used if the special information is confidential or sensitive. The log should be taken with the class in the event of a fire or other emergency requiring the evacuation of the room so that attendance can be taken after the evacuation.
5. Care should be taken by Volunteers so that young Children do not leave the classroom unattended.

6. Classroom doors must never be locked while the classroom is occupied.
7. With pre-school and kindergarten Children, only a parent or other person specifically designated by the parent and known to the Qualified Volunteer may pick up Children. Parents will be requested to provide the Director with any special information regarding a possible Child custody dispute where we should pay particular attention to who picks up the Child. First and second grade Children may be released without being picked up by a parent or other designated person if the parent provides written permission to do so. Third grade and older Children will be released at the end of class unless the parents provide special instructions to the contrary. Where the parents must pick up a Child, the parents should do so *immediately* after the service and before going to coffee hour or other activities.
8. Younger Children who are not familiar to the Volunteers supervising them should wear a name tag to allow easy identification. Volunteers should wear name tags.
9. Touching to comfort or affirm a Child in an age-appropriate manner is permitted. Volunteers shall not touch Children in genital areas except as necessary to change a diaper or to assist a Child in the bathroom as permitted in Section V (A.) (II.) below. Touching that could be misinterpreted should be avoided.
10. Parents of pre-school age Children are encouraged to change the diapers of their own Children and should check on their Children between services or other activities if they plan to leave their Child for more than one service or other activity. Parents who expect Volunteers to change diapers are encouraged to supply the diapers. The registration form for pre-school Children shall contain permission for Volunteers to change diapers for those Children where that is required unless the parent requests otherwise. Either men or women may change diapers provided it is done in the open and not behind closed doors.
11. Any necessary assistance of Children in the bathroom shall be done in compliance with the two adult or open door policy set forth in the first four sentences of Section V (A) (1) above. Special arrangements, which may include a male Volunteer assisting an older handicapped boy in the bathroom, may be made with the consent of the parents and the Director.

B. Staffing of Sunday School Classes

1. There shall be a minimum of 2 adult Qualified Volunteers assigned to each class, and a minimum of one assigned to each break-out group which is part of a larger class. The Qualified Volunteers assigned to a class may not all be in the same family, although there may be occasions in which the only two volunteers in a classroom on a given Sunday will be from the same family.
2. There shall always be a Coordinator on duty while class is in session who will make roving checks of all classrooms. The checks shall be on an irregular basis so that the time of the visit cannot be predicted from week to week.
3. A Substitute Volunteer may substitute for one of the Qualified Volunteers who cannot be present on a given Sunday. The Director shall make provision for last-minute replacement of a Volunteer who cannot be present. If at least two Volunteers cannot be obtained, the class must be canceled or combined with another class.

C. Communication with Parents of Sunday School Children

1. Volunteers should attempt to keep open lines of communication with parents.
2. All Children who attend class more than 3 times must be registered with the children's education program. Immediate registration is encouraged. The registration form will include information on special needs, disabilities, and continuing medication, and shall be updated annually.
3. Parents shall always be permitted to observe a classroom although the Volunteer may tell the parent that his or her presence may be disruptive to the Child.
4. Parents should be given a summary of the rules which have an impact on them.
5. Parents shall be clearly advised as to where to report suspected abuse or other concern regarding a classroom situation and assured that they will not be retaliated against for making a report.
6. Parents who must pick up their Children from Sunday School should be advised that they must do so no later than 10 minutes after the service is over unless special arrangements are made, with the consent of the Volunteers concerned.
7. Parents shall be encouraged to change diapers and take Children to the bathroom before class and between services to avoid problems during class.

D. Discipline of Children in All Programs

1. Physical discipline, such as spanking, is never permitted. Using physical restraint to prevent a Child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary.
2. The Director shall advise Volunteers on the best age-appropriate discipline methods.
3. The behavior of a Child who is a constant disruption to a class or other program should be discussed with his or her parents, and the coordinator. In appropriate circumstances, the parents can be asked to attend the class or other program to observe or control the problem behavior. If the behavior persists, the Child may be removed from the class or other

program. A Child who is a danger to other Children shall be removed immediately.

E. Continuing Training for Volunteers

1. The Director should encourage Qualified Volunteers to take advantage of ongoing continuing education opportunities. Some classes may be mandatory.
2. The Director shall communicate the substance of these rules to all Volunteers, all of whom must agree to comply with them. A summary of the applicable rules should be available to Volunteers in the classroom in which they are volunteering.
3. Mandatory training shall be provided on a regular basis for fire and building safety, the statutory requirements for the mandatory reporting of child abuse, the definition of abuse and other operational rules.

F. Rules Applicable to Children's Programs Other Than Sunday School

1. The rules relating to the conduct of Sunday School shall apply, insofar as possible, to the conduct of all programs for Children except as stated in this section. In particular, each program shall adhere to the two adult or open door policy.
2. Only a single Facilitator, who shall be a Qualified Volunteer, need be assigned to a group of Children in the *Rainbows* program. The door shall be kept open and the Director or Coordinator shall make frequent visual checks of each *Rainbows* room.
3. The Kingdom Kids program may be operated by a single employee who shall be screened and one parent who has been provided a copy of the First Presbyterian Church Protection Policy Summary and Acknowledgment Form and been approved by the Director.
4. The Director may approve the use of Volunteers from other Churches in the Evanston area for the Vacation Bible School program provided those Volunteers have been provided a copy of the First Presbyterian Church Protection Policy Summary and Acknowledgment Form and have been regular attenders at such Church for at least 6 months, or have undergone a screening process substantially similar to that undergone by Qualified Volunteers.
5. A summer Sunday School class may be staffed entirely by Substitute

Volunteers who are parents of children in the program. If all the Volunteers are from the same family, the door shall be kept open unless such door has a window permitting visual access to the entire room from outside the room.

6. Counselors for a cabin at Church Camp may consist of one Adult Qualified Volunteer and one Youth Qualified Volunteer approved by the Director. The door to the sleeping room of the counselors shall remain open if the room is occupied by more than one person.
7. In the event it is necessary to provide transportation to Children in any Church program, the Transportation Rules for Youth (Section VI.6) apply, except that in the case of Children, if it is necessary to provide a ride to a Child or Children, the person providing such transportation should attempt to contact a parent or other responsible adult to inform them that they are going to do so. In the event Children's activities are conducted in a home, the Meetings of Small Groups in Homes Rules for Youth (Section VI. 4) apply.
8. When a Child or Youth is being counseled in The Counseling Center, if there is no other staff member present in the Center, there must be a parent or other responsible adult waiting for the Child or Youth at the Center.

VI. Youth Programs

1. Youth Leaders

Youth Leaders shall all be Qualified Volunteers approved by the Director and shall be assigned to same sex ministries only. Each Youth leader is accountable to the Director and should report regularly concerning his or her ministry. Where possible, small groups should be led by more than one leader. At no time shall a Youth worker pursue a dating relationship with a Youth.

2. Physical Contact

Touching need not be completely avoided, but staff and Volunteers should be aware of how any contact looks and how the person being touched might interpret it. Side-by-side hugs should be used instead of full body contact. Youth leaders should not initiate or encourage back rubs, neck rubs, massages, kissing or similar contact.

3. Staffing Considerations for Planned Activities

Except as otherwise provided in this policy, every planned activity shall be conducted using the two adult/open door rule so that no one leader is behind a closed door with a Youth or Youths, unless such door has a window permitting visual access to the entire room from outside the room. A minimum of two Qualified or Substitute Volunteers shall be present for all planned activities. A specific ratio of leaders to Youth is not suggested. Instead, the ratio should be appropriate to the activity. Two Qualified or Substitute Volunteers may meet with one or more Youths without an open door.

4. Meetings of Small Groups in Homes

Small groups of three or more Youths may meet in the home of a leader or Youth. Leaders are encouraged to have more than one Adult present in the home during the meeting. The Youth leader shall not be alone in the home at any time with a single Youth in connection with such a home meeting.

5. One on One Ministry

Staff Youth leaders and Qualified Volunteer Youth leaders may meet in a public place with a Youth or Youths without the presence of another leader. A public place is a place allowing visual access to passers-by which, at the time of the meeting, is sufficiently busy so that the participants in the meeting should expect to be observed by passers-by on a frequent basis.

Such locations include, but are not limited to, a restaurant, an open office in the Church during regular business hours, a Youth's home with a parent present and, during the day, a public park frequented by others.

A Youth leader may meet with the Youth or Youths in a closed room in the Church if there is another staff member nearby who is aware of the meeting and is informed of its beginning and end. The second staff member must not leave the Church until he or she is certain that the meeting with the Youth has ended. In the event such a meeting occurs, the staff Youth leader shall promptly file a report of the meeting with the Director of Administration stating the name of the Youth, the date of the meeting, the place of the meeting and the name of the second staff member. A staff member who meets with Youth behind a closed door shall be supervised by the Director of Administration.

In the event a Youth initiates an unplanned meeting with a Youth leader in a non-public location, the Youth leader shall, as promptly as reasonably possible, move the meeting to a public location, involve a second Adult, terminate the meeting or, in the case of a staff Youth leader, inform a second staff member of the meeting. Where appropriate, the leader should promptly advise a parent of the Youth of the meeting.

In all cases of an unplanned meeting in a non-public location, the Youth leader shall promptly file a written report with the Director of Administration stating the name of the Youth, the date of the meeting, the place of the meeting and whether a parent was contacted.

6. Transportation Rules

Only Qualified or Substitute Volunteers with a valid driver's license and proof of insurance may transport Youths in connection with any Church event. The number of persons per vehicle must not exceed the number of seatbelts, and seatbelts must be worn by all occupants. Except as noted below, there shall be at least two Youths, or two Adults, in the vehicle at all times. In no case shall a single Youth leader transport a single Youth of the opposite sex without another Adult in the vehicle.

At the time any Youth first joins the Youth program, and in September of each year the Youth remains in the program, the Director shall see to it that a letter is sent to the parents of the Youth advising them in a general way of these transportation rules, including that multiple Youths may be transported in private cars by Youth leaders to events located away from the Church and that under certain circumstances a single Youth may be transported in a vehicle driven by a single Youth leader, but excluding any reference to the reporting and record keeping requirements described below. The letter shall also contain a statement that any parent having a question about this policy should contact the Director.

The letter may include, in addition to the times mentioned above, additional material such as a welcome to the Youth and a general description of the program. The letter should state that any parent objecting to this arrangement for transportation should do so in writing. No Youth leader should transport a Youth before the letter has been sent without first attempting to contact the parents of the Youth.

When private vehicles are used to transport a group of Youths to an event or location away from the Church, the drivers should follow the same, pre-planned route and use their best efforts, consistent with safe driving, to keep the other vehicles in sight at all times.

Transportation to and from the church should be the responsibility of the Youth or the Youth's parents. In general, the Church, and the Youth leaders, should avoid providing or arranging this transportation. Leaders should, however, suggest that a Youth who is looking for transportation talk to other Youths who live in the same area to arrange a car pool or who are traveling in the same direction to arrange a ride. Leaders may also help Youths locate other Youths who live nearby or are traveling in the same direction but should not arrange the car pool or ride itself.

In those situations where there is no reasonable alternative and a single Youth must be transported by a Youth leader to or from the Church, or to a one-on-one meeting in a public place, the leader shall promptly notify the Director, and a written record will be kept, of the names of the Youth and Youth leader involved, the date of the trip, the route followed, whether the parents were notified and the beginning and ending times of the trip.

7. Overnight and Trip Rules

The two adult/open door rule should be followed throughout overnight trips, with any exceptions approved in writing, in advance, by the Director of Administration and consented to, in writing, by a parent or guardian. Only Qualified Volunteers and staff members may be leaders on overnight trips. Medical release forms must be completed prior to any overnight trip.

VII. Other Church Related Programs

1. The rules relating to screening of Volunteers and paid staff, as well as the conduct of Sunday School and Youth Programs, shall apply, insofar as possible, to the conduct of all other church related and/or church sponsored programs involving Children or Youth, except as stated in this section. In particular, each program shall adhere to the two adult or open door policy. Specifically:

2. Child care or babysitting offered in conjunction with all church or community sponsored events shall have two Adult Qualified Volunteers per room or, if necessary, an open door if only one Adult Qualified Volunteer is available, unless such door has a window permitting visual access to the entire room from outside the room.

- All parents must complete the registration form when first arriving for child care. The form will require such information as the Child's full name, age, and special needs that the Child might have, where the parents can be located, and who is designated to pick up the Child. Parents will be required to sign the form indicating that permission is given to care for their Child or Children.
- Arranging for Adult Qualified Volunteers is the responsibility of the organization sponsoring the church or community event. A list of Adult Qualified Volunteers and their telephone numbers will be available from the church office, but groups should make their own arrangements for needed staffing.
- For infants and toddlers, a ratio of one Adult Qualified Volunteer for every three or four Children should be maintained; for older Children, the ratio should be one Adult Qualified Volunteer for every nine Children. Effort should be made to have at least two Adult Qualified Volunteers per room.
- When the ratio falls below those stated in the preceding section, Adult Volunteers who have been provided a copy of the First Presbyterian Church Protection Policy Summary and Acknowledgment Form may qualify as Adults who are counted in the ratio. Youth volunteers may be considered in reaching these ratios provided the two Adult Qualified Volunteers rule has been met.

3. Bell Choir trips shall follow the same Adult/Child ratios and the same standards for Adult Qualified Volunteers, Adult Substitute Volunteers and Youth Volunteers outlined in the preceding paragraph.

4. While a Child or Youth is being counseled at The Counseling Center, a parent shall remain in the waiting room. If the parent is unavailable, then another counselor or the receptionist shall be available in the counseling complex. If the other counselor or receptionist must leave the premises, then the appropriate counselor of the Child or Youth shall be notified so that the door to the counselor's office can be opened.

VIII. Reporting, Investigation and Oversight

A. REPORTING REQUIREMENTS.

Every Church Member, employee and person acting as a volunteer in any Church related programs involving Children or Youth shall immediately report and document any suspected Incident of Abuse or violation of the two-adult or open door policy of which such person has knowledge.

B. INCIDENT OF ABUSE DEFINED.

An Incident of Abuse is any occurrence in connection with a Church program or activity, or occurring on Church property, in which any person:

1. Threatens or inflicts physical injury upon, or strikes, a Child or Youth other than by accidental means or in self-defense;
2. Commits or allows to be committed any sexual offense against a Child or Youth, or engages in any sexual contact with a Child or Youth;
3. Who is an Adult, enters into a dating relationship with a Youth;
or
4. With respect to a Child or Youth, makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact, or engages in other verbal, visual or physical conduct of a sexual nature.

C. REPORTING PROCEDURE.

That an Incident of Abuse or violation of the two adult or open door policy has occurred shall report such knowledge or suspicion to: The person knowing or suspecting

1. The Director of Children's Ministries (or in her absence the Director of Administration) if the alleged violation or Incident involves a Child or Children;
2. The Director of Youth Ministries (or in his absence the Director of Administration) if the alleged violation or Incident involves a Youth or Youths; or
3. The Sr. Pastor in all cases where the Director of Administration is absent and a report is required to be made to him. In all cases in which the accused is the person to whom a report should be made, the accused shall be considered absent for purposes of this Section. The reporter shall inform the person to whom the report is directed of all relevant facts with respect to the alleged violation or Incident of Abuse. Upon receiving a report of an alleged Incident of Abuse, the person receiving the report, together with the reporter, shall complete the written Suspicion of Abuse

Report Form.

D. PROTECTION AGAINST IMMINENT THREAT . In all cases in which an imminent threat of continued or additional abuse exists, any witness to the Incident of Abuse shall immediately contact the security guard on call at the Church, or the Police, and request that immediate steps be taken to protect the alleged victim After the protective measures have been requested, the person witnessing the Incident of Abuse shall make the report required under Paragraph C.

E. OBLIGATION TO REPORT TO CHILD ABUSE HOTLINE. In all cases in which any Child or Youth worker, as defined by Illinois law, has reasonable cause to believe that a Child or Youth known to the Child or Youth worker in an official or professional capacity may have been abused or neglected, the worker shall report or cause a report to be made to the Child Abuse Hotline number (1-800-25ABUSE). If the Child or Youth worker is in doubt regarding whether a report should be made, he or she shall telephone the Child Abuse Hotline number and anonymously discuss the situation with a counselor to determine whether a report should be made. The Child or Youth worker shall make a written record of the name and title of the counselor with whom he or she spoke and the recommendation made by the counselor.

F. RESPONDING TO THE REPORT. When a report of an alleged Incident of Abuse is received, the person receiving the report shall immediately take appropriate steps to protect the alleged victim. After the protective measures have been taken, and after the report has been appropriately documented using the Suspicion of Abuse Report Form, the person receiving the report shall advise the Director of Administration, or in his absence the Sr. Pastor, and they shall: Abuse is received, the person receiving the report shall immediately take appropriate steps to protect the alleged victim. After the protective measures have been taken, and after the report has been appropriately documented using the Suspicion of Abuse Report Form, the person receiving the report shall advise the Director of Administration, or in his absence the Sr. Pastor and they shall:

1. Immediately contact each parent or guardian of the alleged victim to inform them of the alleged Incident of Abuse. If a parent or guardian is the accused, the person receiving the report shall contact any other parent or guardian and inform that person outside the presence of the accused;

2. Contact Donald C. Clark, Jr., or such other counsel as shall be chosen by the Board of Trustees, who shall act as counsel for the Church and be available to consult regarding the investigation of the alleged Incident of Abuse as set forth below;

3. Convene a meeting of the Oversight Committee, which shall consist of the Director of Administration, or if he is absent, the Senior Pastor,

Director of Children's Ministries, Director of Youth Ministries, two representatives of the Board of Trustees including the Trustee member of the Personnel Ministry Team and the Trustee Protection Policy Liaison, and two representatives of Session including the Session representative on the Personnel Ministry Team. If the report involves a specific ministry within the Youth or Children's Ministries, the leader of that ministry shall also be a part of the Oversight Committee. The person accused of the alleged Incident of Abuse may not be a member of the Oversight Committee.

G. PRELIMINARY INVESTIGATION. The Director of Administration, or in his absence the Sr. Pastor, and the Director of the program in which the Incident of Abuse is alleged to have occurred shall conduct a preliminary investigation of the allegations and shall, at a minimum:

1. Advise the accused that he or she is entitled to a counselor of his or her own choice, who need not be an attorney, to advise the accused regarding the process and this policy;
2. Personally interview the accused, the reporter and, if possible, the alleged victim and his or her parents;
3. Collect written or oral statements from other witnesses to the alleged Incident of Abuse;
4. Make an initial recommendation to the Oversight Committee as to whether the allegations, if true, would reasonably be concluded to constitute an Incident of Abuse; and
5. If the alleged Incident of Abuse involves an allegation of physical abuse only, and no allegation of sexual abuse, determine whether the accused, the alleged victim, his or her family and the Church can agree upon a resolution of the allegations, satisfactory to all such parties, which will permit withdrawal of the allegations without the investigation provided for in Paragraph I below. Before any such agreed resolution may be approved, the Oversight Committee must determine that the accused does not, under the terms of the agreed resolution, pose a danger to Children or Youth participating in the Church's programs, that the resolution is fair and reasonable to all parties, that the agreement reasonably protects the Church from legal liability in connection with the alleged Incident of Abuse and that all parties have entered into the agreed resolution voluntarily and with knowledge of the process available under Paragraphs (H) through (J) below.

H. OVERSIGHT COMMITTEE RESPONSIBILITIES. The Oversight Committee shall:

1. Take reasonable steps to prevent contact between the accused and the alleged victim pending completion of the investigation and/or consistent with any agreed resolution under Paragraph (G) (5) above;
2. Bar the accused from work with Children or Youth pending completion of the investigation and/or consistent with any agreed resolution under Paragraph (G) (5) above;
3. Determine whether the allegations, if true, would reasonably be concluded to constitute an Incident of Abuse;
4. Approve or reject any proposed agreed resolution under Paragraph (G)(5) above, which agreement shall be recorded in writing and signed by, or shown to, the parties involved;
5. If it is determined that the allegations, if true, would not reasonably be concluded to constitute an Incident of Abuse, or if an agreed resolution under Paragraph (G) (5) is approved, take such further steps to insure the protection of the accused, the alleged victim and the Church as they shall deem necessary; and
6. If no agreed resolution under Paragraph (G) (5) is approved, and the allegations, if true, could reasonably be concluded to constitute an Incident of Abuse, appoint an Investigative Committee, which shall consist of one female Church member and one male Church member, neither of whom is a member of the Oversight Committee.

I. INVESTIGATION. The Investigative Committee shall conduct a thorough investigation of the allegations in consultation with counsel for the Church. It shall contact and interview the accused, the reporter, the alleged victim and his or her parents and all other relevant witnesses, thoroughly document and maintain a complete file of the investigation, and complete a written report summarizing the investigation for submission to the Oversight Committee. The Oversight Committee shall also have access to the investigative file maintained by the Investigative Committee.

J. ADJUDICATION. After completion of the report of the Investigative Committee, the Oversight Committee shall convene to consider the alleged Incident of Abuse, and shall review the report of the Investigative Committee and, if appropriate, the investigative file, and may, if it deems necessary, direct further investigation by the Investigative Committee. The Oversight Committee shall, after considering the report of the Investigative Committee and such further information as it shall deem necessary, reach a determination as to whether there is sufficient evidence to reasonably conclude that an Incident of Abuse has occurred, and shall set forth its decision and the reasons supporting its decision, in writing. Such written report may also contain further

recommendations for action by the Church in response to the alleged Incident of Abuse. The Oversight Committee shall promptly notify Session of its decision, and Session shall determine the appropriate action to be taken in response to the alleged Incident of Abuse, including, in those cases where there is sufficient evidence to reasonably conclude that an Incident of Abuse has occurred, any disciplinary action to be taken with respect to the accused. Any determination by the Oversight Committee or Session that there is sufficient evidence to reasonably conclude that an Incident of Abuse has occurred does not constitute a determination that such alleged Incident of Abuse did occur. Such determination shall serve solely as a basis upon which the Church may act to remedy the effects of the alleged Incident of Abuse and prevent future Incidents.

K. RESPONSIBILITIES OF CHURCH COUNSEL. Counsel for the Church shall:

1. If required by law, report the alleged Incident of Abuse to the Illinois Child Abuse Hotline and all other appropriate governmental authorities;
2. Send appropriate notice to any liability carrier for the Church and provide such carriers with information and such other cooperation as such carriers shall lawfully require;
3. Cause the Response Plan to be implemented;
4. If the alleged Incident of Abuse involves a member of the clergy, report the alleged Incident to the Committee on Ministry of the Presbytery of Chicago;
5. Take all further action as directed by the Oversight Committee.

L. VIOLATIONS OF TWO ADULT OR OPEN DOOR POLICY. Upon receiving information indicating a violation of the two adult or open door policy, the person receiving the report shall document the alleged violation by completing the Violation of Policy Report Form and discuss the violation with the person alleged to have violated the policy. If any person refuses to comply with the policy or continues to violate the policy despite the warnings, such person shall be barred from further work with Children or Youth.

M. REVIEW COMMITTEE. The Review Committee for the Protection Policy, consisting of the Oversight Committee and two lay representatives from each of Children's Ministries and Youth Ministries, and such other representatives as are deemed appropriate by the Director of Administration, shall meet at least annually at the call of the Director of Administration to review the operation of the Protection Policy and recommend any changes therein, which changes shall be approved by the Trustees and Session prior to their becoming effective.

Violation Of Policy Report Form

Reported

by:

Name Title
Address: _____
City, State _____
Zip Code _____

Telephone (_____) _____

Alleged Violator: _____ M [] F []
Name Age

Address: _____
City, State _____
Zip Code _____

Telephone (_____) _____

Describe each incident of violation of the "two adult or open door" policy (including date, time, and location) and describe how you became aware of the violation.

Do you believe the violation involved an incident of abuse? YES [] NO []

Signature of Person Making Report

Date

Signature of Person Receiving Report

Date

Suspicion Of Abuse Report Form

Reported

by:

Name	Title
------	-------

Address: _____
City, State _____
Zip Code _____

Telephone (_____) _____

Alleged Violator: _____ M [] F []

Name	Age
------	-----

Address: _____
City, State _____
Zip Code _____

Telephone (_____) _____

Alleged Wrongdoer: _____ M [] F []

Name	Age
------	-----

Address: _____
City, State _____
Zip Code _____

Telephone (_____) _____

Describe each incident of suspected abuse (including date, time, and location) and describe how you became aware of the suspected abuse. Use attached sheet if necessary.

Do you know where the alleged victim is now, and who has custody of him/her?
YES [] NO []

Do you believe the alleged victim is currently at risk of abuse? YES [] NO []

IX. Response Plan

A. *The Plan*

1. Select a single spokesperson, the Sr. Pastor, to handle dissemination of information to staff, media and congregation. In his or her absence, the Director of Administration will be the spokesperson.
2. Have ready for release a clear position statement stating the Church's policy regarding child sexual abuse and established safeguards.
3. Select an attorney who will be present with the spokesperson while answering any investigative questions from the police or social service agencies.
4. Use the text of the prepared public statement to answer press and inform congregation. Caution: Be careful to safeguard the privacy and confidentiality of all involved.
5. The Church spokesperson should keep in mind that information given to, or obtained by, news media may have a bearing on the church's liability, so careful judgment should be exercised.
6. Anticipate media questions.
7. If the spokesperson doesn't know the answer to a question, he or she should simply say, "I don't know, but I'll find out for you."

B. *Guidelines for Spokesperson*

1. Be prepared.
2. Define strategy.
3. Be candid and honest.
4. Never say no comment.
5. Be clear, concise and in context. Do not answer more than what is asked. Do not volunteer information.
6. Take notes.
7. Do not ask for quote review.
8. Always respond to all calls and questions as quickly as possible.

Appendix A— Authorization for Release of Information

FIRST PRESBYTERIAN CHURCH OF EVANSTON – BACKGROUND AUTHORIZATION

In connection with my application for employment or a volunteer position with **First Presbyterian Church**,

I, _____, authorize the procurement of an investigative consumer report and understand that it may contain information about my background, character, general reputation, mode of living, credit worthiness, and job performance. I understand that, upon written request within a reasonable period of time, I am entitled to additional information concerning the nature and scope of this investigation. I hereby release **Baker-Eubanks, LLC**, and **First Presbyterian Church**, their officers, agents, employees and servants from any liability arising from the preparation of this report or investigations relating thereto.

This authorization for release of information includes but is not limited to matters of opinion relating to my character, ability, reputation and past performance. I authorize all persons, schools, companies, corporations, credit bureaus, and law enforcement agencies to release such information without restriction or qualification to **Baker-Eubanks, LLC**, and **First Presbyterian Church**, and any of their officers, agents, employees and servants. I voluntarily waive all recourse and release them from liability for complying with this authorization. This authorization/release shall apply to this as well as any future request for an investigative consumer report by the above named firm. I authorize that a photocopy of this release be considered as valid as the original.

FULL NAME _____
Last First Middle

OTHER LEGAL NAMES KNOWN BY* _____
**This includes aliases and maiden or previous married names, etc.*

CURRENT ADDRESS _____

CITY _____ COUNTY _____ STATE _____ ZIP _____

HOME PHONE (_____) _____ WORK PHONE (_____) _____

HOW LONG HAVE YOU RESIDED IN THIS CITY? _____

OTHER CITIES OF RESIDENCE WITHIN THE PAST SEVEN YEARS:

SOC. SEC. NO. _____ DATE OF BIRTH _____
DRIVER'S LICENSE NO. _____ STATE _____
SIGNATURE _____ DATE _____

**Authorization for Release of Information
Employment History**

Please provide complete and accurate information for your last three employers. Begin with your present or most recent employer.

<hr/> Company Name	<hr/> Street Address		
<hr/> Job Title or Description of Work	<hr/> City	<hr/> State	<hr/> Zip code
<hr/> From / / To / / Dates of Employment (Month and Year)	<hr/> Telephone		

<hr/> Name of Supervisor	<hr/> Reason for Leaving		
<hr/> Company Name	<hr/> Street Address		
<hr/> Job Title or Description of Work	<hr/> City	<hr/> State	<hr/> Zip code
<hr/> From / / To / / Dates of Employment (Month and Year)	<hr/> Telephone		

<hr/> Name of Supervisor	<hr/> Reason for Leaving		
<hr/> Company Name	<hr/> Street Address		
<hr/> Job Title or Description of Work	<hr/> City	<hr/> State	<hr/> Zip code
<hr/> From / / To / / Dates of Employment (Month and Year)	<hr/> Telephone		

Name of Supervisor

Reason for Leaving

If, for any reason, you do not want any of the above employers to be contacted, check the box below and complete this section.

Do not contact [name of employer(s)] _____

Please specify why you do not want employer(s) to be contacted. _____

Authorization for Release of Information Education History and References

School	Name and Location of School or Facility	Course of Study Or Major	Did You Graduate?	Date of Graduation or Dates of Attendance	Degree, Diploma or Certificate Awarded
High School or GED			Yes / No		
College			Yes / No		
College/ Graduate			Yes / No		
Credential(s) Or Other			Yes / No		

Please list the names of three references (not relatives) who have known you for at least three years. Individuals listed may be asked to appraise your character, ability, experience and other qualities.

1. _____

Name
Address

Daytime phone
Evening phone

Employer
Position
Length of acquaintance

2. _____

Name
Address

Daytime phone
Evening phone

	Employer	Position	Length of acquaintance
3.	<hr/>		
	Name		Address
	<hr/>		
	Daytime phone		Evening phone
	<hr/>		
	Employer	Position	Length of acquaintance

Church Attendance/Membership

How long have you attended First Presbyterian Church?

Are you a member of First Presbyterian Church?

YES [] NO [] If yes, date of membership _____

If not, would you like to become one?

YES [] NO []

Other churches regularly attended during last five years

Were you a member of such church? _____

Experience

Other direct, volunteer experience with children or youth (such as Scouts, Sunday School teacher, etc.):

Particular training, skills, and experience which would assist or benefit this position:

State briefly your reasons for seeking to serve in this position with First Presbyterian Church:

Physical Abilities

Do you have any special needs which should be accommodated in working at this position?

YES [] NO [] If yes, please provide more information below:

Protection Policy Questions

In order to assure the health, safety, and security of our children and youth students, we screen our volunteers. If any of the following situations apply to you, please explain on the attached sheet so that we may discuss how this may impact your serving in this position.

Do you agree to observe all provisions of the attached Protection Policy summary regarding work with children or youth at First Presbyterian Church of Evanston?

YES [] NO []

Have you ever had a problem with drugs, alcohol, pornography, or any other addiction?

YES [] NO []

Have you ever been convicted of a crime other than a minor traffic violation?

YES [] NO []

Has a civil suit alleging actual or attempted sexual harassment, exploitation, physical abuse, or child abuse, ever resulted in a judgment being entered against you or been settled out of court?

YES [] NO []

Is there any fact or circumstance involving you or your background that would call into question you being entrusted with the responsibilities of the position for which you are applying?

YES [] NO []

Recognizing that abuse is a traumatic event in a person's life, and realizing that by God's grace a victim can find healing, if you are a victim of abuse who has not worked through your pain, the pastoral staff is here to assist you. Please feel free to call.

Authentication and Authorization

The covenants between persons seeking employment or authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty to amend the responses and

information I have provided if I come to know that the response or information was incorrect when given, or, though accurate when given, the response or information is no longer accurate.

I authorize First Presbyterian Church of Evanston or its representatives to make any and all inquiries regarding all statements I have set forth above, including verifying criminal and employment records, and I release the church and its representatives from any and all liability which may result from such actions.

Applicant's Signature **Date**

Reviewed by:

Professional Staff Name **Date**

Version Tracking/Updating

- Final revised copy 10/15/98
- Revised on 2/11/03 (per Trustee action 9-18-02)
- Reviewed May 13, 2004
(David Miller, Connie Floyd, Leon Bloder, Jeff Gardner, Ann Johnson)
- Updated July 2004 (minor changes such title changes).
- Updated “Authorization for Release of Information” form (dropped Baker-Eubanks from title).

Protection
Policy
Exception Log

JANUARY

DATE	LEADER	STUDENT/S	ACTIVITY	PARENT NOTIFICATION
1/5/2003	David Harriff	Charlie Walton-Myers	drove him home after PYGs	yes

FEBRUARY

2/5/2003	Ann Johnson	Charlie Walton-Myers	private mtng in office	yes, father dropped off/picked up
2/22/2003	Ann Johnson	Jessie Chukwu	waited for her ride to pick her up. Was in Church for a half hour alone. From 8:30pm until 9pm.	yes, Jessie talked with her mom and her ride
2/23/2003	Ann Johnson	Clark Llamzon	picked him up from home, drove to Pita Inn to pick up food, then brought him to group meeting. 1pm-1:30pm	unsure if Clark informed his mother of the details

MARCH

3/2/2003	David Harriff	Charlie Walton-Myers	drove him home after PYGs	yes
3/14/2003	David Harriff	Charlie Walton-Myers	drove him home after PYGs	yes
3/24-3/28	Ann Johnson	Charlie Walton-Myers	worked with him all week on his spring break, drove him home	pre-arranged with his mom

APRIL

4/4/2003	Dwayne Dobshuetz	Abby Flood	stayed at Caro's home (with family present) due to Abby's illness	
4/16/2003	David Harriff	Charlie Walton-Myers	drove him home after PYGs	yes
4/23/2003	David Harriff	Charlie Walton-Myers	drove him home after PYGs	yes
4/23/2003	Joshua Swenson	Hillary Darragh	drove her home after a meeting	yes
4/27/2003	Katie Stearns	Christie Joy & Sarah Colten	drove them home after Youth Sunday Meeting	yes

MAY

5/6/2003	David Harriff	Charlie Walton-Myers	drove him home after PYGs	yes
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5/6/2003	Roberta Mulder	Alethea Savoy	drove her from church to covenant group meeting	yes
5/14/2003	David Harriff	Charlie Walton-Myers	drove him home after PYGs	yes
5/16/2003	Katie Stearns	Christie Joy	drove her home after NUBs	yes
5/21/2003	Marnie Allred	Carli Peters	drove group home after event, Carli was last one in the car, she rode in the back seat	yes
5/23/2003	Katie Stearns	Javier Montoya	drove him home after NUBs	no response at home #
5/25/2003	Joshua Swenson	Charlie Walton-Myers & Alethea Savoy	picked him up, went to pick up Alethea Savoy, they went to a restaurant and then Josh dropped off Charlie first and then Alethea	yes
5/30/2003	Roberta Mulder	Kristine Urban	drove a number of girls home after laser tag, was alone with Kristine from the High School to Kristine's home	yes
5/31/2003	Joshua Swenson	Amy Jo Klamm	Josh drove to auto supply store with Amy Jo for car wash supplies	no call made
5/31/2003	Joshua Swenson	Eric Klamm	Eric drove Josh to his apartment to retrieve Josh's car.	Eric is 18, thought I'd report it anyway since technically he is still a student
JUNE				
6/1/2003	Ann Johnson	Alethea Savoy	picked her up at her house, brought her to church, we were in church alone, only one or two other staff people were in building, we were never in a closed room	yes
6/25/2003	David Pratt	Kirsten Roddy	David called Kirsten to go to NUBs beach bible study, asked her to stop at his house and they could go over together	Kirsten's father Matthew Roddy reported this to Ann on July 24th. Ann promised to go over protection policy rules with mission trippers and to talk to David personally.