



CHILD PROTECTION POLICY

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INTRODUCTION

VISION

Tates Creek Presbyterian Church (TCPC) is committed to providing a safe and secure environment for children, students and families who participate in our worship gatherings and ministry activities. While we ultimately rely on the sovereign protection of our Lord, we also recognize that He has called us to exercise wisdom and prudence in our care for His people. This Policy is intended to protect the children, students and families of TCPC from incidents of misconduct or inappropriate behavior. In addition, this Policy is intended to protect our employees and volunteers from false allegations of abuse.

SCOPE

This Policy applies to TCPC employees and volunteers who have the responsibility of supervising the activities of minors under the age of eighteen. This Policy does not constitute a contract between TCPC and its employees/volunteers or any other party. It is merely a statement of policy and general guideline which TCPC will seek to follow. TCPC makes no guarantee to any party that all aspects of this Policy will be followed in any given situation. TCPC is not responsible for the individual acts of any employee or volunteer acting outside the scope of their employment or volunteer activities.

DEFINITION OF TERMS

TCPC, we or us means Tates Creek Presbyterian Church.

Child, children, student and minor mean any individual under the age of eighteen.

Employee means any individual who is paid by TCPC on a full or part-time basis.

Volunteer means any individual who is not paid by TCPC and is serving in any position involving the supervision or custody of minors.

Children's Ministry means all activities for children from birth to 5th grade,

Student Ministry means all activities for students in 6th-12th grades.

Response Team a team of two active officers and one female church member that advises the Ministry Director and one of the Pastors if an alleged violation of the policy is reported.

SCREENING, SELECTION AND TRAINING PROCESS

We believe that appropriate personal relationships between adult employees/volunteers and minors are important in fostering a community of Christ at TCPC. In connection with TCPC's broader call to care for God's people we seek to prevent the abuse of minors when they are participating in church activities. We engage in certain preventive measures including screening, careful selection and training of all employees/volunteers and a commitment to

eliminating opportunities for abuse during church activities. Our screening, selection and training process includes the following:

APPLICATION

All individuals who seek employment and/or volunteer opportunities that involve work with minors must complete a confidential application form. (See Appendix B for Volunteer Application and TCPC Employee Handbook for Employment Application)

BACKGROUND CHECK

Any volunteer who will interact with minors as a part of his/her volunteer activities is required to undergo a background check. All employees are required to undergo a background check regardless of their role. All Elders, Deacons and Parish Group Leaders are also required to undergo background checks. Background checks must be renewed every three years.

TRAINING

All employees and those volunteers working with minors must read, agree to and sign a receipt of this policy (Appendix C) every three years.

All employees and those volunteers working with minors (including all Elders, Deacons and Parish group leaders) must complete child sexual abuse awareness training (through MinistrySafe) every three years.

DISQUALIFICATIONS

TCPC retains sole and absolute discretion over the selection of volunteers and employees who serve in its programs and ministry activities. TCPC may choose to disqualify any individual for any reason.

EMPLOYEES/VOLUNTEERS WHO ARE MINORS

Employees/volunteers under age 18 are a valuable resource in the care and nurture of our covenant children. The following guidelines apply to employees/volunteers who are minors:

- Volunteers must be at least 12 years old; employees must be at least 14 years old.
- All minor employees/volunteers will be supervised by an adult over the age of 18.
- They will be screened and trained in an age-appropriate manner. They are not required to submit to the required background check (due to the sealed nature of juvenile criminal records).
- Applications submitted by a minor must be signed by their parent/guardian.

SUPERVISION AND SAFETY REQUIREMENTS

TCPC has zero tolerance for abuse in its programs and ministry activities. It is the responsibility of every employee/volunteer in children and student ministries to act in the best interest of all minors in these ministries. The following requirements are applicable to all employees/volunteers who have contact with minors participating in TCPC ministries.

GENERAL SAFETY GUIDELINES

It is the responsibility of employees/volunteers to promote the emotional and physical safety of minors giving regard to all factors and circumstances known to them. If, in their opinion, an unsafe condition exists, they will exercise reasonable care to eliminate and/or warn of the unsafe condition.

TWO PERSON SUPERVISION

A reasonable effort will be made to have two non-related employees/volunteers present in the room, or nearby, with minors during ministry activities. TCPC recognizes that there will be times when one employee/volunteer may be present with a group of minors or a single minor. In those circumstances, doors to the room will be open and windows uncovered or the activity will be conducted in a public space, in view of others.

Note for Student Ministries: TCPC recognizes that a fundamental goal of the middle and high school ministry is to build healthy relationships with students and to have regular, intentional contact with them. For students in our middle and high school program, it is expected and encouraged for them to meet with student ministry employees/volunteers in small group settings. If the small group setting is private (i.e. a small group meeting at a home) it is expected that there will be at least two adult employees/volunteers present. Employees/volunteers should avoid being alone in one-on-one settings with minors. If a formal one-on-one meeting occurs, it should be held in a public place, with the parents aware of the meeting. If an informal/spontaneous situation arises it should be held in the view of others in the most public space available.

RATIOS

When supervising minors, it is required that a reasonable ratio of employees/volunteers to minors be maintained at all times. The supervisor overseeing the age group is primarily responsible for setting and maintaining a reasonable ratio of employees/volunteers to minors. When determining the appropriate ration of employees/volunteer to minors, the supervisor shall consider the number and age of the participants, the nature of the activities and the location where the activities are taking place.

SICKNESS GUIDELINES

Children must be symptom free from the following illnesses (without fever-reducing medication) for 24 hours before participating in TCPC ministry activities (Nursery, Sunday School, Student Ministry Group, etc.):

- Temperature of 99.6 degrees or higher
- Vomiting
- Diarrhea
- Severe Coughing
- Excessive nasal discharge (that is not allergy related)
- Pink eye
- Head lice
- Undiagnosed rash
- Open sores
- Hand Foot and Mouth
- Any infections disease

If a child shows signs of sickness (including, but not limited to, all above listed) the parents will be asked to remove the child from the ministry activity.

TRANSPORTATION AND VEHICLE SAFETY

There may be times when a student ministry leader (employee or volunteer) will be tasked to provide transportation for a student or group of students. The following guidelines apply:

- Parental permission (verbal, or text message are acceptable) must be obtained prior to transporting a student.
- Students should be transported directly to their destination.
- The employee/volunteer will exercise reasonable care in operating the motor vehicle, obeying all traffic and seatbelt laws.
- Employees/volunteers are prohibited from using cell phones while driving minors.
- Students are not allowed to ride in vehicles operated by minors unless they receive permission from their parents.
 - If a student arrives in a vehicle operated by another student, permission to ride in that same vehicle from the meeting location to an event or back home is assumed.
- Employees/volunteers are never to be alone in a car with a student.

DRUG AND ALCOHOL USAGE

The use or possession of illegal drugs or the use of alcohol will not be permitted by employees, volunteers or students during any student ministry functions – whether on church property or off-site. Employees, volunteers or students who are in possession of illegal drugs or who use illegal drugs or alcohol during ministry events will be removed from the activity. If a student is in possession of drugs or alcohol, the student will be removed from the activity and

the student's parents/guardian will be contacted immediately. Employees, volunteers or students who violate this rule, may be required to attend substance abuse counseling before returning to student ministry gatherings.

BULLYING

Verbal, physical or emotional bullying is not acceptable in TCPC ministry programs and can result in disciplinary action. If persistent and uncorrected, it could result in the removal of a student from an event, trip or camp.

OFF-SITE ACTIVITIES

All employees/volunteers must comply with this Child Protection Policy even when a church-sponsored event occurs off campus. Since each off-site facility will be different, it will be the responsibility of the ministry leaders to determine how best to use the facility in order to comply with the Policy.

Outings present unique risks for the safety of minors. All off-site activities must follow these guidelines:

- Ministry leaders shall provide clear communication to both parents and students regarding details of the event and any guidelines.
- Student Ministries Permission Form (See Appendix D) must be completed and on file for each student.
- Ministry leaders shall establish reasonable adult/student ratios prior to the outing.
- The ministry leader(s) must have, at all times, a list of names, emergency contacts, and medical conditions for each minor.
- Minors must be monitored at all times.

OVERNIGHT POLICIES

Some student ministry events involve overnight sleeping arrangements (camping trips, retreats, etc.) When these events occur, student ministry leaders will be responsible for ensuring the following guidelines are followed:

- A clean, safe environment will be provided for sleeping, showering, and dressing for all students.
- Males and females will have separate sleeping areas and restrooms.
- No male participant will be allowed to enter the sleeping area or restroom of the female participants, and vice versa.
- Employees/volunteers will not sleep in the same bed as a student.
- Curfew times will be clearly stated and adhered to.
- All participants (adults and students) should wear appropriate sleeping attire.
- Employees/volunteers should never be nude in the presence of students. They must change clothing in complete privacy.

- Employees/volunteers should not share a room with minors unless the sleeping arrangements are “bunk room” style, and there must be at least two adults in the room.
- The Ministry Director in conjunction with his/her supervisor will outline sleeping arrangements specific to the setting prior to the event.

COUNSELING CHILDREN

TCPC pastors and counselors who provide counseling for children should receive permission from a parent/guardian before the first session. The counselor will not counsel alone in the church building or at home alone with the child. The counselor may counsel a child in a one-on-one setting but only when at least one other person is in the church building (for example, a parent is waiting directly outside the office).

CHILDCARE FOR PARISH GROUPS OR OTHER SMALL GROUP SETTINGS

Parish group leaders are required to report any witnessed or suspected child abuse or neglect that occurs during small group meetings off-campus to a TCPC pastor or ministry director as soon as possible. That person, as the initial point of contact, is a mandatory reporter and he/she, along with the original witness, must report externally to proper authorities as outlined below in “Reporting Abuse”.

TCPC reserves the right to not admit child abusers or persons listed on sex-offender registries into parish groups or other small group settings. Former child abusers and/or persons listed on sex-offender registries are not permitted to have direct contact with children except their own.

INTERACTIONS WITH MINORS

DISCIPLINE

Employees/volunteers are prohibited from using physical discipline in any manner for behavior management of minors. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting or any other physical force as correction for inappropriate behaviors by minors. Children are to be disciplined by using time-outs and other non-physical methods of behavior management. Uncontrollable or unusual behavior should be reported immediately to parents and the ministry supervisor.

PHYSICAL CONTACT

Any physical contact with minors should promote a positive and nurturing environment. The following guidelines are to be carefully followed:

- The following types of touch are generally acceptable: fist bumps, side hugs, pats on the shoulder, back or head, holding smaller children (age 3 and under), sitting with a young child (age 4 and under) on your knee.
- The following types of touch are inappropriate and should be avoided: full body hugs initiated by adults, tickling, massages, kissing, sitting on laps (for children ages 5 and up), lingering embraces, any form of unwanted touch.
- Physical contact should be for the benefit of the minor, and never be based on the emotional needs of an employee/volunteer.
- Do not force any physical contact, touch or affection upon a reluctant minor. A minor's preference not to be touched must be respected.
- Physical contact and affection should only be given in observable places or when in the presence of other minors or employees/volunteers.

BATHROOM AND DIAPER PROCEDURES

School-age children:

School-age children may be accompanied to the bathroom for supervision and assistance when needed. However, children should receive the minimum amount of assistance needed based on their individual capabilities. Employees/volunteers should never go into the bathroom stall alone with a child.

If employees/volunteers must check on an individual child in the bathroom stall, he/she should seek out another adult to accompany him/her. Any assistance with the straightening or fastening of garments should be done in the presence of another employee/volunteer.

Children and adults must use the bathroom labeled for their biological sex.

Nursery Children:

Detailed procedures for changing diapers and assisting young children in the nursery bathrooms are posted in the nursery rooms and bathrooms. These procedures must be followed by all employees/volunteers. All diaper changes are to take place on designated changing tables in view of others.

GIFT GIVING

Gift giving is a common grooming method employed by child predators to buy loyalty, trust or silence. Any gift given to minors should be modest and appropriate to the occasion and, if possible, given to a group instead of an individual. Any gift given to a particular minor is discouraged and should only be given with the prior approval of a supervisor.

NO CONFIDENTIALITY

Employees/volunteers can never promise confidentiality to a minor. Employees/volunteers must report to a supervisor if a minor discusses being abused, harming him/herself or committing a crime.

SEXUALLY ORIENTED MATERIALS

Employees/volunteers are prohibited from possessing (or transmitting to minors) any sexually oriented materials (magazines, images, videos, etc.) in the presence of minors, including those in electronic form.

REPORTING ABUSE

TCPC has a zero-tolerance policy for abuse in its ministry programs and activities. TCPC is committed to providing a safe, secure environment for all minors. TCPC takes all indicators and suspicions of child maltreatment seriously. We are aware of research that indicates that children who are maltreated in one way are at a significant increase in risk of being maltreated in multiple ways. Therefore, as our church becomes aware of an indicator or report of a child being maltreated, we will take appropriate steps to protect the child from both known and potential risks.

As TCPC's front-line for children/student programming and pastoral counseling, TCPC employees and volunteers have regular opportunities to observe children's behavior, family dynamics, and care-giving styles. They are often privy to the intimate details of members' lives. Our employees have ongoing contact with the entire family unit and its acquaintances, and, as such, may be in a unique position to detect child abuse and other forms of maltreatment. For this reason, it is important to have a clear definition of abuse.

DEFINING ABUSE

Kentucky statute (KRS §600.020) defines abuse as follows:

Physical Abuse:

'Abused or neglected child' means a child whose health or welfare is harmed or threatened with harm when their parent, guardian, or other person exercising custodial control or supervision does either of the following:

- Inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means.
- Creates or allows to be created a risk of physical or emotional injury to the child by other than accidental means.
- Commits or allows female genital mutilation.

'Physical injury means substantial physical pain or any impairment of physical condition.

'Serious physical injury' means physical injury that creates a substantial risk of death or causes serious and prolonged disfigurement, prolonged impairment of health, or prolonged loss or impairment of the function of any bodily member or organ.

Neglect:

The term 'abused or neglected child' includes a child whose health or welfare is harmed or threatened with harm when their parent, guardian, or other person exercising custodial control or supervision does any of the following:

- Engages in a pattern of conduct that renders the parent incapable of caring for the immediate and ongoing needs of the child, including, but not limited to, parental incapacity due to a substance use disorder.
- Continuously or repeatedly fails or refuses to provide essential parental care and protection for the child, considering the age of 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 when financially able to do so or offered financial or other means to do so.
- Fails to make sufficient progress toward identified goals as set forth in the court-approved case plan to allow for the safe return of the child to the parent that results in the child remaining committed to the cabinet and remaining in foster care for 15 cumulative months out 48 months.

Sexual Abuse/Exploitation:

The term 'abused or neglected child' includes a child whose health or welfare is harmed or threatened with harm when either of the following is true:

- Their parent, guardian, or other person exercising custodial control or supervision:
 - Commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child.
 - Creates or allows to be created a risk that an act of sexual abuse, sexual exploitation, or prostitution will be committed upon the child.
- A person aged 21 or older commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon a child younger than age 16.

'Sexual abuse' includes, but is not necessarily limited to, any contacts or interactions in which the parent, guardian, person in a position of authority or special trust, or other person having custodial control or supervision of the child or responsibility for their welfare, uses or allows, permits, or encourages the use of the child for the purposes of sexual stimulation of the perpetrator or another person.

'Sexual exploitation' includes, but is not limited to, allowing, permitting, or encouraging the child to engage in prostitution or an act of obscene or pornographic photographing, filming, or depicting of a child.

Emotional Abuse:

'Emotional injury' means an injury to the mental or psychological capacity or emotional stability of a child as evidenced by a substantial and observable impairment in the child's ability to function within a normal range of performance and behavior with due regard

to their age, development, culture, and environment, as testified to by a qualified mental health professional.

MANDATORY REPORTING

The abuse of children is not only a sin, it is a serious crime. When adults report suspected child abuse to the legal authorities, their report could save a child's life. In contrast, silence about suspected abuse brings incredible harm to victims and emboldens offenders. TCPC employees/volunteers have a moral and legal obligation to contact authorities immediately when a child discloses abuse, when they witness child abuse, or when they observe signs of abuse.

Under Kentucky statute (KRS §620.030), "A report is required when any person knows or has reasonable cause to believe that a child is neglected or abused." **In Kentucky, everyone has a mandatory duty to report suspected child abuse to legal authorities.**

WHEN AND HOW TO REPORT

If you suspect that a child has been physically, emotionally, or sexually abused you should notify a TCPC Pastor or Ministry Director, and local law enforcement immediately. If the child is in immediate danger call 911. The TCPC Pastor or Ministry Director along with the original witness will initiate a report to Child Protective Services. **The phone number to report in Kentucky is 877-597-2331.**

It is not the responsibility of the person reporting or the staff to substantiate any allegations or suspicions. Our responsibility is to comply with the Child Abuse Prevention and Treatment Act (CAPTA, Federal Public Law 93-247) and Kentucky state statutes, and to cooperate fully with Child Protective Services and local law enforcement as they do their work.

It is paramount in such situations that confidentiality be maintained. Under no circumstance should confidential information about a child be shared with other parents or volunteers.

If a child indicates that a parent or another adult is causing harm, **DO NOT** talk with that parent/adult about the allegation. Talking to that parent/adult could result in additional abuse. People who abuse children utilize authority, trust or physical force/threats to gain access and control over children so they can perpetuate the abuse.

RESPONSE PLAN

In the event that an incident of child abuse or neglect is alleged to have occurred at TCPC or during a sponsored program or activity, the following procedure shall be implemented:

1. The supervisor who receives the report will notify one of the Pastors and the Response Team (consisting of two current officers and one female church member.) A Pastor will notify the Session.

2. The supervisor who receives the report and one of the Pastors, in consultation with the Response Team, will designate a person to notify the parent of the victim unless a parent is responsible for the abuse/neglect.
3. **Suspension of duties:** If the person against whom an allegation has been made is an employee/volunteer then he/she will immediately be placed on 'administrative leave' pending an investigation. For employees, the outcome of the investigation will determine whether the leave is paid or unpaid. If the allegation is determined to be unsubstantiated, the employee/volunteer can return to their prior position. The Response Team will keep the Staff Committee informed of the investigation so that they can make decisions regarding continuation of employment and compensation.
4. TCPC will comply with the state's requirements regarding mandatory reporting of abuse.
5. TCPC's attorney and insurance company will be notified.
6. If the alleged abuse involves an ordained pastor at TCPC, the Ohio Valley Presbytery will be notified and the stated Clerk's office made aware of the situation.
7. **Investigation by outside authorities:** TCPC will cooperate fully with any investigation of the incident by Child Protective Services and local authorities.
8. **Liaison with the community:** The Response Team will select one person to act as the official spokesperson for TCPC, who will be available to the media to answer questions. The official spokesperson for TCPC should emphasize to the public its position on child abuse, its concern for the victim and the extensive steps being taken to address the safety of all children.
9. **Confidentiality:** All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person except as necessary to cooperate with an official investigation. Any breach of this confidentiality by an employee/volunteer may be cause for immediate dismissal. One of the Pastors or the Response Team, in consultation with the state or local agency official conducting the investigation, may authorize limited additional disclosure if necessary to protect other minors or the community from immediate harm. But in no case shall the identity of the victim or the accused person be disclosed except as required by law.
10. **Ministerial care:** The church staff shall encourage and assist the child and the parents in securing appropriate counseling, care and support. In the event the abuse or neglect involves a member or employee of the church, the staff shall encourage and assist the individual in securing appropriate care and support including third-party counseling.

POLICY VIOLATION

TCPC takes policy violations seriously. Any employee/volunteer found to have committed a prohibited act or act considered to be harmful to a minor, may be suspended from participation in any TCPC ministry for minors. Any employee/volunteer found in violation of this Policy may be prohibited from future participation in TCPC ministry for minors. If the

person is an employee, such conduct may also result in the termination of employment from TCPC. See Response Plan section for more information.

Any employee, volunteer, church officer, parent or church member who is aware of a violation of this Policy is expected to respond in an appropriate manner. Appropriate responses include, but are not limited to, intervening to stop the violation and/or reporting the violation to their supervisor and the Response Team.

OUTSIDE USE

This Child Protection Policy applies to all situations in which minors are voluntarily placed under the care of TCPC employees/volunteers during TCPC's worship services, children's ministry or student ministry sponsored activities. TCPC strives to serve the community by providing use of the church building and property to outside groups and, in connection with these activities, there may be circumstances in which minors are placed in the care of non-TCPC employees/volunteers.

TUTORING, LESSONS AND CHILDCARE

While TCPC encourages compliance with the spirit of this Policy by all who use TCPC facilities with minors under their care, this Policy does not apply to non-TCPC employees/volunteers. This includes tutoring, lessons, childcare and similar activities conducted by individuals who are not employees or volunteers of TCPC. TCPC assumes, subject to applicable law, no responsibility for the activities conducted by third parties using TCPC facilities with minors under their care. TCPC will require all such third parties to certify they are solely responsible for the conduct of their activities on TCPC premises and that they have appropriately notified (and obtained the consent of, if applicable) all parents and/or legal guardians of participating minors regarding this arrangement and obtained the appropriate liability waivers.

TRINITY CHRISTIAN ACADEMY

It is the responsibility of Trinity Christian Academy to maintain its own policies and procedures regarding child protection. As such, this Policy does not apply to the activities of Trinity Christian Academy. TCPC assumes no responsibility for Trinity Christian Academy's activities with respect to child protection.

APPENDIX A: SIGNS OF ABUSE

Purpose

There are many signs of child abuse. Any one sign may not mean anything, but if there are a number of signs, or if they occur frequently, you may suspect maltreatment.

Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food
- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Frequent tardiness or absence from school

Sexual Abuse

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional Abuse

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance
- Low self-esteem
- Severe depression, anxiety, or aggression
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

APPENDIX B: VOLUNTEER APPLICATION

Volunteer Application will be hosted on Jotform at:

APPENDIX C: CHILD PROTECTION POLICY AGREEMENT

CPP Agreement will be hosted on Jotform at:

APPENDIX D: STUDENT MINISTRIES PERMISSION FORM

Student Ministry Permission Form will be hosted on Jotform at: