



First Evangelical Church of San Gabriel Valley

聖加路羅省基督教會

3658 N. Walnut Grove Ave. • Rosemead, CA 91770

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Child Protection Policy

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1.0 INTRODUCTION

1.1 Purpose

This Child Protection Policy aims to lay down the PREVENTIVE MEASURES to:

- safeguard the children and youth of the First Evangelical Church of San Gabriel Valley (FECSGV) from child abuse
- protect church staff and volunteer workers from potential allegations of child abuse
- provide guidelines for church staff and volunteer workers to follow should suspicions of child abuse arise.

1.2 Scope

We believe the church as a community of faith has a moral responsibility to protect her children and youth (i.e., youngsters who are between birth and the eighteenth birthday, hereinafter shall be referred to as "minors") from physical and sexual abuse. It is the intent of this policy to delineate the appropriate action and response taken by church staff and volunteer workers should there be a suspicion of abuse perpetrated by church staff, volunteer workers or other individuals who may not necessarily be a paid or unpaid staff member of the church.

1.3 Custodian of this policy

- 1.3.1 The executive supervisors* will be responsible for the supervision of the church staff to implement and enforce the FECSGV Child Protection Policy adopted by the Board of Elders. As such, the church staff's responsibility will include the provision of an ongoing education program for workers, parents and children in the church; and the screening of all personnel working with minors in the church. The executive supervisors shall also be responsible to field and maintain a Child Abuse Evaluation team that is capable of making timely response to allegations of abuse in the branch church.

1.4 Revision

The Board of Elders shall prepare and approve all modifications to this policy on an as-needed basis.

*

Church Staff	Executive Supervisor
Pastors	Senior Pastor
Children's Ministry Director	Coordinating & English Pastor
Youth Director	Coordinating & English Pastor
Chinese School Principal	Education Deacon

2.0 WORKER SELECTION

2.1 All workers require screening

All volunteers and paid church employees who work with minors, including pastors, shall undergo a screening process as a part of the job application procedure.

2.2 Primary Screening Procedure

- 2.2.1 The screening procedure shall consist of the following components:
 - a. a ministry application (including the official Church Resolution) (Appendices C & F)
 - b. a screening form (Appendices D & E)
 - c. a personal interview
 - d. reference checks (Appendix G)
 - e. completion of a criminal records check authorization form (to be used when considered appropriate (Appendices H & I)
- 2.2.2 Confidentiality Guaranteed
All aspects of the screening procedure shall be conducted with strict confidentiality so as to protect the privacy rights of the applicants.
- 2.2.3 Personal Interview
Individuals applying for positions that will involve the supervision of children fellowships, youth fellowships, boys groups, girls groups, camps and overnight or largely unsupervised activities involving children or adolescents shall be required to be interviewed by the church staff overseeing the particular ministry in question.
- 2.2.4 Criminal Records Check
Individuals applying for pastoral positions or paid positions or volunteers working with minors, (especially one-on-one) must complete a criminal records check authorization form.
- 2.2.5 Record Keeping
The hiring supervisor or his/her designee shall contact each reference listed on the application and make a written record of each contact. All completed forms, including the original application, shall be kept by the church staff.

2.3 Screening of Occasional Volunteer Workers

- 2.3.1 (FECSGV has) the option of using a secondary screening procedure for qualifying volunteer workers who serve minors *on an occasional basis*.
- 2.3.2 The screening procedure shall consist of the following components:
 - a. Completion of the Children/Youth Ministry Screening form (Appendices D & E)
 - b. Follow the "Six Month" rule: Volunteers shall only be permitted to work with minors after they have been attending church regularly for a period of no less than six months.

2.4 Screening Requirements for All Ministry Positions

The following chart shall be used as guidelines to determine the minimally required components in the screening procedure for the type of ministry position being considered:

<i>Ministry</i>	<i>position being considered</i>	i	ii	iii	iv	v	vi	vii
Pastoral	Pastors & pastoral interns	✓		✓		✓	✓	✓
After School and Chinese School	Teachers or volunteers			✓			✓	✓
Children's Ministry - permanent	Nursery workers			✓	✓		✓	
	Sunday School teachers	✓			✓		✓	
	Small group leaders	✓			✓		✓	
Children's Ministry - temporary	Nursery workers		✓		✓		✓	
	Sunday School Teachers		✓		✓		✓	
	Small group leaders		✓		✓		✓	
	Retreat workers		✓		✓		✓	
Youth Ministry	Youth workers	✓			✓		✓	
	Sunday School teachers		✓		✓		✓	
	Retreat workers		✓		✓		✓	
Others	Teachers under 18 yrs of age		✓					✓
	Occasional volunteer Workers		✓					✓ plus "six-month rule"

Note: Required components, i.e. completion of:

- i. ministry application (Appendix C)
- ii. screening form (Appendices D & E)
- iii. personal interview with supervisor
- iv. Official Resolution of Ministry for Minors (Appendix F)
- v. reference checks (Appendix G)
- vi. criminal records check (Appendix H & I)
- vii. Other discretionary measures by the supervisor

3.0 WORKER SUPERVISION

3.1 Use a Team Approach

All children and youth ministries shall adopt a "two-adult" rule, whenever possible. Such rule shall require the presence of two adult supervisors be present during any church activity.

3.2 Obtain Parental Permission

As a general rule, church staff or volunteer workers shall obtain the consent of the minor's parent or guardian before going out alone with that child, or spending time with the child in an unsupervised situation. Workers shall also notify the relevant church staff of such meetings in advance. In the case of church staff, their respective executive supervisors should be notified in advance.

3.3 Observe An Overnight Rule

All adult chaperons and supervisors of overnight activities that involve minors shall be cleared in advance with the pastor in charge, or his/her designated ministry leader. The "Two-Adults" rule shall be followed, whenever possible.

3.4 Discuss Suspicious Behavior Immediately

Any inappropriate conduct or relationships between an adult volunteer/paid worker and a minor shall be confronted immediately by the worker's supervisor and investigated by the executive supervisor. The worker/volunteer will be asked to refrain from assuming any ministry responsibility in the church while an active investigation is going on.

3.5 Discuss Potential Criminal Sanctions With Youth Workers

The pastor responsible for children and/or youth ministry shall ensure that adults who work with children and/or adolescents understand that sexual relationship with minors can lead to a felony conviction and imprisonment in a state penitentiary.

3.6 Familiarize Children and/or Youth workers with Applicable Rules & Regulations

All persons responsible for supervising children/youth workers shall inform workers of current state laws that govern the reporting of child abuse and the stated child protection policy of the church. (Appendix A contains the pertinent state laws)

3.7 Install Windows on Classroom Doors

If feasible, the doors to all classrooms or other areas used by minors shall have windows installed. Alternatively, the doors to such classrooms shall be left unlocked during use so that persons passing by can observe inside. Sunday school superintendents or other church leaders also should make random visits to all classrooms and visit or inspect areas of church buildings that are isolated from view. It is recommended that, whenever possible, doors to children classrooms and/or play areas be fitted with windows and without locks.

4.0 REPORTING SUSPICION OF ABUSE

4.1 Reporting Obligations

All volunteer and paid leaders, teachers, and child care workers involved with minors shall immediately report any suspicion of child abuse of which they have knowledge or observe within the scope of their duties to the designated church paid staff.

4.2 Possible Symptoms of Abuse

Ministry leaders or teachers should be alert to the physical signs of abuse and molestation, as well as to behavioral and verbal signs that a victim may exhibit. Some of the more common signs are summarized below. It is prudent to bear in mind that while the following may be warning signs of possible problems, in and of themselves, they do not prove abuse.

4.2.1 Physical signs may include:

- lacerations and bruises
- nightmares
- irritation, pain, or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

4.2.2 Behavioral signs may include:

- anxiety when approaching church or nursery area
- nervous or hostile behavior toward adults
- sexual self-consciousness
- "acting out" of sexual behavior
- withdrawal from church activities and friends

4.2.3 Verbal signs may include the following statements:

- I don't like [a particular adult person]
- [An adult person] does things to me when we're alone
- I don't like to be alone with [a particular adult person]
- [An adult person] fooled around with me

4.3 Standard Operating Procedure

4.3.1 All lay workers or volunteers who have knowledge of or observe within the scope of their duties any suspicion of child abuse shall immediately make a confidential report only to the appropriate paid church staff workers listed below:

- Children's Ministry Director
- Youth Director
- Chinese School Principal
- Congregational Pastor
- Senior Pastor

4.3.2 Such church paid staff shall immediately, in conjunction with the initial reporter, gather the pertinent information (as required in the Suspicion of Child Abuse Form) on all reports of suspected child abuse that they receive.

4.3.3 A determination must be made at this point whether an emergency child abuse report must be made to the Police Department's 911 Line.

- 4.3.4 All reports of possible child abuse shall be communicated to the Senior Pastor in an expedient manner (as soon as possible within 12 hours).
- 4.3.5 Church paid staff shall inform the insurance company that provides liability coverage of all reports of possible child abuse immediately (as soon as possible within 12 hours).

5.0 RESPONSE TO ALLEGATIONS

5.1 Standard Child Abuse Reporting Policy

5.1.1 Line of Reporting

Upon completing the Suspicion of Child Abuse Form, church paid staff who receive such a report shall immediately (as soon as possible within 12 hours) contact only the Congregational Pastor or Senior Pastor or his designee, and provide him with the Suspicion of Child Abuse report and any other pertinent information relating to the child.

5.1.2 Evaluation of Report

The Congregational Pastor shall confer only with the Child Abuse Evaluation Team (which should have been maintained by the executive supervisor as per Clause 1.3.1) within 12 hours from the time he receives the report. This team shall consist of only three members: 1) the Congregational Pastor or his designee, 2) a Licensed Clinical Social Worker, Marriage Family and Child Counselor or Clinical Psychologist, and, if necessary 3) an attorney. This team shall confirm the veracity of the child abuse report and determine whether the proper authorities shall be contacted. Reporting shall take place to protect the child. All three members of the evaluation team must agree the "suspicion" does not warrant a report in order to decline a suspicion of child abuse report to the authorities. If one member of the evaluation team believes the "suspicion" warrants a child abuse report, civil authorities shall be contacted by the team as one entity and a Child Abuse Report must be filed. The current phone number for making a child abuse report is contained in Appendix B.

5.1.3 Notification of Family

If the determination is made to file a Child Abuse Report with government authorities, every effort shall be made to contact the child's parents or legal guardian. Additionally, every effort shall be made to remain in contact with the family to provide follow-up support and assistance in any way possible.

5.2 911 Emergency Child Abuse Reporting Policy

5.2.1 Circumstances That Warrant Immediate Intervention

Whenever a situation warrants immediate intervention by the church, the church paid staff or the Congregational Pastor shall call the police department's 911 emergency line and a child abuse report shall be filed in, but is not limited to, the following circumstances:

- A child requests immediate protection
- A child requests that the police be contacted
- A child expresses an overwhelming fear or anxiety about returning home with the person who brought them (may be in conjunction with other evidence of child abuse)
- Physical signs that may indicate life threatening abuse, such as signs of attempted strangulation.

5.2.2 Notification

In the event of a 911 Emergency Child Abuse Report, the paid staff shall make every possible effort to contact and notify the Congregational Pastor of the report before the child leaves with the police.

In the event that the Congregational Pastor cannot be reached, the Senior Pastor shall be contacted before the child leaves with the police. The Congregational Pastor shall be informed as soon as possible within twelve hours that a 911 Emergency Child Abuse Report has been filed.

5.3 Familiarity With the Reporting Procedure

All paid and volunteer staff of the First Evangelical Church of San Gabriel Valley, who work in any capacity, directly or indirectly with children and families shall receive training on the detection of

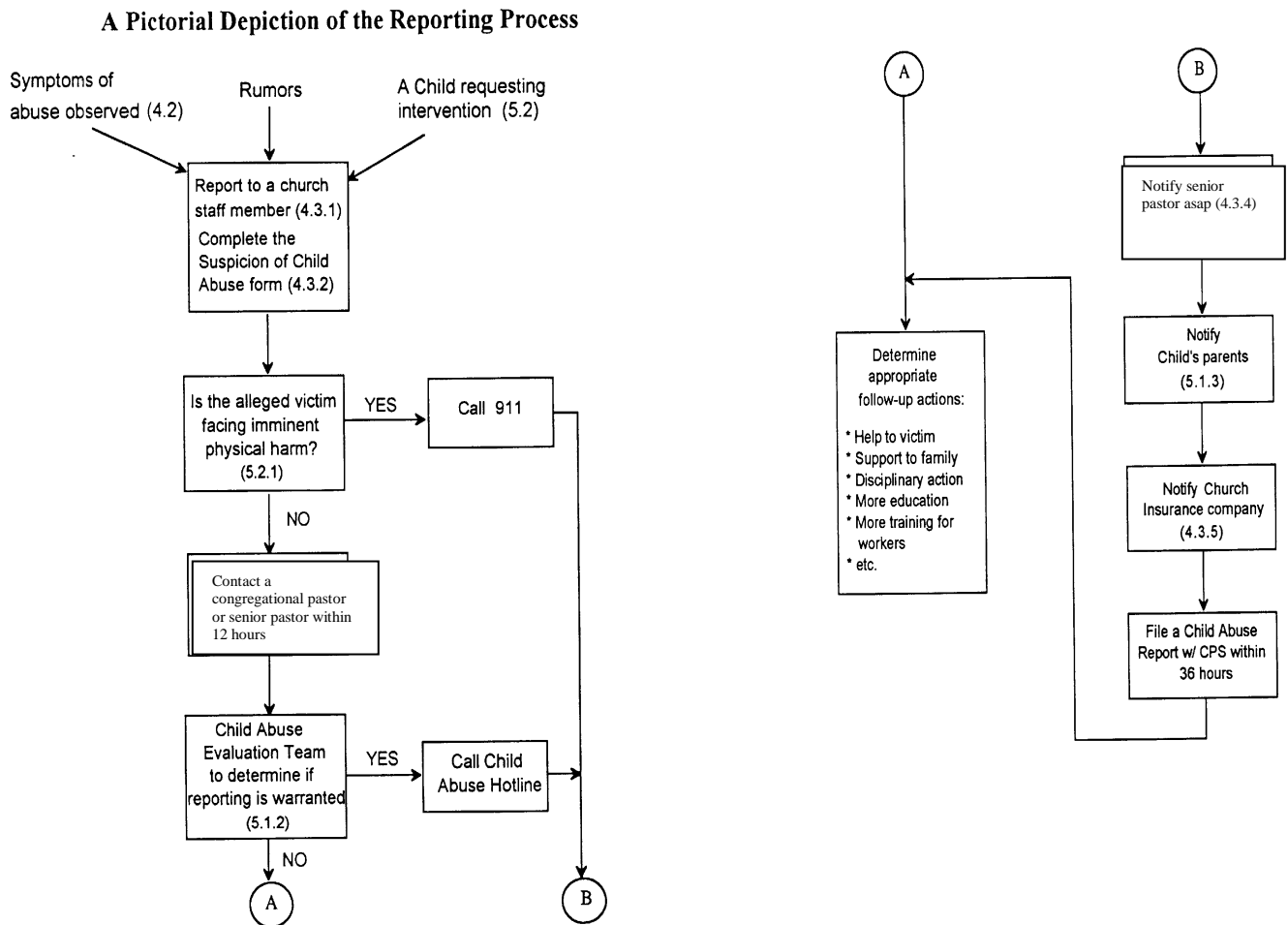
suspected child abuse and the implementation of this policy. They shall receive a copy of this policy and shall sign a statement attesting to familiarity with said policy.

5.4 Responding to Inquiries

Should an allegation of abuse be reported to civil authorities, the church shall designate a specific spokesperson to address all possible concerns raised by the media and the congregation.

5.5 Flowcharting the Reporting Process

The reporting process is depicted in the following flowchart:



6.0 CONTINUING EDUCATION

- 6.1** Executive supervisors shall be responsible to design and implement educational opportunities on a continuing basis for children, youth, parents and ministry workers of the church to understand FECSGV's commitment in affording our children a safe, nurturing environment.
- 6.1.1** Executive supervisors will ensure that a child protection educational program be conducted, minimally, on an annual basis.
- 6.1.2** Executive supervisors will also ensure that materials that might enhance the congregation's awareness and understanding of various facets of child protection in the church be made available to children, parents, and ministry workers.



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APPENDIX A

The Reporting Law

excerpted from *The California Child Abuse & Neglect Reporting Law: Issues and Answers for Health Practitioners*, 1991

[The handbook from which this is taken was originally written to help mental health professionals understand the Child Abuse Reporting Law and be aware of their reporting responsibilities regarding child abuse. While some of its content may not be applicable, a good portion of the information provided may be helpful to those of us who work in the church. At the writing of this policy (June 1996), the state law governing the reporting responsibilities of the clergy remains a gray area. However, we have learned that many churches have been litigated for their alleged failures to report occurrences of child abuse. Under the current state law, clergy (and presumably, other paid church workers) are legally mandated reporters only if they are acting in the capacity of a mandated reporter (e.g., psychologist, teacher, marriage, family and child counselor...) at the time they receive the information that causes them to suspect child abuse.]

The first child abuse reporting law in California was enacted in 1963. These early laws mandated only physicians to report physical abuse. Over the years, numerous amendments have expanded the definition of child abuse and the persons required to report. Procedures for reporting categories of child abuse have also been clarified.

In California, certain professionals are required to report known or suspected child abuse. Other citizens, not required by law to report, may also do so.

1. Why Must You Report?

The primary intent of the reporting law is to protect the child. Protecting the identified child may also provide the opportunity to protect other children in the home. It is equally important to provide help for the parents. Parents may be unable to ask for help directly, and child abuse may be their way of calling attention to family problems. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may help to lower the risk of abuse in the home.

2. What Is Child Abuse?

The Penal Code (PC) defines child abuse as: "a physical injury which is inflicted by other than accidental means on a child by another person." It also includes emotional abuse, sexual abuse, neglect or abuse in out-of-home care. Child abuse does not include a "mutual affray between minors," "reasonable and necessary force used by a peace officer" under specified circumstances, or spanking that is reasonable and age appropriate and does not expose the child to risk of serious injury. (P.C. 11165.6, Welfare and Institutions Code [W&IC] Section 300.)

The California Child Abuse Reporting law is found in Penal Code Sections 11165-11174.5. The following is only a partial description of the statute. Mandated reporters should become familiar with the detailed requirements as they are set forth in the Penal Code.

Under the law, when the victim is a child (a person under the age of 18) and the perpetrator is any person (including a child), the following types of abuse must be reported by all legally mandated reporters:

- a. A physical injury inflicted by other than accidental means on a child. (P.C.11165.6).
- b. Child sexual abuse including both sexual assault and sexual exploitation. Sexual assault includes sex acts with children, intentional masturbation in the presence of children and child molestation. Sexual exploitation includes preparing, selling or distributing pornographic materials involving children, performances involving obscene sexual conduct and child prostitution. (P.C. 11165.1).
- c. Willful cruelty or unjustified punishment, including inflicting or permitting unjustifiable physical pain or mental suffering, or the endangerment of the child's person or health. (P.C. 11165.3). "Mental suffering" in and of itself is not required to be reported. However, it may be reported. (P.C. 11166[b]).
- d. Unlawful corporal punishment or injury willfully inflicted, resulting in a traumatic condition. (P.C. 11165.4).
- e. Neglect of a child, whether "severe" or "general," must also be reported if the perpetrator is a person responsible for the child's welfare. It includes acts or omissions harming or threatening to harm the child's health or welfare. (P.C. 11165.2).
- f. Any of the above types of abuse or neglect occurring in out-of-home care. (P.C. 11165.5).

3. Who Reports?

Legally mandated reporters include "child care custodians," "health practitioners," "employees of a child protective agency," and "commercial film and photographic print processors," which are defined as follows:

- a. "Child care custodian" means a teacher, an instructional aide, a teacher's aide, or a teacher's assistant employed by any public or private school, or a classified employee of any public school, who has been trained in the duties imposed by the Penal Code; administrative officer, supervisor of child welfare and attendance, or certificated pupil personnel employee of any public or private school; an administrator of a public or private day camp; administrators and employees of public or private youth centers, youth recreation programs, and youth organizations who have been trained in the duties imposed by this article; a licensee, and administrator or an employee of a community care facility or a child day care facility licensed to care for children; Headstart teacher; a licensing worker or licensing evaluators; public assistance worker; an employee of a child care institution including , but not limited to, foster parents, group home personnel and personnel of residential care facilities; a social worker or a probation officer or any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in and public or private school. (P.C. 11163.7)
- b. "Health practitioner" means a physician and surgeon, psychiatrist, psychologist, dentist, resident, intern podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family, and child counselor, licensed clinical social worker or any other person who is currently licensed under Division 2 (commencing with Section 300) of the Business and Professions Code, any, ' emergency medical technician I or II, paramedic, a person certified pursuant to Division 2.5 (commencing with section 1797) of the Health and Safety Code, a psychological assistant registered pursuant to Section 2913 of the Business and Professions Code, a marriage, family and child counselor trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code, an unlicensed marriage, family and child counselor intern registered under Section 4980.44 of the Business and Professions Code, a state or county public health employee who treats a minor for venereal disease or any other condition, a coroner, or a religious practitioner who diagnoses, examines, or treats children, (P.C. 11165.8).
- c. "Child protective agency" means a police or sheriff's department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies. (P.C. 11165.9).
- d. "Commercial film and photographic print processor" . . .

4. When Do You Report?

Child abuse must be reported when one who is a legally mandated reporter ". .. has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse..." (P.C. 11166[a]).

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse." (P.C. 11166[a]). Although wordy, the intent of this definition is clear: if you suspect, report.

You must make a report immediately (or as soon as practically possible) by phone. A written report must be forwarded within 36 hours of receiving the information regarding the incident. (P.C. 11166[a]). Written reports must be submitted on Department of justice forms, which can be requested from your local child protective agencies (police or sheriff's department, a county probation department, or a county welfare department). (P.C. 11168).

5. To Whom Do You Report?

The report must be made to a "child protective agency; a child protective agency is a county welfare or probation department or a police or sheriff's department. (P.C. 111 65.9, P.C. 111 66[a]). Exceptions are reports by commercial print and photographic print processors, which are made to the law enforcement agency having jurisdiction. (P.C. 11166[c]).

6. Immunity

Those persons legally required to report suspected child abuse have immunity from criminal or civil liability for reporting as required. (P.C. 11172 [a]).

Any, person not mandated by law to report suspected child abuse has immunity unless the report is proven en to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident. (P.C. 11172 [a]).

7. Safeguards for Mandated Reporters

No supervisor or administrator may impede or inhibit a report or subject the reporting person to any sanction. (P.C 111 66[f]).

Persons other than those legally mandated to report are not required to include their names when making a report: (P.C. 11167[e]).

Reports are confidential and may be disclosed only to specified persons and agencies. (P.C. 11167.5)

Mandated reporters and others acting at their direction are not liable civilly or criminally for photographing the victim and disseminating the photograph with the report. (P.C. 11172[a])

8. Liabilities for Failure to Make Required Report

A person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a \$1,000 fine (P.C. 11172[e]). He or she may also be found civilly liable for damages, especially if the child-victim or another child is further victimized because of the failure to report. (Landeros vs. Flood [1976] 17C.3d 399).

9. Responsibilities of Agency Employing Mandated Reporter

Any person entering employment which makes him/her a mandated reporter must sign a statement provided and retained by the employer, to the effect that he or she has knowledge of the reporting law and will comply with its provisions (P.C. 11166.5[a]).

Any person who fails to report an instance of child abuse which he or she knows to exist is guilty of a misdemeanor which is punishable by confinement in the county jail for up to six months or by a fine of not more than \$1,000 or by both. (P.C. 11172[e]).

Commercial film and photographic print processors and persons employed by child protective agencies as members of the support staff or maintenance staff and who do not work with, observe, or have knowledge of children as part of their official duties are not required to sign such statement. (P.C. 11166.3[a]).

10. Licensing Requirement

The state agency issuing a license to a person who is required to report child abuse must either send a statement to the licensee which cites reporting requirements and the penalty for failure to report or print the information on all application forms for a license or certificate printed on or after January 1, 1986. (P.C. 11166.5[b] [c]).

11. Feedback to Reporter

After the investigation is completed or the matter reaches a final disposition, the investigating agency must inform the mandated reporter of the results of the investigation and any action the agency is taking. (P.C. 11170[b][2]).



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APPENDIX B

Child Abuse Reporting Hot Line (Last updated in May 2005)

Los Angeles County

Child Abuse Hot Line
1-800-540-4000

Child Protection Services (CPS)
532 E. Colorado Blvd.
Pasadena, CA 91101
626-229-3500



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APPENDIX C

APPLICATION FOR CHILDREN'S/YOUTH WORK

Confidential:
For application for
children's/
youth work only

Please complete this application if you are requesting to work with minor children in any capacity within the church. This applies to volunteer positions as well as paid positions. This application process is part of a comprehensive effort to provide a safer environment for the children entrusted to the care of the church.

SECTION A.

Name: _____ Today's Date: _____
Present Address: _____ Birth date: _____
City: _____ Zip: _____ Home phone: _____

SECTION B.

What type of child/youth work do you prefer? _____

On what date would you be available to begin? _____

Minimum length of commitment: _____

SECTION C.

If you prefer, you may refuse to answer questions in this section, or you may discuss your answer in confidence with a pastor rather than answering it on the form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children and youth work.

Have you ever been:

Convicted of a felony? ☐ Yes ☐ No

Accused or convicted of child abuse or a crime involving actual
or attempted sexual molestation of a minor? ☐ Yes ☐ No

A victim of emotional/physical/sexual abuse while a minor? ☐ Yes ☐ No

SECTION D.

Do you have a current driver's license? ☐ Yes ☐ No

If yes, please list number and type of license: _____

Please list any traffic offenses you may have committed in the past 5 years:

SECTION E.

How long have you attended First Evangelical Church of San Gabriel Valley? _____

Are you a member? ☐ Yes ☐ No

If not, name of church of which you are a member: _____

List all previous church work involving children, including youth. (Identify church and Pastor and dates/terms of service):

List two personal references (not including relatives) with telephone numbers:

Name: _____ Phone: _____

Name: _____ Phone: _____

APPLICANT'S STATEMENT

The information I have given in this application is correct and complete to the best of my knowledge, I understand that false information or significant omissions may disqualify me from further consideration for service and may be considered justification for dismissal if discovered at a later date.

If I am accepted for children's work within the church, I agree to sign and abide by the Official Church Resolution of the church, and to refrain from activities that are illegal or unethical while I am working in any capacity within the church.

Applicant's Signature: _____ Date: _____

FOR INTERNAL USE

Date: _____

☐ Please check here after identity has been confirmed by a state driver's license or other photographic identification.

Background check completed: ☐ Date _____ ☐ clear ☐ record

Supervisor's Signature: _____ Date: _____



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APPENDIX D

SAMPLE LETTER TO CHILDREN/YOUTH WORKERS

Dear [Children's Ministry title],

I appreciate your willingness and faithfulness to serve as leaders in our children's ministries. Your commitment has helped to develop a quality ministry to the children that have been entrusted to our care.

The safety of the children that we, as a church, are responsible for during church functions is of primary concern to our church. I am sure you agree we need to make the most of every opportunity to protect our children and provide them with a safe and nurturing environment. In a continuing effort to improve our quality of childcare, we are implementing a program designed to further protect our children, the workers, and the whole church.

We will be investigating the church's quality of care in terms of our facilities and our procedural practices. We plan to make all appropriate changes to reduce risk to our children, and to create a safe and positive environment for them.

We also plan to educate our workers and volunteers regarding potentially abusive situations they may encounter while working with and caring for children. Along with this, we plan to screen all current Pastoral staff, Sunday school staff, Nursery committee members, Youth workers, and all other workers and volunteers who work with children. That screening will be done by the completion of a Screening Form.

We ask that all those currently involved in children's ministries (Nursery - high school age) -- [Detail plans here...]

If you have any questions regarding this process, please call [name of contact]. Your questions will be sensitively listened to and answered as completely as possible. Thank you for supporting our efforts to continually improve our child care and our church's ministry to our children.

Pastor:



First Evangelical Church of San Gabriel Valley

聖迦米羅省基督教會

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APPENDIX E SCREENING FORM

Confidential:
for application for
children's/youth
work only

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. The following policies reflect our commitment to provide protective care of all children, youth, and volunteers who participate in church sponsored activities.

1. Adults who have been convicted of either child sexual or physical abuse should not be involved in any church-sponsored activities or programs for children or youth.
2. Adults who may have been victims of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with children or youth with one of the pastoral staff prior to engaging in any volunteer service.
3. All adult volunteers working with youth or children are required to be regular attendees of First Evangelical Church for a minimum of six months.
4. Adult volunteers should observe the "two adult" rule whenever possible. This requires that adults are never alone with children or youth without an adult partner.
5. Adult volunteers should immediately report any behaviors which seem abusive or inappropriate to their supervisor.

Please Answer Each Question. Your Response Will Be Kept Fully Confidential.

1. As a church volunteer, do you agree to observe all church child protection policy/procedures when working with youth or children? ☐ Yes ☐ No
2. Have you ever been convicted of or pleaded guilty to a crime? ☐ Yes ☐ No
If yes, please describe on a separate sheet of paper.
3. Were you a victim of abuse or molestation while a minor? ☐ Yes ☐ No

If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with a pastor rather than answering it on the form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work.

APPLICANT'S STATEMENT

I have read the above policy and agree to observe the safeguards listed.

The information I have given in this form is correct and complete to the best of my knowledge, I understand that false information or significant omissions may disqualify me from further consideration for service and may be considered justification for dismissal if discovered at a later date.

If I am accepted for children's work within the church, I agree to sign and abide by the Official Resolution of Ministry For Minors and the applicable policy of the church, and to refrain from activities that are illegal or unethical while I am working in any capacity within the church.

Please print name: _____

Applicant's Signature: _____ Date: _____



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APPENDIX F

OFFICIAL RESOLUTION OF MINISTRY FOR MINORS

Confidential:
For application for
children's/youth
work only

1. The lives of our church children are very precious to us.
2. All efforts must be taken to prevent emotional, physical, or sexual harm of our church children.
3. As a worker in the children's and/or youth programs I understand it is completely outside of the scope of my ministry to engage in any practice that would intentionally harm a child emotionally or physically.
4. As a worker, I also agree not to engage in any behavior that would involve sex or sexuality with any child. That includes inappropriate touching, intimate sexual contact, sexual gestures, sexual jokes and statements, exhibitionism, actions or speech designed to arouse sexually, and actions or speech designed to encourage sexual experimentation.
5. I agree not to discuss sexual issues or sexuality with any child under legal age without permission from a parent or legal guardian and/or a pastor of the church.
6. I understand that sexual abuse of a minor child is a crime. I understand that the church will cooperate fully with any and all law enforcement agencies when abuse occurs.
7. Furthermore, in the event of allegations of criminal or sexual misconduct arise regarding my conduct, the church will have the right to announce the facts/results of same publicly if deemed necessary or appropriate by the church leadership. I also understand that the church is obligated to report such allegations to authorities in accordance with the stated church policy and current state laws.

Please print name: _____

Applicant's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____



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APPENDIX G REFERENCE CONTACT FORM

Confidential:
For application for
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work only

Record Of Contact With A Reference Or Church Identified By An Applicant For Youth Or Children's Work

Name of Applicant: _____

Reference or church contacted (if a church, identify both the church and person or minister contacted)

Date and time of contact: _____

Person contacting the reference or church: _____

Method of contact (e.g., telephone, letter, personal conversation) _____

Summary of conversation (summarize the reference's or minister's remarks concerning the applicant's fitness and suitability for youth or children's work)

Supervisor's Signature: _____ Date: _____

Position: _____



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APPENDIX H

SAMPLE EXPLANATION LETTER FOR CRIMINAL RECORDS CHECK

Date _____

Dear _____,

To comply with the underwriting requirements of our insurance company GuideOne Insurance, one of the many steps our church has to take is to have:

- ✚ national criminal background check of all employees working with minors;
- ✚ statewide criminal background check of all volunteers working with minors.

In this connection, we need you to authorize our church to do such background check by filling out the attached REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION form (Request form).

Please return your completed Request form to either of the following preferably within one week:

- ✚ Chi-Hok Wong for pastoral staff
- ✚ Ben Ku for youth ministry
- ✚ Alice Tzeng for children's ministry
- ✚ Helen Sun for after-school program or Chinese School

We appreciate very much your cooperation and kind assistance in this matter. In the meantime, if you have any inquiry, please do not hesitate to contact either

- ✚ Chi-Hok Wong at 626-5708678
- ✚ Ben at 626-222-9962
- ✚ Alice at 626-372-1566
- ✚ Helen at 626-571-5537 Ext. 19
- ✚ or myself at 626-571-5537 Ext. 14.

Thank you once again.

Truly yours,

Millie Yeung
Director of Administration

Encl.



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APPENDIX I

REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

Confidential:
For application for
children's/youth
work only

I hereby authorize First Evangelical church of San Gabriel Valley to search for any information which pertains to any record of convictions or any criminal file maintained on me whether local, state, or national. I hereby release said agency from any and all liability resulting from such disclosure.

Name (printed): _____
First Middle Last

Maiden name (if applicable): _____
First Middle Last

Print any and all aliases and nicknames: _____

Date of Birth: _____
Month Day year

Place of Birth: _____

Social Security Number: _____

Current Address: _____
Street

City State Zip Code Dates

Former Address: _____
Street

City State Zip Code Dates

Driving License Number: _____ State of Issuance: _____

Signature: _____ Date: _____



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APPENDIX J

SUSPICION OF CHILD ABUSE REPORT FORM

Date: _____ Time: _____

Location of Child: _____

(Positive identification must be made as to the identity and whereabouts of the child.)

Child's Name: _____

Phone Number: _____

Present Address: _____

City: _____ Zip: _____

Nature of suspected abuse (please be as specific as possible):

How information became known to reporting party:

Guardian/Parent who brought child: _____

Other unusual behaviors:

Other known history of child abuse:

Name of reporting person: _____

Paid Church staff to whom report was made: _____

Was the 911 Emergency Policy followed? _____

Will the Standard Child Abuse Report policy be followed?
