



Child Safeguarding Policy and Procedures

1. OVERVIEW OF CHILD SAFEGUARDING POLICY AND PROCEDURES

This document covers the safeguarding of children participating in events sponsored by Christ the King Presbyterian Church (CtK). This document applies to compensated church staff and church volunteers who have the responsibility for supervising the activities sponsored by CtK for minors ages 17 and below. This document does not constitute a contract between the church and its employees or volunteers or any other party. It is a statement of procedures and general guidelines that the church will seek to follow. The church makes no guarantee to any party that all aspects of this policy will be followed in any given situation. CtK is not responsible for the individual acts of any employee or volunteer. This document does not apply to activities that are not sponsored by CtK.

2. CHILD SAFEGUARDING POLICY

Neither child abuse (sexual, physical, and emotional) or child neglect is tolerated by Christ the King Presbyterian Church (CtK). Anyone who is determined to have committed, been convicted of, or confessed to child abuse is not eligible for service and, if serving, will have his or her employment or volunteer status with CtK terminated.

- In order to prevent child abuse or neglect, CtK addresses child safety through appropriate screening and supervision of all activities involving children and students.
- CtK will not knowingly allow anyone who has been convicted of child abuse to participate in Children's Ministry or Student Ministry, either as a staff member or volunteer.
- Anyone who committed child abuse or neglect before the age of 18 will be evaluated on a case-by-case basis, taking into account such factors as age, seriousness of the offense, acknowledgement of responsibility, and effective rehabilitative treatment.
- This CtK Child Safeguarding Policy will be utilized in determining appropriate administrative actions for anyone accused of, or found to have, committed child abuse or neglect.
- If CtK is asked for a reference for anyone whose service or membership was terminated due to a violation of our Code of Conduct, CtK will generally disclose the reasons for termination. Further, if CtK becomes aware that a former employee or volunteer of CtK who was dismissed becomes employed by or volunteers to work with children or youth in another

organization, CtK will seek legal counsel on our duty to make that organization aware of the reasons for CtK's termination of employment of the individual.

- Failure to follow the Child Safeguarding Policy or the Code of Conduct will result in disciplinary action up to and including termination of employment, if on staff. If a volunteer is a member of CtK, such failure will result in the exercise of church discipline by the session in accordance with the Book of Church Order for the Presbyterian Church in America. Non-member volunteers may be terminated of any and all associated responsibilities.
- If it is determined that a staff person has violated the Code of Conduct or willfully harms a child, they will not be allowed to voluntarily resign but will have their employment terminated.
- In cases where corroborating evidence shows that a person previously employed by CtK committed child abuse while in the employ of CtK, their personnel file will reflect such and they will be ineligible for re-hire.
- CtK staff and volunteers will comply with all North Carolina mandated reporting laws. Staff and volunteers are required to follow the CtK Reporting Protocol.
- Once an Incident Report has been filed by a staff member or volunteer, according to our Reporting Protocol, a report must be made to the North Carolina Department of Social Services of the original disclosure or suspicion of abuse.
- No portion of this policy can be amended by any individual, nor can any individual grant permission to deviate from this policy. Any change to this policy must be confirmed by the Session.

3. DEFINITION OF TERMS

- **Church** is defined as Christ the King Presbyterian Church or CtK.
- **Screening Committee** is defined as those individuals approved by the Session who are responsible for screening and approving all employees and volunteers who serve in an CtK ministry to minors.
- **Employee** is defined as any individual who is paid by CtK on a full or part-time basis or as an independent contractor.
- **Volunteer** is defined as any individual who is not paid by the church and is serving in any position involving the supervision of minors.
- **Child, children, student or minor** is defined as any individual under age 18.

- **Child abuse** is defined as any action (or lack of action) which endangers or harms a child's physical, psychological, or emotional health and development. Child abuse occurs in different ways and includes the following:
 - **Physical abuse:** any physical injury to a minor which is not accidental, such as beating, shaking, burning, biting.
 - **Emotional abuse:** emotional injury occurs when the minor is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, persistent teasing, bullying.
 - **Sexual abuse:** any sexual activity between a minor and an adult or between minors, including activities such as fondling, exhibitionism, intercourse, incest, pornography. Other forms of sexual abuse can include verbal comments, exposure to pornographic materials, obscene phone calls or other electronic communication, allowing minors to witness sexual activity.

4. SELECTION AND SCREENING PROCESS

Christ the King Presbyterian Church believes that appropriate personal relationships between adult employees or volunteers and minors of the church foster the community of Christ. Therefore, CtK will seek to prevent any abuse of minors when they are participating in church programs. Preventive measures include screening, training, and supervision of all employees and volunteers and a commitment to eliminating opportunities for abuse within church programs and church-sponsored events. This screening includes, but is not limited to, the following:

A) Interview

CtK's recruiting practices for volunteers involves a one-on-one interview to both explain the vision of the ministry and communicate its values. It will also be an opportunity to ask recruits about their faith journey and of experience with kids and students.

B) Background Checks

CtK will ask for permission to run background checks on all volunteers that serve in kids ministry and/or student ministry. This background check will include the following information: Trade House Data (includes: motor vehicle registrations, property ownership records, change of address forms, utilities, and phone records), Safety 1st Nationwide Criminal and Sex Offender Database Check

C) Media Searches

Directors of ministries of minors may search the Internet and Social Media for concerning information that would raise questions on whether or not the recruit would be a good fit for this position. Platforms that may be checked are Instagram, Twitter, Facebook, and Pinterest, as well as others.

D) Reference Checks

While background checks and social media searches are important, they are not sufficient. Each volunteer recruit will be asked to provide three references with contact information and may be contacted.

E) Exceptions

If there are last minute volunteers who have not been screened, they will be approved by the supervisor for the event or area where the volunteer is needed (ex. Sunday Leader, Youth Leader, Kids Ministry Director, Student Ministry Director, etc.) and will be placed with a volunteer or staff member who has been screened and has had a background check. If they continue to serve, they will be subjected to the review process at the earliest time.

5. EMPLOYEES/VOLUNTEERS WHO ARE MINORS

Employees/volunteers, who are themselves under age 18, are a valuable resource in the care and nurture of our covenant children. The following guidelines apply to this employee/volunteer.

- A. Volunteers/employees must be at least 14 years old. Volunteers under the age of 14 will be permitted to serve alongside a parent/legal guardian.
- B. Minor employees/volunteers shall be screened and trained as specified above with the exception that a criminal records check is not required.
- C. Minor employees/volunteers must gain consent from parent/legal guardian prior to serving.

6. TRAINING

Instruction and review of the church child safeguarding policy and procedures will be offered annually during training sessions.

7. SUPERVISORY REQUIREMENTS

Christ the King Presbyterian Church has zero tolerance for abuse in its programs and ministry activities. It is the responsibility of every employee and volunteer in children's and student ministries to act in the best interest of all minors in every program. The following requirements are applicable to all employees and volunteers who have contact with minors participating in any program at the church or a church-sponsored event.

- A. **Safety of children:** It is the responsibility of every employee and volunteer to promote the emotional and physical safety of minors, taking into account all factors and circumstances known to them. If, in their opinion, an unsafe condition exists, they shall immediately take appropriate precautions to protect all minors.
- B. **Two-deep leadership:** A reasonable effort shall be made to have two non-related employees or volunteers present in the room (or nearby) with minors during CtK activities. Unnecessary one-on-one contact between minors and employees or volunteers should be avoided. CtK recognizes that there will be times when an unaccompanied employee or volunteer may be present with a group of minors or with a single minor. In those circumstances (such as instructional time or counseling), windows shall remain uncovered or the activity shall be conducted in a public space, in the view of other adults or minors. Meetings that regularly occur between one employee or volunteer and a group of minors will be preceded by communication with the parents of the minors involved. Christ the King Presbyterian Church recognizes that a fundamental goal of the junior and senior high philosophy of ministry is to build relationships with students and families and to have regular, intentional contact with students. Meetings that spontaneously occur between one employee or volunteer and a group of minors or with a single minor are to be encouraged rather than thwarted by the scope of this policy. Therefore, employees and volunteers will be responsible to conduct these meetings in view of other adults and/or minors, to inform parents as soon as reasonably possible, and to report of the meeting with their supervisor or the person overseeing that area of ministry following the meeting.
- C. **Ratio of employee/volunteers to minors:** When supervising minors, it is required that a reasonable ratio of employees and volunteers to minors be maintained at all times. The supervisor overseeing the age group shall be primarily responsible for setting and maintaining a reasonable ratio of employees and volunteers to minors giving due regard to all factors present, including the number and age of the participants, the nature of the activities, and the location where the activities are taking place.
- D. **Overnight procedures:** CtK sponsored overnight activities require permission and consent from the parent or legal guardian of the minor(s) participating in the form of their registration for the event, must have a minimum of two employees or volunteers participating, and must maintain a ratio of one employee or volunteer per nine minors. There must be both male and female employees or volunteers present at all co-ed overnights and at least two same-gender employees or volunteers on same-gender overnights. Whenever possible, CtK will seek to have two employees or volunteers per living space for overnight events; however, in cases where this cannot occur, parents will be notified of the arrangements as soon as possible.
- E. **No confidentiality:** Employees and volunteers can never promise complete confidentiality to a minor. Employees and volunteers must report to the pastoral staff if a minor discusses harming him/herself or others, committing a crime, or being the victim of a crime or abuse.

- F. **Digital privacy:** Inappropriate use of cameras, imaging, or digital devices is prohibited. It is inappropriate to use any device capable of recording or transmitting visual images in areas where privacy is expected by participants, especially minors. Posting ANY images of minors on the internet is not allowed unless permission has been granted by the parents/legal guardians and approved by the ministry area supervisor and minor subject.
- G. **Hazing and bullying:** Physical hazing and initiations are prohibited. Bullying is prohibited and includes verbal, physical and cyber bullying.
- H. **Controlled substances:** The use of tobacco, alcohol, drugs, e-cigarettes/vaping, and/or mind-altering substances in the presence of minors or the provision of such substances to minors is prohibited.

8. PHYSICAL/NON-PHYSICAL CONTACT

A. Permissible Contact

1. **Limited Physical Contact:** Limited physical contact with minors, such as a pat on the back or on the head, or a handshake, is permissible. Brief hugs are permissible within sight of others and with consent of the minor. Employees/volunteers must avoid any prolonged hugs and must stop a hug immediately upon request of the minor. Touching hands, faces, shoulders and arms, placing an arm around the shoulders, sitting beside minors, holding hands during prayer, high fives and congratulatory hand slapping are all appropriate but should also be stopped immediately upon request of the minor.
2. **Gift Giving:** Accepting and giving gifts from/to minors is permissible when appropriate (Christmas, birthday) but is discouraged as a frequent practice. Employees and volunteers should report to their supervisor any gifts they receive that seem inappropriately given.
3. **Close emotional relationships:** Employees and volunteers need to avoid developing close emotional relationships with minors of either gender outside of the scope of a healthy biblical mentoring relationship and are expected to exercise extreme caution in their relationships with minors. Employees and volunteers should make known to their supervisor any growing attachments to specific individuals.

B. Prohibited Contact

1. **Sexual Abuse:** Any physical contact between an employee/volunteer and a minor that would provide, or is intended to provide, any form of sexual gratification.
2. **Physical Contact:** Physical contact between an employee/volunteer and a minor such as giving massages, kissing, prolonged embracing and the like.
3. **Physical Abuse:** Striking, shaking, slapping or other violent behaviors towards a minor.

4. **Pornography:** Showing to minors images or videos that are pornographic is prohibited. Accidental viewing of pornography when in the presence of minors should be reported to the ministry area supervisor immediately. The creation or collection of pornographic images or videos of minors (i.e. sexting) is prohibited. If employees/volunteers become aware of the existence of child pornography in the hands of a minor, they should immediately report this to the supervisor.
5. **Verbal/Mental/Emotional Abuse:** Language, image, video, or other media that is humiliating, degrading, threatening, sexual, personally intimate, related to body development or physique, or crude – regardless of how the communication was conveyed (e.g. text messages, email, phone calls, social networking sites, etc.).
6. **Dating:** At no time shall any employee or volunteer pursue a dating relationship with a minor, and at all times employees and volunteers should be sensitive to minors with “crushes.”

C. Reporting

1. All employees and volunteers are responsible for immediately discussing with their supervisor any signs of possible violations of the above and/or concerns they may have about possible victimization. As required by the Reporting Protocol, the discussion shall be documented by the supervisor.

9. DISCIPLINE PROCEDURES

No form of punishment that involves pain or physical discomfort may be used. Minors may be restrained if they are in danger of hurting themselves or others. Disruptive minors may be removed from the group when necessary with appropriate supervision.

10. BATHROOM PROCEDURES

- A. **For children younger than Kindergarten:** Children using the bathroom should be accompanied by an employee or volunteer. The door should be left ajar and the employee or volunteer should wait either outside the bathroom or in the bathroom outside the stall. Employees or volunteers should only enter the stall if the child asks for assistance. If an employee or volunteer must assist a child in the stall, leave the main door open and, when possible, notify another employee or volunteer. Any inadvertent physical contact must be reported to a supervisor.

- B. **For children Kindergarten through 5th grade:** An employee or volunteer should accompany the children to the bathroom. The employee or volunteer should wait outside the bathroom or, if inside, with the door ajar. If an employee or volunteer cannot accompany the child, use the buddy system so that there are two children accompanying the child needing to use the restroom.

11. TRANSPORTATION PROCEDURES

- A. All drivers should be licensed and adhere to all laws and restrictions of their personal driving privileges. Drivers must also have proof of insurance with limits that meet or exceed requirements of the state in which the vehicle is registered and primarily used.
- B. Whenever it is possible, screened adults will drive. If it becomes necessary for students or parents who have not been screened to drive, parental consent will be obtained prior to the event.
- C. Policy for transporting students can be found below, and must be adhered to:
1. There must be previous communication to parents that their child will be transported by someone who works for or volunteers with CtK and has met previous standards of a background check and approval by a committee within CtK's leadership.
 2. There must be communication between a staff or volunteer with a child's parent if there is an unexpected scenario that requires transportation. A phone call will suffice. A text message or email with no response will not suffice.
 3. In some events, parents and students may be asked to drive and carpool. The staff will make parents of participants aware of the carpool situations prior to their child being transported.
 4. Every effort must be made for drivers to avoid being alone in the car with a person of the opposite gender for any CtK event or function, unless at the expressed consent of the minors' parents/legal guardians. There will be one driver with one student only when it is explicitly requested by or explained to a parent, and in those situations there will be communication stating that a child has reached their destination if the parent is not there to receive their student (this would apply when a student is dropped off at their house and no contact is made face to face with the parent).
 5. Only in the most extreme situations, such as in the event of a life threatening emergency, will these guidelines not be adhered to, and such exceptions should be reported to the supervisor immediately.

12. CONSEQUENCES OF VIOLATION OF CHILD SAFEGUARDING POLICY AND/OR PROCEDURES

Any employee/volunteer accused of committing a prohibited act or any act considered by Christ the King Presbyterian Church leadership to be harmful to a minor, may be immediately suspended from participation in any church ministry for minors. Any employee/volunteer found in violation of the CtK Child Safeguarding Policy may be prohibited from future participation as an employee/volunteer in all church ministries for minors. If the person is an employee, such conduct may also result in termination of employment from the church.

13. REPORTING ALLEGED CHILD ABUSE

A. Reporting Obligation

North Carolina General Statute, Section 7B-301 provides the following:

(a) Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.

(b) Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor.

B. To Whom to Report

Nothing in this policy shall relieve the right or responsibility of church employees or volunteers to report suspicions of abuse to the appropriate law enforcement agency/department.

C. How to Report

An employee/volunteer is required to report an incident to supervisory staff as soon as possible after becoming aware of the incident. The reporter will be asked to fill out a church Incident Report form which is available from your supervisor. The reporter may and, when legally required to do so, should directly contact the appropriate state/local agency which is responsible for the investigation of incidents of alleged child abuse.

14. RESPONSE PLAN

In the event that an incident of child abuse or neglect is alleged to have occurred on the premises of Christ the King Presbyterian Church or during a church sponsored program or activity, the following procedure shall be implemented by the supervising adult unless he/she is alleged to be involved.

- A. The parent(s) or legal guardian(s) of the minor shall be notified.
- B. The employee/volunteer alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with church minors pending an investigation.
- C. The church will comply with the state's requirements regarding mandatory reporting of abuse.
- D. If the alleged abuse involves an ordained pastor employed by the church, the Eastern Carolina Presbytery will be notified, and the Stated Clerk's office will be made aware of the situation.
- E. The church will cooperate fully with any investigation of the incident by state or local authorities.
- F. One person will be selected to act as the official spokesperson for the church. The spokesperson will be available to the media to answer questions and describe the Child Safeguarding Policy, contact an attorney, and the church's insurance company.
- G. In the event of a breach of either the CtK Child Safeguarding Policy or the Code of Conduct, the Shepherding team may be notified with the expressed goal of coming alongside to help provide resources for counseling, or other aid to both the victims and abuser.

- H. In certain situations, CtK reserves the right to request a Limited-Access Agreement be created before an adult found to be in violation of the policy may return to working with minor children and students. Violation of the terms of a limited-access agreement will result in immediate removal from their position in this ministry.

- I. All reports of child abuse or neglect shall be treated with the utmost discretion and held in absolute confidence, to the extent that such is possible. No person shall communicate any information concerning the alleged event to any person except as necessary a) to comply with the church's Child Safeguarding Policy and/or the law or b) to cooperate with an official investigation of the alleged incident. Any breach of this confidentiality by a church employee/volunteer may be cause for immediate dismissal. A pastor/elder, after consultation with those conducting the official investigation of the incident, may authorize limited additional disclosure if necessary to protect other minors from harm, particularly where the person responsible for the abuse cannot be identified. But in no case shall the identity of the victim or the accused person be disclosed except as required by law. Any person who is found guilty of the alleged child abuse or misconduct will be removed from their church employment/volunteer position with minors.

15. AMENDING THE CHILD SAFEGUARDING POLICY

In cases where the Child Safeguarding Policy requires change, a submission of proposed changes will be made to the Session of Christ the King Presbyterian Church and approved by the Session before the changes take effect.



Code of Conduct for Child Safety

1. What is a Code of Conduct?

All staff and volunteers who work with children are expected to interact with children in a mature, capable, safe, caring, responsible manner, with a high level of accountability. This Code of Conduct describes how adults will interact with children and the boundaries they are expected to observe.

This Code of Conduct includes, but is not limited too, the following expectations of staff and volunteers. By being vigilant in following the Code of Conduct, we will help protect children from abuse. The most effective way to reduce abuse of children is to be vigilant.

2. Accountability

All adult staff and volunteers are responsible for providing or receiving feedback from others in order to maintain our high level of professionalism. As an adult working with children, you agree to interact with the children by observing these principles. It is our expectation that you understand your responsibility to observe the interaction between adults and children and when you see interaction that is questionable, inappropriate, or crossing a child's boundaries, you will intervene on behalf of the child. Such intervention may include:

- Remaining present with the child in order to provide him/her a sense of security,
- Redirecting the child to join other children in a different area,
- Speaking to the adult and stating the boundary violation you have observed and reminding them of the responsibility to abide by this code of conduct, or
- Speaking to the ministry director regarding your observation.
- **You also give permission to the other adults in our programs to take these intervening actions if you are seen crossing safe boundaries or violating this code of conduct.**

3. Visibility

All work with children shall be planned and carried out in a way that minimizes risks as far as possible. This includes being visible to other adults when working with children. Adults shall not be in a room alone with a child with the door closed, or in any area of our property that is secluded or hidden from view.

4. Overcoming Isolation

To protect our children, staff and volunteers, at no time during a program may an adult be alone with a single child where others cannot observe the adult. We expect all adults to reduce isolation by having a minimum of two children present, informing the child's parent of any meeting you wish to have with the child, and doing it during a time and/or in a location where your interaction with the child is visible to others. Isolation could be overcome, for example, by taking two or more children to the bathroom together rather than only one, dropping off siblings last in a carpool, or taking your own child or spouse along when providing rides. We expect an adequate number of adults to supervise student events, especially overnight activities.

When ministry to a child involves one-on-one contact, the following procedures shall be followed, as applicable:

- Always be accountable to other adults regarding your interactions with students or children by informing the ministry leader and or parents when, where and for how long your one-on-one interaction will be.
- The activity must be in a public place that is visible to others, never in a private or secluded location, such as a room with the door closed or in a home alone with the child or student.
- Counseling or other necessarily confidential meetings with children shall be done in an office with a window in the door and only when another adult is in close vicinity, aware that the meeting is occurring, and willing to stay in the vicinity until it is completed; and
- Parents and/or supervisors are to be notified beforehand of any activities with students or children.

In an emergency situation, find someone to go with you if at all possible, or notify any available adult.

5. Parent Involvement

Parents are responsible for knowing where their children are at all times. Therefore, parents shall be informed of planned activities. Parents shall be encouraged to make unannounced visits to program activities as a way of reducing isolation and monitoring the interaction between adults and children.

6. Supervision

Supervision reduces risk. Program administrators shall periodically and randomly inspect classrooms, offices, work areas and other areas where children and adults are together.

7. Technology

Technology should be used appropriately to protect children or students from abuse and exploitation. Volunteers and staff shall not engage in social networking, texting or any other means of private communication with children and youth without the permission of the parents or guardian. All electronic communication must not be erased or deleted and must be made available for review upon request by the ministry leader, Pastor, or parents/legal guardians.

8. Discipline

CtK believes discipline of children to be scriptural and primarily the function of parents. We're given a description of God's discipline in Hebrews 12:7-11. It is not punishment, but guidance, training, and molding of character for which we strive. CtK volunteers do not seek to merely control behavior, but to partner with parents to help shape a child's character to be more and more like that of Christ. We also strive to keep a safe environment for all children under our care. Therefore, if a child becomes unruly or disruptive, and does not respond to verbal requests, a parent may be summoned to take proper care of the situation in a way that is appropriate for their family. Physical punishment will never be given by CtK employees/volunteers.

9. Touch

Because healthy, caring touch is valuable to children, but unhealthy touch is abusive, the following guidelines apply:

- Touch shall be open rather than secretive.
- A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be in response to the need of the child, and not the need of the adult.
- Touch should be age-appropriate and generally initiated by the child rather than the adult.
- It should be with the child's permission and any resistance from the child should be respected.
- Touch should always communicate respect for the child.
- Adults should avoid doing things of a personal nature for children that they are able to do for themselves, including personal hygiene and bathroom breaks, dressing, bathing, etc.
- Adults and other students or children should not hit, slap, pinch, push, hold against their will, or otherwise assault children.

The following signs of affection are generally appropriate within specific contexts: verbal praise, side hugs, shoulder to shoulder hugs, pats on the shoulder, back, or head (when culturally appropriate). For smaller children, touching their hands, faces, shoulders and arms, arms around their shoulders, hugs, or holding them when others are present.

The following behaviors between staff or volunteers and children are inappropriate or may be perceived as inappropriate and shall not be engaged in: touching buttocks, chests, genital areas, or thighs; showing affection in isolated areas or when alone with a child; sleeping in bed with a child; inappropriate comments that relate to physique or body development; flirtatious or seductive looks; any form of affection that is unwanted by the child; showing sexually-suggestive videos or playing sexually-suggestive games with any child; any behavior that could be interpreted as sexual in nature.

Adults shall monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

10. Showing Favoritism

Adults shall avoid favoring or showing differential treatment to a particular child or student to the exclusion of others.

Adults shall not give gifts to any child or students without requesting and receiving permission from that child or student's parent or legal guardian. Any adult who receives a gift that could be considered inappropriate in content or nature must report the gift to their ministry supervisor.

11. Verbal Interaction

Words can also be used to support and encourage a child, such as praise, positive reinforcement, and appropriate jokes. Inappropriate verbal interaction includes the following: shaming, belittling, humiliating, name calling, using harsh language that may frighten, threaten or humiliate the child, cursing, or making derogatory remarks about the child. Adults shall avoid favoring or showing differential treatment to particular children or students to the exclusion of others.

Inappropriate verbal interaction also includes telling off-color jokes that are racial, sexual, or otherwise degrading; making sexually suggestive comments, telling inappropriate secrets, or inappropriately discussing sexual encounters or desires with children.

12. Reporting of Abuse

When anyone has reason to suspect or has knowledge of child abuse within the scope of Christ the King Presbyterian Church's work and ministry, he or she must make a report according to our Reporting Protocol. The Reporting Protocol is attached.



Code of Conduct Acknowledgment Form

I acknowledge that I have read and agree to follow the Christ the King Presbyterian Church Code of Conduct. I have read and agree to abide by the Christ the King Presbyterian Church Reporting Protocol. In addition, it is my responsibility to read and comply with any future updates to any and all of our child protection documents.

I confirm that I have not been accused of (to the best of my knowledge), been investigated for, or prosecuted for instances involving any form of abuse or inappropriate behavior with a child.

I agree not to engage in any such behaviors.

I further agree that as an individual who has engendered trust from a child, I will not tolerate physical, emotional or sexual child abuse or neglect.

I understand the importance of accountability to the other adults who work with children. Therefore, I give my permission for anyone who observes any inappropriate or questionable interaction between me and a child to speak to me regarding their observation. I will not take offense when approached by someone with concerns about my interaction, because I understand that the protection of each child must be my first priority.

I agree to immediately report to the appropriate leadership any reasonable suspicion of or disclosure of inappropriate behavior between an adult and a minor or between two minors when one has power over the other by virtue of age or physical abilities, in accordance with our Reporting Protocol.

Name

Date

Position

Supervisor's Signature



Child Safeguarding Reporting Protocol

North Carolina law provides that anyone who is employed by or volunteers for an organization that serves children is a mandated reporter. This includes clergy, staff, and all volunteers in a church.

A mandated reporter is anyone who is required by law to report to the Department of Social Services (DSS) any reasonable suspicion of child abuse, neglect, or other maltreatment. Failure to make a report of reasonable suspicion of abuse is a misdemeanor offense and punishable as a Class I misdemeanor.

Christ the King Presbyterian Church has established the following Reporting Protocol to assist in satisfying the reporting requirements of North Carolina law.

What am I required to report?

The minimum standard for a report to be made to DSS is any “reasonable suspicion” of abuse. Reasonable suspicion does not mean you have proof that abuse has occurred.

There are three ways you will learn about abuse:

1. A child discloses abuse.
2. You observe abuse.
3. You have reasonable suspicion of abuse.

When a child discloses abuse, or you observe abuse, you must report the abuse by following the reporting protocol below.

Reasonable suspicion is harder to determine than receiving a disclosure or observing abuse. At Christ the King Presbyterian Church, we have a Code of Conduct that describes the boundaries adults are to maintain when interacting with children. Every adult who works with children must sign our Code of Conduct, acknowledging they agree to abide by the Code of Conduct when interacting with children. When an adult agrees to our Code of Conduct, he/she gives permission to any adult who observes any inappropriate or questionable behavior to speak to him/her about what has been observed and to remind them of the commitment we have made to maintain safe boundaries between adults and children.

When an adult is seen crossing a child's safe boundaries or violating our Code of Conduct, the adult who observed the inappropriate behavior or boundary violation is expected to intervene on behalf of the child and at an appropriate time, speak either to the adult about the boundary violation that was observed, or the ministry director (or individual in charge of the event). If there is reason to believe the child is at risk or the response by the adult when held accountable for their actions causes concern, a formal Incident Report described below must be completed.

It may also be determined that there is reasonable suspicion that a child has been abused outside of any church event, such as in the home. In such a case you are still a mandated reporter, even though the abuse is not related to a program or ministry of the church.

Making a report to DSS does not constitute an accusation of abuse. Making a report means we are requesting that a professional service be performed to determine if a child is at risk and if abuse has occurred.

To whom in the church is a report made?

If the child is in immediate danger, call law enforcement or 911 immediately. Once law enforcement has been called, you then follow the reporting protocol below.

PROTOCOL FOR ADULT VOLUNTEERS

If you have received a disclosure of abuse, you have observed abuse, or you have reasonable suspicion of abuse, you must report it immediately to either the ministry director or to the Pastor. The person making the report will be referred to here as the "Reporter." If neither the ministry director nor the Pastor is on site to hear the verbal report, then the verbal report must be given to the individual in charge of the event.

PROTOCOL FOR PAID STAFF/MINISTRY DIRECTORS

If you have received a disclosure of abuse, you have observed abuse, or you have reasonable suspicion of abuse, you as the "Reporter" must report it immediately to the Pastor.



Child Safeguarding Incident Report

After the verbal report has been made, the Reporter must complete an Incident Report (provided by the ministry director or Pastor) and submit the completed, signed and dated form to the person to whom it was verbally reported.

The Incident Report must be submitted as soon as possible, but no later than 6 hours after the verbal report was made.

Note: If the verbal report was given to the individual in charge of the event (if neither the ministry director nor the Pastor was on site to receive the verbal report), the Reporter then is responsible, as soon as practically possible, to contact the ministry director or Pastor as well, to initiate the Incident Report completion.

The Reporter and the person receiving the Incident Report (ministry director or Pastor) must each sign the Incident Report, noting the dates and times the Incident Report was signed. Both the Reporter and the person receiving the report must retain a copy of the Incident Report with both signatures showing dates and times.

Any ministry director who receives an Incident Report must forward the original to the Pastor (or the person designated by the Pastor to receive these reports). The Pastor must sign the Incident Report, indicating the time/date signed.

All Incident Reports received by the Pastor or his designee **MUST** be reported to DSS. The Pastor does not have the option of bypassing this step of making the report to DSS. The date and time the incident was reported to DSS or law enforcement must be noted on the Incident Report, which will be kept in the church office in a secure file.

The Reporter cannot be denied the opportunity to report directly to DSS, but should understand that, by following this Reporting Protocol, he/she has met their mandatory reporting requirement.

How is a report made to DSS?

To make a report, call the North Carolina Department of Social Services Child Protective Services Intake of Wake County which is responsible for receiving and responding to reports of abuse. That office can be reached at (919) 212-7990 (English) or (919) 212- 7963 (Spanish). It is best if the report can be made by phone. The Intake Officer will be able to collect important information that will assist the agency in determining the best response option available and what will create the highest level of safety for the child.



Child Safeguarding Incident Report Form

To be submitted to the Pastoral Staff

CONFIDENTIAL

Are you reporting a disclosure, observation or suspicion of abuse?

- Disclosure
- Suspicion/Observation

Name of staff or volunteer receiving a disclosure of child abuse, report of observed behavior or having reason to suspect child abuse has occurred:

Name: _____

Phone: _____

Email: _____

INCIDENT INFORMATION

VICTIM INFORMATION (if known):

Victim's Name: _____

Date of Birth: _____

Class grade: _____

DISCLOSURE:

Date, time and location you received the disclosure: _____

How did you receive the disclosure (verbally, text message, etc.) _____

Provide the victim's statement if you received a disclosure (as best as you remember, use the exact words the child said or communicated; continue on additional paper if necessary. If the child communicated electronically, please provide a copy of the communication. **DO NOT INTERROGATE OR QUESTION THE CHILD**): _____

Name of person accused of the abuse: _____

Relationship of accused to victim [Paid staff, volunteer, family member, other (specify)]:

Contact information of the accused:

Phone: _____

Email: _____

DO NOT ATTEMPT TO CONTACT THE ACCUSED!

SUSPICION/OBSERVATION:

Name of the adult you suspect:

How is this person engaged in ministry at Christ the King Presbyterian Church: (Paid staff, volunteer, family member, other, specify):

If the person suspected/observed is not engaged in the ministry of Christ the King Presbyterian Church, what is this person's relationship to the child:

Contact information of the accused:

Phone: _____

Email: _____

Describe in detail the behavior you observed or the boundary violation of our Code of Conduct that causes your suspicion:

DO NOT ATTEMPT TO CONTACT THIS ADULT!

REPORT INFORMATION

Name of the person receiving the report: _____

Position held in the church: _____

Date of this Report: _____

Time this Incident Report was received: _____

Signature of the person reporting: _____

Signature of the person receiving the report: _____