

Ladue Chapel Presbyterian Church

Children and Youth Safety Policy

Purpose:

The Session of Ladue Chapel Presbyterian Church (hereinafter referred to as LCPC) believes that we are called by God to create a safe environment for all the children and youth in the care of our ministry by protecting those who are powerless and empowering them through faith and trust.

Therefore, the Session of LCPC is committed to the safety, welfare and protection of all children and youth participating in the activities and programs of this church. This policy addresses the preventable risk of any form of abuse, whether physical, psychological or sexual by any of the staff, teachers or volunteers of this church while on church property or while engaged in church activities or programs. It is also the policy of LCPC to protect, to the extent practicable, the rights of its staff, ministry partners and volunteers from unfounded allegations of abuse.

All LCPC activities and programs, regardless of location, involving children and/or youth age 18 or younger, will be subject to the following policy:

- It is the practice of LCPC to have two (2) or more adults assigned to supervise or lead all activities involving children or youth age 18 years or younger. Exceptions to this practice are described in the section on “Supervision” of this Policy.
- Each person – paid or unpaid – applying to/working at LCPC as an employee, contract worker, teacher or volunteer for child or youth activities, will be required to complete a background information form and undergo a criminal history/background check.
- Upon receipt of an allegation of misconduct, the accused will be temporarily relieved of duties until an investigation is completed.
- Any violation of the policy shall be reported in accordance with the Reporting Violation of Policy Section of this document.

Definition of Volunteers:

“Adult” as used in this policy shall mean any person who is 18 years or older, and if a volunteer, is at least five (5) years older than the oldest child or youth in the group.

“Volunteers” as used in this policy shall mean those people who of their own free will offer to help lead or provide child care for the children and youth under the care of LCPC. The term “Volunteers” includes but is not limited to all teachers, drivers, chaperones, childcare providers, children and youth leaders, and covenant partners who work with children and youth.

“Church” as used in this policy shall mean Ladue Chapel Presbyterian Church.

“Campus” as used in this policy shall mean the property owned by the Church, vehicles used in transporting children and youth to and from Church sponsored events, and any locale where organized events occur away from the Church property. (For example, Carillon Ringer’s tour, Urban Plunge)

“Policy” as used in this policy shall mean the Ladue Chapel Presbyterian Church Child and Youth Safety Policy.

Screening and Training of Staff and Volunteers:

Screening of all Church staff members and adult volunteers working with youth is required to make the Church aware of potential issues prior to any activities with children and youth. Training will be provided annually by the Church Business Administrator to educate Church staff members and all volunteers working with children and youth.

Following the hiring by the Church of new staff and the approval by Church staff of volunteers working with youth, the screening will be accomplished as follows:

- A. The Church will provide for a background check on all paid Church staff members, all Church School teachers, all adult volunteers who work with youth for overnight activities, all Youth Fellowship advisors and all covenant partners. No one shall begin employment or volunteer work until the background check has cleared.
- B. The background check will be re-run annually for so long as a person works as a paid Church staff member or volunteers with children or youth in the capacity described in this section.
- C. The background checks will be reviewed by the Head of Staff and Church Business Administrator and the appropriate staff program leader will be notified when an individual has not cleared the background check.

The Church shall provide a copy of the Policy and shall conduct training on the Policy to all paid staff members and all volunteers working with children and youth annually.

Requirements of Staff and Volunteers in the Children and Youth Ministries:

- A. It is the practice of LCPC that no one employee or volunteer be alone with a child or a youth. The only exceptions to this policy are the following:
 - a. A situation in which the contact occurs in a public place and other persons are in and out of the area where the employee or volunteer is working with the child or youth.
 - b. Instances such as those detailed in 2 under “Supervision” of this Policy.
- B. All employees and children and youth volunteers attend an in person orientation session in the first year of employment or volunteering. In subsequent years, each employee and volunteer shall complete an annual review in person, online, or meet with the appropriate staff person to review the "Guidelines and Procedures." Such orientations shall be provided by the Church Business Administrator.
- C. If a person who wishes to volunteer with LCPC’s children or youth is a non-member, or has been a member for less than 6 months prior to volunteering, then they must complete and sign “The

Child and Youth Safety Policy.” They must also attend an in person orientation session or meet with the appropriate staff person to review the guidelines.

- D. Employees and volunteers are required to report immediately to their supervisor any suspicious or inappropriate behavior involving (1) sexual misconduct, (2) neglect of a child, or (3) physical or psychological abuse. An incident report (per LCPC Sexual Misconduct Policy) shall be filed immediately with the Head of Staff and the Church Business Administrator

Supervision of Children and Youth:

The Church’s requirements for adult supervision on and off campus have the goal of providing a safe physical and emotional environment for children and youth. The Church appreciates volunteers of many ages working with children and youth and will permit volunteers to assist in appropriate situations once the requirements of this Policy are met.

- A. Each room (except bathrooms) set aside for children and youth shall have a door with a window in it or a half door. The top half of all half doors shall remain open. On and off campus, doors to rooms without windows shall remain open.
- B. An individual adult shall not be in charge of children or youth, nor may related adults be the only adults in charge of children or youth, however the following does not violate this policy:
 - a. On Campus and during the church school hour on Sunday mornings, if a designated adult supervisor moves in and out of the classrooms and monitors the hallways.
 - b. One-on-one mentoring or consultation between a child and adult with the knowledge of a church staff member.
 - c. One-on-one mentoring or consultation between a child/youth and a staff member of LCPC.
 - d. When an emergency or other situation (for example: bathroom breaks or calming a distraught child) requires one adult to be alone with children or youth and another adult on the same floor or in the near vicinity is notified before and after that time period.
 - e. Transporting to and from Church events with the consent of the staff person, the parent or guardian, and the child or youth.
 - f. When a parent has not arrived on time for pick-up, a staff member or other adult leader may wait with child/student in public space (i.e. Gathering Place or playground) until parent arrives.
 - g. Covenant partners may meet one-on-one with their confirmand with parental knowledge.
- C. In off-campus settings when children and youth are part of the LCPC community, the follow procedures shall apply:
 - a. At no time should one employee or volunteer be alone with a child or a youth. The only exception to this policy would be in a situation in which the contact occurs in a public place and other persons are in and out of the area where the employee or volunteer is working with the child or youth.

- b. As each facility will be different it will be the responsibility of the supervisors to determine how best to use the facility and comply with the church policy.
- c. Overnights: Males and females shall be segregated during sleeping time. If it is deemed necessary for adults to share sleeping accommodations with multiple children/youth, one adult of the same sex as the children/youth to be chaperoned will be allowed to sleep in each area.
- d. All drivers and chaperones on children/youth off-site trips shall be included in all parts of the Child and Youth Safety Policy.

Reporting Violation of Policy:

All reports of suspicious or inappropriate behavior involving (1) sexual misconduct, (2) neglect of a child, or (3) physical or psychological abuse of children or youth associated with the Church shall promptly be made to the Head of Staff and Church Business Administrator. An incident report shall be filled out in accordance with the requirements of the law and, as far as practicable, such reports shall be treated as confidential.

- A. In the event of a report concerning a staff member or a volunteer, the Head of Staff and Church Business Administrator shall confer with the Chair of the Staff Resources Committee and shall conduct an investigation per procedures outlined in LCPC Sexual Misconduct Policy.

Addendums:

- A. Member - Children and Youth Volunteer Information Form
- B. Non-Member - Children and Youth Volunteer Application Form
- C. Volunteer Driving Information Form

Addendum A

Member – Children and Youth Volunteer Information Form

Ladue Chapel Presbyterian Church

In accordance with the rules of our denomination and our Children and Youth Safety Policy, we are required to have certain information on file for each individual volunteering with children and youth, and to perform a background check to assure the safety of our children. The following information is needed to complete those tasks, and will not only be kept confidential, but secure in the office of the Church Business Administrator.

FULL NAME: (please print): _____

First

Middle

Last

CONTACT INFORMATION:

CELL PHONE:

HOME PHONE:

EMPLOYER:

WORK PHONE:

EMAIL ADDRESS:

SOCIAL SECURITY #: (We must have this to conduct the background check.)

1. I agree to observe all church policies.
2. I have read and understand and agree to abide by the Children and Youth Safety Policy of Ladue Chapel Presbyterian Church.

SIGNATURE: _____ DATE: _____

Thank you for your cooperation in providing this information, and for serving as a volunteer with our children and youth.

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3. Are you currently under investigation for a crime involving children or youth?
_____yes _____no
4. Have you ever been convicted of, or pled guilty or no contest to any crime after having been accused of any incident involving children and/or youth?
_____yes _____no
5. Have you ever been found responsible or guilty in any court for neglect or abuse of a child?
_____yes _____no

Your signature indicates agreement with the following:

- 1) I agree to observe all church policies.**
- 2) I have read and understand and agree to abide by the Children and Youth Safety Policy of Ladue Chapel Presbyterian Church.**

SIGNATURE: _____ DATE: _____

Thank you for your cooperation in providing this information, and for serving as a volunteer with our children and youth.

Addendum C

Volunteer Driver Form

Ladue Chapel Presbyterian Church

This form is to be completed by all Ladue Chapel Presbyterian Church volunteers who will be driving children and/or youth for activities of the church.

FULL NAME: (please print): _____

First

Middle

Last

CONTACT INFORMATION:

CELL PHONE:

HOME PHONE:

EMPLOYER:

WORK PHONE:

EMAIL ADDRESS:

Are you 25 years of age or older? ____Yes ____No

Please attach a photocopy of your Driver's License and your current vehicle's insurance.

I agree to the following:

- I will wear my seat belt and will require all passengers to wear their seat belts at all times.
- I will drive in a safe and responsible manner and will obey posted speed limits and all other driving and traffic laws.
- If requested, I will complete the forms necessary for a driving record and /or criminal background check.
- I will be personally responsible for any traffic violation while driving as a volunteer for LCPC.

SIGNATURE: _____ DATE: _____