



CHILD PROTECTION AND ABUSE PREVENTION POLICY

Newberg Friends Church



I. Background Principles

The disturbing and traumatic rise of physical, mental, and sexual abuse of children has claimed the attention of our nation and society. We, at Newberg Friends Church (NFC), are deeply aware of the responsibilities associated with caring for, teaching, and training children.

Why is abuse harmful? Abuse of all types damages trust. It inflicts deep spiritual, physical and/or emotional wounds. Abuse results in lies that are destructive, especially emotionally.

As a caring church, sensitive to the needs of our families, it is of utmost importance to establish a policy for all persons, paid or volunteer, who minister to/with children under our care and supervision. Newberg Friends will take necessary steps, both legally and morally, to prevent and report the abuse of children with/to whom we minister.

This policy reflects Newberg Friends' commitment to provide:

- A. Protective care for all children.
- B. Guidance and protection for paid and volunteer workers who minister to/with children.
- C. Protection for the children's and youth ministries of Newberg Friends.
- D. Information and instruction regarding policies and procedures relating to the protection of children and prevention of child abuse.

II. Definitions

The following definitions will be used for the purposes of the Child Abuse Prevention and Protection Policy of NFC:

A. Abuse:

- Any physical injury which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.
- Any mental injury which includes only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.
- Any sexual abuse including, but not limited to rape, sodomy, sexual penetration and incest, as those acts are defined by law.
- **NOTE:** The above three statements are quoted from ORS 418.760.

B. Child: An unmarried person under the age of eighteen (18).

C. Staff worker: A person who is paid by the church to perform a specific function, e.g. Youth Pastor or nursery supervisor.

D. Volunteer Worker: A person who does not receive pay and performs some sort of ministry or work, e.g. Sunday School teacher or small group leader.

E. Occasional Worker: A volunteer who does not have a regular assignment and serves less than ten (10) hours of volunteer work each year, e.g. nursery-worker.

F. Emergency Worker: A person who is called upon at the last minute to take the responsibility of a regular worker.

G. Church Officer: Persons who are duly elected or appointed to fill an office in the church.

H. Two Adult Rule: Adults working with children should observe the "two adult rule" where **feasible**. This suggests that an adult is never with a child without another person being present, except in public places in view of others or with parental permission. It is **recommended** that the second person be of the opposite sex.

III. Specific Policies

A. Requirements

- All workers, paid and volunteer, who minister to/work with children must complete a Screening Form for Children's Workers" to be filed in the church office. These forms are confidential, and will be kept in a locked file.
- In addition to "A-1" above, all **NEW** workers who minister to/with children must have an "Applicant Interview" conducted by an appropriate interviewer. The results of the interview will be kept in a locked file with the person's completed Screening Form.

B. Locked File: Contents of the "locked file" should be kept **CONFIDENTIAL AT ALL TIMES**. Access to these records will be restricted to:

1. The Senior Pastor or appointed designee.
2. The Presiding Clerk of the local meeting.
3. The Clerk of the Elders of the local meeting.

C. Restrictions

- Persons who have a founded report of abuse against another person of any age, have a criminal record which includes any crime of violence, or are under investigation for a crime are not eligible for any type of volunteer or paid work with children in NWYM churches or activities.
- Adults volunteering to work with children must have attended a Friends Church for at least six (6) months before they will be considered for ministry to/with children. Exceptions could be made for people who are well known e.g. local teachers, police, etc.
- Current and prospective workers with children within NWYM churches shall be screened as directed by this policy.

D. Two Adult (Person) rule: Adults working with children should observe the "Two Adult Rule" **where feasible**. (See [II-H under Definitions](#)).

E. Adults working with children are required to use appropriate physical contact at all times, including, but not limited to, touching a child's hand, side rather than frontal hugging, no touching of private body areas. Appropriate touching takes into account the situation and location. For example, a hug may be appropriate in a public, but not in a private location in the church.

F. Workers must avoid, where feasible, "one-on-one" situation except with parental permission e.g. pastoral counsel, mentoring, etc.

G. Adults working with children should immediately report to the specific program supervisor, any behavior which appears to be abusive or inappropriate. Any physical or mental injury in evidence on any child in their care must be reported as required by state and local laws.

H. There may be situations where "occasional" or "emergency" volunteer workers are required to fulfill a specific ministry with children. These situations are described in [II-E and II-F](#) under Definitions. Please refer to [II-H](#) for the "two adult rule."

- I. All policies, procedures and guidelines with respect to Child Protection, and Abuse Prevention should be reviewed each year to make certain they are up to date. It is suggested that the Christian Education Committee see that this is done.
- J. It is strongly recommended that windows be present in all classroom doors or other areas used by children. Church leaders and/or Sunday School Superintendents are expected to regularly observe all activities and frequently visit all areas.
- K. When taking young children to the rest room, be especially careful to give them as much privacy as possible. Unless unavoidable, only escort children of your gender, and then enter the rest room only if absolutely necessary.
- L. Establish and follow strictly a sign-in-sign out system for all nursery-age children. Know the adults who will be picking up the children!
- M. Transportation
- Transportation to church sponsored activities is to be provided only from the church to the activity and from the activity back to the church. Transportation between the home and the church and return is the responsibility of the parents or guardians to arrange.
 - Transportation is to be provided only by drivers that are authorized by the church. Drivers will carry permission slips for each child which have been duly signed by the child's parent(s) or guardian(s). Permission slips should include liability waivers for each activity. These slips may be signed annually and kept in an appropriate file.
 - The "two adult rule" is especially important when providing transportation. It is advisable for two or more children to be present in each vehicle. A caravan of vehicles is a unique case.

IV. Training and Education

- The Clerk of the Christian Education Committee shall be responsible for the training and education of all children's workers at the local church level.
- All staff and volunteers who work in any capacity, directly or indirectly with children and families, shall receive training regarding the detection of child abuse and the implementation of this policy and its procedures.
- All staff who work in any capacity, directly or indirectly with children and families, shall receive a copy of this policy and shall sign a statement attesting to familiarity with its directives.

V. Screening Requirements

In order to adequately protect our children, the following procedures should be followed for screening paid and volunteer children's workers:

1. Complete the Screening form for Children's Workers adopted by the church.
2. Complete an oral applicant interview with the Christian Education Clerk or designee.
3. Conduct a biannual criminal background check through the state and/or local police departments and federal agency.

VI. Applicant Interviews (Regarding the Abuse Policy)

- A. All worker candidates who expect to work with or minister to children will be interviewed by an appropriate person designated by the Christian Education Committee.
- B. Senior Pastor candidate interviews will be conducted by the Clerk of Elders and reviewed by the Presiding Clerk of the local church. (This is in regards to the Abuse Policy)
- C. Any worker candidate may request that his/her interview be conducted by the Senior Pastor or a mutually agreed upon third party.

VII. Applicant Interview Forms

Applicant Interview Forms and reference contact information will be completed by the interviewer and labeled "**CONFIDENTIAL.**" Any and all information gathered from the interview form shall be maintained confidential except to the extent required for reporting purposes. Completed forms will be stored in a locked file in an appropriate location with limited (controlled) access.

VIII. Procedure for Reporting Child Abuse Suspected or Witnessed.

A. Guidelines for Dealing With Child Abuse

If a child reports sexual abuse or improper touching:

1. Believe the child
2. Protect the child
3. Report the abuse (see the procedure below)

B. Who Should Report?

1. When a staff member or volunteer witnesses child abuse, or is told of child abuse by a party involved, that person must promptly contact the ministry leader and make a report, or cause a report to be made to the appropriate Services to Children and Families (SCF) and local police agency. This is not to be discussed with the child in question.
2. When a staff member or volunteer has cause to believe that abuse has occurred, but has not observed the abusive conduct, such as abuse by a parent, that person must report the information to the ministry leader. If the ministry leader concurs that the situation warrants a report, one will be made to the local authorities. Discussion with the child should be kept to a minimum, and then only to confirm suspicions. The child's parents, or other suspected individuals, should not be contacted at this time.
3. The ministry leader (i.e. Children's Pastor and/or Youth Pastor) shall report all relevant information concerning suspected or observed abuse to the Senior Pastor of NFC and together a report will be made.

C. How Should the Report be Made?

- Witnessed or suspected child abuse shall be reported on SUSPECTED CHILD ABUSE REPORT FORM which is included in this packet.
- The form shall be completed as soon as possible following the verbal report, and should be in as much detail as possible. Special attention should be given to time, place, what was witnessed or suspected, person making the report, indicators of abuse, family background, visible signs of any injury on the child, remarks by the child (without interviewing the child), etc.
- All aspects of the report, verbal and written, shall be maintained confidential except to the extent required for reporting purposes to avoid mistaken accusation.

D. How Should the Written Report Be Followed Up?

The written reports shall be maintained at the church office. Only the Youth and/or Children's Pastor, Senior Pastor, Clerk of the Elders, and the Presiding Clerk shall have access to these reports.

IX. Responding to Allegations of Child Abuse

A. Proper responses to allegations of child abuse can minimize the pain and liability for all parties involved in a given situation. It is the church's' goal to respond to allegations in a manner that people's rights to privacy and confidentiality be maintained at the highest possible level. Adequate care and support for both the alleged victim and the accused shall be considered mandatory at all times.

B. In the case of an allegation of child abuse against a worker serving in the ministry of the church, the following steps shall be taken:

1. The person(s) in charge of the program or activity shall document all efforts used when dealing with the allegation.
2. The allegation will be reported as soon as possible to the proper church authority and to the Yearly Meeting Superintendent.
3. The incident shall be reported as soon as possible to the applicable insurance company and/or attorney.
4. The accused shall be relieved of duties until the prompt investigation of said accusation occurs.
5. Follow the counsel of an attorney and/or insurance company representative when reporting to Services for Children and Families.
6. Parents of the alleged victim shall be notified as soon as possible.
7. If the accused is under the age of 18, his/her parents shall be notified as soon as possible.
8. The alleged victim must be supported by all the love and care that is reasonably possible.
9. The accused must be treated with dignity, support and Christian love.
10. All means must be taken to ensure confidentiality at all levels of this process. Disclosure of information regarding the abuse or suspected abuse is prohibited, except as required for reporting purposes.

REFERENCE LIST

ADDRESSING THE RISK OF SEXUAL ABUSE: Peacemaker Ministries, 1537 Avenue D, Suite 352, Billings, MT 59012

CHILD ABUSE PREVENTION PROGRAM: Southwest Yearly Meeting of Friends

ELDER'S HANDBOOK: Northwest Yearly Meeting of Friends, 200 N. Meridian St., Newberg, OR 97132-2714

POLICIES FOR THE PREVENTION OF SEXUAL ABUSE OF THE CHILDREN/YOUTH OF MERIDIAN FRIENDS CHURCH: 1021 West Pine, Meridian, ID 83642

REDUCING THE RISK OF CHILD SEXUAL ABUSE IN YOUR CHURCH: Church Law and Tax Report, Christian Ministry Resources, PO Box 1098, Matthews, NC 18106

NWYM of Friends website: <http://www.nwfriends.org/AbusePolicy/Abuse1.html>

OREGON LAWS

REPORTING OF CHILD ABUSE

419B.005 Definitions. As used in ORS 418.747, 418.748, 418.749 and 419B.005 to 419B.050, unless the context requires otherwise:

(1)(a) "Abuse" means:

(A) Any assault, as defined in ORS chapter 163, of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.

(B) Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.

(C) Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are defined in ORS chapter 163.

(D) Sexual abuse, as defined in ORS chapter 163.

(E) Sexual exploitation, including but not limited to:

(i) Contributing to the sexual delinquency of a minor, as defined in ORS chapter 163, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photo-graphing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, as defined in ORS 167.002 or described in ORS 163.665 and 163.670, sexual abuse involving a child or rape of a child, but not including any conduct which is part of any investigation conducted pursuant to ORS 419B.020 or which is designed to serve educational or other legitimate purposes; and

(ii) Allowing, permitting, encouraging or hiring a child to engage in prostitution, as defined in ORS chapter 167.

(F) Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care. However, any child who is under care or treatment solely by spiritual means pursuant to the religious beliefs or practices of the child or the child's parent or guardian shall not, for this reason alone, be considered a neglected or maltreated child under this section.

(G) Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.

(H) Buying or selling a person under 18 years of age as described in ORS 163.537.

(1)(b) "Abuse" does not include reasonable discipline unless the discipline results in one of the conditions described in paragraph (a) of this subsection.

(2) "Child" means an unmarried person who is under 18 years of age.

(3) "Public or private official" means:

(a) Physician, including any intern or resident.

(b) Dentist.

(c) School employee.

(d) Licensed practical nurse or registered nurse.

(e) Employee of the Department of Human Resources, State Commission on Children and Families, Child Care Division of the Employment Department, the Oregon Youth Authority, a county health department, a community mental health and developmental disabilities program, a county juvenile department, a licensed child-caring agency or an alcohol and drug treatment program.

(f) Peace officer.

(g) Psychologist.

- (h) Clergyman.
- (i) Licensed clinical social worker.
- (j) Optometrist.
- (k) Chiropractor.
- (l) Certified provider of child care or foster care, or an employee thereof.
- (m) Attorney.
- (n) Naturopathic physician.
- (o) Licensed professional counselor.
- (p) Licensed marriage and family therapist.
- (q) Firefighter or emergency medical technician.
- (r) A court appointed special advocate, as defined in ORS 419A.004.

(4) "Law enforcement agency" means:

- (a) Any city or municipal police department.
- (b) Any county sheriff's office.
- (c) The Oregon State Police.
- (d) A county juvenile department. [1993 c.546 s.12; 1993 c.622 s.1a; 1995 c.278 s.50; 1995 c.766 s.1; 1997 c.127 s.1; 1997 c.561 s.3; 1997 c.703 s.3; 1997 c.873 s.30]

419B.007 Policy. The Legislative Assembly finds that for the purpose of facilitating the use of protective social services to prevent further abuse, safeguard and enhance the welfare of abused children, and preserve family life when consistent with the protection of the child by stabilizing the family and improving parental capacity, it is necessary and in the public interest to require mandatory reports and investigations of abuse of children and to encourage voluntary reports. [1993 c.546 s.13]

419B.010 Duty of officials to report child abuse; exceptions; penalty.

- (1) Any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse or that any person with whom the official comes in contact has abused a child shall immediately report or cause a report to be made in the manner required in ORS 419B.015. Nothing contained in ORS 40.225 to 40.295 shall affect the duty to report imposed by this section, except that a psychiatrist, psychologist, clergyman or attorney shall not be required to report such information communicated by a person if the communication is privileged under ORS 40.225 to 40.295.
- (2) A person who violates subsection (1) of this section commits a violation punishable by a fine not exceeding \$1,000. Prosecution under this subsection shall be commenced at any time within 18 months after commission of the offense. [1993 c.546 s.14]

419B.015 Report form and content; notice to law enforcement agencies and local office of State Office for Services to Children and Families. A person making a report of child abuse, whether voluntarily or pursuant to ORS 419B.010, shall make an oral report by telephone or otherwise to the local office of the State Office for Services to Children and Families, to the designee of the State Office for Services to Children and Families or to a law enforcement agency within the county where the person making the report is located at the time of the contact. Such reports shall contain, if known, the names and addresses of the child and the parents of the child or other persons responsible for care of the child, the child's age, the nature and extent of the abuse, including any evidence of previous abuse, the explanation given for the abuse and any other information which the person making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator. When a report is received by the State Office for Services to Children and Families, the State Office for Services to Children and Families shall immediately notify a law enforcement agency within the county where the report was made. When a report is received by a designee of the State Office for Services to Children and Families, the designee shall notify, according to the contract, either the State Office for Services to Children and Families or a law enforcement agency within the county where the report was made. When a report is received by a law enforcement agency, the agency shall immediately notify the local office of the State Office

for Services to Children and Families within the county where the report was made. [1993 c.546 s.15; 1993c.734 s.1a]

419B.025 Immunity of person making report in good faith. Anyone participating in good faith in the making of a report of child abuse and who has reasonable grounds for the making thereof shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report. [1993 c.546s.17]

419B.035 Confidentiality of records; when available to others. (1) Notwithstanding the provisions of ORS 192.001 to 192.170, 192.210 to 192.505 and 192.610 to 192.990 relating to confidentiality and accessibility for public inspection of public records and public documents, reports and records compiled under the provisions of ORS 419B.010 to 419B.050 are confidential and are not accessible for public inspection.

SCREENING FORM FOR CHILDREN AND YOUTH WORKERS

The purpose of this form is to help our church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

This application is to be completed by all applicants for any regular position involving the supervision or custody of minors. This is not an employment application form.

Date _____ Name _____
Last / First / Middle

(Identity should be confirmed with a valid state driver's license or other current photo I.D.)

Present (home) address _____

City _____ State _____ Zip _____ Phone (home) (____) _____

Marital status _____ Spouse's name _____ e-mail _____

List three former addresses with dates:

_____ date: _____
_____ date: _____
_____ date: _____

1. Please indicate the type of youth or children's work you prefer: _____

2. What is the minimum length of commitment you can make? _____

3. Do you have a criminal record for any misdemeanor or felony offense?

Yes ___ No ___ If yes, please explain. (Use back of this form if necessary.)

4. If your criminal record includes a conviction for any offense involving drugs (use or possession), please explain

5. If your criminal record includes a conviction for any offense of violence or sexual misconduct, please explain.

6. Have you ever been sued in a civil action where the allegation(s) included sexual misconduct? Yes ___ No ___
If yes, please explain.

7. Do you have a valid, current driver's license? Yes ___ No ___ If yes, please list the license number and state. _____

Church History and Prior Children or Youth Work

8. How long have you attended this church? _____ Are you a member? Yes ____ No ____

9. List (names and addresses) of other churches you have attended regularly during the past five (5) years.

10. List all previous church work involving children or youth. Show name and address of church and type of work with dates.

11. List all previous non-church work involving children or youth. Show name and address of organization and type of work performed with dates.

List three personal references (not former employers or relatives):

Name _____ Phone (____) _____
Address _____
City _____ State _____ Zip _____

Name _____ Phone (____) _____
Address _____
City _____ State _____ Zip _____

Name _____ Phone (____) _____
Address _____
City _____ State _____ Zip _____

APPLICANT INTERVIEW FORM

(This form is confidential and should be filed with the Screening Form)

This interview form is required for all applicants, for any position in-volving the supervision or custody of minors. It's purpose is to provide a safe and secure environment for those children and youth who part-icipate in our programs and activities and use our facilities.

Date _____

Name of applicant _____

Name of interviewer _____

Did you confirm the applicant's identity with a picture I.D.? Yes ___ No ___

Did you confirm the driver's license information given including the license number? Yes ___ No ___

Referring to the "Screening Form for Children and Youth Workers," if the question about crime involvement was answered "yes," verify the following:

1. Does the explanation contain answers to "when", "where," "what," and "penalty given"? If not , be certain these questions are answered to your satisfaction.
2. Was any counseling given to the applicant as part of the penalty? If "yes," determine when, where and who was involved, and if there is a permanent record available. (Content of counseling is confidential).

Was a complete record made of past history of churches? Yes ___ No ___

Is the work experience history complete? Yes ___ No ___

Note to the interviewer:

The question as to whether or not the applicant was a victim of abuse or molestation as a minor has been omitted from the "Screening Form." This question is not required legally nor do the insurance companies require it. However, you may wish to ask this question as a part of the personal interview. The information provides an opportunity to evaluate the applicant's risk of becoming an abuser. If you choose to ask the applicant this question, use care to assure the applicant that you care about them and will arrange suitable counseling at their discretion.

APPLICANT'S STATEMENT

I have read the CHILD PROTECTION AND ABUSE PREVENTION POLICY of Newberg Friends Church.

Should my application be accepted, I agree to be bound by the policies and procedures of NFC, and to refrain from unscriptural conduct, as defined by NFC, in the performance of my services on behalf of the church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE, AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understood.

Applicant's Signature _____ Date ___/___/___

Witness _____ Date ___/___/___

Note: If you are applying to be a volunteer worker you will be interviewed by the chairperson of the appropriate committee.

Note: All pages of this form are CONFIDENTIAL and will be filed in a safe, secure place.

REFERENCE CONTACT FORM

This CONFIDENTIAL form should be completed following the contact with each of the references listed on the applicant's screening form.

Applicant's name (printed) _____ Applicant's signature _____

Reference (individual or organization) _____ Phone no. _____
Address _____

Name of contact person _____ Position held _____

How long have you known the applicant? _____ In what capacity? _____

Has the applicant (to your knowledge) ever been involved in any type of activity where molestation or child abuse has occurred? Yes ___ No ___ If yes, please explain in detail. (Attach extra page if necessary)

General observations _____

Signature of reference person: _____ Date _____

The following should be completed by the interviewer:

Date and time of contact _____

Contact method: Telephone ___ Personal conversation ___ Letter ___ (attach copy)

e-mail ___ (attach copy) Fax ___ (attach copy)

Interviewer's name (please print) _____

Signature _____ Position _____

Note: This form is confidential and should be filed with the applicant's screening form.

SUSPECTED CHILD ABUSE REPORT FORM

Today's date _____

Child's Name _____ Age _____

Address _____ City _____ State _____ Zip _____

Phone number (____) _____

Date of the incident ___/___/___ Date local authorities notified ___/___/___

What circumstances prompted this report? (Be as specific as possible)

Should this case be reported to legal authorities outside the church?

Yes ___ No ___ If "yes," please state reasons _____

Give location of observed incident. _____

Have the child's parents been notified? Yes ___ No ___

Name of person filing the report. _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ e-mail _____ Fax _____

Where was the report filed? _____

Person receiving the report. _____

Ministry _____

ACCIDENT REPORT FORM

A reportable accident occurs when a child under Yearly Meeting or local church jurisdiction sustains a bodily injury that may require professional medical attention.

1. Activity: _____ Date reported _____
2. Name of injured _____ Age _____ Sex _____
3. Address _____
City _____ State _____ Zip Code _____
4. Parent or guardian name _____ Phone _____
5. Date of accident _____ Day of week _____ Time of day _____
6. Where did the accident happen? _____
7. Name of person(s) supervising _____

8. Was the child being transported at the time of the accident? Yes ___ No ___
If yes, driver's name _____

9. How did the accident happen? (Please be specific) _____

10. Description and extent of injury, and part(s) of body involved _____

11. Procedure followed and/or first-aid rendered _____

12. Person administering first-aid _____ Title _____

13. Name(s) of other people involved in the accident _____

What equipment, tool, object or circumstances caused the accident? _____

14. Names and addresses of any witnesses _____

15. Names of parents or others notified _____

Signature of person completing report _____ Title _____

Date Completed _____