

First Presbyterian Church Port Angeles CHILD ABUSE PREVENTION POLICY

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FPCPA CHILD ABUSE PREVENTION POLICY (CAPP)

A. POLICY

FPCPA is committed to conducting its ministries in a way that assures the safety of all people affiliated with or coming in contact with the Church, especially children and those who minister to them. FPCPA will not tolerate child abuse or neglect. FPCPA is committed to the prevention of child abuse, to ensuring the safety of children entrusted

to it, and to assisting those who are affected by child abuse. This Child Abuse Prevention Policy (CAPP) is established for that purpose. We hold up the example of Christ who called the children unto him (Mk. 10:14), corrected those who would prevent children from coming to him (Matt. 19:13-15), and also had a stern warning against any who would harm a child (Matt. 18:6). In the same way we recognize that youth ministry is first and foremost going to include and welcome children and youth in the name of Christ, we take seriously the responsibility of participating in their lives. It is in this spirit that CAPP aims to minimize unnecessary risks to the physical and emotional well-being of all involved in FPCPA children's and youth ministry. The intent of the policy is to support, not prohibit, ministry.

FPCPA will comply with all legal requirements to report suspected child abuse in accordance with Washington State Law: RCW 26.44.020, Child Abuse Definitions; RCW 26.44.030 Reporting Child Abuse; and RCW 43.43.830 Criminal Background Checks.

FPCPA will follow reasonable measures in the recruitment and selection of workers. FPCPA will implement prudent operational procedures in all programs and events, and FPCPA will educate all of its workers who interact with children regarding the use of appropriate policies and methods. FPCPA will have a clearly-defined procedure for reporting a suspected incident of abuse that conforms to the requirements of Washington State Law, and will be prepared to respond if an incident occurs.

A.1 Not Contract with Third Party

The policies set forth herein are FPCPA's stated goals and objectives. These policies, and the procedures set forth herein to implement said policies, are not intended to create an implied or express contract with any person. They are not intended, nor shall they be construed, to create a legally enforceable or binding promise, representation, or contract.

A.2 Definitions

A.2.1 "Child" or "children" means any person less than 18 years of age. **A.2.2** Washington State Law defines Child Abuse or Neglect as follows:

"means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in this section." (RCW 26.44.020)

A.2.3 "Neglect," "Negligence," or "Maltreatment" is defined by Washington State Law as *"Negligent treatment or maltreatment" means an act or a failure to act, or the cumulative effects of a pattern of conduct, behavior, or inaction that*

evidences a serious disregard of consequences of such magnitude as to constitute a clear and present danger to a child's health, welfare, or safety.” (RCW 26.44.020)

A.2.4 “Misconduct,” for the purposes of the CAPP, shall mean conduct which is prohibited by this policy but which does not constitute child abuse or neglect.

A.2.5 “Designee” in the phrase “Personnel Committee Chair or Designee” shall mean a person designated by the Personnel Committee Chair to handle those responsibilities outlined in the CAPP for the Personnel Committee Chair in the absence of or unavailability of the Personnel Committee Chair. In keeping with the desired philosophy of providing an independent perspective on CAPP issues the designee will, in most circumstances, be a member of the Personnel Committee and will be without any direct or supervisory responsibility for childcare or children’s ministries at FPCPA.

A.3 Scope

A.3.1 All employees and volunteers of FPCPA shall support this policy and comply with the policy and procedures outlined herein.

A.3.2 All employees and volunteers of FPCPA who have contact with children who participate in any Church activities or events shall be subject to this policy and procedures.

A.3.3 All activities of FPCPA that require Church employees or volunteers acting within the scope of their duties to have custody or supervision of children shall be subject to this policy and procedures.

A.3.4 Any organization routinely using FPCPA facilities shall be made aware of this policy and shall be encouraged to adhere to this or a comparable standard for child abuse prevention. FPCPA is not responsible for follow up to assure that these organizations do indeed adhere to this or comparable standards.

A.3.5 For activities that are co-sponsored by FPCPA and other ecumenical entities (e.g. Vacation Bible School), permission slips will include a waiver that will need to be signed by parents and/or guardians indicating their understanding that FPCPA cannot enforce adherence to the CAPP for that event.

A.4 Basic Supervision Requirements

A.4.1 Definitions

CAPP Approved Adult: a person must have up to date 1) CAPP Training, and 2) ‘Approved’ background check.

A.4.2 Two CAPP Standard Basic Supervision requirements serve to accomplish three purposes: (1) to reduce the risk of child abuse, (2) to reduce the risk of the leaders involved in ministry from false accusations of abusing children, and (3) to provide sufficient adults and to adequately supervise the number of children present in an event. As specified in Section A.4.5, event staffing requires no fewer than two CAPP Approved Individuals to be present during Church-sponsored programs, events, or ministries involving children. It is recognized, however, that there will be occasional situations in which the Two CAPP Standard will not be feasible. Some common exceptions include: when one-on-one counseling is appropriate, when children are being transported, emergencies, bathroom escorting, first aid, tardiness/lateness of a nursery attendant or Sunday school teacher, unscheduled absences of an adjacent Sunday School teacher, etc. These rare exceptions should not be routinely used to avoid meeting the MINIMUM staffing standards established in the table below. Further, there are certain situations in which only one CAPP Approved Adult is required as a result of the event being conducted at a location in full public view. An example would be in the Fellowship Hall, at a restaurant, coffee shop, or open area of a park. The key to this exception is that the event or activities must be in full sight of a present public.

MANDATORY EVENT RULES FOR WORKING WITH CHILDREN AND YOUTH

The sponsoring entity of First Presbyterian Church Port Angeles shall ensure that the following measures be in place and actions taken for each event or activity involving children and youth:

Two-adult rule: Two non-related adults must always be present in groups of children and youth. The only exception is if an emergency situation deems this not immediately possible. All child and youth workers and volunteers must be a minimum of four years older than the age group they lead or supervise.

A.4.3 Ratios for Supervision of Children and Youth

Age Groups	Requirements to Achieve Basic Supervision Ratios *	Additional Supervision Ratios
Children: Ages 0-6	For up to 8 children, there must be: 2 CAPP Approved Adults.	For additional 1 to 6 children, add 1 CAPP Approved Individual
Children: Ages 6-13	For up to 10 children, there must be: 2 CAPP Approved Adults.	For each additional 1 to 6 children, add 1 CAPP Approved Adult
Children: Ages 13-18	For up to 15 children, there must be: 2 CAPP Approved Adults.	For each additional 1 to 6 children, add 1 CAPP approved Adult

Minimum Ratios: The adult to youth ratio for all youth-related events/activities is 2:15. There shall also be one adult of each gender when there is one or more minors of each

gender in a group. Only in emergency situations may the ratios and gender diversity be compromised.

A.4.4 One-On-One Interaction. It is recognized that a key facet of youth ministry is developing positive relationships through one-on-one interaction. These counseling conversations, while private, should be conducted in plain view of others. In buildings they should be conducted in a glassed conference area, or as a minimum, in an office with a non-shaded window or glass windowed door. Doors shall be left open if a window is not present in the door. The one-on-one interactions may also be in a public place such as a coffee shop or restaurant. The key issue is that the one-on-one interactions should be in plain view of others. Students involved in small groups or Bible studies that meet in private homes should have permission slips signed by their parents or guardians. Leaders should openly communicate with parents and church leadership the intention of the group and the necessary privacy that is involved in deep, meaningful conversations. (See A.4.10 Permission Forms)

A.4.5 Separate Accommodations. When camping, on mission trips, or during overnight sleepovers, any single child is not permitted to sleep in the private tent/cabin/room of an adult unless also accompanied by his/her parent or designated guardian or has approval to do so by his/her parent. A designated guardian is an adult to whom parents have given parental authority for their child in their absence. CAPP Approved Adult Chaperones of the same gender as the children are permitted to sleep in the same room with more than one child of the same gender during overnight events. When gender-separate restroom facilities are not available, locks, latches, or labels shall be available and utilized to assure privacy.

A.4.6 Respect of Privacy.

1. CAPP Approved Adults must respect the privacy of children in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require. CAPP Approved Adults must protect their own privacy in similar situations. View Windows and Open Doors:
2. When minors and adult workers or volunteers are in a room, if the door is closed, the door must have a view window installed. If no view window is installed in the door, the door must remain open at all times.
3. Responsible use of digital devices and cell phones is required in all situations.

A.4.7 Proper Preparation for High-Adventure Activities. Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures. If any special equipment is used that requires special instruction, the instructions for its use will be provided verbally and followed.

A.4.8 Permission Forms Permission forms are NOT required for: 1) regularly scheduled Church events on the Church premises which include but are not limited to Sunday school, weekly/monthly scheduled youth groups, fellowship events, Christmas Play, etc., or 2) events in local, open public spaces to and from which students are responsible for their own transportation, or 3) events occurring in a private home (with two CAPP Approved Adults participating in the activity) to and from which students are responsible for their own transportation, such as a Christmas party.

Permission forms are required for all children in advance of participating in other Church sponsored events, such as: VBS, any overnight event, an event that leaves the FPCPA campus for a period of time, and any event requiring church-provided transportation. Permission forms shall accompany the Event Coordinator/Leader and a copy shall be kept on file at the church.

In the case of an accident that requires medical attention, the Event Coordinator/Leader will use all means possible to contact the parents/guardians or emergency contact while ensuring that the child receives proper care.

The Church has no jurisdiction over non-FPCPA sponsored events; thus the events are not subject to CAPP, the children involved have no CAPP protection, and the adults are not afforded any liability or legal protection under the church's insurance.

A.4.9 First Aid Kit There will be a first aid kit available on Church premises and at all Church children's programs.

A.4.10 Medications For all overnight events, all medicine (including supplements) for participating children will be given to the Event Coordinator/Leader for safe keeping. Unless special alternate arrangements are established, the child or his/her parent or designated guardian shall retain responsibility for maintaining the prescribed dosage and treatment schedule. The Event Coordinator/Leader assumes no responsibility for ensuring that a child participant is taking his/her medication in the amount or times prescribed by the treating medical care professional.

A.4.11 Appropriate Attire Proper clothing for FPCPA activities is required. Suggestive, skimpy, or vulgar statement clothing is not permitted and may be a sufficient basis to exclude an individual, either adult or child, from participation in an event. The Event Coordinator/Leader makes the determination of clothing suitability.

A.4.12 Constructive Discipline used at FPCPA should be constructive and reflect Christian values. Corporal punishment is prohibited.

A.4.13 Hazing Prohibited Physical hazing and initiations are prohibited and may not be included as part of any FPCPA activity.

A.5 Code of Behavior

A.5.1 Rules of General Supervision for CAPP Approved Adults

The behavior of CAPP Approved Adults ministering to children must reflect the highest standards of Christian maturity, foster trust at all times, and be above reproach. CAPP Approved Adults engaged in Church-related events or activities with children present must never engage in sexually suggestive behavior, sexual activity, or inappropriate touch.

Appropriate physical affection between adults and children is important for the development of children and is generally suitable in the Church setting. Education on “good boundaries” should be a part of the education process of adults ministering to children. Physical affection should be restricted to that appropriate for the age of the child. Within reason, the following guidelines for touching are to be followed by anyone ministering to children:

- It is appropriate to hold an infant and help a toddler within normal nursery care.
- The CAPP Approved Adult should base touch on the child’s need for comfort and encouragement and not that of the CAPP trained individual. Some examples of appropriate touch include: holding hands as part of a group activity, touching only the head or shoulders, or a side hug of the shoulders.
- A child’s preference not to be touched should be respected. This includes child-to-child touching.

Except for the purpose of deliberate one-on-one interaction (Section A.4.4), CAPP Approved Adults should try to avoid being alone with children for any significant length of time whenever possible.

A CAPP Approved Adult not registered for a children’s event or activity, but desiring to be involved, is required to obtain permission to participate from the Event Coordinator/Leader.

Consumption of alcohol and/or drug use at any children or youth events are prohibited. Violation will result in immediate removal from the event.

Possession of firearms at children’s activities or events is forbidden.

All CAPP Approved Adults involved in children’s ministry shall abide by all laws and regulations applicable to the location of the event.

A.6 Suspected Child Abuse, Neglect or Misconduct Reporting

A.6.1 Safety and Parental Notification: Child safety is paramount. The highest priority shall be placed on securing the safety of the presumed victim. Following that, the Personnel Committee Chair, or designee, Leader, and/or Pastor shall have a witnessed conversation to notify the parents of the child involved.

A.6.2 Confidentiality: All reports of abuse or neglect must be treated with utmost seriousness and confidentiality. An individual reporting an incident has the right to request that their identity remains confidential.

A.6.3 Who Must Report: Every person is required to report any incident of observed or suspected child abuse or neglect. This includes, but is not limited to, employees and volunteers, Pastors, Elders, Deacons, and Congregants.

A.6.4 What Must Be Reported: If a person has a reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably be thought to result in abuse or neglect, that person is required to report what they have observed.

A.6.5 When Must the Report Be Made: When reasonable cause to suspect abuse or neglect has been established, the report must be made immediately.

A.6.6 To Whom Must the Report Be Made: Reports of suspected child abuse or neglect should be made to the Personnel Committee Chair, or designee, and the Pastor. The Personnel Committee Chair, or designee, will promptly report the incident to law enforcement and/or Child Protective Services.

A.6.7 On What Form Must the Report Be Made: All incidents of suspected child abuse, neglect or misconduct should be reported utilizing the **Suspected Child Abuse, Neglect or Misconduct Report, Form E1**.

A.6.8 Suspected Abuse or Neglect Occurring Within Church Programs: When reasonable cause exists to suspect abuse or neglect has occurred at the Church or within Church-sponsored activities or events, reporting shall take place in accordance with paragraphs A.6.1 through A.6.7. In addition, the incident is to be investigated in accordance with Section A.7

A.6.9 Suspected Abuse or Neglect Occurring Outside Church Programs: Employees and volunteers of FPCPA who encounter situations resulting in suspicion of abuse or neglect of children which occurred outside the Church or Church programs shall not investigate said incidents. The reporting per paragraphs A.6.1 through A.6.7 fulfills their obligation to report.

A.6.10 Misconduct: In the event a violation of this Policy occurs, but such violation does not reach the level necessary to establish reasonable cause to suspect abuse or neglect, the event or activity shall be immediately reported both

verbally and in writing to the individual's Supervisor and the Personnel Committee Chair, or designee. **Suspected Child Abuse, Neglect or Misconduct Report, Form E1** should be utilized for this purpose. A suspicion of misconduct does not warrant nor require the notification to law enforcement or Child Protective Services. Cases of suspected misconduct may be investigated in accordance with Section A.7.

A.6.11 Reporting Process: The Personnel Committee Chair or designee shall immediately inform the Presbytery and the Session of all reports of suspected abuse or neglect occurring within Church programs. If the Personnel Committee Chair is the person suspected or accused of the abuse or neglect, the Pastor shall report the incident to the Presbytery and Session.

The person who receives the report of suspected abuse, neglect, or misconduct shall immediately share this information with the Event Coordinator/Leader or alternate. The Event Coordinator/Leader, with the assistance of the Personnel Committee Chair, or designee, is responsible for filling out the **Suspected Child Abuse, Neglect or Misconduct Report, Form E1**.

The Personnel Committee Chair or designee, is responsible to assure that all aspects of the incident are documented using the **Suspected Child Abuse, Neglect or Misconduct Report, Form E1**. A copy of the report will be forwarded to the Pastor and the original, when not being acted upon, will be kept in the Personnel Committee's locked file cabinet.

Any employee or volunteer accused of suspected abuse, neglect or gross misconduct shall be notified of the circumstances and immediately relieved of duties related to this or any other Church events involving children and youth. Further, the accused is to be isolated from further contact with the event participants and others who may be negatively impacted by the individual's presence until the review process is completed. The individual accused of suspected abuse or neglect may not return to these types of duties until the Personnel Committee has completed the review. (This applies whether or not the alleged act of abuse occurred during a Church-related event).

Any reports of suspected abuse or neglect, or gross misconduct by the Pastor(s) shall be reported to the Session and Personnel Committee Chair, or designee.

A.7 Investigation and Response

A.7.1 The Church's obligations to respond to allegations of suspected abuse and neglect go beyond the State's requirements. The Pastor's focus should be to provide pastoral care to all involved in the incident, including the accused. To preserve the needed pastoral independence, the Pastor should not participate in investigating the accusation.

In Christian love it is important that FPCPA responds by providing:

- Faithful response to the presumed victim and family – FPCPA will provide comfort and support to the presumed victim and their family.
- Faithful response to the accuser – FPCPA will take the allegations very seriously, respect the accuser's privacy, provide sympathetic concern, place no blame upon the accuser, and not support or make the implication that the accuser was in any way responsible for causing or failing to prevent the suspected abuse.
- Faithful response to the accused – FPCPA will acknowledge that the person is of sacred worth; remove the accused from any position as a worker with children until allegations are fully investigated and resolved; recognize that the person is innocent until clearly established to be guilty, and even if guilty, deserving of forgiveness and reconciliation.
- Faithful response to the media – FPCPA will designate one spokesperson in advance and have a well-thought-out, previously written response, reviewed by the Personnel Committee Chair, or designee, and the Pastor.

A.7.2 If the incident is put under investigation by law enforcement and/or Child Protective Services, the investigation will be monitored by the Personnel Committee Chair, or designee, until there is an outcome. FPCPA will conduct no independent investigation or review until the investigation by law enforcement and/or Child Protective Services is complete.

A.7.3 If there is no law enforcement and/or Child Protective Services investigation, or once that investigation is completed, the Personnel Committee Chair or designee, and others, as needed, shall jointly review the incident to determine whether any further actions are needed. All information concerning the incident shall be held in strict confidence by all parties involved in the review.

A.7.4 The Personnel Committee Chair, or designee, is responsible for contacting the accused and informing the accused of the nature of the Church review process. The Personnel Committee Chair, or designee, shall be accompanied by one other member of the Personnel Committee. The purpose of this meeting is not to interrogate the accused but to advise the accused of the nature of the accusation and the procedure that will be followed. During subsequent meetings with the accused, one other mutually agreed-upon witness shall be present.

A.7.5 Gross Misconduct Violation: After conducting a thorough review, the Personnel Committee Chair, or designee, accompanied by a witness, shall report the findings to the accused. If it is determined that the person has committed an act of gross misconduct but not abuse or neglect, the final goal of this process is to establish a future covenant with the offender that regulates their behavior at all levels of involvement with the Church. This written covenant shall include both an agreed-upon record of what offending actions were committed and agreed-upon

solutions about what should be done in the future. The covenant will be signed by the offender as well as the Personnel Committee Chair or designee. If no covenant is established or signed, the offender shall remain removed from ministering to children in the Church and their name included in the CAPP Not Approved list.

A.7.6 Abuse and/or Neglect Violation: After conducting a thorough review, the Personnel Committee Chair, or designee, accompanied by a witness, shall report the findings to the accused. If it is determined that the person has committed an act of abuse and/or neglect, the appropriate response will be determined on a case by case basis. It may range from termination (if an employee), permanent exclusion from activities involving children, to the use of a covenant to regulate future behavior. The written covenant, if applicable, shall include both an agreed-upon record of what offending actions were committed and agreed-upon solutions about what should be done in the future. The covenant will be signed by the offender as well as the Personnel Committee Chair or designee. If the offender in this case is unwilling to establish or sign a covenant, the offender will be terminated or removed from ministering to children and their name included in the CAPP Not Approved list.

A.7.7 Any covenant that governs participation in Church-related children's events shall clearly state that failure to abide by the provisions of the covenant, or any provisions of the CAPP, shall result in permanent removal from ministering to children in the Church, and their name being placed on the CAPP Not Approved List or termination (if an employee).

A.7.8 All documentation relating to the incident shall remain confidential and be filed in a sealed envelope in the Personnel Committee locked files.

A.7.9 A list, designated CAPP Not Approved, shall be maintained in conjunction with the background check procedures of those who may not work in events involving children. The Church is not under obligation to report the reason for placement on the list with anyone other than the person so listed.

B PROCEDURES

B.1 Training

B.1.1 Training and Overview Development

All of the Trainings and Overviews of CAPP described below will be jointly developed by the Personnel Committee and the Elder of Children and Family Ministries, to include both in person and electronic training. An individual who prepares for and serves as a class instructor is deemed to have completed that class.

B.1.2 Employee/Volunteer/Leadership Training: All employees/volunteers who minister to children, shall be required to attend a training in CAPP. The training will include how to recognize signs which may indicate child abuse and guidance on how to avoid behaviors and situations which might bring suspicion upon them. This training will take place when an individual is first approached/volunteers to work with children and again at the time of renewal of their training every five years. In addition to the above, all active Elders, Committee Chairs, and members of the Personnel Committee must complete Employee /Volunteer/ Leadership Training within the first quarter of assuming their position. All members of the Children and Youth Ministries Committee and all other committees whose ministries include children are strongly encouraged to complete the Employee/Volunteer/Leadership Training within the first quarter of assuming the position, as well.

B.1.3 New Members: A written overview of the CAPP will be given to all potential new members as well as new families participating in FPCPA Children and Family Ministries.

B.1.4 Training Documentation & Acknowledgement Form: All persons who receive CAPP training will be asked to sign **CAPP Training Documentation & Acknowledgement, Form E2**, which will be kept on file by the Personnel Committee.

B.1.5 Training: Updating and Renewal Trained persons will receive a written notice of any revisions to the CAPP. Training must be renewed every five years.

B.2 Background Checks and Approvals

B.2.1 FPCPA Child Care Provider Background Check Policy Background checks are mandated for all employees and volunteers, 18 years or older, ministering to children and/or providing routine childcare during church sponsored events.

B.2.3 The background checks for adults can be accomplished using two means: 1) a criminal check specific to Washington State, and 2) a commercially available, comprehensive, and nationwide background check via a third-party service. A Personnel Committee designee(s) shall complete the checks. All documentation will be handled in a professional and confidential manner, with originals maintained in the locked Personnel file cabinet.

B.2.4 When an Event Leader plans for a new individual to minister to children, the individual will be requested to fill out and sign the **Childcare Background Check Request, Form E3**. The completed forms should be provided to the Personnel Committee designee prior to the anticipated start date of the person assuming the responsibilities of ministering to children.

B.2.5 In the case of potential employees who will or might minister to children, the background check shall be completed as part of the pre-employment screening process, prior to hiring.

B.2.6 Background Check Renewal Background checks shall be renewed every five years.

B.2.7 Approved/Not Approved List. The Personnel Committee designee will maintain a list of active **CAPP Approved** individuals, see Section A.4.1. In addition, a confidential list of specific **CAPP Not Approved** individuals will also be maintained. This confidential list will be issued as requested to the Pastor and those Committee Chairs and others utilizing employees and volunteers ministering to children.

B.2.8 New employees and volunteers, 18 years or older, who have not been part of the life of FPCPA for at least 6 months will, in addition to the above background checks, warrant additional review before they can minister to children. These individuals will be asked to fill out the back side of the **Childcare Background Check Request, Form E3, Page 2**, providing additional information including personal references, references from previous organizations under which ministry to children was involved, and FPCPA individual references as a result of participating in FPCPA sponsored events. All information shall be treated as strictly confidential.

B.2.9 If a background check shows that a candidate was convicted of child abuse/neglect, child molestation, incest, sexual offense, rape, assaults involving minors, murder, kidnapping, child pornography, or other crime against a child, the candidate will be denied being allowed to minister to children. Anyone who has been convicted of domestic violence who wants to minister to children shall have the request reviewed by the Personnel Chair or designee, and the Pastor, who shall assess the candidate's suitability to minister to children and adhere to this policy and proper boundaries.

B.2.10 If information indicates that charges were filed against a candidate but that there was no conviction, then the Personnel Chair or designee will investigate the particulars of the case (if available), and with the Pastor, make a determination as to the candidate's suitability.

B.3 Transportation

B.3.1 Prior to any scheduled event taking place further than 25 miles from FPCPA, the Event Coordinator/Leader shall ensure that all individuals who are providing transportation have completed **Driver's License and Vehicle Insurance Information, Form E4**, are in compliance with the requirements documented in that Appendix, and are properly licensed and insured.

B.3.2 If practical, reasonable effort should be made to have two adults in each vehicle. Permission slips for the event must be received before the event. All permission slips will make parents aware of the possibility that there may be situations where two adults in each vehicle is not possible, and that there may be situations where the driver may be alone in a car with a single child. In the case of giving rides locally in town in conjunction with routine Church events, then the driver should have a long term understanding and approval from a parent to provide such rides.

B.3.3 Independent of the duration of such transportation there will be strict compliance with all applicable laws covering seating, seat belt use, and use of child car seats.

B.4 Training/Background Check Waiver

B.4.1 Under rare circumstances when an individual has been asked to provide a presentation to a group of children but does not anticipate routinely ministering to children then the requirement for a background check and training may be waived as long as the following conditions have been met: (1) the ratios for supervision of children, Section A.4.3, are fully met with CAPP Approved Leaders, and (2) the individual is never allowed to have any time alone with any children.

B.5 Use of Non-FPCPA Childcare Workers at FPCPA

B.5.1 The use of “approved” childcare workers from another church or organization will be allowed only under the following circumstances:

The organization proposed for partnering with FPCPA for childcare workers will provide the FPCPA Personnel Committee with a copy of the organization’s complete child protection policy that describes the policy in detail, including but not limited to, the background check system utilized and the scope of training. The organization must certify in writing that the individuals from the organization to minister to children at FPCPA have completed all of the organization’s child protection requirements.

The FPCPA Personnel Committee will review the information provided and make a determination as to whether the potential partnering organization’s child protection policy is equal to or more stringent than FPCPA’s CAPP.

If the partnering organization’s policy and documentation is deemed equal to or more stringent than FPCPA’s CAPP, then those individuals may minister to children at FPCPA without separate FPCPA background checks/CAPP and FPCPA training.

C. Assistance to Those Affected by Child Abuse/Neglect

C.1 If, in spite of efforts to prevent abuse or neglect, a child is determined to have been abused by an employee or volunteer, the victim and his/her family will be attended to with compassion by the Pastor and other appropriate FPCPA persons. This will include giving advice in obtaining counseling and medical care as needed. Confidentiality regarding child abuse and neglect victims will be maintained consistent with legal requirements.

RESPONSIBILITY FOR IMPLEMENTATION, REVISION, AND WAIVERS

Responsibility for Implementation

C.1.1 The Personnel Committee shall have overall responsibility for the Child Abuse Prevention Policy.

C.1.2 In June of each year Personnel Committee will request that all leadership individuals who have been subject to CAPP complete the **Annual CAPP Review, Form E5**, to review compliance with CAPP. Leadership individuals will include but not be limited to Pastor, Elder of Children and Family Ministries, applicable Committee Chairs, applicable Staff, Event Leaders, and others subject to CAPP. Completed forms must be returned to the Personnel Committee by the end of the month.

C.1.3 A brief written report by the Personnel Committee will be submitted annually, no later than September, to the Session. The annual report shall include a brief summary of how the program worked, including a summary of any abuse, neglect, or misconduct incidents. The report shall also identify any suggested policy changes. Upon review, the Session will approve any warranted changes.

C.2 Revisions and Waivers

C.2.1 Updating/Revising The Personnel Committee shall review, revise, and update these policies no less frequently than on an annual basis.

C.2.2 Revision of Policies This policy may be revised or withdrawn by FPCPA's Session at any time.

C.2.3 Waiver of Policies Individual requirements of the Child Abuse Prevention Policy may be waived occasionally for exceptional circumstances. Only the Personnel Committee Chair or designee may approve the waiving of the policy. The goal of FPCPA is to provide safety and legal compliance while maintaining practical flexibility in ministries that involve children. All Waivers will be documented in writing with signatures of the Personnel Committee Chair, or designee, and the Event Coordinator/Leader. The originals of the waivers shall be filed in the locked Personnel Committee file cabinet.

FORM E1

**First Presbyterian Church Port Angeles
SUSPECTED CHILD ABUSE, NEGLECT OR MISCONDUCT REPORT**

Church person handing report _____

Date of report _____

Person reporting suspected abuse, neglect or misconduct _____

Date of incident _____

Child _____

Brief description of incident

Notification (if suspected abuse or neglect only):

Date _____

By whom _____

To whom Contact number

Police _____

Child Protective Services _____

Name (Print) _____

Signature _____

Date _____

FORM E2

**First Presbyterian Church Port Angeles
CAPP TRAINING DOCUMENTATION AND ACKNOWLEDGMENT**

INSTRUCTOR NAME: _____

DATE _____

The undersigned acknowledge that they received the above training and/or orientation on the above date:

FORM E3 (page 1)

**First Presbyterian Church Port Angeles
CHILDCARE BACKGROUND CHECK REQUEST STATEMENT &
AUTHORIZATION TO RELEASE INFORMATION**

Last Name _____ First Name _____ Middle Name _____

Current Address _____

Addresses for the Past Seven Years: (include street, city, state, zip code)

Dates Lived Here Dates of Residence:

Years used _____ State _____

First Name _____

Date of Birth _____

Social Security Number _____

Other Names Used (including maiden name) _____

Driver's License # _____

I do hereby authorize verification of all information in my application for childcare responsibilities at First Presbyterian Church Port Angeles from all sources and authorize any duly authorized agent of **a commercially available, nationwide background check vendor** to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by **the commercially available, nationwide background check vendor**, for identification purposes and for the release information which will be considered in determining any suitability for childcare responsibilities.

I certify that I have made true, correct, and complete answers and statements on my application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application. I agree to provide additional information that may be requested to process my application. I authorize without reservation, any party or agency contacted by **a commercially available, nationwide background check vendor**, to furnish the above-mentioned information. This authorization is valid during the course of my service in childcare responsibilities to the extent permitted by law.

I have the right to make a request to **the commercially available, nationwide background check vendor** upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **the commercially available, nationwide background check vendor** has previously furnished within the two-year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection for childcare responsibilities at First Presbyterian Church Port Angeles.

In addition, I attest, under penalty of perjury I have never been convicted of or found under any of the following:

- (a) convicted of any crimes against children;
- (b) convicted of any crimes related to drugs
- (c) found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor;
- (d) found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused

any minor; or
(e) found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally

disabled person.

Printed Name Date

Applicant Signature

**Instructions FORM E3 (page 3) First Presbyterian Church Port Angeles
CHILDCARE BACKGROUND CHECK REQUEST** Please fill out this page only if you are 18 years or older and have not been a part of the life of First Presbyterian Church Port Angeles for at least 6 months. Please provide information that focuses on your experience in ministering to children.

Personal References

1. Full Name _____

Telephone Number _____

Address _____

2. Full Name _____

Telephone Number _____

Address _____

Personal References (FPCPA):

1. Full Name _____

2. Full Name _____

Experience in Organizations Ministering to Children:

1. Organization Name _____

2. Organization Address _____

3. Organization Telephone number _____

4. Contact Name _____

5. Telephone Number _____

6. In what capacity did you minister to children _____

Experience in Organizations Ministering to Children:

1. Organization Name _____

2. Organization Address _____

3. Organization Telephone number _____

4. Contact Name _____

5. Telephone Number _____

6. In what capacity did you minister to children _____

FORM E4

**First Presbyterian Church Port Angeles
DRIVER'S LICENSE AND VEHICLE INSURANCE INFORMATION**

General Transportation Requirements

Driver Qualifications All drivers must be at least 19 years old and have had their license for a minimum of two years. All drivers must have a valid driver's license.

Driver and Passenger Requirements All drivers and passengers are required to wear seat belts while the vehicle is in operation. The Event Coordinator/Leader will consider the trip's duration and driving challenges and accordingly develop and implement a plan for required driver breaks and a limitation on total driving duration.

Vehicle Insurance Requirements The drivers of personally owned vehicles used to transport children for FPCPA events are required to maintain minimum insurance limits of 50/100/50 (person/accident/physical damage).

Responsibility The Event Coordinator/Leader is responsible for confirming the above requirements are met.

Event _____ Date

Event Coordinator/Leader _____

Driver's Name _____

**By signature the driver attests that she/he is in compliance with the above
General Transportation Requirements:**

Signature _____

Copy of Driver's License Copy of Insurance Card

FORM E5

First Presbyterian Church Port Angeles ANNUAL CAPP REVIEW

Committee or Ministry _____ Period September 1- Aug 31
Form Completed By _____ Report Date _____

Suspected Child Abuse, Neglect or Misconduct Reporting

Describe below any incidents in which child abuse, neglect or misconduct was suspected. Indicate the outcome of the investigations of those cases.

Background Checks

State how many background checks were completed during the period and how many were approved.

Training

Summarize below all training that was completed during the period.

Waiver of Policies

List below each incident in which CAPP policies were waived.

Attestation of Compliance

Except as noted below compliance was maintained with all aspects of CAPP.

Revision Recommendations

The following are recommended revisions to CAPP for consideration.

Signed _____