

Landisville Mennonite Church

Child Protection Policy

Final Draft

July 18, 2016

Amended March 27, 2019

Reviewed and amended May, 2024

Acknowledgement

This document is sculpted from a template designed by the Samaritan Counseling Center Safe Church Project. A team of four individuals from Landisville Mennonite Church participated in a 21 hour safe church training offered by Lancaster Conference trainers for the Samaritan Counseling Center Safe Church Project.

A special acknowledgement goes to the following individuals for the many hours of training and work to develop this policy:

Kara Farrell
Kim Harker
Helen Hertzler
Jerry Wyble

Reviewed and updated May 2024.

Kim Harker
Diane Heinly
Lisa Mast
Pastor Ron Adams

Table of Contents

	PAGES
Landisville Mennonite Theological Statement/Purpose of the Policy	5
PA State Definition of Child Abuse	5-7
List of terms used in this policy	8
Child Protection Committee Members and Job Description	9
Approved Adults Selection, Application, Clearances, Retention of Records	10-13
General Guidelines for Protection of Children and Youth	14-16
TAP/Youth Mentoring Program	17
VBS/Classroom Protections Guidelines	17-18
Key Policy	18
Providing Community for Known Sexual Offenders	19-20
Suspected Child Abuse Reporting/Documentation/Follow-up/ Investigation/Sharing Information/Response/Legal Obligations	21-27
Training and Education/Use of Facility by Outside Groups	28-30
APPENDIX	
Approved Adult Application and Clearances	32-38
Approved Adult Acceptance Letter	39
Approved Adult Covenant/Required Clearances List/ Volunteer Statement/Legal Disqualifications	40-43
Temporary/Provisional Volunteer Form	44
Statement of Compliance for Outside Groups	45-46
Suspected Abuse Incident Report (Internal Use)	47-48
Nursery Registration	49-50
Parent Permission for Special Activity	51
Nursery Sign-In and Guidelines for Parents	52-53

Table of Contents

	Pages
Children/Youth Registration/Information	54-56
Permission to Transport Children/Youth to/from Church Activities	57
TAP Permission Form	58
Key Receipt Form	59-60
Key Inventory Form	61-62
Sexual Offender Covenant for Participation in the Congregation	63-65
RESOURCES	66-78
The Grooming Process	
Consequences of Child Sexual Abuse	
Male Sexual Victimization Myths and Facts	
Safe Church Project Resources	
Responding to a child who discloses sexual abuse	
Talking to children and teens	

LANDISVILLE MENNONITE THEOLOGICAL STATEMENT/PURPOSE FOR OUR POLICY

Landisville Mennonite Church is an Anabaptist congregation of Christ centered people whose lives and witness proclaim the message of peace in Christ.

Through our Child Protection Policy:

- We desire to honor our Lord Jesus Christ as we bless and nurture our children in safe and healthy ways.
- We desire to nurture relationships that reflect the character of Christ by providing children and adults with a safe and protective environment..
- We desire to protect our children and youth workers from false accusations by implementing current best practices as defined by the law and neighboring Christian institutions.
- We desire to be a witness to the community by being open with our requirement of background checks for all paid employees and volunteers and following the reporting laws of the state.
- We desire to be a place of healing and hope for those who carry heavy burdens as victims of abuse.
- We desire to walk along side of perpetrators seeking forgiveness and new beginnings while following our Child Protection guidelines and best practices.

CHILD ABUSE AS DEFINED UNDER PA CHILD PROTECTIVE SERVICES LAW (CPSL) (This Section Includes “Required” Legal Language)

Although this policy focuses primarily on child sexual abuse, all forms of child abuse are prohibited, and are included under this policy.

DEFINITION OF ABUSE

Definitions of abuse from the **Pennsylvania Child Protective Services Law (CPSL [Title 23 PA.C.S. Chapter 63]**, as amended December, 2013, to be effective December 31, 2014, as follows:

Intentionally, knowingly or recklessly doing any of the following:

1. **Physical Abuse** -- Causing bodily injury through any recent act or failure to act. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act. Bodily injury is impairment of physical condition or substantial pain.

The following are “per se” acts of child abuse (meaning the act itself, apart from the outcome, is considered child abuse).

- Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
- Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
- Forcefully shaking a child under one year of age.
- Forcefully slapping or otherwise striking a child under one year of age.
- Interfering with the breathing of a child.

- Causing a child to be present at a location while a violation of 18 PA.C.S. §7508.2 (relating to operation a methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
2. **Fabricating**, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
 3. **Mental Abuse** -- Causing or substantially contributing to serious mental injury to a child through an act or failure to act or a series of such acts or failures to act. Serious mental injury is a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:
 - (1) renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or
 - (2) seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.
 4. **Neglect** -- Causing serious physical neglect of a child. Serious physical neglect is any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:
 - (1) A repeated, prolonged or unconscionable egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
 - (2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.
 5. **Death** -- Causing the death of the child through any act or failure to act.
 6. **Sexual Abuse** -- Causing sexual abuse or exploitation of a child through any act or failure to act. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act. Sexual abuse or exploitation is any of the following:
 - (1) The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - (i) Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - (ii) Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - (iii) Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - (iv) Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.

This paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age.

The following are per se acts of child abuse:

Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:

- Is required to register as a Tier II or Tier III sexual offender under 42 PA.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the victim of the sexual offense was under 18 years of age when the crime was committed.
- Has been determined to be a sexually violent predator under 42 PA.C.S. §9799.24 (relating to assessments) or any of its predecessors.
- Has been determined to be a sexually violent delinquent child as defined in 42 PA.C.S. §9799.12 (relating to definitions)

Any of the following offenses committed against a child (Criminal code)

- (i) Rape, as defined in 18 PA.C.S. § 3121 (relating to rape).
- (ii) Statutory sexual assault, as defined in 18 PA.C.S. § 3122.1 (relating to statutory sexual assault).
- (iii) Involuntary deviate sexual intercourse, as defined in 18 PA.C.S. § 3123 (relating to involuntary deviate sexual intercourse).
- (iv) Sexual assault, as defined in 18 PA.C.S. § 3124.1 (relating to sexual assault).
- (v) Institutional sexual assault, as defined in 18 PA.C.S. § 3124.2 (relating to institutional sexual assault).
- (vi) Aggravated indecent assault, as defined in 18 PA.C.S. § 3125 (relating to aggravated indecent assault).
- (vii) Indecent assault, as defined in 18 PA.C.S. § 3126 (relating to indecent assault).
- (viii) Indecent exposure, as defined in 18 PA.C.S. § 3127 (relating to indecent exposure).
- (ix) Incest, as defined in 18 PA.C.S. § 4302 (relating to incest).
- (x) Prostitution, as defined in 18 PA.C.S. § 5902 (relating to prostitution and related offenses).
- (xi) Sexual abuse, as defined in 18 PA.C.S. § 6312 (relating to sexual abuse of children).
- (xii) Unlawful contact with a minor, as defined in 18 PA.C.S. § 6318 (relating to unlawful contact with minor).
- (xiii) Sexual exploitation, as defined in 18 PA.C.S. § 6320 (relating to sexual exploitation of children).

Any recent act or failure to act is defined as occurring within the last two years.

TERMS USED IN THIS POLICY (This Section Includes “Required” Legal Language)

Child or Youth - any person considered a minor under the laws of the Commonwealth of Pennsylvania, that is, a person who is under 18 years of age.

Mandated Reporter: Effective 12/31/14, the PA CPSL imposes a reporting mandate, or requirement, on any adult who comes into contact with children in the course of his or her work or professional practice, specifically including “clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization,” or “an individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.” These adults are known as “mandated reporters.” (as defined **CPSL Title 23 PA.C.S. Chapter 63**). **This includes volunteers, as well as staff.**

Pastor(s) - our Ministry Leadership Team is comprised of: Lead Pastor, Associate Pastors, and Lay Pastors.

Child Protection Committee (CPC) - Implements and enforces the Child Protection Policy.

Approved Adult - anyone over 21 years of age who has satisfied the requirements of the Child Protection Policy. An Approved Adult can be an employee or a non-employee of the congregation, and is considered a mandated reporter if the person is 18 or older. Mandated reporters are required to report directly to authorities when abuse is suspected. Approved Adults are required to have state-specified screening/checks. (See Section 2 of this policy for clearances, and Section 4 for mandated reporting procedures.) Approved Adults include, but are not limited to:

- a. All employed staff
- b. Sunday School teachers/helpers
- c. Children’s Church leaders
- d. Bible School teachers, volunteers and helpers
- e. Youth Group Leaders, assistants and chaperones
- f. Children’s choir director and assistants
- g. Nursery & Pre-school Worship volunteers
- h. Anyone else who works directly with children/youth
- i. Child Protection Committee members
- j. J.G.A. leaders and volunteers
- k. Torchbearers leaders and volunteers
- l. TAP - Teen Adult Partners participants

Person in Charge or Designee: Effective 12/31/14, the “Person in Charge of the Institution or their designee” is responsible for facilitating cooperation with authorities on a suspected child abuse investigation; and is also responsible for receiving notification from the mandated reporter that a suspected abuse report has been filed. For these specific purposes, the **Person in Charge** at our church is our Lead Pastor, Associate Pastors, and Church Leadership Board Chairperson.

Child Advocate - The Chair of the Child Protection Committee

CHILD PROTECTION COMMITTEE (CPC)

The CPC shall consist of the Lead Pastor, and three members appointed at large. Once constituted, the committee will select its chair. All members of the committee will be approved by the Congregational Leadership Team.

The Committee will:

1. Implement and enforce this Child Protection Policy.
2. Review and make recommendations to the Congregational Leadership Team for revising congregation policy regarding the safety of our children/youth.
3. Provide/arrange for training for all staff and approved adults working with the children/youth regarding child abuse and the Child Protection Policy.
4. Maintain a list of Approved Adults and disseminate within the church community.
5. Monitor Approved Adults to ensure that policies are being followed.
6. Keep Congregational Leadership Team apprised of all activities of the committee.
7. Be kept apprised of investigations.

The Lead Pastor or designee will:

1. Review all applications.
2. Work with the office administrator to inform those seeking to work with children to complete required background checks. The office administrator will notify the lead pastor when background checks need to be renewed, and will communicate with the lead pastor as background documents are completed and submitted to the church office for storage.
3. Determine whether subject is eligible for employment or as volunteer based on result of clearances and other factors. Certain convictions or founded CPS reports will result in automatic denial of placement in work with children. (See Appendix forms Approved Adult - Review of Application and Clearances and Approved Adult - Review of Disqualifications for Application.)
4. Maintain all checks.
5. Receive and process reports of suspected abuse.
6. Make available, upon request of an individual, his/her screening reports.

The CPC Chair will be recommended by the members of the CPC and approved by the Congregational Leadership Team, and will:

1. Work with the lead pastor and office staff to ensure that required forms are received for all applicants and proper records are maintained.
2. Call meetings as often as needed, but no less than once each year.

Revised 10-8-14
Revised 05/2024

SELECTION OF APPROVED ADULTS

To protect the children/youth in our care, the following guidelines are established for those who desire to work with children/youth less than 18 years of age.

Approved Adults must:

1. Attend Landisville Mennonite Church for a minimum of 6 months.
2. Complete an Approved Adult application form and the required clearance forms. Clearances are required for all applicants. Individuals wishing to be reimbursed should submit a copy of a receipt to any member of the Child Protection Committee.
3. Attend a standard initial training session.
4. Sign and comply with the Child Protection Covenant.
5. Once accepted as an Approved Adult, notify the chair of the Child Protection Committee or lead pastor if arrested or convicted of an offense that would constitute grounds for denial of employment or volunteer work with children, or named as a perpetrator in an founded or indicated report of abuse (See Appendix Form **Review of Legal Disqualifications**). Such notification is required within 72 hours under PA law effective 12/31/14.

REQUIRED APPLICATIONS FORMS TO BECOME AN APPROVED ADULT

The following forms are located in the Appendix:

Forms listed below are used to apply to become an approved adult

1. Approved Adult Application
2. Consent/Release for return of Child Abuse Clearance to Church
3. Pennsylvania State Police Request for Criminal Records Check Form
4. Pennsylvania Child Abuse History Clearance Form
5. **FBI Fingerprint Record Check required for employees; and required for volunteers who have not lived in PA for the past 10 years**

Forms listed below are used after clearance results are received

6. Approved Adult - Review of Application and Clearances
7. Approved Adult - Review of Disqualifications for Application in PA
8. Letter of Acceptance as an Approved Adult
9. Child Protection Covenant

REQUIRED CLEARANCES

All adult church workers “applying for an unpaid position as a volunteer responsible for the welfare of a child or having direct contact with children,” will be required by the Child Protective Services Law (CPSL) to obtain background checks. The staff member supervising each volunteer is legally required to obtain these clearances, and is subject to prosecution for deliberately failing to do so. In compliance with this law, Landisville Mennonite Church requires volunteers working with children and youth to obtain the following clearances before working with children/youth:

Child Abuse History Clearance Form (CY-113)

Pennsylvania State Police Request for Criminal Record Check Form (SP4-164)

Applicant must affirm in writing (Approved Adult Application) he/she is not disqualified from employment related to working with children {pursuant to§6344(C)},* or “has not been convicted of an offense similar in nature to those crimes listed in subsection (C) under the laws or former laws” of any other jurisdiction.

FBI Fingerprint Record Checks:

- Employees must obtain the fingerprint record regardless of duration of residence in PA.
- Volunteers who have not lived in PA for 10 years are also required to get the FBI fingerprint records check. (\$28.75 - approximate)

Currently, FBI Fingerprint Record Check information may be obtained via COGENT; see https://www.pa.cogentid.com/index_dpw.htm to locate a fingerprint processing center near our church. Note: Effective 12/31/14, PA State Police have responsibility to either process fingerprints directly, or designate an agent.

Effective 12/31/14, all employee clearances, including FBI, must be obtained every 36 months, with a one year period or until 12/31/15 to bring all employees current. Volunteers are required to have background checks by 7/1/15. Volunteers whose clearances are otherwise current are required to complete a Current Volunteer Statement to accept responsibility as mandated reporters and to affirm that they are not disqualified from service working with children {pursuant to§6344(C)},* or have “not been convicted of an offense similar in nature to those crimes listed in subsection (C) under the laws or former laws” of any other jurisdiction. This Statement should be completed every 5 years as part of renewal, and includes a box to check to indicate PA residency. Any volunteer not a resident for the past 10 years must continue to obtain the FBI fingerprint record check.

*See List of Disqualifiers in the appendix

Clearances may be obtained electronically, rather than completing and mailing paper forms.

- If application for clearance is filed directly and paid for by the applicant, the applicant shall provide the Child Protection Committee with access to the electronic record of results, or a printed certification.
- If application for clearance is filed and paid for by the church, the Child Protection Committee will receive results of the clearance directly, and provide a record of the results to the applicant.

Volunteers must submit all required clearances and internal documents prior to working with children. In lieu of obtaining new clearances, volunteers may submit copies of clearances obtained through other employment or volunteer service which are still current, defined as given within the last 36 months. The Church needs to see the original document within 30 days, and note this in file.

Prospective employees applying for “a paid position as an employee responsible for the welfare of a child or having direct contact with children” must obtain new background checks as a condition of employment. This would include (for example) a Christian Education Director, Youth Pastor, and other church staff expected to have regular contact with children. Direct contact with children is defined by Statute as, “the care, supervision, guidance or control of children, or routine interaction with children.” Employees are required by the CPSL to obtain background checks.

Background checks will be repeated every 5 years, or as otherwise required by state law; or with a break in regular church attendance of more than one year.

Employers may employ applicants for positions where they will have contact with children, or supervise those who do, on a provisional basis for a single period of no more than 90 days, if ALL of the following conditions are met:

- Applicant has applied for all required clearances and employer has copy/documentation of completed request
- Employer has no knowledge of anything that would disqualify the applicant{pursuant to §6344(C)}
*
- Applicant affirms in writing he/she is not disqualified from employment related to working with children {pursuant to§6344(C)},* or “has not been convicted of an offense similar in nature to those crimes listed in subsection (C) under the laws or former laws” of any other jurisdiction. (See PA Prospective Employee Statement.)
- The employer requires that the applicant not be permitted to work alone with children, and that applicant work in the immediate vicinity of a permanent employee.
*see List of Disqualifiers - Appendix form

If the information obtained via the required clearances reveals that the applicant is disqualified from employment, the applicant shall be immediately dismissed.

RECORDS

Applications and related forms for staff and volunteers will be locked in a confidential file under the jurisdiction of the Lead Pastor, chair of the Child Protection Committee and administrative assistant. Clearances are confidential and will only be made available to the Lead Pastor and Child Protection Committee.

The Child Protection Committee and Administrative Assistant will maintain these records and follow these record keeping steps:

1. Create and maintain a master list of all personnel and volunteers who have regular contact with children in the course of their work.
2. Determine which reports you possess, and note the dates of the reports on the list;
 - For staff and volunteers who have the required background check reports and those reports are less than 5 years old, no new reports are required until 5 years from the date of the existing reports.
 - For such personnel and volunteers who do not have the required background check reports, or in cases where the required reports are over 5 years old, new reports are required.
3. Note on the list when the reports need to be renewed, and note on the list the date 60 days before to initiate the process of obtaining renewed reports;
 - New reports are to be obtained every 5 years from the date of the existing reports.
 - New reports are required for all personnel and volunteers who have had a one (1) year break in continuous service, i.e., church attendance.
4. Retain copies of all reports, even ones that are superseded by renewed reports, in confidential locked files; or if reports are obtained electronically ensure digital records are strongly password protected with limited access.

RECORD RETENTION AND MANAGEMENT

Because any records pertaining to children and youth, and staff/volunteers who work with them, may become the subject of legal proceedings at some future date, no such records should be part of any automatic records destruction plan by the church. This includes child and youth registration and permission forms, as well as staff and volunteer clearances. Such records should only be destroyed with the written approval of the CPC, and in accordance with the state statute of limitations related to sexual abuse of minors. In PA, the statute for filing criminal and civil charges for certain types of sexual abuse of a minor extends to 50 years past the victim's 18th birthday. Records may be digitized and stored electronically, in an appropriately secure, password-protected manner.

GENERAL GUIDELINES FOR PROTECTION OF CHILDREN AND YOUTH

To ensure that a nurturing Christian environment for children/youth is maintained within the congregation, to protect children/youth who participate in activities sponsored by the church from sexual, mental, and/or physical abuse, and to protect the congregation's members from false allegations of abuse, the congregation has adopted the following policy:

- 1. Child Abuse Prohibited:** Those who accept the special responsibility of working with the congregation's children/youth shall not violate that responsibility by intentionally, knowingly or recklessly causing physical injury; mental injury; sexual abuse or serious physical neglect of children/youth; induce or fabricate medical symptoms or any other act described as child abuse in this policy or the laws of our state.
- 2. Sexual Abuse Prohibited:** Those who accept the special responsibility of working with the congregation's children/youth shall not violate that responsibility by having any interaction with a child/youth where the child/youth is being used for sexual stimulation of the adult or a third person regardless of whether or not the behavior involves touching, or by any other act described as sexual abuse in this policy or the laws of our state.
- 3. Two Approved Adults Rule:** Two Approved Adults should be present during any church sponsored children/youth activity. The only standard exception to the "two Approved Adults" policy is in the youth mentoring program - Teen Adult Partnership (TAP) - see TAP Youth Mentoring Program section.

In some instances where unforeseen circumstances result in two Approved Adults not being present (for example, an unexpected absence of a teacher on a Sunday morning) a designated Approved Adult will circulate outside the classroom area or be within easy reach to provide assistance if needed. In a mixed group, whenever possible, a male and a female Approved Adult should be present.

Helpers (youth under age 18 caring for children up to age 12) or occasional care assistants may work under the supervision of Approved Adults.

- 4. Visibility:** All activities/meetings with children/youth must be conducted in a way that allows visibility, e.g., glass areas of doors should not be obstructed, curtains/blinds should be open, when possible, door should be open or a window should allow easy observation of the room. Where possible, conduct activities in a public place, with another person within sight and sound of the activities.

Because abuse is sometimes perpetuated by an older, stronger child/youth, do not send two children/youth with a four or more year age difference to an isolated setting, e.g., bathroom, tent, empty classroom.

5. Bathroom and Diapering

In general, children should be encouraged to use the bathroom before and after classes or other activities. In this way parents can assist as needed.

If you need to take a child to the toilet, be aware of your visibility and the child's

privacy, e.g., adult stands holding public bathroom door open while child enters toilet stall alone.

Diapering: Two approved adults must be present when clothes or diapers are being changed. A parent can also be recruited to change clothes or a diaper.

Two and Three Year Olds: An approved adult must accompany children to and from the bathroom and inform another adult when this takes place. The adult will assist the child only when necessary. If assistance is needed, the adult must leave the stall door or restroom door ajar.

Preschool: An approved adult must accompany preschoolers to the bathroom. The adult will remain outside the stall or keep door ajar. If assistance is required, the approved adult should encourage independence but can assist with minimal tasks if necessary (belts, snaps, etc.).

6. **Empty Room Policy:** After an activity, check rooms to ensure that all participants have vacated the room.
7. **Expressions of Affection:** True expressions of affection toward children/youth can be a manifestation of Christ's love for all of us. A kind word of encouragement to a child/youth or a pat on the back can be a small but significant act for both the adult and the child/youth. That being said, adults must use caution and common sense when physically expressing affection toward children/youth.
 - a. Respect a child's/youth's refusal of affection.
 - b. Be aware of appropriate hand placement. A child/youth or an observer could misinterpret a pat on the bottom or a bear hug. Note that a touch on private areas, those areas covered by a bathing suit; or a kiss on the mouth is inappropriate.
 - c. Discipline of any type involving physical contact is not permitted.

Permission Slips, Overnight Activities, Transportation

8. **Permission Slips:** General-Children/youth must have permission to participate in activities. Parents/guardians need to complete and return a Child and Youth Registration form, which includes pertinent medical information and emergency phone numbers, a medical release, and general permission for field trips. These forms will be updated every year and filed in the church office.

Specific-Children/youth must have permission to participate in any overnight activity or any activity that takes place away from church grounds. The permission must be written, signed by a parent or guardian, and must identify the activity in which the child/youth will be participating.

Medical Release Forms for field trips: All youth participating in a youth group or going on a field trip with either a youth group or the Sunday school must have a Medical Release Form on file before they will be allowed to participate.

- A copy of the completed form will be kept on file in the Church office.
- Each time a field trip or overnight event occurs, the original must be taken with an adult leader while a copy remains in the Church office.

- 9. Overnight Activities:** Overnight activities involving children/youth shall be chaperoned by at least two Approved Adults. Boys and girls will sleep in separate areas with at least two approved adults of the same gender directly supervising each group.
- 10. Transportation of Children/Youth:** When children/youth are transported for church activities they shall be transported in groups with at least one Approved Adult in each vehicle.
- 11. Personal Vehicle Transportation.** To transport children/youth in a personal vehicle, the driver must be 21 years of age or older. Anyone who has had their license revoked or suspended within the past five years will be ineligible to drive for youth activities.

The following forms are located in the Appendix:

- Registration, Medical Information & Release, General Permission - Children & Youth
- Parent or Guardian Permission for Special Activity
- Nursery- Registration, Medical information & Release -- (Use current system)
- Nursery Sign-in Sheet - (Use current system)
- Nursery Guidelines - (Use current system)

TAP YOUTH MENTORING PROGRAM

Youth mentors are same-gender, Approved Adults, chosen by youth, and approved by the Pastoral Team to provide friendship and companionship for youth throughout their teenage years. Mentors are offered to youth to facilitate their spiritual growth and maturity, complementing the role of parents. These relationships are an exception to the policy of needing 2 Approved Adults present for all activities with youth. To protect both youth and adults, the following policies/practices shall be followed:

1. TAP partners will inform parents of activities, location, and duration of one to one meeting.
2. All mentoring with children or youth should always occur in public spaces or in open and visible places to provide a safe environment for each participant.
3. Mentors are not to engage children/youth in counseling that requires professional help. For example - drug or alcohol addiction, sexual assault by a dating partner; severe problems with parental relationships, sustained depression or chronic anxiety, eating disorders, suicidal tendencies, etc. The need for formal or professional counseling should be turned over to the Pastoral team.

Revised 10-8-14

VACATION BIBLE SCHOOL / CLASSROOM PROTECTION GUIDELINES

Landisville Mennonite Church is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. It is the policy of the church to provide adequate supervision for all classroom activities. We also expect all employees and volunteers who work with minors to complete and submit an application to be Approved Adults.

- Parents will complete a **Registration, Medical Information & Release, and General Permission - Children & Youth Form** when a child first enters an education classroom. Children will only be released to those persons listed on the form.
- Copies of this policy referring to general or specific protection guidelines will be provided to the parents of children attending Sunday School and youth group activities.
- In every classroom will LMC try to meet the best practice of assigning two Approved Adults.
- No teacher shall be alone with a child in the bathroom for purposes of toileting, clean up from craft or art projects, or care of injury, except when necessary. In this case the door to the bathroom and classroom shall be kept open.
- No teacher working with our children shall place him/herself in a compromising situation by being alone with a child or children out of sight of other teachers or aides.
- Normally teachers who accompany a child to the bathroom should remain outside the bathroom door while the child is inside.
- If a child needs assistance with dressing, undressing or cleanup, two Approved Adults shall be present.
- If a child needs assistance with dressing, undressing or cleanup, and only one Approved Adult is available, the door to the bathroom shall be left open.
- If anything unusual occurred during this assistance, the parent will be notified at pickup.
- If for any reason, a teacher or aide is left alone in a classroom, the classroom door shall remain ajar.
- Children in grades 3-12 can use the bathrooms unescorted, provided they return within a reasonable time frame. This privilege can be granted or rescinded at the teacher's discretion.
- When Sunday School or Vacation Bible School teachers and the pastor / Leadership Team takes a class off of the church grounds they must have the signed, written permission form from each child

/ youth's parent or guardian in their possession. The original form must be kept with the teacher, and a copy of the form kept in the Church office.

- Report any inappropriate conduct or relationship between an adult worker or volunteer and a child promptly to the individual designated in this policy.
- Limit setting is directed toward maximizing the growth and development of the children and for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate disciplining. Verbalize to the child when he/she is behaving in an appropriate manner. Redirect a child who appears to be 'headed for trouble'. If a child is repeatedly displaying inappropriate behavior, and redirecting has not worked, and talking to the child has not worked, then the parent will be notified. The teacher will pass on information of repeated inappropriate behavior to the Sunday School Superintendent. **No one shall:** use corporal punishment, including spanking, humiliation or verbal abuse.

KEY POLICY

1. Certain people are authorized by virtue of their position in the church to hold keys. These people include, but are not limited to, paid employees, officers of the church, committee chairs and youth group leaders, and others individuals as needed and approved.
2. Any other person who seeks possession of a key to the church facilities will have a clearly stated reason for needing a key and will need to be approved by the Church Council.
3. The keys will be assigned by the Pastor(s) / Church Board Chair, following approval of the recipient by the Church Board. The Pastor(s) will distribute or arrange for the distribution of the keys once they are assigned. If there is a need for additional keys, the Pastor(s) will obtain new keys with Church Board approval.
4. Records of key holders will be maintained by the church's Administrative Assistant and kept on file. Keys shall be returned when they are no longer needed by the holder, and the return will be documented.
5. It will be the responsibility of the Pastor(s) and (Chair to monitor who is in possession of keys and request the return of keys from persons no longer authorized to hold them. Keys are not to be loaned to unauthorized persons, duplicated, or kept beyond the time that they are needed.
6. Key holders will be required to sign a Statement of Compliance, and submit a Key Receipt Form.
7. No key holder will use his/her key to access the church with a child or children not his or her own (or of whom the key holder is not a legal guardian or foster parent) at a time when there is no church related activity being held in which the child and the key holder are involved. This is intended to prevent a situation where an adult key holder is alone with a child in the facility. In the rare case an exception is to be made to this provision, a written note from the child's parent or legal guardian must be submitted to the church office and approved by the pastor or Child Protection Committee prior to entry.

PROVIDING COMMUNITY FOR KNOWN SEXUAL OFFENDERS

Brothers, if someone is caught in sin, you who are spiritual should restore him gently....Carry each other's burdens, and in this way you will fulfill the law of Christ. Galatians 6:1-2 (NIV)

Individuals who have been adjudicated by a court or child protective services findings as sexual offenders and/or have admitted to past sexual abuse of children and are willing to abide by the guidelines set forth in this policy, are welcome to attend worship services and adult educational activities. Such individuals are hereafter referred to as "known sexual offenders" or "offenders."

The minimum guidelines by which any known offender may participate in the life of the congregation are set forth below, and shall be incorporated into a covenant specific for the individual offender which is to be signed by the offender prior to participation.

Depending on the circumstances and at the discretion of the CPC, additional restrictions may be incorporated into an individual covenant. If an individual is on probation or parole, specific provisions related to contact with children, participation in counseling, and others, will be incorporated into the covenant. The individual covenant may also permit participation in additional church activities (other than those involving children) if circumstances warrant.

An individual on probation or parole for a child sexual offense may have restrictions placed on church attendance as part of their probation/parole condition. On occasion, an exception to a "no church attendance" provision of probation or parole may be made by an officer of the court, based on the church's capacity to manage the offender in a way that keeps them from contact with children. Any individual on probation or parole must provide the (pastor) with a copy of the probation and parole agreement, including its terms and conditions, as well as the contact information for the parole or probation officer assigned.

Minimum guidelines under which a known sexual offender may participate:

- 1. Offenders are expected to comply fully** with all restrictions and requirements placed upon them as a result of any legal actions, and provide the designated Lead Pastor with copies of any judgments, conditions of parole, or other documents in which restrictions on or requirements as a result of convictions or judgments are stated.
- 2. Offenders are expected to participate in a professional counseling program**, specifically addressing their abusive behaviors. Offenders will provide the name of the agency and mental health professional to the Lead Pastor at the time of request for participation. The offender may be asked to periodically sign a limited disclosure authorization for the therapist to verify to the Lead Pastor that the individual is in treatment.

In a case of extreme financial hardship where the offender cannot afford counseling (and is not required by the court to be in counseling) the Lead Pastor will work with the offender to create an alternative plan that may include regular pastoral counseling, participation in a community-based group for sexual offenders, or other affordable venues.

- 3. Known sexual offenders can never become Approved Adults.**
- 4. The CPC will assign supervisors to any offender participating in the life of the congregation.** They will be adults who are not related to the offender. They will receive

training by a professional agency that will include information on sexual offender dynamics, the long-term impact of sexual abuse on victims, and any specific conditions related to participation under the specific covenant established. If the offender is on probation or parole, the training may need to be approved by the officer of the court handling the case.

5. **The CPC will identify a small group of “covenant partners” for offenders.** This small group will provide spiritual, emotional and practical support and will meet with the offender on a regular basis. The supervisors and “covenant partners” will not be the same individuals.
6. **The offender may participate in worship in the sanctuary and attend adult Sunday school classes.** The CPC may designate a specific service and time for attendance. Any other activities the offender is permitted to participate in will be detailed in the covenant.
7. **A supervisor must accompany the offender during all church activities.**
8. **At no time should the offender deliberately place him or herself in or remain in any location in or around the church facilities which would cause undue distress to others.**
9. **At least twice each calendar year (approximately every 6 months) and as otherwise requested,** the offender shall meet with and report to the designated pastor regarding status of adherence to these guidelines.
10. **If the offender should decide to relocate membership (or substantially attend) another congregation,** the designated pastor will seek to inform the leadership of that congregation of the conditions of these guidelines.

Revised 6-3-14

SUSPECTED CHILD ABUSE REPORTING AND RESPONSE; RESPONSE TO ALLEGATIONS/ADMISSIONS; OR CRIMINAL CHARGES

REPORTING SUSPECTED CHILD ABUSE

HOW “MANDATED” REPORTING WORKS IN PA

Anyone may report suspected child abuse. However, the PA CPSL imposes a reporting mandate, or requirement, on any adult who comes into contact with children in the course of his or her work or professional practice, specifically including “clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization,” or “an individual paid or unpaid, who, on the basis of the individual’s role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.” These adults are known as “mandated reporters.”

Church staff that should be considered mandated reporters under the CPSL would include those who routinely come into contact with children, such as pastors, music ministers, youth directors and any other paid staff expected to come into contact with children on a regular basis, as well as their supervisors. Volunteers who accept the responsibility of caring for children (“Approved Adults” under this policy) are also considered mandated reporters under the CPSL beginning December 31, 2014.

WHEN TO REPORT

The CPSL stipulates that a report is required when

- The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service;
- The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child; and,
- The mandated reporter has reasonable cause to believe that a child under the care, supervision, guidance or training of the church or the reporter, has been abused

The following two items require a report, regardless of whether the child is under the care of the reporter, or the church:

- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

Examples of children considered by the CPSL to be **under the care or supervision of a church** would include pre-school or other students, children enrolled in child-care programs, children being “babysat” during worship services or gatherings, children participating in educational, sports, music, recreational or other church ministries such as summer camp, Bible school, youth group, etc.

The mandate to report applies to all suspected child abuse, not just abuse that has been perpetrated by someone within the church. Possible abusers could include, for example, parents, relatives, older siblings, neighbors, coaches, school teachers, family friends and other children.

A mandated reporter need not be able to determine who is responsible for the abuse, i.e., identify the alleged offender.

A mandated reporter need not make a first-hand observation of the suspected child abuse victim.

The CPSL specifically grants legal immunity to any individual who, in good faith, makes a report of suspected child abuse. Failure to report suspected abuse by a mandated reporter can result in charges and fines. A mandated reported may also be charged as a “perpetrator” in some cases for failure to protect a child.

The new law also specifically preserves previous law on confidential communications to clergy, but that is a very narrow exception that rarely applies beyond the Catholic confessional. Persons being counseled by church staff should understand that reporting of child abuse is required by law.

REPORTING and DOCUMENTING SUSPECTED ABUSE - Overview

An overview of the action steps and the sequence in which they must be taken is provided below, with details in the following section of policy.

- First:** The mandated reporter must “immediately” report to ChildLine. (legal requirement)
- Second:** The reporter must then “immediately thereafter” inform the Lead Pastor and Chair of Child Protection Committee a report has been made. (legal requirement)
- Third:** The reporter must complete an internal Child Abuse Incident Report and give it to Lead Pastor and Chair of Child Protection Committee. (policy requirement)
- Fourth:** The reporter must complete and file a written CY47 report with local CPS within 48 hours after making the report to ChildLine. (legal requirement)
- Fifth:** The reporter must provide a copy of the CY47 report to the Lead Pastor and Chair of Child Protection Committee along with documentation of when it was filed. (policy requirement)
- Sixth:** The Department of Human Services (DHS) will inform the reporter of the results of the investigation no later than 3 days after it is concluded, which is generally within 30-60 days. The reporter will then inform the Lead Pastor and Chair of Child Protection Committee of the results. (policy requirement)
- Seventh:** The Lead Pastor and Chair of Child Protection Committee will note on the internal Child Abuse Incident Report the date the results were provided by the reporter, and file any related documentation. (policy requirement)

REPORTING & DOCUMENTING SUSPECTED ABUSE -Details

An employee or an Approved Adult who has reasonable cause to suspect that a child/youth has been abused by anyone (including but not limited to the child/youth's family, guardians, church staff member, an Approved Adult or volunteer) **or who receives a specific disclosure as previously described in this policy** shall immediately make an oral report by calling The Pennsylvania ChildLine and Abuse Registry (ChildLine) at 800 932-0313 as required by law; or, by filing an electronic report. (Note: The electronic option is to be available by 12/31/14). The legal reporting obligation is met by contacting ChildLine. However, as of 12/31/14, there is "no wrong door" for reporting, and mandated reporters that make reports directly to local Child Protective Services or the police will not be in technical violation of the law.

The legal obligation of the mandated reporter as of 12/31/14 (including volunteers, i.e., "Approved Adults") is to "REPORT IMMEDIATELY" to ChildLine and immediately THEREAFTER notify the Lead Pastor and Chair of Child Protection Committee. The mandated reporter must provide his/her name, telephone number and email address when making the report to ChildLine.

The reporter shall then document the suspected abuse by completing a **Suspected Child Abuse Incident Report**. (See Appendix). The Lead Pastor and Chair of Child Protection Committee will then have the responsibility for facilitating the cooperation of the church with the investigation of the ChildLine report.

Neither the mandated reporter nor the church is responsible for investigating or determining whether or not abuse has occurred prior to making a report. The standard under the law for reporting is that "a reasonable person has cause to believe the child has been abused." It may be necessary to ask the child or person alleging the abuse has occurred for some clarification solely in order to determine if there is cause to believe abuse may have occurred.

Detailed interviews and extensive questioning with the child and/or the alleged abuser should be conducted by legal authorities, not the church.

If a child is injured or in pain, call 911 for an ambulance.

If anyone is in immediate physical danger, call 911 for police assistance.

Following the required oral or electronic notification to ChildLine (800-932-0313), the (Lancaster County Children and Youth Agency; 717-299-7925) may also be contacted by the Lead Pastor and Chair of Child Protection Committee or the reporter, as this follow-up call puts the reporter directly in touch with the persons who are familiar with the community and will be taking action on the report made to ChildLine. This may also facilitate a faster response.

Within 48 hours of the oral or electronic report to ChildLine, the mandated reporter who made the original report must complete a written or electronic report of the suspected abuse on Form CY-47 (See Appendix), based on the mandated report and Suspected Child Abuse Incident Report of the Approved Adult or volunteer and send it your County agency.

Lancaster County Children and Youth
900 East King Street
Lancaster, PA 17602

717-299-7925

ChildLine

800-932-0313

This is a legally required report.

The reporter shall notify the Lead Pastor and Chair of Child Protection Committee of the date the written report on Form CY-47 was sent, and provide a copy for the church records. The staff person so notified may also report reasonable suspicions directly to ChildLine; however, such a report does not relieve the obligation under this policy of the original reporter to inform the Lead Pastor and Chair of Child Protection Committee and complete an Incident Report. The initiative for investigating alleged abuse resides with the Department of Human Services (DHS) and/or law enforcement, and shall not be carried out by the congregation. There is no requirement that multiple reports of the same alleged incident(s) of abuse be filed by the church.

All allegations of child/youth abuse or serious physical neglect will be taken seriously by the pastor(s), Congregational Leadership Board, and the Child Protection Committee. These allegations will be treated in strict confidence. All reporting steps taken will be documented, including a log of phone calls, personal visits, and written reports. Documentation should be kept in a secure file in the Church office.

All communications regarding the report of suspected child abuse shall attempt to protect the dignity and privacy of those persons affected by the report including the alleged child/youth victim and the person suspected of child abuse, while at the same time ensuring that persons in responsibility and law enforcement authorities remain fully informed. **The name of the mandated reporter and anyone who cooperates in an investigation should also remain confidential. Release of the name of the mandated reporter or anyone who cooperates in an investigation is prohibited by law.**

FOLLOW-UP, INVESTIGATION, DOCUMENTATION

1. Following placement of the call to report suspected abuse to ChildLine, the Lead Pastor and Chair of Child Protection Committee will inform the parent (provided that **neither** of the custodial parents is suspected of abuse), **being careful not to reveal the identity of the mandated reporter**. If the **alleged abuser is a custodial parent, or resides in the same household as the child, his or her first contact about the allegation should come from either Child & Youth Services or the police, not the church**.
2. After a report has been filed and during the course of the legal investigation, the church should not enter into discussion with the alleged abuser about the details of the complaint. The alleged abuser will be removed from any position in which he or she has supervisory authority over children pending the completion of the investigation.
3. The insurance company should be contacted after the report is filed as a matter of routine practice. The alleged abuser will have his/her ministry restricted to exclude contact with children immediately; and if employed by the church, may be placed on leave for a designated period of time during the investigation. Notify the conference office if the alleged abuser is a credentialed leader.
4. The Department of Human Services has 3 days from the date it receives the “results” of the investigation based on the report to inform the mandated reporter (NOT the church) as to:
 - the final status of the child abuse report, in other words, whether it is indicated, founded or unfounded and
 - any services provided, arranged for or to be provided by the county agency to protect the child.

In accordance with this policy, the mandated reporter will share the above with Lead Pastor and Chair of Child Protection Committee as soon as practicable after receiving results from DHS. Investigations are to be concluded by CPS in 30 or 60 days. The Lead Pastor and Chair of Child Protection Committee will indicate in the space provided on the Suspected Child Abuse Incident Report the date that the mandated reporter provided the information (if applicable) and file any documentation with the report.

5. If an incident is reported that does not rise to the level of making a mandated report, the Child Advocate will inform the child’s parent(s) or guardian(s) of the concern and document the meeting.

SHARING INFORMATION

1. The extent to which information will be shared with the congregation will be determined by the Congregational Leadership Team (Chair), Lead Pastor, and Chair of Child Protection Committee and others as appropriate. If pastoral staff is involved, the Conference Office must be consulted in making this decision. **The identity of the victim and the mandated reporter are confidential by law and it is legally prohibited to share their identities.**
2. All necessary parties will cooperate with the investigations made by the police.
3. The Congregational Leadership Team (Chair) or Lead Pastor will act as the official spokesperson for the congregation. Only the authorized person or persons may speak for the congregation to the news media, government agencies, attorneys, or others.

CONTINUING THE MINISTRY OF THE CHURCH

1. Pastoral support will be offered to all parties involved, including those who have made the complaint, the alleged abuser, the families of both, and the congregation. Decisions about how this support will be given will be made by pastoral staff and the Congregational Leadership Team.
2. If the allegations involve pastoral staff, the ministry of the church will need to be maintained while the issue is being addressed. Decisions regarding how this will be accomplished will be made by the Congregational Leadership Team with assistance from the Conference Office.

RESPONSE TO ALLEGATIONS/ADMISSIONS; OR CRIMINAL CHARGES

Persons who admit to or plead guilty to or are convicted in a court of law of any form of physical or sexual abuse of a child/youth will be immediately, permanently, and completely disqualified by the Child Protection Committee (CPC) from working with children/youth in the congregation. Persons who admit to a Pastor or any member of the CPC any type of physical or sexual abuse of a child/youth but who have not appeared in a court of law will be disqualified from working with children/youth in the congregation.

Allegations of sexual or physical abuse of anyone shall disqualify any person from working with children/youth until an investigation is completed. If an arrest has been made and charges filed by the police for any violent crime, including any physical or sexual abuse of anyone, the volunteer or staff person will be immediately removed from any susceptible environments with children or vulnerable populations until the investigation and legal process are complete. This serves not only as protection to children and vulnerable others but also as protection for the person alleged to have transgressed, as such a person is often highly vulnerable to accusations of inappropriate conduct based on perception of risk, which may or may not be well-founded. An Approved Adult or staff member who is under investigation for alleged abuse, or criminally charged for an offense involving a child is required to notify the CPC or a supervising staff member as soon as the investigation begins.

The CPC may temporarily or permanently disqualify any person(s) from working with children/youth, as the committee deems appropriate. Effective 12/31/14, certain offenses automatically disqualify anyone from working in a paid or unpaid position with children. (SEE APPENDIX FORM: Approved Adult - Review of Legal Disqualifications for Application)

VIOLATIONS OF CHILD PROTECTION POLICY

Alleged violations of the policy, other than abuse, shall be immediately reported to the Child Protection Committee (CPC) Chair who will report it to the Lead Pastor and the Chair of the Congregational Leadership Team, if deemed appropriate. The Child Protection Committee will investigate the alleged violations of the policy. If a person(s) is found to be in violation of the policy, the CPC will determine what action, if any, is necessary.

Allegations were not Abuse, but a Demonstration of Poor Judgment

1. The Ministry Leadership Team will hold the offender responsible and accountable for the behavior. Grace and mercy are extended in the context of repentance, accountability and justice.
2. Education and/or counseling will be expected to correct unhealthy behavior patterns.
3. The church may consider helping with the cost of sessions as an extension of the church ministry.
4. The offender will be removed from susceptible environments for a stated period of time, and not function in any supervisory capacity over children and youth for at least one year, after which an evaluation determining fitness for this ministry should be made by the Pastoral team. The 2nd such occurrence of demonstration of “poor judgment” will result in the individual being precluded from any future ministry with children.
5. Communicate action taken with complainant and congregation as needed.

TRAINING AND EDUCATION

POLICY ON EDUCATION AND TRAINING

This policy will be available to the entire congregation in a manner and at a web-based and/or physical location easily accessible. New members will be directed to the web or physical location, and/or given a copy of the policy.

In order to be an Approved Adult, a volunteer or staff member must participate in an initial training that covers recognizing and responding to child abuse, mandated reporting requirements, and church guidelines and practices. A refresher course for all Approved Adults will be held at least every two years. Volunteers or staff who cannot attend sessions in person will be required to review a tape (video, audio) or a power point of the training prior to serving with youth.

All Approved Adults and staff will receive a full digital copy (a paper copy will be provided upon request) of the Child/Youth Protection Policy and Guidelines. The Child Protection Committee will maintain a log of participants attending trainings.

PROCEDURES FOR EDUCATION AND TRAINING

Staff and Volunteers

1. Training will be offered at the beginning of each church school semester. It will be considered a mandatory part of volunteer training and employee orientation. The initial training for each new staff person and volunteer will be at least 1.0 hour.
2. Once an individual has participated in the initial training, a refresher training of at least one hour will be required every two years to ensure that the individual's knowledge is current and accurate.
3. The church's administrative secretary will maintain a record of who has received training and the dates.
4. Training will include the use of professional training materials on child abuse, including specific information about child sexual abuse, behavioral signs, and how to respond to a disclosure; the grooming process sexual offenders often use to engage children; a review of policies and procedures that are specific to Landisville Mennonite Church and pertinent to the work in which the employee or volunteer will be involved, information about mandated reporting and instruction in the use and completion of the various forms.

Parents and other Congregants

Child Abuse Awareness education will be offered at least every two year for parents and other congregants, and shall include information about the spiritual, as well as psychological and physical, impact of abuse. The educational sessions will be at least one hour in length, may be provided in various formats, such as an adult education class, a whole-congregation meeting, a special workshop in the evening or weekend, etc.

Children and Youth

Christian Education curriculums on healthy physical, emotional, and sexual boundaries, including sexual abuse prevention, shall be offered for several weeks at least once every 2 years. The purpose is to provide our children and teens with the opportunity to receive age-appropriate information in a faith-based context to help them to recognize inappropriate conduct on the part of an adult or older child, and to empower them to say no, and tell a "safe adult" at church, home, school. Teachers will be provided with any needed training, as well as curriculum material to use.

Supervisors of Sexual Offenders

Should the church decide to welcome a known sexual offender into fellowship in accordance with the guidelines established in this policy, a group of supervisors will receive at minimum 3 hours of training to include the following items prior to welcoming the offender to the congregation.

If the offender is currently on probation or parole, permission by the supervising county office to include the offender, as well as their approval of the organization providing the training and the curriculum, may be required.

1. Dynamics of sexual offending (blame, impulsiveness, denial, deception; role of fantasies)

Summary information about different types of offenders

General characteristics of a pedophile, lifestyle issues, access to victims, orientation

The grooming process

Sex offense therapy (brief overview) - Use of polygraph

2. Dynamics of victimization (shame, secrecy, trauma symptoms)

Defining child sexual abuse under PA CPSL

Long and Short Term Consequences of child sexual abuse

3. Role of the supervisor

Close accompaniment of offender while on church property

Assure no contact with children, including verbal/emotional/physical

Monitor offender compliance with policy & covenant guidelines

4. Specific information about the particular offender, including any terms of probation or parole, and guidelines agreed to by covenant with the church.

The church will inform membership of the inclusion of known sexual offender and the agreed upon guidelines using various means of communication.

Use of Facilities by Outside Organizations

Outside groups and organizations using the church facilities on a recurring basis where children are on-site as part of the organizational activity are to be made aware of this policy and must adhere to it or must provide evidence of their own policy and procedures, subject to review and acceptance by Landisville Mennonite Church.

- **If their policy does not include a “two adult” rule; clearances and training for volunteers; procedures for immediate reporting of suspected child abuse to Childline; and a prohibition on adults being alone in the facility with a child not their own, the organization is required to comply with these provisions.**

An adult representative of any outside group will be required to sign a Statement of Compliance for the sponsoring organization before use of the facilities will be granted.

Non-Resident Volunteer Certification

In cases where one or more volunteers, coming from outside the state on a short-term basis that does not exceed 30 days in a calendar year, will be serving with children or are to work on a specific project working with children, these volunteers will not be required to become Approved Adults or get new certification as long as they are “in compliance with the clearance standards under the law of the jurisdiction where the volunteer is domiciled.” Under PA law, the short-term volunteer must provide documentation of certification from employment or other service in the state where he/she lives which would allow work with children in that state. For internal purposes, the Non-Resident Volunteer Form should be completed, and that form, along with the certification documents provided, will be sufficient to allow the volunteer to work with children in this church for that short time.

APPENDIX

APPROVED ADULT - REVIEW OF APPLICATION AND CLEARANCES

Applicant's name _____

Date of Application _____ Date of Review _____

Findings from PA Criminal Record Clearance _____

Findings from PA Child Abuse
Clearance _____

Findings from FBI Background Check (if required)

Results of reference
check _____

Is Applicant automatically disqualified from service with children/youth because of any of the criminal or child abuse reports (see attached list of disqualifications)?

Explain _____

Are there any other reasons why this application should not be approved? (Note that other factors besides the statutory disqualifications mentioned above could be reasons for recommending that someone is not well-equipped for working with children or youth.) _____

I _____ approve/deny the application of

_____ to become an Approved Adult at Landisville Mennonite Church upon completion of the required volunteer training.

Signature _____

Revised 6-4-14

LANDISVILLE MENNONITE CHURCH

APPLICATION TO BECOME AN APPROVED ADULT

This application is a mandatory part of a process to assist the congregation in providing a safe, nurturing Christian environment for our children/youth. Persons responsible for the supervision and care of our children/youth are in a special position of trust and confidence. Therefore, anyone seeking to work with the children/youth of Landisville Mennonite Church must complete this application. **Once approved, clearance forms are required for all those working with children.**

PERSONAL INFORMATION

Please attach photographic identification, e.g., copy of driver's license, school ID, etc.

(1) Name _____ (2) Date of Application _____

(3) Driver's License (State) _____ or other photo ID (Specify)

(4) Address _____

(5) Telephone (Home) _____ (6) (Work) _____ (7) (Cell) _____

(8) E-mail Address _____

(9) Permanent addresses you have maintained during the last ten years, beginning with the most recent.

(10) Are you 18 years of age or older? Yes No

Before answering questions 12 through 18 on this application, please read the Child Protection Policy of Landisville Mennonite Church and the page attached to this application on which appear definitions of child abuse and child sexual abuse and exploitation. In the questions below, the words “*abuse*,” “*abusing a child*” and “*child abuse*” are intended to include the conduct described in the definitions.

(11) Is there any reason why you should not work with children/youth? Yes No

If yes, please explain.

(12) Have you ever abused a child/youth (a person less than 18 years of age)? Yes No

If yes, please explain.

(13) Have you ever been accused of abusing a child/youth? Yes No

If yes, please explain.

(14) Have you ever been involved in a child abuse investigation as a witness, alleged victim, or alleged abuser? Yes No

If yes, please explain.

(15) Have you ever been arrested for, convicted of, or plead guilty to a criminal offense against a person? Yes No

If yes, please explain

CHURCH OR CHILD-RELATED WORK

(16) List your talents, training, education, etc., that might help enrich the lives of our children/ youth. Describe the type of work you prefer.

(17) Name and address of church (if any) of which you are now a member, if other than this congregation.

(18) Names and addresses of all churches you have attended on a regular basis at any time during the last ten years.

(19) Describe any church work you have done with children/youth during the last five years. Include the church's name, city, and year(s) of participation.

(20) Describe any non-church related work you have done with children/youth during the last five years. Include the organization's name, city, and year(s) of participation.

PERSONAL REFERENCES

(21) Give the name, address, and phone number of two persons, not relatives, who have known you for at least five years.

(1) _____

(2) _____

I agree that the information contained in this application is correct to the best of my knowledge.

Applicant's Signature _____ Date _____

APPLICANT'S PERMISSION FOR THE DISCLOSURE OF INFORMATION ABOUT THE APPLICANT AND APPLICANT'S RELEASE OF ALL CLAIMS AGAINST PERSONS OR ENTITES THAT DISCLOSE INFORMATION OR GIVE OPINIONS ABOUT THE APPLICANT

I understand and agree that the congregation may contact the churches and references identified above and others who may be identified by those listed above. I authorize these references or churches or others to give you any information (including opinions) that they may have regarding my character and fitness for work with children/youth. I also understand and agree that law enforcement authorities or any other person or entity with access to records of criminal arrests or convictions may be contacted during the consideration of this application. I authorize these law enforcement authorities or any other person or entity to provide information regarding criminal arrests or convictions. In consideration of the receipt and evaluation of this application by the congregation, I hereby release the congregation and any individual, church, youth organization, employer, reference, or any other person or entity, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of any person's or entity's disclosure of information about me or the expression of an opinion about me.

I understand that as a volunteer working with children/youth, I am required to complete a PA Criminal Records check and a PA Child Abuse clearance, as well as an FBI fingerprint record check if I have not been a resident of PA for the last 10 years. I also understand that I will be a mandated reporter, required by state law to report to proper authorities any suspected child abuse I become aware of in my duties. I understand that I will be given training in how to recognize child abuse, and how to properly report it. I understand that I am legally required to make such a report when necessary, and that failure to do so carries criminal penalties as well as risking injury to a child. I agree to notify the church immediately if I am charged with a criminal offense involving child abuse, or if I am the subject of an indicated or founded child abuse report.

I further state that I have carefully read the foregoing release and understand its content. I am signing this release freely and voluntarily.

Applicant's Signature _____ Date _____

I acknowledge that the above named applicant has appeared before me and produced an original form of identification.

Reviewer: _____ Date: _____

Revised 6-4-14

**APPROVED ADULT - REVIEW OF LEGAL DISQUALIFICATIONS
FOR APPLICATION IN PA §6344(C)**

THE FOLLOWING WILL PERMANENTLY DISQUALIFY AN APPLICANT FROM SERVING AS A VOLUNTEER OR PAID STAFF MEMBER WORKING WITH CHILDREN OR YOUTH:

Convicted of an offense under one or more of the following provisions of 18 Pa.C.S. (relating to crimes and offenses):

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301(a)(1)(ii) (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this section.

WITHIN THE PRECEDING FIVE (5) YEARS:

Identified in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

Information under section 6344(b) indicates that the person has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act committed within the five-year period immediately preceding verification pursuant to this section.

An organization is not prohibited from requiring additional screening measures, or from establishing additional criteria, including conviction of other crimes, in making decisions related to adults working with children. Some additional *offenses the church may elect to treat as disqualifying for a period of years or permanently, although they are not required by law, include:

*Section 2910 (relating to luring a child into a motor vehicle or structure).

Section 3124.2 (relating to institutional sexual assault).

Section 3129 (relating to sexual intercourse with animal).

Section 6318 (relating to unlawful contact with minor).

Section 6319 (relating to solicitation of minors to traffic drugs).

Section 6320 (relating to sexual exploitation of children).

Conviction of an offense similar in nature to those crimes listed in paragraph (1) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Convicted of a misdemeanor of the first degree for a crime, other than those enumerated under subsection (a), where the victim is a child; or

Identified in the statewide database as a perpetrator of a founded report of child abuse.

Identified in the statewide database as a perpetrator of an indicated report of child abuse.

*Temporary and permanent "bans" that may include these additional offenses (and others) are under study in PA with a Committee report due to PA General Assembly no later than 12/31/15

APPROVED ADULT - LETTER of ACCEPTANCE

<Date>

Dear <Name>:

I am pleased to inform you that you have successfully completed the procedure to become an Approved Adult for the Landisville Mennonite Church. After completing the required training session, you will then be able to participate in the exciting ministries that (church name) provides to our children and youth.

As you prepare to serve in the children and youth ministries of Landisville Mennonite Church, I would suggest that you continue to become familiar with the congregation's Child Protection Policy so that you may do your particular ministry in a safe, protective, and caring environment.

If you have any questions about the policy, please feel free to discuss them with me. Thank you for volunteering to serve the children and youth of Landisville Mennonite Church.

In Christ's service,

The Rev. (XXX)
Associate Pastor/Senior Pastor/ etc.

LANDISVILLE MENNONITE CHURCH
3320 Bowman Road
Landisville, PA 17538

**APPROVED ADULT
COVENANT OF CHILD PROTECTION**

I accept the responsibility to nurture the Christian faith and well-being of the children and youth of the Landisville Mennonite Church and to care for them as Christ cares for me.

“I ...will tend the flock of God that is in my charge... willingly, as God would have me do it...”
--I Peter 5:2

I have read, understand, and agree to abide by the Child Protection Policy of the Landisville Mennonite Church.

I further indicate my understanding and compliance with the following specific conditions set forth in that policy:

- § I understand that as a volunteer working with children/youth, I will be a mandated reporter, required by state law to report to proper authorities any suspected child abuse I become aware of in my duties. I understand that I will be given training in how to recognize child abuse, and how to properly report it. I understand that I am legally required to make such a report when necessary, and that failure to do so carries criminal penalties as well as risking injury to a child.
- I agree to notify the church immediately if I am charged with a criminal offense involving child abuse, or if I am the subject of an indicated or found child abuse report.
- I will become familiar with the location of telephones, first aid kits, fire extinguishers, and fire exits, and with the Emergency Procedures outlined in the Safe Church Policies and Procedures manual.
- § If I become aware of an injury, accident, or mishap at any property and/or facility of Landisville Mennonite Church or at a Landisville Mennonite Church activity at any location, I will make certain that the incident is reported immediately to a member of the Child Protection Committee. Committee members' names will be posted church directory.
- While at a property and/or facility of Landisville Mennonite Church or at a Landisville Mennonite Church activity at any location, I will not be alone with a child or youth (through age 17 years) other than my own.
- If I become aware of an inappropriate relationship involving children, youth, or a child or youth and an adult, any one of whom is associated with Landisville Mennonite Church, I will report it immediately to a member of the Child Protection Committee. Committee members' names will be posted in the church directory.
- When the activity that I am supervising has ended, I will make sure that the lights are out and the doors are locked before I leave, or I will notify other Church representatives who are still in the building that I am leaving.

Name (please print): _____

Home Phone: () _____ Daytime Phone, if different: () _____

Signature: _____ Date: _____

BACKGROUND CHECKS AND CLEARANCES FOR THOSE WORKING WITH CHILDREN AT CHURCHES

Prospective employees applying to engage in occupations where they will be “responsible for the welfare of a child” must obtain background checks as a condition of employment. This would include (for example) a Christian Education Director, Youth Pastor, and other church staff expected to have regular contact with children.

PA residents may be hired on a provisional basis for a single period of no more than 30 days, and out-of-state residents for a single period of no more than 90 days provided the employee and employer have met all conditions set forth for such provisional hires, including that the applicant not be permitted to work alone with children, and must work in the immediate vicinity of a permanent employee.

Church volunteers who are “responsible for the welfare of a child” through a regular program, activity or service are also required to obtain background checks, beginning December 31, 2014.

The background checks required are specific, and it is not legally sufficient to use a screening service that does NOT include the clearances listed below. A “national criminal data base” search, or “Sexual Offender registry check” may be used but they cannot substitute for the clearances listed below.

Required clearances:

Pennsylvania State Police Request for Criminal Record Check Form (SP4-164) (\$10) **Applicants may submit a paper form with a check, or apply on-line at : <https://www.psp.pa.gov/Pages/Criminal-History-Background-Check.aspx>**

Child Abuse History Clearance Form (CY-113) (\$10) – **Applicants may submit a paper form with a check, and, effective 12/31/14, also have the option to use electronic submission, and pay with a credit card. Obtain information and download forms at <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>**

FBI Clearances

All new hires “responsible for the welfare of a child” must also obtain FBI clearance (fingerprinting) (\$27.50 current fee). If an employee hired previously does not have an FBI clearance on file, this is now required. Volunteers who have lived in PA for less than the preceding 10 years must also obtain FBI fingerprint checks.

No paper forms are available; check **Identogo** website to register, and locate a fingerprint processing site near you. See <https://www.identogo.com/services/history-check/fbi-history-check>

Repeat clearances

Employees (whenever hired) will be required to repeat all of these clearances every 24 months. Volunteers will only need to repeat the PA clearances, once they meet the 10-year residency rule. (In other words, a volunteer who has still not lived in PA for 10 years when it is time to repeat clearances will still require an FBI fingerprint check repeat as well.)

Caution: The changes in PA’s Child Protective Services Law in 2014 included a number of specific criminal and civil offenses that now automatically disqualify a person from paid or unpaid work with children. Be sure the person at your church or organization responsible for reviewing the results of the above clearances is aware of these “disqualifiers”. Lc changes 6/10/14

CURRENT VOLUNTEER STATEMENT

Applicant Name: (please print!) _____

I understand that as a volunteer working with children/youth, I am required to complete a PA Criminal Records check and a PA Child Abuse clearance, as well as an FBI fingerprint record check if I have not been a resident of PA for the last 10 years (these clearances need to be renewed every 5 years). I also understand that I will be a mandated reporter, required by state law to report to proper authorities any suspected child abuse I become aware of in my duties. I understand that I will be given training in how to recognize child abuse, and how to properly report it. I understand that I am legally required to make such a report when necessary, and that failure to do so carries criminal penalties as well as risking injury to a child.

I swear/affirm that I am not disqualified from service as a volunteer pursuant to §6344(C) [see attached list] or have not been convicted of an offense similar in nature to those crimes listed in §6344(C) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that I am required by law to notify the church in writing within 72 hours if I am arrested or convicted of a criminal offense involving child abuse [§6344(C), see attached list], or if I am named as a perpetrator of an indicated or founded child abuse report.

I further state that I have carefully read the foregoing release and understand its content. I am signing this statement freely and voluntarily.

CHECK ONE:

- I have been a resident of PA for the last 10 years
- *I have not been a resident of PA for the last 10 years

Applicant's Signature _____ Date _____

This form is to be used by current volunteers whose clearances do not need to be renewed before July 1, 2015 and at each renewal by all volunteers. *A prospective volunteer should complete the Approved Adult application, which includes this same language.

10-15-14

**APPROVED ADULT - REVIEW OF LEGAL DISQUALIFICATIONS
FOR APPLICATION IN PA §6344(C)**

THE FOLLOWING WILL PERMANENTLY DISQUALIFY AN APPLICANT FROM SERVING AS A VOLUNTEER OR PAID STAFF MEMBER WORKING WITH CHILDREN OR YOUTH:

Convicted of an offense under one or more of the following provisions of 18 Pa.C.S. (relating to crimes and offenses):

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).

Section 4303 (relating to concealing death of child).

Section 4304 (relating to endangering welfare of children).

Section 4305 (relating to dealing in infant children).

A felony offense under section 5902(b) (relating to prostitution and related offenses).

Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).

Section 6301(a)(1)(ii) (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this section.

WITHIN THE PRECEDING FIVE (5) YEARS:

Identified in the statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section.

Information under section 6344(b) indicates that the person has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act committed within the five-year period immediately preceding verification pursuant to this section.

An organization is not prohibited from requiring additional screening measures, or from establishing additional criteria, including conviction of other crimes, in making decisions related to adults working with children. Some additional *offenses the church may elect to treat as disqualifying for a period of years or permanently, although they are not required by law, include:

*Section 2910 (relating to luring a child into a motor vehicle or structure).

Section 3124.2 (relating to institutional sexual assault).

Section 3129 (relating to sexual intercourse with animal).

Section 6318 (relating to unlawful contact with minor).

Section 6319 (relating to solicitation of minors to traffic drugs).

Section 6320 (relating to sexual exploitation of children).

Conviction of an offense similar in nature to those crimes listed in paragraph (1) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Convicted of a misdemeanor of the first degree for a crime, other than those enumerated under subsection (a), where the victim is a child; or

Identified in the statewide database as a perpetrator of a founded report of child abuse.

Identified in the statewide database as a perpetrator of an indicated report of child abuse.

*Temporary and permanent "bans" that may include these additional offenses (and others) are under study in PA with a Committee report due to PA General Assembly no later than 12/31/15

**LANDISVILLE MENNONITE CHURCH
TEMPORARY/PROVISIONAL VOLUNTEER FORM
(for service 30 days or less)**

NAME _____ DATE _____
HOME ADDRESS _____
LOCAL ADDRESS (hotel, conference, host, etc.) _____
VOLUNTEER ASSIGNMENT _____
EXPECTED DATES OF SERVICE _____ LOCAL TELEPHONE CONTACT _____
HOME CHURCH NAME, ADDRESS, TELEPHONE _____

DATE OF BIRTH _____ EMPLOYMENT _____

PA LAW REQUIRES ALL ADULTS VOLUNTEERING TO WORK WITH CHILDREN TO HAVE CRIMINAL RECORD AND CHILD ABUSE CLEARANCES. BECAUSE YOU WILL BE WORKING WITH CHILDREN HERE FOR LESS THAN THIRTY DAYS, YOU ARE NOT REQUIRED TO GET NEW CLEARANCES TO SERVE HERE, **IF YOU MEET THE CLEARANCE REQUIREMENTS WHERE YOU LIVE. IF YOU LIVE IN PA, YOU MUST MEET THE REQUIREMENTS OF PA LAW EFFECTIVE 7/1/15 FOR VOLUNTEERS.** PLEASE DOCUMENT THE NATURE OF THE CLEARANCE PROCESS YOU HAVE BEEN THROUGH AS WELL AS THE REASON YOU HAVE CLEARANCES (WORK, CHURCH, SCOUTS, ETC).

I swear that I am not disqualified from service as a volunteer pursuant to §6344(C) [see attached list] or have not been convicted of an offense similar in nature to those crimes listed in §6344(C) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

VOLUNTEER SIGNATURE _____
LEADER OF VOLUNTEER GROUP _____
LEADER'S LOCAL TELEPHONE CONTACT _____
VOLUNTEER GROUP LEADER SIGNATURE _____
CHURCH EVENT LEADER SIGNATURE _____

**Statement of Compliance for Outside Organization
using Church Facilities**

Landisville Mennonite Church is committed to providing a safe environment for all children, youth and volunteers who participate in ministries and programs at our facilities. Prior to completing this statement, you will be given a copy of our most recent Child Protection Policy to review.

The following questions must be answered in order to obtain consent for use of the church's facilities.

Have you received and read the Landisville Mennonite Church Child Protection Policy?

Yes _____ No _____

Does your group have a policy and procedures for practicing safe ministry? Yes ___ No _____

If yes, your group must provide to Landisville Mennonite Church a copy for review.

Stipulations: If your policy does not include a "two adult" rule; background checks (or clearances as required by the laws of our state); training for volunteers; procedures for immediate reporting of suspected child abuse to Childline (call 800-932-0313) and a prohibition on being alone in the facility with a child not your own, you are expected to comply with these provisions as stated in Landisville Mennonite Church child protection policy.

If you do not have a policy, your group is required to abide by the church's written policy and procedures as would reasonably apply to your organization.

Briefly describe how you will implement this policy and procedures with your program.

I have received and read the Child Protection policy of Landisville Mennonite Church or provided evidence of our own policy. Any questions that I have had have been answered to my satisfaction. On behalf of my organization, I agree to observe and abide by the tenets of the policy/stipulations.

I certify that I am empowered to sign this document on behalf of my organization and agree that my organization does hereby indemnify, defend and hold harmless Landisville Mennonite Church from and against any and all claims arising out of my organization's use of facilities.

Name of Organization: _____

Signature/Title

Date

Church Office Use Only---

The organization's own policy has been reviewed and is acceptable. _____ Yes _____ No

Comments:

Signature/Title

Date

Suspected Child Abuse Incident Report

For internal church use at Landisville Mennonite Church

Date of Report to ChildLine _____ Oral or electronic report _____

Date of Incident _____ Person Making Report _____
 Approved Adult Employee Other _____

Name of Child/Youth _____ Age _____ Sex M F

Parent/Guardian of Child/Youth _____

Address _____ Unknown

Describe the circumstances under which you became aware of possible abuse. State the names of any persons who witnessed abuse, or reported this to you. _____

Describe any injuries you observed: _____

Does child appear to need immediate medical attention? Yes No Unknown

Does child appear to be fearful, suicidal or withdrawn? Yes No Unknown

Approximate date of last known incident of abuse _____ Unknown

Describe any physical, mental or behavioral factors that may place the child at risk

Did the abuse take place at the church or during a church-related activity?

Yes No Unknown If yes, indicate activity _____

Name of Alleged Perpetrator _____ Unknown

Relationship to Child _____ Unknown

Address _____ Unknown

Describe the extent of alleged perpetrator(s) access to child _____

_____ Unknown

Does this person have a history of violence, mental illness, or substance abuse?

Yes No Unknown

If yes, please explain _____

Reported to Pastor or CPC designee date/time _____

Signature of person making this report _____

- If you are a mandated reporter, and you suspect (or observe) that a child has been abused, you must report it immediately to ChildLine (**call 800-932-0313**), and then notify the Pastor or other CPC designee.

- If a child is injured or in imminent danger, call 911.

Signature of person receiving this report _____

Date: _____

Comments: _____

Follow up

Document any action taken by church during course of CPS or Police investigation:

Results of DPW report provided on (Date) _____

Signature of person receiving the DPW results from the mandated reporter

Attach-mandated reporter's information from DPW concerning the determination of whether the child abuse report was unfounded, indicated or founded, and the services to be provided for the child.

Revised 6-4-14

LANDISVILLE MENNONITE CHURCH
Nursery Registration, Information, Medical Information and Release Form

Parent/Guardian: _____

Address: _____

Street town state ZIP

Phone: (home) _____ **(cell phone)** _____ **Other:** _____

E-mail: _____

Emergency Contact: _____

(in the event parent/guardian cannot be reached)

Relationship to Child: _____

Address: _____

Street town state ZIP

Phone: (home) _____ **(cell phone)** _____ **Other:** _____

E-mail: _____

1. Name of Child: _____ **DOB:** _____ **Age:** _____

2. Name of Child _____ **DOB:** _____ **Age:** _____

3. Name of Child: _____ **DOB:** _____ **Age:** _____

Medical Information:

Physician: _____ **Phone #:** _____

(allergies to food, medication, or other substances etc.)

Snacks my child may have if provided in the nursery (including but not limited to)

____ crackers ____dry cereal ____cookies ____water ____juice ____soft candy

Other suggestions (only dry food snacks are allowed in the nursery) _____

Other (check any that apply)

_____ I would not like my child to have any snacks while in the nursery.

_____ I will provide my child with a snack for the nursery

_____ If my child needs to use the bathroom and/or have a diaper change, I wish to take care of those needs myself and should be contacted.

I by my signature give any and all Landisville Mennonite Church approved adult volunteers permission to treat my child\children for minor injuries and if need be to provide for emergency medical care in the event that I cannot be located immediately. I also agree that I will not hold Landisville Mennonite Church or its representatives responsible for any accident or injury that may occur in the church building or on its premises.

Other specific requests or information about my child, including additional emergency contacts, in the event a parent/guardian cannot be located and **other persons authorized to pick up my child:**

I received a copy of the Nursery Guidelines for Parents. _____ Yes _____ No

Parent Signature:

Date: _____

Rev: 6/12

LANDISVILLE MENNONITE CHURCH
Parent/Guardian Permission for Special Event/Activity Off-Campus

Dear Parent/Guardian:

Your son/daughter is encouraged to participate in (event) _____.
This activity will take place under the guidance and supervision of two authorized/approved personnel from Landisville Mennonite Church.

Name of event: _____
Destination: _____
Departure from Landisville Mennonite: (date) _____ (time) _____
Additional: _____
Return to Landisville Mennonite: (date) _____ (time) _____
Additional: _____
Method of Transportation: _____

Designated approved adult supervisors:
1. (name) _____ cell # _____
2. (name) _____ cell # _____

Participant's Cost: _____

What to bring:

If you would like your child/children to participate in this event, please sign and return the permission form below by (date) _____. As the parent or legal guardian, you remain responsible for any legal responsibility which may result from actions taken by the named child/children. KEEP this top section for your information.

Permission Form for Short Term Field Trip/ Retreat Participation

**** Return this lower Form by (date) _____**

I hereby consent to participation by my child/children:
(name/names) _____
in (event name) _____ on (event date) _____
I understand that this event will take place away from Landisville Mennonite Church building and that my child/children will be under the supervision of the two authorized/approved adults on the above stated date/dates. I further consent to the stated conditions on participation in this event, including the method of transportation.

Print parent/guardian name parent/guardian signature date

Indicate any change in Medical Information which was previously given with the Child/Youth Registration _____

Rev. 6/12

LANDISVILLE MENNONITE NURSERY SIGN IN SHEET

Date _____

Name of Child (age)	Contact During Services	Who will be picking up the child?

Name of Child (age)	Contact During Services	Who will be picking up the child?

Nursery Guidelines for Parents

The nursery of Landisville Mennonite Church is designed to provide a place of safety and caring for our youngest church participants, while allowing their parents to participate in worship or activities. As such, the following policy is designed to protect the children, parents and volunteers who participate:

- Sign your child in for nursery care, using the sign in sheet
- Complete a registration/ emergency form if you haven't completed one before
- Label all bottles, juices, blankets, toys and any other personal belongings.
- Pacifiers should be attached to the child
- Only dry food snacks are allowed in the nursery (snacks containing nuts are not allowed)
- If a child needs to use the bathroom, an approved volunteer will accompany him/him unless the parent indicates that they are to be contacted on the emergency form referenced above.
- If a child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardian will be asked to come to the nursery.
- At least one parent/guardian shall remain in the church while the child is in the nursery after worship or other official church activities have ended.
- Children must be picked up immediately following service or church activities and checked out in the log by a parent or a person designated on the registration/ emergency contact form.
- Should an incident occur that results in physical injury, parent(s) will be notified immediately.
- A complete version of the Nursery Protection Guidelines from the Safe Church Policies and Procedures Manual is available on the bulletin board in the nursery.

LANDISVILLE MENNONITE CHURCH

Child/Youth Registration/Information Form

Including: Individual data, General Permission, Medical Information, & Release Forms

Program Year 20__ - 20__

1. **Name of Child/Youth:** _____ **DOB:** _____ **Age:** _____
Grade: _____ **School:** _____ **cell phone #** _____
Youth e-mail _____

2. **Name of Child/Youth:** _____ **DOB:** _____ **Age:** _____
Grade: _____ **School:** _____ **cell phone #** _____
Youth e-mail _____

3. **Name of Child/Youth:** _____ **DOB:** _____ **Age:** _____
Grade: _____ **School:** _____ **cell phone #** _____
Youth E-mail _____

Parent/Guardian: _____

Address: _____
Street town state ZIP

Phone: (home) _____ **(cell phone)** _____ **Other:** _____

E-mail: _____

Emergency Contact: _____

(in the event parent/guardian cannot be reached)

Relationship to Child: _____

Address: _____
Street town state ZIP

Phone: (home) _____ **(cell phone)** _____ **Other:** _____

E-mail: _____

+++++

General Field Trip Permission: I hereby give permission for the youth listed below to accompany his/her church group on field trip events as planned by Landisville Mennonite Church throughout the (date) school year. I understand I will be notified in advance of specific individual events/activities and will complete, sign and return specific permission forms.

Youth name/names _____

Worship service photography permission: I give permission for the child/children listed below to be photographed during a Landisville Mennonite Church worship service if he/she is reading scripture or sharing a sermon throughout the (date) school year. I also give permission for that child's image to be included in a recording of his/her service that will be included on the church website.

Youth name/names _____

+++++

Medical Release: I, the undersigned parent/guardian of the youth listed on this form do hereby give permission for any Landisville Mennonite Church approved adults to treat said youth for minor injuries and to take him/her to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to the health of the child. I consent to any examination, x-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care that may be rendered to said minor, under the general specific instructions of _____(name of participant's physician) or if unavailable, by an on-call physician at a hospital or clinic. It is understood that this consent is given in advance of any specific diagnosis or treatment and is given to encourage those persons who have temporary custody of my child, in my absence, and said physician to exercise their best judgment as to the requirements of such diagnosis or said medical treatment.

Delivered to said persons entrusted with the care, custody and control of said minor child, this consent will remain effective until the ____ day of _____ of 20____. I understand that any and all medical expenses incurred are my responsibility and that there is no medical insurance coverage provided by Landisville Mennonite Church.

Further, as parent/guardian of the named above, I do hereby consent that my child may receive emergency medical treatment from any physician, hospital, or other medical center without the necessity of first notifying me, and do further agree to hold blameless any physician, hospital or other medical center for rendering such services.

Signature of parent/guardian: _____ Date: _____

MEDICAL DATA

Physician: _____ Phone #: _____

Medical Insurance name and #: _____

Health History:

1. Youth Name: _____

Check those that apply:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Allergies (check those that apply) | |
| <input type="checkbox"/> Convulsions | <input type="checkbox"/> 1. Animals | <input type="checkbox"/> 5. Hay Fever |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> 2. Insect Stings | <input type="checkbox"/> 6. Pollen |
| <input type="checkbox"/> Ear Infections | <input type="checkbox"/> 3. Plants | <input type="checkbox"/> 7. Food |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> 4. Medicine/Drugs, specify _____ | |
| <input type="checkbox"/> Heart Disease/Defects | <input type="checkbox"/> Other Allergies, specify _____ | |

Other Health Related Conditions

- | | | |
|--|---|---|
| <input type="checkbox"/> Emotional Issues | <input type="checkbox"/> Nosebleeds | <input type="checkbox"/> Wears Glasses |
| <input type="checkbox"/> Fainting | <input type="checkbox"/> Motion Sickness | <input type="checkbox"/> Wears Contact Lenses |
| <input type="checkbox"/> Sleep Walking | <input type="checkbox"/> Menstrual Cramps | <input type="checkbox"/> Hearing Impairment |
| <input type="checkbox"/> Special Dietary Regimen _____ | | |
| <input type="checkbox"/> Other (specify) _____ | | |

2. Youth Name: _____

Check those that apply:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Allergies (check those that apply) | |
| <input type="checkbox"/> Convulsions | <input type="checkbox"/> 1. Animals | <input type="checkbox"/> 5. Hay Fever |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> 2. Insect Stings | <input type="checkbox"/> 6. Pollen |
| <input type="checkbox"/> Ear Infections | <input type="checkbox"/> 3. Plants | <input type="checkbox"/> 7. Food |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> 4. Medicine/Drugs, specify _____ | |
| <input type="checkbox"/> Heart Disease/Defects | <input type="checkbox"/> Other Allergies, specify _____ | |

Other Health Related Conditions

- | | | |
|--|---|---|
| <input type="checkbox"/> Emotional Issues | <input type="checkbox"/> Nosebleeds | <input type="checkbox"/> Wears Glasses |
| <input type="checkbox"/> Fainting | <input type="checkbox"/> Motion Sickness | <input type="checkbox"/> Wears Contact Lenses |
| <input type="checkbox"/> Sleep Walking | <input type="checkbox"/> Menstrual Cramps | <input type="checkbox"/> Hearing Impairment |
| <input type="checkbox"/> Special Dietary Regimen _____ | | |
| <input type="checkbox"/> Other (specify) _____ | | |

3. Youth Name: _____

Check those that apply:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Allergies (check those that apply)	
<input type="checkbox"/> Convulsions	<input type="checkbox"/> 1. Animals	<input type="checkbox"/> 5. Hay Fever
<input type="checkbox"/> Diabetes	<input type="checkbox"/> 2. Insect Stings	<input type="checkbox"/> 6. Pollen
<input type="checkbox"/> Ear Infections	<input type="checkbox"/> 3. Plants	<input type="checkbox"/> 7. Food
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> 4. Medicine/Drugs, specify _____	
<input type="checkbox"/> Heart Disease/Defects	<input type="checkbox"/> Other Allergies, specify _____	

Other Health Related Conditions

<input type="checkbox"/> Emotional Issues	<input type="checkbox"/> Nosebleeds	<input type="checkbox"/> Wears Glasses
<input type="checkbox"/> Fainting	<input type="checkbox"/> Motion Sickness	<input type="checkbox"/> Wears Contact Lenses
<input type="checkbox"/> Sleep Walking	<input type="checkbox"/> Menstrual Cramps	<input type="checkbox"/> Hearing Impairment
<input type="checkbox"/> Special Dietary Regimen _____		
<input type="checkbox"/> Other (specify) _____		

A COPY OF THIS FORM WILL BE TAKEN ON EVERY ACTIVITY, FIELD TRIP OR OVERNIGHT EVENT THAT THIS YOUTH ATTENDS.

Rev 6/12

LANDISVILLE MENNONITE CHURCH

Parent/Guardian Permission to Transport Child/Children to/from Church Activities

Dear Parent/Guardian:

Your child/children is/are encouraged to participate in church sponsored youth activities. These activities will take place under the guidance and supervision of two authorized/approved personnel from Landisville Mennonite Church. There may be times when a parent/guardian cannot transport his/her child/children to/from an activity; however, there may be an approved adult(s) who is willing to transport the child/children to and from the church sponsored activity. All parties understand this practice is not in compliance with the two-approved-adult rule of the LMC Child Protection Policy. However, all participants agree to follow best practices, such as driving open, visible vehicles (for example, no windowless vans or darkly tinted windows), as well as maintaining clear and open communication with child/children’s parent(s)/guardian(s) regarding activities, locations, times of departure and estimated return.

If you would like your child/children to be transported to a church sponsored activity by one (1) of the following approved adult(s), please complete the following permission form.

Permission Form to Transport Child/Children to Church Activities

I hereby give permission for my child/children: print name(s)

_____ to be transported to church activities by any of the approved adults listed below. I also understand this practice is not in compliance with the two-approved-adult rule of the LMC Child Protection Policy and that there will be clear and open communication with me regarding activities, locations, times of departure and estimated return.

Approved Adult Name	Cell Number
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

Parent/Guardian Name (print)	Parent/Guardian Signature	Date
------------------------------	---------------------------	------

Copy to be given to parent
Original maintained by LMC

Congregational Leadership Board Approved 3/27/2019

**Landisville Mennonite Church (LMC)
Teen-Adult-Partnership (TAP) Student Permission Form**

Name of Child/Youth: _____ DOB: _____

Grade: _____ School: _____ Phone #: _____

Youth e-mail: _____

Parent/Guardian: _____ Phone #: _____

Address: _____ Phone #: _____

Email: _____

Parent/Guardian: _____ Phone #: _____

Address: _____ Phone #: _____

Email: _____

Adult TAP Partner: _____ Phone #: _____

Address: _____

Email: _____

Special Information About Child/Youth (Allergies, Dietary Restrictions, Extra Curricular Activities, etc.):

I hereby give permission for _____, to participate in LMC's TAP meetings with the approved TAP participants for the purposes of mentoring, small groups etc., for the coming year of September 2015 to August 2016.

I understand that there may be times when formal TAP meetings are not in compliance with the two-approved-adult rule of the LMC Child Protection Policy. However, participants in TAP agree to follow best practices, such as meeting in public spaces or in open and visible places to provide a safe environment for each participant, as well as maintaining clear and open communication with student's parent(s)/guardian(s) regarding activities, location, and duration of one-to-one meetings. TAP partners and their families will be responsible for arranging any and all meetings between TAP partners that take place in addition to formal LMC gatherings and the 6 TAP events listed on the 2015-2016 Sr. High Calendar, again committing to following best practices.

Parents Signature

Date

Key Receipt Form

I understand that, as a person with a key(s) to Landisville Mennonite Church, I am responsible for maintaining the safety of the Church environment while any property and/or facility of Landisville Mennonite Church unlocked by the key(s) I hold. I agree to return this key when I am no longer regularly attending Landisville Mennonite Church.

I agree to be entirely responsible for the security of the key(s) and to:

- § Not lend the key(s) to anyone, unless authorized by Church Board and the person signs this form;
- § Not duplicate the key(s) for any reason;
- § Not tag or otherwise identify the key(s) as providing access to any property and/or facility of Landisville Mennonite Church.
- I understand that I am not to be alone in any room or secluded area on Landisville Mennonite Church property at any time with a child or youth that is not my own or a relative without parental permission.
- Return the key(s) when I no longer have the responsibility that created a need to have the key(s) or when an authorized representative of Landisville Mennonite Church requests such return.
- If any property and/or facility of Landisville Mennonite Church is unlocked by the key that I hold,
 - I will be the last one out of the building and will check that ALL doors are locked, **OR**
 - I will notify other Church representatives who are still in the building that I am leaving.

I understand that failure to comply with any of the provisions set forth in the Child Protection Policies and Procedures manual or this Key Receipt Form may result in the loss of my privilege to be a key holder.

Name (please print): _____

Home Phone: () _____ Daytime Phone, if different: () _____

Signature: _____ Date: _____

An additional holder of a single key assigned, which might be shared for reasons **only after approval by Church Board**, must sign below and adhere to the same direction as outlined above. It is understood that failure to comply with any of the provisions set forth in the Child Protection Policies and Procedures manual or this Key Receipt Form may result in the loss of my privilege to be a key holder.

Name (please print): _____

Home Phone: () _____ Daytime Phone, if different: () _____

Signature: _____ Date: _____

Date Key Returned: _____

Signature of Key holder: _____

Signature of Authorized Representative of Landisville Mennonite Church:

**LANDISVILLE MENNONITE CHURCH
Key Inventory**

I understand that, as a person with a key(s) to Landisville Mennonite Church, I am responsible for maintaining the safety of the Church environment while any property and/or facility of Landisville Mennonite Church is unlocked by the key(s) I hold. I agree to return this key when I am no longer regularly attending Landisville Mennonite Church.

<u>Name of Member / Regular Attendee</u>	<u>Key Inscription / Stamp</u>	<u>Key Works Doors I Need Yes/No</u>
--	--------------------------------	--------------------------------------

1.

2.

3.

4.

Signature

Date

LANDISVILLE MENNONITE CHURCH
Key Inventory

I understand that, as a person with a key(s) to Landisville Mennonite Church, I am responsible for maintaining the safety of the Church environment while any property and/or facility of Landisville Mennonite Church is unlocked by the key(s) I hold. I agree to return this key when I am no longer regularly attending Landisville Mennonite Church.

<u>Name of Member / Regular Attendee</u>	<u>Key Inscription / Stamp</u>	<u>Key Works Doors I Need Yes/No</u>
--	--------------------------------	--------------------------------------

1.

2.

3.

4.

Signature

Date

Sexual Offender Covenant for Participation in the Congregation

I acknowledge that I have received and read the Child and Youth Protection Policy of Landisville Mennonite Church, and I agree to comply with all its provisions.

By signing this covenant, I further agree to abide by the guidelines set forth in the policy in the section regarding providing community for known sexual offenders and detailed below; and any additional restrictions specified below.

1. I will comply fully with all restrictions and requirements placed upon me as a result of any legal actions, and provide the designated Pastor or Child Advocate with copies of any judgments, conditions of parole, or other documents in which restrictions on or requirements as a result of convictions or judgments are stated.

I am currently on probation or parole: YES NO If YES, complete the following:

- Conditions include “No contact with children” YES NO
 - Conditions include participation in a mental health treatment program YES NO

The name and contact information for my parole/probation officer is listed below:

2. I will cooperate with the church supervisor(s) assigned to accompany me while I am on church property.
3. I will faithfully attend meetings organized by my “covenant partners” on a regular basis. Such meetings will occur no less than monthly.
4. I acknowledge my attendance is limited to
 - Worship Services and Adult Education classes as follows: (List specific services/times).
 - List any other permitted activities here:

At no time will I deliberately place myself in or remain in any location in or around the church facilities which would cause undue distress to others, particularly areas with children. I understand that a child is anyone under the age of 18 years.

5. At least twice each calendar year and as otherwise requested, I will meet with and report to the (designated pastor or Safe Child Advocate) regarding status of adherence to these guidelines.
6. If I should decide to relocate membership (or substantially attend) another congregation, I understand that Landisville Mennonite Church will seek to inform the leadership of that congregation of the conditions of these guidelines.
7. I will participate in counseling with a licensed professional counselor experienced in treating sexual offenders at least two hours a month (or more if required) and give my

counselor permission to release information regarding my attendance and participation to the pastor or Child Advocate of this church. Licensed professional counselors hold at least one graduate degree, and have a current license to practice in the state of PA.

The contact information for the mental health professional providing my treatment is listed below:

If sessions are terminated I will immediately inform the pastor or child advocate. If such sessions are a condition of my parole or probation, understand I may be suspended from participation at church until I am back in counseling with another licensed professional counselor that satisfies the conditions set forth by the court.

The following paragraph applies ONLY if treatment is NOT a condition of probation or parole:

If I cannot afford counseling because it would create extreme financial hardship, I will discuss my situation with the pastor or Child Advocate to create an alternative plan that may include community or church based groups, one-on-one mentoring, or other affordable venues.

ADDITIONAL GUIDELINES/RESTRICTIONS/DETAILS

THESE ARE EXAMPLES ONLY! Depending on the offender, and/or the specific conditions of probation or parole, you may need to add addition stipulations.

- I agree to meet my Supervisor promptly in front of my house at 8:45 a.m. on Sunday mornings. The Supervisor will pull up in front of my home and use the car horn to announce his/her arrival. I understand that they will wait a maximum of 5 minutes. If I am unable to meet the time schedule on a given morning, I will not be able to attend church that morning.
- I agree NOT to personally contact the Supervisors or members of the Supervisory Committee. A Supervisor, XXX, or YYY will contact me with any pertinent information concerning a change in the schedule or program.
- I understand that **No Contact with children** includes verbal, emotional and physical contact, and mental grooming.
- I will remain within 5 feet of my Supervisor at all times while in the church facility.
- I will only use the private bathroom on the main (Sanctuary) level of the church.
- I will sit in the balcony of the Sanctuary, organ side, closest to the window wall.
- If I want to attend a special service held at a time other than 11:00 A.M. on a Sunday morning, that request can be made to the Supervisor who in turn, will alert a member of the Supervisory Committee. This decision would be made by the committee in consultation with Session. I understand that all conditions and guidelines remain the same for special services.

I agree to honor and abide by this covenant. I understand the violation of the covenant may result in additional restrictions, or in termination of my participation at worship services.

I acknowledge my responsibility to be a faithful participant in this program.

Signature _____
(Name of offender) Date

Signature: _____
(Name of pastor or designee for church) Date

Copy to Parole Officer (if applicable)
Copy to Church Supervisors

Resources

Child Abuse Prevention

Children are abused physically, emotionally and sexually every day. In our **Safe Church Project**, we focus on sexual abuse because of its persistence in our culture; the reluctance of child victims to disclose; and the stigma and shame carried by many adult survivors. **Did you know....?**

- 1 in 4 girls, and 1 in 6 boys, are sexually abused by age 18
- 90% of children are molested by someone they know and trust.

Warning signs of Possible Sexual Abuse

- Has nightmares or other sleep problems without an explanation
- Seems distracted or distant at odd times; “spacing out”
- Has a sudden change in eating habits
- Has trouble swallowing/frequent sore throats
- Sudden mood swings: rage, fear, insecurity or withdrawal
- Writes, draws, plays or dreams of sexual or frightening images
- Develops new or unusual fear of certain people or places
- Refuses to talk about a secret shared with an adult or older child
- Suddenly has money, toys or other gifts without reason
- Thinks of self or body as repulsive, dirty or bad

Any one sign doesn't mean that a child was sexually abused, but the presence of several suggests that you begin asking questions.

The **SAFE CHURCH** Project www.scclanc.org

Preventing abuse! For Families:

Make sure each family member knows what healthy sexual development in children is, and what sexual behaviors might be of concern.

Learn to recognize warning signs that a child may have been sexually abused or that an adult, adolescent or older child may be touching a child in a sexual way. Some abusive behaviors may not involve touching; for example, showing pornography to a child is abusive

Teach children the proper names for body parts and what to do if someone tries to touch them in a sexual way.

Make sure young children know that no one has the right to touch their private parts (unless for medical reasons) and that they should not touch anyone else's private parts.

Talk with all family members about how offenders “trick” children and teens; and how some ‘secrets’ should never be kept.

Preventing abuse! For Churches:

Develop or upgrade child protection policies with best practices

Ensure that all staff and volunteers working with children are appropriately screened and trained

Utilize a “2 adult rule” for working with children & youth

Include abuse prevention at least annually in adult education

Create safe environments for adult survivors

Implement child/teen curriculums on healthy boundaries

Welcome offenders who agree to boundary covenants

Common Symptoms in Adult Survivors of Childhood Sexual Abuse

Physical Presentations

- Chronic pelvic pain
- Gastrointestinal symptoms/distress
- Musculoskeletal complaints
- Obesity, eating disorders
- Insomnia, sleep disorders
- Sexual dysfunction
- Asthma, respiratory ailments
- Addiction
- Chronic headache
- Chronic back pain

Psychological and Behavioral Presentations

- Depression and anxiety
- Posttraumatic stress disorder symptoms
- Dissociative states
- Repeated self-injury
- Suicide attempts
- Lying, stealing, truancy, running away
- Poor contraceptive practices
- Compulsive sexual behaviors
- Sexual dysfunction
- Somatizing disorders
- Eating disorders
- Poor adherence to medical recommendations
- Intolerance of or constant search for intimacy
- Expectation of early death



Although there is no single syndrome that is universally present in adult survivors of childhood sexual abuse, there is an extensive body of research that documents adverse short- and long-term effects of such abuse. To appropriately treat and manage survivors of CSA, it is useful to understand that survivors' symptoms or behavioral sequelae often represent coping strategies employed in response to abnormal, traumatic events. These coping mechanisms are used for protection during the abuse or later to guard against feelings of overwhelming helplessness and terror. Although some of these coping strategies may eventually lead to health problems, if symptoms are evaluated outside their original context, survivors may be misdiagnosed or mislabeled (5).

In addition to the psychologic distress that may potentiate survivors' symptoms, there is evidence that abuse may result in biophysical changes. For example, one study found that, after controlling for history of psychiatric disturbance, adult survivors had lowered thresholds for pain (13). It also has been suggested that chronic or traumatic stimulation (especially in the pelvic or abdominal region) heightens sensitivity, resulting in persistent pain such as abdominal and pelvic pain or other bowel symptoms (14, 15).

Although responses to sexual abuse vary, there is remarkable consistency in mental health symptoms, especially depression and anxiety. These mental health symptoms may be found alone or more often in tandem with physical and behavioral symptoms. More extreme symptoms are associated with abuse onset at an early age, extended or frequent abuse, incest by a parent, or use of force (4). Responses may be mitigated by such factors as inherent resiliency or supportive responses from individuals who are important to the victim (4). Even without therapeutic intervention, some survivors maintain the outward appearance of being unaffected by their abuse. Most, however, experience pervasive and deleterious consequences (4).

The primary aftereffects of childhood sexual abuse have been divided into seven distinct, but overlapping categories (16):

- Emotional reactions
- Symptoms of posttraumatic stress disorder (PTSD)
- Self-perceptions
- Physical and biomedical effects
- Sexual effects
- Interpersonal effects
- Social functioning

Responses can be greatly variable and idiosyncratic within the seven categories. Also, survivors may fluctuate between being highly symptomatic and relatively symptom free. Health care providers should be aware that such variability is normal.

References

- McCauley J, Kern DE, Kolodner K, Schroeder AF, DeChant HK, Ryden J, et al. Clinical characteristics of women with a history of childhood abuse: unhealed wounds. *JAMA* 1997;277:1362-1368
- Koss MP, Koss PG, Woodruff WJ. Deleterious effects of criminal victimization on women's health and medical utilization. *Arch Intern Med* 1991;151:342-347
- Drossman DA, Leserman J, Nachman G, Li ZM, Gluck H, Toomey TC, et al. Sexual and physical abuse in women with functional or organic gastrointestinal disorders. *Ann Intern Med* 1990;113:828-833
- American Medical Association. Diagnostic and treatment guidelines on mental health effects of family violence. Chicago: AMA, 1995
- Hendricks-Matthews M. Long-term consequences of childhood sexual abuse. In: Rosenfeld J, Alley N, Acheson LS, Admire JB, eds. *Women's health in primary care*. Baltimore: Williams & Wilkins, 1997:267-276
- Britton H, Hansen K. Sexual abuse. *Clin Obstet Gynecol* 1997;40:226-240
- Maltz W. Adult survivors of incest: how to help them overcome the trauma. *Med Aspects Hum Sex* 1990;24:42-47
- Hendricks-Matthews MK. Caring for victims of childhood sexual abuse. *J Fam Pract* 1992;35:501-502
- Tjaden P, Thoennes N. Prevalence, incidence, and consequences of violence against women: findings from the National Violence Against Women Survey. Research in Brief. Washington, DC: U.S. Dept of Justice, Office of Justice Programs, November 1998, NCJ 172837
- Moore KA, Driscoll A. Partners, predators, peers, protectors: males and teen pregnancy. New data analysis of the 1995 National Survey of Family Growth. In: *Not just for girls: the roles of boys and men in teen pregnancy*. Washington, DC: The National Campaign to Prevent Teen Pregnancy, 1997: 7-12
- Schoen C, Davis K, Collins KS, Greenberg L, Des Roches C, Abrams M. The Commonwealth Fund survey of the health of adolescent girls. New York: The Commonwealth Fund, 1997
- Walker EA, Torkelson N, Katon WJ, Koss MP. The prevalence rate of sexual trauma in a primary care clinic. *J Am Board Fam Pract* 1993;6:465-471
- Scarinci IC, McDonald-Haile J, Bradley LA, Richter JE. Altered pain perception and psychosocial features among women with gastrointestinal disorders and history of abuse: a preliminary model. *Am J Med* 1994;97:108-118
- Cervero F, Janig W. Visceral nociceptors: a new world order? *Trends Neurosci* 1992;15:374-378
- Drossman DA. Physical and sexual abuse and gastrointestinal illness: what is the link? *Am J Med* 1994;97:105-107
- Courtois CA. Adult survivors of sexual abuse. *Prim Care* 1993;20:433-446

The Grooming Process: Five Phases of the Behavioral Dynamics of Child Sexual Abuse

In many cases of child sexual abuse and incest, there are five distinct phases that play themselves out:

1. The Engagement Phase: In this phase, the offender makes a conscious decision to engage the child in a relationship of trust by using various strategies. Once the child's trust has been gained the offender subtly drives a wedge between the child and parent(s) and tests the child to see if he or she will keep non-sexual secrets. Engagement may last for months before any sexual contact is initiated.

It is not uncommon for an offender to also “groom” the parents of the child he or she wishes to molest in order to gain their trust.

2. The Sexual Interaction Phase: Throughout this phase, the aggressor and the child engage in sexual activities that generally progress from kisses to sexual intercourse.

Many types of molestation leave very little or no physical evidence.

3. The Secrecy Phase: Throughout this phase, the aggressor wants to maintain sexual contact with the child and he does not want to be caught. Threats of various kinds join hands with secrecy in this stage, which may last days, months, years, or even an indefinite period of time.

4. The Disclosure Phase: This phase marks the time when the sexual relationship between the aggressor and the child is revealed, either by accident or on purpose. How adults respond is critical.

5. The Suppression Phase (Optional – but common): If parents or caregivers are not able to cope with the child's disclosure, unhealthy denial sets in and takes various forms, including ignoring what happened or blaming the child. When this happens, children may begin to retract or minimize the abuse, as they typically believe it is their fault.



www.scclanc.org

The Consequences of Child Sexual Abuse

Many research studies have documented the long-term effects of child sexual abuse. A sampling of these studies follows:

— Eating Disorders

Twenty-six percent of women suffering from bulimia nervosa were raped at some point in their lives. Dansky, B., Brewerton, T., Kilpatrick, D., and O'Neil, P. The National Women's Study: Relationship of Victimization and Posttraumatic Stress Disorder to Bulimia Nervosa. *International Journal of Eating Disorders*. 21(3): 213-228. 1997.

Female adolescent abuse survivors are more likely to develop eating disorders—18% binge and purge, while 6% of non-abused, adolescent girls do so—and are more likely to use illegal drugs—30% compared to 13% of teenage girls who were never sexually abused. Schoen, Cathy. The Commonwealth Fund Survey of the Health of Adolescent Girls. November 1997.

— High Risk Sexual Behavior

Adolescent girls with a history of sexual abuse were twice as likely to have had intercourse by age 15 while not using birth control at last intercourse. They were also 1.4 times more likely to report having more than one sexual partner. Stock, J., Bell, M. Boyer, D., and Connell, F. Adolescent Pregnancy and Sexual Risk Taking Among Sexually Abused Girls. *Family Planning Perspective*. 29(4): 200-203, 227.

— Mental Health and Substance Abuse

Sexual abuse history was significantly associated with dissociation, whereas a history of physical abuse was not. Both sexual abuse and dissociation were independently associated with several indicators of mental health disturbance, including risk-taking behavior (suicidality, self-mutilation, and sexual aggression). Kiesel, Cassandra, and Lyons, John. Dissociation as a Mediator of Psychopathology among Sexually Abused Children and Adolescents. *American Journal of Psychiatry*. 158: 1034-1039. July 2001.

Seventy-five to 95% of 14-18 year-old girls in the justice system have been victims of sexual abuse. These girls often suffer from a traumatic and profound lack of self-esteem and engage in disempowering and self-defeating behaviors that can propel them into a cycle of prostitution, addiction, drug dealing, and violence. Richie, B., Tsenin, K., and Widom, CS. Research on Women and Girls in the Justice System Series. *Research Forum*. NCJ 180973. September 2000.

In a study of sexually abused boys, sequelae included psychological distress, substance abuse, and sexually related problems. Holmes, W.C., & Slap, G.B. Sexual Abuse of Boys: Definition, Prevalence, Correlates, Sequelae, and Management. *Journal of the American Medical Association*. 280: 1855-1862. 1999.

Girls who were raped are about three times more likely to suffer from psychiatric disorders and over four times more likely to suffer from drug and alcohol abuse in adulthood. Kendler, KS, Bulik, CM, Silberg J, Hettema JM, Myers J, and Prescott CA. Childhood Sexual Abuse and Adult Psychiatric and Substance Use Disorders in Women. *Archives of General Psychiatry.* 57. October 2000.

In a nationally representative sample, youth who experienced sexual assault were twice as likely as their nonvictimized peers to report past-year alcohol or other drug abuse or dependence. Kilpatrick, D., Acierno, R., Saunders, B., Resnick, H., Best, C., and Schnurr, P. Risk Factors for Adolescent Substance Abuse and Dependence: Data from a National Sample. *Journal of Consulting and Clinical Psychology.* 68(1): 1-12. 2000.

— Other Consequences

People who reported childhood rape compared with people who did not were four times more likely to be working as prostitutes. Women were nearly three times more likely to become pregnant before the age of 18. Zierler, S. et. al. Adult Survivors of Childhood Sexual Abuse and Subsequent Risk of HIV Infection. *American Journal of Public Health.* 81(2): 572-575. 1991.

Research shows that adolescent females with a history of sexual abuse and sexual assault were three times more likely to participate in prostitution, have children at an earlier age, and may be more likely to abuse those children. Sexually abused adolescent girls were more likely to show impaired social functioning, bulimia, and sexual mutilation. Wordes, Madeline. Our Vulnerable Teenagers: Their Victimization, Its Consequences, and Directions for Prevention and Intervention. *The National Center for Victims of Crime.* May 2002.

The Adverse Childhood Experiences (ACE) study

The largest study of its kind ever done to examine the health and social effects of adverse childhood experiences over the lifespan. The majority of the 18,000 participants in the study, which was conducted by the CDC, were white, middle-aged, educated and had health insurance. The study categorized childhood experiences such as sexual abuse, physical abuse, witnessing domestic violence, or living with an alcoholic parent, and then asked participants to indicate how many of the nine categories they had experienced. The study found more than 50% of participants had experienced at least one of the categories. **25% of the women, and 16% of the men, had experienced contact sexual abuse.**

The study found there was a strong, graded relationship to what happened in childhood to heart disease, diabetes, obesity, depression, COPD, fractures, substance abuse, smoking and other medical conditions and adverse health behaviors associated with the major causes of death in the United States. Anda, RR and Felitti, VJ. Adverse Childhood Experiences Study, Centers for Disease Control and Kaiser Permanente's Department of Preventive Medicine. <http://www.acestudy.org>

Male Sexual Victimization Myths & Facts

Myth - Boys and men can't be victims.

This myth, instilled through masculine gender socialization and sometimes referred to as the "macho image," declares that males, even young boys, are not supposed to be victims or even vulnerable. We learn very early that males should be able to protect themselves. In truth, boys are children - weaker and more vulnerable than their perpetrators - who cannot really fight back.

Myth - Most sexual abuse of boys is perpetrated by homosexual males.

Pedophiles who molest boys are not expressing a homosexual orientation any more than pedophiles that molest girls are practicing heterosexual behaviors. While many child molesters have gender and/or age preferences, of those who seek out boys, the vast majority are not homosexual. They are pedophiles.

Myth - Boys are less traumatized by the abuse experience than girls.

While some studies have found males to be less negatively affected, more studies show that long term effects are quite damaging for either sex. Males may be more damaged by society's refusal or reluctance to accept their victimization, and by their resultant belief that they must "tough it out" in silence.

Myth - Boys abused by males are or will become homosexual.

Whether perpetrated by older males or females, boys' or girls' premature sexual experiences are damaging in many ways, including confusion about one's sexual identity and orientation. Many boys who have been abused by males erroneously believe that something about them sexually attracts males, and that this may mean they are homosexual or effeminate. Again, not true. Pedophiles who are attracted to boys will admit that the lack of body hair and adult sexual features turns them on.

Myth - If the perpetrator is female, the boy or adolescent should consider himself fortunate to have been initiated into heterosexual activity.

Premature or coerced sex, whether by a mother, aunt, older sister, baby-sitter or other female in a position of power over a boy, causes confusion at best, and rage, depression or other problems in more negative circumstances. To be used as a sexual object by a more powerful person, male or female, is always abusive and often damaging.

Source: <http://www.malesurvivor.org/myths.html>



SAFE CHURCH PROJECT

Resources for Understanding/Preventing/Responding to Child Sexual Abuse & Family Violence

Books (great to have in your church library!)

- Allender, Dan *The Wounded Heart: Hope for Adult Victims of Childhood Sexual Abuse*, NavPress, 2008
- Brock, Rita Nakashima and Parker, Rebecca *Proverbs of Ashes: Violence, Redemptive Suffering, and the Search for What Saves Us*, Beacon, 2001
- Cooper-White, Pamela *The Cry of Tamar: Violence Against Women and the Church's Response*, Fortress Press, 1995
- Crockett, Linda: *The Deepest Wound: How a Journey to El Salvador Led to Healing from Mother-Daughter Incest*, Writer's Showcase, 2001
- Ellison, Randy: *Boys Don't Tell: Ending the Silence of Abuse*, 2012, Morgan James Publishing
- Foote, Catherine: *Survivor Prayers: Talking with God about Childhood Sexual Abuse*, Westminster, 1994
- Gartner, Richard B.: *Betrayed as Boys*, Guilford Press, 1999.
- Grubman-Black, Stephen: *Broken Boys/Mending Men*, Random House, 1991.
- Harder, Jeanette: *Let the Children Come: Preparing Faith Communities to End Child Abuse and Neglect*, Herald, 2010
- Hammel-Zabin, Amy: *Conversations with a Pedophile: In the Interest of Our Children*, Barricade, 2003
- Hunter, Mic: *Abused Boys: The Neglected Victims of Sexual Abuse*, Lexington Books, 1990.
- Lew, Mike: *Victims No Longer*, HarperCollins, 2004.
- Miles, Al: *Domestic Violence: What Every Pastor Needs to Know*, Fortress Press, 2000
- Poling, James Newton: *The Abuse of Power: A Theological Problem*, Abingdon Press, 1991
- Poling, James Newton: *Rethinking Faith: A Constructive Practical Theology*, Fortress, 2011
- Salter, Anna: *Predators, Pedophiles, Rapists, & Other Sex Offenders: Who They Are, How They Operate, and How We Can Protect Ourselves and Our Children*, Basic Books, 2003

Soto Albrecht, Elizabeth: *Family Violence: Reclaiming a Theology of Nonviolence*, Orbis, 2008
Websites for prevention, response, education and getting help

Enough Abuse at www.enoughabuse.org

Prevent Child Abuse America at www.preventchildabuse.org

1in6 at www.1in6.org (male survivors of child sexual abuse)

Stop it Now! www.stopitnow.org

Websites on Offenders

PA Sexual Offenders Assessment Board (SOAB) <http://www.soab.state.pa.us>

- Under Pennsylvania's Megan's Law, the SOAB is responsible for conducting assessments of certain convicted sex offenders in order to assist the court in determining whether they meet the legal criteria for classification as a Sexually Violent Predator (SVP). Website information includes how offenders are assessed/classified under Megan's Law, list of authorized treatment providers, and statistics.

Megan's Law website <http://www.pameganslaw.state.pa.us>

- Search for registered offenders by county and then sort by various criteria

Local Resources

Counseling

Samaritan Counseling Center www.scclanc.org 717 569 9969

1803 Oregon Pike, Lancaster PA 17601

Approximately 15 Licensed therapists provided counseling for adults, children, and families. The religious and spiritual values of our clients are respected and integrated into the healing process. Samaritan is partnered with nearly 60 local congregations from various traditions; some subsidies for clients in financial need are available. Most insurances accepted.

1821 Oregon Pike, Suite 214, Lancaster PA 17601 717 560 9991

Education and training for churches and organizations on child abuse prevention and response.

SARCC Lebanon <http://www.sarcclebanon.org/> Hotline 717-272-5308, Business line 717-270-6972

Our Services: Free and confidential crisis counseling and intervention 24 hours a day, prevention education programs to schools and the public; hospital, court and police accompaniment, information and referral, bi-lingual (Spanish) counselors, empowerment groups, prison support groups, accessible facility, services for survivors with mental health issues, and a 24 hour support line.

Stages www.svandeusenphd-stages.com (717) 468-1640

731 North Duke Street, 1st Floor Suite
Lancaster, PA 17602

Counseling practice that recognizes that healing from psychological trauma means moving beyond a medical model where symptoms are the focus of treatment and honoring the creativity and tenacity of an individual faced with the task of surviving. Individual and group therapy for abuse survivors. Founder: Dr. Stephanie van Deusen. Most insurances accepted.

YWCA Sexual Assault Prevention & Counseling Center 717 392-7273 - 24 hour hotline
Provides free sexual assault/abuse counseling for victims and families, advocacy including accompaniment to medical exams and legal proceedings for victims of sexual assault.

Other

CHILD LINE 800 932 0313

Report suspected Child Abuse in the state of PA

Support for (non-offending) parents of Sexually Abused Children:

PROP - Parents Reaching out to Other Parents of Sexually Exploited Children - <http://propintl.org>
Lancaster based volunteer group holds monthly meetings and educational events to support parents of sexually abused children. See website for meeting schedule and contact information.

Support for sexual offenders on probation/parole or released from prison

Circles of Support & Accountability (COSA - Lancaster) accountabilitycircles@ccp.org

Trained volunteers hold weekly meetings with sexual offenders committed to safe transitions into the community. Program is housed by the Center for Community Peacemaking. 717-397-2404

For Domestic Violence (marital/relationship abuse)

Domestic Violence Services of Lancaster County 717 299-1249 - 24 hour hotline

Provides options, safety planning, counseling and shelter services

Domestic Violence Services of Lancaster County Legal Clinic 717 291-5826 - call for appointment

Provides free assistance with filing PFA (Protection from Abuse) orders and other legal issues related to domestic violence.

Prepared by: Samaritan Counseling Center, Lancaster, PA www.scclanc.org 7/29/14

Responding to a child who makes a disclosure of sexual abuse

Believe the child.

Children seldom lie about being sexually abused. They tend to minimize, and to want to protect the offender from “getting into trouble”. Offenders often convince children no one will believe them if they tell. Be aware that disclosures often come in small segments over time.

Reassure the child that telling you was the right thing to do.

Offenders may threaten children with dire consequences for telling someone. Emphasize that sexual abuse is never the fault of the child and that the adult, not the child, has done something wrong.

Be truthful and don't make promises you can't keep.

Children sometimes fear repercussions for themselves or siblings, or consequences for parents or other family members. Because of this, a child might ask an adult to promise secrecy before disclosing, or for assurance the offender won't go to jail. Such a promise should not be made.

Don't ask for extensive detail or take an “investigative” stance

Ask only those questions needed for clarification of what happened. Be a supportive listener, and let the child use her or her own words to describe what happened. It is important not to ask questions that suggest the ‘right’ words to a child, or in a way that can be seen as putting words in the child's mouth. The investigation of the disclosure should only be done by child protection workers or the police.

Let the child or young person know what you will do next

Child abuse often leaves children feeling disempowered and lacking control in their own life. Making sure the child is fully aware of each step can make the process less intimidating and can help return a sense of power and safety. If the child is old enough, he or she can talk directly to Child Protective Services when you make the call to report suspected abuse.

Do not confront the person believed to be an abuser

Do not confront the person believed to be abusing the child or young person. Confrontation has the potential to place the child or others at risk. Child Protective Services or the police will take any necessary action.

Make the call and report the abuse

Report the abuse to the designated agency in your state or to the police immediately. If the offender is a family member, do not contact the non-offending parent or other caregiver before reporting the abuse; you have no way of assessing any complicity and such contact may endanger the child. You do not have to be certain that abuse occurred; determining the validity of the allegation is up to the police or Child Protective Services.

CONTACT NUMBER OF REPORTING HOTLINE: call Childline 800-932-0313

Samaritan Counseling Center collaborates with other organizations dedicated to ending child sexual abuse. One of our collaborative partners is an organization called **STOP IT NOW!** The organization mobilizes adults, families and communities to take action to prevent sexual abuse before it occurs. The article below is excerpted from their website, which is rich with resources! Read more at <http://www.stopitnow.org>.

Talking to Children & Teens

Use concrete examples

Remember that in as many as 90% of situations where a child is sexually harmed, the child (and often their family) knows the adult, youth or child who is acting in a sexually inappropriate way. When talking with kids about child sexual abuse, use examples and situations that make that reality clear. For example, **"What if you are at a friend's house and her older brother asks you to play a game that makes you feel weird or uncomfortable or involves something like touching or taking off your clothes?" "Sometimes relatives, like grandparents or uncles or cousins, don't understand the rules and touch kids in ways they're not supposed to. If that ever happens, be sure to tell Mom or Dad or another adult you trust so that we can help that person learn the rules."**

Model healthy boundaries

Sometimes we unintentionally confuse kids by insisting they hug Grandma even when they don't want to, or by saying, "Do whatever the babysitter tells you to do." Help your children practice setting healthy boundaries. When children tell us they don't want to hug and kiss everyone at a family gathering, support them by helping them find another way to show respect to family members (such as shaking hands, high fives, saying goodbye). Model saying "no" and assure your children that their "no" will be respected. If others disrespect or ignore your child's limits, it's your job to explain your family rules and insist on your child's rights to set boundaries.

Talk about touch

When talking with children about touch, remember that sexual touch can be very confusing. In a strictly physical sense, sexual touch can feel good and for a victim of sexual abuse, this can create more shame and confusion about the situation. "If my body responded this way, this must mean that I liked it and wanted it to happen." Many families prefer to talk about "secret" touch or touch that makes a child uncomfortable. **"It is not OK for anyone to touch you in any way that makes you feel uncomfortable—not Mom, Dad, aunts, uncles, teachers or even your friends. Your body is yours and yours alone and you always have a right to say no to someone."**

Explain about tricks

Some people who sexually abuse children use tricks or bribes to keep kids from telling. The abusive person might promise a gift or allow a forbidden privilege; or they might tell the child that it is their fault or that no one will believe them, or that if the child tells anyone they will hurt their family or pet, etc. Explain these tricks to your children and reassure them that you can handle the situation, even if they didn't object to the sexual interaction at the time. "As your parent, aunt, guardian, I will always be here to keep you safe and will always believe you and love you." **"If someone touches you in an uncomfortable way it is never your fault." "They just tell you that to trick you."**

Involve other adults

Children need to know that there are other adults in whom they can confide. Sometimes children are afraid that they will "get in trouble" if they tell their parents about something that happened. This fear can be reinforced by the person who is harming them. Help your children to realize that there are other adults who can help them if they don't want to talk to Mom or Dad or if Mom or Dad is doing something that concerns them. Ask "If you don't feel comfortable talking to me about something, who else can you talk to?" or "What if something happens at school, church, the park, who could you talk to?"