

Risk Reduction Policy – Children & Students
The Willowdale Chapel
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I. Purpose:

The Willowdale Chapel is committed to the safety, welfare, and protection of all children and all students participating in the activities and programs of this church and to complying fully with Pennsylvania Child Protective Services Law. This Policy is intended to guide our staff and volunteers in adhering to the law and to Willowdale Chapel's commitment to the protection of children. The Policy describes Willowdale Chapel's standards of conduct and procedures, which are designed for the protection of all minors participating in any program or activity sponsored or organized by the Willowdale Chapel.

II. Definitions:

Throughout this Policy, the following terms shall be defined as stated, unless the context clearly indicates otherwise:

“Adult” is defined as any person eighteen (18) years of age or older.

“Board of Elders” means the Board of Elders of the Willowdale Chapel.

“Child”, “children”, “minor”, “youth” or “students” shall refer to any and all persons under eighteen (18) years of age.

“Child and Student Worker” (“CSW”) means any adult with supervisory authority over minors or students, whether paid or not.

“Designee” as used in this document means an adult member of the Willowdale Chapel designated by the Pastor to receive reports of suspected child abuse or questions about threats to the welfare of any minor.

“Helper” means any person assisting any CSW in any activity involving minors or students, whether paid or not.

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“Misconduct” includes any form of physical, sexual, emotional, or mental abuse on a minor, including but not limited to the exploitation of a minor that breaches Christian ethical principles by misusing a trust relationship. The following acts or omissions shall each be considered “Misconduct” as such term is used in this Policy:

1. Any form of child abuse as defined by Pennsylvania law; your CSW training will include information about what is child abuse and the immediate steps that must be taken by any CSW reasonably suspects Child abuse involving any minor who participates in Willowdale Chapel’s programs or activities. Child abuse would include but are not limited to interaction with a minor for sexual stimulation, sexual advances or propositions towards a minor, the display of obscene, pornographic or sexually suggestive objects or pictures to or in the presence of a minor, causing or allowing a minor to possess or consume any illegal drugs or alcohol, or any other abuse or mistreatment of a minor
2. Possession of obscene or pornographic materials.
3. Sexually demeaning or suggestive comments, including sexually-oriented comments about an individual’s appearance.
4. Unwelcome or inappropriate physical contact.
5. Display of sexually suggestive objects or pictures.
6. Fraud or dishonesty in seeking or maintaining qualifications as a CSW.
7. Failure to cooperate with an investigation concerning an alleged incident of misconduct.
8. Causing the presence, possession, consumption of, or being under the influence of, any illegal drugs or alcohol.
9. Failure by any person to timely report a Prohibited Act to the designated person, which shall be considered a violation of this Policy and shall be grounds for dismissal from participation in all children and youth programs of the Willowdale Chapel.

“Outing” – means any activity conducted off the Willowdale Chapel campus.

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III. Qualification of CSWs:

1. Each CSW must be a member of the Willowdale Chapel or be otherwise expressly approved by a Ministry Director to serve as a CSW.
2. All CSWs will be required to complete an application and provide two personal references, and Willowdale Chapel must be able to contact both of them and make inquiries about the CSW's background as deemed appropriate by Willowdale Chapel.
3. The following will be required in order for a CSW to engage in routine interaction with children or to have any child (one or more children) under his or her care, supervision, guidance or control:
 - (a). Pennsylvania Child Abuse History Clearance;
 - (b). Report of criminal history from the Pennsylvania State Police: The history must show that the CSW never was convicted of any of the offenses listed under Title 23, Section 6344 of the Pennsylvania Consolidated Statutes. These are offenses deemed by the Pennsylvania General Assembly to be of particular concern in the context of persons having contact with minors.
 - (c). Fingerprint-based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent: This is required unless an exception is granted by Willowdale Chapel to a CSW who has been a Pennsylvania resident continuously for the past 10 years or has already completed the FBI criminal history since establishing residency in Pennsylvania.
 - (d). All record and background checks must be renewed every 60 months (five years).

In some instances, the results are issued to the CSW instead of to the Willowdale Chapel. In those instances, the CSW hereby agrees to give the results to the Willowdale Chapel in the same form as received.

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4. All CSWs must read, sign and be in agreement with this Risk Reduction Policy of the Willowdale Chapel, and affirm that they have not resigned or been terminated from a position or leadership role by any employer, church or nonprofit organization for reasons related to misconduct.
5. All CSW's must also read all instructional materials that are attached to this Risk Reduction Policy, as they may be revised from time.
6. All CSW's must receive Child Abuse Mandated Reporter Training as mandated by Willowdale Chapel from time to time. All CSW's will be required to take the training at least once every five years and on such additional occasions as Willowdale Chapel decides is needed in the interests of minors served by our programs.

IV. Conduct in the Presence of Minors:

All activities and programs associated with the Willowdale Chapel involving children in grade 8 or lower, regardless of location, will be subjected to the following requirements and rules:

1. All CSW's shall have completed the training described in Part III, Paragraph 6 of this Policy.
2. It is required that at least one CSW be present with children during all activities and that either (a) at least one other adult be present; or, (b) if a CSW must work alone, he/she may only do so with visual access to the classroom or other area in which the interaction is occurring. There must be a window in the room and the door to the rest of the interior of the building must be open, or else another venue must be used for the meeting. If none of these criteria can be met, the activity shall be postponed, unless postponement is impossible. If this happens, the Pastor or the Designee shall be

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informed so that arrangements will be made in order to prevent such a circumstance from occurring again.

3. At least two adult leaders, one of whom is a CSW, always shall be required for all Outings, or else the outing will have to be postponed.
4. All Helpers shall be supervised by an adult CSW who has met the qualifications in this Policy.
5. CSWs who wish to take students off church property on a trip or outing must ahead of time secure parental consent forms for each student being transported and notify another CSW with supervisory authority over the event, a pastoral staff member or other appropriate adult who has authority over the intended trip.
6. Minors shall be transported in groups. An unaccompanied adult shall never drive a single child to or from a Willowdale Chapel sponsored activity without written permission from the child's parent or guardian.
7. There shall be strict compliance with all laws requiring seatbelts and age appropriate restraints for children too small for seatbelts.
8. Every driver shall be a CSW who has complied with this Policy. The driver shall check to see that the seatbelt or other restraint of every minor is fastened before the vehicle is moved.
9. One-on-one discussions between adults and children and youth behind closed doors or in secluded areas are forbidden.
10. Common expression of affection (hugs), affirmation, (pat on the back), support (prayer) or physical caretaking (changing diapers, etc.) are appropriate in our community of caring Christians in times of bereavement or other appropriate contexts. However, care should be taken that physical expressions of affection are not excessive or imposed upon another individual.

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All activities and programs associated with the Willowdale Chapel involving minors in Grade 9 or higher, regardless of location, will be subject to the following requirements and rules:

1. Discipleship/mentoring meetings taking place between an adult leader and student(s) shall take place in public locations (e.g. Taco Bell, Starbucks, The Garage Community and Youth Center). Meetings with a single student must never occur behind closed doors or in a secluded area.
2. Adult leaders should never be alone in a non-public place with a student of the opposite sex. This includes riding in a vehicle and meeting in homes or in any outing.
3. Adult leaders may not date or be romantically involved with a minor or any student that is currently enrolled in high school.
4. Adult leaders shall avoid questionable or inappropriate physical contact with minors. When having physical contact with minors or students, touch shall be limited to placing a hand on a student's shoulders, hands, arms, or head. In addition, adults shall never ask students for hugs or other forms of physical contact. Adults should also avoid extended physical contact with students, touching students to express power or restraint, having students sit on laps, and giving or receiving of massages.

V. Confidentiality of Application Information Supplied by CSW:

All personal information voluntarily disclosed, the result of the security background check, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential to the extent permitted by law. The written results of the security background check initially will be reviewed by the Designee. After this initial review, if the Designee determines that further review should be made, the Designee must report the same to the Pastor.

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VI. Security of Confidential Information:

The Designee will maintain a secure storage facility in the church office for all CSW Profiles and results of all security background checks. CSW Profiles shall be updated as required by Subsection 3 (d) on Page 3.

VII. Reporting & Investigating Violations:

1. Any CSW who suspects child abuse involving a minor who was a participant in any in any program or activity sponsored or organized by the Willowdale Chapel shall make a report as directed in your training. Any potentially criminal misconduct towards a minor shall be reported promptly in full accordance with the Pennsylvania Child Protective Services Law and all other applicable laws. Any person who learns of an incident of any other type of misconduct involving a minor during any program or activity at the Willowdale Chapel or a sponsored event of the Willowdale Chapel shall immediately report the incident to the Designee or to the Pastor.
2. If any CSW receives a report of misconduct towards or against a minor, the CSW must immediately report the incident to the Designee or the Pastor.
3. The CSW must fill out any form or provide any other written information about any of these types of incidents as the Pastor or Designee directs, and shall cooperate with any law enforcement personnel investigating any of these types of incidents.

VIII. Procedures in the event of an incident:

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1. In the event of misconduct by any person, first personally secure the safety of the child or youth. Do not leave the child while reporting the incident.
2. Do not personally confront the alleged or accused violator of the Policy.
3. The CSW shall contact the Pastor or Designee as soon as the child's personal safety is secured in accordance with Step 1.
4. In the event that a child or youth reports alleged misconduct, regardless of where the conduct occurred, immediately inform the Pastor or the Designee. If the reported incident involves the abuse of a child who was a participant in any of Willowdale Chapel's programs or activities, then the CSW shall make a child protective report as taught in your training.
5. In the event of an incident during an Outing or other church sponsored activity occurring away from the church facility, the CSW shall contact the Pastor or Designee as soon as the child's personal safety is secured in accordance with Step 1. If the reported incident involves the abuse of a child who was a participant in any of Willowdale Chapel's programs or activities, then the CSW shall make a child protective report as taught in your training.
6. In the event that a child makes an accusation of abuse or neglect occurring in the child's home and the child is a participant in any of Willowdale Chapel's programs or activities, the CSW must make a report as taught in your training.
7. The CSW must fill out any form or provide any other written information about the incident as the Pastor or Designee directs.

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I hereby agree to this Risk Reduction Policy and hereby certify that the information supplied on my application is true and correct.

(Print name)

(Date)