



## APPENDIX N of the NCP Manual of Operations

### Presbytery of the New Castle Child Protection Policy

The Presbytery of the New Castle is committed to the safety, welfare and protection of all children and youth participating in the activities and programs of the Presbytery. Therefore, the Presbytery hereby adopts reasonable policies and procedures in order to minimize the possibility that any child or youth (17 years of age and younger) will be subjected to any form of abuse or neglect by Presbytery staff, paid childcare workers, teachers or volunteers while engaged in Presbytery programs or activities. These policies and procedures seek to balance the security and welfare of the children and the legitimate expectations of privacy of staff and volunteers.

#### Standards of Conduct

No harmful or diminishing behavior towards children (including physical, emotional, sexual harm or abuse) is tolerated at Presbytery of the New Castle meetings and events. Paid or volunteer leaders shall not touch or interact with children or youth in any way that is sexually stimulating, emotionally demeaning, or exploitative. Common expressions of affection and affirmation (hugs and pats on the back) or physical care (diaper changes or first aid) are appropriate in this or any community of caring Christians. Staff and volunteers must be careful that physical expressions of affection are not excessive or imposed upon another individual.

Paid and volunteer leaders working with children and youth are tasked with guarding the physical and emotional safety of those in their care and to be aware of signs indicating neglect of the child's well-being. At least two adult leaders/chaperones will be present for any activity and additional adult volunteers are required to provide adequate supervision and care appropriate to the number of children participating. Staff and volunteers shall transport children and youth in groups rather than alone. In ordinary circumstances, an unaccompanied adult should not drive a single child in a Presbytery sponsored activity without the permission of the child's parent or guardian.

## **Implementation**

An Event Form (appendix A) must be completed and approved by Committee on Leadership prior to advertisement of the event and/or the recruitment of volunteers and leaders. A Child Protection Policy statement must be provided to and signed by all employees and volunteers participating in any Presbytery program or activity involving children and/or youth. In general, volunteer applications will be accepted only after six months of active involvement as members of a church within the Presbytery. Exceptions may be made at the discretion of the Committee on Leadership to cover short-term involvement in children's activities such as service projects, VBS, childcare for Presbytery events, etc. In these cases, a new member will be paired with a vetted member or staff person.

Applications will be submitted through the committee chair responsible for the particular program in which the volunteer wishes to participate. The completed application will be forwarded to the Connectional Presbyter, who will ensure a criminal background check is completed.

## **Procedures for Handling Misconduct Allegations**

The issues of abuse or neglect involving a minor, whether witnessed or suspected, need to be dealt with immediately, effectively, and with great discretion. State law requires that any abuse or neglect of children be reported immediately to proper civil authorities.

Within the presbytery, reports of abuse or neglect of children or concerns regarding possible abuse shall be reported to the Connectional Presbyter/Stated Clerk of the Presbytery.

---

*As approved September 18, 2018*

# N.1000 - Appendix A

Presbytery of New Castle

Event Form

Event name and description:

Sponsoring committee, ministry or task force:

Date(s) and time:

Transportation arrangements plan:

Facility and arrangements (describe for all activities, including sleeping accommodations and restrooms):

Overview of program activities:

Leadership plan, including responsibilities of all adult leaders and chaperones:

Contact Person for this Event Name:

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

\*\*Please submit the completed event form to the Presbytery's Committee on Leadership for approval prior to advertising the event and/or recruiting volunteers and participants.

## N.2000 - Appendix B

### Children and Youth Work Application Volunteers and Employees Presbytery of New Castle

Form date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone \_\_\_\_\_

Address

In which Children/Youth Program (s) are you seeking to become involved?

---

---

---

What skills or interests would you bring to the Children/Youth program?

---

---

---

What experience with children/youth have you had the in last 5 years?

Organization	Program	Dates	Contact (include phone number)
--------------	---------	-------	--------------------------------

---

---

---

---

Have you at any time ever:

Been arrested for any reason?  yes  no

Been convicted of, or pleaded no contest to, any crime involving children?  yes  no

Been convicted of, or pleaded no contest to, a moving violation in the last 3 years?  yes  no

Engaged in, or been accused of, any act of child molestation and/or exploitation, abuse or neglect?  yes  no

Are you aware of:

Having any traits or tendencies that could pose a threat to children, youth or others?  yes  no

Any reason why you should not work with children, youth or others?  yes  no

## Activity

What church or churches have you regularly attended in the past 5 years?

Church name attended	Pastor's name/ phone number	Years
-------------------------	-----------------------------	-------

---

---

## References (other than family members)

Name/ Relationship	E-Mail Address	Phone
--------------------	----------------	-------

1

---

2

---

## Applicant verification and release:

I recognize that the Presbytery of New Castle is relying upon the accuracy of the information contained herein. Accordingly, I attest and affirm that all the information that I have provided is completely true and correct.

I authorize the Presbytery of New Castle to contact any person or entity listed in this application and I further authorize any such person or entity to provide information, opinions, and impression relating to my background or qualifications. I further authorize the presbytery to conduct and pay for a criminal background check if the check is deemed necessary.

I voluntarily release the Presbytery of New Castle and any such organization or entity listed herein by me from liability involving the communication of information related to my background or qualifications.

I have carefully read the Child Protection Policy and the Prevention of Sexual Misconduct Policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_