



THE CHURCH OF THE
ADVENT

Child Protection Policy for Church of the Advent¹

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¹ Adapted resource from SafeChurch (<https://www.safechurch.com/>)

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INTRODUCTION

Church of the Advent seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Church of the Advent from incidents of misconduct or inappropriate behavior while also protecting our staff, volunteers, and workers from false accusations.

This policy recognizes the Diocese of Christ our Hope's "Policy & Manual for the Protection of Children" as superseding any contrary provisions. The diocese requires that all members of the clergy, the Parish Council, and staff must certify that they have read, understood and accepted the Diocese of Christ our Hope's policy and sign an acknowledgement form, and that all parishes report policy compliance to the diocese on an annual basis. The diocesan policy includes additional resources and samples, and can be found on the website of the Diocese of Christ our Hope: <https://adhope.org/>

Definitions

- For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years.
- The term "infant" is typically applied to young children between one month and one year of age; however, definitions may vary and may include children up to two years of age. When a child learns to walk, the term "toddler" may be used instead.
- The term "childcare worker" includes paid persons who work with children.
- The term "volunteer" includes any layperson, regardless of membership at Church of the Advent, who is not a paid member of the parish staff team or a paid childcare worker who is involved in Sunday or weekday programming for children and youth, in overnight activities involving children and/or youth, in counseling of children and/or youth, or in one-on-one mentoring of children and/or youth.
- The term "youth volunteer" includes certified volunteers 6th grade and up through age eighteen (18).
- The term "clergy" refers to ordained ministers that serve at Church of the Advent, including Priests and Deacons. These may be paid employees or unpaid (non-stipendiary). The term "staff" refers to employed person who work for the Parish under the leadership of the Rector and Parish Council. The term "Parish Council" refers to the governing and oversight body with fiduciary responsibility for Church of the Advent.
- The term "certified" means an individual (clergy, staff, volunteer or paid childcare worker) who has completed the process to be able to interact with children and youth, as outlined under the sections "Screening" and "Training." This includes completion of Advent's full screening process and training requirements, some of which must be completed every two years (e.g., backgrounds checks, policy training, awareness training). Advent will keep a record of all certified volunteers on file and will proactively ensure that anyone who works with children is up-to-date on certification requirements.
- The term "supervisory plan" refers to a required onsite or offsite written plan for all educational, pastoral, recreational, or other Advent-sponsored programming that involves youth or children. The Director of Family Ministries is responsible for creating and overseeing supervisory plans. The purpose of the supervisory plan for any given activity,

space, or ministry is to give direction to clergy, staff, paid childcare workers and volunteers to ensure appropriate measures are in place to meet both Church of the Advent's and the diocesan standards for supervision.

- The term "church events" is defined as those events held in the name of any of the ministries of Church of the Advent. Any events taking place in facilities secured with church funds or in the name of Church of the Advent are considered church events. Events initiated by clergy, staff members, or lay attendees of Church of the Advent and held in private homes or public spaces (such as parks, restaurants, etc.) are not considered church events if they are not explicitly organized or sponsored by a ministry of Church of the Advent. While Core Groups are organized under Advent's Core Group ministry, Advent does not have responsibility over childcare at individual Core Groups, which typically meet in people's homes (see "Procedure for Home Groups" below). Weddings are considered private events and are not church events, even if Advent clergy are officiating. The care and protection of children in such settings (e.g., home groups, weddings) is always the responsibility of the parent(s)/guardian(s) of each child.

Child Abuse

For purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. Maryland, Virginia, and the District of Columbia have different definitions of what constitutes "child abuse" under civil and criminal laws. See **Appendix A** for specific reporting guidelines for these geographic areas. In general, child abuse occurs in different ways and includes the following:

- Physical abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Church of the Advent's Policy on Child Abuse

The Church of the Advent will not tolerate any form of child abuse involving our clergy, staff, lay leaders, childcare workers, volunteers, or other persons. Everyone who serves the church through educational, pastoral, recreational or other activities is expected to maintain the highest biblical standards in relationships with those to whom they minister, avoiding any form of misconduct against children. This commitment extends to sexual behavior.

No one in the employ or volunteer service of the Church of the Advent who has a civil or criminal record of child abuse, or who has admitted committing prior sexual abuse of a child, will be permitted to serve with children or youth.

We are also committed to providing pastoral care to all involved with, and/or affected by, instances of child abuse. Pastoral care grows out of Christ-centered relationships and proceeds with an awareness of the spiritual and emotional needs of both the individual and the community. It may include providing guidance, support, consolation, and even confrontation in an effort to minister as we believe God would desire.

Responsibility for Enforcing and Updating Policy

The Rector of the Church of the Advent has overall responsibility for this policy, which will be overseen by the Executive Director and implemented by the Director of Family Ministries. Duties may be delegated except in those areas specifically delineating action by the Rector.

Compliance requirements will be tracked and managed by the Director of Family Ministries, who reports to the Executive Director; this name shall be provided to the diocese's Canon for Ethics and Protection. On an annual basis, the Rector will submit a statement to the diocese, confirming Church of the Advent's compliance with the diocesan policy requirements.

This policy will be updated by the Family Ministries Risk Management Committee, which oversees adherence to this policy and reports to the Parish Council. All changes must be approved by the Parish Council. The Family Ministries Risk Management Committee is overseen by the Rector and includes at minimum the Chancellor (if applicable) or an attorney, a Parish Council member, the Executive Director, and the Director of Family Ministries, as well as representatives of any other ministries related to children and youth. The Family Ministries Risk Management Committee will update the policy to align with the diocesan policy and to reflect practical experiences, child safety best practices for the parish, medical or other scholarly research, legal developments, and other relevant considerations. These changes will then be recommended to the Parish Council. In addition, the Family Ministries Risk Management Committee will oversee Advent's insurance policy selection and ensure it is customized to Advent's specific needs, including sexual misconduct coverage. Finally, the Family Ministries Risk Management Committee will serve as a resource to Advent's Parish Response Team in the case of allegations of abuse or misconduct involving children or youth.

The most up-to-date version of the policy will be available on Church of the Advent's communication portal, Advent Commons

Overview of Five-Step Approach

Church of the Advent is committed to creating a positive and healthy environment for children and youth through this five-step approach: Screening, Training, Interacting, Monitoring, and Responding and Reporting.

1. **SCREENING** is an opportunity to prevent an offender from ever having contact with children and youth in our programs. Advent has the responsibility to carefully screen staff, Parish Council members, volunteers and paid workers who interact with children and youth. Note that if Advent contracts with an outside firm (e.g., College Nannies), Advent will ensure that the firm has carefully screened these childcare workers as a part of their hiring process, and will require that this be in writing in the contract with that firm.
2. **TRAINING** puts the power to protect in everyone's hands and is an important deterrent to child abuse. All clergy, Parish Council members, staff, paid childcare workers, and volunteers who work with children and youth must be trained to recognize the warning signs of potential abuse, commit to the safe practices specified in this policy and learn the procedures for reporting suspected abuse.
3. **INTERACTING GUIDELINES** help children and adults feel safe in ministry and help detect problems before they turn into an incident of abuse. The modes and forms of how clergy, staff, paid workers and volunteers interact with children and youth create the foundations for meaningful and significant relationships to form.

4. **MONITORING** allows us to detect problems before they turn into an incident of abuse and helps adults avoid wrongful allegations of abuse. Clergy, Parish Council, staff, paid childcare workers, and volunteers must be diligent in monitoring and supervising children and youth activities in all settings at all times.
5. **RESPONDING AND REPORTING** quickly gives us the power to prevent or stop abuse and gives the child more time to heal. Anyone, who knows of or has reasonable cause to suspect a child has been abused, abandoned, neglected, or exploited in violation of the law should immediately contact the appropriate state abuse hotline. All reports are confidential and access to these reports is limited by specific criteria described in the appropriate state's statute(s).

Specifics on our five-step approach are provided below in this policy manual.

1. SCREENING

The screening of clergy is the responsibility of the Diocese. For more information on the clergy screening process, please see the Diocese of Christ our Hope's Policy & Manual for the Protection of children (<https://adhope.org/>).

All employees/staff, paid childcare workers, interns and volunteers who desire to work with the children and youth participating in church events will be screened, as well as Parish Council members. The screening of these individuals is the responsibility of the Director of Family Ministries, except in the case of childcare workers who have been contracted through an outside firm (e.g., College Nannies), Advent will ensure that the firm has carefully screened these childcare workers as a part of their hiring process, including background checks, reference checks, and interviews. Advent will require that this be in writing in the contract with that firm.

All information collected during the screening process is to be kept confidential and shared only with those persons responsible for determining the eligibility of an applicant for service in Children's and Youth Ministries. Note that only paid childcare workers and volunteers who desire to work with children need to fill out the written application, complete an in-person interview, and submit references; clergy, staff and Parish Council members go through separate application and vetting processes.

This screening includes the following:

a) **Six Month Rule**

No person will be considered for any volunteer position involving contact with minors until s/he has been involved with Church of the Advent for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children. This period can be waived by written recommendation from another Diocesan parish.

b) **Written Application**

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application includes a screening statement. The application form will be reviewed by the Director of Family Ministries and maintained in confidence on file at the church. This application is attached as **Appendix B**.

c) **Personal Interview**

Upon completion of the application, a face-to-face interview will be scheduled by the Director of Family Ministries with the applicant to discuss his/her suitability for the position. The results of the interview, especially when sensitive subjects are discussed, will be kept confidential and only disclosed to those persons requiring the information in order to determine whether the applicant should be permitted to work with children at Church of the Advent.

d) **Reference Checks**

Three personal and professional references will be checked. For paid childcare workers, these references should be for paid positions in addition to personal or family references, preferably from organizations where the applicant has worked with children.

in the past. Documentation of the reference checks will be maintained in confidence in the church's files. Note that all applicants, regardless of their relationship with the Director of Family Ministries or their length of time at Church of the Advent, must also be approved by pastoral staff.

e) Social Media Search

A social media search will be conducted by the Family Ministries team.

f) Criminal Background Check

A state and national criminal background check is required for all employees (regardless of position), Parish Council members, paid childcare workers, and "volunteers" as defined above. This should be done every two years. The National Sex Offender Public Website should also be checked.

g) Signed Code of Ethics

All members of the clergy, staff, Parish Council, paid childcare workers, and those volunteers with direct supervision over youth or children must certify that they have read, understood, accepted and will comply with Church of the Advent's Child Protection Policy. The signed acknowledgement form is to be kept on file. See **Appendix C** for the Code of Ethics, which includes a statement of understanding and compliance with this Child Protection Policy. All applicants must first sign Advent's Code of Ethics before working with children.

h) Acknowledgement of Diocesan Policy

The diocese requires that all members of the clergy, the Parish Council, and staff must certify that they have read, understood and accepted the Diocese of Christ our Hope's policy and sign an acknowledgement form, and that all parishes report policy compliance to the diocese on an annual basis. The diocesan policy includes additional resources and samples, and can be found on the website of the Diocese of Christ our Hope: <https://adhope.org/>

Evidence of all of these items must be maintained in perpetuity by the Church. In the event that the church closes or ceases to exist, all of these items will be transferred to the Diocese of Christ our Hope. Storage mechanisms will be reviewed and approved by the Family Ministries Risk Management Committee.

Before a background check is run, clergy, staff, PC members, and prospective volunteers and childcare workers will be asked to authorize Advent to run the check. If an individual declines to authorize a background check, s/he will be unable to work with children or serve as clergy, employees or PC members of the church.

A disqualifying offense that will keep an individual from working with children will be determined by the Director of Family Ministries on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

Adult survivors of child abuse will be permitted to serve with children only at the discretion of the Rector and the Director of Family Ministries. Under no circumstances will any employee or

volunteer who has been convicted or pleaded guilty (or no contest) to child physical or sexual abuse be permitted to serve in children's ministries at the Church of the Advent, even if a spiritual conversion has occurred after the events took place.

The background check results are stored indefinitely.

2. TRAINING

There are two trainings that are required to be completed every two years by all clergy, staff, Parish Council members, volunteers and paid workers who have contact with children and youth. An exception is made for childcare workers who have contracted with an outside firm (e.g., College Nannies), as this is not practical. However, as noted above, these workers are carefully screened by the contracting firm and are required to read Advent's Child Protection Policy and sign Advent's Code of Ethics before interacting with children or youth.

1. Training on Advent's Child Protection Policy: Training on Advent's policy is an important deterrent to child abuse and is required for all clergy, staff, Parish Council members, volunteers and paid workers who have contact with children and youth. Advent provides opportunities for policy training at least two times per year. In this training, the Director of Family Ministries provides an overview of the Diocese of Christ our Hope's Policy & Manual for the Protection of Children and Advent's Child Protection Policy. This training must be completed every two years. The Director of Family Ministries will keep a record of attendance for all participants.

2. Sexual Abuse Awareness Training: In addition, every two years, clergy, staff, Parish Council members, volunteers and paid workers who have contact with children and youth must complete an awareness training. Awareness training can be completed in person as part of the policy training, or it can be completed online through a diocesan approved curriculum. The certificate of completion from the online program is sufficient to demonstrate compliance with this requirement, which will be kept on file with the Director of Family Ministries.

In addition, Advent encourages paid childcare workers to be trained in CPR and will reimburse for the cost of CPR training upon request.

3. INTERACTING PROCEDURES

Addictive Behaviors

Clergy, staff members, volunteers, paid childcare workers, and participants interacting with minors, while traveling with or in the presence of children or their parent(s), during church-sponsored activities, or while working with or supervising children at any venue should not: use tobacco products, possess or use any illegal drugs, be under the influence of alcohol, or share/view pornographic materials.

Communication

All interactions, verbal and non-verbal, between clergy, staff members, paid childcare workers, or volunteers and children should be positive and uplifting. Staff members, paid childcare workers and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parent/guardian(s) in the spiritual growth and development of children

To this end, clergy, staff members, paid childcare workers and volunteers should avoid talking to children or parent(s) in a way that is, or could be construed by any reasonable observer as, harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, clergy, staff members, paid childcare workers and volunteers are expected to refrain from swearing in the presence of children. Concerns about children should be directed to parent(s), legal guardian(s), the appropriate ministry leader(s), or clergy.

Clergy, staff members, paid childcare workers and volunteers should avoid engaging in any sexually-oriented communications with children (except as required for abuse reporting, as noted in abuse reporting contexts), and must refrain from discussing any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child or youth.

Clergy, staff members, and volunteers may employ (subject to limitations imposed by the Rector or Rector's designee) age-appropriate materials when leading discussions dealing with human sexuality/sexual abuse prevention/sexual purity. Any prospective material should normally be made available for review for the parent/guardian(s) of participants. Prior to introducing these materials, notice should be provided to parent/guardian(s) in order to allow an opt-out if there are concerns or objections.

Two Unrelated Adult Rule

It is our goal that a minimum of two unrelated adult workers be in attendance at all times when children and youth are being supervised during our programs and activities. We do not allow children or youth to be alone with only one adult on our premises or in any sponsored activity unless in a counseling situation.

Open Door Policy

If possible, classroom doors should remain open unless there is an unobstructed window in the door or a side window beside it, except in specific instances pre-approved by the Director of Family Ministries, the Executive Director, or the Rector. Doors should never be locked while persons are inside the room. Infant changing tables should be kept in full view of the room and, when possible, visible from the door or window.

Children's Ministries staff members, paid childcare workers and volunteers are responsible for releasing children in their care at the close of services or activities only to parents, legal guardians, or other persons designated by parents or legal guardians. It is presumed that a person who drops

off a child or student has authority to pick up the child. In the event that staff members, paid childcare workers or volunteers are uncertain of the propriety of releasing a child, they should immediately contact the Family Ministries Director before releasing the child.

When possible given the technology available, children under 10 will be checked in electronically for security.

Classroom Ratios

We recognize that federal and state standards for appropriate adult:child ratios and class sizes are in the best interests of the safeguarding of children and adults. We will adhere to these ratios (from: <https://childcare.gov/index.php/consumer-education/ratios-and-group-sizes>) in the scheduling and staffing of classrooms whenever possible, and will never forego the two unrelated, certified adult rule. It may be necessary at times to close the infant and/or toddler nurseries to more children (even if the appropriate adult:child ratio is maintained) if the class size becomes unsafe. This decision will be made at the discretion of the Director of Family Ministries. The Director of Family Ministries will make every effort to prepare for the anticipated number of children in attendance at church programming, while recognizing the call of Matthew 19:14: Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” Furthermore, there may be times, such as Member Meetings (where most certified adults in the congregation must be in attendance), that the above adult:child ratio cannot be maintained. Decisions regarding the staffing of childcare for such events will be made at the discretion of the Director of Family Ministries and will never forego the two unrelated, certified adult rule.

Your child's age	No more than this number of children per trained adult (child-to-adult ratio)	Maximum number of children in each group or class (group size)	Total number of adults in a full group or class
Infant (younger than 12 months)	1 trained adult should not care for more than 3–4 infants	No more than 6–8 infants together in a group	2 trained adults should always be present in a full group of 6–8 infants
Young toddler (1–2 years)	1 trained adult should not care for more than 3–6 young toddlers	No more than 6–12 young toddlers in a group or classroom	2 trained adults should always be present in a full group of 6–12 young toddlers
Older toddler (2–3 years)	1 trained adult should not care for more than 4–6 older toddlers	No more than 8–12 older toddlers in a group or classroom	2 trained adults should always be present in a full group of 8–12 older toddlers
Preschooler (3–5 years)	1 trained adult should not care for more than 6–10 preschoolers	No more than 12–20 preschoolers in a group or classroom	2 trained adults should always be present in a full group of 12–20 preschoolers
School age	1 trained adult should not care for more than 10–12 school-age children	No more than 20–24 school-age children in a group or classroom	2 trained adults should always be present in a full group of 20–24 school-age children

Physical Interactions

Physical contact should be for the benefit of the child, and never be based on the emotional needs of clergy, staff, paid childcare workers or volunteers. While physical touch is an important element in the communication of love and care to children and youth, clergy, staff, and volunteers must be aware and sensitive to the differing needs and preferences of each child or youth. Physical contact should be age and developmentally appropriate and is most appropriate when done publicly. It is

within the discretion of the Director of Family Ministries to determine what is appropriate and inappropriate physical affection.

Appropriate interactions may include: smiles, encouragement, handshakes and high fives, pats on the shoulder or back, arm around the shoulder, fist bump, thumbs up, side to side hugs, holding hands while walking with small children, holding or picking up children who are 4 years old and younger.

Inappropriate interactions may include: any form of physical discipline; shaming or belittling; meeting alone in non-public or isolated places; engaging in sexually-oriented communications with or in proximity to children; using, possessing, or being under the influence of tobacco products, alcohol, or any illegal drugs when in the presence of children; wrestling; tickling; sitting in laps (except for nursery-aged children); kissing on the lips; allowing a child or youth to do things against the wishes of the parent/guardian(s); offering children or youth cigarettes, alcohol or drugs; full frontal hugs or “bear hugs”; commenting on children’s bodies; being nude in front of children (such as on overnight trips, changing at pool parties, etc.); contacting or “friending” a child or youth on social networking sites without permission; showing favoritism or possessiveness; singling a child out with attention or affection; giving gifts to children without the parent’s permission; ridiculing the beliefs of a child or youth or those of a their parent/guardian(s); allowing children or youth to view pornography or to visit inappropriate internet sites; asking a child or youth to keep “secrets” from his or her parent/guardian(s).

Inappropriate touching and inappropriate displays of affection are forbidden. Any seemingly inappropriate behavior or suspected misconduct or abuse by clergy, staff, childcare workers or volunteers must be reported immediately to 1) the Director of Family Ministries or another church staff member, and (2) the Rector. If the concern involves the Rector, the Bishop and the Rector’s Warden should be notified. They will follow up with the individual per the Response and Reporting steps.

- Physical contact and affection should only be given in observable places. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of clergy, staff members, paid childcare workers and volunteers in Children’s and Youth Ministries at the Church of the Advent must foster trust at all times.
- Do not force physical contact, touch, or affection on a reluctant child. A child’s preference not to be touched must be respected at all times.
- Adults working and volunteering in Children’s Ministries at the Church of the Advent are responsible for protecting children under their supervision from inappropriate or unwanted touch by others (this includes unwanted touch from other children/youth).

Discipline Policy

It is the policy of Church of the Advent not to administer physical discipline in any manner for behavioral management of children, even if parents have suggested or given permission for it. There should be no spanking, slapping, pinching, grabbing, hitting, or other physical discipline of children. In some circumstances physical restraint may be used to prevent self-injury by the child and/or harm to others or to property. Uncontrollable or unusual behavior should be reported immediately to parents and to the Director of Family Ministries.

Appropriate forms of discipline are as follows:

- Reward good behavior and inform parents when the child does well or shows improvement.
- Remind the child/youth of proper classroom behavior by stating the rules and what is expected.
- Redirect the child/youth to a different situation or area. Separate the child/youth from others when he/she is having difficulty behaving (maintaining appropriate supervision).
- Remove a child from the group by using a time-out chair within the classroom which is in view of all of the supervising adults. After appropriate explanation of what is wrong with the child's behavior, give him/her several minutes to sit alone (the child's age should be equal to the number of time out minutes given), and when the child is settled, invite him/her to return to the group.
- Return a child to the parent/guardian if above steps fail to change the behavior.

Workers should consult with the Director of Family Ministries if assistance is needed with disciplinary issues.

Release of Children

Staff members, childcare workers and/or volunteers in Children's Ministry are responsible for releasing children in their care at the close of services or activities only to parents, legal guardians, or other persons designated by parent(s) or guardian(s). It is presumed that a person who drops off a child or student has authority to pick up the child. In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately contact the Family Ministries Director.

In the event that children are released into the worship service at the conclusion of programming, volunteers, paid childcare workers and staff will visually ascertain that children have returned to their parents or guardians. No child will be allowed to wander unattended at the conclusion of programming.

General Health and Safety

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at Church of the Advent. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, vomiting, or diarrhea within the past 24 hours
- Ear infection, conjunctivitis (pink eye), strep throat, etc., unless treated by antibiotics for at least 24 hours
- Lice, pinworms, or other infection or parasite unless treated by appropriate medication
- Green or yellow snot/runny nose

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

In addition, proper hand washing shall be employed by paid and volunteer childcare workers and children to prevent spread of disease and for basic good health. Paid workers and volunteers who are ill (with a fever or having a communicable disease which can be transmitted by cough or by touch) should not participate in any ministry activity.

First Aid & Medication

Advent's policy is for Advent volunteers and staff to not provide medicine to children unless in an emergency situation or when expressly approved in advance by parents and the Family Ministries Director. The medication must be in the original packaging, including over-the-counter medication. First Aid kits will be available onsite where church-sponsored activities with children take place. When medically necessary, medication or first aid may be given to a child by a staff member, paid childcare worker or volunteer consistent with the Supervisory Plan. Parent(s) should be notified whenever medication or first aid has been administered.

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Restroom and Diapering Guidelines

Parent(s)/guardian(s) should take their child to the restroom or change any diapers immediately before a child is checked into any children's ministry programming. For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

Toileting/Diapering of Nursery-Aged and Children with Special Needs

Because nursery-aged children and children with special needs may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- Only certified adults or the child's parent or legal guardian will undertake the diapering of children of either sex.
- Changing of diapers by certified adults must be done in plain sight of other certified adults; children should not be left unattended while being changed.
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Proper hand washing must occur after all diaper changes.
- Parents should notify the worker at sign-in and on Advent Commons if they do not want their child's diaper changed.

Toilet Training

- Parent(s)/guardian(s) should take the toilet training child to the restroom before checking them into the classroom.

- No child will be forced to toilet train.
- Only certified adults or the child's parent(s) or legal guardian(s) will participate in toilet training efforts with children.
- When children are assisted in bathrooms, the stall door will be left partially open (please see more on restroom use below).
- Children of preschool age or younger will never be left unattended in bathrooms.
- Children should be assisted in straightening their clothing before returning to the room with other children.
- Accidents should be handled by reassuring the child and completing the changing of diapers or underwear and clothing.

Restroom Use

- Children in Sixth Grade and above may make unaccompanied restroom visits during programming after they have told the supervising certified adults. Trips should be as direct and as brief as possible.
- Children in Second Grade through Fifth Grade will make necessary restroom visits with a peer buddy of the same biological sex. Trips should be as direct and as brief as possible.
- Children in First Grade and below will make necessary restroom visits in a group that contains two certified adults.
 - To maintain the two certified adult standards in both the classroom and on the restroom visit, the person serving as Check-In/Roamer may need to be notified to assist. The restroom visit may proceed after ensuring there are two certified adults in the classroom and two certified adults with the group going to the restroom.
 - Upon arrival at the restroom(s), the certified adults will ensure the restroom(s) are empty, and send the children into the men's or women's restroom as appropriate. The adults will stand in the hallway outside the open bathroom door(s), offering verbal encouragement to move swiftly and to maintain good hygiene. Other individuals (with the exception of a parent/guardian accompanying his/her own child) arriving at the restrooms during this time will be asked to wait in the hallway until the children have regathered. Once all children have returned to the group, the group will return to the classroom.
 - In the event that a child needs assistance in the restroom, both certified adults will enter the restroom (ensuring the door remains fully open and any additional children are fully in sight of the adults). Assistance should primarily take the form of verbal assistance with the child remaining within the closed stall. If hands-on assistance is required, the stall door must remain open and the certified adult should maintain clear verbal communication with the other certified adult in the restroom (e.g., "I am helping Jane with her tights. Jane, can you pull harder on your left tight leg?") and periodic eye contact.

Transportation

Staff members and volunteers may from time to time be in a position to provide transportation for children and youth. The following guidelines should be observed when workers are involved in the transportation of children or youth whenever possible:

- Adult volunteer drivers must provide to the church copies of valid driver's licenses, vehicle registration, and proof of insurance.

- Adult volunteer drivers must undergo an insurance approved background check including a DMV record check. Use of child safety seats that meet federal standards is required. Drivers and passengers must also follow airbag age/weight regulations per specific vehicle guidelines.
- Under no circumstances should anyone under the age of 18 be allowed to drive children/youth as part of an event.
- At no time shall there be one adult and one child traveling in a vehicle (except in a parent/child or other familial situation). Automobiles will contain either one driver and two or more participants or two adults and any number of children (within the seat belt limitations of the vehicle; seatbelts are required). If there is an extenuating circumstance causing only one adult and one child to travel together in an automobile, permission must be obtained by a parent or legal guardian of the child. This permission should be written and signed by the parent/guardian or documented by the volunteer if only verbal consent is obtainable. Text messages from the parent/guardian will suffice. The child or youth should be transported in the back seat of the vehicle in such circumstances.
- No cell phones, including hands-free devices, may be utilized by the driver while driving church-owned vehicles, unless in an emergency, with the exception of GPS navigation.
- Transport children directly to their destination. Unauthorized stops to a non-public place should be avoided. Stops for meals, refueling, and restroom breaks should be planned in advance and communicated in the Safety Plan for the event. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
- Staff members and volunteers should avoid physical contact with children while in vehicles.
- No one under age 25 may drive vehicles rented by a church unless explicitly allowed by the rental agreement; no drivers under age 25 may drive church-owned vehicles unless explicitly covered by the church's auto insurance policy.
- In special circumstances these may be altered for emergencies. In these cases, the Family Ministries Director should be notified immediately.
- If a family situation necessitates a special circumstance, the family may sign a waiver stating the deviance from the diocesan or church policy; this policy should note the family's acceptance of responsibility.

Overnight Events

Certain youth ministry activities may require that overnight sleeping arrangements be made for youth, staff and volunteers. As part of the Supervisory Plan established and communicated to parent/guardian(s) for all youth and children's ministry (including lock-ins, mission trips, retreats and other ministry that involves overnight stays), the following procedures must be considered and monitored.

- Supervisory Plan in place with proper Parent/Guardian permission forms signed in advance;
- As always, the two-certified adult rule should be adhered to; a single student should not be alone with a staff member or volunteer. If a situation arises where only one adult is present, a minimum of two students must also be present;
- Overnight sleeping arrangements must be detailed in the Supervisory Plan and shared with those responsible for providing the supervision. An individual student should not be

housed alone with another student or adult (in overnight cases, minimum of three is required);

- As long as any students are actively awake, two trip leaders must be awake and monitoring students to ensure safe behavior;
- Appropriately modest sleeping attire must be worn by all;
- Staff members and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, staff members and volunteers should never physically touch a student;
- In the event that overnight arrangements do not include standard beds, each staff member, volunteer, and student will use single sleeping bags or blankets. In these instances, a “one-person-to-one bag or blanket” rule will be observed;
- In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by student leaders of the same biological sex;
- Staff and volunteers in youth ministry should never be nude in the presence of students in their care. Showering considerations and private areas for changing clothes must be thought through with rotation schedules;
- Leaders should check with parent/guardian(s) and use good judgment regarding PG or PG-13 movies. R-rated movies require Rector and parental approval.

Digital Communication, Social Media and Virtual Interactions

Digital communications and Social Media are tools that have the potential to empower ministry. These powerfully connective tools are subject to the same dynamic of unequal power and potential for abuse that present a risk in all ministry relationships. Behavior in the digital sphere is never private and posted content may be used out of context putting individuals and churches at risk. Churches face the challenge of identifying and proactively addressing areas of potential risk in social media in the midst of rapidly evolving technology.

Clergy, staff members, and volunteers must refrain from connecting with students on social media when students are younger than the minimum age as established by each social media outlet (for example, Facebook’s minimum age is currently 13). All social media contact between adult and minor members and attendees of Church of the Advent must follow the guidelines for acceptable interaction between adults and children or youth set out in this policy.

Clergy, staff members, volunteers, and other adult members and attendees of the Church of the Advent may not initiate contact with minors in the church via social media, other than sending messages conveying details such as time/date/location of church events. When sending emails to a child or youth that contains personal or private information of that child or youth, their parent(s)/guardian(s) should be copied in. Examples of these types of emails include payment-due information, specific medical questions, etc. Mass emails sent to an entire group of youth are not required to be copied to parent(s)/guardian(s).

Adult workers are encouraged to set their personal social media accounts on limited and private mode so that minors are not able to engage with adult workers on social media. In the event that minors initiate contact, adults are advised to do their best to ensure that all content accessible via their social media presence (including content posted by other people) is appropriate for children/youth. Clergy, staff members, volunteers, and other adult members and attendees of the Church of the Advent should be aware that their behavior online reflects Church of the Advent.

Additionally:

1. Please remember that all communications sent digitally (email, social media, notes, texts, posts, etc.) are **NOT CONFIDENTIAL** and can be shared or reposted to others.
2. In the virtual world, healthy boundaries and safe practices must be adhered to as they are in the physical world. This includes the need for transparency.
3. Laws regarding mandated reporting of suspected abuse, neglect or exploitation of children, youth or vulnerable adults apply in the virtual world as they do in the physical world.
4. Virtual spaces are to be treated the same as in-person spaces. This means two trained and certified adults must be online. The parent/guardian(s) should be aware that the child/youth is in conversation with leaders.

In the case that a digital or social media group or account is formed to facilitate communication through Advent's programming, a policy will be created and shared with all clergy, staff, volunteers, youth, and parent(s)/guardian(s) to govern the digital communication/groups that include children or youth. This policy must be approved by Advent's Family Ministries Risk Management Committee.

Teaching in Virtual Spaces

Having personal interactions in virtual spaces allows adults to model appropriate behavior online, and it forms valuable connections with children.

Virtual spaces are to be treated the same as in-person spaces. This means two unrelated certified adults must be online with at least three youth or children, participants must be appropriately clothed, and conversation must be within "public" view. For video calls, this means calls are not conducted in the adult's bedroom, parents are aware of the conversation, and parents are encouraged to place children in areas with open doors. Use group apps rather than private messages. If a situation arises where only one adult is present, the call must be ended, and the Family Ministries Director must be notified immediately.

All interaction with Advent staff and volunteers on video calls with children will be recorded and saved. Since DC is a one-party-consent state, the Advent staff or volunteers will record all online classes and Advent will save the recordings indefinitely.

Student/Family Online Etiquette:

1. Students may not use the background feature during the call, unless directed by the teachers
2. Participants should not have suggestive, political, racist or similar materials or images on their screens or in their backgrounds
3. Participants should rename their account to their own, personal name
4. Students will turn on their video unless there is parental consent
5. Students should show proper sitting and listening skills (i.e., not walk around with a device while on a video)
6. All participants should be properly dressed (i.e., what they would wear to school or church), and should be fully clothed, including portions of the body that may be "off camera"
7. Participants should not be on their beds, or have a bed in the background of their camera

8. Students should be in an open space when on a video online call (i.e., not in a bedroom with doors closed)
9. Participants may not send private messages to other students and teachers online
10. Restrictions based on the platform to prevent hackers or strangers from joining the virtual space is recommended. Links should never be included on social media, the church website, or broad email lists.
11. If something inappropriate takes place, the parent(s)/guardian(s) will be contacted

A Supervisory Plan must be created to govern teaching children or youth in virtual spaces.

Photography

No photographs of minors or personally identifying information about children pictured online or in print publications) may be posted online or in print media without prior consent from the child's parents or guardians. No information identifying any minor may be posted online or in print media without prior parental consent. Advent maintains a photography/media consent form for children that is completed by parent(s)/guardian(s) and is kept in the church's files.

Youth Workers

We recognize that there may be times when it is necessary or desirable for volunteer babysitters who are themselves under age 18 to assist in caring for children during programs or activities, especially for ratio purposes. Before hiring or accepting youth workers, the Director of Family Ministries will confirm that this is allowed by local laws and within legal limits for minors. The following guidelines apply to underage workers:

- Must be at least in the sixth grade.
- Must be interviewed/screened by Director of Family Ministries.
- Must complete written application and reference checks.
- Must complete in-person training on Advent's Child Protection Policy. This training must be completed every two years. Youth workers can attend this training with a parent.
- Must be under the supervision of an adult and must never be left alone with children.
- Must work with two certified adults present.
- Must be at least four years older than the oldest child present.

Discipleship and Mentoring

As Christians, we are encouraged to seek discipleship opportunities across a generational spectrum. This frequently manifests in long term 1:1, 1:2, or 1:3 relationships where participants meet regularly. Long-term discipleship/mentoring is defined as more than 5 meetings. The purpose of this relationship is mentoring, discipleship, and is often connected to a ministry program or curriculum (including but not limited to Confirmation Preparation, Catechesis, Holy Baptism and Holy Communion preparation).

If mentoring and discipleship with child(ren) or youth is agreed upon with the parent/guardian(s), adhere to the following safeguards:

- Ensure this mentoring relationship is known to the Family Ministries Director;
- Parental written approval for the mentoring relationship is defined;

- Meet in public places or at agreed upon locations with other adults present;
- Define the parameters of the relationship before the first meeting, articulating how one might discontinue the relationship at any time, and communicate said parameters to the Family Ministries Director and parent/guardian(s);
- Mentor will meet regularly with Family Ministries Director for accountability and oversight;
- Mentoring relationships should be paired with same biological sex groupings;
- Follow guidelines regarding interaction, physical contact, and digital communication;
- Communicate to whom the participant should report if they have any concerns (including the names and numbers of senior leadership, the Bishop, and a reporting hotline);
- Make it clear to the participants that confidentiality cannot be guaranteed if a child, youth or adult discloses a situation pertaining to abuse, neglect, self-harm or exploitation because of mandatory reporting laws;
- Prohibit secluded or secretive meetings.

Materials Dealing with Sexuality, Drugs, or Other Sensitive Topics

Staff members and volunteers may employ (subject to limitations imposed by the Rector or Rector's designee) age-appropriate materials when leading discussions dealing with human sexuality/sexual abuse prevention/sexual purity or relating to other similarly sensitive issues. Any prospective material should be made available for review by the parents of participants. Prior to introducing these materials, notice should normally be provided to parents in order to allow an opt-out should there be concerns or objections.

Sexual Ethics in the Context of Youth Ministry

Contemporary cultural trends and attitudes about gender and sexual ethics are complex and rapidly changing. Students may be wrestling with issues around gender fluidity, gender dysphoria, same-sex attraction or other situations which may challenge the existing policies. These situations may require specific knowledge or understanding so the church can care for individual students, in a loving and caring community setting. In consultation with the Bishop, the Rector is responsible for local adaptation around specific ministry situations and with regards to suitable protection practices that embody the Diocese guiding values.

Procedures for Home Groups

Church of the Advent does not exercise control over meetings and events in congregants' homes. The care and protection of children in such settings is always the responsibility of the parent(s)/guardian(s) of each child. In home groups where children are present, even on an occasional basis, leaders are encouraged to read this policy, complete both the policy training and the awareness training, and follow as closely as possible the best practices outlined in this policy, including the development of a Supervisory Plan, for the benefit and safety of our children, including the following:

- Supervision by two certified individuals (2 unrelated adults is a minimum standard);
- Inspection and preparation of the physical environment – the location should be inspected and prepared for child safety for the developmental age of those being served, keeping in mind outlet coverings, sharp corners, sharp objects, unsecured furniture, access to outdoors, toxic materials, etc.
- Creation of restroom procedure – for any child who requires assistance, parent(s)/guardian(s) should be responsible for diapering and meeting other restroom needs.

Core Group leaders and Advent members that employ childcare off-site and in homes are encouraged to contact Advent's Director of Family Ministries with questions. For Advent ministry events requiring childcare, the leaders are required to contact the Director of Family Ministries in advance of the event.

4. MONITORING

Monitoring helps detect problems before they turn into an incident of abuse and helps adults avoid wrongful allegations of abuse where none has occurred. Off-site activities increase the risk of abuse due to changes in venue and familiarity with the space/environment. The Parish Council, clergy, staff, paid childcare workers, and volunteers must be diligent in monitoring and supervising children's and youth activities in all settings at all times. Monitoring procedures include, but are not limited to:

- Two Certified Unrelated Adult Rule: All child and youth activities shall be supervised by two or more certified individuals, not related to each other;
- No child will be left unattended in the building or on the property during or following a church activity;
- Clergy, staff members, paid childcare workers and/or volunteers should not conduct unobserved meetings or interactions with children or youth;
- In a discipleship or mentoring relationship, the interactions should take place in a public place or where other persons are present;
- All leaders are expected to watch for policy violations and report them;
- An open invitation should be extended to parent(s)/guardian(s) to visit at any time unannounced;
- Keeping interaction with children in full view of others at all times;
- Keeping unused rooms locked whenever possible; if keys are unavailable then doors should remain open and lights remain on;
- Keeping children and youth in supervised areas within the church building;
- Adhere to federal classroom ratios; exceptions must be approved by the Director of Family Ministries;
- An onsite or offsite written Supervisory Plan shall be in place for all educational, pastoral, recreational, or other programming that involves youth or children. The Director of Family Ministries is responsible for creating and overseeing Supervisory Plans.

Supervisory Plans

The purpose of the Supervisory Plan for any given activity, space, or ministry is to give direction to clergy, staff, paid childcare workers and volunteers to ensure appropriate measures are in place to meet both Church of the Advent's and the diocesan standards for supervision. It is recommended that a copy of the Supervisory Plan be provided to those responsible for supervision and that the plan be posted in a visible location. Paid childcare workers contracting with an outside firm (e.g., College Nannies) are required to sign the Supervisory Plan for the age group and setting they are responsible for.

Advent-sponsored onsite Supervisory Plans must include:

- Description of the nature of the activity;
- Details of the registration process and a sample registration form;
- Personnel responsible for running the activity;
- Recommended ratio of adults to children:
 - Infants (younger than 12 months): 1 certified adult to 4 infants up to 12 infants (2 certified adults should always be present)

- Young toddlers (1-2 years): 1 certified adult to 4 young toddlers up to 12 toddlers (2 certified adults should always be present)
- Older toddler (2-3 years): 1 certified adult to 6 children (2 certified adults should always be present)
- Preschooler (3-5 years): 1 certified adult to 10 children (2 certified adults should always be present)
- School age (5-18): 1 certified adult to 12 children (2 certified adults should always be present)
- Mixed age group: aim to adhere to the ratio guidelines for the youngest age present, whenever possible (2 certified adults should always be present)
- Standards for interacting with children or youth;
- Description of the physical environment;
- Bathroom procedures, including showering procedures, if applicable;
- First aid and medication procedures;
- Procedures for reporting discipline concerns; and
- Release of children
- Note: Emergency plans and procedures, including schematics with fire escape routes, shelter-in-place designations and plans for reuniting children with parent/guardian(s) would also be helpful.

Advent-sponsored offsite Supervisory Plans must include:

- Description of the nature of the activity;
- Details of the registration process and a sample registration form;
- Personnel responsible for running the activity;
- Recommended ratio of adults to children,
 - Young toddlers (1-2 years): 1 certified adult to 4 young toddlers up to 12 toddlers (2 certified adults should always be present)
 - Older toddler (2-3 years): 1 certified adult to 6 children (2 certified adults should always be present)
 - Preschooler (3-5 years): 1 certified adult to 10 children (2 certified adults should always be present)
 - School age (5-18): 1 certified adult to 12 children (2 certified adults should always be present)
 - Mixed age group: aim to adhere to the ratio guidelines for the youngest age present, whenever possible (2 certified adults should always be present)
- Standards for interacting with and disciplining children or youth;
- Description of the physical environment;
- Bathroom procedures;
- First aid and medication procedures;
- Procedures for reporting discipline concerns;
- Dining arrangements;
- Sleeping arrangements: see “Overnight Events”;
- Showering procedures: see “Overnight Events”
- Offsite transportation plan(s): see “Transportation”
- Release of youth.

5. RESPONDING AND REPORTING

Philosophy

Paul writes in 1 Corinthians 12:24-26, “But God has so composed the body, giving greater honor to the part that lacked it, that there may be no division in the body, but that the members may have the same care for one another. If one member suffers, all suffer together; if one member is honored, all rejoice together.”

Church of the Advent takes these words of Scripture seriously. It is our privilege and joy to be the body, and it is our responsibility to care for it. That is why we take any allegations of misconduct seriously, and that is why we have plans in place to respond appropriately. Our prayer and our hope is that our congregation will be a place where we all work together to protect our children in a mutually encouraging way. We pray for the maturity to give and receive feedback when it comes to systems and behaviors that need to change in order for us to be above reproach. We pray against a culture of finger-pointing and fear and anxiety for, as Paul writes in 2 Timothy 1:7, “God gave us a spirit not of fear but of power and love and self-control.”

We have outlined below the responsibilities we have to respond to allegations of misconduct.

For Church of the Advent’s Child Protection Policy and accompanying procedures to meaningfully protect our children, it is critical that people speak up if something does not seem right, and that Church of the Advent address all reports in a thoughtful, careful way that prioritizes the needs of impacted children. At the same time, it can be difficult to know when to speak up, and to discern a harmless oversight from a genuine red flag. We take this policy and our procedures seriously but we do not want volunteers to live in fear of failing to perfectly implement every line of this policy at all times. Our hope is that we would jointly keep in mind the real goal of this policy and any procedures: protecting our children. At various times, this may require courageous calling out of wrongdoing, courageous discernment in ensuring appropriate response, courageous willingness to receive feedback on growing in caring for children, or even the courage to have voiced something that turns out to not actually present a protection risk. We call on all those who attend and interact with children at Church of the Advent to embrace this courage, for the sake of protecting our children.

Church of the Advent’s Policy on Responding and Reporting

It is the policy of Church of the Advent to take seriously all reports made under this policy and to take appropriate response, following Church of the Advent’s then-current Responding and Reporting Procedures.

What to Report

Clergy, staff, paid childcare workers and volunteers working with children are responsible for monitoring and implementing best practices and appropriate healthy relationships when children are present. As this policy and any procedures are primarily about protecting children, the primary concern is abuse/neglect, or other behaviors that directly threaten the well-being of any child.

Reporting Abuse or Neglect

Every person responsible for the care of children at Advent – clergy, staff, Parish Council, paid childcare workers and volunteers - should be aware of the applicable child abuse reporting

requirements and procedures for our jurisdiction. This includes the District of Columbia and the state of Maryland and Virginia (see Appendix A).

How do I know when to report? Ask yourself the following two questions:

1. Do I think an identifiable child has been harmed or is being harmed by actions of failure to act by the child's caregiver or someone else?
2. If I do not report what I know will the child be at risk for further harm?

Clergy, staff, paid childcare workers and volunteers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Director of Family Ministries, the Rector, or the Executive Director for further action, including reporting to authorities as may be mandated by state law. The proper authorities must also be notified, even if the parent(s) do not wish the incident to be reported. If appropriate, a report must also be made to the church's insurance company.

Minor Reports and Red Flags

In addition, there may be two other categories of behavior that are observed and reported: (1) Minor Reports – accidental, minor and/or one-off policy violations or mis-steps that do not directly threaten the well-being of a child, and (2) Incidences of Red Flag behavior - to note, which may signal a concern and with additional factors may require action, but do not in themselves require reporting to civil authorities.

How to Report

Any person may report a concern about child well-being or other violation of this policy at any time, by making a complaint to the Director of Family Ministries. Complaints about the Director of Family Ministries or any related person may be made to the Rector. The Director of Family Ministries will elevate any serious complaints to the Executive Director and the Rector to ensure Church of the Advent takes appropriate response. Complaints about the Rector should be reported to the Rector's Warden and to the Bishop.

Members of Church of the Advent, and in particular, parents and volunteers with children, are *especially encouraged* to report any concerns or violations of this policy and are *required* to report any reports of abuse or neglect (see above).

Reporting to Director of Family Ministries vs. option for direct conversation with person in question:

- Abuse and neglect should be reported as noted above.
- In the case of a Minor Report-where something that may constitute a minor policy violation, or otherwise raises a question, but is not a red flag behavior-Church of the Advent members and volunteers are encouraged to first have a direct conversation with the individual involved. *Example:* A volunteer steps outside a classroom to talk to a parent, leaving the ratio in the classroom too low. Additionally, please inform the Director of Family Ministries of any minor policy violation so that we can track when we may need further policy training and education.

- In the case of Red Flag Behavior—these are behaviors or incidences that are not consistent with our policy or training but are not considered abuse and most often not grooming tactics. These are incidences that fall into the category of inappropriate engagements or interactions. Many red flag behaviors are opportunities for us to teach and guide another person so they can better reflect the healthy relationships we strive for at Church of the Advent. Red flag behaviors need to be documented and often interrupted. All red flag behaviors need to be reported to the Director of Family Ministries. Complaints about the Director of Family Ministries or any related person may be made to the Rector. Church of the Advent has an incident tracking log to keep track of any red flag behaviors, which allows for education, mentoring and cultural change. It also prevents questionable boundary crossing or grooming tactics from escalating.

How do I know when to report something?

We encourage individuals to err on the side of speaking up when something does not seem right. Even something seemingly trivial may provide helpful input that allows Church of the Advent to improve our systems, an opportunity to educate a well-meaning volunteer, an additional data point in a trend we might otherwise miss. It is not your job to discern whether particular behavior constitutes a violation, a serious violation, or gross misconduct. Report what you observe (“the facts”), and it is Church of the Advent’s responsibility to discern what to make of those facts.

Most often, in scenarios of grooming an adult, parish or child, the offender will erode proper boundaries over time with small acts of pushing the limits of physical and emotional interactions. At times, when the church leader receiving such reports puts together the separate pieces of information provided by different workers, the leader may discern a pattern or recognize information that triggers further investigation and/or a report to state authorities. Therefore, reporting even small infringements of boundaries may be signals of potential abuse. Basically, if it makes the viewer uncomfortable, it should be reported to the Director of Family Ministries. If it involves the Director of Family Ministries, it should be reported to the Rector or the Executive Director. If it involves the Rector, it should be reported to the Bishop and the Rector’s Warden.

Responding and Reporting Procedures

Our Responding and Reporting Procedures will be a living document because it is impossible to prepare for every eventuality. Church of the Advent’s Family Ministries Risk Management Committee will consult on and make updates to these procedures.

Church of the Advent’s response procedures will, at minimum:

- Take a child-friendly approach to all reports and any investigations conducted in response.
- Involve a report to the authorities when appropriate, such as in cases of allegations of abuse or neglect.
- Ensure any internal investigation conducted by or on behalf of Church of the Advent will be conducted by neutral and unbiased individuals.

Last updated 12-09-2022

Appendix A: Definitions of Child Abuse or Neglect in District of Columbia, Maryland, and Virginia & Reporting Requirements

District of Columbia

(23)(A) The term “abused”, when used with reference to a child, means:

- (i) infliction of physical or mental injury upon a child;
- (ii) sexual abuse or exploitation of a child; or
- (iii) negligent treatment or maltreatment of a child.

(B)(i) The term “abused”, when used with reference to a child, does not include discipline administered by a parent, guardian or custodian to his or her child; provided, that the discipline is reasonable in manner and moderate in degree and otherwise does not constitute cruelty. For the purposes of this paragraph, the term “discipline” does not include:

- (I) burning, biting, or cutting a child;
- (II) striking a child with a closed fist;
- (III) inflicting injury to a child by shaking, kicking, or throwing the child;
- (IV) nonaccidental injury to a child under the age of 18 months;
- (V) interfering with a child’s breathing; and
- (VI) threatening a child with a dangerous weapon or using such a weapon on a child. For purposes of this provision, the term “dangerous weapon” means a firearm, a knife, or any of the prohibited weapons described in § 22-4514.

(9)(A) The term “neglected child” means a child:

- (i) who has been abandoned or abused by his or her parent, guardian, or custodian, or whose parent, guardian, or custodian has failed to make reasonable efforts to prevent the infliction of abuse upon the child. For the purposes of this sub-subparagraph, the term “reasonable efforts” includes filing a petition for civil protection from intrafamily violence pursuant to § 16-1003;
- (ii) who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his or her physical, mental, or emotional health, and the deprivation is not due to the lack of financial means of his or her parent, guardian, or custodian;
- (iii) whose parent, guardian, or custodian is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization, or other physical or mental incapacity;
- (iv) whose parent, guardian, or custodian refuses or is unable to assume the responsibility for the child’s care, control, or subsistence and the person or institution which is providing for the child states an intention to discontinue such care;

(v) who is in imminent danger of being abused and another child living in the same household or under the care of the same parent, guardian, or custodian has been abused;

(vi) who has received negligent treatment or maltreatment from his or her parent, guardian, or custodian;

(vii) who has resided in a hospital located in the District of Columbia for at least 10 calendar days following the birth of the child, despite a medical determination that the child is ready for discharge from the hospital, and the parent, guardian, or custodian of the child has not taken any action or made any effort to maintain a parental, guardianship, or custodial relationship or contact with the child;

(viii) who is born addicted or dependent on a controlled substance or has a significant presence of a controlled substance in his or her system at birth;

(ix) in whose body there is a controlled substance as a direct and foreseeable consequence of the acts or omissions of the child's parent, guardian, or custodian; or

(x) who is regularly exposed to illegal drug-related activity in the home.

(B) No child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall for that reason alone be considered a neglected child for the purposes of this subchapter.

From the Code of the District of Columbia, [https://code.dccouncil.us/dc/council/code/sections/16-2301.html#\(23\)](https://code.dccouncil.us/dc/council/code/sections/16-2301.html#(23))

Reporting Requirements

(a) Any person who knows, or has reasonable cause to believe, that a child is a victim of sexual abuse shall immediately report such knowledge or belief to the police. For the purposes of this subchapter, a call to 911, or a report to the Child and Family Services Agency, shall be deemed a report to the police.

(b) Any person who is or has been a victim of sexual abuse is not required to report pursuant to subsection (a) of this section if the identity of the alleged perpetrator matches the identity of the victim's abuser.

(c) No legally recognized privilege, except for the following, shall apply to this subchapter:

(1) A lawyer or a person employed by a lawyer is not required to report pursuant to subsection (a) of this section if the lawyer or employee is providing representation in a criminal, civil, or delinquency matter, and the basis for the knowledge or belief arises solely in the course of that representation.

(2)(A) The notification requirements of subsection (a) of this subsection do not apply to a priest, clergyman, rabbi, or other duly appointed, licensed, ordained, or consecrated minister of a given religion in the District of Columbia, or a duly accredited practitioner of Christian Science in the

District of Columbia, if the basis for the knowledge or belief is the result of a confession or penitential communication made by a penitent directly to the minister if:

- (i) The penitent made the confession or penitential communication in confidence;
- (ii) The confession or penitential communication was made expressly for a spiritual or religious purpose;
- (iii) The penitent made the confession or penitential communication to the minister in the minister's professional capacity; and
- (iv) The confession or penitential communication was made in the course of discipline enjoined by the church or other religious body to which the minister belongs.

(B) A confession or communication made under any other circumstances does not fall under this exemption.

(3) Sexual assault counselors shall be exempt from reporting pursuant to subsection (a) of this section any crime disclosed in a confidential communication unless the sexual assault counselor has actual knowledge that the crime disclosed to the sexual assault counselor involves:

(A) A victim under the age of 13;

(B) A perpetrator or alleged perpetrator with whom the sexual assault victim has a significant relationship, as that term is defined in § 22-3001(10); or

(C) A perpetrator or alleged perpetrator who is more than 4 years older than the sexual assault victim.

(d) This section should not be construed as altering the special duty to report by persons specified in § 4-1321.02(b).

From the Code of the District of Columbia, § 22-3020.52,
<https://code.dccouncil.us/dc/council/code/titles/22/chapters/30/>

Maryland

CODE OF MARYLAND REGULATIONS (COMAR) defines child abuse and child neglect as:

- Physical injury (not necessarily visible) of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed.
- The failure to give proper care and attention to a child, leaving a child unattended where the child's health or welfare is harmed or a child is placed in substantial risk of harm.
- An act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not.
- Identifiable and substantial impairment of a child's mental or psychological ability to function.
- Finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect or sexual abuse occurred.

(b)(1) "Abuse" means:

(i) the physical or mental injury of a child under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed by:

1. a parent;
 2. a household member or family member;
 3. a person who has permanent or temporary care or custody of the child;
 4. a person who has responsibility for supervision of the child; or
 5. a person who, because of the person's position or occupation, exercises authority over the child;
- or

(ii) sexual abuse of a child, whether physical injuries are sustained or not.

(2) "Abuse" does not include the physical injury of a child by accidental means.

Md. Code Ann., Fam. Law § 5-701

(s) "Neglect" means the leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that indicate:

- (1) that the child's health or welfare is harmed or placed at substantial risk of harm; or
- (2) mental injury to the child or a substantial risk of mental injury.

Md. Code Ann., Fam. Law § 5-701

You are a mandated reporter if you are one of the following:

- Health Practitioner
- Educator
- Human Service Worker
- Police Officer

Reporting does NOT require PROOF that child abuse or neglect has occurred. Incidents are to be reported as soon as they are suspected. Waiting for proof may involve grave risk to the child and impede services to the family. Witnesses to child abuse and neglect are rare. Professional judgment and knowledge should be used to evaluate any suspicion.

Please note that effective October 1, 2016, if a local department has reason to believe that a mandated reporter knowingly failed to make a report of suspected abuse or neglect of a child, the local department must file a complaint with the appropriate licensing board or employer of the mandated reporter. Anyone making a “good faith” report is immune from civil liability and criminal penalty.

Source: <http://dhr.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/what-is-child-abuse-and-neglect/>, <https://dhs.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/mandated-reporters/>

(a) Notwithstanding any other provision of law, including any law on privileged communications, each health practitioner, police officer, educator, or human service worker, acting in a professional capacity in this State:

- (1) who has reason to believe that a child has been subjected to abuse or neglect, shall notify the local department or the appropriate law enforcement agency; and
- (2) if acting as a staff member of a hospital, public health agency, child care institution, juvenile detention center, school, or similar institution, shall immediately notify and give all information required by this section to the head of the institution or the designee of the head.

Md. Code Ann., Fam. Law § 5-704

(a)(1) Except as provided in paragraphs (2) and (3) of this subsection, notwithstanding any other provision of law, including a law on privileged communications, a person in this State other than a health practitioner, police officer, or educator or human service worker who has reason to believe that a child has been subjected to abuse or neglect shall notify the local department or the appropriate law enforcement agency.

(2) A person is not required to provide notice under paragraph (1) of this subsection:

- (i) in violation of the privilege described under § 9-108 of the Courts Article;
- (ii) if the notice would disclose matter communicated in confidence by a client to the client's attorney or other information relating to the representation of the client; or
- (iii) in violation of any constitutional right to assistance of counsel.

(3) A minister of the gospel, clergyman, or priest of an established church of any denomination is not required to provide notice under paragraph (1) of this subsection if the notice would disclose matter in relation to any communication described in § 9-111 of the Courts Article and:

- (i) the communication was made to the minister, clergyman, or priest in a professional character in the course of discipline enjoined by the church to which the minister, clergyman, or priest belongs; and
- (ii) the minister, clergyman, or priest is bound to maintain the confidentiality of that communication under canon law, church doctrine, or practice.

Md. Code Ann., Fam. Law § 5-705

Virginia

“Abused or neglected child” means any child less than 18 years of age:

1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions, including, but not limited to, a child who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such substance by that child's parents or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of § 18.2-248;
2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health. However, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child. Further, a decision by parents who have legal authority for the child or, in the absence of parents with legal authority for the child, any person with legal authority for the child, who refuses a particular medical treatment for a child with a life-threatening condition shall not be deemed a refusal to provide necessary care if (i) such decision is made jointly by the parents or other person with legal authority and the child; (ii) the child has reached 14 years of age and is sufficiently mature to have an informed opinion on the subject of his medical treatment; (iii) the parents or other person with legal authority and the child have considered alternative treatment options; and (iv) the parents or other person with legal authority and the child believe in good faith that such decision is in the child's best interest. Nothing in this subdivision shall be construed to limit the provisions of § 16.1-278.4;
3. Whose parents or other person responsible for his care abandons such child;
4. Whose parents or other person responsible for his care commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law;
5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis;
6. Whose parents or other person responsible for his care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment as defined in § 55-79.2, with a person to whom the child is not related by blood or marriage and who the parent or other person responsible for his care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to § 9.1-902; or
7. Who has been identified as a victim of sex trafficking or severe forms of trafficking as defined in the Trafficking Victims Protection Act of 2000, 22 U.S.C § 7102 et seq., and in the Justice for Victims of Trafficking Act of 2015, 42 U.S.C. § 5101 et seq.

If a civil proceeding under this title is based solely on the parent having left the child at a hospital or emergency medical services agency, it shall be an affirmative defense that such parent safely delivered the child to a hospital that provides 24-hour emergency services or to an attended emergency medical services agency that employs emergency medical services providers, within 14

days of the child's birth. For purposes of terminating parental rights pursuant to § 16.1-283 and placement for adoption, the court may find such a child is a neglected child upon the ground of abandonment.

Va. Code Ann. § 63.2-100, <https://law.lis.virginia.gov/vacode/title63.2/chapter1/section63.2-100/>

§ 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;
2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker or family-services specialist;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any mental health professional;
8. Any law-enforcement officer or animal control officer;
9. Any mediator eligible to receive court referrals pursuant to § 8.01-576.8;
10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
11. Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children;
12. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ 9.1-151 et seq.) of Chapter 1 of Title 9.1;
13. Any person 18 years of age or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;
14. Any person employed by a local department as defined in § 63.2-100 who determines eligibility for public assistance;
15. Any emergency medical services provider certified by the Board of Health pursuant to § 32.1-111.5, unless such provider immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith;
16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team;

17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs; and

18. Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client.

19. Any minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church, unless the information supporting the suspicion of child abuse or neglect (i) is required by the doctrine of the religious organization or denomination to be kept in a confidential manner or (ii) would be subject to § 8.01-400 or 19.2-271.3 if offered as evidence in court; and

20. Any person who engages in the practice of behavior analysis, as defined in § 54.1-2900.

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hotline.

If an employee of the local department is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the Department in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith. If the initial report of suspected abuse or neglect is made to the person in charge of the institution or department, or his designee, pursuant to this subsection, such person shall notify the teacher, staff member, resident, intern or nurse who made the initial report when the report of suspected child abuse or neglect is made to the local department or to the Department's toll-free child abuse and neglect hotline, and of the name of the individual receiving the report, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department on a form prescribed by the Board. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records, or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and reports available to the investigating agency unless such

disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g). Provision of such information, records, and reports by a health care provider shall not be prohibited by § 8.01-399. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

B. For purposes of subsection A, “reason to suspect that a child is abused or neglected” shall include (i) a finding made by a health care provider within six weeks of the birth of a child that the child was born affected by substance abuse or experiencing withdrawal symptoms resulting from in utero drug exposure; (ii) a diagnosis made by a health care provider within four years following a child's birth that the child has an illness, disease, or condition that, to a reasonable degree of medical certainty, is attributable to maternal abuse of a controlled substance during pregnancy; or (iii) a diagnosis made by a health care provider within four years following a child's birth that the child has a fetal alcohol spectrum disorder attributable to in utero exposure to alcohol. When “reason to suspect” is based upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report.

C. Any person who makes a report or provides records or information pursuant to subsection A or who testifies in any judicial proceeding arising from such report, records, or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report, records, information, or testimony, unless such person acted in bad faith or with malicious purpose.

D. Any person required to file a report pursuant to this section who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$1,000. In cases evidencing acts of rape, sodomy, or object sexual penetration as defined in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, a person who knowingly and intentionally fails to make the report required pursuant to this section shall be guilty of a Class 1 misdemeanor.

E. No person shall be required to make a report pursuant to this section if the person has actual knowledge that the same matter has already been reported to the local department or the Department's toll-free child abuse and neglect hotline.

Va. Code Ann. § 63.2-1509, <https://law.lis.virginia.gov/vacode/title63.2/chapter15/section63.2-1509/>

Appendix B: Children's & Youth Ministries Application for Volunteers

CANCEL

Children's & Youth Min
Application - Volunteers

SUBMIT

Please complete this application if you are interested in volunteering with Church of the Advent's Children's or Youth Ministries. Applications are kept confidential and are only visible to the Director of Children's Ministry and Advent staff. Note that you cannot save a partially completed form.

Volunteers must also read Advent's Child Protection Policy (CPP) (attached) and e-sign our accompanying Code of Ethics, agree to a criminal background check, attend an in-person CPP training, and complete an online sexual abuse prevention training.

Change Respondent

Someone else...

First Name*

Last Name*

Email*

Mobile Phone*

Street*

City*

State*

Postal Code*

Birthday*

Gender*

Age*

Type your answer

0 / 60

In which area would you like to serve?*

Please check all that apply.

☐ Nursery
 ☐ Little Ones (ages 2-3)
 ☐ Children's Worship (ages 4-9)
 ☐ 4th-5th Grade Sunday School
 ☐ Middle School Youth Group (6th-9th Grade)
 ☐ Trail Life (a ministry of Advent's Men's Ministry)

2. Have you ever been convicted of a criminal offense (excluding minor traffic violations)?*

☐ Yes

☐ No

3. Have you been convicted of the possession, use, or sale of drugs (including marijuana)?*

☐ Yes

☐ No

4. Within the past 90 days have you abused alcohol, legal drugs, or illegal drugs?*

☐ Yes

☐ No

5. Have you ever been arrested for, or convicted of, any crime involving child abuse and/or neglect, or had any such conviction expunged?*

☐ Yes

☐ No

6. Have you ever been charged with child sexual abuse in a civil proceeding?*

☐ Yes

☐ No

7. Have you ever committed an act of child sexual abuse?*

☐ Yes

☐ No

8. Have you ever been diagnosed with any paraphilic psychological condition as defined by the APA* including but not limited to pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws)?*

☐ Yes

☐ No

9. Has a member of your household ever been arrested for, or convicted of, any crime involving child abuse and/or neglect, or had any such conviction expunged?*

☐ Yes

☐ No

10. Has a member of your household ever been charged with child sexual abuse in a civil proceeding?*

☐ Yes

☐ No

11. Has a member of your household ever committed an act of child sexual abuse?*

☐ Yes

☐ No

12. Has a member of your household been diagnosed with any paraphilic psychological condition as defined by the APA including but not limited to pedophilia, voyeurism, or exhibitionism except where such inquiry is prohibited or limited by applicable laws?*

☐ Yes

☐ No

13. Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?*

☐ Yes

☐ No

14. Were you a victim of any kind of abuse or molestation while a minor?*

☐ Yes

☐ No

Explanation (if needed)

Please explain fully any YES answers to the preceding questions using additional paper as necessary. Please know that a pastor may contact you to discuss your answer to any of the above questions. After the completion of this application, if your answer to any of these questions changes at any time, it is your obligation to notify pastoral staff.

Type your answer

References

Please list three (3) adults that you have known for one year or more, who have a definite knowledge of your character and ability to work with children. Please provide one reference who is a family member, one who is a friend or regular church attendee, and one professional reference. If you have worked with children in the past, please include and designate as a reference a qualified person who observed you in your most recent service in this regard.

Reference 1: Name (Family Member)*

Type your answer

0 / 60

Relationship*

Type your answer

0 / 60

Telephone*

Type your answer

0 / 60

Email*

Type your answer

0 / 60

Reference 2: (Friend)*

Type your answer

0 / 60

Relationship*

Type your answer

0 / 60

Telephone*

Type your answer

0 / 60

Email*

Type your answer

0 / 60

Reference 3: Name (Professional)*

Type your answer

0 / 60

Relationship*

Type your answer

0 / 60

Telephone*

Type your answer

0 / 60

Email*

Type your answer

0 / 60

*ADA American Psychiatric Association

Appendix C: Code of Ethics for Working with Children and Youth at Church of the Advent

We deeply appreciate your desire to answer God's call to develop relationships with children and nurture them in the faith. In order to facilitate those relationships, while acting in your capacity as a child-care employee or volunteer for the Church of the Advent, the following shall apply:

1. No employee or volunteer at Church of the Advent who has a civil or criminal record of child abuse, or who has committed prior sexual abuse of a child, will be permitted to serve with children or youth. Such a person, however, is encouraged toward healthy engagement in the life of the church through other ministries.
2. If any future events or life changes might impact an employee's/volunteer's ability to interact in a loving, positive manner with the children under his or her care, the employee or volunteer should discuss such changes and their consequences with the appropriate team leader or pastor for counsel and support.
3. Survivors of childhood abuse need love and acceptance from their church family. Individuals who have such a history should discuss their desire to be a volunteer or employee with a pastor prior to engaging in service.
4. Volunteers will not be permitted to work with youth or children until they have been a regular participant of good standing in the Church of the Advent for 6 months. Volunteering requires a written application, reference checks, a criminal background check, a signed Code of Ethics, a personal interview with the Director of Family Ministries or designee.
5. Abuse of children, youth, or adults, including the following behavior, will not be tolerated.
 - Physical abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
 - Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
 - Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
 - Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.
6. The Church of the Advent requires all youth/child employees and volunteers to report to the Director of Family Ministries, the Rector, or the Executive Director any suspected abuse or neglect of a child or youth whether related to church functions or not.
7. Use of tobacco products, or being under the influence of alcohol in the presence of children or youth is prohibited; consuming, possessing, or being under the influence of illegal drugs is also prohibited.
8. Youth/child employees and volunteers at the Church of the Advent shall not use or tolerate profanity in the presence of children or youth.

9. Two unrelated adult workers must be present with children or youth at all times. We do not allow children or youth to be alone with only one adult on our premises or in any sponsored activity unless in a counseling situation.
10. Employees and volunteers at the Church of the Advent must treat children, youth, and adults of all races, religions, and cultures with respect and consideration.
11. Employees and volunteers at the Church of the Advent must be free of physical and psychological conditions that might adversely affect a child's, youth's or adult's health, including, but not limited to, contagious disease.
12. Employees and volunteers at the Church of the Advent must portray a godly role model for youth and children by maintaining an attitude of respect, loyalty, patience, courtesy and maturity. They are expected to act and react with maturity and Christian love and understanding in all situations.
13. Employees and volunteers at the Church of the Advent who serve with children must, every two years, participate in both (1) a policy training with the Director of Family Ministries and (2) a training session on the prevention of child abuse or complete an approved online Sexual Abuse Prevention Course and follow-up test. They must also make an effort to attend any additional training or orientation provided by the Church of the Advent. They must also read and agree to Advent's Child Protection Policy.

I agree to follow all the directions, policies, and procedures of the Church of the Advent, including the Child Protection Policy.

I understand that as a youth/child employee or volunteer for the Church of the Advent, I will be subject to a background check, including criminal history.

I understand that any violation of this code or of unscriptural conduct in the performance of my services on behalf of the Church of the Advent may be grounds for removal as a youth/child employee or volunteer.

By my signature below, I certify that I have read and acknowledge, understand, accept, and agree to comply with the information contained in the Church of the Advent's Code of Ethics and Child Protection Policy.

Name: _____

Signature: _____

Date: _____