

Child and Youth Protection Policy for Salem Presbytery
and an Example for Local Congregations
Submitted by the EQUIP Committee
August 18, 2018

The 2017-19 edition of the Book of Order at G-3.0106 requires each council of the Church (including synods, presbyteries, and sessions of all particular churches) to develop and adopt a Child and Youth Protection Policy.

The Child and Youth Protection Policy to be presented to Salem Presbytery at the August 18, 2018 meeting is proposed by the EQUIP Committee and is written specifically for Salem Presbytery events/gatherings involving adults (defined as anyone 18 years of age and older) in leadership and caregiving roles with children and/or youth (example – Salem Presbytery Youth Retreats).

The proposed policy conforms with the insurance guidelines and requirements for risk management. The policy uses the Brotherhood Mutual Risk Management and Safe Sanctuaries resources. Brotherhood Mutual is the insurance company for Salem Presbytery. The EQUIP Committee's proposed policy implementations and procedures complies with Brotherhood Mutual's suggestions for risk management. www.brotherhoodmutual.com/resources/ Brotherhood Mutual's suggestions for a Child Protection Policy include:

- Screening - a written application; criminal background check; personal interview; six-month rule stating that an individual must be an active participant in the life of the faith community before working with the children or youth
- Supervising church workers – includes visits during activities; having a two teacher rule; providing visual access with a window in a door or an open door when only one teacher is available; limiting one-on-one activities/counseling
- Plan for reporting and responding to allegations of abuse
- Training and implementation of procedures

The Child and Youth Protection Policy proposed by the EQUIP Committee requires criminal background checks and volunteer applications be completed on any persons working with and/or participating in overnight retreats with children and youth. Each individual will submit an application and results of the criminal background check to the Salem Presbytery Office, ATTN: Committee on Ministry, 3950 Clemmons Rd, Clemmons, NC 27012.

Teaching Elders currently serving in Salem Presbytery:

- A criminal background check has been performed and is kept confidential in the Salem Presbytery Office. No extra criminal background check needed.
- Submit the Application to Work with Children and Youth.

Non-ordained applicants:

- Submit the Application to Work with Children and Youth.
- Ask your local congregation to perform the criminal background check and to provide a letter from the Session verifying an up-to-date completed satisfactory criminal background check including the name of the company used for the criminal background check. Submit with your application.
- Samples of accredited online companies: Protect My Ministry, First Advantage criminal records screening, and IntelliCorp. Insurance Companies will suggest a company for background checks.

- Salem Presbytery will not perform criminal background checks on non-ordained applicants.

Background checks and letters from Session submitted to Salem Presbytery will be kept in a locked confidential file in the office for five years. After five years, if the same persons are serving in ministry with children and youth, they must submit an updated background check.

This letter includes the volunteer application adapted from suggestions by Brotherhood Mutual. The application can be altered to fit individual congregations. According to the Brotherhood Mutual information, legal counsel should review the written application with permission for background check before use. The written application and permission for background check was reviewed by Steve Pharr, attorney and Teaching Elder in the P.C. (U.S.A.) on April 18, 2018. We are excited to put this policy into place as soon as possible to show our faith community and our local community how much we care about the safety of our children and youth.

**SALEM PRESBYTERY of NORTH CAROLINA
APPLICATION FOR WORK WITH CHILDREN AND YOUTH**

This application is a confidential, mandatory part of a process to help the church provide a safe, nurturing, Christian environment for our children and youth. Persons responsible for the supervision or care of our children and youth are in special positions of trust and confidence. All persons who work with children and youth must complete this application.

Personal Information

(Please attach a photographic identification, e.g., copy of driver's license)

Name: _____ Date: _____

Date of Birth _____ Driver's License # _____

Present Address _____

Tel.# (home) _____ (work) _____ (cell) _____

Are you 18 years or older? Yes _____ No _____

For appropriate screening and to ensure the safety of our children, please answer the following question.

- Have you ever been arrested for any reason? Yes _____ No _____
- Have you ever been convicted of a crime that would endanger the safety of or prohibit you from working with children and youth? Yes _____ No _____

Work Experience with Children and/or Youth

Name and Address of the church of which you are a member

Names and addresses of churches you have attended on a regular basis for the past five years

1.

2.

3.

List churches and organizations in which you worked with children or youth over the past five years, giving church/organization name, address, dates and contact person on staff.

1.

2.

3.

4.

List any talents training, education, etc., that would help enrich the lives of our children and our youth.

List the areas of Children and Youth Ministry where you feel called to serve.

Personal References

Give the names, addresses and phone numbers of two people who are not relatives, who have known you for at least one year.

- 1.
- 2.

Applicant verification and release:

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

I authorize Salem Presbytery to contact any person or entity listed in this application and I further authorize any such person or entity to provide Salem Presbytery with information, opinions, and impressions relating to my background or qualifications.

I recognize that I must provide Salem Presbytery results of a criminal background check by an accredited company or a letter from the Session that recently, within the past year, conducted a criminal background check on me. I further authorize Salem Presbytery to conduct a criminal background investigation if such a check is deemed necessary.

I voluntarily release Salem Presbytery its employees and representatives from any liability arising from any investigation of or communication regarding my background or qualifications.

I have carefully read the Salem Presbytery Child and Youth Protection Policy and procedures, and I agree to abide by them and to protect the health and safety of the children or youth assigned to my care or supervision at all times.

Applicant's signature _____ Date _____

Witness _____ Date _____