

**POLICY AND PROCEDURES FOR CHILD CARE
THE PRESBYTERY OF BALTIMORE
ADOPTED NOVEMBER 10, 2018**

General Purpose Statement

THE PRESBYTERY OF BALTIMORE seeks to provide a safe and secure environment for the children who participate in our programs and activities. As noted in the *PCUSA Child/Youth/Vulnerable Adult Protection Policy*, "Children, [and] youth...are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. The Church is called to be a place that reflects the open arms of Jesus." By implementing the below practices, our goal is to protect children who are under the direct care by the Presbytery of Baltimore from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

Exceptions

This policy applies specifically to programs or meetings of the Presbytery, including presbytery sponsored childcare at Presbytery Gatherings. For purposes of this policy, the programs and ministries of the following agencies of the Presbyteries are exempted from the provisions of this policy, **because they are required to have their own approved Child Protection Policies:** Individual congregations, The Center; the Baltimore Dakota, Cuba, and Guatemala Partnerships; the Commissions for Spiritual Leader Development, Thriving Congregations, and Reconciliation;. All ministry groups individually or in partnership with each other

Definitions

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and unpaid persons who work with children. The term "volunteer" means anyone involved in a day care or school, in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors. "In addition to this policy, all clergy are subject to the Presbytery of Baltimore Sexual Misconduct Policy."

Selection of Workers

All persons who desire to work with children participating in our programs and activities will be screened. This screening includes the following:

a) **Six Month Rule**

No person will be considered for any volunteer position involving contact with minors until she/he has been involved with a member church of the Presbytery of Baltimore for a minimum of six (6) months, or unless she/he has been known by a minister member of the Presbytery of Baltimore for a minimum of six months In the case of teenagers applying to serve. This requirement can be waived if the applicant can satisfactorily demonstrate involvement with children in another institution that requires successful completion of criminal background checks for anyone working

with children This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

b) Written Application

All persons seeking or recruited 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 affiliation with the Presbytery of Baltimore, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file in the office of the Presbytery of Baltimore.

c) Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position. This interview may include but is not limited to personal history and background, education, gifts and skills, and current use of illegal substances.

d) Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations which the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at the office of the Presbytery of Baltimore.

e) Criminal Background Check

A national criminal background check is required for all employees (regardless of position) and "volunteers" as defined above.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the Presbytery to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.

A disqualifying offense that will keep an individual from working with children will be determined by the General Presbyter or the Stated Clerk of the Presbytery, or by the team responsible for the event for which the individual has applied 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, fraud, 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.

The background check authorization form and results will be maintained in confidence on file at the Presbytery of Baltimore office.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth events may have only one adult leader in attendance during a particular session; in these instances, doors to the event room should remain open and there should be no fewer than three students with the adult leader. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation with an accredited counselor.

Responding to Allegations of 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. 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.

Childcare workers 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 any event sponsored by the Presbytery of Baltimore becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the General Presbyter or the Stated Clerk of the Presbytery, or to the team responsible for the event for further action, including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at an event or activity sponsored by the Presbytery of Baltimore, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker or program participant alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from Presbytery activities during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.
3. All allegations of abuse should be reported to the civil authorities, and the Presbytery will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists. The Presbytery will fully cooperate with the investigation of the incident by civil authorities.
4. The insurance company will be notified, and the Presbytery will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The Presbytery will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of the organization should refrain from speaking to the media.

6. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth and prohibited from working with children at Presbytery sponsored events and programs in the future. The person's name will be communicated to the congregations and presbytery agencies of the presbytery with instruction not to permit the person to work with children.

Open Door Policy

Doors to rooms where events are held should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14.
- Must be screened as specified above.
- Must be under the supervision of an adult and must never be left alone with children.

Check-in/Check-out Procedure

For children below third grade, a security check-in/check-out procedure will be followed at Presbytery sponsored events. The child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parent or guardian must present the "child check" in order to sign out the child from our care. In the event that a parent or guardian is unable to present the "child check," the Stated Clerk or the General Presbyter will be contacted, and will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children attending programs and activities of the Presbytery of Baltimore. 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, diarrhea, or vomiting within the last 48 hours;
- Green or yellow runny nose;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted and asked to pick up their child.

Medications Policy

It is the policy of the Presbytery of Baltimore not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the child care worker to develop a plan of action.

Discipline Policy

It is the policy of the Presbytery of Baltimore not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children.

Restroom Guidelines

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the closest bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. If a child requires assistance, the workers should prop open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

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.

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.

Training

The Presbytery of Baltimore and/or one of its agencies (see POB Manual 6.3) will provide training on this child protection policy to all new childcare workers and will strive to provide

opportunities for additional training on an annual basis. All workers are required to provide evidence of training. This training will cover all aspects of child care and protection covered by this policy.

PCUSA Protection Policy

The values and procedures of this policy are rooted in the tenets set forth in the **Presbyterian Church (U.S.A.) Child/Youth/Vulnerable Adult Protection Policy and its Procedures**. That policy statement may serve as a guide for further interpretation of the present document and should be consulted if questions or situations arise not specifically covered by the present statement.