

Policies & Procedures For the Prevention Of Child Abuse

Ellsworth Church of the Nazarene

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PURPOSE

It is an important purpose of the members and staff of the Ellsworth Church of the Nazarene (the "Church") to provide a safe and secure environment for preschoolers, children, youth and mentally handicapped persons entrusted to our care. We do this to encourage those preschoolers, children, and youth and their families to grow in their relationship with God and one another.

A safe and secure environment includes a formal, written policy to help prevent the occurrence of child abuse. The following policy and procedures are for the protection of our preschoolers, children, youth, employees, volunteers and our entire church family at the Church.

SCOPE

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising, directing coordinating, teaching and/or assisting the activities of preschoolers, children youth, and mentally handicapped persons.

DEFINITIONS

For the purpose of this policy the following definitions shall apply:

1. "Preschooler," "child," "children," "youth," and "minor" shall be defined as any individual *under* the age of eighteen (18) (or whose mental capacity is that of a minor).
2. "Adult" shall be defined as any individual at least eighteen (18) years of age.
3. "Worker" shall be defined as any adult who serves as a volunteer and/or paid person given the responsibility of working with or caring for minors.
4. "Employee" for purposes of this policy shall be all persons who are paid by the Church, whether full or part time, and whether employee or independent contractor, and all unpaid volunteers who work with children and youth in a supervisory (Staff) capacity such as Sunday School and Youth Program coordinators, administrators or superintendents, and the chairperson(s) of the Church committee(s) that oversees those programs.
5. "Teenage Worker" shall be defined as any worker at least thirteen (13) years old or older, but under the age of eighteen (18) enlisted to assist with the care of minors.
6. "Child Abuse" shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth, or minor. For a legal definition, see 22 MSRA 4002(1).
7. "Criminal Background Check" ("CBC") us the procedure used to perform a national check of the background of adult employees and volunteer workers for criminal activity using a national criminal records research service.

WHAT IS CHILD SEXUAL ABUSE?

“Child sexual abuse is any sexual activity with a child – whether in the home by a caretaker, in a church, a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, and adolescent, or another child, provided the child is four years older than the victim.”

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the action.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Child sexual abuse includes behaviors that involve touching and non-touching aspects.

WORKER ENLISTMENT

1. All employees of the Church (both paid and unpaid as defined above) desiring to work with minors will be required to complete an Employment Application and Confidential Screening Form.
2. After an application is received, prior employment and volunteer service and personal references will be checked. It is suggested that, at a minimum, personal references be telephoned and a written memorandum be made of the contents of those telephone conversations, and that prior employment and church service references be contacted in writing.
3. Any prospective worker that has prior convictions for sexual misconduct should not be allowed to serve in any capacity where they would have contact with minors. The applicant will be personally thanked by letter and their application will be kept on file.
4. Criminal background checks *will* be performed on each employee (as defined above) after the applicant has signed Background Investigation Consent for, and prior to being enlisted as a worker. Criminal background checks *may* be performed on any volunteer worker. Annual criminal background checks will be performed on employees and workers, randomly or as deemed necessary. After every five years a new criminal background check will again be performed.
5. Only members of the Confidential Screening Committee of the Church will have access to the criminal background check report. Each applicant will be given a signed copy of the Church Privacy Statement disclosing those officials who serve on the Confidential Committee. Recommendations will be given by the Confidential Screening Committee to the Church board as to the qualification of applicants.
6. Standard interview questions will be developed and used in personal interviews with employee and volunteer worker applicants, after reviewing the applications of the applicant, checking all references, and receiving a criminal background check report.

These interview sheets will be filled out with the results of the interview and kept in a secure, confidential supervisory file, together with the reference checks, the applications and the criminal background check report, if any. A separate supervisory file will be maintained permanently on each employee and worker, whether paid or a volunteer.

7. All programs for children and youth will at all times observe the Church's Basic Procedures for Safe Ministry with Children and Youth.
8. When an employee (as defined above, including volunteers working in a supervisory capacity) is engaged to work with minors, they will be photographed and the picture(s) will be kept in the person's file. Photographs will be updated every five (5) years or as deemed necessary.
9. At the applicant's request, the Church shall allow the applicant to review his/her criminal history record transcript at the Church, but in no event shall the Church allow the applicant to retain and/or copy of the transcript of his/her criminal background check.
10. The Church shall immediately notify the Confidential Screening Committee or other qualified church official if an internal grievance (applicant disputes) is filed by an applicant because of incorrect information or other reasons related to criminal histories provided by the agency. The Church shall submit in a reasonable time period the "Criminal History Record Resolution Request" or similar document to the appropriate governmental agency.
11. When there is need of an appeals process the progression would go from the immediate supervisor to next supervisory level. Two evaluators will study the appeal for validity. If valid, negotiation will take place. The SS superintendent will oversee the appeals process with the Pastor and a board member.

WORKER TRAINING

Each new worker will be given the legal definition of child abuse in writing with their Application. The apprenticeship will be 6 working weeks. A letter of completion of the apprenticeship will be added to their personnel file. The purpose of the apprenticeship is to learn the policies, routine and practices under supervision. Orientation will be comprised of reading and understanding the staff handbook. Training will include meetings with other workers, videos, on-the-job training and children conferences when available. The SS Superintendent will oversee the apprenticeship. Other modules to be learned are Child Characteristics, Curriculum Use, Classroom Management, Parent Relations, Discipline, Creativity, Learning Philosophy and Emergency Procedures.

VOLUNTEER INFORMATION FORMS

Employees, teachers of minors, and volunteers of activities or programs for minors of the Church will be required to complete Application and Screening Forms providing personal and confidential information necessary to perform security background checks and reference checks on each individual worker. While this process understandably trespasses into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosure. All personal

information voluntarily disclosed the results of all security background and reference checks or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be maintained in the strictest of confidence. People who have access to the files are the pastor and the attorney plus the SS Superintendent.

APPLICATION FORMS

Adult worker application forms shall include the following:

- * Volunteer Application and Screening Form with Attachments
 - Basic Procedures for Safe Ministry with Children and Youth
 - Application Form
 - Confidential Screening Form
 - Background Investigation Consent
 - Church Privacy Statement
 - Worker's Authorization and Release of References
 - Child Abuse Prevention Reporting

Teen assistant worker application form shall include the following:

- *Screening Form for Teens

Basic Procedures for Safe Ministry with Children and Youth

WORKER DISQUALIFICATION

Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a volunteer from participating in the leadership, sponsorship or supervising of any activities or programs with minors:

Any conviction for:

- Criminal homicide;
- Aggravated assault;
- Crimes related to the possession, use or sale of drugs or controlled substances;
- Sexual abuse;
- Sexual assault (rape);
- Aggravated sexual assault;
- Injury to a child;
- Incest;
- Indecency with a child;
- Inducing sexual conduct or sexual performance of a child;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a minor;
- Employment harmful to children;
- Abandonment or endangerment of a child;

- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure;
- Enticing a child.
-

SPECIFIC ACTS AND OMISSIONS IN VIOLATION OF THE POLICY

The following acts and omissions are violations of this Policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the designated program staff after the safety of the child, children, youth, or minor involved has been assured.

- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction of physically abusive behavior or bodily injury to a minor.
- Physical neglect of a minor, including failure to provide supervision in relation to the activities of the Church.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any function of the Church.
- The presence, possession, consumption of or being under the influence of any illegal or illicit drugs or alcohol while leading or participating in a function for minors at the Church.

WORKER SUPERVISION

1. The church will follow the Basic Procedures for Safe Ministry with Children and Youth as they shall be adopted and amended from time to time. A reasonable ratio of adult workers is to be maintained in each situation involving the supervision of children.
2. Church staff and volunteer directors will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time. Supervisors shall complete a log to show which rooms, activities, time and date the classes or activity was visited.
3. An identification system shall be adopted for kindergarten aged children and younger so that the adults who drop off a child are the same adults who pick up the child. Permission slips will be available for adults to sign, authorizing the release of the child to other adults.
4. Parental permission shall be obtained in advance for involvement in Church-sponsored programs and activities.
5. In counseling sessions with minors, parental permission shall be obtained prior to a minister meeting privately with a minor, or the two adult rule shall be used in that

instance. Prior permission may be granted by parents to cover a particular time period (i.e., a school year) for their child to receive counseling from a particular minister.

6. List of the names of the approved workers on duty shall be posted near each classroom or area where programs for minors function.

7. Educate all volunteers and paid workers with minors as to the Church's policies and procedures concerning this matter.

OCCASIONAL VOLUNTEER WORKERS

1. Those who only volunteer occasionally must go through the entire volunteer screening process. There are to be no exceptions for anyone to go through the complete process.

2. Teenagers under eighteen (18) wanting to serve as teen workers in any capacity with activities, studies, or programs for preschoolers or children will need to fill in a Teen volunteer Information Form and go through the training. The only step in the process they are exempt from is the criminal background check. Teenagers must be assigned in accordance with the Five-Years Older Rule (see Basic Procedures for Safe Ministry with Children, and Youth).

CHILD ABUSE PREVENTION REPORTING

The state of Maine law requires reports to a child abuse hotline when a caregiver has cause to suspect that child abuse or neglect has occurred. These laws focus on situations when the alleged abuser is a family member or other responsible persons (such as a church worker). When the alleged abuse is not a family member or other responsible person, the matter is not reportable to the hotline, but rather is for the criminal justice system. Determining whether or not an incident is reportable requires an investigation (which must be conducted immediately and a decision made virtually immediately and in no event longer than 24 hours after the first report of the incident.) Detailed procedures for handling reporting can be found in the attachment: Child Abuse Prevention Reporting - Maine.

INSURANCE

The Church shall obtain a sufficient level of liability insurance coverage that is available and would cover child abuse and sexual misconduct claims. If available, the Church should have the levels of coverage which are required for limited immunity.

CONCLUSION

Churches need to be prepared! This is the legal reason for creating safety policies, but there's a deeper, more significant reason – to protect the children. Policies are only

printed expressions of the value placed on children. If the only reason for safety policies is to protect the organization, the Church has missed God's love for children.

Some people may think that our Church is too small or that our Church "knows" everyone to worry about these safety problems. Remember it's much easier to make plans and develop safety policies as a means of prevention, rather than wait until they are needed as a reaction to an abuse case.

Some churches tend to take the biblical concept of trusting God to an extreme. They think nothing bad can happen to Christians. We must not be unwise regarding children's safety. There is no automatic protection from evil for the faithful. We're to watch and be ready. Accidents will always happen. There will always be unforeseen circumstances that need to be handled. But the Church should build into its organization sturdy safety-policy procedures so its ministry will protect our children.

Our Church desires to be a "Safe Sanctuary" for children and youth through the implementation of the above policy. Adoption of these provisions will enable the Church to provide a more safe and secure environment for each individual of our Church family and its guests.

Basic Procedures for Safe Ministry with Children and Youth

I. Screening and Training Staff

It is the desire of the Ellsworth Church of the Nazarene that all who serves in the children's ministry be examples of Christ likeness to the children in their words and deeds. All who serve in the children's ministry must pass through the application process that includes completion of an application, references, driving record and Criminal Background Check (CBC), and be fully trained, accept and sign the statement understanding the ministry' policies and procedures, and sign the appeals process

Age: The minimum age fore a worker's helper is 13 years old, (unless the applicant has passed the Red Cross Baby-Sitting Certificate at age 12) and regular Sunday School and church attendance.

Application: Written applications are to be used including references, followed by personal interviews, reference checks and/or CBC's.

Criminal Background Check (BCB): will be conducted by the ministry director. Fingerprints will be taken and checked as well as driving records.

Approval Standards: Regular attendance in Sunday School and church, CBC, spiritual strengths, will all have an effect on approval, including three good personal references. Applicant must understand the standards of the ministry. Those not approved may be referred to other ministries. Those convicted of crimes against children will not be considered for any ministry. The applicant will be personally thanked by letter and their application will be kept on file.

Access to files: people who may have access to the files are the pastor and the attorney plus the SS Superintendent.

Appeals Process: From immediate supervisor to next supervisory level. Two evaluators will study the appeal for validity. If valid, negotiation will take place. The SS Superintendent will oversee the appeals process with the Pastor and a board_member.

Staff Handbook: The children's ministry policies are to be compiled into a handbook. It will contain policies, procedures, standards and mission statements pertinent to the ministry.

New recruits are to sign acceptance statements regarding ministry policies at the start of their service. The recruit will sign the statements as part of their orientation program. The agreements will be stored in the individual's personnel file.

Training: The apprenticeship will be 6 working weeks. A letter of completion of the apprenticeship will be added to their personnel file. The purpose of the apprenticeship is to learn the policies, routines and practices under supervision.

Orientation will be comprised of reading and understanding the staff handbook. Training will include meetings with other workers, videos, on-the-job training and children conferences when possible. The SS Superintendent will oversee the apprenticeship. Other modules to be learned are Child Characteristics, Curriculum Use, Classroom Management, Parent Relations, Discipline, Creativity, Learning Philosophy and Emergency Procedures.

II. Supervision

Pastor---- SS Sup----- Children's Ministries Dir---- Nursery Sup---- Worker---- Assistant

Adult-to-child ratios:

- Infants: 2 adults to 3 children – age: $0 < x < 1$ (year old)0
- Toddlers: 2 adults to 6 children – age: $1 < x < 3$ (yrs old)
- Preschool: 1 adult and 1 helper to 10 children indoors; outdoors 2 adults and helper – age: $3 < x < (\text{grade } 1)$
- Elementary: 1 adult and 1 helper to 12 children indoors; outdoors 2 adults and 1 helper – grade: $1 \leq x \leq (\text{grade } 6)$

Child Supervision: Children should never ever be unsupervised.

Release of children from classrooms: Parents must pick up the children from Sunday School for grades 1 and 2. Beginning with grade 3 the children are allowed to meet their parents.

Monitoring:

- Greeters are trained to identify out-of-place people.
- Parents must pick up children 7 years and younger.

Restroom procedures: Leave the restroom door open.

Teenagers: They must be screened, supervised, and trained just as adults are.

Playground supervision: At least the ratios for classroom should be implemented. It may be necessary to have more than that.

Staff evaluation and Concerns: If an incident becomes known to the pastor and or SS Superintendent regarding a child and worker, information will be gathered through interviews to resolve the incident. The meeting will be documented with follow up to be determined and signed by worker, SS Superintendent and pastor.

Removing staff: To properly remove someone is to connect poor performance to a signed agreement or policy. At the time of recruitment the volunteer should sign an agreement to serve and abide by the policies. The process of evaluation and recruiting must be clearly written out. If a worker's performance or attitude is evaluated and the

verbal review of the evaluation is recorded and signed, the worker has been adequately warned.

Event Planning:

1. Who can plan events: Anyone may plan an event but through proper channels such as Children's Ministries Dir, or NYI.

2. What steps are required?

- Need for event
- Goal
- Location consideration
- Setting the Date
- Delegating the preparation
- Developing Deadlines
- Communication with Parents & Children
- Recruiting & Training Leaders
- Designing Advertising
- Registration Materials
- Reviewing Event Procedures & Emergency Plans
- Transportation & Food Needs
- Follow-up afterwards

3. Event Approval – All events are approved by same person using same standards. That person must consider church, family, and child needs in the approval process.

4. Staffing Requirements- The event should determine the ratios and requirements. The screening steps the not the same for all who serve in any area of Children's ministry. The department supervisor oversees the process.

5. Staff Training- There's no better training than that which is conducted at the site of the event prior to the event. A verbal list of rules is at the site for the staff and those helping.

6. Church Insurance Coverage- Do we have to check with the insurance company before every event? Waiver forms?

7. Parent Forms- Two forms involved with each event. (1) Parents Emergency Release form to be filed for future events. (2) Event Permission – it's signed for a single event only.

8. Parent Information/Communication- A "Scoop Sheet" should include all information about the event such as: address and phone number of destination, departure and return times, items needed for the event, event goal, and emergency contact numbers for event leaders.

III. Emergency Plans of Action

1. Fire - Rehearse and be trained to crawl on floor if necessary. Advise and rehearse the agreed meeting place to be the playground. Meet and remain at the playground until everyone is accounted. Have church blueprints displayed in each room with nearest exits marked for emergency evacuation.
2. Store - First Aid supplies, communication equipment, food supplies, blankets, water, radios and batteries will be available the church in case of an emergency.
3. Emergency Procedure – There will be a rehearsal with children for emergency procedures done annually. CPR training for adults will be held bi-annually. Life-saving procedures and first aid training will be held as needed.

CHECKLISTS FOR RESPONSE TO ALLEGATION OF SEXUAL ABUSE TO BE COMPLETED BY CLERGY/PROFESSIONAL STAFF PERSONS

In the case of an allegation of child/youth sexual abuse, the volunteer or clergy staff person who observes or to whom the information is given is required by the Church and by the state law to complete the tasks listed below. Date and initial as each step is completed. Note: the report should go to the District Superintendent.

Date: _____	Initial: _____	1. For clergy and paid professional staff: remove the accused from the situation and suspend the accused from duties involving children/youth.
Date: _____	Initial: _____	For volunteers: Remove the accused from the situation and immediately notify the closest available clergy/ professional staff person to whom the allegation is reported is not the direct supervisor of the accused, the person reporting will inform the supervisor as soon as possible.
Date: _____	Initial: _____	2. Make written documentation of everything done and said. If the person reporting the allegation is a volunteer, both the volunteer and the clergy/professional staff to whom the volunteer has reported will document the procedures taken.

The procedures after this point will be administered by ministerial staff person only.

Date: _____	Initial: _____	3. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns.
Date: _____	Initial: _____	4. Determine whether the incident requires immediate notification of state authorities.
Date: _____	Initial: _____	5. Immediately notify the minister in charge.
Date: _____	Initial: _____	6. Make written documentation of person contacted and action taken to this point.

Date: _____	Initial: _____	7. The clergy/professional staff person will immediately establish a small response team to begin the internal and pastoral care process.
Date: _____	Initial: _____	a. notify the insurance carrier of the incident Immediately and comply with its investigation, if any;
Date: _____	Initial: _____	b. cooperate with legal and state authorities in their investigations, if any;
Date: _____	Initial: _____	c. prepare a written statement and designate a spokesperson to respond to media inquiries;
Date: _____	Initial: _____	d. provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed determine whether the alleged victim's counseling expenses can be reimbursed by the Church or the insurance carrier;
Date: _____ –	Initial: _____	e. respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved.
Date: _____	Initial: _____	f. inform the affected volunteer(s) and paid staff members of the need for confidentiality, and;
Date: _____	Initial: _____	8. Consider and respond to the concerns of other parents.
Date: _____	Initial: _____	9. The director of the affected ministerial area will respond to the pastoral care concerns of persons within the department.
Date: _____	Initial: _____	10. Make written documentation of persons contacted and action taken.

INCIDENT REPORT FORM

Reason for report _____

Date of incident _____ Class _____

Title _____

Name(s) and Age(s) of Minor(s) _____

Quote the child's first words verbatim: _____

Briefly describe what happened: _____

What action did you take? _____

Had the incident been resolved? _____ yes _____ no Explain: _____

Were there any witnesses? _____ yes _____ no Names: _____

Signatures of witnesses (if possible): _____

Report submitted to: _____

PAID AND VOLUNTEER CHILD WORKER ENLISTMENT CHECKLIST

	TASK TO COMPLETE	COMPLETED BY – INITIALS
<input type="checkbox"/>	Receive Copy of Policies and Procedures Manual	_____
<input type="checkbox"/>	Application and Screening Form	_____
<input type="checkbox"/>	Signed Background Investigation Consent	_____
<input type="checkbox"/>	Received Criminal Records Check Privacy Statement	_____
<input type="checkbox"/>	Signed Worker's Authorization and Release of References	_____
<input type="checkbox"/>	Received Basic Procedures for Safe Ministry	_____
<input type="checkbox"/>	Driver Information Form (as needed)	_____
<input type="checkbox"/>	References Checked	_____
<input type="checkbox"/>	Church Status (Minimum 6 months involvement)	_____
<input type="checkbox"/>	Criminal Background Check ("CBC") Performed	_____
<input type="checkbox"/>	CBC Reviewed by Approved Staff	_____
<input type="checkbox"/>	Interview After Checks Are Made (If needed)	_____
<input type="checkbox"/>	Photograph	_____
<input type="checkbox"/>	Worker Training	_____
	<input type="checkbox"/> Definition of Child Abuse	_____
	<input type="checkbox"/> Basic Procedures for Safe Ministry	_____
	<input type="checkbox"/> Procedures on Reporting Abuse	_____
	<input type="checkbox"/> View Video (s)	_____
	<input type="checkbox"/> Written Material(s)	_____

PROFILE ON A CHILD ABUSER

SEXUAL ABUSE

Men 18 and up

- Low self-esteem
- Need for power and control
- Poor family relationships, though the relationships often look okay from the outside
- Difficulty in interpersonal relationships...relates to others immaturely both socially and emotionally....may not be involved with pees or engage in adult group recreational activities.
- Difficulty with impulse control
- History of past physical/sexual victimization....80-95% of child molesters were themselves molested as children.
- Primary interests are in children
- May be involved in youth activities such as group leaders or coaches
- May be single or married....if married, they are often experiencing marital difficulties... they have difficulty in developing satisfying, supportive, intimate relationships with adults.
- May have a specific age of children they prefer to work with
- May be of any sexual orientation or preference
- May have been insecure in childhood with frequent moves, early physical illnesses and marital difficulties between parents
- Many are less of a team player
- Difficult time asking for help with his problems
- Don't admit to stress or recognize a need to have a plan to deal with it
- Use children to fulfill their needs or validate their sense of competence and well-being
- Highly skilled at gaining the trust and confidence of children
- Sensitive to children's needs and have a way putting children at ease
- Move frequently and unexpectedly
- Seeks opportunities to be alone with children
- Has an idealistic perspective of children ...may refer to them as objects
- Often good at convincing others about their competence and caring

Adolescent

- Lack of contact with peers
- Few or no extracurricular activities
- Generally feels powerless and inadequate
- May feel more comfortable with children younger than themselves

- Males, in particular, may be frequently chosen to baby-sit because they make themselves available and relate well to young children
- May come from a family where there has been physical or sexual abuse
- May seem socially immature for their age
- May lack a close relationship with a father figure

Women

- May have married young
- Reared in a very strict home
- Her family was/is very religious
- Her husband is gone frequently and is not very supportive
- Is sexually naïve and immature
- Is very dependent of the father figure
- Frequently the victim of physical abuse
- Has low self-esteem
- The husband exaggerates his masculinity in dress, work, and with peers and usually has drug or alcohol problems that affect his sexual performance
- Is lonely
- Does not have much tenderness in her life

PHYSICAL ABUSE

- Negative attitude about life and people
- Labeled as having a “hot” temper
- Blames others: “he made me,” “it was her fault”
- History of child abuse as a child
- Uses harsh, age inappropriate discipline
- Offers illogical or unconvincing excuses for what occurred
- Exhibits out of control behavior

EMOTIONAL ABUSE

- Blames and belittles children
- Cold and rejecting
- Withholds love

CAUTION! A profile list such as this can be misleading because many of the characteristics here can describe men/women who do not molest. Having more than one or even all of these items does not necessarily increase the odds of that person being a molester. Although this profile has some value in pointing out particular needs of people and risks associated with them, great caution should be used when assigning this profile to any one individual. Few molesters ever report the characteristics listed here. Neither are interviewers trained to properly elicit this information. Individuals with abusive personalities are often more subtle and skillfully manipulative in their approach to their employers, as well as their approach to children. This makes it essential for those responsible for hiring or enlisting volunteers to gain information from collateral resources such as past employers, friends, families, and criminal background checks.

POSSIBLE INDICATORS OF ABUSE

NEGLECT

Behavioral Indicators

1. Is truant or tardy often or arrives early and stays late.
2. Begg or steals food.
3. Attempts suicide.
4. Uses or abuses alcohol and/or other drugs.
5. Is extremely dependent or detached,
6. Engages in delinquent behavior, such as prostitution or stealing.
7. Appears to be exhausted.
8. States frequent or continual absence of parent or guardian.

Physical Indicators

1. Frequently is dirty, unwashed, hungry, or inappropriately dressed
2. Engages in dangerous activities (possibly because he/she generally is unsupervised).
3. Is tired and listless.
4. Has unattended physical problems.
5. May appear to be overworked and/or exploited.

SEXUAL ABUSE

Behavioral Indicators

1. Is reluctant to change clothes in front of others.
2. Is withdrawn.
3. Exhibits unusual sexual behavior and/or knowledge beyond developmental age.
4. Has poor peer relationships
5. Either avoids or seeks out adults.
6. Is pseudo-mature.
7. Is manipulative.
8. Is self-conscious.
9. Has problems with authority and rules.
10. Exhibits delinquent behavior such as running away from home.
11. Is self-mutilating.
12. Is obsessively clean.
13. Uses or abuses alcohol and/or other drugs.
14. Exhibits delinquent behavior such as running away from home.
15. Exhibits extreme compliance or defiance.
16. Is fearful or anxious.
17. Exhibits suicidal gestures and/or attempts suicide.
18. Is promiscuous.
19. Engages in fantasy or infantile behavior.
20. Is unwilling to participate in sport activities.
21. Has school difficulties.

Physical Indicators

1. Has pain and/or itching in the genital area.
2. Has bruises or bleeding in the genital area.

3. Has venereal disease.
4. Has swollen private parts.
5. Has difficulty walking or sitting
6. Has torn, bloody, and/or stained under clothing.
7. Experiences pain when urinating.
8. Is pregnant.
9. Has vaginal or penile discharge.
10. Wets the bed.

EMOTIONAL ABUSE

Behavioral Indicators

1. Is overly eager to please.
2. Seeks out adult contact.
3. Views abuse as being warranted.
4. Exhibits changes in behavior.
5. Is excessively anxious.
6. Is depressed.
7. Is unwilling to discuss problems.
8. Exhibits aggressive or bizarre behavior.
9. Is withdrawn.
10. Is apathetic.
11. Is passive.
12. Has unprovoked fits of yelling or screaming.
13. Exhibits inconsistent behaviors.
14. Feels responsible for the abuser.
15. Runs away from home.
16. Attempts suicide.
17. Has low self-esteem.
18. Exhibits a gradual impairment of health and/or personality.
19. Has difficulty sustaining relationships.
20. Has unrealistic goal setting.
21. Is impatient.
22. Is unable to communicate or express his/her feelings, needs, or desires.
23. Sabotages his/her chances of success.
24. Lacks self-confidence.
25. Is self-deprecating and has a negative self-image.

Physical Indicator

1. Has a sleep disorder (nightmares or restlessness).
2. Wets the bed.
3. Exhibits developmental lags (stunting of his/her physical, emotional, and/or mental growth).
4. Is hyperactive.
5. Exhibits eating disorders.

PHYSICAL ABUSE

Behavioral Indicators

1. Is wary of adults.
2. Is either extremely aggressive or withdrawn.
3. Is dependent and indiscriminate in his/her attachments.
4. Is uncomfortable when other children cry.
5. Generally controls his/her own crying.
6. Exhibits a drastic behavior change when not with parents or caregiver.
7. Is manipulative.
8. Has poor self-concept.
9. Exhibits delinquent behavior, such as running away from home.
10. Uses or abuses alcohol and/or other drugs.
11. Is self-mutilating.
12. Is frightened of parents or going home.
13. Is overprotective of or responsible for parents.
14. Exhibits suicidal gestures and/or attempts suicide.
15. Has behavioral problems at school.

Physical Indicators

1. Has unexplained* bruises or welts, often clustered or in a pattern.
2. Has unexplained* and/or unusual burns (cigarettes, doughnut-shaped, immersion-l lines, object-patterned).
3. Has unexplained* bite marks.
4. Has unexplained* fractures or dislocations.
5. Has unexplained* abrasions or lacerations.
6. Wets the bed.
(* Or explanation is inconsistent or improbable).

CHURCH PRIVACY STATEMENT

This is to inform you that the personal information you give and is gathered via personal references, Criminal Background Checks, etc. will be held in strictest confidence by the Ellsworth Church of the Nazarene.

The information gathered will be placed in a personal folder for you in a locked file. Only those serving on the Confidential Screening Committee will have access to this information. The Confidential Screening Committee consists of the pastor, and the SS Superintendent. The church attorney will also have access to your personal file.

Ellsworth Church of the Nazarene

I have read and understand the above statements. I agree to this arrangement concerning my personal information.

Signature

Date

BACKGROUND INVESTIGATION CONSENT

I understand the need for the Ellsworth Church of the Nazarene to compile background information on me for the safety of the children and the church.

I hereby give the church permission to ask personal information from references I submitted, Criminal Background Check, previous employers, and churches I've held positions in to satisfy the necessary information needed to complete the forms.

Signature *Date*

Sunday School Event Planner

- 1- Need for event –
- 2- Goal –
- 3- Location consideration –
- 4- Setting the Date –
- 5- Delegating the preparation –
- 6- Developing Deadlines –
- 7- Communication with Parents & Children –
- 8- Recruiting & Training Leaders –
- 9- Designing Advertising –
- 10- Registration Materials –
- 11- Reviewing Event Procedures & Emergency Plan –
- 12- Transportation & Food Needs –
- 13- Follow-up afterwards –

SCOOP SHEET

1. Address & phone number of destination
2. Van/car driver
3. Departure and return time
4. Items needed for event
5. Event goal
6. Parents/guardian emergency contact numbers for event leader

CHECK LIST ONBOARD VAN/CAR

1. Emergency Release form for every child participating.
2. First Aid Kit
3. Scoop sheet
4. Registration and Insurance card for vehicle, up-to-date inspection sticker

PERMISSION SLIP

The Ellsworth Church of the Nazarene is planning a trip to the _____
with our children on _____.

My signature below authorizes the church to take my child/children on this
outing. I will not hold the church responsible for any injury incurred during this
trip.

parent/guardian date

_____ is returning with us, rather than church transportation.

parent/guardian date

SS Supt

Pastor