

Park Kids Safety Manual

Meadow Park Church of God

Summer, 2015 Edition

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Park Kids

The logo for Park Kids features the word "Park" in a red, handwritten-style font. To its right is a red circle containing the letters "MP" in a similar handwritten style. Below "Park" and the circle, the word "Kids" is written in the same red, handwritten-style font.

Park Kids Safety Manual

SUMMER 2015 Edition



Our Mission:

Park Kids . . . Where kids and families are growing, learning, and connecting with Jesus and others

Meadow Park Church of God is a family of families. As family members, we take seriously our responsibility to provide a safe and nurturing environment for all who participate in our ministries. It is in this safe and nurturing environment where we can best fulfill our mission.

The purpose of this manual is to provide policies and procedures for all people who work in children's ministry. These policies are necessary in order to:

- Safeguard the children of Meadow Park Church of God from accident or abuse occurring on the church premises and/or during ministry programs and activities
- Protect church officials, staff, and volunteers from false allegations and unjustified lawsuits
- Follow best practices and provide excellence in the care we provide to children and families
- Fulfill insurance carrier requirements

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I. SELECTION of WORKERS

WORKER PROFILE

Each person who serves in Park Kids ministry is more than someone filling a position. Workers should serve because they believe they are called to minister Christ's love to children and families. Every worker must have a relationship with Jesus and is expected to exhibit Christ-like character in attitude, speech, actions, and dress. Workers are expected to be welcoming, friendly, and happy, understanding that many families are drawn to the mission of the church by those who serve the children.

DRESS CODE

Park Kids t-shirts are provided for all staff and regular volunteers and are to be worn while serving. The Park Kids t-shirt provides an added layer of security, in that all who wear a shirt have gone through the application steps to serve in children's ministry. It is expected that all Park Kids staff and volunteers dress modestly while serving our children and families. Dress that is not appropriate includes halter tops, strapless tops, tops showing too much stomach, low-cut tops revealing cleavage, short shorts/skirts, and clothing with inappropriate slogans or language.

APPLICATION PROCESS

APPLICATION

Each person (volunteer or paid) interested in working regularly with children must complete and submit a Worker Application Form. Park Kids volunteers must have attended Meadow Park regularly for at least six months prior to working with children. Applicants must provide three references who can speak about his/her character as it relates to working with children. Applicants who have attended Meadow Park for less than one year must provide one reference from a former church.

INTERVIEW

Following submission of the Ministry Worker Application Form, an interview will be conducted with the Park Kids Director, pastor, or ministry leader.

BACKGROUND CHECK

A criminal history background check will be completed for all Park Kids workers ages 18 and over. Workers must sign a permission release for the background check. For all paid staff, a state and federal criminal records fingerprint check will be required in addition to the background check. Paid staff must also sign a release for the fingerprint background check. Individuals who have been arrested for, charged with, are on deferred adjudication or regular probation for, or have been convicted of sexually oriented or sex related crimes, either misdemeanor or felony, are not permitted to serve in any area of children's ministry.

SAFETY TRAINING

All Park Kids workers are required to read the Meadow Park Safety Manual and sign a statement indicating that they understand and agree to adhere to the policies within. Each worker is required to attend a safety training session before working with children. All Park Kids workers are required to attend a Safety Training session at least once every three years. Attendance is expected at an abbreviated "refresher" training session after each substantive revision of this handbook.

STUDENT WORKERS

Students in grades 7-12 are welcomed and encouraged to serve as Park Kids workers. All workers ages 17 and under must follow all worker procedures: application, interview, and safety training. Students under age 17 are not required to have a background check, but will always be accompanied by at least one adult 21 years of age or older in the area where serving. Students are encouraged to complete a Red Cross babysitting course or a similar study before serving.

CARE and CONFIDENTIALITY of DOCUMENTS

All Ministry Worker Application Forms and related documents, including background and fingerprint checks, will be reviewed by the Park Kids director and/or a member of the Meadow Park pastoral or paid staff and stored in a secured area. References will be contacted by the appropriate pastor or staff member. All information will be treated in a confidential manner. In the case of a response to a report of suspicious activity, only appropriate pastoral staff, the "Response Team" (See Reporting under Child Abuse and Protection.), or legal authorities shall have access to the information on these documents. Meadow Park Church reserves the right to terminate any Park Kids ministry worker when, at the discretion of the pastoral staff member or ministry director, such termination is appropriate.

II. SUPERVISION of CHILDREN

OUTSIDE of the PARK KIDS AREA

Children are to remain with their parents, under their careful supervision, before being checked in to and following being checked out of the Park Kids area. Children are never permitted to be in areas of the church without adult supervision. If children are found in the church without supervision, please escort them to their parents.

INSIDE the PARK KIDS AREA

Two supervising adults (minimum age 18), who have successfully completed all application procedures, will be present in the Park Kids area during any church activity. One adult must be age 21 or older. One Park Kids staff representative (director, pastor, or paid staff child care provider) must be on duty at any function.

SUPERVISION GUIDELINES

Children are never to be left alone or in groups without supervision. Park Kids workers (paid or volunteer) must know the number of children in their care at all times. Attendance by child's name will be taken and counts are to be made throughout the time children are checked in and any time the group moves rooms. Children are to remain inside the Park Kids secure area while checked in. Workers who want to take children outside, to the gym, or to another area on the church campus must have permission of the staff representative on duty. It is the priority of the Park Kids worker to be actively engaged with children while supervising them. Personal cell phone use while supervising children is not permitted.

ADULT to CHILD RATIOS

The following ratios for adults to children are as follows:

- 3:10 for newborn to 18 months
- 2:12 for 18 months to 3 years
- 2:16 for 3, 4, and 5-year-olds
- 1:15 for Kindergarten-5th grade

CHECK-IN

All Park Kids workers are required to check in and wear a computer-generated or provided nametag. All children must have a computer-generated or handwritten security nametag to be admitted to the Park Kids area. The parent cell phone number and special information such as allergies and medical alerts are on the name tag. Upon check-in, the parent/guardian is to escort the child to the classroom or meeting location. Workers are to warmly greet the parents and the child at the door.

CHECK-OUT

Children are released from the Park Kids area/classroom to a teen or adult with the matching check-in tag and are never permitted to leave the Park Kids area to meet their parents at another location. If the matching check-in tag cannot be found, the staff representative on duty should be contacted to make proper identification. Parents may occasionally need to leave the church campus while a child is checked in to Park Kids. In this case, the parent must leave current contact information with the Park Kids worker. All Park Kids families are required to complete an annual registration form with current contact and emergency information. If information changes during the school year, updates are to be given to the check-in host or the Park Kids office.

ALLERGIES and MEDICAL ALERTS

Known allergies and medical alerts are printed on the child's computer-generated nametag. It is the responsibility of the Park Kids staff and/or volunteer to pay close attention to the name tag allergy and medical alerts. Should a parent notify the worker of an allergy that is not printed on the nametag, direct the parent to contact the Park Kids director/office to update records. Allergy alert stickers are also available at check-in.

SNACKS

Only snacks that are approved and provided by Park Kids are to be given. (Generally Cheerios, Goldfish, Vanilla Wafers, cereal, pretzels, and graham crackers) NO peanut products are allowed in the Park Kids area. If a Park Kids worker wants to provide an alternate snack, a sign must be placed at the entrance to the room and the parents are to be notified at drop-off. If any child in the room has an allergy to the snack, another snack must be given. Babies and toddlers are permitted to be given their own snack that was packed by the parent (excluding peanut products). Children are always to be seated at tables for snacks. It is a choking hazard for children to eat while playing.

ILLNESS and COMMUNICABLE DISEASES

Children and workers with the following illnesses or symptoms are not permitted in the Park Kids area:

- A fever, without medication, of 100° or greater within the previous 24 hours
- A rash or spots of unknown origin
- Diarrhea or vomiting within the previous 24 hours
- A sore throat or difficulty swallowing
- A persistent cough, wheezing, or difficulty breathing
- A severe headache
- Eyes that are crusty and/or red or yellow in color
- Nasal or ear discharge of any color
- Evidence of lice, scabies, or other parasitic infestations
- Untreated, infected skin patches
- Any symptom of childhood diseases such as scarlet fever, measles, mumps, chicken pox, or whooping cough

Children, staff, and/or volunteers should be symptom free or have had antibiotic treatment for at least 24 hours before being in the Park Kids area. Should a child develop symptoms while in Park Kids care, the parent should be contacted immediately. Medication of any type is not permitted in the Park Kids area. Over-the-counter and prescription medications, including diaper creams, antibiotic creams, and sunscreen, can only be administered by a parent or legal guardian.

BEHAVIOR EXPECTATIONS

Children need and want boundaries. By setting and enforcing rules, children feel safe and learn to make the choices that God would have them make. Appropriate behavior is to be modeled and good behavior is to be affirmed. Children are to be treated with respect and are expected to show respect to others. It is the desire that all children feel safe and happy in the Park Kids environment, under the following posted expectations:

Are you A-O-K?

A: Attention – Pay attention to those in charge. Be a good listener to the teacher and to your friends when they have a turn to speak.

O: Obedience – Obey your teachers and all those in authority over you. God has brought you here to learn and has given you teachers who love you. Show respect to them with your obedience.

K: Kindness – Be kind. This shows respect for others who are created in God's image. Physical or verbal aggression or bullying toward another child will not be tolerated and parents will be immediately contacted.

Physical discipline, such as spanking, is never permitted. Inappropriate behavior is to be addressed with kindness and clarity. Should a worker find him/herself in a difficult situation with a child's behavior, the Park Kids staff representative on duty is to be contacted immediately. It is appropriate upon pick-up, to privately let parents know, in a kind and loving manner, if their child has not been cooperative. This information should also be shared with the staff representative on duty.

GUIDELINES SPECIFIC to YOUNG CHILDREN

Only Park Kids staff and volunteers are allowed to enter the infant/toddler rooms. Park Kids staff and screened volunteers should bring the children into the rooms and hand children back to parents. Parents/guardians of children with special transition needs must check in and wear a Park Kids name tag in order to enter the rooms. All personal belongings (i.e., diaper bag, bottles, pacifiers, etc.) should be clearly labeled with a tag printed at check-in.

Contacting Parents

The parent/guardian cell phone number is to be on each child's nametag. Parents will be called in the event of illness or if the child cannot be consoled. If a cell phone is not available, parents are to be issued a pager.

Activity

An infant's head is to be supported when he/she is picked up, carried, or held. Children are not to be raised above a worker's head or swung around. Infants are never to be walked or strolled outside of the Park Kids area.

Feeding

Infants and young toddlers are to be fed only as instructed by parents and are to be held while taking a bottle. Children are not permitted to crawl, walk, or sleep with a bottle.

Sleeping

A clean sheet is to be put on the crib for each infant/toddler. Bibs should be removed before placing child in a crib. A blanket and pacifier are the only items allowed in the crib. Bottles are not permitted in cribs. Children are to be placed in the crib on their backs. Sleeping children are never to be left in a room alone and should be monitored to ensure blankets and clothing do not cover their faces.

Diapering and Toileting

Diapers are to be changed by Park Kids paid staff only. Disposable gloves are to be worn with each diaper change. Even though gloves are worn, workers are required to wash their hands before and after each diaper change. The changing surface is to be disinfected before and after each diaper change. Diaper creams are considered medication and are to be administered only by a parent/guardian. Children are never to be left on the changing area and must have the full attention of the worker during changing. All diapers should be checked and changed as necessary near the end of the child care event. Only paid staff workers are to accompany a child to the toilet. Children are required to wash their hands following toileting. A worker with open sores is not to diaper or accompany a child to the toilet.

Cleaning

If a pacifier falls on the floor, it is to be cleaned with soap and rinsed with hot water before being returned to the child. Once a toy has been in a child's mouth, it is to be placed in the soiled toys container and disinfected before another child may play with it. Exersaucers are to be wiped with soap and water between each use. Tables are to be washed with soap and water and disinfected at the end of each session.

Toys

All toys should be easily cleaned and are to meet the federal safety code regulations for children three years of age and younger. Stuffed animals are not encouraged; however, a child may have a blanket or stuffed animal if necessary for his/her comfort. Small toys that can be swallowed and broken toys are not to be permitted in the Park Kids area.

III. GENERAL SAFETY

EMERGENCIES

In the event of a crisis or emergency, workers should remain calm, encourage the children to remain calm, keep the children close, and reassure the children of their safety. Workers are expected to know the names and number of all children under their supervision at all times. Workers are encouraged to keep their cell phones on them at all times to be used in the event of an emergency. Any medical or safety concern is to be immediately reported to the Park Kids staff representative on duty.

CRISIS PROCEDURE

In the event of an intruder inside the building, the following procedures are to be followed:

- Stay in, or take children directly to, the most secure location where the door can be secured and/or locked. Turn lights off.
- Be sure all children under your supervision are accounted for. Call the Park Kids staff representative on duty to report any missing children.
- Keep children huddled together away from doors and windows.
- Keep children as quiet and calm as possible. Read or tell a story using a quiet voice.
- Do not open the door for anyone. When the crisis is over, Meadow Park staff or law enforcement officials will give an all clear signal and unlock the door.

All staff members and volunteers involved in children's ministries are expected to know the location of the emergency exits, telephones, first aid kits, defibrillators, fire extinguishers, and tornado shelters.

If an alarm has not sounded, a person discovering a fire should pull the nearest fire alarm. The fire department will be called automatically. Anytime the fire alarm sounds, the entire building should be evacuated. Workers are to see that all children under their care are evacuated and accounted for. Doors and windows should be closed and lights turned off. Fire and weather alert/evacuation plans are posted by all classroom room doors. All ministry leaders are expected to be familiar with these plans.

FIRST AID

First aid kits are located in the Resource Room, Children's Center Kitchen, Room 116, the Infant Room, the church kitchen, the church office area, and the upstairs south hallway at Bethel. A defibrillator is located at the east/main Bethel entrance. First aid kits and defibrillators are also available at the Powell camps. Remember that medication, including first aid creams and antibiotic creams can only be administered by a parent.

ACCIDENT REPORTS

An Accident Report form must be completed when an injury occurs. Forms must be signed by the person making the report, the staff representative on duty, and by the parent/guardian. A report is to be filed with the Director/Pastor of Children's Ministry and a copy is to be made available to parents.

UNIVERSAL PRECAUTIONS

The following guidelines should be followed for the handling of blood and other bodily fluids (vomit, feces, urine):

- Wear disposable gloves at all times when coming in contact with blood and other bodily fluids. (cleaning cuts, open sores, bloody noses, etc.)
- Clean soiled surfaces promptly with soap and water and then disinfectant
- Use disposable towels whenever possible; place towels and disposable gloves in trash bags, and seal
- Wash hands thoroughly with warm water, soap, and hand sanitizing solution after exposure to blood or other bodily fluids, including nasal drainage

IV. CHILD ABUSE and PROTECTION

IDENTIFYING and DEFINING ABUSE

Abuse represents an action against a child. It is an act of commission in the case of physical, sexual, and emotional abuse, and an act of omission in the case of neglect. The definitions and indicators are presented here as guidelines in abuse prevention and detection.

Physical Abuse: Injury/death inflicted other than by accidental means.

Indicators of Physical Abuse:

- Unexplained bruises, cuts, or abrasions
- Patchy hair loss from the head
- Unexplained burn marks, scars, or scalding marks
- Continued appearance of new bruises, cuts, and abrasions over a period of time

Sexual Abuse: An act of a sexual nature upon or with a child; the act may be for the gratification of the perpetrator or a third party, or for exploitation of the child.

Indicators of Sexual Abuse:

- Lacerations and bruises
- Nightmares
- Irritation, pain or injury to the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing
- Sexually transmitted disease
- Nervous or hostile behavior toward adults
- Sexual self-consciousness
- Acting out sexual behavior
- Withdrawal from activities and friends

Further Explanation of Sexual Abuse

Sexual abuse is “Any sexual activity with a child, whether in the home by a caretaker, in a daycare 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, an adolescent, or another child. This 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 actions.” (*Church Law & Tax Report.*)

According to the Ohio Revised Code, Section 2151, sexual abuse is a “sexual activity (violent or non-violent) for which children are not personally, socially, and developmentally ready.” Abusive behaviors may include but are not limited to:

Touching	Non-Touching
Fondling	Verbal comments
Penetration (oral, genital, or anal)	Exposure to pornography
Intercourse	Obscene phone calls
“Sexting”	Texting or emailing sexual images
Forcible rape	Witnessing sexual activity
Gross sexual imposition	Exhibitionism

According to *Church Law & Tax Report*, the description below tells us that the most frequently caught and convicted child abuser/molester is:

- Someone known to the child (over 80% of the time)
- In an ongoing relationship with the child
- Between the ages of 20-30 years
- Someone who admittedly began their activity before the age of 18 (20%)

Emotional Abuse: An injury to the intellectual or psychological capacity of a child as evidence by an observable and substantial impairment in his/her ability to function within his/her normal range of performance and behavior.

Neglect: Failure to act on behalf of a child; a neglected child is one:

- Who has been abandoned by parents or custodians
- Who lacks proper parental care because of the faults or habits of his/her caregivers,
- Whose caregivers do not provide the necessary food, clothing, education, medical or other care, and/or
- Whose caregivers do not provide the support or special care made necessary by the child's mental health or physical disability.

Indicators of Neglect:

- Very poor hygiene
- Very poor clothing or inappropriate clothing
- Unattended physical problems
- Severe distention from malnutrition
- Absent or vacant stare

EXPECTED WORKER CONDUCT and ABUSE PREVENTION

The following guidelines have been established to avoid instances and allegations of child sexual abuse. In general, be aware of situations that call for particular caution. Adhere to these guidelines:

- Always share concerns and disciplinary actions with the staff representative on duty
- Inform parents
- Document out-of-the-ordinary observations and conduct
- Avoid the appearance of evil (Ephesians 5:3-11). Be above reproach.

Specific Guidelines for Prevention

Touch

Touch is a powerful form of communication. It is exceptionally effective in getting a child's attention, comforting a child, or communicating approval. However, touch must be non-demanding. A hug should not be forced upon a child. Side hugs are preferred for older elementary children, middle school, or high school students. Touch must be gentle, non-aggressive and done in public. Corporal/physical punishment is not permitted as means of discipline.

Two-Adult Rule

Two supervising adults (minimum age 18) will be present in the general area during any church activity. One of these adults must be someone over 21 years of age, who has successfully gone through all the application procedures.

Closed Doors

Workers are never to be alone with a child (other than your own) behind closed doors without a window. Doors without windows are to be propped open or another adult should accompany you when alone with a child (e.g., restrooms or when only one child is with you in the classroom, like at the beginning or end of a class session).

Parental Permission for Exceptions

Paid or volunteer workers will obtain the consent of a child's parent/guardian before being alone with that child, or spending time with the child in an unsupervised situation such as a non-church related activity. Workers will also notify an appropriate church leader of such meetings in advance.

When Children Leave the Room

When a child leaves the room for any reason (bathroom, getting supplies), be aware of who has left, approximate departure time, and send children in pairs. Send a helper or leader to check on children/youth who are delinquent in returning. When accompanying a child to the bathroom, stand in the doorway to the bathroom with the door open if your supervision is required. Only paid staff personnel are permitted to assist with toileting needs of young children. If a young child needs direct assistance, two adults should

be present. Leave the bathroom door open by using the doorstop, enter the bathroom, and assist as required. Do not close a stall door while you are in the stall with a child. Leave it ajar.

Dismissal or Release Time

At the end of class/activity, workers should see that children are adequately supervised until picked up by a parent or guardian whose security tag matches that of the child.

Unsupervised Activity

Parents have the sole responsibility to provide safe and adequate supervision for their child involved in unsupervised activities at the church.

Observation

A staff representative on duty will periodically check classrooms and make random observation visits.

Inappropriate Conduct

Any inappropriate conduct between an adult worker and child will be addressed and investigated by the appropriate ministry leader immediately and a "Response Team." (See below) Any violation may result in consequences ranging from a conference for heightening awareness to immediate dismissal.

REPORTING

Who Must Report—Compliance with State Regulation

Ohio Revised Code: Section 2151.421 is the legal section that defines who must report.

"Any attorney, physician, including a hospital intern or resident, dentist, podiatrist, practitioner of a limited branch of medicine or surgery as defined in section 473.15 of the Revised Code, registered or licensed practical nurse, visiting nurse, or other health care professional, licensed psychologist, speech pathologist or audiologist, coroner, administrator or employee of a child daycare agency or other public or private children services agency, school teacher or school authority, social worker, or person rendering spiritual treatment through prayer in accordance with the tenets of a well-recognized religion, acting in his official or professional capacity, having reason to believe that a child less than 18 years of age or any crippled or otherwise physically or mentally handicapped child under 21 years of age has suffered any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect of the child, shall immediately report or cause reports to be made of such information to the children's services board or the county department of human services exercising the children's services function..." "Anyone having reason to believe that a child less than 18 years of age or any crippled or otherwise physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability or another condition of such nature as to reasonably indicate abuse or neglect of the child shall report the information to children's services."

Reporting Procedures

When you suspect, observe or are told about abuse—or neglect, a report must be completed as soon as possible. The following procedures apply to incidents (actual and alleged) that occur on church premises or in the course of church activities.

"The report shall be made immediately by telephone or in person and must include: the names and addresses of the child and parent or guardian, and the circumstances of the incident that they have knowledge about or have observed. All reporters are protected by confidentiality and do not have to give their names if not comfortable." Ohio Revised Code: Section 2151.421

Important note: All efforts at handling the incident must be documented with descriptive notes, date, time, and persons reporting and reported to. Treat the complaint seriously until proven otherwise. Maintain the confidentiality of the names, the complaint, and the investigation as much as possible.

Steps to Reporting

1. Take care to evaluate your observation.
2. Respond to and support the child's pain.
3. Obtain the following information:
 - a. Name, address, phone of parent or guardian.
 - b. Name, address, phone, age of child victim.
4. Immediately contact the ministry leader, pastor, or head lay leader who may have supervisory responsibilities. Keep this information confidential. Disclose information only to those who have a genuine "need to know." The ministry leader/pastor will inform local children's services. In the event that you cannot reach any ministry leader, or if you are a mandated reporter (you may be asked to provide written proof of your authority status), contact local children's services.
5. Complete a written report and give it to the pastor/ministry leader.

6. The pastor/ministry leader will inform the Senior Pastor. The Senior Pastor:
 - a. Informs the pastoral staff if deemed appropriate
 - b. Informs the alleged perpetrator(s)
 - c. Seeks legal counsel
 - d. Reports to the insurance company
 - e. Stores written documents
 - f. Informs the lay leader
 - g. Informs the appropriate persons at Ohio Ministries when the issue is alleged abuse by licensed or ordained staff
7. If the issue is alleged abuse by the Senior Pastor, another member of the pastoral staff shall take his/her position in this process

Investigation Process

Meadow Park Church will cooperate with the investigation undertaken by children's services. The church will be supportive of both the victim and the alleged perpetrator during and following an investigation. If the allegation of abuse relates to an incident that occurred on church premises, during church activities, or is believed to affect the Church as a whole, a "Response Team" will be convened to make decisions regarding the situation. The Response Team will consist of i) Senior Pastor, ii) Church Administrator, iii) two members of the congregation appointed by the Senior Pastor, iv) mental health professional who may or may not be a member of the congregation, v) associate/staff pastor, if deemed appropriate.

This Response Team is responsible for making and implementing decisions regarding the following:

- Informing the congregation
- Informing the public
- Responding to the congregation and the public

Action Steps

The victim and his/her legal guardian(s) and alleged perpetrator should be informed of the proceedings. The alleged perpetrator should be removed from any positions of leadership until the investigation is completed. If the person is an employee, wages and/or benefits will continue during this time. The investigation should be thorough and completed as soon as possible with appropriate action taken.

Responding to the Media

The Senior Pastor will be the public spokesperson for the congregation. See the section below for suggestions regarding a public statement. If the Response Team, after consulting with an attorney, deems it necessary/advisable to inform the congregation, the communication will take place as outlined below. Meadow Park will make every effort for people to hear about the incident from their church rather than through the news media. A letter will be sent to the congregation from the Senior Pastor and/or lay leader that adheres to the following guidelines:

- The letter should be sent only to active Meadow Park Church members.
- The letter and envelope must state that the matter is "Privileged and Confidential."
- Content of the letter should be limited to general information about the incident and the investigation.
- It should request that persons refrain from discussing the matter with non-members of Meadow Park Church.
- An attorney should review the letter before it is sent.

Making a Public Statement

The statement should include:

- An awareness of the problem of abuse
- Concern for the victim
- A description of the steps that Meadow Park has taken to reduce the risk and provide a safe environment for children
- A description of the policies implemented to deal with the problem.



M E A D O W P A R K
C H U R C H O F G O D