



Heritage School

A Ministry of Church of the Saviour

HERITAGE SCHOOL CHILD SAFETY POLICY

Heritage School Employees and Volunteers

Revised: August 9, 2018

"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

"Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to stumble, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea." Luke 18:5-6

"Shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock. And when the chief Shepherd appears, you will receive the unfading crown of glory." 1 Peter 5:2-4

Purpose:

Church of the Saviour and Heritage School are committed to the safety, welfare, and protection of all minors participating in the activities and programs of the school. This Policy describes standards of conduct and procedures, which are designed for the protection of all minors in any program or activity sponsored or organized by Heritage School. Our purposes in this Policy are four-fold, in order of importance:

1. Jesus Christ is glorified through the protection of his people;
2. protect minors and their families;
3. protect children, volunteers and staff from false accusations; and
4. safeguard the ministry of Heritage School.

This Policy applies to all individuals, paid or non-paid, working with children in the above capacities.

This Policy includes the sweeping changes (a total of 23 bills) to Pennsylvania's Child Protective Services Law (CPSL) that became effective December 31, 2014 and July 1, 2015.

Definition of Terms:

Throughout this Policy, the following terms shall be defined as stated, unless the context clearly indicates otherwise:

"**Adult**" refers to any person 18 years of age or older.

"**Minor**" refers to any person under 18 years of age.

"**EGB**" means the Elder Governance Board of Church of the Saviour.

"Executive Director" ("ED") is the member of the Pastoral Leadership Team ("PLT") held accountable by the EGB to ensure execution and maintenance of this Policy.

"Child Safety Officer" ("CSO") is the Director of Care.

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"Child Safety Team" ("CST") includes the Child Safety Officer, the Executive Director and the Lead Teaching Pastor.

"Heritage School Director" ("HSD") is the Director of Heritage School.

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"Level-I Volunteer" refers to an adult volunteer involved in Heritage School who has routine and repeated interaction with minors.

"Level-2 Volunteer" refers to an adult volunteer involved in Heritage School who has occasional interaction with minors and is not responsible for the care, supervision, guidance or control of minors.

"ChildLine" is the 24-hour child abuse reporting hotline (**800.932.0313**) under the Pennsylvania Department of Human Services.

"Form CY-47" is the written report created by the state government that is filed with the county children and youth agency within 48 hours after making an oral report to ChildLine. In 2015, the report may be made online using the Pennsylvania Child Welfare Information System - Child Welfare Portal (www.compass.state.pa.us/cwis). To comply with HIPPA, the information will be erased when you exit the website.

"Activity" means any Heritage School sponsored event involving minors.

"Direct contact with children" (PA Child Protective Services Laws 2014)-is defined as the care, supervision, guidance or control of children and routine interaction with children.

"Reasonable cause to suspect" is more than a hunch, but based on knowledge of circumstances, observations and familiarity with the individuals involved.

"Child abuse" is defined by Federal and Pennsylvania laws (Act 108). This term means intentionally, knowingly, or recklessly doing any of the following:

- Causing bodily injury to a child through any recent act or failure to act
- Fabricating, feigning, or intentionally exaggerating or inducing a medical symptom or disease that results in a potentially harmful medical evaluation or treatment to the child through any recent act
- Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act
- Causing sexual abuse or exploitation of a child through any act or failure to act
- Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act
- Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act

"Child abuse" (continued)

- Causing serious physical neglect of a child
- Engaging in any of the following recent acts:
 - * Kicking, biting, throwing, burning, stabbing, or cutting a child in a manner that endangers the child
 - * Unreasonably restraining or confining a child, based on consideration of the method, location, or the duration of the restraint or confinement
 - o Forcefully shaking a child younger than age 1
 - o Forcefully slapping or otherwise striking a child younger than age 1
 - o Interfering with the breathing of a child
 - c Causing a child to be present at a location while a violation of 18 Pa.C.S. 5 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement
 - * Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
- Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch 97 Subch. H (relating to registration of sexual offenders), when the victim of the sexual offense was younger than age 18 when the crime was committed
- Has been determined to be a sexually violent predator under 42 Pa.C.S. 5 9799.24 (relating to assessments) or any of its predecessors
- Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S 5 9799.24 (relating to definitions)
- Causing the death of the child through any act or failure to act.

"**Bodily injury**" means impairment of physical condition or substantial pain.

"**Serious bodily injury**" means bodily injury that creates a substantial risk of death or causes serious permanent disfigurement or protracted loss or impairment of function of any bodily member or organ.

"**Serious physical injury**" means an injury that causes a minor* severe pain or significantly impairs a minor's physical functioning, either temporarily or permanently.

"**Sexual abuse or exploitation**" means the employment, use, persuasion, inducement, enticement or coercion of a minor* to engage in, or assist another individual to engage in, sexually explicit conduct or simulation of sexually explicit conduct for the purpose of producing a visual depiction, including photographing, videotaping, computer-depicting and filming.

"**Serious mental injury**" means a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment that renders a [minor] chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that his or her life or safety is threatened and seriously interferes with a minor's * ability to accomplish age appropriate development and social tasks.

"**Neglect**" means the prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, that endangers a [minor]'s life or development or impairs a minor's* functioning. This is included in the term child abuse.

"Serious physical neglect" means any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:

- A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities
- The failure to provide a child with adequate essentials of life, including food, shelter or medical care

"Sexual abuse or exploitation" means any of the following:

- The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - * Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual
 - * Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual
 - * Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual
 - * Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming. This paragraph does not include consensual activities between a child who is 14 years of age or older and another person who is 14 years of age or older and whose age is within four years of the child's age
- Any of the following offenses committed against a child:
 - * Rape
 - * Statutory sexual assault
 - * Involuntary deviate sexual intercourse
 - * Sexual assault
 - * Institutional sexual assault
 - * Aggravated indecent assault
 - * Indecent assault
 - * Indecent exposure
 - * Incest
 - * Prostitution
 - * Sexual abuse
 - * Unlawful contact with a minor
 - * Sexual exploitation

*minor, as defined in this Policy's definition of terms

"Misconduct" is wrongful, improper, or unlawful conduct or endangering the welfare of a minor.

Examples of inappropriate conduct:

- Lengthy embraces

- Touching genital areas other than for appropriate diapering or toileting of infants and toddlers
 - Massages
 - Any physical/sexual harassment
- , Volunteer will not have minors sitting on volunteer's lap

Examples of appropriate conduct:

- Pats on the shoulder or back
- High fives and handshakes/slapping
- Holding hands while walking with small children
- Holding hands during prayer
- Brief hugs

General Conduct of Volunteers:

All activities and programs associated with Heritage School involving minors will be subjected to the following guidelines, requirements and rules:

1. A Heritage School staff member will always be supervising volunteers.
2. A volunteer may never be alone with any student(s). Time with a minor(s) must occur in the presence of a Heritage School staff.
3. A signed consent form will be required from parents for Heritage School, its employees or its volunteers to use any photograph of a minor.
4. Heritage School volunteers will avoid questionable or inappropriate physical contact with minors. Care should be taken that physical expressions of affection are not excessive or imposed upon another. They will not hug students.

Qualifications of Heritage School Volunteers:

1. Submission of the following Pennsylvania required clearances to the Heritage School Office prior to serving in a volunteer position, and to submit to such clearances every 60 months:
 - a. PA Criminal Record Check (PA State Police)
 - b. PA Child Abuse History Clearance
 - c. FBI Criminal History Clearance (fingerprint based)

Adults who have been residents of Pennsylvania for the previous consecutive 10 years prior to volunteering may utilize a notarized affidavit in lieu of the FBI Criminal Clearance based on fingerprints.

The two PA clearances are free for volunteers. The FBI clearance, if required, is paid for by the volunteer. The Church of the Saviour affidavit is free if the church's notary is used, otherwise the volunteer must pay the notary fee.

2. annually sign acknowledgement of this Policy prior to volunteering each school year.
3. agree to give the results to Heritage School in the same form as received.
4. agree to sign in and out of the school office each time volunteers.

Information about Minors

Church of the Saviour will not post, publish, or share information about a minor in any media, forum, electronic media, social media, or in print that could cause a minor to be personally identified. Only one piece of information about a minor can be displayed at once. An exception to this policy, with the parent's permissions, would be a situation not lasting more than a few minutes, such as during a baptism or dedication in front of the church body.

Oversight of Minors

Minors not immediately involved in a Heritage-sponsored activity are to be attended to by a parent or guardian at all times when on the Church of the Saviour campus.

1. Any person learning of an incident of suspected abuse toward a minor should immediately report the incident to **ChildLine at 1-800-932-0313**. This also includes any disclosures made during any program or activity on campus at Church of the Saviour, Heritage School or a sponsored event of Church of the Saviour or Heritage School.
2. After the call is made, the CSO is to be contacted and informed of the report, barring the CSO is not the accused party.
3. In the event of misconduct or suspected abuse by any persons, the CSO and/or the Ministry Leader involved will personally secure the safety of the minor. The minor will not be left without safe supervision while reporting the incident and the minor is not to leave the premises until it has been determined that he or she is going to a safe environment, any necessary reports have been made and any appropriate authorities have been notified.
4. The CSO will be available by phone or in person to work with the person who suspects the abuse to offer support to ensure the child's safety and expedient care.
5. The CSO and/or the Ministry Leader will communicate with parent(s) or guardian(s) of the victim(s) at his or her discretion, based on securing the safety of the minor.
6. Form CY-47 will be completed and submitted within 48 hours to Child Services as soon as possible by the person making the reported. A copy will be retained by the CSO in a confidential, locked file. CY-47 is available online:

http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/c_137044.pdf

Additional Points:

1. Pending the outcome of an investigation, all information pertaining to the alleged incident will be kept in the strictest confidence by all persons involved with the report or investigation. All written documents regarding incidents of abuse will be kept in a locked file in the CSO's church office.
2. Church of the Saviour will fully cooperate with any investigation by the authorities.
3. The CST, on behalf of the church, will be responsible for determining how external communication will be handled regarding an incident of alleged misconduct or abuse. The CST will work closely with the Board of Elders to appoint the appropriate spokesperson based on the care of the victim.
4. In the event of an incident occurring during a church-sponsored activity away from the church facility, the same procedure listed above should be followed to the extent practicable.

Consequences of Violation:

1. A ChildLine call is dependent upon suspected abuse and will be determined on a case-by-case basis. The CSO will consult closely with the CST to determine what is best to fulfill the purposes of this Policy. A mere allegation of improper behavior by any person will not be treated as an actual occurrence.
2. After completion of the investigation by the CST, any person found to have engaged in misconduct will be subject to an additional investigation and possible discipline by the Board of Elders, as deemed appropriate by the CST and the elders.



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This statement is to acknowledge that I have read and agree to adhere to this Child Safety Policy. I understand that it is my responsibility to understand, become familiar with and comply with the guidelines that have been established, and to seek clarification, if necessary, from the Heritage School Director under whom I serve.

Signature

Date

(Print name)

_____ Employee

_____ Volunteer

Return signature page to:

Heritage School
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Wayne, PA 19087