

3. Church Radiant Safe Environment Policy

Introduction

We commit ourselves to treasuring our children and youth as precious members of God's family. We acknowledge our responsibility to protect them, to create safe environments in church activities, and to respond if they are being hurt.

Definitions

For the purpose of this policy, the terms "child," "children," or "youth" will refer to any individual under the age of 18 and these terms will be used interchangeably.

Approved adults refers to individuals who have completed background checks and child abuse screening, attended child safety training and been deemed appropriate to work with Church Radiant's children.

Physical abuse: when a child has a non-accidental injury

Emotional abuse: when a parent always blames or rejects the child

Sexual abuse: when an adult uses a child as a part of any sexual act

Emotional neglect: when a child is not given the chance to feel loved, wanted, and secure

Physical neglect: when a child is not given their basic needs

(Legal definitions of child maltreatment can be found in NY Social Services Law § 371 and Family Court Act § 1012)

Abuse prevention within our church community:

1. Maintain a safe church facility

- a. Classes will be held in the designated rooms with two unrelated* approved adults present (team approach). *This shall be implemented within 4 months, by December 31, 2015
- b. If two approved adults are not available, the children should be returned to their parents and parents advised of reason.

- c. Any activity for children or youth conducted inside or outside of the church schedule will have at least two unrelated adults providing supervision.
- d. Youth under eighteen providing childcare must have an approved adult present for supervision.
- e. Parents must be notified and give consent for their child to be transported away from church activities.
- f. Physical discipline will not be used. If a child misbehaves, adults will redirect or use verbal guidance. The child will be taken to his or her parent for any further action.
- g. Nursery door will remain open with baby gate in place while infants in room.
- h. Top half of toddler room door will remain open while children are in room.

2. Team approach to supervising activity--A very effective safeguard for maintaining child safety is supervision of any activity involving youth or children by at least two approved adults.

- a. The nursery and tots should be staffed by two approved adults at all times.
- b. At any activities in the church house or facility external to the main church building, two approved adults are required to be present. This includes youth groups and activities held off grounds or at other locations.
- c. For transportation to and from church-sponsored activities in a location away from the church grounds, in a vehicle with only one adult, there must be at least two youth.

Exceptions and clarifications are noted below:

- d. Church functions (e.g. Children's Church, Bible study, etc.) where classes are meeting in the main church building, a single teacher may lead the class, provided that the group is meeting in the café and provided that multiple activities are in progress inside the church building.
- e. Parents/Guardians of youth/children going on special activities, including but not limited to special trips and overnight activities, will be required to fill out permission form.
- f. Under exceptional circumstances, in the event that there is no available transportation home, a volunteer can provide transportation for the youth. The volunteer will call a parent/guardian and a member of the Child Safety Team prior to leaving the church and upon arrival at the youth's home, noting the departure and arrival times, in order to provide accountability.

3. Personnel issues: Any person interested in leading/working/volunteering in a ministry with children or youth

- a. Shall be in the church six (6) months prior.
- b. Must affirm that they have no history of perpetrating child abuse.

- c. Fill out an application provided by Church Radiant, which will include criminal background check, child abuse clearances, and reference checks.
- d. Complete a background check, every two (2) years.
All church employees regardless of whether they will be working with children are included as these people gain immediate trust as being a member of church staff.
- e. Interview with a member of the Child Safety Team or pastor.
- f. Attend initial child safety training and renew this every year. Makeup sessions will be made available by the Child Safety Team. The training provided shall exceed the minimum requirements of what is mandated for insurance purposes and include information on identifying and preventing all forms of abuse.
****Clearances are not required for youth under 18. Youth ages 14 through 18 will be required to fill out an application and participate in an interview. A parent or guardian may be present during the interview.**
- g. Sign a copy and agree to abide by child safety policy.

4. Confidentiality

- a. All information obtained will be kept in the strictest confidence of those involved.
- b. All signed forms, documentation of interviews, and all other such confidential material will be kept in a securely locked area.
- c. All files approved or denied are to be kept on file for 7 years.

5. Deal appropriately with allegations of abuse

Be aware that sexual relationships with minors can lead to a criminal conviction and imprisonment.

- a. If a child discloses abuse or if child abuse is suspected the Pastor or member of the Child Safety Team should be notified and Child Protective Services (**CPS**) (585) 461-5690 will be **notified within 24 hours**. The person who knows or suspects the abuse has occurred shall make the report to CPS, with assistance by a member of Child Safety Team.
- b. If an individual is not sure if a situation requires reporting, they should contact the Pastor or member of the Child Safety Team immediately.
- c. The alleged offender will be removed from all responsibilities involving children or youth while the allegations are being investigated.
- d. All parents whose children may have had contact with the alleged offender will be notified within forty-eight hours that there have been allegations and that the allegations have been reported to the proper authorities.
- e. Pastoral care or outside referrals will be offered to all persons affected by allegations of abuse.

6. Policy for known sexual offenders in our church

TO BE DETERMINED

Policy availability

1. This policy will be available to all church members and attendees, on display in a designated location, and available on the church website. Church leadership, parents, and all individuals working with children will be given a copy of this policy. This policy shall be revised yearly or as needed.
2. This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of children and/or youth.

4. Contact Information

Church Radiant--(585) 851-8326
525 Paul Road
Rochester, NY 14624

Lead Pastor--Shane Smith (585) 802-1865
ssmith@churchradiant.com

Pastor of College & Young Adult Ministries--Jay Trainer (585) 944-2523
jay@infuzion.org

Shepherd's Watch Team (a.k.a., Child Safety Team)--will consist of a Pastoral staff member, one board member, and at least one other church member/preferably a parent, and possibly lead for each ministry, i.e., nursery, toddlers, children, youth)

Debbie Babb, Lead--(585) 967-5050

dave.debbie.babb@gmail.com

Tim Benson—(585) 402-0272

timothymbenson@gmail.com

Jay Trainer—(585) 944-2523

Jay@infuzion.org

Preferred Mutual Insurance Company—(888) 261-2688

Monroe County Child Abuse Reporting Hotline (CPS)--(585) 461-5690

Statewide Toll Free Telephone Number--1-800-342-3720

<http://ocfs.ny.gov/main/cps/default.asp>

Church Radiant Screening Form for Children's/Youth Ministry Worker

CONFIDENTIAL

This form is to be completed by all applicants for any position (volunteer or paid) involving the supervision or custody of minors. This is not an employment application form. Persons seeking a position at the church as a paid employee will be required to complete an employment application in addition to this screening form. This form is being used to help the church provide a safe and secure environment for those who participate in our programs and use our facilities and includes consent to conduct a background check. *Please fill out this form in full.*

Print Full Legal Name* _____ M ___ F ___ (check one)

*(Identity **MUST** be confirmed with a driver's license or other photo I.D.)

For identification purposes only, please provide FULL DOB _____

Social Security Number _____ Driver License # or State ID _____ State Issued _____

Please list any other names used _____

Present Address _____

City _____ County _____ State _____ Zip Code _____

Phone _____ Email Address _____

If less than one year at current address:

Previous Address _____

City _____ County _____ State _____ Zip Code _____

Occupation _____ Work Phone _____

1. Have you ever been convicted of or plead guilty to a crime? Yes ___ No ___ (check one)
(If yes, please explain. Attach a separate page, if necessary). _____

2. Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse? Yes ___ No ___ (check one). If yes, please explain (attach separate page, if necessary). _____

3. Were you a victim of abuse or molestation while a minor?* Yes ___ No ___ (check one)

*If you prefer, you may refuse to answer this question, please discuss your answer in confidence with the pastor or Child Safety Team member rather than answering it on this form. Answering yes, or leaving the question unanswered, **will not** automatically disqualify an applicant from work with minors. We respect your privacy while wanting to encourage you in your own healing journey.

Name & location of church you regularly attend _____

List names & locations of other churches you've attended regularly during past 5 years

List any gifts, training, education, or previous experience (church or otherwise) that has prepared you for working with minors_____

Please provide three (3) personal references that may be contacted to provide witness to your ability to work with minors, reliability, and character (**do not** include family members).

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Email _____ Email _____

Name _____

Address _____

Phone _____

Email _____

The information contained in this application is correct to the best of my knowledge. I authorize any reference or churches listed in the application to give you any information (including opinions) that they may have regarding my character and fitness for work with minors. In consideration of the receipt and evaluation of this application by Church Radiant, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to abide by the Policies & Procedures set forth in the Church Radiant Handbook for Ministry with Children & Youth to reduce the risk of child abuse in this church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release of my own free will. This is a legally binding agreement that I have read and understand.

Applicant's Signature _____ Date _____

Reviewed by _____ Date _____

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION
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In connection with my application for employment or to serve as a volunteer with **Church Radiant** ("Client"), I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act, will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., ("Protect My Ministry"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry's privacy practices, see www.protectmyministry.com.

Acknowledgement and Authorization

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act. Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Client by contacting Protect My Ministry directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by checking the below box.

- I acknowledge receipt of a copy of Article 23-A of the New York Correction Law.

Signature

Date

Protect My Ministry, Inc.
14499 Dale Mabry Hwy, Ste 201 South
Tampa, FL 33618
Phone: 800-319-5581 Fax: 800-319-5582
www.protectmyministry.com

Church Radiant Screening Form for TEEN Children's/Youth Ministry Worker

CONFIDENTIAL

This form is to be completed for any position (paid or volunteer) involving the supervision or care of minors. This form is being used to help the church provide a safe and secure environment for those who participate in our programs and use our facilities. *Please fill out this form in full.*

Print Full Legal Name _____ M ___ F ___ (check one)

ID or Driver License # _____ Date of Birth _____

Present Address _____

City _____ County _____ State _____ Zip Code _____

Phone _____ Email Address _____

School & Location _____ Grade _____

If less than one year at present address:

Previous Address _____

City _____ County _____ State _____ Zip Code _____

School & Location _____

I understand that in serving as a volunteer or in a paid position for Church Radiant that I am willing to abide by the Policies & Procedures set forth in the Church Radiant Handbook for Ministry with Children & Youth to reduce the risk of child abuse in this church. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse while serving at Church Radiant.

Signature of Teen Worker _____ Date _____

I do not know of any reason why my child should not serve as a Teen Worker with Minors. They do not demonstrate any signs of being a potential risk to anyone or the church.

Signature of Parent/Guardian _____ Date _____

Reviewed by _____ Date _____

**LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES**

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§ 750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§ 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable,

shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§ 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§ 755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules. 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

Web link:

<http://public.leginfo.state.ny.us/LAWSSEAF.cgi?QUERYTYPE=LAWS+&QUERYDATA=@SLCOR0A23-A+&LIST=LAW+&BROWSER=BROWSER+&TOKEN=15077175+&TARGET=VIEW>