

I. Introduction and Purpose

We desire above all for our children to learn that they are known and loved by God. We have many chances to communicate this message -- in our worship, in the content of the Christian education we offer, in the formal and informal relationships we foster between adults and children, and by providing a safe environment that prevents our children from being placed in vulnerable situations.

CMCL intends to foster a safe environment for everyone entering its doors, whether it is children entrusted to our care or workers placed in charge of children. We know that the potential exists for violence and/or abuse in situations where people gather together, and we need to take proactive steps to prevent this. These guidelines are intended to protect vulnerable people from incidents of abuse or harmful behaviors while protecting workers from allegations of misconduct. It should be understood that there may be situations in which it is not possible to comply with every detail of this policy; nevertheless we will strive to create a safe environment in every way possible.

Community standards and practices related to ensuring child safety are likely to continue to change over time. Due to this likelihood and in accordance with MC USA guidelines it is recommended that this policy be reviewed and updated every two to three years or as legally mandated.

This policy includes:

1. Clarification of healthy touch, affection, and accepted disciplinary practices
2. Definitions of confidentiality and child abuse
3. An outline of safety practices that promote the creation of a safe environment for both children/youth and workers
4. Guidelines for the selection and approval of child/youth workers
5. Reporting and response plan in case of suspected or known abuse

Every member of the CMCL community has an obligation to confront suspected or known child abuse. This imperative is ethical and moral for any member of a church community, and for many of us it is a legal imperative as well. In any cases of reported or suspected abuse of a minor an immediate report shall be made either electronically or by phone to the PA ChildLine: (800) 932-0313.

Safe Interactions

We want people in our congregation to be encouraged to show love and affection in healthy ways, and it is important to know the limits of such expression.

Healthy Touch

As children develop cognitively, physically, and emotionally they become aware of the concept of **body autonomy** – that they have an inherent right to control when, where, and how they are touched. Likewise, they learn that everyone else shares this same right, and they should respect those wishes in how they touch other people. The message of body autonomy is that children have the right both to reject unwanted or uncomfortable contact and to seek affirming touch (Appendix 1).

Expression of Affection and Discipline

In order to create a safe environment for our children, reasonable limits must be placed on physical and verbal interactions between adults and children/youth. These include:

1. Involved parties shall respect a child's/youth's boundaries and/or refusal of affection.
2. Involved parties shall be aware and sensitive to what makes a child feel uncomfortable.
3. Involved parties shall not engage in a body-to-body embrace, a touch on private areas (those areas covered by a bathing suit) or any kiss on the mouth.
4. Kind but firm words shall be used by involved parties to redirect behaviors that are detrimental to the group or an individual child. Physical punishment is never permitted (Appendix 2).

II. Definitions of Child Abuse: Pennsylvania Child Protective Services Law (CPSL).

According to the CPSL (effective 12/31/2014), the term "Child Abuse" means intentionally, knowingly or recklessly doing any of the following:

- (1) Causing bodily injury to a child through any recent act or failure to act.
- (2) 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.
- (3) 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.
- (4) Causing sexual abuse or exploitation of a child through any act or failure to act.
- (5) Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
- (6) Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- (7) Causing serious physical neglect of a child.
- (8) Engaging in any of the following recent acts:
 - (i) Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
 - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
 - (iii) Forcefully shaking a child under one year of age.
 - (iv) Forcefully slapping or otherwise striking a child under one year of age.
 - (v) Interfering with the breathing of a child.
 - (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
 - (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:

(A) 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), where the victim of the sexual offense

was under 18 years of age when the crime was committed.

(B) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24

(relating to assessments) or any of its predecessors.

(C) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).

(D) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.58

(relating to assessments) or has to register for life under 42 Pa.C.S. § 9799.55(b) (relating to registration).

(9) Causing the death of the child through any act or failure to act.

(10) Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat.1466, 22 U.S.C. § 7102).

Terms for Involved Parties

APPROVED ADULT	An adult (staff or volunteer) providing services at CMCL who has been approved to work with children, i.e. a Christian Education teacher, activity aide, or event chaperone. An approved adult who routinely works with children or youth as part of their responsibilities is considered a Mandated Reporter under PA law.
MANDATED REPORTER	Effective 12/31/14, the PA CPSL imposes a reporting <u>mandate</u> , or requirement, on any individual who comes into contact with children in the course of his or her work or professional practice, specifically including “clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization,” or an “individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.” These individuals are known as “mandated reporters.” (as defined CPSL Title 23 PA.C.S. Chapter 63) This includes volunteers, as well as staff.
PERSON IN CHARGE OR DESIGNEE	Effective 12/31/14, the “Person in Charge of the Institution or their designee” is responsible for facilitating cooperation with authorities on a suspected child abuse investigation; and is also responsible for receiving notification from the mandated reporter that a suspected abuse report has been filed. For these specific purposes, the Person in Charge at CMCL is the Administrative Pastor.

CHILD	Designates a minor from birth through grade five or the age of twelve years of age.
YOUTH	Designates a minor from sixth grade or the age of twelve years old through the completion of high school or the age eighteen.
DESIGNATED ADULT AT PICK-UP	An adult authorized to pick up a child/youth from a church activity. Any adult authorized to pick up a child/youth is to be listed on the child's registration form. In cases of extenuating circumstances, an electronic message from a parent/guardian to the event organizer may suffice.
MENTOR/MENTEE RELATIONSHIP	A church-sanctioned three year pairing of a Junior Youth with an adult congregant lasting until the youth enters ninth grade.

Safe Church Committee (SCC)

The SCC is a sub-committee of the Children and Youth Christian Education Committee that is charged with administering this policy, including maintaining records and overseeing the screening process for Approved Adults.

1. Committee duties include, but are not limited to the following:
 - a. Implementation and enforcement of this policy.
 - b. Review and make recommendations for revision of this policy to the Congregational Council.
 - c. Provide for training for all Staff and Approved Adults working with children and youth programs regarding child abuse and this policy.
 - d. Maintain a list of Approved Adults and disseminate relevant information when needed.
 - e. Monitor Approved Adults and the congregation in general to ensure policies are being followed.
 - f. Keep Congregational Council apprised of activities of the SCC on an as needed basis.
 - g. Keep apprised of ongoing investigations within the community.
 - h. Meet as needed to carry out the above responsibilities.
2. The SCC will comprise at least the following persons, but may include additional at large members in order to include relevant expertise, such as adult survivors of abuse, social workers, counselors, educators, etc.
 - a. The Director of Children's Ministries.
 - b. One or more representatives from the Children and Youth Christian Education Committee, or designees.
3. Specific tasks in the scope of the SCC are delegated as follows (responsible parties in parentheses):
 - a. Review all applications for approved adult status (Director, in consultation with SCC if needed).
 - b. Consult with search committees or hiring representatives to review candidates for paid positions as needed (SCC).
 - c. Determine whether the subject is eligible to volunteer with children and youth programs based on clearances and other factors. Certain convictions or founded CYS

reports will result in automatic denial (Director, in consultation with the Safe Church Committee). In the event of a Safe Church Committee member having a familial or personal connection to a church attender under investigation that may interfere with discernment, the Committee member will recuse him/herself from involvement in the committee's work related to the attender.

d. Maintain physical/electronic records of clearances and ensure that the list of current approved adults is up to date and available to necessary parties (Director plus an administrative staff person).

e. Notification of individuals ahead of time that renewed covenants/clearances/training is due (Director plus an administrative staff person).

f. Ensure that designated processes are followed in the event suspected abuse is reported (SCC with Person In Charge/Designee).

III. Safety Practices

A. Clarifying Teacher and Parent Responsibilities

1. **Sunday Mornings** - It is the parents' responsibility to escort children to designated Christian Education classrooms on time. Teachers are responsible for children in their care, preschool through grade 5, until a parent or designated adult meets them in the classroom. At the end of CE for grades 6-12, the teacher will dismiss their students and supervision becomes the parents' responsibility.

2. **Club activities** - Children/youth workers are responsible for care during designated time of the activity.

B. Guidelines for Protection of All Children/Youth and Volunteers

1. **Registration Forms** (Appendix 7) will be completed each year by parents for each child/youth. The **Permission Form for Offsite Activities** (Appendix 8) will include names of Approved Adults leading activity, location, phone contact information for Approved Adults, and parent signatures. Copies of forms will be taken along on overnight activities and field trips.

2. **Two Adult Rule:** Two Approved Adults should be present during any church-sponsored activity for children and youth whenever possible. Activity leaders are responsible for checking the Approved Adult list to ensure that the adults are in fact on the approved list. Situations with one Approved Adult and one child/youth are to be avoided. A non-approved adult will never be alone with a child/youth or group of children/youth. Whenever possible in group settings, two unrelated approved adults should be present. When possible during the Christian Education hour, a designated Approved Adult (floater) will circulate outside the classroom area to provide assistance, checking with teachers as needed. The floater is to provide extra assistance in the event that only one Approved Adult is available for a classroom.

3. A youth (age 12-17) who have completed an orientation session with a Fishbowl Coordinator or Director of Children's Ministries may volunteer as an assistant in a supervised setting apart from a parent/guardian that also includes two Approved Adults. Children under the age of 12 who are under the direct supervision of parent/guardian

may also assist with the care of younger children.

4. **Visibility:** As much as possible, all rooms should be arranged for persons passing by to be able to observe activities occurring within. Windows should allow for observation of the room and doors are to remain unlocked during activities.

5. **Diapering:** Parents of young children should be encouraged to change diapers before the activity begins. If a diaper or clothing requires changing without a parent present, Two Approved Adults are required.

6. **Toileting:** Parents of young children should be encouraged to take the child to the bathroom before the activity begins.

- a. If an Approved Adult needs to take a child to the toilet, the adult should remain present and respect the child's privacy in an age appropriate manner.
- b. **Toddlers - Preschool and children with special needs** - Volunteer stands holding the public bathroom door while the child enters the toilet stall alone. This allows the adult to remain in the public eye while respecting the privacy of the child. Encourage the child to do as much independently as possible. If help is needed with wiping or dressing, help the child while keeping the door to the bathroom open. Encourage the child to wipe themselves and wash hands.
- c. **Kindergarten-Grade 2** - An Approved Adult will escort the child to the bathroom. The adult will check the bathroom to make sure it's clear and then remain in the hallway until the child exits. The adult will then escort the child back to the room.
- d. Always inform a parent when a child used the toilet if assistance was provided.
- e. **Children in grades 3-5** - The Approved Adult will monitor the hallway as children go to the bathroom.
- f. **Youth in grades 6-12** can use bathrooms unescorted, provided they return to class within a reasonable time frame. Youth in grades 6-8 can be encouraged to go together in pairs. This privilege can be granted or rescinded at the Approved Adult's discretion.

7. All classrooms and The Gathering Place are available for use for planned activities with adult supervision only. After an activity, rooms should be checked to ensure that all participants have vacated. No child or youth should be left unaccompanied whenever possible.

8. Overnight trips require approval from a parent/guardian. Relevant details will be provided to parents/guardians ahead of time, and a minimum of two non-partnered Approved Adults will serve as chaperones. That is, if two Approved Adults on a trip are partnered, there must be a third Approved Adult chaperone as well. Care will be taken to ensure that, to the extent possible, the gender identities/expressions of chaperones will reflect the identities of youth participants. Care will be taken to ensure an appropriate balance between the need for privacy and for protection resulting from a level of visibility for both Youth and chaperones. All who participate in the overnight must agree to avoid sexual contact and sexual conduct during the event.

9. Transportation Guidelines

- a. Clear communication between parents and drivers is essential for permission in any circumstance.
- b. Anyone transporting children/youth must hold a valid driver's license and car insurance. A driver is to be an Approved Adult and must agree to obey traffic laws, including the use of seatbelts for all car occupants.
- c. If a carload of youth under age 21 wants to travel to/from a church sponsored youth activity, it must be arranged and approved by the parents of every youth involved.
- d. Cell phones will be used only out of necessity.
- e. Music, if played, will be at a level that is not distracting to the driver.
- f. Two adults, one male and one female, in each vehicle are preferable.
- g. Situations with one adult and one unrelated child are to be avoided.
- h. Chaperones will organize the carloads with consideration to group dynamics.
- i. The buddy system will be used if bathroom stops are necessary.

C. Nursery/Fishbowl

See Fishbowl Child Care Worker Handbook ([available online](#)). A hard copy is also located in the nursery.

1. Nursery facilities are for infants through age 4. Older children may be present only if their parents are Nursery Childcare Workers.
2. Parents are responsible for the following (posted in Fishbowl):
 - a. Sign your child in and out of the nursery on the nursery clipboard.
 - b. Label your child and his/her diaper bag.
 - c. Alert nursery volunteers of any food allergies.
 - d. Change diapers or take your child to the bathroom before signing in at the nursery.
3. Childcare Workers are responsible for the following:
 - a. First and foremost, enjoy playing with the children.
 - b. Make sure you can see all children at all times.
 - c. Keep doors securely fastened so that no child can get out without an adult.

- d. Stay until every child is picked up by a parent or designated adult.
 - e. Use care when bringing hot beverages into the nursery.
4. A minimum of two Approved Adults should be present when any children are in the room. Childcare Workers shall be identified as such with a lanyard or name tag.
 5. A youth helper may be assigned to assist in addition to the two Approved Adults.
 6. Bathroom and Diapering: See item III.B.5 above and the Fishbowl Handbook.

D. Mentors and Mentees

Mentors will be Approved Adults chosen in consultation with junior youth and their parents/guardians. They are matched with youth by Staff or a designated lay leader to provide companionship and support for youth during grades six through eight. These relationships are an exception to the requirement of two Approved Adults for all activities with children and youth. This risk is mitigated by these practices:

1. Mentor/Mentee pairs will be in a formal, church-sponsored relationship for two and a half years with clear beginning and end dates communicated to the Mentor, Mentee and Mentee's parents/guardians (Appendix 11: **Mentor Covenant**).
2. Orientation for Mentors will be offered at the beginning of each match with continued support from the Associate Pastor of Youth, Director of Children's Ministries, and Pastoral Team throughout the relationship.
3. The Mentor Covenant will be discussed and signed by the Mentor, Mentee, and Mentee's parents/guardians at the beginning of the formal relationship.
4. Mentors are to obtain parental consent to meet with the Mentee, including clear plans for times, destination, and travel.
5. Mentors, Mentees, and parents/guardians should exchange contact information.
6. Engage in activities with other mentor pairs when possible.
7. Engage in activities that occur in public places or where others are frequently present. Mentors should never meet one-on-one with Mentees in a private home or on the church property without other adults present.
8. Mentors are encouraged to form trusting and honest relationships with Mentees. Should a Mentor become concerned for a Mentee's emotional or physical well-being, the concern will be reported to the parents/guardians. Consult with Staff as needed in these cases.
9. If a Mentor suspects or a child discloses abuse, the Mentor is required by law to report to PA's Childline and follow church procedure (outlined in section V: E, F, and G below).

E. Young Adult Endowment Fund

In recognition of the fact that: a) Early adulthood can be a time of particular vulnerability in a number of ways, and b) The relationship between a young adult and their designated committee member includes a financial component by its nature, the YAEF committee will be composed of Approved Adults.

1. Similar to the expectations for mentor/mentee relationships outlined above, committee members will use good judgment and follow reasonable guidelines when communicating with young adults so as to avoid any appearance of inappropriate conduct. This includes keeping considerations in mind such as (but not limited to): time of day, public vs. private settings for in person meetings, and means of contacting the individual.
2. In the event that a committee member has difficulty contacting a young adult, the youth pastor and/or the young adult's parent or guardian are to be consulted.

F. Building Safety/External Threat

1. Key/Fob Policy

Anyone needing access to CMCL's facilities outside of regular office hours must be approved to receive a key or fob. The approval process includes signing CMCL's Key Covenant. See additional forms: **Key/Fob Policy and Key Covenant.** (Appendix 9)

2. Building Locking and Monitoring

During Christian Education a Floater assigned by Christian Education will monitor the entrances to the courtyard and alley as these doors will be unlocked. The Floater will also walk through the hallways of the Christian Education rooms. All exterior doors of the building, except the main entrance, will be locked during the worship service.

At times, people enter our doors seeking financial or material assistance rather than to attend Sunday programs. Our responsibility is to welcome, respect, and help persons find resources they need while maintaining a safe environment for our children.

Anyone encountering such a guest should follow this protocol:

- a. Greet strangers. Ask respectfully what their needs are.
- b. Invite them to join worship on Sunday mornings and escort them to the sanctuary or out of the church. Stay present. Never allow such individuals into Christian ed. rooms.
- c. Let them know that while we do not give goods or provide services here, we work with Lancaster County Council of Churches to provide food, clothing, etc. to people in need. The phone number of LCCC, along with where meals are served, is available on handouts by the Christian Ed closet. Never give cash to strangers at CMCL.
- d. Notify a Pastor of any such encounters.

G. Guidelines for Application to Volunteer with Children and Youth Programs

All Approved Adults, Childcare Workers, and Mentors will follow the approval process outlined in the **Approved Volunteer Checklist** (Appendix 4). Any person with a history of abusing children/youth may not be an Approved Adult in any program. To be approved, one must:

1. Attend CMCL regularly for 6 months.
2. Complete and sign the **Community Mennonite Church of Lancaster Service Application and Safe Church Covenant** (Appendix 3, renewed annually).
3. Complete background checks listed in **Approved Volunteer Checklist** (Appendix 4).
4. Have the application reviewed and accepted by the Director of Children's Ministries in consultation with staff members and the Child Safety Committee as needed. Applicants may appeal the CSC's decision that a person is not allowed to volunteer with CMCL children by submitting a **Child Safety Appeal Form** (Appendix 5). If the appeal process warrants inquiry, an advocate or consultant can be present or submit supporting information if requested by the committee and/or the applicant. The decision made by the committee in regards to the appeal is binding. Applications denied due to prior convictions or a history of abuse are not eligible for appeal.
5. Attend child safety training through CMCL or submit workplace documentation of mandated reporter training once every two years.
6. Once accepted as an Approved Adult, notify the Administrative Pastor if arrested or convicted of an offense that would constitute grounds for denial of employment or volunteer work with children, or if named as a perpetrator in a founded report of abuse (Appendix 6: **Review of Legal Disqualifications**). Such notification is required under PA law.

H. Maintenance of Records

The following records shall be maintained as part of administering this policy:

1. The Director of Children's Ministries will oversee maintenance of a master list of personnel and volunteers who have regular contact with children and/or youth in the course of their work.
 - a. List should note all applications and clearances submitted for each person.
 - b. List should include the date of the most recent clearance. All volunteers should submit new clearances 60 days prior to existing reports expiring.
2. Retain copies of all reports, even those superseded by renewed reports.
3. All reports, applications and related paperwork should be stored in a locked file. Digital documents should be password protected with access limited to publicly identified persons as listed above.

Because any records pertaining to children and youth, and staff and volunteers who work with them, may become the subject of legal proceedings at some future date, no such records

should be part of automatic records destruction plan by the congregation. This includes child and youth registration and permission forms, as well as staff and volunteer clearances. Such records should only be destroyed with the written approval of the Safe Church Committee, and in accordance with the state statute of limitations related to sexual abuse of minors. In PA, the statute for filing criminal and civil charges for certain types of sexual abuse of a minor extends to 50 years past the victim's 18th birthday. Records may be digitized and stored electronically, in an appropriately secure password-protected manner.

I. Background Checks for Staff

All CMCL employees must complete PA Criminal Record Check Form, PA Child Abuse History Certification, and FBI Criminal History Background Check. For staff all clearances, including FBI fingerprinting, must be obtained every 60 months. CMCL follows the ACC guidelines for employee screening.

Portability of Clearances: While a clearance obtained for volunteer purposes may not be used for employment purposes, the CPSL permits clearances obtained for employment at one institution to be used at another for the employment or volunteer purposes, provided that a) the certifications are still current; and b) a written affidavit is completed confirming that the individual has not been disqualified from working with children.

J. Use of Facilities

1. **Any CMCL congregant or staff person being issued a Key or Fob to CMCL facilities for ongoing use will have their state-mandated clearances**, including 1) Pennsylvania Criminal History Check, 2) Pennsylvania Child Abuse History Certification, and 3) FBI Criminal History Background Check OR Pennsylvania Disclosure Statement for Volunteers, and will participate in a safe church training that will include the use of professional training materials on child abuse, the grooming process sexual offenders often use to engage children, and a review of policies and procedures that are specific to CMCL. **Key/fob holders will not be Approved Adults unless they also complete a service application and covenant.**
2. **Short-term use:** Key/fob holders from inside or outside of the CMCL community, in addition to signing the Key Covenant (Appendix 9), will have a conversation with the Administrative Assistant and/or Director of Children's Ministries to discuss highlights of this Child Safety Policy.
3. **Long-term use for outside groups:** organizations using CMCL facilities on a recurring basis must complete the Facilities Use and Key Covenant forms (Appendices 9 and 10). They are to be made aware of CMCL's Child Safety Policy and must adhere to it or provide evidence of their own policy and procedures. Outside groups are responsible for the maintenance of their own records. Such policies and procedures are subject to review and acceptance by CMCL Staff. Before an agreement is made, CMCL must review the policy, and it should be made available any time it is requested. At minimum, policies provided by outside organizations must include the following: a "two adult" rule, clearances and training for volunteers related to the prevention of abuse and child safety, procedures for immediate reporting of suspected child abuse to Childline, and a prohibition on adults being alone in the facility with a child not their own.

K. Best Practices for Electronic Communication With Children and Youth

1. Adults are to limit one on one electronic communications with children with messages being short and regarding a specific event. Parents and guardians are to be copied on emails or text messages and kept apprised of ongoing conversations.
2. Photos and videos of minors should not be posted to personal social media platforms without prior permission from a parent or guardian, and identifying information should never be included.

IV. Education and Training

This safety policy will be available to the entire congregation via the CMCL website and also via the Christian Education Office. Persons interested in becoming Approved Adults will be directed to the website or physical location, and/or given a copy of this policy.

In order to be an Approved Adult, a volunteer or staff member must participate in a safe church training that will include the use of professional training materials on child abuse, including specific information about child sexual abuse, behavioral signs, and how to respond to a disclosure; the grooming process sexual offenders often use to engage children; a review of policies and procedures that are specific to CMCL and pertinent to the work in which the employee or volunteer will be involved, information about mandated reporting and instruction in the use and completion of the various forms. A refresher course for all Approved Adults will be held at least every two years. Volunteers or staff who cannot attend sessions in person will be required to complete an approved training video prior to serving with children and youth. Adults will not be approved to work with children and youth until after they have completed the required training. Documentation of relevant professional training pertaining to child abuse and mandated reporting that is less than 24 months old is acceptable in lieu of this safe church training requirement.

All approved adults and staff will receive a full copy of the Child/Youth Protection Policy and Guidelines, and sign the **CMCL Service Application and Safe Church Covenant** (Appendix 3).

A. Staff and Volunteers

All CMCL attenders who want Approved Adult status, Children & Youth Christian Education Committee, Church Council members, the Pastoral Team, and Facilities Committee members will complete Safe Church Training or provide documentation of workplace training on child abuse and mandated reporting.

Training will be offered every summer, before the start of the Christian Education Year. Mid-year training will be offered as needed. For new volunteers, this initial in-person training, rather than workplace documentation of training, is highly encouraged. The initial training for each new staff person and volunteer will be at least 1 hour.

Once an individual has participated in the initial training, a refresher training of at least one hour will be required every two years to ensure that the individual's knowledge is current and accurate. The church's Director of Children's Ministries along with the Administrative Assistant will maintain a record of who has received training and the dates.

B. Parents and other Congregants

Child abuse awareness education will be offered at least once each year for parents and other congregants and shall include information about the spiritual, psychological, and physical impact of abuse. The educational sessions may be provided in various formats, such as an adult education class, a whole-congregation meeting, or a special evening/weekend workshop.

C. Children and Youth

Christian Education curricula on healthy physical, emotional, and sexual boundaries, including sexual abuse prevention, shall be offered for several weeks at least once every 2 years. The purpose is to provide children and teens with the opportunity to receive age-appropriate information in a faith-based context to help them to recognize inappropriate conduct on the part of an adult or other child, empower them to say no, and tell a safe adult at church, home, or school. Teachers will be provided with any needed training as well as material to use.

D. Supervisors of Known Sexual Offenders

Should the church decide to welcome a known sexual offender into fellowship in accordance with the guidelines established in the **Providing Community for Known Sexual Offenders policy**, a group of supervisors will receive at minimum 3 hours of training prior to welcoming the offender to the congregation. See the **Providing Community for Known Sexual Offenders policy** (Appendix 12) for further information.

V. Reporting and Response to Allegations of Child Abuse

A. Terms for Involved Parties & Laws

DIRECTOR	Director of Children's Ministries or Associate Pastor of Youth
RESPONSE TEAM	Group composed of staff, CE chair, Pastoral Team chair (if an employee is the alleged abuser, the committee will also include the Staff Relations Committee chair). The group is responsible for helping to navigate the community through an allegation of abuse, ensuring compliance with this policy and the CPSL.
CARE TEAM	Group composed of individuals tasked with providing appropriate care and support to community members who are directly impacted by allegations of abuse. Care Teams can be formed for the victim of alleged abuse as well as the person accused of abuse. In order to serve the interests of both parties, these teams are to function independently and membership can consist of whomever would serve most effectively as determined by the Response Team.
CPSL	Pennsylvania's Child Protective Services Law

B. Communication Guidelines

The privacy of all persons involved in any report or response to an alleged incident shall be maintained throughout the entire process. Any information shall be provided on a "need to know" basis and would typically be provided only to persons or groups

noted in this document. Due to data security concerns, discretion is to be used when emailing or texting about alleged incidents.

C. Immediate Response to Witnessing an Incident or Receiving a Disclosure

The person observing an incident shall:

1. Immediately remove the minor from imminent danger. If a minor is injured or in pain, call 911.
2. Take the minor's word seriously and preserve any physical evidence.
3. Stay calm and listen carefully to the minor. Ask open-ended rather than leading questions.
4. Provide emotional support and reassure the minor that s/he did the right thing by talking about the problem and assure them that appropriate action will be taken.
5. Continue with legally required reporting as outlined below.

D. Explanation of Mandated Reporting in PA

All Community Mennonite Approved Adults are considered Mandated Reporters of suspected child abuse under the CPSL and are required to immediately report to the authorities if they have reasonable cause to suspect that a child is the victim of abuse. "Reasonable cause to suspect" is not defined in the CPSL. The CPSL encourages all adults, including those who are not Mandated Reporters, to report suspected abuse. Minors are not mandated reporters.

The CPSL stipulates that a report is required when:

- A person makes a specific disclosure to the mandated reporter that an identifiable minor is the victim of child abuse; or
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The mandate to report applies to all suspected child abuse, not just abuse that has been perpetrated by someone within the church. Possible abusers could include anyone who has contact with children or youth.

A mandated reporter need not determine who is responsible for the abuse or identify the alleged offender. Likewise, a mandated reporter need not make a first-hand observation of the suspected child abuse victim.

The CPSL specifically grants legal immunity to any individual who, in good faith, makes a report of suspected child abuse. Failure to report suspected abuse by a mandated reporter can result in charges and fines.

E. Reporting and Documenting Suspected Abuse – Overview of Action Steps

1. The mandated reporter must immediately report suspected abuse electronically at www.compass.state.pa.us/cwis/Public/home. For electronic reporting, the reporter

must register at the site, obtain a Keystone ID, and create a password. If no electronic report can be made, the individual should phone ChildLine at 1-800-932-0313, followed by submission within 48 hours of a written report called the CY-47 (Appendix 14). The written CY-47 report must be completed and submitted to Lancaster Children and Youth, 150 N Queen Street Suite 111, Lancaster, PA 17603 (legal requirement). If the report of suspected abuse was made electronically, no CY-47 paper report is needed.

2. The reporter must then immediately inform the Director of Children's Ministries and/or Administrative Pastor that a report has been made (legal requirement).
3. The reporter must complete an internal **Suspected Child Abuse Incident Report** (Appendix 13) and give it to the Director of Children's Ministries and/or Pastor (policy requirement).
4. The Department of Human Services (DHS) may inform the reporter of the results of the investigation, generally within 30-60 days. If this happens the reporter will inform the Director of Children's Ministries and/or Pastor of the results (policy requirement).
5. If a report is received, the Director of Children's Ministries and/or Pastor will note on the internal Child Abuse Incident Report the date the results were provided by the reporter, and file any related documentation (policy requirement).

All communications regarding the report of suspected child abuse shall attempt to protect the dignity and privacy of those persons affected by the report. The safety of persons overrides the offender's right for confidentiality, and it is legally prohibited to share the identity of the alleged victim and reporter.

F. Follow-up, Investigation, Documentation

1. Following placement of the call or online submission to report suspected abuse to ChildLine, a Pastor will inform the parent/guardian (provided that the parent/guardian is not the party accused of abuse). If a custodial parent/guardian is the alleged abuser, his or her first contact about the allegation should come from either Children & Youth Services or the police, not the church.
2. Any time a Childline report is made, the individual making the report is to complete CMCL's **Suspected Child Abuse Incident Report** (Appendix 13).
3. The Response Team should not enter into discussion about the details of the complaint with the alleged abuser after a report has been filed and during the course of investigation. The alleged abuser will be removed from any position in which he or she has supervisory authority over minors pending the completion of the investigation.
4. CMCL's liability insurance company and Atlantic Coast Conference (ACC) should be contacted after the report is filed as a matter of routine practice if the alleged abuse involves a staff person, if the abuse occurred on church property, or if the abuse involved a volunteer caregiver (if the latter names of involved parties shall not be disclosed). The alleged abuser will have their ministry restricted to exclude

contact with minors immediately, and if employed by the church they may be placed on leave while the investigation is ongoing.

G. Communication Regarding Reported Incidents

1. The extent to which information will be shared with the congregation will be determined by the Response Team and others as appropriate. The input of the ACC Conference Minister may be sought and, if Staff is involved, the Staff Relations Committee will be consulted in making this decision. The identity of the victim and the mandated reporter should be protected.
2. All necessary parties will cooperate with any investigations made by the police or other authorities.
3. Only the authorized person or persons may speak for the congregation to the news media, government agencies, attorneys, or others.

H. Continuing the Ministry of the Church

1. Pastoral support will be offered to all parties involved and the congregation. Decisions about how this support will be given will be made by the Response Team. The following guidelines and procedures are recommended for Care Teams:
 - a. At least one person will have had training on child abuse and response procedures and whose involvement does not create a conflict of interest for the team members, alleged perpetrator, or minor/family.
 - b. One team will provide support for the alleged perpetrator and another will provide support for the minor/family.
 - c. Each team will assess the need for healing, facilitate and minister with sensitivity and care, and promote healing through emotional and spiritual support. Each team will determine the timeframe and time commitment necessary to accomplish this.
 - d. Encourage the connection to outside resources for further healing opportunities.
 - e. Dissolve the Care Team when identified persons have adequate support and resources. Report the outcome to the Response Team.
 - f. Document the support meetings including date met, persons present, issues discussed and actions taken.
2. If the allegations involve a Pastor, the ministry of the church shall be maintained while the issue is being addressed. Decisions regarding how this will be accomplished will be made by the Congregational Council and Staff Relations Committee, in consultation with the ACC Conference Minister.

I. Response to Allegations, Admissions and/or Criminal Charges

1. Persons who admit to, plead guilty to, or are convicted in a court of law of any form of physical or sexual abuse of a minor will be immediately, permanently, and completely disqualified by the Child Safety Committee from working with children/youth. Persons who admit to a Pastor, a member of the Child Safety Committee, or to a Response Team member any type of abuse of a minor but who have not appeared in a court of law will be disqualified from working with children/youth in the congregation. (See Appendices 6 & 12 for further information.)

2. Allegations of sexual or physical abuse of anyone shall disqualify any person from working with children/youth until an investigation is completed. If charges have been filed for any violent crime, including physical or sexual abuse of a person of any age, the volunteer or staff person will be immediately removed from any environment with children or vulnerable populations until any investigation and legal process has concluded. This serves to protect not only children, youth, and vulnerable others but also to protect the person alleged to have abused, as such a person can be vulnerable to accusations of inappropriate conduct based on perception of risk which may not be well-founded. An Approved Adult or staff member who is under investigation for alleged abuse, or criminally charged for an offense involving a minor is required to notify the Safe Church Committee or a supervising staff member immediately.

3. The SCC may temporarily or permanently disqualify any person(s) from working with children/youth as the committee deems appropriate.

4. Alleged violations of the policy, other than abuse, shall be immediately reported to the Director of Children's Ministries. If deemed appropriate, the Safe Church Committee will investigate the alleged violations. If a person is found to be in violation of the policy, the committee will determine what disqualification or disciplinary action, if any, is necessary.

J. Allegations were not Abuse, but a Demonstration of Poor Judgment

1. The Safe Church Committee and a Pastor will seek to have the offending individual acknowledge responsibility and be accountable for the behavior. Grace and mercy will be extended in a context of repentance, accountability, and justice.

2. Education and/or counseling will be expected to correct unhealthy behavior patterns. The church may consider helping with the cost of sessions as an extension of its ministry.

3. The individual will not be permitted to function as an approved adult for a stated period of time, and will not function in any supervisory capacity over children and youth for at least one year, after which an evaluation determining fitness for this ministry should be made by SCC in consultation with staff and Pastoral Team. The second such occurrence of demonstration of poor judgment will result in the individual being precluded from future ministry with children and youth.

4. Communicate action taken with the complainant and congregation as needed.

Revision work completed March 2023 - February 2024 by SCC

Appendices

1. Safe and Harmful Physical Contact Document
2. Safe and Harmful Verbal Interactions Document
3. Community Mennonite Church of Lancaster Service Application and Safe Church Covenant
4. Approved Volunteer Checklist (includes legally required background checks)
5. Child Safety Appeal form
6. Review of Legal Disqualifications
7. Registration Forms
8. Permission Forms for Offsite Activities
9. Key Fob Policy and Key Covenant
10. Facilities Use Guidelines
11. Mentor Covenant
12. Providing Community for Known Sexual Offenders Policy
13. Internal Child Abuse Incident Report
14. CY-47

Appendix 1:

Safe and Harmful Physical Contact

Appropriate physical contact with children and youth is encouraged while inappropriate displays of physical contact is prohibited.

The following are examples of appropriate and inappropriate physical interactions. These are meant to promote a positive, nurturing environment while protecting both youth and volunteers.

Appropriate physical interactions

- Side hugs
- Shoulder-to-shoulder or "temple" hugs
- Pats on the shoulder or back
- Handshakes
- Verbal praise
- Pats on the head when culturally appropriate
- Touching hands, shoulders, and arms
- Holding hands with young children in escorting situations

Inappropriate physical interactions

- Full-frontal hugs
- Kisses
- Showing affection in an isolated area
- Lap sitting (for older children)
- Wrestling
- Piggyback rides
- Tickling
- Allowing a child to cling to a worker's leg
- Any type of massage given by or to a youth
- Any form of affection that is unwanted by the youth or the staff/volunteer
- Compliments relating to physique or body development
- Touching of the bottom, chest, or genital areas

Appendix 2

Safe and Harmful Verbal Interactions

All at CMCL are encouraged to think about their words and refrain from speaking to anyone in a way that could be construed by an observer as harsh, coercive, threatening, intimidating, or demeaning.

No one should initiate sexually oriented conversations with youth. Workers are not permitted to discuss their own sexual activities with youth.

The following are examples of appropriate and inappropriate verbal interactions.

Appropriate verbal interactions

- Positive Reinforcement
- Appropriate Jokes
- Encouragement
- Praise

Inappropriate

- Name calling
- Discussing sexually-related content
- Involving youth in personal problems or issues of staff and volunteers
- Secrets
- Cursing
- Off color or rude jokes
- Derogatory remarks about the youth or their family
- Harsh language that may frighten, threaten, or humiliate youth

Appendix 3

**COMMUNITY MENNONITE CHURCH OF LANCASTER
SERVICE APPLICATION**

This information will be treated as confidential. Only persons having a legitimate need to know this information should have access to your form.

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Employer _____

Work Phone _____

Do you have any training and/or interests that equip you for working with children/youth? Please explain.

List any hobbies and/or interests that you would want to share.

List all previous activities involving working with children or youth.

How long have you been attending CMCL? _____

Membership Status: () Member () Regular Attender

Please continue on the other side.

List all previous churches attended in the last five years.

Have you had any previous child safety training, whether in the workplace, at CMCL, or at another volunteer organization? () Yes () No

If yes, please supply information:

Organization _____ Date _____

Have you ever been investigated, accused, or convicted of child abuse?

() Yes () No

If yes, please explain:

References

Please provide two references, other than family members, whom we may contact.

1. Name _____

Address: _____

Phone: _____

Email: _____

Relationship: _____

2. Name _____

Address: _____

Phone: _____

Email: _____

Relationship: _____

COMMUNITY MENNONITE CHURCH OF LANCASTER
SAFE CHURCH COVENANT

I affirm to the best of my knowledge that the information contained in this application (or my previous application) is correct. I authorize any reference or church listed on this application (or my previous application) to supply any information requested. I release them and CMCL from all liability, claims, damages, and suits in doing so.

I accept the call to serve God in ministering to the children/youth at Community Mennonite Church.

I realize that my words and actions toward the children will influence their faith in God and their lives for many years to come.

I promise to be responsible in my attitudes and actions toward the children under my care and to work with others to create a safe, positive environment for spiritual and community growth.

I have carefully read the guidelines of Community Mennonite Church's Child Safety Policy, and promise to serve according to those guidelines. I have participated in the required training within the past two years.

Signed: _____ Date: _____

Printed Name: _____

Received by:

Director of Children's Ministries: _____

Date Received: _____

Appendix 4:

Approved Volunteer Checklist for CMCL

Every Year:

- Read the **Safe Church Covenant**, print, complete, and submit childsafety@communitymennonite.org

Every Two Years:

- Read the **Child Safety Policy** in its entirety.
- **Participate in an in-person child safety training offered by CMCL (preferred option) OR: watch the 38-minute training video from Dove's Nest and submit the feedback form. Note: documentation of workplace training on child abuse and mandated reporting is acceptable in lieu of CMCL training.**
- *We are aware that this is a heavy topic to process, and we do not want you to feel you are doing so in isolation. If you want to follow up, please let us know at the bottom of the training video form and a pastor will reach out to you. You can also feel free to contact one of the pastors directly.*

Every 60 months:

- **PA Criminal History Check:** As a volunteer, you can complete the application free of charge at <https://epatch.pa.gov/home>. (Be sure to print or save the Certification Form as the receipt showing the transaction which says "No Record" is not the official document.) When you have results, submit electronic copies to childsafety@communitymennonite.org.
- **PA Child Abuse History Certification:** As a volunteer, you can complete the application free of charge, either online <https://www.compass.state.pa.us/cwis/public/home> or on paper. When you have results, submit copies to childsafety@communitymennonite.org or the Director of Children's Ministries.
- Either **FBI Criminal History Background Check** (if you have lived outside of PA in the last 10 years) OR the **PA Disclosure Statement Application for Volunteers**
 - **FBI Criminal History Background Check:** Register to get FBI fingerprints completed. Volunteers should use 1KG6ZJ for the service code. The cost of the FBI background check is \$23.25. You may submit your receipt to the church office for reimbursement, if desired. When you have results, submit electronic copies to childsafety@communitymennonite.org.
 - **PA Disclosure Statement Application for Volunteers:** If you have lived in PA continuously for the past 10 years and can attest to everything on the disclosure statement, you may sign and return the form to childsafety@communitymennonite.org or the Director of Children's Ministries.

Thank you for doing your part to make our church a safe environment for all!

Child Safety Appeal Form

This form allows one to appeal the Child Safety Committee's decision to not allow the individual to volunteer with CMCL children. This written appeal will be processed by the committee as it is presented. If the appeal process warrants inquiry, an advocate or consultant can be present or submit supporting information if requested by the committee and/or the applicant. The decision of the committee is binding. (Section III., F. of CMCL Child Safety Policy)

- I am appealing the decision based on my belief that there is erroneous information. Details below...
- I am appealing the decision because I believe I have been misjudged. Details below...
- I am appealing the decision based on the changes I have made regarding this issue. Details below...

Please recount the situation as you see it.

Please give the details pertaining to your appeal.

Disqualifiers for Working with Children

The Child Protective Services Law disqualifies certain individuals from working with children. Community Mennonite Church will similarly disqualify any staff or volunteer from working with children if that individual would be disqualified under the Law, which reads as follows:

§6344 (c) Grounds for denying employment or participation in program, activity or service.

- (1) In no case shall an administrator hire or approve an applicant where the department has verified that the applicant is named in the Statewide database as the perpetrator of a founded report committed within the five-year period immediately preceding verification pursuant to this section,
- (2) In no case shall an administrator hire an applicant if the applicant's criminal history record information indicates the applicant has been convicted of one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state:
 - Chapter 25 (relating to criminal homicide).
 - Section 2702 (relating to aggravated assault).
 - Section 2709.1 (related to stalking)
 - Section 2901 (related to kidnapping).
 - Section 2902 (related to unlawful restraint).
 - Section 3121 (relating to rape).
 - Section 3122 (relating to statutory sexual assault).
 - Section 3123 (relating to involuntary deviate sexual intercourse).
 - Section 3124 (relating to sexual assault).
 - Section 3125 (relating to indecent exposure).
 - Section 4302 (relating to incest).
 - Section 4303 (relating to concealing death of child).
 - Section 4304 (relating to endangering welfare of children).
 - Section 4305 (relating to dealing in infant children).

offenses). A felony offense under section 5902(b) (relating to prostitution and related

performances). Section 5903(c) or (d) (relating to obscene and other sexual materials and

Section 6301 (relating to corruption of minors).

Section 6312 (relating to sexual abuse of children).

The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

- (3) In no case shall an employer, administrator, supervisor or other person responsible for employment decisions hire or approve an applicant if the applicant's criminal history record information indicates the applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification under this section.

(c.1) Dismissal.-If the information obtained pursuant to subsection (b) reveals that the applicant is disqualified from employment or approval pursuant to subsection (c), the applicant shall be immediately dismissed from employment or approval

Appendix 7:

Children and Youth Registration Form <i>Community Mennonite Church of Lancaster</i>	
Youth Information:	
Youth name:	Date of Birth:
Home address:	School:
Home phone	Mobile/other phone:
Parent Information	
Parent name(s):	Address (if different)
Home phone:	Mobile/other phone:
Emergency Contacts	
#1 -Name:	#2 - Name:
Relationship	Relationship
Phone number(s)	Phone number(s)
Health Information	
Any Allergies	Any Medications
Any other Health Issues	Other helpful information about your child
In the event of an emergency, I _____ give CMCL Staff and/or volunteers permission to seek medical treatment for my child, _____. Parent signature: _____ Date: _____	Insurance information: (Full name and Policy #)
Photographs & Videos: Photographs and video may be taken at events to be used for church publications such as the directory, bulletin boards, CMCL social media, or website. Please initial next to your preference. <input type="checkbox"/> I give permission for photographs or video of my child to be used by CMCL. <input type="checkbox"/> I do NOT give permission for photographs or video of my child to be used by CMCL.	
General Permission Form (*Venture club, Junior Youth & Senior Youth only): I give permission for my child to participate in any formal church-sponsored youth events under supervision of church approved volunteers, and I assume responsibility for arranging transportation to and from the event unless transportation is being provided. I do not hold CMCL responsible for any injury that my child could sustain during an event. Parent signature: _____ Date: _____ Updated 11.7.23	

Renewal of Christian Ed Registration, Health Information and Emergency Contact Form

Please note any changes to this information on the front of the form, then sign and date each year

Renewal of Christian Ed Registration, Health Information and Emergency Contact Form
Please note any changes to this information on the front of the form, then sign and date each year

[illegible]

Appendix 8:

Christian Education Off Site Field Trips

It is important to communicate clearly with parents if/when children are taken off church property. If you plan to do so, please obtain parent signatures and carry a cell phone with you. If this field trip occurs on a Sunday morning, please give this sheet to any member of the Christian Ed. committee before you go.

Your name:	
Where is class going:	
Other adult/s going along:	
Cell phone number/s of other adults	

Names of Children	Parent Signature

Updated: 11.7.23

Key Policy Community Mennonite Church of Lancaster

In accordance with CMCL's Child Safety Policy, manual and electronic key/fob holders must meet specified criteria for obtaining a key/fob. The key holders must also sign the Key/Fob Covenant upon receiving their key/fob. The list of key holders will be presented to Church Council for review annually.

Criteria for Receiving a Key/Fob:

- 1. The requester is required to access the church during off-hours or when a staff member is not on site to let them in.**
- 2. The activity for which the requester needs the key/fob is a church-approved activity and is given a specific beginning and ending date.**
- 3. CMCL has four standard methods of entry: Master, Sub-master, Closet and (electronic) Fob. The following Staff and Volunteer roles merit routine approval for appropriate methods of entry:**
 - a. Master (locks all interior and exterior doors in all buildings) i. Sexton
 - ii. One stored in lockbox in main building for maintenance use by Facilities Committee
 - Sub-Master (locks one exterior door in main building, one exterior door in annex and all closets)
 - i. All CMCL Staff
 - ii. MOOS Director
 - Closet (locks interior closets in main building)
 - i. Sound Technicians
 - ii. Facilities Committee members
 - iii. Custodians
 - Electronic (Fab)(unlocks one exterior door in main building)
 - i. All CMCL Staff
 - ii. All Committee Chairs
 - iii. Sound Technicians
 - iv. Sexton
 - v. Custodians
 - vi. Facilities Committee members
 - vii. Approved Non-CMCL Group Representatives
 - viii. Periodic Volunteers may be given a Fab as needed for approved tasks and that meet the above criteria.
- 4. The requester pays a deposit of \$10 per key/fob. The deposit WILL BE REFUNDED upon the key/fob's return to the church office. The electronic fob will be deactivated on an expiration date to be determined by the office. CMCL reserves the right to deactivate any fob at any time, for any reason.**

Key Covenant

I, _____, have read the CMCL Child Safety Policy and agree to comply with it in its entirety. Specifically, I agree to not bring children, which are not my own, into the church building at any time when no church-approved activity is being held which would otherwise make it appropriate for me to do so.

I also agree to be liable, on behalf of the group I represent, for any other person or persons' use or misuse of my key/fob privileges at CMCL, and to hold CMCL harmless from any such use or misuse.

Signature

Date

(Print Name Legibly)

Name of Group, if applicable

For Use by Office:

Issue Date: _____
Group/Individual Name

Expiration Date: _____

Key Issued by _____ Initialed: _____

Adopted by council May 22, 2013

Updated by Safe Church Committee June 24, 2013

General Guidelines and Procedures for Facility Use

Community Mennonite Church of Lancaster (CMCL)

Philosophy

The physical structure at CMCL was designed and built to accommodate the needs of the congregation for worship, Christian education and many other functions related to congregational life. We also like to see the facility being used for non-church events for the support, care, and growth of relational bonds within our neighborhood and the city.

Limits:

- CMCL does not allow use of our facility by registered political parties or political campaign organizations. Other political or activist groups, events, and/or persons are considered on an individual request basis.
- CMCL reserves the right to refuse use of our facility by any individual, group and/or event whose stated purpose is not in general agreement with the character and theology of the congregation.
- CMCL gives preference for use of our facility to groups with one or more CMCL members or regular attendees involved.
- CMCL values the use of our facility for public events that are open to members of the church, to our neighbors, and to the wider community.

The Guidelines and Procedures outlined here are to help us provide the services that you need for your event and to help you ensure that our expectations are met for your appropriate use of the space.

Guidelines and Fees

1. All functions or activities must meet the criteria outlined in the Philosophy and Limits sections above.
2. Groups using the building shall provide their own paper supplies for food service.
3. Individuals or groups using the building are responsible for clean up as described in the attached Cover Your Tracks document. Use privileges may be revoked if area used is not cleaned and restored to its prior layout.
4. No alcoholic beverages are permitted at non-CMCL events.
5. CMCL reserves the right to cancel any event due to hazardous weather conditions or any facility issue which might render the space unfit for intended use. The office coordinator is responsible to monitor weather conditions when an event is scheduled, confirm with facilities chairperson that the current conditions warrant a cancellation and then notify the event's use requestor that the event must be cancelled. The use requestor for the event will be responsible to notify event

attendees of the cancellation. Every effort will be made to give as much advanced notification as possible, and to reschedule the event, if needed, in a timely manner.

6. Fees are per event (event is 1-4 hours)**

- | | |
|---------------------------------|---|
| a) Sanctuary \$300 | g) Classroom \$35 |
| b) Parrot Gallery \$150 | h) Fishbowl/children's nursery \$35 |
| c) Kitchen \$90 | i) Sound Technician \$20/hr |
| d) The Gathering Place \$120 | Use of sound system requires CMCL Tech |
| e) Gathering Place Kitchen \$25 | j) Cleaning fee (see Cover Your Tracks) \$200 |
| f) Grant St. Suite 1 \$100 | |

**** There is no fee for CMCL members or regular attendees to host family gatherings, funerals, life celebrations, or other similar group events, but donations are welcomed.**

7. Donations, ticket sales, event fees, product sales, or other similar charges may be collected from attendees only by function organizers who have paid full fees, unless exempted elsewhere in these guidelines.

8. The building may be used for concerts, recitals, readings, theatrical productions, book and recorded music launches, art shows, and other arts or cultural presentations under the following conditions:

- a)** A member of the using group must be a regular attendee or member of CMCL
- b)** The event must be open to all CMCL attendees or the whole community
- c)** No fixed donation amount may be solicited for admission to the event. A free-will offering will be the only acceptable means to collect funds for the benefit of the presenting person or group.
- d)** The sale of artwork, books, recorded music media, and other items created by a regular attendee or member of CMCL only may be solicited during the event.
- e)** If funds are collected or items are sold during the event, a minimum donation of \$30 is requested, otherwise there is no fee.

9. CMCL members and regular attendees providing regularly scheduled lessons or classes where a fee is charged for their services are eligible for fees reduced by 50%. A parent/guardian of a minor student will remain in the classroom if by leaving they violate the Child Safety Policy that requires at least 2 adults will be present when the facility is in use.

10. Not-for-profit organizations¹ holding single or recurring weekly, biweekly or monthly meetings that are free to those who attend are eligible for a fee of \$30 per use.

11. Not-for-profit organizations¹ holding fundraising events or educational/cultural enrichment programs sponsored by a CMCL committee are eligible for a fee of \$30 per use.

¹ For the purposes of these guidelines, any group whose events or activities are not organized for the purpose of generating a financial gain for distribution to the group's members. Official 501(c)(3) status is not required.

12. Any damage to our facility will be charged to the use agreement signer(s). Any group causing damage may be refused future use of the building.

Procedures

1. Reservations for use of the building are to be made with the CMCL office coordinator. If there is a question about the appropriateness of a requested use, the coordinator will consult with the facility committee's chairperson and the administrative pastor.
2. Events are booked on a first come, first served basis with a signed agreement. Once a location, date, and time have been scheduled with a signed agreement, only a major CMCL time sensitive life event, such as a funeral, could cancel a booked event. In other words, although preference is given to member-/regular attendee-involved events, non-member/attendee events will not be bumped by a member-/regular attendee- event, if the non-member agreement was the first to be approved. Every effort will be made to honor a signed contract, however CMCL may need specific areas of the facility for congregational needs at short notice.
3. The church office coordinator will confirm that at least two (2) responsible post high school adults will be present with any group using CMCL facilities.
4. Strict adherence to the CMCL Child Safety Policy is required for any group using our facility. The use requestor for your event and the two designated responsible adults must read the Child Safety Policy. The use requestor must agree to have a personal conversation with a member of the Child Safety Committee prior to signing the use agreement, and acknowledge with their signature, agreement to abide by the Child Safety Policy while using CMCL's facility.
5. The use requestor will be responsible to make arrangements to have the church opened before the event and closed/secured after the event. The church office coordinator and/or sexton may provide assistance with this process.
6. Storage is NOT provided. As detailed in the *Cover Your Tracks* document, all items used for an event are to be brought in and removed at the time of the event. There may be limited exceptions made for specific events that are approved by the office coordinator with details and parameters noted in the use agreement.
7. The office coordinator will be responsible to walk through the area before and after facility usage to determine if the Guidelines and Cover Your Tracks documents were followed, and take appropriate action if they were not. If something is wrong when you arrive, document the issue (with a photo if possible) and report it to the office coordinator.

Cover Your Tracks

A checklist for using CMCL facilities

For your event planning:

- CMCL has 17 available parking spaces in the church's lot across Concord Street from the Education wing. Spaces numbered 1-10 are reserved and must NOT be used. For additional parking, contact Covenant United Methodist Church located across Orange Street for availability and terms.
- Storage of anything needed for your event is prohibited unless expressly detailed in your agreement.
- Smoking is prohibited everywhere on the church grounds. Concord Street is a public space meaning smoking is not regulated. As this street goes through CMCL church grounds, if your event has attendees who smoke, please provide butt containers/ash trays.
- The use of candles is not permitted.
- Do not serve or consume food or beverages in the sanctuary. Food and beverages are not allowed in the sanctuary.
- Clean up spills immediately, especially ones made on carpet. Use carpet cleaners stored in the closet near the church mailboxes on the ground floor.
- Only unlock the entrance that leads directly to the area you are using. All doors open for emergency exit even when locked.
- Do not violate Lancaster City Noise Ordinance or plan activities that may be a nuisance to our neighbors.

Before leaving the building:

- Remove all displays, decorations, props, etc., that were brought into the building for your event. If you brought it, take it with you.
- Replace plants, furniture, chairs or any other items that were moved from their original locations. (We recommend taking a before picture to guide your replacement of items.)
- Make a list of any spills or damage that occurred (if possible, take pictures), and submit it to the church office

- Kitchen:
 - Place all trash in trash bags, and take all accumulated trash to the trash receptacles in the inner courtyard. This includes bathroom trash.
 - Clean counters, tables, and all other surfaces including the stove and refrigerator.
 - Wash, dry and return all kitchen equipment and utensils to their proper storage place.
 - Take home any tea towels that were used. Wash them and return them to the church.
 - Confirm all appliances and faucets are turned off.
- Clean the tops of any tables that were used
- Vacuum, dry mop or wet mop as needed all areas used for the event.
- Rest rooms: confirm all toilets are flushed, toilet tanks have stopped filling, and all faucets are turned off. Turn off lights and fans.
- Turn off all lights throughout all areas of facility.
- Shut all doors. No interior doors should be propped open. Check exterior doors from their outside handles to confirm they are locked.

Fees and/or loss of use privileges

- If the area used is not left the way it was found, and/or it is found dirty or unusable following your event, you will be billed for the cleaning fee. Failure to pay the fee will forfeit any future facility use by you or your group. Fee may be bartered in exchange for complete cleaning by agreement holder, if approved by office coordinator and facility committee chair.
- Persistent disregard for **Cover Your Tracks** requirements, even if no cleaning fee has been charged, may result in loss of facility use privileges.

Mentor Covenant

Mentors will be Approved Adults chosen in consultation with junior youth and their parents/guardians. They are matched with youth by Staff or a designated lay leader to provide companionship and support for youth during grades six through eight.

I (Mentor), _____,
understand that this pairing with (mentee), _____,
will be a formal, church-sponsored relationship for two and a half years, with clear beginning and end dates communicated to the Mentor, Mentee and Mentee's parents/guardians. This is not a counseling relationship; this program fosters another trusted adult relationship to broaden the faith community for both the youth and the adult.

I am an Approved Adult, having submitted all required clearances to the Christian Education office here at CMCL. I have carefully read the entire Child Safety Policy and promise to serve according to those guidelines. I have attended all trainings and orientations.

I have met with my mentee and their parents and discussed guidelines concerning child safety procedures, familial requests and boundaries, and future activities. This can be done during an orientation or through a form developed by staff to help this discussion.

I have exchanged contact information (phone numbers, addresses, medical information) with my mentee's family,

I will maintain open communication with my mentee and their family.

I accept the call to serve God in ministering to the children/youth at Community Mennonite Church of Lancaster.

I realize that my words and actions toward children will influence their faith in God and their lives for many years to come.

I promise to be responsible in my attitudes and actions toward the children under my care and to work with others to create a safe, positive environment for spiritual and community growth.

Signed _____

Date _____

Print name: _____

Director of Children's Ministries: _____

Date Received: _____

Providing Community for Known Sexual Offenders Community Mennonite Church of Lancaster

Adopted by Council May 22, 2013

Individuals who have been adjudicated by a court or child protective services findings as sexual offenders **and/or have admitted to past sexual abuse of children** and are willing to abide by the guidelines set forth in this policy, are welcome to attend worship services and adult educational activities. Such individuals are hereafter referred to as “known sexual offenders” or “offenders”.

The minimum guidelines by which any known offender may participate in the life of the congregation are set forth below, and shall be incorporated into a covenant specific for the individual offender which is to be signed by the offender prior to participation.

Depending on the circumstances and at the discretion of the CPC, additional restrictions may be incorporated into an individual covenant. If an individual is on probation or parole, specific provisions related to contact with children, participation in counseling, and others, will be incorporated into the covenant. The individual covenant may also permit participation in additional church activities (other than those involving children) if circumstances warrant.

An individual on probation or parole for a child sexual offense may have restrictions placed on church attendance as part of their probation/parole condition. On occasion, an exception to a “no church attendance” provision of probation or parole may be made by an officer of the court, based on the church’s capacity to manage the offender in a way that keeps them from contact with children. Any individual on probation or parole must provide the (pastor) with a copy of the probation and parole agreement, including its terms and conditions, as well as the contact information for the parole or probation officer assigned.

Minimum guidelines under which a known sexual offender may participate:

1. Offenders are expected to comply fully with all restrictions and requirements placed upon them as a result of any legal actions, and provide the designated Pastor with copies of any judgments, conditions of parole, or other documents in which restrictions on or requirements as a result of convictions or judgments are stated.
2. Offenders are expected to participate in a professional counseling program, specifically addressing their abusive behaviors. Offenders will provide the name of the agency and mental health professional to the Pastor at the time of request for participation. The offender may be asked to periodically sign a limited disclosure authorization for the therapist to verify to the Pastor that the individual is in treatment.

In a case of extreme financial hardship where the offender cannot afford counseling (and is not required by the court to be in counseling) the Pastor will work with the offender to create an alternative plan. Alternatives may include financial assistance for counseling services.

3. Offenders will not accept any leadership or representational position within or on behalf of this church. Known sexual offenders can never become approved Volunteers in CMCL's Children and Youth Programs.
4. The CPC will assign supervisors to any offender participating in the life of the congregation. They will be adults who are not related to the offender. They will receive training by a professional agency that will include information on sexual offender dynamics, the long-term impact of sexual abuse on victims, and any specific conditions related to participation under the specific covenant established. If the offender is on probation or parole, the training may need to be approved by the officer of the court handling the case.
5. The CPC will identify a small group of "covenant partners" for offenders. This small group will provide spiritual, emotional and practical support and will meet with the offender on a regular basis. The supervisors and "covenant partners" will not be the same individuals.
6. The offender may participate in worship in the sanctuary and attend adult Sunday school classes. The covenant may indicate which service the offender shall attend. Any other activities the offender is permitted to participate in will be detailed in the covenant.
7. A supervisor must accompany the offender at all times when on church property.
8. At no time should the offender deliberately place him or herself in or remain in any location in or around the church facilities which would cause undue distress to others.
9. The covenant shall indicate how often the offender must meet with the designated Pastor for reporting and review.
10. If the offender should decide to relocate membership (or substantially attend) another congregation, the designated pastor will seek to inform the leadership of that congregation of the conditions of these guidelines.

Suspected Child Abuse Incident Report

CONFIDENTIAL

For internal church use at Community Mennonite Church of Lancaster

Date of Report to ChildLine _____ **Oral or electronic report** _____

Date of Incident _____ **Person Making Report** _____

☐ Approved Adult ☐ Employee ☐ Other _____

Name of Child/Youth _____ **Age** _____ **Sex** ☐ M ☐ F

Parent/Guardian of Child/Youth _____

Address _____ ☐ Unknown

Describe the circumstances under which you became aware of possible abuse. State the names of any persons who witnessed abuse, or reported this to you. _____

Describe any injuries you observed: _____

Does child appear to need immediate medical attention? ☐ Yes ☐ No ☐ Unknown

Does child appear to be fearful, suicidal or withdrawn? ☐ Yes ☐ No ☐ Unknown

Approximate date of last known incident of abuse _____ ☐ Unknown

Describe any physical, mental or behavioral factors that may place the child at risk

Did the abuse take place at the church or during a church-related activity?

☐ Yes ☐ No ☐ Unknown If yes, indicate activity _____

Name of Alleged Perpetrator _____ ☐ Unknown

Relationship to Child _____ ☐ Unknown

Address _____ ☐ Unknown

Describe the extent of alleged perpetrator(s) access to child _____

☐ Unknown

Does this person have a history of violence, mental illness, or substance abuse?

☐ Yes ☐ No ☐ Unknown

If yes, please explain _____

Reported to Pastor or Director date/time _____

Signature of person making this report _____

- If you are a mandated reporter, and you suspect (or observe) that a child has been abused, you must report it immediately to ChildLine, and then notify the Pastor or other CPC designee.
- If a child is injured or in imminent danger, call 911.

Signature of person receiving this report _____

Date: _____

Comments: _____

Follow up

Document any action taken by church during course of CPS or Police investigation:

Results of DHS report provided on (Date) _____

Signature of person receiving the DHS results from the mandated reporter

Attach-mandated reporter's information from DHS concerning the determination of whether the child abuse report was unfounded, indicated or founded, and the services to be provided for the child.

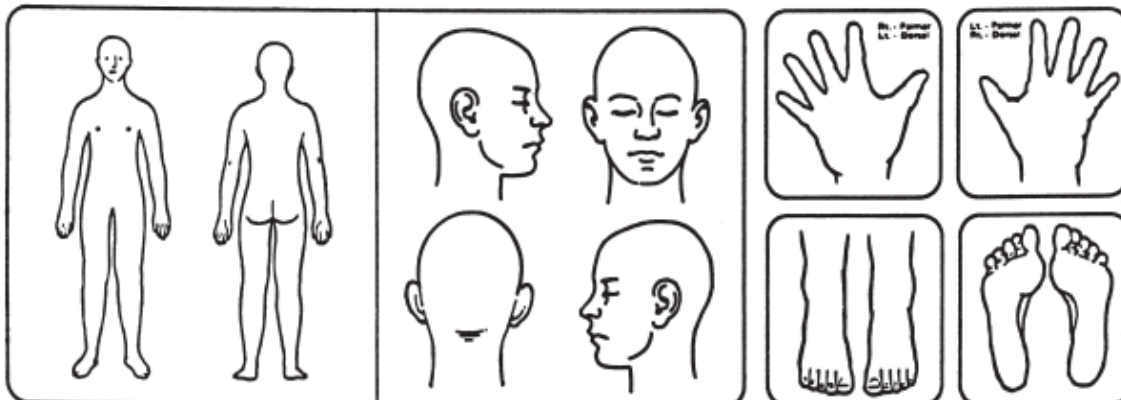
Revised 10-16-14

Appendix 14:

REPORT OF SUSPECTED CHILD ABUSE
(CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SSN	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (State, City, State & ZIP Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SSN	BIRTHDATE	TELEPHONE NO.
ADDRESS (City, State & ZIP Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SSN	BIRTHDATE	RELATIONSHIP TO CHILD <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
5. ALLEGED PERPETRATOR (Last, First, Initial)		SSN	BIRTHDATE	RELATIONSHIP TO CHILD <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (City, State & ZIP Code)			COUNTY	TELEPHONE NO.
NAME OF ALLEGED PERPETRATOR'S EMPLOYER AND EMPLOYER'S ADDRESS				
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)				
NAME (Last, First, Initial)	RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	RELATIONSHIP TO CHILD	
A.		D.		
B.		E.		
C.		F.		
ADDRESS WHERE THE SUSPECTED ABUSE OCCURRED			COUNTY	
DESCRIBE THE NATURE AND EXTENT OF THE SUSPECTED CHILD ABUSE, INCLUDING ANY EVIDENCE OF PRIOR ABUSE TO THE CHILD OR ANY SIBLING OF THE CHILD. ALSO INCLUDE ANY EVIDENCE OF PRIOR ABUSE BY THE ALLEGED PERPETRATOR(S) TO OTHER CHILDREN. PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.			DATE OF INCIDENT	



CY 47 12/14

7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY THE PERSON MAKING THE REPORT:	
<input type="checkbox"/> NOTIFICATION OF CORONER OR MEDICAL EXAMINER <input type="checkbox"/> POLICE NOTIFIED	<input type="checkbox"/> X-RAYS <input type="checkbox"/> PHOTOGRAPHS <input type="checkbox"/> HOSPITALIZATION <input type="checkbox"/> MEDICAL TEST(S) <input type="checkbox"/> TAKEN INTO PROTECTIVE CUSTODY <input type="checkbox"/> OTHER (Specify) _____
B. SAFETY CONCERNS AND RISK FACTORS:	
A. DESCRIBE THE CHILD(REN)'S PHYSICAL AND BEHAVIORAL HEALTH, GOOD MOOD AND TEMPERAMENT. DESCRIBE CHILD(REN)'S INTELLECTUAL FUNCTIONING, COMMUNICATION AND SOCIAL SKILLS, SCHOOL PERFORMANCE AND PEER RELATIONS. INCLUDE WHETHER THE CHILD(REN) HAS EXPRESSED ANY SUICIDAL/HOMICIDAL IDEATION OR PLANS. <input style="float: right;" type="checkbox"/> INFORMATION UNKNOWN	
B. DESCRIBE HOW THE ADULT CAREGIVERS FUNCTION COGNITIVELY, EMOTIONALLY, BEHAVIORALLY, PHYSICALLY AND SOCIALLY. INCLUDE WHETHER THE ADULTS HAVE ANY MENTAL HEALTH, SUBSTANCE USE ISSUES AND/OR CRIMINAL HISTORY. DOCUMENT ANY PAST OR PRESENT DOMESTIC VIOLENCE. RECORD THE EMPLOYMENT STATUS/SOURCE OF INCOME AND WHETHER THERE ARE ANY FINANCIAL STRESSORS IN THE HOME. INCLUDE ANY SAFETY OR SANITARY CONCERNS REGARDING THE CONDITIONS OF THE HOME AND WHETHER THERE ARE WORKING UTILITIES. WHAT IS THE PRIMARY LANGUAGE OF THE HOUSEHOLD? <input style="float: right;" type="checkbox"/> INFORMATION UNKNOWN	
C. DESCRIBE WHETHER THE CAREGIVERS HAVE THE APPROPRIATE KNOWLEDGE, EXPECTATIONS AND SKILLS TO PARENT THE CHILD(REN) ADEQUATELY. DOES THE CAREGIVER ADEQUATELY SUPERVISE THE CHILD(REN)? ARE THEY WILLING AND ABLE TO PROTECT THE CHILD(REN)? DESCRIBE THE ABILITY OF THE CAREGIVER TO EMPATHIZE, NURTURE AND ADVOCATE FOR THE CHILD(REN). <input style="float: right;" type="checkbox"/> INFORMATION UNKNOWN	
D. DESCRIBE THE CAREGIVERS' APPROACH/METHODS OF DISCIPLINING THE CHILD(REN). DESCRIBE WHEN DISCIPLINE OCCURS AND WHETHER DISCIPLINARY METHODS ARE AGE-APPROPRIATE? ARE THERE ANY CULTURAL PRACTICES IN THE HOME THAT WOULD INFLUENCE THE DISCIPLINARY METHODS USED? <input style="float: right;" type="checkbox"/> INFORMATION UNKNOWN	
E. PLEASE PROVIDE ANY ADDITIONAL INFORMATION RELEVANT TO THE INVESTIGATION PROCESS THAT HAS NOT ALREADY BEEN ENTERED IN THIS REFERRAL. THIS MAY INCLUDE ADDITIONAL ADDRESSES TO LOCATE THE CHILD OR PERPETRATOR, ADDITIONAL RESOURCES FOR THE CHILD, EMAIL ADDRESSES, INFORMATION ABOUT ANY WEAPONS IN THE HOME OR CONCERNS YOU MAY HAVE FOR THE CASEWORKER'S SAFETY. <input style="float: right;" type="checkbox"/> INFORMATION UNKNOWN	

INSTRUCTIONS TO MANDATED PERSONS:

A mandated reporter making an oral report of suspected child abuse to the department via the Statewide toll-free telephone number (800-932-0313) must also make a written report, which may be submitted electronically, within 48 hours to the department or county agency assigned to the case by using this form. If needed, attach additional sheet(s) of paper to provide all of the requested information on this form.

NOTE:

If the child has been taken into custody, you must immediately contact the county children and youth agency where the abuse occurred.

REPORTING SOURCE:			
PRINTED NAME AND SIGNATURE:			DATE OF REPORT:
ADDRESS:			
TITLE OR RELATIONSHIP TO CHILD:	FACILITY OR ORGANIZATION:	TELEPHONE NUMBER:	EMAIL ADDRESS:

CY 47 12/14