



- * This form must be completed **annually** by those who are involved in any position, paid or volunteer, with CEF OF EASTERN PA, INC.

POLICY STATEMENT

In order to safeguard the children entrusted to us, to provide as secure an environment as possible for our ministry participants, and to minimize the ministry's and workers' vulnerability to unwarranted accusation, the following procedures were unanimously approved by the State Board on Wednesday, August 6, 2003 and will be strictly enforced. *(Updated August 25, 2004.)*

DEFINITION

Child abuse is defined as harm to a person under 18 years of age. Types of abuse are physical abuse, sexual abuse, mental abuse, serious physical neglect, and imminent risk.

MINISTRY PRECAUTIONS

1. At least two workers, employees or volunteers (one must be over the age of 16), should be present at all ministry activities. (For large groups of children, the number of adult supervisors should be increased.)
2. Workers should arrive at least ten (10) minutes before a scheduled activity and should keep watch over those in their care until all have been picked up by an authorized person. Do not send children out to find their parents and do not release any child to await transportation.
3. Random visits to each event should be made by state board members, the State Director, the county director, and/or county committee members.
4. All unique or nonstandard ministry events must be approved by the State Board, the State Director, the county director, and the county committee.
5. Workers should never touch a child's private areas and should avoid the appearance of impropriety, such as sitting older children on their lap, kissing on the lips, or long hugs.
6. A time of instruction regarding the **Child Abuse Policy** shall be included each year as part of the regular training for each ministry. As a minimum, the instruction should include: POLICY STATEMENT, DEFINITION, MINISTRY PRECAUTIONS, DISCIPLINE, and NOTICE OF INJURY, ABUSE, or MOLESTATION.
7. Any suspicious or inappropriate behavior between an employee or volunteer and a child or between two children should be reported to the county director, the county committee chairman, and/or the State Director immediately.

DISCIPLINE

1. Employees and volunteer workers are never to spank, hit, grab, shake, or otherwise physically discipline any child.
2. Disciplinary problems should be reported to the county director.

NOTICE OF INJURY, ABUSE, or MOLESTATION

If a volunteer or employee becomes aware that a child is injured, abused, or molested while attending one of this organization's ministries or that the child has been injured, abused, or molested previous to attending one of this organization's ministries, he/she should immediately inform the county director.

The county director will then handle reporting the incident to the proper authorities.

APPLICANT VERIFICATION

I have carefully read this *Child Abuse Policy* and agree to abide by it.

Printed Name _____

County where you serve with CEF OF EASTERN PA, INC. _____

Signature _____ **Date** _____