

BEACH LAKE FM CHURCH

CHILD AND YOUTH ABUSE PREVENTION PROGRAM

Updated June 9, 2017



CHILD AND YOUTH ABUSE PREVENTION PROGRAM FOR BEACH LAKE FREE METHODIST CHURCH

Introduction

To help protect children, **BEACH LAKE FREE METHODIST CHURCH** has adopted the following Child and Youth Abuse Prevention Program. It is important that all **BEACH LAKE FREE METHODIST CHURCH** paid staff and volunteers understand and implement these guidelines to help prevent abuse against children and youth. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those people working with children and youth.

Purpose

We strive to provide a safe and secure environment for all who participate in our ministries and programs. In accordance with this goal, we have zero tolerance for abuse of any kind. The policies concerning the prevention of abuse are designed to help ensure safety. This policy covers what is observed between adult to adult [adult is any person who is above 18 years or older, paid or volunteer], adult to child, or child to child.

These procedures are designed to reduce the risk of abuse in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
2. Assist **BEACH LAKE FREE METHODIST CHURCH** in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of abuse made against volunteers and paid staff.

Abuse Occurs When...

- An individual commits or allows to be committed any threatening act or offense against another person whether physical, emotional or sexual. This includes, but is not limited to: hitting, slapping, posturing, pushing, threats, name-calling, derision, slurs, bullying and ridicule.
- Any kind of sexual activity is initiated with a child, adolescent or other vulnerable individual.
- Inappropriate or intentionally touching, either directly or through clothing, the genitals, anus, or breasts of a person for reasons other than hygiene or physical care purposes.

- Inappropriate pictures or conversations initiated by a responsible individual to a dependent, developmentally immature child, adolescent, or other, or those under the authority of the initiator.

If the above action is a pattern between child-to-child an incident report will be filed, parents will be notified and brought in for discussion. If the above action happens between an adult-to-child, parent(s) of the child will be notified and an incident report will be filed. Once an incident report is filed, an Incident Response Team will make a recommendation as to what action needs to be enforced or implemented including reprimand, termination or suspension.

Indicators of Abuse

Note: The following indicators in and of themselves do not constitute abuse, nor are they exhaustive. Together with other indicators they may warrant action.

Indicators of Physical Abuse:

Unexplained bruises, burns, lacerations, abrasions, and/or fractures on any part of the body
Bruises of different ages (various colors)
Injuries reflecting the shape of an article used (hand, belt, rope, cigarette, iron, etc.)
Injuries that regularly appear after absence or vacation
Injuries inconsistent with information offered by child or parent
Responses indicating expectation of physical abuse

Indicators of Emotional Abuse:

Lags in physical development
Extreme behavior disorder
Fearfulness of adults or authority figures
Revelations of inappropriate adult behavior at home or elsewhere
Irrational fears

Indicators of Sexual Abuse:

Venereal disease in a child of any age
Evidence of physical trauma or bleeding to the oral, genital, or anal areas
Difficulty in walking or sitting
Refusal to change clothes
Sexual knowledge, behavior, or use of language not appropriate to age level

Indicators of Physical Neglect:

Lack of basic needs (housing, clothing, etc.)
Lack of essential health care and frequent illness
Poor hygiene on a regular basis
Inappropriate clothing for weather on a consistent basis
Consistent lack of supervision, especially for long periods
Abandonment
Poor personal boundaries

Behavioral Indicators of Abuse and Neglect:

Wary of physical contact
Afraid to go home, appears frightened of parents
Shows evidence of overall poor care
Parent(s) describe child as "difficult" or "bad"
Exhibit behavioral extremes: crying often or never, unusually aggressive or withdrawn and fearful

Definitions

The following terms used herein and are defined as follows:

1. *Paid Staff*: Any pastor, minister, preacher, cleric, or employee who is paid.
2. *Children/Youth/Minor*: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
3. *Ministry Leadership*: Any paid staff or volunteer responsible for directing a specific ministry of the church ministering to children or youth.
4. *Adult*: Any person who has reached his/her 18th birthday or as defined by state law.
5. *Volunteer*: Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
6. *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
 7. *Child Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

Protection and Prevention

Volunteer and Employee Screening Procedures

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or developmentally disabled or physically disabled adults or a person who directly oversees and/or exerts control or oversight over minors or developmentally disabled or physically disabled adults. All information collected should be maintained in confidence.

1. *Criminal Background Check:* As required by Pennsylvania state law, **BEACH LAKE FREE METHODIST CHURCH** will require a criminal background check from all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks must be updated periodically upon expiration of clearance.
2. *Child Abuse History Clearance:* As required by Pennsylvania state law, **BEACH LAKE FREE METHODIST CHURCH** will run a child abuse history clearance on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees minors.
3. *Time Rule:* All volunteers will be required to: 1) have been a regular attendee of **BEACH LAKE FREE METHODIST CHURCH** for an extended period of time (3-6 months), 2) have completed the Recognizing and Reporting Child Abuse online training (found at www.reportabusepa.pitt.edu), and completed requirements of said training and 3) have reviewed and signed **BEACH LAKE FREE METHODIST CHURCH's** Child and Youth Abuse Prevention Program agreement.

All board members at **BEACH LAKE FREE METHODIST CHURCH** are also required to have background checks, complete Recognizing and Reporting Child Abuse online training, and sign the agreement.

Confidentiality

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

Supervision Procedures

Unless an extenuating situation exists, **BEACH LAKE FREE METHODIST CHURCH**:

1. Will have a minimum of two (2) screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will release minors only to a parent or guardian and utilize sign-in and sign-out sheets for children in grades 5 or lower.
4. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips.
5. To the extent possible, will use two (2) screened paid staff or volunteers when transporting minors in vehicles. Staff or volunteers transporting children and youth shall carry a cell phone and / or radio. Staff or volunteers should avoid one-to-one situations if possible; if unavoidable, then one should call the Ministry Leadership or other staff to notify them at the beginning of any one-to-one time frames and immediately after dropping the child off. A record should be made of that phone call noting the time and date of when they are first alone together and again when they are successfully delivered to their destination. This record will be kept on file in both the adults and child's secure files. In the event that adult is unable to speak directly with the Ministry Leadership, a church board member should be contacted instead.
6. Will require that young children be accompanied by an adult to go to the restroom. In the event one is unavailable, young children should use the buddy system to go to the restroom. The buddies should be in a similar age range (i.e., a 6-year old and an 8-year old); teenagers should not accompany younger children to the restroom, or if they do, they should wait outside. In situations where a young child needs to be accompanied to the restroom for their own safety (i.e., in public places like an amusement park, field trips, etc.) by an adult, the paid staff or volunteer wait outside the facility to escort the child back to the activity, or should schedule bathroom breaks and have two (2) adults escort a group of children at the same time. Whenever possible, the escort will be the same sex as the minor.
7. Will encourage minors to use a "buddy system" whenever minors go on trips off of **BEACH LAKE FREE METHODIST CHURCH** property.
8. Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities. *Parents may not attend overnight activities unless they have background checks completed.*

Behavioral Guidelines for Religious Organization Paid Staff

All volunteers and paid staff will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, **BEACH LAKE FREE METHODIST CHURCH** events that are co-educational will have both male and female chaperones.
3. Texting and other forms of electronic communication with minors (email, Facebook messaging, etc.) should be kept to a minimum. Remember that anything you write, even well-intentioned, can be used against you. The best way to prevent misunderstandings is face-to-face communication with others present. If you do email or text, it is best to make it a "group" text or cc: parents on the email to their children.
4. Children and youth should be supervised at all times by at least two (2) unrelated screened paid staff or volunteers, both of whom have completed the Recognizing and Reporting Child Abuse online training (found at www.reportabusepa.pitt.edu). Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where paid staff or volunteers are in sight of other people.
5. Avoid all inappropriate touching with minors and/or developmentally disabled or physically disabled adults. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. Caution, respect and common sense must be used when offering physical support. Requesting permission before giving physical touch is preferable. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
6. Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
7. If you recognize an inappropriate relationship developing between a minor and adult, or a minor and minor, maintain clear professional boundaries and refer the minor(s) to another individual with supervisory authority.
8. It is understood that the ministry and church leadership may need to conduct counseling ministry through one-on-one meetings. Such meetings do not require prior authorization, but are encouraged to take place in public and open settings.
9. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of **BEACH LAKE FREE METHODIST CHURCH** for handling.

Disqualification

1. No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:
 1. Any offense against minors as defined by state law.
 2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
 3. A prior criminal history of an offense against minors.
2. Anyone with the above states offenses (1-3) seeking to volunteer will be required to meet with the pastor and Board for consideration of each individual's situation.

Sexual Harassment Policy

BEACH LAKE FREE METHODIST CHURCH is committed to providing all of its employees with a work environment free from sexual harassment. Accordingly, we strongly disapprove of and will not tolerate, condone or allow sexual harassment by or of any of its employees or volunteers.

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors and any other verbal, visual or physical conduct of a sexual nature when:

1. Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, retention, promotion or other aspects of employment; or
2. This conduct reasonably could be expected to and does interfere with an individual's employment or creates an intimidating or hostile work environment.

Sexual harassment also includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination or harassment on the basis of gender.

If you believe you have been sexually harassed, whether by a co-worker, supervisor, clergy person, member of the church or a third party, you should report the incident to the Senior Pastor and/or Executive Director or their designee and fill out an incident report form. If the conduct involves a Senior Pastor and/or Executive Director, it should also be reported to the Conference Superintendent or the **BEACH LAKE FREE METHODIST CHURCH** Delegate.

Upon a complaint being made, we will investigate the complaint. Upon conclusion of the investigation, the leadership will impose such discipline as warranted by the findings of the investigation. Neither **BEACH LAKE FREE METHODIST CHURCH** nor its partner ministries will retaliate in any way against anyone who makes a good faith complaint. Likewise, we will not permit any employee to engage in any type of retaliatory conduct. Retaliation is a serious violation of this anti-harassment policy and should also be reported immediately.

This policy does not waive the ministerial exceptions or any other exceptions to any state or federal legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act and the Americans with Disabilities Act.

Sexual Offender Policy

BEACH LAKE FREE METHODIST CHURCH will allow a person known to be a sexual offender to remain and/or become a member of the congregation, as long as the person willingly complies with our established policy, outlined below, AND the Board and Pastor agree that the person is at a healthy enough place where they are not putting themselves or children in a position of risk. **BEACH LAKE FREE METHODIST CHURCH** leadership reserves the right to not allow a known sex offender to attend and/or become a member of the congregation when they believe it to be in the best interest of the church body at large.

Sexual Offender at BEACH LAKE FREE METHODIST CHURCH

Beach Lake Free Methodist Church affirms the need of all people to come to a saving knowledge of the Lord Jesus Christ. We are committed to being a Christian community open to those who are in need of worshiping with us, especially in times of serious personal troubles.

We are called as a church to be a shepherd of souls but we are also called to protect the flock. The following guidelines are designed to reduce the risk to both the registered sex offender, our children, vulnerable adults and our youth of an incident or accusation.

Registered Sex Offender Guidelines

Adherence with the following guidelines is a requirement of participation in the Beach Lake Free Methodist Church congregation.

The church is a place of hospitality; we embrace the Gospel's mandate to protect, "the least of these" particularly children, vulnerable adults, and teens.

The church board will be responsible for the following duties; each sex offender will be dealt with on an individual basis.

1. The congregation may be informed of any known sex offender in the congregation; the Board will seek legal counsel when formulating the type and extent of disclosure.
2. The Board will take any agreement with a sex offender very seriously.
3. When new members join the church, they will be told about this policy and agreement.
4. Safe guards will be set up for the congregation's safety.
5. The board may seek recommendations outside the church body from professional council as deemed necessary.

Safe Guards

A person who is considered a registered sex offender and wants to attend Beach Lake Free Methodist Church will need to meet with the Pastor and two Board members and willingly disclose the basic details surrounding the sex offender status. The person should also be willing to share and demonstrate repentance, and have a sound plan that demonstrates healthy choices and accountability regarding their daily life and routine, so as to assure the Board that the risk to themselves and others at **Beach Lake FM Church** is minimal.

1. A person who is considered a registered sex offender will work together with a Board representative and the Pastor to tailor a plan of appropriate supervision, in collaboration with the offender's parole or treatment officer. This will facilitate appropriate understanding of the offender's situation in order to determine the best way to integrate him/her into the church community.
2. A person who is a registered sex offender shall not be unaccompanied while on the property of Beach Lake Free Methodist Church. It is highly encouraged and in some cases might be required that the person have someone else assigned to be with them at all times while on the property. This practice protects the sex offender from being falsely accused and also limits risk to others; it facilitates healthy interactions among the congregation as it helps to keep fear at bay.
3. A person who is a registered sex offender is not allowed to participate in children's or youth ministry.
4. A person who is a registered sex offender is to remain in the sanctuary during the Sunday morning worship service until the service is over and it is time for fellowship hour, at which time the person may commune with the rest of the church family. The sex offender is not allowed to be in the children's wing or fellowship hall during children's Sunday School or youth group time that happens simultaneously during the Sunday morning worship service.
5. The sex offender may participate in any small group before or after the service.
6. A Board member and the Pastor will check in with the sex offender every month for the first year they attend Beach Lake. The type of meeting (phone call, in person) will be determined together with the offender's parole or treatment officer and may include continued conversation with the parole or treatment officer. After one year, the frequency of conversations may or may not be reduced to every 3 months or less depending on the situation.

Exception

In some cases, exclusion of specific offenders from church may be the only viable option. This option would become appropriate if: (1) for any reason the offender cannot adhere to the guidelines outlined in the organization's predetermined policy, (2) if the offender's crimes are so frequent or heinous that exclusion is the only appropriate option or (3) one or more of the offender's victims attends the church.

Response to Abuse

Mandated Reporter

*(The following information was adapted from the Pennsylvania Council of Churches Ministry of Public Advocacy:
http://www.pachurchesadvocacy.org/index_files/Page2894.htm)*

In the State of Pennsylvania, the Child Protective Services Law (CPSL) specifies that any individual within a congregation, who comes into contact with children in the course of his or her work or professional practice, is a mandated reporter.

Non-paid and voluntary personnel who perform services for **BEACH LAKE FREE METHODIST CHURCH** should also consider themselves to be mandated reporters if they come into contact with children during the course of their volunteer work.

The reporting mandate is restricted to those children with whom the mandated reporter comes into contact through work or through the institution with which the reporter is associated. The abused child must actually be *“under the care, supervision, guidance or training of [the mandated reporter] or of an agency, institution, organization or other entity with which that person is affiliated.”*

Examples of children considered by the CPSL to be under the care or supervision of a church entity would include Sunday School and evening events, children being “babysat” during worship services or gatherings, and children participating in church-related youth ministries or sports programs.

You will find the CPSL here:

<http://www.pacode.com/secure/data/055/chapter3490/subchapAtoc.html>

What Number do I call to report suspected abuse?

(800) 932-0313

ChildLine is the 24-hour toll free telephone reporting system operated by the Pennsylvania Department of Public Welfare to receive reports of suspected child abuse.

Do I need to have proof of abuse before I call?

Only suspicion, not proof, is needed to report abuse. A mandated reporter need not make a first-hand observation of the suspected child abuse. Second-hand reports of abuse must be reported to the proper authorities if the mandated reporter has "reasonable cause to suspect" that child abuse has occurred.

What happens when I call ChildLine - can I remain confidential?

The CPSL specifically grants legal immunity to any individual who, in good faith, makes a report of suspected child abuse. The ChildLine system allows for non-mandated reporter calls to be made anonymously but it is helpful to any subsequent investigation to have the name and phone number of the reporting individual. Mandated reporters are required to give their contact information but that information must remain confidential within the investigating agencies as specified by the CPSL.

For more information on confidentiality following a call to ChildLine, please visit: http://www.pa-fsa.org/mandated_reporters/child_abuse_information/reporting_suspected_child_abus.aspx

What sort of process does a call to ChildLine initiate?

ChildLine forwards the report of suspected child abuse to the local county children and youth agency, which investigates the report to determine if the allegations can be substantiated as child abuse/neglect and also

arranges for or provides the services that are needed to prevent the further maltreatment of the child and to preserve the family unity.

Once a call has been made, the county children and youth agency must begin an investigation within 24 hours. A thorough inquiry is conducted to determine if the child was abused and what services are appropriate for the child and family.

Mandated reporters must also complete a report of suspected child abuse (CY 47). This form can be obtained from the children and youth agency in your county and must be submitted within 48 hours to the county agency. However, it is acceptable to submit the information in letter form.

You will be able to find your county children and youth office by using this link:
<http://www.dpw.state.pa.us/findfacilsandlocs/countychildrenandyouthdirectory/index.htm>.

What happens if I choose not to call ChildLine and deal with the allegations within the congregation?

A mandated reporter who is convicted of willfully failing to report or refer suspected child abuse is guilty of a misdemeanor of the third degree. A second or subsequent offense is a misdemeanor of the second degree. The maximum penalty for a misdemeanor of the third degree is \$2,500 and/or one year in jail; for a misdemeanor of the second degree it is a \$5,000 and/or two years in jail.

What resources are available to help train my staff and volunteers regarding abuse allegations and mandated reporting?

For a list of Pennsylvania-specific materials and training resources or to schedule an in-person Department of Public Welfare training (free for most organizations) visit the Pennsylvania Family Support Alliance at:

http://www.pa-fsa.org/mandated_reporters/training_materials__resources.aspx

Beach Lake Free Methodist Church Reporting Procedures

All personnel, paid or volunteer, are expected to report any incidents to the **BEACH LAKE FREE METHODIST CHURCH** Senior Pastor where they have reasonable suspicions that a minor has suffered abuse or neglect. **BEACH LAKE FREE METHODIST CHURCH** will respond promptly to investigate any accusation of abuse of any kind. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed.

Incident Response Team

1. If a situation is decided to be reportable, under Pennsylvania Mandated Reporting Law: The **BEACH LAKE FREE METHODIST CHURCH** Delegate and/or Senior Pastor or their designee shall be made aware of these reports. The **BEACH LAKE FREE METHODIST CHURCH** Delegate and/or Senior Pastor or their designee will promptly activate a team of persons to ensure mandated reporting guidelines are being followed and report to the governing board. This team may consist of members from the Ministry Leadership, Board members and volunteers who are willing and prepared to serve in this capacity.
2. This team will review the reported incident and may meet with persons involved. If there is "reasonable suspicion" to believe that a child has suffered abuse or neglect, or that harassment has occurred the matter must be reported according to mandated reporting guidelines. The parent(s)/guardian(s) and the accused may be informed of such action. The Church Delegate or Senior Pastor will report to other agencies (legal counsel, insurance company, Boards of Directors, Conference Superintendent, etc.) as appropriate.
3. The team will track their actions on an "Incident Response" form, whether further action is being taken or not. The form will then be kept in a secured file.
4. The Senior Pastor or their designee will be the spokesperson for **BEACH LAKE FREE METHODIST CHURCH**. They will be informed immediately of any report that could get media attention and or is involving authorities, i.e. CPS, police, 911, etc. The authorized spokesperson will report to other agencies (legal counsel, Insurance Company, Board of Directors Acts 12:24 Conference, and others) as appropriate.
5. If the accused is a Pastor of **BEACH LAKE FREE METHODIST CHURCH**, the procedures of the Acts 12:24 Conference of the Free Methodist Church will be followed and the Conference Superintendent will serve as spokesperson for the Church. The disciplinary procedures of the Acts 12:24 Conference of the Free Methodist Church and the *Book of Discipline* of the Free Methodist Church of North America will be followed. In addition, this report must be given to the Acts 12:24 Conference Superintendent.
6. We will continue to minister to the alleged victim and their family with sensitivity and care. We will endeavor to continue to minister to the accused and/or their family if appropriate.

7. Suspension from ministry positions may result when any Pastor, Leader, Director, staff or volunteer is suspected or accused of abuse, until a complete investigation and decision has been made. Pending the conclusion of the investigation, the accused worker shall have no ministry contact with minors.
8. In all cases, every effort will be made to maintain appropriate confidentiality at every level of reporting and investigation.

Incident Reports

1. When any volunteer or paid staff observes any suspicious behaviors/symptoms, the facts about the incident should be recorded immediately on an Incident Reporting Form, and communicated immediately to the Pastor or Delegate. . This has to be in writing as soon as possible, and by the first-hand account.
2. If there is reasonable suspicion that a child or youth is experiencing abuse or neglect, mandated reporting guidelines must also be followed. In addition, the report must be made, either in written or spoken form, to the Ministry Leadership, Pastor or staff within 12 hours. Anyone needing assistance with a report may ask for help from the lead teacher or the Ministry Leadership. If an incident does not appear to involve abuse or neglect, but is of sufficient concern for some other reason (i.e. high risk one-on-one frequent relationship, meetings behind closed doors, etc.), an incident report may also be filled out and given to the Pastor, Delegate, or Ministry Leadership. The Ministry Leadership will review the report and may give it to the Incident Response Team, who will take further action and follow-up with the involved parties.
3. All information pertaining to the incident is confidential and should only be discussed with the Ministry Leadership, the Incident Response Team and any responding authorities. These people will conduct further research and inquiries as needed and appropriate.

Signature of Affirmation

*In signing below, I affirm I have read, am in substantial agreement with, and covenant to uphold and abide by **Beach Lake Free Methodist Church's Child and Youth Abuse Prevention Program** and its policies.*

Printed Name

Date

Signature

Once signed, please detach this page and submit to the church office for filing.



BEACH LAKE FM CHURCH

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BEACH LAKE FM CHURCH

INCIDENT RESPONSE PACKET

Incident Report Form

*Please provide only the facts, not speculations or opinions about what may have happened, and who was involved.
Please print clearly.*

Date of incident: _____ Time: _____ Date recorded: _____ Time: _____

Recorded by: _____

Eyewitnesses: _____

Reported by (if not same person recording): _____

Victim involved in incident: _____ Age: _____

Suspected individual: _____ Age: _____

Please describe the incident (Be as specific as you can and use the back of this sheet if necessary).
**It is helpful to quote the victim, and use their specific words indicated by quotation marks (" ").*

Where did the incident occur? _____

When did the incident occur? _____

What happened after the incident? _____

Is there any other information you would like to report? _____

*Please remember that in all cases you should not discuss this information with unauthorized individuals.
Confidentiality is very important for all individuals involved. After completing this Incident Report Form, you must
contact the Ministry Leadership or, if unavailable, the Church Delegate and/or Senior Pastor as soon as possible, but
within 12 hours.*

Signature: _____

Date: _____

BEACH LAKE FM CHURCH

INCIDENT RESPONSE PACKET

Incident Response Team Tracking Report

Date incident reported to team: _____ Time: _____

Name of victim: _____ Age: _____

Address: _____

Legal guardian(s) if minor: _____

Name of suspected abuser: _____ Age: _____

Address: _____

Name of guardians(s) if minor: _____

Record of reporting: *(Please record names, date, and time for each action taken)*

Team activated by:

Name: _____ Date: _____ Time: _____

Incident reported by *(To legal guardian(s) of victim):*

Name: _____ Date: _____ Time: _____

Incident reported to legal authorities by *(Include dept.-- police, CPS, etc.):*

Name: _____ Date: _____ Time: _____

Incident reported to legal counsel by:

Name: _____ Date: _____ Time: _____

Incident report to insurance company by:

Name: _____ Date: _____ Time: _____

Suspect relieved of program involvement by *(If ministry leader, staff or volunteer):*

Name: _____ Date: _____ Time: _____

Incident Response Team

(Printed names and signatures of team members)

1. Name: _____ Signature: _____

2. Name: _____ Signature: _____

3. Name: _____ Signature: _____

4. Name: _____ Signature: _____

Please attach extensive notes pertaining to each step of investigation and reporting. Include name, date, time and response made by each person contacted.