POLICY

Child abuse is defined as any verbal abuse, online abuse, sexual abuse, sexual exploitation, or infliction of injury. Examples of sexual abuse are: rape, incest, sodomy, lewd or lascivious behavior which includes wrong types of speech, inappropriate use of communication devices or touching.

In order to protect the child from abuse and our workers from false accusations, the following steps must be taken.

1. Always provide adult supervision for children in our care.
2. Two-worker (minimum) rule: Two *CEF* workers, paid or volunteer, must be present at any *CEF* activity where children or minors are present including online or by phone.
    a. Never be alone with a child/child in any setting.
    b. Never be alone with a minor in any setting, unless the minor's parent has signed a waiver. See waiver included in package
3. At *CEF* training or overnight events, all *CEF* workers under 18 must follow the "Rule of 3" during times they are not supervised by at least two adults over the age of 18. The rule of 3 means there should always be 3 or more people in your group.
4. Ensure that all rooms where ministry is taking place are accessible (not locked) with a window in the door or the door left wide open. There should be no private conversations, texts or online chats.
5. Report to supervisory staff all suspicious or inappropriate behavior between any *CEF* worker and a child or minor.
    a. Supervisory staff must complete R-9 (see USA Operations & Policy Manual) and investigate incident immediately.
6. Supervisory staff must make random visits of *CEF* sponsored activities.
7. Overnight activities sponsored by *CEF* involving children or minors must be approved by the local or state director and the local committee or state board.
8. The R-32 must be signed by a legal guardian for children under the age of 13 before any pictures or videos may be taken of individuals. If a legal guardian is not present to sign the R-32, it is not recommended that pictures are taken.
    a. Registration forms that include optional photo release with R-32 verbiage cover the requirements for R-32. Minors age 13 and up may sign an R-32 for themselves but may not sign permission to join a club for themselves.
    b. Pictures taken of large groups in the open-air, spectaculars, and fair ministry: If there is no R-32 on file, faces must be blurred beyond recognition.
    c. Pictures and videos may only be used on official *CEF* owned and operated social media forums and websites.
    d. Pictures and videos may not be shared directly to a personal social media forum. However, you may re-share photos or videos that have been posted from an official CEF social media forum or website.

PRE-SERVICE SCREENING

All volunteers who have contact with minors (in person, online or by phone), all paid staff and all committee/board members who represent and/or participate in *CEF*:

1. Be screened by a face-to-face interview
2. Show a government issued photo ID
3. Read the Child Protection Policy.

4. Listen to or view the *Protecting Today's Child* presentation.
5. Read and sign the Ministry Compliance Agreement.
6. Complete the Confidential Screening Form.
7. Complete the Background/Reference Check Authorization (parent must sign for a minor).

For adults (18 and older), in addition to 1-7, CEF must:

8. Conduct a criminal background check with these minimum requirements
    - National Criminal Database Search
        - If a state or county does not report to the National Criminal Database, then a state or county report is required.
    - National Sex Offender Registry Search
    - Social Security Number Address History Trace

    Notes:
        - These are minimum requirements. State boards determine if additional requirements are necessary for exercising due diligence.
        - If your legal jurisdiction requires more, you must also comply with their requirements.

For minors (ages 14-17), in addition to 1-7, *CEF* must:

9. Check two references, one of which is the pastor.

For all adult staff (paid or volunteer), in addition to 1-8, *CEF* must:

10. Criminal record check for all states where the worker lived in the past five years.
11. Check at least two references, one of which is the pastor.

For adult volunteers serving at camp or overnight events, in addition to 1-8, CEF must:

12. Check at least two references, one of which is the pastor.

Criminal Background Check Screening Rules

Check references in cases where the applicant has a criminal record or other red flag that does not necessarily disqualify him/her from participation in *CEF* ministries.

The following would prevent a person from working with *CEF*:

1. Any crime against children. No exceptions.
2. Any sex crime of any type. No exceptions.
3. All felony convictions. Exceptions require the approval of the vice president, USA Ministries.

Rescreening Requirements

1. Every worker must review the *Protecting Today's Child* presentation annually.
2. Workers who have not been active within one year must have a Criminal Background Check rerun.
3. Every worker must have a Criminal Background Check rerun every five years.
4. A worker transferring to another area must obtain from his former location a signed and completed Screening Procedure Checklist. If the Criminal Background Check was conducted more than five years prior, the transferred worker must be processed as a new worker.
5. All minors (ages 14-17) must be processed as new adult workers when they reach their 18th birthday.

ENSURING COMPLIANCE

1. The committee chairman is responsible for ensuring compliance within his local chapter by annually signing and submitting the CPP Compliance Verification Form (OPM, R-22) to the state board chairman.
2. The state board chairman is responsible for ensuring compliance with the Child Protection Policy within his state. Annually, the state board chairman confirms compliance by signing and submitting the CPP Compliance Verification Form (OPM, R-22a) to USA Ministries.
3. USA Ministries monitors to ensure 100% compliance with this policy.

REPORTING OBLIGATIONS

When any worker has reasonable suspicion that a minor or child is being abused by **anyone representing *CEF***, or is himself accused, or someone whose action would reflect on *CEF* is accused, the following action must be taken:

1. **Call USA Ministries 636-456-4321, ext. 5510 as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.**
2. Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors or children until the matter is completely resolved.
3. USA Ministries will determine the future ministry of the accused staff member or volunteer.

WARNING: Failure to follow reporting procedures of USA Ministries may result in termination of all *CEF* workers responsible in this reporting process.

All *CEF* staff and volunteers must fully abide by this policy and all state child abuse reporting requirements.