

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.
3. 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.
4. 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.
5. Supervisory staff must make random visits of *CEF* sponsored activities.
6. 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.
7. The R-32 must be signed by a legal guardian before any pictures or videos may be taken of any individual. If a

legal guardian is not present to sign the R-32, no pictures may be taken at all.

- a. Registration forms that include optional photo release with R-32 verbiage cover the requirements for R-32.
- b. Pictures and videos may only be used on official *CEF* owned and operated social media forums and websites.
- c. 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.

SPECIAL NOTE: Volunteers under age 14 must:

- Always be under the direct supervision of a screened worker aged 16 or above.
- Never be supervised by a single individual (adult or minor).
- Never serve as one of the two individuals in the two-worker policy requirement.

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.



CONFIDENTIAL SCREENING FORM

Child Evangelism Fellowship® Child Protection Policy

This screening form is to be completed by applicants for any position, paid or volunteer, involving CEF® ministries and will be used to help CEF provide a safe and secure environment for children.

This is not an employment application. Anyone interested in employment with CEF will also need to complete an employment application form. **(Please print)**

NOTE: Please return this form in person, by mail or by fax. **Do Not Email.**

DATE: _____

Applicant's Name (last, first, middle)		Sex	Date of Birth Mo. Day Year	
Social Security Number	Maiden Name	All Nicknames and Aliases		
Telephone ()		Email		
Present street address (Street, Apt #, City, State, Zip; PO Box not acceptable)			County	
Previous street addresses (for past five years)				
Have you ever been convicted of a crime? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain and give county and state of conviction.)				
Have you ever been accused of child abuse? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain.)				
(If completing form for five-year rescreening, skip this question.) Please explain briefly your salvation experience.				
Is there anything that would call into question your being entrusted with the supervision, guidance and care of children or young people? If yes, please explain.				
(Skip for 5-year rescreening.) References (pastor or church leader, previous employer and personal [not a relative])				
NAME		NAME		
CHURCH		RELATIONSHIP		
ADDRESS		ADDRESS		
TELEPHONE ()		TELEPHONE ()		
E-MAIL		E-MAIL		
NAME		NAME		
RELATIONSHIP		RELATIONSHIP		
ADDRESS		ADDRESS		
TELEPHONE ()		TELEPHONE ()		
E-MAIL		E-MAIL		

www.cefonline.com/locations

Background/Reference Check Authorization

Release Authorization:

1. In connection with my future involvement as a staff member or a volunteer working with children, I understand that CEF® will conduct a background check to determine my ability to minister in this role. It may include information concerning my character, work habits, performance and any court records that may have a bearing on my job responsibilities.
2. I acknowledge that a telephonic facsimile (fax) or photocopy of my signature shall be as valid as the original.
3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, church or non-profit organization, reference, or insurance company contacted by CEF or its consumer reporting agency or its agents, to furnish the information described above.
4. I understand that if any of those records contains information which is used to prevent my involvement in *Child Evangelism Fellowship*®, I will be notified of my rights and where I can obtain a copy of the information.

By signing below, I hereby release *Child Evangelism Fellowship* and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information. I may be contacted as indicated below. A copy of this authorization (if not previously destroyed in accordance with record retention policies) will be given to me, provided I request it in writing.

The information contained in this screening form is correct to the best of my knowledge. I authorize any references listed on this application to give you any information (including opinions) they may have regarding my character and fitness for children's work. I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

I agree to abide by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on behalf of CEF.

I have read the Child Protection Policy and viewed (cefonline.com/childprotection) or heard (866-878-4182) the *Protecting Today's Child* presentation and agree to follow the policies and procedures in handling any child abuse situations that may arise.

I further state that I have read carefully the foregoing release and know the contents thereof. This is a legally binding agreement which I have read and understand.

Signature of applicant (or parent of minor)

(Print name)

Date

FOR OFFICE USE ONLY ↓

☐ **Identity confirmed with government issued photographic identification.**

Signature of **witness** to photographic identification

(Print name)

Date

All information acquired will be used within the *Child Evangelism Fellowship* organization as it pertains to work with children unless signified otherwise in writing upon completion of this form.

Please return all paperwork to the following address:

Please note: A different form may be required by the reporting agency or state government agency you are using.