



Grace & Peace Presbyterian Church

Youth-Child Protection Policy

- Approved by the Grace & Peace session on this date: 09/07/2023
- Next policy review date: 05/09/2024

Introduction

In line with the vows we make to our children at baptism, our church's goal is to provide a sacred and secure environment for every child/youth that participates in our activities and programs.

This Youth-Child Protection Policy is in place in order to safeguard our children, protect them from abuse, and provide for their flourishing while participating in Grace & Peace activities and programs.

This policy outlines rules, expectations, and procedures for ensuring the safety of our children. While volunteers and leaders will hopefully experience joy and growth in faith as they work with our children, it is the children's growth and faith that is our first priority when serving in their programs. Volunteers and leaders will never put their own wants or desires over the wellbeing of our children. This policy covers an extensive range of situations and procedures; in the event that a situation arises that is not covered, the appropriate response is the one that most fully cares for and protects the children involved.

This policy includes at least the minimum requirements for a Child Protection Policy as outlined by the 2019-2022 PCA Ad Interim Committee on domestic abuse and sexual assault. Additionally, it includes Grace & Peace specific policies/procedures pertinent to our context. These combine to include:

- I. Definitions of Terms
 - II. Definitions of Abuse of Children/Youth
 - III. Volunteers Screening Process
 - IV. Staff/Volunteers Safety Training Process
 - V. Safety Guidelines for Working with Youth or Children
 - VI. Known Sexual Offenders Attending Church Services
 - VII. Guidelines for Reporting Abuse
 - VIII. General Safety Guidelines
 - IX. Nursery Specific Policies
 - X. Procedure for Reporting Violations of the Youth-Child Protection Policy or other Child Safety Concerns
- Appendix 1 - Registered Sexual Offenders Definitions, Minimum Policy Standards, and Sample Attendance Agreement
Appendix 2 - Medical and General Release Form
Appendix 3 - Accident-Incident-Illness (All) Form

I. Definition of Terms

Child, Children, Youth – South Carolina law states that a child is a person under the age of 18.¹ At Grace & Peace, we expand that definition to include anyone still in high school. In this policy, therefore, “child”, “children”, and “youth” refer to anyone under the age of 18 and/or not yet graduated from high school.

G&P – Abbreviation for Grace & Peace Presbyterian Church

YCPP – Youth-Child Protection Policy, which for our purposes here is synonymous with a CPP (Child Protection Policy.) The decision to include the term ‘youth’ is simply to draw awareness to the breadth of the policy.

II. Definition of Abuse of Children/Youth

This policy seeks to limit the opportunity for an abuser to victimize children/youth through the ministry of Grace & Peace. South Carolina state’s law considers child abuse to occur when a caregiver:

...inflicts or allows to be inflicted upon the child physical or mental injury or engages in acts or omissions which present a substantial risk of physical or mental injury to the child, including injuries sustained as a result of excessive corporal punishment...[or] commits or allows to be committed against the child a sexual offense as defined by the laws of this State or engages in acts or omissions that present a substantial risk that a sexual offense as defined in the laws of this State would be committed against the child...²

Physical Abuse of a child is non-accidental injury inflicted on a child by a parent, caregiver, or other person having responsibility for the child. Physical abuse:

- May include various physical injuries ranging from:
 - bruises
 - fractures
 - burns
 - scrapes or cuts
 - death
- As a result of:
 - punching
 - beating (with hands, stick, strap, or other object)
 - kicking
 - biting
 - shaking
 - throwing
 - stabbing
 - choking
 - burning

¹ Title 63 South Carolina Children’s Code, Chapter 1, Ann. Code § 63-1-40, Definitions, <https://www.scstatehouse.gov/code/t63c001.php>

² S.C. Code of Laws Section 63-7-20. <https://www.scstatehouse.gov/code/t63c007.php> accessed 1/24/2019.

Sexual Abuse includes any sexual activity with a child. The abuser may be an adult, an adolescent, or a child. Additionally, child/youth sexual abuse:

- May involve physical violence or emotional coercion as a means of exploiting the child/youth's vulnerability and powerlessness;
- Could include touching a youth/child or causing them to touch an abuser, and may include the following behaviors:
 - inappropriate kissing
 - fondling
 - oral, genital, and/or anal penetration
 - intercourse
 - prostitution or trafficking
- May include the following non-touching abuse:
 - harassing comments
 - exposure to, or participating in, pornographic material
 - obscene phone, text, or other communication
 - exhibitionism (exposing oneself)
 - allowing children to witness sexual activity.³

Spiritual Abuse is abuse administered under the guise of religion. It includes harassment or humiliation and possibly results in psychological trauma or spiritual injuries. Spiritual abuse may include misuse of religion for selfish, or ideological ends. Spiritual abuse can occur when a perpetrator incorporates religion into the abuse of a child. Spiritual abuse may be:

- Use of religious ideology, language, precepts, traditions, or sacred texts to harm a child
- Compelling a child to engage in religious acts against their will
- Abuse that occurs in the religious context
- Abuse perpetrated by a religious leader/authority
- Invocation of divine authority to manipulate and harm a child.

³ Adapted from "Protecting our Children: Reducing the Risk of Child Sexual Abuse in our Church," First Baptist Greenville, South Carolina. 3rd Edition: October 2015.

III. Volunteers Screening Process

Any person serving the children or youth of Grace & Peace will undergo a background check and sex offender registry check. To be eligible as a volunteer, you must be 18 or older and either a member of Grace & Peace or a regular attender of Grace & Peace for a minimum of 6 months. Volunteers must also be at least one year removed from graduating from the Youth Ministry. Those under 18 may serve with adult supervision, but will not be considered a second adult under the “two-adult rule” (see below).

Background checks must be current within the last five years for paid employees and applicable volunteers/ leaders.

No one who has been convicted of either sexual or physical abuse is permitted to serve in any G&P-sponsored activity or program for children or youth.

The resulting outcome of any other findings on a background check will be determined through discernment with the pastors and elders.

IV. Staff/Volunteers Safety Training Process

Each person approved as a ministry worker with children/youth must undergo training regarding the recognition, prevention, and reporting of child abuse. This training will be offered in a manner that invites and includes the congregation. The training will include:

- The physical and emotional signs of physical abuse, sexual abuse, and neglect
- Procedures for reporting abuse
- The identification of the grooming and predatory behaviors of abusers
- Guidelines for appropriate and inappropriate behaviors with youth/children
- Methods for evaluating the risks of abuse and mitigating factors
- Review of the Grace & Peace policies and procedures

Ministry leaders are encouraged to have someone present who is trained in first aid/CPR/AED certified present at youth/children events.

All training materials/policies/procedures will be reviewed by the Youth-Child Protection Policy Committee at least once a year. The YCPP Committee will be composed of an elder, a deacon, and the youth and children’s coordinators. Any proposed changes will be put before the session for review.

V. Safety Guidelines for Working with Youth or Children

For the safety and care of children and youth, the following guidelines are the policy of Grace & Peace and should be observed by all staff and leaders.

Grace & Peace members, regular attenders, and all approved ministry workers share responsibility for maintaining these guidelines, including the correction of others when in

violation. Breach of these policies will result in disciplinary action up to and including dismissal of the violator from their position.

Staff ministers, lay leaders of ministry areas, and appropriate Grace & Peace committees or teams are responsible for maintaining safe, age-appropriate procedures for children and youth as they transition between ministry areas. Procedures should include check-in/check-out protocols, drop of instructions, and guidelines for freedom of movement on the Grace & Peace campus. All procedures should incorporate the safety guidelines of this policy.

The Two-Adult Rule

The “two-adult rule” will be referenced throughout this policy. **The rule is a simple reminder that, there should be no circumstance where an adult is alone with a child other than their own in a private area.**

In the event that an adult and a child must be together without another child or adult, the adult will immediately do the following:

- *Move with the child to a public area, and/or an area observed by a security camera.*
 - *For example, sitting on the front steps of the Grace & Peace church building.*
 - *Or outside of the Family Life Building where a security camera observes the main entrance.*
- *Contact the child's guardian, explain the situation, and ask if they would like to stay on the line until another adult is present or they arrive.*
- *If possible, call for another adult to join in the meantime.*

Observable and Interruptible Settings

Any interaction between an adult and child should be observable and interruptible. This means that at any point, another adult would be able to see what is happening and interrupt if necessary. For example, children's Sunday School classrooms will have uncovered windows (observable) and the doors will remain unlocked (interruptible). When needed, confidentiality can still be maintained while a situation remains observable and interruptible.

Off Site/Overnight Activities

When G&P sponsored activities or programs for children or youth occur overnight and/or away from

G&P, extreme care should be taken to protect participants from harm and abuse. Activities and accommodations should be arranged to maximize the accountability of adults, minimize adult ability to isolate children, and to make all facets of the event observable and interruptible. At least two adults must be in attendance at an off-site and/or overnight event.

Rooming assignments should observe the following protocols:

- *No adults should room with children in a dorm/hotel style room (the only exception being an adult rooming with their child(ren))*
- *Children of the same gender and similar ages should room together in dorm/hotel settings.*
- *In bunkhouse style lodging, an adult may stay in the bunkhouse room with children, provided at least 2 children are also staying in the room.*

- *In any of these situations, adults MAY NOT share a bed with any child other than their own.*
- *Privacy for showering and bathroom use will be maintained. Private changing areas should be used.*

Transportation

When an off-site G&P sponsored activity or program for children or youth requires group transportation from G&P property to that location, G&P adult leaders will provide the transportation.

The number of children and adults being transported should never exceed the number of seats or safe occupancy limits of the vehicle. The use of safety belts is required in vehicles so equipped.

As much as practical, children should be seated with others their own age. Adults should sit so that supervision of children is maintained.

All effort will be taken to avoid a circumstance in which an adult is alone in a vehicle with a child. The “two-adult rule” does not apply to vehicles, as that would create prohibitive restrictions on transit. Instead, there should be at least two children in a vehicle driven by an adult volunteer. This does not apply to an adult driving their own child alone as part of an event.

Privacy and Modesty with Children Needing Assistance

Privacy and modesty are to be maintained when working with children, especially when children are using the bathroom and/or changing. In the event that a child needs assistance in these situations (for example, a child cannot button their pants, has an accident, or is hurt and must have an article of clothing removed for care), another adult should be made aware and stay in the vicinity, making the situation observable and interruptible. The child’s privacy and modesty should be respected as fully as possible in this process. The child’s guardian should be made aware of the circumstance as soon as possible.

Physical Contact and Affection

At G&P, we value healthy boundaries as a way of embodying discipleship and caring for our bodies. For this reason, physical signs of affection such as hugs are permissible when both parties fully consent to the contact. Other options include high fives and fist bumps. If at any time, consent for contact is revoked, the contact will end immediately.

The Grace & Peace Youth Ministry is a safe place to talk about, among other things, our God-given sexuality, but youth events are not the place for romantic or sexual behavior between youth.

At NO TIME is romantic or sexual activity between adults and children acceptable.

Correcting Behavior

When working with children, there will always be situations that require correcting behavior. At G&P, we strive to teach our children to interact with love and kindness, to respect boundaries, and to care for oneself.

Yelling at, berating, or physically disciplining a child is never allowed.

Guns and Lethal Weapons

No guns or lethal weapons allowed on campus unless it has been approved in advance by the session.

Bathroom Guidelines

Infants through elementary-aged Children:

- All diaper changing is to be done by a female nursery staff present. If a female nursery staff member is not present, then we ask female screened volunteers to change diapers unless the male is the father of the child. If either of these situations cannot happen, please notify the Children's Coordinator, and she will come and change the diaper.
- All diaper changing is to be done in the presence and visibility of another screened adult.
- If any child needs assistance inside the bathroom, it must be done by a screened female adult.
- Potty training children should wear a pull-up.
- Assisting preschool age children (2-3 year olds) to the bathroom:
 - When taking preschool aged children to the bathroom, involve another female screened adult. If you are the female screened adult assisting the child in the restroom, encourage the child to go on their own first. If the child needs assistance, ask the other female screened adult to supervise while you enter the stall to assist the child. This is in order to maintain the "two-adult rule."
- Children's Church aged (4-5 year olds not yet in kindergarten) and Elementary aged children (K-5th) can be sent to the restroom in groups of two or three with a screened adult as a supervisor in the hallway.
 - In the event that a children's church or elementary school aged child does need assistance in the bathroom, please involve a female screened adult to assist in the bathroom stall. An additional screened adult will still need to supervise the bathroom situation from the hallway.

No leader will ever be alone with a child or youth in an unsupervised bathroom.

Pastoral Care of Children/Youth

For staff members meeting with children or youth for spiritual care requiring confidentiality, the following protocols should be in place:

- *Either a parent, ministry supervisor, or staff colleague will be informed prior to one-on-one meetings with child/youth;*
- *Meetings held on the Grace & Peace campus*
 - *Will occur during regular office hours or service/event times, or*

- o *If scheduled outside of regular office hours, service times, or event times, with the presence of parent, supervisor, or colleague in the vicinity; and*
- o *Will occur with doors open and/or windows uncovered;*
- *Meetings held off the Grace & Peace campus should be in public settings (eg. coffee shop, restaurant, etc.) and within visibility from others.*

Outside Program Communication

Outside of program contact and communication between children encountered in Grace & Peace programming and staff/volunteers should adhere to the fundamentals of this Child Protection Policy. All communication should be observable by others.

Specifically as it relates to cell phones/emails: Messages should only be logistic or encouraging in nature and should not be extensive conversations.

Specifically as it relates to social media: Staff and volunteers should not initiate social media follows but are welcome to receive them and follow back.

Photography and Video Policy

With a desire to capture memorable moments, leaders must abide by the following guidelines:

- *For all children and youth activities and programs, parental/guardian permission must be secured in writing prior to taking photographs/videos of children.*
- *No photographs will be posted on the church's or on any staff member/volunteer's personal website or social media without written parental/guardian permission.*
- *Children or youth will not be named or tagged in any post.*
- *Photographs of children changing or in any state of undress, toileting, bathing, in swimwear, or wet should never be taken, posted, or shared.*

VI. Guidelines for Reporting Abuse

Any person having reason to believe that a child/youth has been abused should follow these guidelines for reporting abuse. A "reason to believe" does not rise to the level of proof or certainty regarding abuse but suggests there is evidence that a reasonable person could conclude abuse occurred. Observation of physical signs of abuse, a trustworthy person suspecting abuse, or the disclosure of a child regarding abuse all satisfy "a reason to believe" for reporting abuse.

In accordance with South Carolina Law,⁴ clergy are mandated reporters. While not mandated reporters, every adult leader involved in G&P sponsored activities or programs for children or youth is expected to report any suspected abuse. In accordance with that same law, those who report in good faith are immune from liability resulting from the report.

A mandated reporter (or those acting as one) shall report to the Greenville County Department of Social Service (1-888-227-3487) or a law enforcement agency when the reporter has reason to believe that a child may have been abused or neglected. The report is

⁴ Title 63 - South Carolina Children's Code, SECTION 63-7-310, <https://www.scstatehouse.gov/code/t63c007.php>

made to DSS when abuse is committed by someone responsible for the child's welfare. The report is made to a law enforcement agency when abuse is committed by someone other than a person responsible for the child's welfare. Reports may be made orally by telephone or otherwise to the county Department of Social Services or to a law enforcement agency in the county where the child resides or is found.

When abuse is suspected:

- *DO NOT QUESTION THE CHILD/YOUTH FOR MORE DETAILS*
- *Act to ensure the child's immediate safety if necessary*
- *Call 911 or Greenville County Department of Social Service (1-888-227-3487) as is applicable and follow their instructions*
- *Inform the session of the report, including a written summary, within 24 hours*
- *Maintain confidentiality and do not discuss the disclosure/report with the child's parent, guardian, or others involved. DSS/law enforcement will contact those who need information.*
- *The session will contact legal council, insurance agencies, and serve as spokesperson for the church, as is needed.*

Protecting the child/youth from abuse is the priority when making a report. Following the instructions received from law enforcement/Social Services and MAINTAIN STRICT CONFIDENTIALITY following the report of abuse. Allow law enforcement/Social Services to contact parents or others involved in the disclosure and/or investigation. DO NOT CONTACT PARENTS OR OTHERS INVOLVED IN THE INCIDENT.

Local law enforcement and/or the Department of Social Services will investigate the allegation of abuse and make recommendations for further action in accordance with their authority. The staff and ministry workers of Grace & Peace shall cooperate with the investigation by local authorities.

The session shall, as soon as practical, consult with the following:

- *appropriate legal counsel, for help in determining a complete and legal course of action in regard to the suspected abuse;*
- *the church's insurance company, to notify them that a report has been filed and what actions taken.*

The session shall act as, or designate, the official spokesperson for the church. Additionally the session shall perform or delegate all other actions necessary to bring the matter to a satisfactory conclusion, including but not limited to:

- *providing spiritual care and emotional support for those involved in the incident and their families; and*
- *if the abuse occurred at church or during a church event, evaluating policies and procedures with the Youth-Child Protection Policy Committee to ascertain if deficiencies in policy abetted the abuse.*

Abuse Reported Against a Grace & Peace Staff Member/Volunteer

Any allegation of abuse by a church employee or ministry worker shall be taken seriously and reported as outlined in this policy. Additionally, the employee or ministry worker will be

removed from his/her position, with pay if applicable, pending the completion of the investigation. Any person who admits or is found guilty of abuse will be terminated from employment by Grace & Peace and/or dismissed from their duties with children/youth.

VII. Known Sexual Offenders Attending Church Services

G&P seeks to demonstrate the love of Christ to all. In order to be a safe place for all who attend, individuals who must register with civil authorities as sexual offenders (“offenders”) must comply with the following policy in order to participate in the congregational life of Grace & Peace.

Grace & Peace retains the right to deny attendance, participation, and/or membership to any individual who fails to comply with this policy.⁵ Furthermore, Grace & Peace retains sole discretion to deny attendance, participation, and/or membership to any person whose behavior, criminal conviction, and/or sexual offender status gives reason to believe that person would endanger others, regardless of policy compliance. Discovery of registered offender status prior to disclosure of the status is grounds for immediate denial of attendance. Failure to comply with Grace & Peace’s request to vacate the campus or activity will result in reporting to law enforcement for criminal trespassing.⁶

When a known child abuse offender seeks participation with Grace & Peace, the session will evaluate the participation request and formulate a ministry plan. The proposed plan must include notification to the congregation of the presence of the known offender and the protocols being put into place. [Definitions, minimum policy standards, and sample attendance covenant included in Appendix 1.]

VIII. General Safety Guidelines

In the event of a **fire, gas leak, or chemical spill** inside the building, evacuate from the building. Meet in the grassy parking lot area behind the church. Adults should account for any children in their care.

⁵ Policy adapted from <http://bradhambrick.com/wp-content/uploads/2017/12/Registered-Sex-Offender-Attendance-Policy.pdf> accessed 1/30/2019.

⁶ South Carolina Code of Laws Section 16-11-620

In the event of a **gas leak or chemical spill** outside the building, gather in the Fellowship Hall for more instructions.

In the event of a **tornado**, seek shelter in an underground portion of the building, preferably with no windows. The best place for this would be the PMAC hallway on the bottom floor of the Church Life Building or the Children's Ministry hallway on the bottom floor of the main church building. Shut all doors and cover any windows as you are able.

Allergen Safety

Allergies are prevalent and of varying severity. Children should have General/Medical Release forms filled out before participating in G&P sponsored activities or programs for children or youth without their guardians; this should include information about any allergies and proper response to exposure. Adult leaders should be aware of and attentive to allergies of those in their care. In the event of exposure, adult leaders should follow the response indicated by guardians, and should call 911 immediately if they feel incapable of providing care and/or if there are any signs of anaphylaxis (severe allergic reaction).

General Social Media Safety

Grace & Peace will only post to social media images containing children with the consent of a parent or guardian. Ministry workers should take no photos of children or post to social media without the consent of a parent or guardian.

IX. Nursery Specific Policies

*Note, if ever there is ever a discrepancy/question between the broader YCPP and the nursery-specific policies, follow the stricter of the two; which will likely give deference to the nursery-specific policies.

Wellness

- Any child attending nursery or Children’s Church at Grace & Peace must be symptom free (of those symptoms stated below) for 24 hours.
- Fever
- Frequent loose or watery stools
- Vomiting
- Rash of unknown origin
- If any child shows any of the above symptoms while under care at Grace & Peace, his/her parent or caregiver will be paged.

Injury / First Aid

- We can only administer Band-Aids and ice packs. For any other injury, the child’s parent/guardian will be contacted and an incident report will be completed.
- For children with severe allergies requiring an epi-pen, please notify the child’s teacher as well as the nursery coordinator.
- If there is an incident or injury while you are serving in the nursery, take the child to the front desk volunteer and the front desk volunteer will help you notify the parent and instruct you to complete the incident report form.

**Please also notify the children’s coordinator immediately, Brittany Fowler, if an incident occurs.*

Classroom Ratios

- We closely monitor the ratios of each room to ensure a safe environment for our children. If a room should go over the stated ratio, we will ask another member to volunteer.

Class Approx. Age Child:Adult Ratio

- 0-12 months 2:1
- 1-2 year olds 4:1
- 2.5-3.5 year olds 5:1
- Children’s Church 4-5 year olds 10:1

Room	Ages	Capacity	Ratios
Nursery Room 1	0-1	8	2:1
Nursery Room 2	1-2	16	4:1

Nursery Room 3	2.5-3.5	20	5:1
Children's Church	3.5-5	20	10:1

*Generally, we promote children at the beginning of summer around Memorial Day.

Bathroom Guidelines

Infants through elementary-aged Children:

- All diaper changing is to be done by a female nursery staff present. If a female nursery staff member is not present, then we ask female screened volunteers to change diapers unless the male is the father of the child. If either of these situations cannot happen, please notify the Children's Coordinator, and she will come and change the diaper.
- All diaper changing is to be done in the presence and visibility of another screened adult.
- If any child needs assistance inside the bathroom, it must be done by a screened female adult.
- Potty training children should wear a pull-up.
- Assisting preschool age children (2-3 year olds) to the bathroom:
 - When taking preschool aged children to the bathroom, involve another female screened adult. If you are the female screened adult assisting the child in the restroom, encourage the child to go on their own first. If the child needs assistance, ask the other female screened adult to supervise while you enter the stall to assist the child. This is in order to maintain the "two-adult rule."
- Children's Church aged (4-5 year olds not yet in kindergarten) and Elementary aged children (K-5th) can be sent to the restroom in groups of two or three with a screened adult as a supervisor in the hallway.
 - In the event that a children's church or elementary school aged child does need assistance in the bathroom, please involve a female screened adult to assist in the bathroom stall. An additional screened adult will still need to supervise the bathroom situation from the hallway.

Security Tags

- **Do not hand off a child to their parent/ guardian until you check the child's security code with the security tag of the parent picking up the child - they have to match.**
- If the parent/guardian does not have their security tag, please send them to the front desk volunteer to check their DL and be verified to pick up the child
- **PLEASE ask to see the security tags from parent/guardians even if you know the family**
 - We want to be consistent about safety with each of our children

Volunteers Notes

- Volunteers serving in children's ministry have to pass a background check before being able to serve.
- Spouses may serve together if there is another third party present in the room with them
- Volunteers must be 18 years or older to serve without a responsible party with them
- Youth volunteers can start volunteering in nursery at the age of 12 with their parent/guardian in the same room with them as the responsible party
 - Parents/guardians need to let the children's coordinator know beforehand if a youth volunteer is serving with their parent/guardian on a Sunday morning in nursery or children's church so they can go over the youth volunteer form before serving

X. Procedure for Reporting Violations of the Youth-Child Protection Policy or other Child Safety Concerns

Protecting children is the responsibility of adults. All Grace & Peace members, staff, and volunteers agree to follow the Youth-Child Protection Policy and to report violations of the policy. Additionally, members, employees, and volunteers should report environments, situations, or incidents that raise safety concerns for children whether or not explicitly provided for in this policy.

When an individual observes an act or environment in violation of this policy or any concern regarding child safety, they must:

- Act to bring the situation or individual in compliance with the policy, if possible
- Note the date, time, and individuals (both adults and children) involved in the violation or concerning activity
- Report at the earliest convenience the violation events or concerns to the senior pastor, associate pastor, or ministry area leader. If the report is offered verbally it should be transcribed by the church leader as reported.

Upon the reception of a report of a violation or other concern, church leaders must:

- Seek to correct the policy violation and bring the environment or person into compliance, if possible
- Report in writing to the church Youth-Child Protection Committee the events of the policy violation and any remedial actions taken.

Upon the reception of a report of a policy violation, the church Youth-Child Protection Committee will:

- Seek assurance that the policy violation or concern has been corrected, if possible
- Investigate the circumstances of the violation and correction and/or contract an independent, third-party to investigate serious or repeated violations or concerns
- Relay the entirety of the report of policy violation to the session for review and answering any questions they might raise.

- Review, when necessary, the Youth-Child Protection Policy guides and trainings to reduce future violations or concerns
- Record in volunteer and/or personnel records the individual(s) involved in the violation and its resolution.

Appendix 1 – Registered Sexual Offenders Definitions, Minimum Policy Standards, and Sample Attendance Agreement

Definition of Terms

- Service(s): any gathered event of Grace & Peace, whether held on the Grace & Peace campus or any other location;
- Small Group: any meeting of a subset of Grace & Peace members / attenders held under the authority of, or at the initiative of, staff or lay leaders of the church, whether on the church campus, in a home, or other location;
- Activities: services, small groups, events, retreats, conferences or any other function organized and/or led by the church, regardless of event location;
- Attendance Agreement (Appendix 3): a covenant between the church and the offender stipulating conduct and requirements for church attendance and/or membership;
- Monitor: an individual approved by Grace & Peace who signs in and signs out the offender attending a church activity, and who accompanies the offender while onsite;
- Child(ren): any person under the age of eighteen (18) years old or is a participant in the church's youth ministry.

Minimum Policy Standards

Any registered offender is expected to self-disclose his or her status as a registered sexual offender to a Grace & Peace elder prior to attending services or activities. Whether through disclosure or discovery, as soon as the registered status of the offender is realized the protocols of this policy will be in force.

Offenders are prohibited from attending services or activities of Grace & Peace under any of the following circumstances:

- if the offender fails to disclose the registered offender status and it is discovered by the church;
- if any victim of the offender, or family member of a victim of the offender, is a member or regular attender of the church;
- if the offender has a history of failure to comply with limited access agreements in other churches or settings; or
- if the offender fails to agree with, and/or comply with, the policies or requests of Grace & Peace

Offenders will meet jointly with members of the session and diaconate to review the Grace & Peace policy and attendance agreement. The attendance agreement, which stipulates the conditions of participation, permission for background and reference checks, and gives permission for the release of information, will be signed by the offender, an elder and a deacon prior to attendance at a church service/event.

Offenders are prohibited from participation in the children and youth ministries of Grace & Peace, including entrance into the areas of campus identified for use by children and/or youth. An offender may not attend children or youth oriented services or activities.

The church will assign a monitor to offenders who will accompany them while on the Grace & Peace campus or at an offsite event. Monitors will be designated by the session. Family members of the offender may not serve as monitors. Monitors are subject to the same background checks as people working with children.

Offenders will sign in with their monitor immediately upon arrival at the service/event. The monitor will "shadow" the offender at all times for the duration of the service/event. The offender will sign out with the monitor and immediately depart the campus or site without delay. (Example sign in/out sheet below.)

Offenders may only attend Grace & Peace worship services and/or activities, with or without children/youth present, when each of the following conditions are met:

- the service or activity is a publicly announced, church-sponsored event;
- there are at least five (5) other adults present, including the offender's monitor; and
- the offender is in full compliance with the Attendance Agreement (below).

If at any time an individual ceases to be a registered offender, a copy of the court order removing the designation will be submitted to a minister of the church. At that time, the session will initiate an evaluation to determine what restrictions shall remain in place.

Attendance Agreement, example:

As a registered sexual offender, I agree to the following conditions:

1. I will be assigned a Grace & Peace monitor who will accompany my access to church services and activities.
2. I will meet with the court ordered Community Corrections Officer (CCO), or other similar officer, as prescribed.
3. I will meet with a certified sex offender treatment therapist, if required by my CCO or church session without complaint.
4. I will provide the treatment therapist's name and phone number and the CCO's name and phone number to the Grace & Peace session.
5. I will get approval by the court ordered CCO, therapist, social worker, and Grace & Peace session to attend the church. A copy of a signed authorization from each of these providers must be provided to the session.
6. I agree to have my picture, name, offense level, and a copy of this signed contract emailed to all Grace & Peace session, ministry lay leaders, and staff before attending a church service or activity.
7. I agree to have my picture, name, offense level, and a copy of this signed contract included in the records of the security teams at all Grace & Peace locations, accessible

to all staff and volunteer security workers.

8. I will not attend any Grace & Peace services or activities (nor be present on the property of Grace & Peace or off-property gathering locations) without my approved monitor. If my approved monitor is not available, I will not attend any church services or activities (nor will I be present on the property of the church or off-property gathering location) at any time.
9. Immediately upon my arrival at a Grace & Peace service, I will sign in with my monitor. If my monitor cannot be located I will promptly leave the Grace & Peace premises.
10. I will not serve in any role in a Grace & Peace ministry without prior approval from the session.
11. I acknowledge and agree that all children and youth areas are off limits at all times, even if my own children are attending Grace & Peace and are present and participating in the church's children or youth ministry or activities. In that case, I will not walk my own children back into the Grace & Peace children's ministry area, but will make other arrangements for them, such as having a children's ministry leader walk them to and from the children's ministry area for me. I will not supervise any children's activities nor enter a designated children's area. I will not serve in the church children's or youth's ministries.
12. I will not attend a Grace & Peace small group where children are present, regardless of the location of the small group meeting.
13. I will not visit the home of a Grace & Peace family where children are present, without the parent knowing my history and offense level and giving permission for my entry into their home.
14. I will promptly leave any area on Grace & Peace property where children are present with the exception of a populated church foyer, auditorium, or area where five or more adults are present, including my monitor.
15. I will not have any physical contact with a child at Grace & Peace, including, without limitation, sitting next to a child other than my own, holding a child on my lap, or being hugged or kissed by a child at the church. If a child other than my own approaches me to talk, I will acknowledge him or her and promptly leave the area. I will report this to my monitor before leaving the Grace & Peace premises.
16. I will only use the bathrooms after my approved monitor has entered and found no children in the bathroom.
17. I understand that the Grace & Peace session and my approved monitor may retain records of our meetings, which will be available to the offender's therapist, CCO, and court at their request.

I understand the above conditions. I submit to these conditions and wish to attend Grace & Peace. I accept that if I break any of the above conditions, I will no longer be allowed to be present at any Grace & Peace location or activity. Grace & Peace pastors, deacons, employees, small group leaders, and church members are released from any legal responsibility or liability for disclosure of the above information to the extent indicated and authorized herein.

[Signature Form Attached]

Offender Signature Form

Printed Name of Offender:

Address:

Phone/Email:

Signature of Offender: _____ Date:

Church Location

Attending: _____

Printed Name of G&P



pastor: _____

Signature of G&P pastor: _____ Date:

Printed Name of G&P Security Team Member:

Signature of G&P Security Team Member: _____

Date: _____

Offender Sign In / Sign Out Form

Name of Offender: _____

Name(s) of Approved Monitor(s):

Date	Time In	Time Out	Offender Signature	Monitor Signature

Appendix 2 – EXAMPLE Medical and General Release Form

Medical and General Release Form for Child/Youth Participant Grace & Peace Presbyterian – Greenville, SC

Name of Participant (please print) _____

Address _____

Parent/Guardian Primary Phone Number _____

Additional Emergency Contact _____

Date of Birth _____ Age _____ Male/Female (Circle one)

1. Please list any allergies and reactions to those allergens (include medicine, food, and environmental allergies):

Does the participant carry an Epi-Pen for any of these allergies? ____ yes ____ no

2. Please list any medical conditions and past surgeries:

3. Please list the date of the participant's last Tetanus shot/booster: _____

4. Is the participant up to date on other vaccinations recommended for their age?

____ yes ____ no

If no, which vaccinations have not been administered?

5. Please list any restrictions on diet or exercise:

6. Does the participant have any other special needs? If so, please list:

7. Is the participant on regular medication? If so, please list the drugs, dosages, and instructions (Note: medications required during events must be held in their prescribed containers with all necessary information for admission of the drugs.):

Please note that no drugs are to be brought to G&P sponsored events other than those listed above.

RELEASE OF ALL CLAIMS

In consideration of being accepted by Grace & Peace Presbyterian for participation in ministry events, I(we) do for myself (ourselves) and on behalf of my child/participant under 18 years of age do hereby release, forever discharge, and agree to forever hold harmless Grace & Peace Presbyterian, the employees, and agents thereof, from any and all liability, claims, and demands for personal injury, sickness and death, as well as property damage and expenses of any nature whatsoever which may be incurred by me or my child/participant resulting from said child's participation in the church sponsored events, including travel, recreation, and all associated activities.

Further, I (we) (and on behalf of our child/participant under 18 years of age) hereby assume all risk of said personal injury, sickness, death, damage, and expenses as a result of participation as above set forth. I also understand that staff and volunteers are not responsible for the administration of prescribed medication and I (we) have made private arrangements for any medication taken on a daily schedule by my child/participant. I (we) am (are) the parent(s) or legal guardian(s) of this child/participant, and hereby grant my (our) permission for him/her to participate fully in said youth events, and give my (our) permission to take said participant to a doctor or hospital, share the above medical information and authorize medical treatment, including, but not limited to emergency surgery or medical treatment, and assume responsibility of all medical bills incurred by my child. I (we) give permission for this participant to receive over the counter medication such as acetaminophen, ibuprofen, antidiarrheal medication, antibacterial ointment, throat lozenges, eye wash solution, and the like. I (we) also understand that my child/participant may be photographed and/or videoed during ministry events. I understand that if I do not wish for my child/participant's name and/or likeness to be reproduced in any medium, I must submit that request to the pastor(s), in writing, on a separate document. This medical release and general permission form is valid for one year from the date below.

Parent's/Guardian's Signature: _____

Date: _____

Participant's signature (if over 18): _____

Date: _____

Phone: _____

Emergency contact #1: _____

Primary phone number _____

Emergency contact #2: _____

Primary phone number _____

Name and address of insurance company: _____

Member #: _____

Group# _____

Policy Holder Name: _____

Appendix 3 – EXAMPLE Accident-Incident-Illness (All) Form

Accident-Incident-Illness (All) Form, for Children and Youth
Grace & Peace Presbyterian – Greenville, SC

In which ministry-setting did the incident occur?

- Children’s Ministry
- Youth Ministry
- Outside of normal functions

Date of Occurrence _____ Time of Occurrence _____

Name of person involved _____

Type of Occurrence

- Accident
- Incident
- Illness
- Other _____

Describe the situation:

Where did it happen? _____

Other people involved

1. _____ (Witness/Participant?)
2. _____ (Witness/Participant?)
3. _____ (Witness/Participant?)

How was the situation handled?

Any follow-up necessary?

Who was contacted following the situation?

- Pastor _____
- Adult Leader _____
- Parent/Guardian _____
- Other _____

If medical professionals of any kind were seen, fill out the next section.

- If medical professionals were not seen, check here.

MEDICAL TREATMENT

Were parents/guardians notified? Yes No

If yes, how?

- Phone call
- Text
- In writing
- Other _____

By whom? _____

Parent/Guardian response:

Where was treatment given?

- At accident site
- Doctor's Office
- Urgent Care
- Hospital

Name of physician/medical professional: _____

Date released from medical care: _____

Released to:

- Pastor _____
- Adult Leader _____
- Parent/Guardian _____
- Other _____

Comments regarding treatment:

Any other information to be recorded regarding the accident/incident/illness:

This form was completed by: _____ Date _____

Signature of recorder _____

Signature of pastor, if not recorder _____