

# Child Evangelism Fellowship®

## Child Protection Policy Fact Sheet

We in CEF® realize that the child protection policy is necessary, because in these days of social change and shifting moral values, parents entrust their children to us for nurture, safe care and wise leadership. It is imperative that there are guidelines and procedures in place that will provide peace of mind to parents, children and workers.

The purpose of CEF-USA's Child Protection Policy is to protect children who attend any USA *Child Evangelism Fellowship* ministry function and workers who are minors from the possibility of abuse and assist the child who is being abused to find needed help. This program is also designed to protect CEF and the workers from false accusations.

## POLICY

The USA Child Protection Policy was approved by the International Board of Trustees on September 20, 1996 and revised May 18, 2006, January 29, 2007, and May 11, 2007.

Child abuse shall include any verbal or 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 or touching.

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

1. All workers (paid and volunteer) must be screened by interview prior to work or contact with minors in CEF ministries.
2. All workers (paid and volunteer) must be trained in the Child Protection Policy by hearing or viewing a CEF-USA ministries department "Protecting Today's Child" presentation. For the audio presentation call **1-866-878-4182**.
3. All workers (paid and volunteer) must read, understand and sign a statement agreeing to follow the policies and procedures concerning child protection and reporting as prescribed by CEF-USA ministries department.
4. Children should not be left unsupervised while in our care.

5. Two CEF workers (paid or volunteer) must be present at any CEF activity or ministry setting where children are present.
6. Even when ministry to children is not taking place, an additional adult or minor must be present when two workers are together and one is a minor, unless the minor's parent has signed a waiver.
7. All rooms used by adults and minors together must be accessible (no locked doors) and with open visibility (a window in the door or the door left wide open).
8. Supervisory personnel must make random visits of CEF sponsored activities.
9. Overnight activities sponsored by CEF involving minors must be approved by the local or state director and the local committee or state board.
10. All suspicious or inappropriate behavior between a CEF worker (paid or volunteer) and a minor must be reported to supervisory staff and investigated immediately.

Unless specified the following must be completed for paid-staff, committee/board members and volunteers who come in contact with minors.

- a. Complete employment application form (paid staff only).
- b. Complete Confidential Screening Form.
- c. Complete Request for Background Check Authorization.
- d. Conduct criminal background check.
- e. Conduct personal interview.
- f. Review "Protecting Today's Child" presentation. Call **1-866-878-4182**.
- g. Read the Child Protection Policy fact sheet.
- h. Check personal and church references from Confidential Screening Form.
- i. Check references on employment application (paid-staff only).

### Criminal Background Check Requirements

- Volunteers (15 years old and older)
  - Minimum requirement
    - \_ National Criminal Database Search
    - \_ National Sex Offender Registry Search
    - \_ Social Security Number Address History Trace
  - If your legal jurisdiction requires more, you must also comply with their requirements.

- Volunteers must show a government issued ID (i.e., drivers license)
- Staff (15 years old and older)
  - Minimum Requirement
    - \_ National Criminal Database Search
    - \_ National Sex Offender Registry Search
    - \_ SSN Address History Trace
    - \_ State check for all addresses in past five years

### **Criminal Background Check Screening Rules**

Check reference in cases where the applicant has a criminal record or other red flag that does not necessarily disqualify them from participation in CEF Ministries.

The following would prevent a person from working with CEF:

- Any crime against children. No exceptions will be granted.
- Any sex crime of any type. No exceptions will be granted.
- Any felony convictions. Exceptions require approval of the district director or associate director.
- Exemption reports must be filed with the vice president of USA ministries.

### **Re-screening Requirements**

- The background check must be rerun for any workers who have not been active within one year.
- Every five years a background check must be rerun and at least one reference must be contacted.
- It is recommended that the “Protecting Today’s Child” presentation be viewed once per year.
- For a worker transferring to another area, the Screening Procedure Checklist with the transfer information completed needs to be obtained from their former location. If the background screening was conducted more than five years prior, process the transferred worker as you would a new worker.

### **Ensuring Compliance**

- The local committee chairperson is responsible for ensuring compliance with the Child Protection Policy within their local chapter.

Each year the local committee chairperson will validate compliance by signing the Child Protection Policy Compliance Verification Form and sending it to the state board chairperson.

- The state board chairperson is responsible for ensuring compliance with the Child Protection Policy yearly, within their state. Yearly, the state board chairperson will confirm compliance by signing the Child Protection Policy Compliance Verification Form for the state/metro and send it to CEF-USA ministries department.
- CEF-USA ministries department will monitor to ensure 100% compliance with this policy.

### **Reporting Obligations**

When anyone who is employed by *Child Evangelism Fellowship* has reasonable suspicion that a minor is being abused by a *CEF* employee or volunteer, or is himself accused, or someone whose action would reflect on *CEF* is accused, the following action must be taken:

- **Call USA Ministries as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.**
- Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors until the matter is completely resolved.
- The CEF-USA ministries department at the World Headquarters will give counsel regarding the future ministry of the accused staff member or volunteer.

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

Notwithstanding any statement herein, all *CEF* staff and volunteers shall fully abide by all state child abuse reporting requirements.

Any questions dealing with procedures for handling child abuse or child abuse accusations may be referred to the *Child Evangelism Fellowship* USA ministries department at **636-290-8163 or 1-800-300-4033**.