

Bethel Congregational United Church of Christ
White Salmon WA
Safe Conduct Policy and Procedures
For the Protection of Children, Youth, Disabled Adults and Elders

*Adopted by the Board on October 2014 with Revision adopted September 2015; Revised again
December 2016, August 2021, August 20, 2024*

Open and Affirming Statement

Bethel Congregational United Church of Christ (hereafter referred to as Bethel) is an Open and Affirming church, that seeks to welcome all people regardless of race, gender and sexual orientation, faith, nationality, ethnicity, marital status, physical disability, economic situation or whatever other barriers there might be.

1. Safe Conduct Policy

As a family of faith we seek to live out our love for God by answering Jesus' call to "love one another as I have loved you."

Bethel is also committed to the prevention of abuse of vulnerable persons (child, youth, disabled adults and elders) and to comply with legal requirements for reporting said abuse. All persons associated with Bethel are expected to comply with the procedures developed to implement this policy.

2. Purpose

This policy provides guidelines and procedures for those individuals who work with children, youth, disabled adults and vulnerable elders. This includes childcare, teaching/learning ministry, youth ministry, and retreats and other events both on and off site. The church shall work within the guidelines and legal requirements of the State of Washington and shall be prepared to respond to any or all allegations and incidents that may occur.

3. Working Definitions

3.1. Abuse: The physical, sexual, or emotional mistreatment of a vulnerable person by any person.

3.2. Adult: Any person eighteen (18) years of age or older.

3.3. Child Abuse and/or Neglect: A non-accidental injury or pattern of injuries to a child under the age of 18. This includes: failure to act resulting in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse or exploitation of a child by any adult.

3.4. Child or Youth: Any person under the age of 18.

3.5. Consent: Voluntary consent; no child or youth can give consent to an adult for sexual activity.

3.6. Elder / Older Adults: Any senior citizen, usually 65 years or older.

3.7. Emotional Abuse: Subjecting or exposing another to behavior that may result in psychological harm. Expressing attitudes or behaviors toward a child or youth that creates serious emotional or psychological damage.

3.8. Former Offenders: Someone who has been previously convicted of child abuse.

3.9. Mental Abuse: Verbal or other behavior causing damage to mental, emotional or spiritual health.

3.10. Physical Abuse: Examples of physical abuse include, but are not limited to: harmful restraint, beating, use of a weapon or instrument, or actions that result or could result in serious physical injury.

3.11. Prevention Education: Training for the congregation, including adults and youth working with the children/youth of the church.

3.12. Safe Conduct Team: Three people, appointed by the Board, who are available to receive confidential reports of suspicious or inappropriate behavior or policy violations. Team members shall forward complaint information to the pastor or moderator to investigate. Team members shall follow-up to be sure complaints are taken seriously.

3.13. Safe Touch: Touch of another person, given to show friendship, caring, and/or encouragement. People have different comfort zones regarding touch. A touching contact initiated by a child/youth is more appropriate than one initiated by an adult. For example, a child hugging an adult exuberantly is more appropriate than an adult asking a child for a hug. Unsafe touch is touch that causes pain or discomfort, involves contact to or near a private part of a person's body, or could make the other person feel afraid or uncomfortable.

3.14. Sexual Abuse: Sexual abuse occurs when a person subjects another person to nonconsensual sexual contact. Conditions defining the contact as nonconsensual include the following: (1) when the contact is imposed by force or by threat of harm; (2) when the contact is made with a person who is helpless and incapable of giving reasoned consent; and (3) when the contact is made with a minor, regardless of whether the minor gives consent, within the various definitions of sex offenses under Washington State law.

3.15. Staff: Any person who works at Bethel for pay, either as an employee or contractor, full or part time.

3.16. Volunteer: Any person who works at Bethel without pay.

4. Code of Conduct

Bethel is committed to creating an environment for children, youth and vulnerable adults that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from Bethel. All reports of suspicious or inappropriate behavior with children, youth and vulnerable adults or allegations of abuse will be taken seriously. Bethel will fully cooperate with authorities if allegations of abuse are made that require investigation.

All Clergy, employees, and volunteers must follow state specific mandatory reporting requirements. They shall be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. They will:

- Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
- Know and follow organization policies and procedures that protect youth and vulnerable adults against abuse.
- Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
- Follow up to ensure that appropriate action has been taken.

Clergy, employees, volunteers, and congregants shall report concerns or complaints about other employees, volunteers, adults, or youth to a member of Bethel's Safe Conduct Team, the pastor, the moderator or to Praesidium's Anonymous Helpline at 855-347-0751.

Bethel cooperates fully with the authorities to investigate all cases of alleged abuse. Any Clergy, employee, or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.

5. Recruiting, Screening, Hiring Paid Staff and Volunteers

5.1. Hiring of paid adult staff: The following procedure is required for any person to be hired at Bethel who will be working directly with children, youth, disabled persons, or older elders. The Personnel Committee is responsible for ensuring that these procedures are followed. To be hired at Bethel at person must:

- 5.1.1. Be at least 18 years of age.
- 5.1.2. Have completely filled out and submitted an application that includes a Disclosure Form and Consent for Background Check.
- 5.1.3. Have successfully passed a Background Check.

- 5.1.4. Have provided three references that shall be checked by the hiring body or the pastor.
- 5.1.5. Take and pass a certified Infant/Child CPR and First Aid class and takes training in in Recognizing and Reporting Child Abuse and Neglect within three months of assuming duties.
- 5.1.6. Upon selection and annually, read and sign an acknowledgement of the Safe Conduct Policies and Procedures.

5.2 Hiring of Older Bethel Youth to be primary childcare providers

- 5.2.1 An exception to the age 18 requirement for hiring primary childcare providers may be made for youth from Bethel families who are at least age 16.
- 5.2.2. Hiring process shall be the same as for hiring youth assistant childcare workers
- 5.2.3. This exception applies only when the number of children regularly attending childcare is no more than four and an adult from the congregation is designated to monitor the childcare room during the service and provide assistance if needed.

5.2. Hiring of youth assistant childcare workers: High school age youth may be hired to assist with childcare for programs and events sponsored by Bethel. Youth assistants shall always work in tandem with an adult. Youth assistants must participate in an orientation of our Safe Conduct Policy and Procedures. To be hired at Bethel, a high school age youth must:

- 5.2.1. Have completely filled out and submitted an application.
- 5.2.2. Have provided three references that shall be checked by the hiring body or the pastor.
- 5.2.3. Upon selection and annually, read and sign an acknowledgement of the Safe Conduct Policies and Procedures.

5.3. Volunteers: The following are required for any person who regularly volunteers to work with children and /or youth programs and activities. Volunteers shall:

- 5.3.1. Have attended Bethel for at least 6 months. There shall be no exceptions to this policy, even when volunteer candidates come from another church with similar programs.
- 5.3.2. Read and sign an acknowledgment of the Safe Conduct Policy annually
- 5.3.3. Submit personal information on a Disclosure Form and Consent for Background Check and successfully pass a background check.
- 5.3.4. Report any suspected incidents of child/youth abuse (or disabled or vulnerable/older adult) to the Safe Conduct Team, Pastor or moderator. In the event that the alleged incident involves the Pastor, a report shall be made to the moderator or the Central Pacific Conference Minister or conference Committee on Ministry.

5.4. Volunteers who are minors: Youth who have reached the age of 12 may volunteer to assist in programs and events for children sponsored by Bethel. Youth volunteers shall always work in tandem with an adult. Youth volunteers must participate in an orientation of our Safe Conduct Policy and Procedures.

6. Staff/Volunteer Records

All application forms, background check reports, and other personal records for staff and volunteers shall be permanently kept on file in the church office in a Locked Confidential Personnel File. At all times, the privacy and security rights of individuals are to be protected with utmost care.

7. Staff/Volunteer Training

The mission of Bethel is first to prevent abuse of children and vulnerable adults. It is difficult to comprehend that those among us, our friends and family, would commit such acts willingly, but some people do. Furthermore, persons unfamiliar with required behavior standards or who do not understand boundaries may unwittingly engage in behaviors that may be perceived as inappropriate or predatory. Their personal reputations and that of Bethel are then at risk.

To fulfill our leadership obligation each new employee and new volunteer shall complete a specific program of training within three months of assuming duties. Records shall be maintained by respective program directors (e.g. childcare, family and youth ministries,). The Chair of the Personnel Committee shall audit training records annually.

8. Awareness and Prevention Education

Awareness and Prevention programs shall be offered from time to time to members of the congregation, including children and youth. Qualified and age appropriate leaders and instructors shall be recruited for these specialized programs. These programs may be offered to Bethel participants and/or the wider community.

9.a. Responding to Suspicious or Inappropriate Behaviors or Policy Violations

Because Bethel is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone actively participates in the protection of youths. In the event that a Clergy member, employee, volunteer, or congregant observes any suspicious or inappropriate behaviors and/or policy violations on the part of others, it is their personal responsibility to immediately report their observations.

Remember, at Bethel, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Employees/Volunteers and Youth

- **Violation of the abuse prevention policies described above**
- **Seeking private time or one-on-one time with youths**
- **Buying gifts for individual youths**
- **Making suggestive comments to youths**
- **Picking favorites**

All reports of suspicious or inappropriate behavior with youths will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

9.a.1 Employee and Volunteer Response:

If an employee, volunteer, or congregant witnesses suspicious or inappropriate behaviors or policy violations from another employee or volunteer, they are instructed to do the following:

- Interrupt the behavior.
- Report the behavior to the Safe Conduct Team, pastor, or moderator.
- If they are not comfortable making the report directly, make it anonymously.
- If the report is about the pastor, contact the current Bethel moderator or Central Pacific Conference Minister or conference Committee on Ministry.
- Document the report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

9.a.2. Safe Conduct Team Response:

In the event that a member of the Safe Conduct Team receives a report of suspicious or inappropriate behaviors or policy violations, they must immediately report the information received to the pastor or moderator. Members of the Safe Conduct Team shall follow-up with the person who is investigating the allegation to be sure that it is being taken seriously.

9.a.3 Pastor or Moderator Response:

In the event that the pastor or moderator receives a report of suspicious or inappropriate behaviors or policy violations from the Safe Conduct Team, a staff member or congregant, the pastor or moderator is instructed to do the following:

- Determine the appropriate response based on the report.
- Speak with the employee or volunteer or congregant who has been reported.
- Review the file of the employee or volunteer or congregant to determine if similar complaints were reported.
- Document the report on the appropriate form.
- If at any point in gathering information about a report of suspicious or inappropriate behavior, a concern arises about possible abuse, contact the state authorities and file a report.

- If appropriate, notify parents and/or guardians.
- Advise the person who reported the behavior that the report is being taken seriously.
- Notify the Board that a complaint has been made and is being investigated without disclosing confidential details. At the conclusion of the investigation, notify the Board of the action taken.

Based on the information gathered, the following may be required:

- Increase monitoring or supervision of the employee, volunteer, or program.
- If policy violations with youths are confirmed, the employee or volunteer must be subject to disciplinary action up to and including termination and prosecution.
- If more information is needed, interview and/or survey other Clergy, employees, and volunteers or youths.

9.a.4 Organizational Response:

Once an issue is resolved, the pastor or moderator shall advise the Board of the action taken. The board shall evaluate the need for any changes in policies or practices, including the following:

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.

9.B. Responding to Suspected Abuse by an Adult

9.b.1. Employee or Volunteer Response to Abuse:

As required by mandated reporting laws, Clergy, employees, and volunteers must report any suspected abuse or neglect of a youth—whether on or off organization property or whether perpetrated by employees, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice. **More information on WA State Reporting Guidelines can be found here: <https://www.dcyf.wa.gov/safety/mandated-reporter>*

In addition to reporting to state authorities, Clergy, employees, and volunteers are required to report any suspected or known abuse of youths perpetrated by employees or volunteers to the Safe Conduct Team, Pastor, or Moderator so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk.

Additional Guidelines for Employee/Volunteer Response to Incidents or Allegations of Abuse

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that they were correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse.
- Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. State only the facts.
- It is not your job to investigate the incident but it IS your job to report the incident to the pastor or moderator in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

9.b.2 Pastor or Moderator Response to Abuse:

In addition to the above response procedures, the pastor or moderator shall ensure the following:

Guidelines for Pastor or Moderator Responding to Allegations or Incidents of Abuse

- First, determine if the youth is still in danger and if so, take immediate steps to prevent any further harm.
- Gather as much information about the allegation as you can. For example, who made the report, who was allegedly abused, who was the alleged abuser, what was the nature of the alleged abuse, where and when did the alleged abuse occur, etc.
- Accurately record everything you learn in as much detail as you can. Remember your notes may be read by others. Stick to the facts.
- Contact the appropriate local authorities as indicated by your mandatory reporting procedures. Make sure you get a case number and the name and contact information of the person with whom you speak at the reporting agency.
- Suspend the accused employee or volunteer until the investigation is completed.
- Notify the Board that an accusation has been received.

9.c. Responding to Youth-to-Youth Sexual Abuse and Sexualized Behaviors

The thought that one youth may sexually abuse another youth does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few years. Youth-to-Youth sexual

activity and sexualized behaviors often remain unreported in organizations because Clergy, employees, and volunteers are not comfortable documenting these situations, or may not know how.

Most serious incidents of youth-to-youth abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe. Bethel recognizes that the following interactions are high risk and are prohibited:

<i>Prohibited Youth-to-Youth Interactions</i>
<ul style="list-style-type: none">● Hazing● Bullying● Derogatory name-calling● Games of Truth or Dare● Singling out one child for different treatment● Ridicule or humiliation

In order to adequately respond to and track incidents within the organization, all sexual activity between youths and sexualized behaviors of youths must be consistently documented.

9.c.1 Employee and Volunteer Response:

Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If employees, volunteers, or congregants witness youth-to-youth sexual behaviors, they are instructed to follow these guidelines:

<i>Guidelines for Clergy, Employees, Volunteers, and Congregants Responding to Youth-to-Youth Sexual Activity</i>
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- If you observe sexual activity between youths, you should immediately separate them.
- Calmly explain that interactions are not permitted and separate the youths.
- Notify a member of the Safe Conduct Team or pastor or moderator.
- Complete the necessary paperwork including what you observed and how you responded.
- Follow the pastor's or moderator's instructions regarding notifying the authorities and informing the parents of the youth involved.
- In some cases, if the problem is recurring discipline may be required including not allowing one or both youths to return to the program.

9.c.2 Pastor or Moderator Response:

In the event that a pastor or moderator receives a report of a youth's sexualized behavior or youth-to-youth sexual activity, they shall do the following:

Guidelines for Pastor or Moderator Responding to Youth-to-Youth Sexual Activity

- Meet with the person who reported the sexual activity to gather information.
- Confirm that the youths involved have been separated or placed under increased supervision.
- Review the steps taken by the staff or volunteers on duty.
- Review the incident report to confirm it is accurately and thoroughly completed.
- Meet with parents of the youths involved.
- Determine what actions shall be taken to make sure there is no recurrence, including assessing the suitability of the program for the children involved.
- Notify the proper authorities.
- Develop a written corrective action or follow-up plan in response to the incident
- Notify the Board that a complaint has been received.

9.c.3 Organizational Response:

After the internal review of the sexualized behavior or youth-to-youth sexual activity, the Board shall determine what can be done to prevent a recurrence, such as:

Guidelines for Organizational Response

- Review the need for additional supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training.
- Alert others in the organization.

9.D. Responding to Victims

In the event of cases of reportable abuse, the policy of Bethel is to be responsive to the needs of victims within the constraints or obligations imposed under insurance contracts. In general, we will attend to the immediate needs of victims by providing support and pastoral care.

An incident of alleged abuse that requires medical or psychological care for a victim or family shall be reported to our insurance agent or the Insurance Board by the Moderator. The latter shall discuss with the Insurance Board Claims Department whether the circumstances warrant initiation of Crisis Management services which may include psychological counseling. Upon approval, counseling services may be offered to a perceived victim(s), which may include family members.

9.E. Notification of Parents

A minor child may be party to an incident either as an initiator or as the victim. Whether a child is initiator or victim may not be clear in all circumstances, such as a child-on-child incident. And violation of policy does not necessarily create a victim. While notification of parents of such circumstances may be warranted, utmost care in communication is required.

While communicating with a parent, and being mindful of the importance of timely communication, care shall be given to assessing:

- The specific facts;
- Whether a disciplinary or termination process is required;
- Whether a child should be dismissed from a program (requiring notification of other parents/guardians);
- Whether “mandatory reporting” is a factor;
- Who shall and in what manner communicate with the parents/guardian;
- Whether the Pastor should be involved in the communication;
- Tentative remedial steps to prevent a further incident.
- Notification of parents shall not be delayed when immediate medical care is required.

9.F. Responding to Media

Media publicity following an incident of abuse or exploitation may be detrimental to the reputations of individuals, the congregation and Bethel. Without intending ever to evade the media, contacts with media must be managed and conducted only by a person specifically designated by the Board to represent the church. No other person(s) may speak on behalf of the church. Unless designated

differently by the Board in a particular circumstance, the exclusive spokesperson for the church shall be the Bethel Moderator.

Prior to speaking to media, the Moderator shall contact and consult with the Central Pacific Conference Legal Counsel, to obtain an understanding of appropriate statements or admissions and issues of privacy that may apply to the situation.

Bethel's moderator shall give immediate consideration to securing Insurance Board media relations and crisis management resources. Considering the speed of news cycles, a prompt determination is required, erring on the side of seeking help.

10. General Safe Conduct Procedures

10.1. Generally, no staff or volunteer shall be alone with a child or youth. Any one-on-one meeting with a youth or child shall be during regular office hours with the door open or in a public place.

10.2. Anyone who has been convicted of any crime involving a child, older or disabled adult shall not be permitted to work with these classifications.

10.3. At least one person at all times working with children/youth shall hold a current CPR/First Aid training certification. Bethel shall reimburse for time and registration to complete this requirement.

10.4. Background checks on staff and volunteers shall be performed every 3 years. (See Addendum: Procedures for Background Checks)

10.5. All staff and volunteers caring for children in the Child Care Room shall wear an ID badge or name tag. Bethel shall provide identification.

10.6 On Sundays when an activity is available for children and youth during worship, children may either participate in that activity or attend worship. The leader of the activity shall ensure that no child or youth is unattended during the activity. At any other time, the parent (or adult who brought them) shall be responsible for making sure their child or youth is appropriately attended.

10.7 A solo teacher may lead activities for children and youth during worship provided the number of children and youth who regularly attend is ten or fewer and an adult from the congregation is designated to monitor the Sunday School room during the service and provide assistance if needed.

10.8 All church sponsored activities for children and youth outside the worship time shall be supervised by at least two people.

10.9. The entrance doors to all education rooms and the church office shall have windows in or adjacent to them allowing unobstructed views into the rooms.

10.10. Adult leaders who are unrelated to a youth may transport a youth only with the written permission of the youth’s parent or guardian. A copy of parental consent forms shall be kept in the church office until a minor child reaches age 18. It is advised that leaders not be alone in a car with an unrelated youth.

10.11. Adult leaders shall exercise caution when interacting with youth off-site and outside of regularly scheduled activities. Bethel has determined that the following kinds of outside contact are appropriate or inappropriate.

<i>Appropriate Outside Contact</i>	<i>Inappropriate Outside Contact</i>
<ul style="list-style-type: none"> ● Taking groups of youths on an outing ● Attending sporting activities with groups of youths ● Attending functions at a youth’s home, with parents present 	<ul style="list-style-type: none"> ● Taking one youth on an outing without the parents’ written permission ● Visiting one youth in the youth’s home, without a parent present ● Entertaining one youth in the home of staff or volunteers ● A lone youth spending the night with staff or volunteers

10.12 Any private electronic communication between staff and youths, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited. All communication between staff and youths must be transparent.

The following are examples of appropriate and inappropriate electronic communication:

<i>Appropriate Electronic Communication</i>	<i>Inappropriate Electronic Communication</i>

<ul style="list-style-type: none"> ● Sending and replying to emails and text messages from youths ONLY when copying in a supervisor or the youth’s parent ● Communicating through “organization group pages” on Facebook or other approved public forums ● “Private” profiles for Clergy, employees, and volunteers which youths cannot access 	<ul style="list-style-type: none"> ● Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments ● Sexually oriented conversations ● Private messages between Clergy, employees, and volunteers with youths ● Posting pictures of organization participants on social media sites ● Posting inappropriate comments on pictures ● “Friending” participants on social media
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10.13 Clergy, employees, and volunteers shall only give gifts to groups of youths, and only under the following circumstances:

1. The Board must be made aware of and approve the gift.
2. Parents must be notified.

10.14 Overnight stays present unique risks to youths and staff. They often involve changing clothes, groups of both genders and different ages in a more intimate atmosphere than usual, more unstructured activities, and increased supervision demands for staff.

Supervision Guidelines:

- All overnight activities must be documented and approved in writing by the Program Director / Minister.
- Administrators are expected to regularly and randomly observe overnight activities on a scheduled and periodic basis.
- The Director shall appoint a “lead” staff to supervise the overnight. A meeting with all staff is conducted to discuss the unique risks of overnight trips, unique elements of the specific overnight trip and to review the specific policies and procedures.
- Provide parents with written information about the overnight activity. All parents must sign a permission slip for their youths to attend the overnight.
- Determine the appropriate staff-to-youth ratios before the event and schedule staff accordingly.
- Meetings with the group shall be hosted in open and observable areas; meetings should not be hosted in staff or youth rooms.

Overnights at the Facility:

- Physical boundaries within the organization must be clearly defined and explained to the youths.
- Assign each staff to a specific group of youths to supervise. Each staff shall then maintain a role sheet that lists all of the youths in his or her group. Head counts and roll checks shall be conducted routinely throughout the evening.
- Assign staff to high risk areas in Bethel’s facility, such as the bathrooms, entrances and exits, hallways, etc. If it is not possible to assign specific staff to these areas, assign specific staff to conduct periodic facility “walk-throughs”.
- With regards to sleeping arrangements, separate the male and female youths into separate rooms and post staff at the entrances and exits to these rooms. If this is not feasible, separate males and females by as much space as possible.
- When performing room checks, staff shall always go in pairs.
- At least one staff must stay awake overnight.

Overnights Away from the Facility:

- Overnight stays at private homes are prohibited unless approved by the administration.
- Physical boundaries at the off-site location must be clearly defined and explained to the youths.
- Assign each staff to a specific group of youths to supervise. Each staff shall then maintain a role sheet that lists all of the youths in his or her group. Head counts and roll checks shall be conducted routinely throughout the event.
- If in a cabin type setting, the staff shall be placed in bunks to maximize supervision around the cabin and in a way that decreases the chances of youths sneaking out (such as by the door).
- In hotel rooms, assign youths to rooms based on sex and age. Staff shall have their own rooms. If staff must share rooms with youths, they must have their own beds and never change in front of youths.
- All staff are to be on duty in the halls or cabins at night until an hour after lights out and all rooms are quiet.

11. Liability Insurance

Bethel CUCC maintains Liability Insurance that addresses safety and sexual abuse. Information is located in the church office and is identified below.

Policy: PKU 005551507, IB ID# D001500

Insurance Agent: Barb Schimmel 503-357-3154

Addendum

Procedures for Background Checks

Administrator

The Board of Directors shall appoint an Administrator who shall oversee the background checks for all Bethel staff and volunteers. The church shall employ the tools and resources of the Insurance Board and its SafeConduct Workbench.

Background Checking

1. The Administrator will submit individual background checks and related services according to the Users Guide provided by Praesidium, Inc. and available on the SafeConduct Workbench.
2. Written permission to conduct a background check shall be obtained from each applicant prior to executing the check.
3. In the event that a background check results in information adverse to the candidate, the Administrator must refer the matter to the Pastor (or Moderator in the Pastor's absence) for consideration, and not act independently.
4. Notices shall be given to the candidate as required by the Fair Credit Reporting Act. However, legal counsel shall be consulted prior to forwarding any notice.
5. Criminal background checks shall be repeated for employees and volunteers who work with children every three years.

Approval Procedure

The Administrator shall review each background check and consult with the Pastor and Chair of the hiring body regarding any concerns raised in the report.

Where a criminal record exists, consideration shall be given to:

- Seriousness of the crime
- Statutes that may legally disqualify the person from working with minors
- Length of time since the last offense
- Pattern of criminal activity
- Activities the applicant has been involved in since the offense(s) occurred

Conviction for the following crimes shall be considered barriers to employment or volunteer work with children:

- Violent crimes
- Sexual assault
- Sexual abuse or neglect of a child

Arrest data are not grounds for disqualification, only convictions. The status or relevance of other crimes will be considered individually.

When the review is for a candidate for employment, following the review, the Administrator, Pastor, and Chair of the hiring body shall sign and date one of two documents that becomes part of the applicant's or employee's permanent personnel file:

"We have reviewed the criminal history of Applicant X and determined, based on the information we have available at this time, the applicant would be acceptable for the position."

OR

"We have reviewed the criminal history of Applicant X and determined, based on the information we have available at this time, the applicant is not acceptable for the position."

Confidentiality

At all times, the privacy and security rights of individuals will be protected with utmost care. The Administrator shall assure that physical means and processes are in place to protect individual rights.