



FLORIDA DISTRICT CHURCH OF THE NAZARENE

POLICY AND PROCEDURES

For the prevention of

Sexual Misconduct and Child Abuse

Adopted August 8, 2006, updated and adopted June 17, 2014

PURPOSE

It is the purpose of the leadership of the Florida District Church of the Nazarene, Inc. to encourage a safe and secure environment for all persons. We do this so that those who attend the churches on our district or participate in our camp programs may grow in their relationship with God and one another.

A safe and secure environment includes a formal, written policy to help prevent the occurrence of Child Abuse or sexual misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

The following policy and procedures are for the protection of our entire church family on the District.

SCOPE

This policy shall apply to all current and future employees of the Florida District Church of the Nazarene, Inc. compensated and/or volunteer, especially those who will have the responsibility of supervising the activities of Preschoolers, Children, Youth, and mentally handicapped persons. It will also apply to the hiring process for Pastors serving on the District.

DEFINITIONS

For the purpose of this policy the following definitions shall apply:

1. **District** shall be defined as the Florida District Church of the Nazarene, Inc.
2. **Preschooler, Child, Children, Youth,** and **Minor** shall be defined as any individual *under* the age of eighteen (18) (or whose mental capacity is that of a minor).
3. **Adult** shall be defined as any individual at least eighteen (18) years of age.
4. **Pastor** shall be defined as a minister recognized by the District as having oversight of the local church, as defined in the *Manual of the Church of the Nazarene*, (Paragraph 412).
5. **Assistant Pastor** shall be defined as a minister in a specialized area of service in the church, whose work is under the supervision of the Pastor.
6. **Teenage Worker** shall be defined as any worker, paid or volunteer at least fourteen (14) years old or older, but under the age of eighteen (18) enlisted to assist with the care of minors.
7. **Camp Volunteer** shall be defined as any Adult or Teenage Worker, enlisted to assist with the care of minors during camping activities sponsored by the District.
8. **District Volunteer** shall be defined as any Adult or Teenage Worker, enlisted to assist with the care of minors during non-camping activities sponsored by the District.
9. **Child Abuse** shall be defined as any inappropriate behavior, verbal, physical,

emotional, or sexual abuse of a Preschooler, Child, Youth, or Minor.

10. **Criminal Background Check** (CBC) is the procedure used by the United Way Volunteer Center, DPS, FDLE or other qualified agency to check the background of adult volunteers for criminal activity. The CBC will be a level two (federal) check.

WHAT IS CHILD ABUSE?

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, bullying, belittling and persistent teasing in person or from a distance via computer, phone, texting, etc.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography. This would include any use of technology to abuse. (ie. computer, phone, texting, etc.)
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

WHAT IS CHILD SEXUAL ABUSE?

“Any sexual activity with a child – whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.”

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the action.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Child sexual abuse includes any lewd and lascivious behaviors that involve touching and non-touching aspects.

Child sexual abuse includes any use of technology through messaging, phone calls, texting, etc. to engage in any type of sexual behavior with a child.

EMPLOYEE, PASTOR AND VOLUNTEER ENLISTMENT

1. The District will utilize the process outlined in the attached Enlistment Checklists for screening all potential employees, Pastors, Camp Volunteers and District Volunteers.
2. All prospective employees of the District, Camp Volunteers, District Volunteers and candidates for the position of Pastor will be required to complete a resume form or other application.
3. After a resume form or application is received, prior employment, volunteer service and personal references will be checked. It is suggested that, at a minimum, personal references be telephoned and a written memorandum be made of the contents of those telephone conversations, and that prior employment and church service references be contacted in writing.
4. Any prospective Camp Volunteer or District Volunteer will be required to have been in regular attendance at a local church for a minimum of six months, and have a signed recommendation from the Pastor of the local church.
5. Any prospective employee, Camp Volunteer, District Volunteer or Pastor that has prior incidents of sexual misconduct or Child Abuse will not be allowed to serve in any capacity.
6. Criminal Background Checks will be performed on each applicant after the applicant has signed the authorization/waiver/indemnity form, and prior to being enlisted as an employee. (Only qualified representatives of the District will have access to the Criminal Background Check report. Recommendations will be given by this individual(s) to the District Superintendent or District Advisory Board as to the qualification of applicants.) Criminal Background Checks will also be completed on all Camp Volunteers and District Volunteers.
7. At the applicant's request, the District may allow the applicant to review his/her criminal history record transcript at the District office, but in no event shall the District allow the applicant to retain and/or copy his/her transcript.

EMPLOYEE, PASTOR AND CAMP VOLUNTEER TRAINING

Each new employee, Camp Volunteer, District Volunteer and Pastor will be given the legal definition of Child Abuse in writing, as well as the policy of the District on reporting of Child Abuse. New employees will also be encouraged to view Child Abuse prevention video(s) available in the District resource office and read the written materials available on this subject to help them gain an appreciation for the significance of the concern. This will help employees identify Child Abuse in the future if they see signs of it.

Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify an employee, Pastor or Camp Volunteer from participating in the

leadership, sponsorship or supervising of any activities or programs with minors:

Any conviction for:

1. Criminal homicide;
2. Aggravated assault;
3. Crimes related to the possession, use or sale of drugs or controlled substances;
4. Sexual abuse;
5. Sexual assault (rape);
6. Aggravated sexual assault;
7. Injury to a child;
8. Incest;
9. Indecency with a child;
10. Inducing sexual conduct or sexual performance of a child;
11. Possession or promotion of child pornography;
12. The sale, distribution, or display of harmful material to a minor;
13. Employment harmful to children;
14. Abandonment or endangerment of a child;
15. Kidnapping or unlawful restraint;
16. Public lewdness or indecent exposure;
17. Enticing a child;
18. Any felony.

All charges for these crimes or charges or convictions for any other crimes not listed above will be reviewed by the individual approved by the District for interpretation of the criminal history record transcript and approved by the district for reviewing applicant transcripts. Only qualified persons (as stated above) may view information obtained on the criminal history record transcript.

SPECIFIC ACTS AND OMISSIONS IN VIOLATION OF THE POLICY

The following acts or omissions are violations of this Policy and will not be tolerated or accepted and are to be immediately reported to the District Superintendent or authorized District leader after the safety of the Child, Children, Youth, or Minor involved has been assured.

1. Any direct observations or evidence of sexual activity in the presence of or in association with a Minor.
2. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a Minor.

3. Sexual advances or sexual activity of any kind between any person and a Minor, whether in person, on-line, or through other electronic or telephonic means.
4. Infliction or physically abusive behavior or bodily injury to a Minor.
5. Physical neglect of a Minor, including failure to provide adequate supervision.
6. Mental or emotional injury to a Minor.
7. The presence or possession of obscene or pornographic materials at any function of the District.
8. The presence, possession, or being under the influence of alcohol or any illegal or illicit drugs.
9. The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for Minors at the District.

DISTRICT POLICY IN REGARD TO LOCAL CHURCHES

In order to protect our most precious asset, our children, the District encourages each church on the District to adopt and enforce a written policy and procedures to minimize the risk of sexual misconduct on the part of either paid or volunteer staff. This would include, but would not be limited to, background checks. A sample of such procedures is available at the district office

In addition, according to the *Manual of the Church of the Nazarene (2013-2017)*: [It is the responsibility of the District Superintendent] to approve or disapprove in writing requests from the Pastor and local church board to have or to employ any unpaid associate pastors or paid local associates (such as associates pastors; ministers or directors of Christian education, children, youth, adult, music, childcare/schools [birth through secondary], etc.). The primary criteria for the district superintendent's decisions to approve or disapprove, in concept, the hiring of paid staff will be the willingness and ability of the church to meet its local, district, and general obligations. It is the pastor's responsibility to screen and select pastoral associates. However, the district superintendent shall have the right to disapprove the nominee.

--Paragraph 208.13, Nazarene Manual (2013-20173)

CAMP VOLUNTEER WORKERS

Those who volunteer to serve at district camps, whether Adult or Teenage Workers, must go through the entire enlistment procedure. There are to be no exceptions for anyone to go through the complete process.

District camps will adopt the "two person" rule: It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in

these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

This rule applies to all activities. There should be two Adults or one Adult and one Teenage Worker assigned to each cabin or dormitory room of campers.

Workers should check the bathrooms first to make sure that the bathroom is empty before minors go in. For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

DISTRICT VOLUNTEER WORKERS

Those who volunteer to serve at district overnight functions, whether Adult or Teenage Workers, must go through the entire enlistment procedure. There are to be no exceptions for anyone to go through the complete process.

District overnight functions will adopt the “two person” rule, which Adults and/or Teen Workers should avoid being left alone with a minor. This rule applies to all activities.

CHILD ABUSE PREVENTION REPORTING

Any person within the scope of this policy having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person’s belief in accordance with this procedure. Non-accusatory reports (reports that identify the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made to the local or state law enforcement agency by calling 911.

1. The reporter shall fully comply with the Child Abuse reporting statute.
2. If such abuse is reported to the District, the District should also immediately contact the insurance company for the District to report the occurrence, and should also contact its attorney.
3. In instances where Child Abuse is confirmed and a member of the District staff is the perpetrator, the immediate supervisor should be contacted and advised.
4. This procedure is not only required as a condition of your job or volunteer position, but is also required by law.
5. Upon the first suspicion of an instance of Child Abuse, the following steps should be taken by the District immediately:

- a) Do not treat the suspicion as frivolous.
- b) Commence the investigation immediately, and conclude it as soon as possible.
 - i) If a sponsor or volunteer of minors suspects a case of Child Abuse, he or she is required by law to report his/her suspicions within 24 hours to the Department of Children and Families. It is the policy of the district that it also be reported immediately to one of the paid staff of the District.
 - ii) The District will be responsible for confirming the facts reported and the condition of the child, on the same day on which the first report was made if reasonably possible. Use the “Reducing the Risk Application Checklist” to complete the District responsibilities involved with the occurrence.
 - iii) Data concerning the child, name, address and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and address of the person responsible for the care of the child, if available, will be obtained.
- c) After the information is secured, the District will contact the Department of Children and Families. Maintain confidentiality of the investigation as much as possible. Emphasize confidentiality of the victim and any accused.
 - i) On the same day that the case is first reported verbally to DCF, the report will be documented on an Incident Report Form.
- d) Cooperate fully with law enforcement officials.
- e) Suspend any accused from the performance of duties involving children until the investigation has been completed.
- f) Inform the victim and the victim’s family of the steps that are being taken, and continue to keep them advised of the status of the investigations. If Child Abuse is confirmed, ask the victim and the victim’s family what action they would like to take in the matter, and fully cooperate to address their request with the bounds of a legal and prudent response (District legal counsel should assist in this determination).
- g) In instances where Child Abuse or sexual misconduct is confirmed, the District should immediately dismiss the employee or volunteer from that position. If it is reported that the perpetrator is a Pastor or other credentialed minister, the District will remove that person from the position until an investigation can be completed.

- h) In instances where the evidence is inconclusive, the District should take action consistent with the strength of the evidence available and after consideration of the victim's/family's request.
 - i) Keep the District Advisory Board informed of the investigation with respect to matters which are not confidential, so that the District Advisory Board member will hear about the investigation from within the District rather than from the news media.
6. Promptly take steps to plan for a response to the media and attempt to speak to the media only through one contact person so that the District can emphasize through the media to the public the District's position on Child Abuse, its concern for the victim, and the extensive steps the District is taking to address the present occurrence and to reduce the risk and provide a safe environment for other children.

Every allegation of sexual offense or molestation should be investigated promptly and thoroughly by officials and reported to the District insurance company immediately. If such allegation is established after investigation, the relationship with the worker should be terminated.

INSURANCE

The District shall obtain a sufficient level of liability insurance coverage that would cover Child Abuse and sexual misconduct claims. If available, the district should have the levels of coverage which are required for limited immunity.

REDUCING THE RISK APPLICATION CHECKLIST TO BE COMPLETED BY CLERGY/PROFESSIONAL STAFF PERSONS

In the case of an allegation of child/youth sexual abuse, the district leader who observes or to whom the information is given is required by the district and by the state law to complete the tasks listed below. Date and initial as each step is completed.

Date: _____	Initial: _____	1. For paid professional staff and other employees: remove the accused from the situation and suspend the accused from duties involving children/youth
Date: _____	Initial: _____	2. For volunteers: Remove the accused from the situation and immediately notify the closest available professional staff person who will suspend the accused. If the professional staff person to whom the allegation is reported is not the department director, the person reporting will inform the director as soon as possible.
Date: _____	Initial: _____	3. Make written documentation of everything done and said. If the person reporting the allegation is a volunteer, both the volunteer and the professional staff to whom the volunteer has reported will document the procedures taken.

The procedures after this point will be administered by authorized District staff only.

Date: _____	Initial: _____	4. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns
Date: _____	Initial: _____	5. Immediately notify the state authorities. Failure to report any suspected, alleged or witnessed abuse is a crime.
Date: _____	Initial: _____	6. Immediately notify the District Superintendent
Date: _____	Initial: _____	7. Make written documentation of persons contacted and action taken to this point.
Date: _____	Initial: _____	8. The district staff person will immediately notify a member of the District Advisory Board to begin the internal and employee or pastoral care process:

Date: _____	Initial: _____	a. notify the insurance carrier of the incident immediately and comply with its investigation, if any;
Date: _____	Initial: _____	b. cooperate with legal and state authorities in their investigation, if any;
Date: _____	Initial: _____	c. prepare a written statement and designate a spokesperson to respond to media inquiries;
Date: _____	Initial: _____	d. provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed;
Date: _____	Initial: _____	e. respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved;
Date: _____	Initial: _____	f. inform the affected volunteer(s) and paid staff members of the need for confidentiality, and;
Date: _____	Initial: _____	g. consider and respond to the concerns of other parents.
Date: _____	Initial: _____	9. The director of the affected ministerial area will respond to the pastoral care concerns of persons within the department.
Date: _____	Initial: _____	10. Within five (5) days of the alleged abuse, the district staff person who made the original report will prepare a written report.

INCIDENT REPORT FORM

Reason for report _____

Date of incident _____

Location of incident _____

Reporter _____

Name(s) and Age(s) of Victim(s) _____

Quote the victim's first words verbatim:

Briefly describe what happened:

What action did you take?

Has the incident been resolved? ____yes ____no Explain:

Were there any witnesses? ____yes ____no

Names: _____

Signatures of witnesses (if possible):

Report submitted to:

PASTOR ENLISTMENT CHECKLIST

TASK TO COMPLETE

COMPLETED BY – INITIALS

1 Resume Form	
2 Receive Copy of Policy & Procedure Manual	
3 Criminal Records Check Authorization	
4 References Checked	
5 Criminal Background Check Performed (Level 2)	
6 CBC Reviewed by Approved Staff	
7 Interview After Checks Are Made	
8 Review Background Transcripts with Applicant	

EMPLOYEE ENLISTMENT CHECKLIST

TASK TO COMPLETE	COMPLETED BY - INITIALS
1 Application Form/Resume	
2 Receive Copy of Policy & Procedure Manual	
3 Criminal Records Check Authorization	
4 References Checked	
5 Criminal Background Check Performed (Level 2)	
6 CBC Reviewed by Approved Staff	
7 Interview After Checks Are Made	
8 Review Background Transcripts with Applicant	
9 Employee Training	
α Definition of Child Abuse	
β Procedure on Reporting Abuse	
c View Video(s)	
d Written Material(s)	

VOLUNTEER ENLISTMENT CHECKLIST (To be used for District Camp Volunteers)

Volunteer Name _____

Event _____ Date _____

Director Name _____

task to complete	completed by (initials)
1. Receive Copy of Policy & Procedure Manual	
2. Criminal Records Check Authorization Attendance and recommendation requirements met	
3 References Checked	
4 Criminal Background Check Performed (Level2)	
5 CBC Reviewed by Approved Staff	
6 Interview After Checks Are Made	
7 Review Background Transcripts with Applicant	
<u>To be signed by volunteer:</u>	
I affirm that I have received and read the Policy and Procedures for the Prevention of Sexual Misconduct and Child Abuse prior to the event, and agree to abide by them.	
Signed:	
Date:	

VOLUNTEER ENLISTMENT CHECKLIST (To be used for non- Camp Volunteers)

Volunteer Name _____

Event _____ Date _____

Director Name _____

task to complete	completed by (initials)
1. Receive Copy of Policy & Procedure Manual	
2. Criminal Records Check Authorization Attendance and recommendation requirement met	
3. References Checked	
4. Criminal Background Check Performed(Level 1)	
5. CBC Reviewed by Approved Staff	
6. Interview After Checks Are Made	
7. Review Background Transcripts with Applicant	
<u>To be signed by volunteer:</u>	
I affirm that I have received and read the Policy and Procedures for the Prevention of Sexual Misconduct and Child Abuse prior to the event, and agree to abide by them.	
Signed:	
Date:	

Florida District Church of the Nazarene

BACKGROUND INVESTIGATION CONSENT

I, _____ (applicant complete name), hereby authorize _____ (organization) and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications for employment now, and if applicable, during the tenure of my employment with _____ (organization).

I release _____ (organization) and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the beset of my knowledge.

Full name (printed)

Maiden name or other names used

Present street address How long?

City/State Zip

Former street address How long?

City/State

Date of birth Social security Driver's license # State of license

Signature Date

Event _____

DEFINITION AND INDICATIONS OF ABUSE

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, bullying, belittling and persistent teasing in person or from a distance via computer, phone, texting, etc
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, pornography or any lewd and lascivious behavior. This would include any use of technology to abuse. (ie. computer, phone, texting, etc.)
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

POSSIBLE INDICATORS OF ABUSE

NEGLECT

Behavioral Indicators

1. Is truant or tardy often or arrives early and stays late.
2. Begs or steals food.
3. Attempts suicide.
4. Uses or abuses alcohol and/or other drugs.
5. Is extremely dependent or detached.
6. Engages in delinquent behavior, such as prostitution or stealing.
7. Appears to be exhausted.
8. States frequent or continual absence of parent or guardian.

Physical Indicators

1. Frequently is dirty, unwashed, hungry, or inappropriately dressed.
2. Engages in dangerous activities (possibly because he/she generally is unsupervised).
3. Is tired and listless.
4. Has unattended physical problems.
5. May appear to be overworked and/or exploited.

SEXUAL ABUSE

Behavioral Indicators

1. Is reluctant to change clothes in front of others.

2. Is withdrawn.
3. Exhibits unusual sexual behavior and/or knowledge beyond developmental age.
4. Has poor peer relationships.
5. Either avoids or seeks out adults.
6. Is pseudo-mature.
7. Is manipulative.
8. Is self-conscious.
9. Has problems with authority and rules.
10. Exhibits eating disorders.
11. Is self-mutilating.
12. Is obsessively clean.
13. Uses or abuses alcohol and/or other drugs.
14. Exhibits delinquent behavior such as running away from home.
15. Exhibits extreme compliance or defiance.
16. Is fearful or anxious.
17. Exhibits suicidal gestures and/or attempts suicide.
18. Is promiscuous.
19. Engages in fantasy or infantile behavior.
20. Is unwilling to participate in sports activities.
21. Has school difficulties.

Physical Indicators

1. Has pain and/or itching in the genital area.
2. Has bruises or bleeding in the genital area.
3. Has venereal disease.
4. Has swollen private parts.
5. Has difficulty walking or sitting.
6. Has torn, bloody, and/or stained underclothing.
7. Experiences pain when urinating.
8. Is pregnant.
9. Has vaginal or penile discharge.
10. Wets the bed.

EMOTIONAL ABUSE

Behavioral Indicators

1. Is overly eager to please.
2. Seeks out adult contact.
3. Views abuse as being warranted.
4. Exhibits changes in behavior.
5. Is excessively anxious.
6. Is depressed.
7. Is unwilling to discuss problems.
8. Exhibits aggressive or bizarre behavior.
9. Is withdrawn.

10. Is apathetic.
11. Is passive.
12. Has unprovoked fits of yelling or screaming.
13. Exhibits inconsistent behaviors.
14. Feels responsible for the abuser.
15. Runs away from home.
16. Attempts suicide.
17. Has low self-esteem.
18. Exhibits a gradual impairment of health and/or personality.
19. Has difficulty sustaining relationships.
20. Has unrealistic goal setting.
21. Is impatient.
22. Is unable to communicate or express his/her feelings, needs, or desires.
23. Sabotages his/her chances of success.
24. Lacks self-confidence.
25. Is self-deprecating and has a negative self-image.

Physical Indicator

1. Has a sleep disorder (nightmares or restlessness).
2. Wets the bed.
3. Exhibits developmental lags (stunting of his/her physical, emotional, and/or mental growth).
4. Is hyperactive.
5. Exhibits eating disorders.

PHYSICAL ABUSE

Behavioral Indicators

1. Is wary of adults.
2. Is either extremely aggressive or withdrawn.
3. Is dependent and indiscriminate in his/her attachments.
4. Is uncomfortable when other children cry.
5. Generally controls his/her own crying.
6. Exhibits a drastic behavior change when not with parents or caregiver.
7. Is manipulative.
8. Has poor self-concept.
9. Exhibits delinquent behavior, such as running away from home.
10. Uses or abuses alcohol and/or other drugs.
11. Is self-mutilating.
12. Is frightened of parents or going home.
13. Is overprotective of or responsible for parents.
14. Exhibits suicidal gestures and/or attempts suicide.
15. Has behavioral problems at school.

Physical Indicators

1. Has unexplained* bruises or welts, often clustered or in a pattern.
2. Has unexplained* and/or unusual burns (cigarettes, doughnut-shaped, immersion-lines, object-patterned).
3. Has unexplained* bite marks.
4. Has unexplained* fractures or dislocations.
5. Has unexplained* abrasions or lacerations.
6. Wets the bed.

(* Or explanation is inconsistent or improbable).

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OTHER TYPES OF HARM

Most of us think that liability arises only out of tangible harm, such as bodily injury or property damage. Unfortunately, increasing numbers of lawsuits involve situations where physical injury is not involved. These exposures may arise out of:

1. Libel and slander – untrue statements about members of the congregation or other faiths. Emotional distress may be caused because of statements made or actions taken, even if they are well founded in truth.
2. Public demonstrations against individuals, groups, or organizations if improperly conducted.
3. Discharge of students or expulsion of members of congregations.
4. Invasion of privacy – investigations into the private lives of members may cause liability, as may acts such as searching lockers, desks, or personal property of employees or students.
5. Publications – accuracy of facts should be carefully determined. Accusations should not be published. Groups or classes of individuals should not be charged with guilt by association.
6. Counseling by insufficiently trained or unskilled counselors.

IMPROPER OR INADEQUATE SUPERVISION

You can't over-supervise. Most states or local governments have specific requirements on the minimum ratio of supervisors to participants. Probably more litigation results from "failure to properly supervise" than any other cause. If negligence cannot be found for any other reasons, attempts are made to find inadequate supervision.

Instances where improper or inadequate supervision will likely be alleged are:

Accidents on the playground
In Sunday School
Church outings
Sporting events
Field trips
Swimming
In the classroom

Proper location of supervisors on playgrounds or at swimming pools is as important as the number of supervisors. Governmental authorities should be contacted prior to events on public property to determine any safety requirements and to place authorities on notice of the type of

activity planned. Parents should be informed in writing of the exact nature of the planned event, describing the supervision to be given church or school. Parental consent should be obtained in writing of any special event.

Qualifications required for supervisory personnel should be determined for each event. You need people of mature judgment who are experienced supervising groups of children or young people. The supervisor should not have a history of problems with assigned groups.

A thorough check should be made on an individual's background, especially where supervisors are employees of the church or school. All states have standards for hiring employees in charge of children. District officials should be informed of state and local requirements. This would include "certification of teachers".

HAZARDOUS ACTIVITIES

We enjoy activities that foster good fellowship. However, in some activities the dangers outweigh the enjoyment. These are classified as hazardous and extra hazardous. Hazardous activities should be stringently supervised with strict limitations. Extra hazardous activities should not be sponsored by the church or school.

Hazardous

Water slides
Water-skiing
Snow skiing
Rafting
Unsupervised swimming
Canoeing
Paddle boating
Horseback riding
Rope jumping
Basketball
Volleyball
Softball
Sack races
Touch football
Roller skating
Ice skating

Extra Hazardous

Hayrides
Mud Olympics
Dune buggies
Snow tubing
Obstacle courses
Haunted houses
Tackle football
Snowmobiles
Rodeos
Rope swings
Monkey bar equipment
Fireworks displays & stands
Motorbikes
Rock climbing
Trampolines