

CEF® Child Protection Policy

Adapted for use by volunteers of CEF® East Central Indiana

The purpose of Child Evangelism Fellowship® is to evangelize boys and girls with the Gospel of the Lord Jesus Christ and to establish (disciple) them in the Word of God and in a local church for Christian living. We recognize the privilege and the responsibility this brings to all involved in our organization.

There is no more sacred trust given than being entrusted with precious children. Child Evangelism Fellowship takes seriously our stewardship of protecting children in our care. We are acutely aware that those who would hurt children will seek affiliation with Christian ministries to gain access to children. Therefore, we must be diligent, ensuring that thorough screening applies to every person working with children in CEF.

Also, we must do everything possible to protect our volunteers and staff from false accusations.

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 protect children and provide peace of mind and confidence to parents, volunteers, and staff.

POLICY

Child abuse is defined as any verbal abuse, online abuse, sexual abuse, sexual exploitation, or infliction of injury. Examples of sexual abuse are: rape, incest, sodomy, lewd or lascivious behavior which includes wrong types of speech, inappropriate use of communication devices or touching.

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

1. Always provide adult supervision for children in our care.
2. Two-worker (minimum) rule: Two CEF workers, paid or volunteer, must be present at any CEF activity where children or minors are present including online or by phone.
 - a. Never be alone with a child/children in any setting.
 - b. Never be alone with a minor in any setting, unless the minor's parent has signed a waiver.
3. Ensure that all rooms where ministry is taking place are accessible (not locked) with a window in the door or the door left wide open. There should be no private conversations, texts or online chats.

4. Report to supervisory staff all suspicious or inappropriate behavior between any CEF worker and a child or minor.
 - a. Supervisory staff must complete R-9 (see USA Operations & Policy Manual) and investigate incident immediately.
5. Supervisory staff must make random visits of CEF sponsored activities.
6. Overnight activities sponsored by CEF involving children or minors must be approved by the local or state director and the local committee or state board.

PRE-SERVICE SCREENING

All volunteers who have contact with minors (in person, online or by phone), all paid staff and all committee/board members who represent and/or participate in CEF;

1. Be screened by a face-to-face interview
2. Show a government issued photo ID
3. Read the Child Protection Policy.
4. Listen to or view the Protecting Today's Child presentation.
5. Read and sign the Worker's Compliance Agreement.
6. Complete the Confidential Screening Form.
7. Complete the Background/Reference Check Authorization (parent must sign for a minor).

For adults (18 and older), in addition to 1-7, CEF must:

8. Conduct a criminal background check with these minimum requirements
 - National Criminal Database Search
 - o If a state or county does not report to the National Criminal Database, then a state or county report is required.
 - National Sex Offender Registry Search
 - Social Security Number Address History Trace

SPECIAL NOTE: Volunteers under age 14 must:

- Always be under the direct supervision of a screened worker aged 16 or above.
- Never be supervised by a single individual (adult or minor).

- Never serve as one of the two individuals in the two-worker policy requirement.

Criminal Background Check Screening Rules

The following would prevent a person from working with CEF:

1. Any crime against children. No exceptions.
2. Any sex crime of any type. No exceptions.
3. All felony convictions. Exceptions require the approval of the vice president, USA Ministries.

Rescreening Requirements

1. Every worker must review the Protecting Today's Child presentation annually.
2. Workers who have not been active within one year must have a Criminal Background Check rerun.
3. Every worker must have a Criminal Background Check rerun every five years.
4. A worker transferring to another area must obtain from his former location a signed and completed Screening Procedure Checklist. If the Criminal Background Check was conducted more than five years prior, the transferred worker must be processed as a new worker.
5. All minors (ages 14-17) must be processed as new adult workers when they reach their 18th birthday.

REPORTING OBLIGATIONS

When any worker has reasonable suspicion that a minor or child is being abused by anyone representing CEF, or is himself accused, or someone whose action would reflect on CEF is accused, the following action must be taken:

1. Call USA Ministries 636-456-4321, ext. 5510 as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.
2. Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors or children until the matter is completely resolved.
3. USA Ministries will determine the future ministry of the accused staff member or volunteer.

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

All CEF staff and volunteers must fully abide by this policy and all state child abuse reporting requirements.

Reporting Suspected Child Abuse by a CEF Worker

1. A volunteer who suspects abuse must report the suspicion to the state director and comply with legally mandated reporting requirements.
 - a. All observed suspicious or inappropriate behavior taking place during ministry activities must be reported immediately to the local CEF director.
 - b. If abuse of a child or minor is suspected by anyone in CEF ministry, it must be reported to the local director immediately.

Mandatory Reporting Statute

Each state director and state board chairperson should know and keep current with their state's mandatory reporting statute. This statute is to be communicated with each staff and volunteer so every CEF worker is aware of his/her responsibility in regard to reporting possible child abuse. Any knowledge of suspected abuse should only be shared as is absolutely necessary or as determined by the statute. Having knowledge, even secondhand, may result in the person with the knowledge becoming a mandatory reporter.

Non-Citizens Applying to Serve in USA

Anyone who represents CEF must have a Social Security number to be effectively screened. Anyone not having a Social Security number is ineligible to work in CEF.

U.S. Citizen Serving Outside Home Ministry Area

Anyone representing CEF visiting outside his home ministry area who has been screened according to CEF standards does not require rescreening.