

1. Title: Volunteer Requirements

2. Purpose:

To establish a volunteer requirements policy which will provide maximum child protection.

3. Policy:

3.1 Sunday School teachers, WNL teachers, and Youth Leaders should be members of FPCC. VBS teachers and crew leaders, who are not members, may volunteer in tandem with members.

3.2 The Director of Christian Education and/or the Associate Pastor, as Administrators of the Child Protection Policy, oversee volunteer recruitment. The Church Administrator maintains official records of volunteers, orders background checks, and ensures flagged reports are reviewed by the Head of Staff.

3.3 All volunteers and paid staff who work with children and youth shall fill out a Volunteer Information Form and other Fair Credit Reporting Act (FCRA) compliant documents, providing personal and confidential information necessary to conduct a criminal history record check. (See FPCC Policy 7.23)

3.3.1 In the case of Vacation Bible School, unchecked VBS volunteers will be paired with volunteers who have met the requirements, and unchecked VBS volunteers will not be left with children unsupervised. Unchecked VBS volunteers must also have a positive reference from at least one FPCC church member who knows the individual.

3.4 All volunteers who work with children and youth shall meet the qualifying characteristics expected of leaders and teachers. (OPS 11.01)

3.5 All volunteers and paid staff who work with children and youth shall receive annual training on the Child Protection Policy. Completion of this training requirement shall be documented in the volunteer's official general file located in the church office.

4. Definitions

Children and Youth - Individuals between the ages of birth to 18 years.

5. Procedures

5.1 The Director of Christian Education and/or the Associate Pastor shall provide a description of the position to be filled to the Discipleship chairperson. The

description will be reviewed and approved by the Session via the Administration Committee.

5.2 The Director of Christian Education and/or the Associate Pastor, along with the Discipleship Committee, shall prayerfully consider candidates among the congregation who may be called to serve in the particular volunteer position.

5.3 The Director of Christian Education and/or the Associate Pastor shall contact each candidate, interview him or her, and provide each candidate with copies of this section's Child Protection OPS, and explain the need for a Volunteer Information Form and the requirement for a Background Check. The Director of Christian Education and/or the Associate Pastor is also responsible for ensuring that the candidate has signed and dated the Authorization by Volunteer/Volunteer Applicant to Conduct Background Investigation. This must be done before the background check is run and cleared and the candidate is engaged as a volunteer. (OPS 7.23)

5.4 The Church Administrator shall initiate the Background Check with the church's approved national background checking agency.

5.5 All volunteers and paid staff who work with children and youth shall receive annual training on the Child Protection Policy of FPCC. The training shall be facilitated by the Director of Christian Education and/or the Associate Pastor and the Discipleship Chairman. (See Appendix A - Outline for Child Protection Training)

6. Review Schedule:

The Discipleship Committee Chairman shall review this OPS every three years on the anniversary of the effective date and make any needed revisions for Session's approval.

7. Approval: The Session approved this OPS on the above effective date.

**APPENDIX A
Child Protection Training Outline**

- I. Protection Policy
 - A. History
 - B. Content
 - 1. Background Checks on all paid staff and volunteers working with children and youth
 - a. Submit Paid Staff and Volunteer Information Form
 - b. Security of information contained in form
- II. Personal Obligation of Paid Staff and Volunteers
 - A. Take training
 - B. Commit no prohibited acts
 - C. Consciously practice good personal boundaries
 - D. Report suspected abuse
 - 1. Legal obligation if one has knowledge of or observes abuse
 - 2. Know signs of abuse
 - 3. Reporting steps
 - a. Personally secure the safety of children and youth
 - b. Report the incident immediately to the Senior Pastor or Associate Pastor, or, if a Pastor is involved, report to the Discipleship Chairperson, The Administrative Chairperson, or the Clerk of Session.
 - c. Complete a Suspected Abuse Report Form
 - d. Do not leave children or youth alone while reporting incident
 - e. Do not personally confront the alleged or accused violator of the Policy
 - f. Maintain confidentiality

APPENDIX A

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III. Understanding and recognizing abuse

- A. Definition
- B. Statistics
- C. Perpetrators
- D. Why?
- E. Myths
- F. Incest
- G. Physical indicators
- H. Changes in behavior
- I. Handling disclosure
- J. Summary

This sample outline was adapted from Webster Presbyterian Church's Protection Policy Training. WPC is in Webster, TX.

Appendix A
Possible Signs of Abuse

I. Ages 0 - 8

- A. Drawings, pictures, or stories with strong, unusual or bizarre sexual theme
- B. Overt sexual behavior (individually or with peers)
- C. Withdrawal from peer interaction
- D. Aggressive behavior
- E. Extreme fear of being alone with men or boys
- F. Extreme fear of showers and restrooms (These are common places for sexual abuse to occur.)
- G. Poor attention span (Daydreaming)
- H. Poor self concept
- I. Poor peer relations
- J. Reluctant or fearful about going home
- K. Unnaturally mature behavior
- L. Manipulative behavior

II. Ages 9 or older

- A. Overt sexual behavior
- B. Withdrawal
- C. Poor self concept
- D. Unnaturally mature behavior
- E. Poor attendance and academic performance
- F. Poor attention span
- G. Refusal to dress for PE
- H. Unwillingness to participate in recreational activities
- I. Repeated attempt to run away from home
- J. Use of drugs
- K. Prostitution
- L. Aggressive behavior
- M. Unusual and offensive body odors