



**Lakeside Presbyterian Church  
Child Protection Policy**

**Volunteer Packet**  
*Updated August 2024*

**Table of Contents**

**Child Protection Policy..... 2**  
    **Appendix A: Checklist for Employees & Volunteers..... 4**  
    **Appendix B: Reporting Procedures..... 5**  
    **Appendix C: Response Procedures ..... 7**  
    **Bullying Policy ..... 8**  
        **UNDERSTANDING BULLYING..... 9**  
    **Volunteer Code of Conduct ..... 11**  
    **Child Participant Code of Conduct ..... 12**  
**Child and Youth Volunteer Application ..... 13**  
    **Background Check Form ..... 15**  
**Return Child and Youth Volunteer Application ..... 17**

**Volunteers, please fill out and return the appropriate forms:**

First-Time Volunteers:

- First Time Volunteer Application – Long Form, for First Time Volunteers
- Background Check Form, for First Time Volunteers

Returning Volunteers:

- Return Volunteer Application – Short Form, for Return Volunteers



**Child Protection Policy**  
**Lakeside Presbyterian Church**  
**Adopted July 31, 2013**

**GENERAL PURPOSE STATEMENT**

Lakeside Presbyterian Church seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the practices below, Lakeside Presbyterian Church affirms our goal to protect the children and youth of our church from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

**PRACTICES**

1. All adults and youth, both employed and volunteer, who work with minors must be screened and adults must undergo a criminal background check prior to beginning work. The steps and the checklist to be used in this Screening Process are labeled "Appendix A".
2. Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any church-sponsored activity or program for minors.
3. Adult survivors of childhood sexual or physical abuse need and will receive the love and acceptance of our church family.
4. Employees and volunteers who work with children and youth shall observe the "two adult rule" or the "open door policy" at ALL times. The "two adult rule" will be mandatory for all employees and volunteers with our nursery and kindergarten age children.
  - a. The "two adult rule"  
It is our goal to have a minimum of two unrelated adult workers in attendance at all times when children or youth 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 or with special authorization by parents.
  - b. The "open door policy"  
Classroom doors should remain open unless there is a window in the door or a window beside it. Doors should never be locked while persons are inside the room.
5. All volunteers working with children and youth are required to be members or active constituents of Lakeside Presbyterian Church for a minimum of six months before they begin their work.

6. Our guidelines and procedures for reporting suspected incidents of abuse, or any behavior, which seems abusive or inappropriate are labeled "Appendix B". Our guidelines and procedures for responding to reported incidents of abuse are labeled "Appendix C".

**IMPLEMENTATION:**

We recommend that these guidelines and procedures be implemented within ninety (90) days of their adoption.

The staff and Education Committees will have the responsibility to implement and enforce these guidelines and procedures, including the training of employees and volunteers, maintaining confidential records, and implementing the screening process.



## Appendix A

### Lakeside Presbyterian Church Child Protection Policy

#### Checklist for Employees and Volunteers

- Been a member or active constituent of Lakeside Presbyterian Church for at least six (6) months.
- Been trained with particular stress on having a witness present when dealing with children and youth one-on-one (or using public open areas, leaving doors open, or utilizing rooms with windows in or next to doors).
- Been given a copy of instructions for handling child abuse cases.
- Has completed volunteer application.
- Has had references checked.
- Has completed a criminal background check within the last three years.

\_\_\_\_\_  
(Checked by)

\_\_\_\_\_  
(Date)

Note: This form is to be posted in each worker's file. No worker is to be assigned until completion of the checklist.



## Appendix B

### Lakeside Presbyterian Church Child Protection Policy

#### Reporting Procedures

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as Lakeside Presbyterian Church, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. Therefore, all employees and volunteers at Lakeside Presbyterian Church must adhere to the following procedures:

1. In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of Lakeside Presbyterian Church, the employee or volunteer shall immediately notify a pastor or, in the absence of a pastor, a person designated by the session of Lakeside Presbyterian Church. In the event of suspected, reported, or discovered child abuse or neglect, the same employee or volunteer will also immediately make a report to the protection and permanency office for Kenton County, 859-292-6550, or the Child Protection Hot Line: 1-877-KYSAFE1 or 1-877-597-2331.
  - Physical signs of molestation may include:
    - Lacerations and bruises
    - irritation, pain or injury to the genital area
    - difficulty with urination
    - discomfort when sitting
    - torn or bloody underclothing
    - venereal disease
  - Behavioral signs of molestation may include:
    - nightmares
    - anxiety when approaching the church building or nursery or preschool area (beyond normal separation anxiety)
    - nervous or hostile behavior toward adults
    - sexual self-consciousness or acting out of sexual behavior
    - withdrawal from church activities and friends
  - Verbal signs of molestation may include:

- "I don't like \_\_\_\_\_."
- "\_\_\_\_\_ does things to me when we're alone."
- "I don't like to be alone with \_\_\_\_\_."
- "\_\_\_\_\_ fooled around with me."

- Adopted from Child Abuse: Governing Law and Legislation by I. Sloan (1983)
2. Reports shall be documented in writing with the date of the report, the time of the report, the telephone number to which the report was made, the name of the recipient of the report, and a brief synopsis of the report. If at all possible, all oral reporting will be done in the presence of a recorded witness.
  3. All church employees and volunteers working with minor children will receive training each year regarding the signs of child abuse, including child sexual abuse, and the steps to report any and all suspected child abuse.



## Appendix C

### Lakeside Presbyterian Church Child Protection Policy

#### Response Procedures

1. The official spokesperson for Lakeside Presbyterian Church shall be the Senior Pastor, or in the absence of the Senior Pastor, a person previously designated by the session. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the official spokesperson. No person other than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson.
2. The official spokesperson shall immediately report any alleged incident of child abuse to the appropriate local Child Protection Services agency of the county, our insurance carrier, and the General Presbyter of the Presbytery of Cincinnati.
3. The care and safety of the victim is our first priority. We will not confront the accused without the approval of the Child Protection Service or law enforcement authorities.
4. We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim's family, extending whatever pastoral care resources are needed. We will fully cooperate with any authorities investigating an allegation of child abuse.
5. We will treat the accused with dignity and respect. If the accused is a church worker, that person shall be temporarily relieved of his or her duties until the investigation is finished and the person cleared by the authorities. If the accused is a paid employee of our church, his or her income will be maintained, until allegations are cleared by authorities or until criminal charges are filed.
6. All communication by the official spokesperson to the media, congregation, and public will protect the privacy and confidentiality of all involved.
7. All efforts in responding to the alleged incident of child abuse shall be documented by the Senior Pastor or, in the absence of the Senior Pastor, by the previously designated spokesperson, and maintained in a secure and confidential file.



## Lakeside Presbyterian Church Child Protection Policy

### Bullying Policy

Lakeside Presbyterian Church seeks to create an environment that is positive and encouraging for all participants. Accordingly, we have no tolerance for bullying. Any instance of bullying will be met with immediate action on the part of Lakeside staff and volunteers. Any participant who attends any of the activities hosted by Lakeside will be held accountable to the standards of behavior and consequences explained below. Participation is therefore viewed by Lakeside Presbyterian Church as an acknowledgement on behalf of the participant to abide by the standards listed below.

#### **Definition:**

Bullying is simply any and all acts intentionally directed at an individual or group of individuals that would reasonably be expected to cause emotional or physical harm. Recognize that bullying can come in many forms. Any act which fits the aforementioned description will be considered bullying whether in the form of a direct verbal encounter, an indirect verbal encounter (i.e. spreading gossip through others), online messaging, online postings, text messaging, or phone messaging.

#### **Procedure and Consequences:**

Volunteers and staff will use situational judgment while abiding by the procedures listed below. All volunteers and staff have agreed to follow the procedures listed below. If a child or youth is found to have taken part in bullying the following procedure will be followed by staff and volunteers:

1. The child or youth will be immediately sent home from the activity. If the church group is on a trip, the volunteer or staff will use discretion as to whether or not the offender(s) will be sent home or simply separated from the group. If the staff or volunteer determine that the offense is severe enough to warrant a participant being sent home from a trip, it will be the responsibility of the parents to facilitate travel home.
2. The parents of the offender will be immediately notified.
3. The volunteer or staff person in charge at the time of the offense will make a full report to the pastoral staff.
4. Depending on the severity of the incident the following consequences will result:
  - Determine if a permanent suspension is necessary.
  - If it is a first time offense:  
The offender will be suspended from activities for one week. The offender must be 1. willing to make proper amends to the victim. The offender must 2. display an attitude of sincere regret before being allowed to return to the program. The offender will 3. meet with a volunteer or staff to discuss the behavior. If all of these consequences are met the offender will be allowed to return at the end of his/her suspension.
  - If it is not a first time offense:  
The pastoral staff will set an appointment to meet with the offender and his/her parents. It is possible that the offender will no longer be welcome to participate in church events.

For more information visit [www.pta.org/bullying](http://www.pta.org/bullying).



## **UNDERSTANDING BULLYING**

By Tara L. Kuther

<http://www.aets.org/article175.htm>

Each day hundreds of thousands of children dread going to school and facing the taunts, jeers, and humiliation wrought by bullies. When we think of bullying, the easily identifiable physical and verbal harassment comes to mind, including teasing, taunting, threatening, and hitting. Relational bullying is more difficult for adults to observe and identify. Children who bully through relational means socially isolate their victims by intentionally excluding them or spreading rumors about them. Bullying, then, refers to physical or psychological intimidation that occurs repeatedly, is intended to inflict injury or discomfort on the victim, and creates an ongoing pattern of harassment and abuse.

The bullying relationship is characterized by an imbalance of power, such that the victim of bullying finds it hard to defend him- or herself and begins to feel powerless against the bully. The child who bullies typically is bigger, older, stronger, or more popular than the victim of bullying, and his or her intent is to exert power over the victim. For example, girls who bully through exclusion and other forms of relational aggression tend to have more social power than their victims. The bully is aware that his or her behavior causes distress, the bully enjoys the victim's reaction, and the bullying continues and escalates. Bullies hurt others in order to feel strong and powerful at a given moment.

It's very difficult for most parents to determine whether their children engage in bullying behaviors because most bullying occurs out of parents' sight.

Some adults and children rationalize bullying because victims are overly sensitive, cry easily, or act in ways that set them apart from other children. Even if the victim does show these characteristics, adults and children must know bullying is not a healthy coping response—it signals that a child needs to learn how to manage his or her emotions, release anger and frustration in more healthy ways, and learn more constructive strategies for getting along with others. Your role, as parent or teacher, is to help children establish more mature and healthy ways of relating with others, thereby ensuring that they will grow into caring and adaptive adults.

### **Who is likely to be victimized?**

There are at least two types of victims: passive victims and reactive victims. The stereotypical image of the bullied child is the passive victim: He or she avoids confrontation, is physically slight, quiet, does not tease others, and does not defend him- or herself from the bully. The passive victim turns inward when bullied—crying and withdrawing rather than fighting back.

Reactive victims are much less common than passive victims. The reactive victim provokes attacks by being aggressive, disruptive, argumentative, and antagonizing towards bullies and other children, and retaliates when he or she is bullied. Sometimes reactive victims are referred to as bully/victims because they straddle the fence of being a bully and/or victim. They are difficult to identify because they seem to be targets for bullies, but they often taunt bullies and other children. Not only do reactive victims fight back when bullied, but they sometimes channel their rage and anger into bullying others, especially those younger and weaker than themselves. In this way, some victims of bullies transform into bullies themselves, perpetuating the abuse and singling out new victims.

### **What are the effects of bullying?**

Bullying is not a normal part of growing up. Victims of bullying suffer psychological and sometimes physical scars that last a lifetime. Victims report greater fear and anxiety, feel less accepted, suffer

from more health problems, and score lower on measures of academic achievement and self-esteem than students who are not bullied. Victims often turn their anger inward, which may lead to depression, anxiety, and even suicide. The experience of bullying is also linked with violence, as the fatal school shootings in Littleton, Colorado, and Jonesborough, Arkansas, have illustrated.

However, it's not just victims who are hurt by bullying. Bullies fail to learn how to cope, manage their emotions, and communicate effectively—skills vital to success in the adult world. Without intervention, bullies suffer stunted emotional growth and fail to develop empathy. Since bullies are accustomed to achieving their immediate goals by pushing others around, they don't learn how to have genuine relationships with other people. Instead, they externalize and blame others for their problems, never taking responsibility, nor learning how to care for another's needs. Bullies who don't learn other ways of getting what they want develop into adult bullies who are more likely to experience criminal troubles, be abusive toward their spouses, and have more aggressive children, perhaps continuing the cycle of bullying into the next generation.

### **Ending bullying: What works**

The most effective way of addressing bullying is through comprehensive schoolwide programs. Schoolwide programs, developed collaboratively between school administration and personnel, students, parents, and community members, seek to change the school's culture to emphasize respect and eliminate bullying. So what has been shown to work in preventing and ending bullying?

- Increased awareness, understanding, and knowledge about bullying on the part of school staff, parents, and students
- Involvement of the wider community, including parents and service providers
- Integration of bullying-related content into the curriculum in ways that are appropriate to each grade
- Increased supervision and monitoring of students to observe and intervene in bullying situations
- Involvement of students
- Encouragement of students to seek help when victimized or witnessing victimization
- A plan to deal with instances of bullying
- Class and school rules and policies regarding bullying and appropriate social behavior
- Promotion of personal and social competencies (e.g., assertiveness, anger management, self-confidence, and emotional management skills)
- A schoolwide community of respect in which every student is valued
- Collaboration between parents, educators, service providers, and students to reinforce messages and skills across settings (e.g., home, school, community)
- Serious commitment to implementing the program on the part of administrators and school staff

*Tara L. Kuther, Ph.D., associate professor of psychology at Western Connecticut State University, is the author of Gimme Your Lunch Money: A Guide to Bullies and Bullying (Parent's Guide Press, 2003).*



## Volunteer Code of Conduct

Along with adhering to the Child Protection Policy of Lakeside Presbyterian Church, youth and adult volunteers will, to the best of their abilities, follow these procedures:

- Volunteers should never leave a child unsupervised.
- Volunteers shall monitor the doorway while the child is using the restroom. This allows for the privacy of the child and the protection of the volunteer (not being alone with the child). If the volunteer is assisting a younger child, the doors to the facility must remain open.
- Volunteers should change diapers where they are visible by others.
- Volunteers shall not abuse children including:
  - Physical injury - strike, spank, shake, slap
  - Verbal abuse - yell, humiliate, degrade, threaten
  - Unjustifiable punishment - shaming, cruelty
  - Neglect - withholding food, water, basic care, etc.
- Any type of abuse will not be tolerated and may be cause for immediate dismissal.
- Volunteers shall respond to children with respect and consideration and treat all equally, regardless of sex, race, religion or culture.
- Volunteers shall respect a child's right not to be touched in ways that make them feel uncomfortable, and shall respect a child's right to say "no" about such matters. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
- Using, possessing, or being under the influence of alcohol or illegal drugs during volunteer hours, is prohibited.
- Profanity, inappropriate jokes and/or any kind of harassment, is prohibited.
- Volunteers shall portray a positive role model by maintaining an attitude of caring, honesty, respect and responsibility.
- Volunteers shall not release children to anyone other than an authorized parent or guardian without their parent's or guardian's consent.
- Volunteers shall not bring, discuss or view inappropriate or unauthorized material at church related activities.
- Volunteers are to report any injuries, accidents or incidents involving children to appropriate staff members.



## Child Participant Code of Conduct

In order to achieve a safe and loving environment for the children of Lakeside Presbyterian Church, we hope to work together with Lakeside participants of all ages to foster mutual friendship and respect. In that spirit, we ask that participating children agree to the following behavioral guidelines:

- Children do not behave in ways that are dangerous or threatening, such as fighting, teasing, name calling, pushing, tripping or acting in any way that is hurtful to another child.
- Children do not bring dangerous items that can be used in a harmful manner to church.
- Children do not use profane, vulgar, or offensive language.
- Children are never in a classroom, playground area, or other area of the church unless under the supervision of a church volunteer, parent or a staff member.
- Children do not use unkind or hurtful words.
- Children respect and care for all church property.
- Children allow any age appropriate person who wants to participate in a game to play.
- Children do not unlawfully use or sell a controlled substance.
- Do not engage in sexual, vulgar or offensive behavior.



**New Volunteer Application**  
***First-Time Volunteers***

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Best Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Address \_\_\_\_\_

How long have you been a member or active participant at Lakeside Presbyterian Church? \_\_\_\_\_

Special interests, hobbies and skills \_\_\_\_\_

What previous or current related work or volunteer experience do you have? \_\_\_\_\_

Why would you like to volunteer to work with children and/or youth? \_\_\_\_\_

What qualities do you have that would help you work with children and/or youth? \_\_\_\_\_

What training have you received in the care and nurture of children and/or youth? \_\_\_\_\_

Our policies require that volunteers have been “trained with particular stress on having a witness present when dealing with children and youth one-on-one...”. Please list the dates and sources of your most recent training/s:

Date: \_\_\_\_\_

- Stewards of Children
- Vertus
- Protect My Ministry (online)
- Praesidium (online)
- Other: \_\_\_\_\_
- I need training! Please connect me with an appropriate source.

**References:** Please list three references (not related to you) and provide contact information for each.

1. Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Phone \_\_\_\_\_ and/or Email \_\_\_\_\_

Address \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Phone \_\_\_\_\_ and/or Email \_\_\_\_\_

Address \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship to you \_\_\_\_\_

Phone \_\_\_\_\_ and/or Email \_\_\_\_\_

Address \_\_\_\_\_

I represent that I have read and agree to the policies and guidelines of Lakeside Presbyterian Church and that each of my responses is truthful and accurate to the best of my knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Background Check Form**

In caring for children and youth, we believe it is our responsibility to seek adult staff and volunteers that are able to provide healthy, safe and nurturing relationships. Please fill out this form accordingly. The results of a background check will not automatically disqualify you from working with children or youth and will remain confidential with the Lakeside staff. Any special concerns can be discussed individually with the pastoral staff.

Name \_\_\_\_\_  
(first) (middle) (last)

Former Name(s) \_\_\_\_\_

Street Address \_\_\_\_\_ At this address since \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License Number and State \_\_\_\_\_

I understand the purpose of this background check is to ensure appropriate protections are in place for children or other vulnerable individuals with whom I might be volunteering. I further understand that some, but not all, criminal convictions will lead Lakeside Presbyterian Church to put parameters in place on my ability to volunteer.

The information contained in this application is correct to the best of my knowledge. I hereby authorize Lakeside Presbyterian Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include: verification of social security number; current and previous residences, employment history, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Lakeside Presbyterian Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

Lakeside Presbyterian Church and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to addresses, social security numbers and dates of birth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_







## Return Volunteer Application SHORT FORM

*To be completed by volunteers if they have previously signed the full Child and Youth Volunteer Application form.*

Printed Name of Volunteer: \_\_\_\_\_

I have read and understand, and agree to abide by, the most recent Child Protection Policy, Volunteer Code of Conduct and the Bullying Policy.

\_\_\_\_\_ Yes. \_\_\_\_\_ No. If no, please contact staff to explain.

The last time I volunteered with a child or youth activity at Lakeside Presbyterian Church was:

\_\_\_\_\_  
(date)

The last time I signed the full Child and Youth Volunteer Application form was:

\_\_\_\_\_  
(date)

Our policies require that volunteers have been “trained with particular stress on having a witness present when dealing with children and youth one-on-one...”. Please list the date and source of your most recent relevant training:

Date: \_\_\_\_\_

- Stewards of Children
- Vertus
- Protect My Ministry (online)
- Praesidium (online)
- Other: \_\_\_\_\_
- I need training! Please connect me with an appropriate source.

I verify that the information that I provided on my original Child and Youth Volunteer Application is still correct and truthful:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_