



CEF

CHILD EVANGELISM
FELLOWSHIP®

Since 1937

Reaching children worldwide™

Child Evangelism Fellowship Protecting Today's Child, Version 1.4

POLICY

The USA Child Protection Policy was approved by the International Board of Trustees on September 20, 1996 and revised May 2006, January 2007, May 2007, May 2009, September 2009, April 2016).

Child abuse is defined as any verbal or 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 or touching.

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

1. Volunteers (who come in contact with minors), paid staff and board/committee members must be screened by interview prior to serving with Child Evangelism Fellowship®.
2. All club and ministry leaders (which includes directors and club leaders) must complete state required Act 31 training on child protection).
3. All workers (paid and volunteer) must read, understand and sign a statement agreeing to follow the policies and procedures concerning child protection and reporting as prescribed by the state of PA and USA Ministries.
4. Children must not be left unsupervised while in our care.
5. Two CEF® workers (paid or volunteer) must be present at any CEF activity or ministry setting where children are present.
6. Even when ministry to children is not taking place, an additional adult or minor must be present when two workers are together and one is a minor, unless the minor's parent has signed a waiver.
7. All rooms used by adults and minors together must be accessible (no locked doors) and with open visibility (a window in the door or the door left wide open).

8. Supervisory personnel must make random visits of CEF sponsored activities.
9. Overnight activities sponsored by CEF involving minors must be approved by the local or state director and the local committee or state board.
10. All suspicious or inappropriate behavior between a CEF worker (paid and volunteer) and a minor must be reported to ChildLine at 1800-932- 0313 and then to the local and state director immediately.

Unless specified the following must be completed for volunteers who come in contact with minors, for paid staff and board/committee members:

- a. Confidential Screening Form.
- b. Request for Background Check Authorization.
- c. Conduct criminal background check.
- d. Conduct personal interview.
- e. Review *Protecting Today's Child* presentation.
- f. Read Child Protection Policy
- g. Check personal and church references from Confidential Screening Form (for all paid staff, camp and overnight activities staff).

Criminal Background Check Requirements

- Volunteers (18 years old and older)
 - Minimum requirement
 - State Police criminal background check
 - Child Abuse clearance
 - Signed affidavit in lieu of FBI fingerprint. If individual has not lived in PA for 10 years they must do FBI fingerprint.
 - If your legal jurisdiction requires more, you must also comply with their requirements.
 - Volunteers must show a government issued ID (e.g., driver's license).

- Staff (14 years old and older)
 - Minimum requirement
 - Pa state police criminal check
 - Child abuse clearance
 - FBI fingerprint
 - Must provide three copies of each check; one for employee, one for state office and one for local chapter office.

Criminal Background Check Screening Rules

Check reference in cases where the applicant has a criminal record or other red flag that does not necessarily disqualify them from participation in *CEF* ministries.

The following would prevent a person from working with *CEF*:

- Any crime against children. No exceptions will be made.
- Any sex crime of any type. No exceptions will be made.
- Any felony convictions in the last five years.

Rescreening Requirements

- The background check must be rerun for any workers who have not been active within one year.
- Every five years a background check must be rerun.
- The *Protecting Today's Child* presentation should be reviewed annually.
- For a worker transferring to another area, the Screening Procedure Checklist with the transfer information completed needs to be obtained from his former location. If the background screening was conducted more than five years prior, the transferred worker should be processed as you would a new worker.

Ensuring Compliance

- The local committee chairman is responsible for ensuring compliance with the Child Protection Policy within his local chapter. Each year the local committee chairman will validate compliance by signing the Child Protection Policy Compliance

Verification Form and sending it to the state board chairman.

- The state board chairman is responsible for ensuring compliance with the Child Protection Policy yearly, within his state. Yearly, the state board chairman will confirm compliance by signing the Child Protection Policy Compliance Verification Form for the state and sending it to USA Ministries.
- USA Ministries will monitor to ensure 100% compliance with this policy.

Reporting Obligations

When anyone who is employed by *Child Evangelism Fellowship*® has reasonable suspicion that a minor is being abused by a *CEF* employee or volunteer, or is himself accused, or someone whose action would reflect on *CEF* is accused, the following action must be taken:

>Call ChildLine immediately at 1800-932-0313. Notify the next higher office that this step has been taken.

- **Call USA Ministries as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.**
- Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors until the matter is completely resolved.
- USA Ministries will give counsel regarding 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.

Notwithstanding any statement herein, all *CEF* staff and volunteers shall fully abide by all state child abuse reporting requirements.

