

## Center for Spiritual Living

### OPERATING POLICIES AND PROCEDURES

<b>POLICY TITLE:</b>	Protection and Well Being of Our Children
<b>EFFECTIVE DATE:</b>	4/13/14
<b>REVISION DATE:</b>	4/18/22 - BOR, 6/20/22 by BOT, 12/17/22 (updated by adding application)
<b>REVISION #:</b>	1, 2, 3
<b>POLICY APPROVED BY:</b>	Board of Regents and Board of Trustees
<b>RESPONSIBLE AREA:</b>	Children, Youth, and Family Leader Champion

#### Policy:

At CSL DE, we are dedicated to the protection and well-being of our children and will do everything within our power to ensure their safety while in the care of the Children, Youth, and Family Ministry.

#### Procedures:

##### Requirements for Youth Ministry Team Members

1. All Youth Leaders and Child Care Providers (hereinafter referred to as Youth Team Members), whether employed, contracted or volunteering, must be at least 18 years of age. Youth Ministry Assistants may be as young as 12 years old.
2. A prospective Youth Team Member must have taken the Foundations class (or its equivalent) and have been in regular attendance at CSL DE for at least six months<sup>[1]</sup> (with a few exceptions) before applying to become a Youth Team Member. A person who only wants to be an Assistant need not have taken the Foundations class, but should take the Discovery Class and will always work under supervision of a longer term member..
3. All prospective Youth Team Members/Assistants must complete and sign a **Youth Ministry application** (see way below) and be interviewed and approved by the Youth Ministry Leader Champion. By signing the Youth Ministry application, all Youth Team Members/Assistants expressly agree to live by the Standards of Conduct set forth in the application.
4. All applicant information will be held in a secure area and made available for review on a need-to-know-only basis.
  - a. Once approved, all Youth Team Members will receive a role description and copy of this and other policies that apply.
5. The Leader and LIT of the Youth Ministry are required to attend the Monthly SPARK meetings and participate in Leadership training as scheduled.

##### Supervision

1. Youth Team Members are encouraged to take precautions with CSL DE minors in compromising situations.
2. All activities involving children MUST be supervised by at least one approved adult Youth Team Member throughout the duration of the activity whether that is a Sunday service or a special event.

##### A Youth Team Member's Mandatory Duty to Report

1. Delaware statutes on **mandatory reporting** abuse states the following:

Any person, agency, organization or entity who knows or in good faith suspects child abuse or neglect shall make a report in accordance with Delaware State Law of this title. Any report of child abuse or neglect required to be made under this chapter shall be made to the Department of Services for Children, Youth and Their Families. **SEE SIGNS OF ABUSE list below.** An immediate oral report shall be made by telephone or otherwise. Reports and the contents thereof including a written report, if requested, shall be made in accordance with the rules and regulations of the Division, or in accordance with the rules and regulations adopted by the Division. All suspected child abuse and neglect must be reported to the 24-hour Division of Family Services (DFS) Child Abuse and Neglect Report line at 1-800-292-9582. You may also call any Law Enforcement Agency or 911, but not in lieu of contacting DFS. You are not required to provide proof. Anyone who makes a good faith report based on reasonable grounds is immune from prosecution.

<https://dscykids.force.com/ReporterPortal/s/> or online reporting

2. Youth Team Members will be informed of mandatory reporting and the signs of abuse list below.
3. Team Members are required to immediately file a report with the Department of Children, Youth and Their Families and may ask the Leader Champion or the Spiritual Director for assistance.

#### Center Leadership Reporting and Actions

1. After the report is made, a copy will be kept by the Leader Champion. Nothing will be ignored. The person reporting may report anonymously and is free of any liability per state law.
2. Youth Team Members and center leadership will approach this action with every consideration to keep the confidentiality, dignity and respect for the accused in mind.

#### Document Details & Action

1. The Spiritual Director/Minister or Leader Champion will keep a written report of steps taken in response to the reported incident of abuse. Any written reports should be “court ready” in case any legal action requires the documents. Documentation should be limited to objective information pertinent to the reported incident.
2. Extreme care will be taken to keep all documentation secure and confidential. No subjective language expressing opinions, conjecture, or unverified accounts of the event will be used and the report will detail only brief accounts of the facts relevant without any embellishment or editorial comments. In preparing the report, CSL DE leadership will:
  - a. Gather all pertinent details.
  - b. Document names and contact information of all people involved, including anyone with whom the incident was discussed.
  - c. Keep running documentation of all action taken in response to the reported abuse.

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<sup>[1]</sup> Exceptions to Foundations Class requirement is the six-month “waiting period” for Youth Team Members may be made at the sole discretion of the center leadership. Generally, any exception would include the stipulation that the new Youth Team Member work with a “seasoned” Youth Team Member and under their direction.

Today's Date \_\_\_\_\_

## Signs of Child Abuse

- 1 Unexplained injuries. Visible signs of physical abuse may include unexplained burns or bruises in the shape of objects. You may also hear unconvincing explanations of a child's injuries.
- 2 Changes in behavior. Abuse can lead to many changes in a child's behavior. Abused children often appear scared, anxious, depressed, withdrawn or more aggressive.
- 3 Returning to earlier behaviors. Abused children may display behaviors shown at earlier ages, such as thumb-sucking, bed wetting, fear of the dark or strangers. For some children, even loss of acquired language or memory problems may be an issue.
- 4 Fear of going home. Abused children may express apprehension or anxiety about leaving school or about going places with the person who is abusing them.
- 5 Changes in eating. The stress, fear and anxiety caused by abuse can lead to changes in a child's eating behaviors, which may result in weight gain or weight loss.
- 6 Changes in sleeping. Abused children may have frequent nightmares or have difficulty falling asleep, and as a result may appear tired or fatigued.
- 7 Changes in school performance and attendance. Abused children may have difficulty concentrating in school or have excessive absences, sometimes due to adults trying to hide the children's injuries from authorities.
- 8 Lack of hygiene/personal care. Abused and neglected children may appear uncared for. They may present as consistently dirty and have severe body odor, or they may lack sufficient clothing for the weather.
- 9 Risk taking behaviors. Young people who are being abused may engage in high-risk activities such as using drugs or alcohol or carrying a weapon.
- 10 Inappropriate sexual behaviors. Children who have been sexually abused may exhibit overly sexualized behavior or use explicit sexual language.

## Behavioral and Physical Signs of Possible Sexual Abuse

### 1. Symptoms of anxiety

These include unexplained sleep disturbances (sweats, terrors, nightmares); showing a new or unusual fear of certain people, places or locations; having unexplained periods of panic or alarm.

### 2. Abnormal sexual behaviors or symptoms

These behaviors and symptoms include excessive masturbation; leaving 'clues' that appear to intentionally invite discussion of sexual issues; complaining of pain while using the toilet, or exhibiting symptoms of a sexually transmitted disease such as an offensive odor; resistance to removal of clothing at appropriate

times (bath, bed, toilet, diaper change); any symptom indicating evidence of physical traumas to the genital or anal area; engaging in persistent sexual play with friends, toys or pets; initiating sophisticated sexual behaviors, language, or knowledge; asking an unusual amount of questions about human sexuality.

### **3. Changes in personality or mood:**

Changes include unusually aggressive behavior toward family members, friends, toys, and pets; indicating a sudden reluctance to be alone with a certain person; withdrawing from previously enjoyable activities, like school including changes in academic performance.

### **4. General behavioral changes**

These can include beginning to wet the bed, experiencing a loss of appetite or other changes in eating habits, including trouble swallowing; developing frequent unexplained health problems; regression to behaviors too young for the stage of development previously achieved; engaging in self-mutilations, such as sticking themselves with pins or cutting themselves.

### **5. Changes in beliefs or discussions**

These changes can include refusal to talk about a secret shared with an adult or an older child; discussions about a new, older friend; suddenly thinks of self or body as dirty, repulsive, or bad.

**Physical signs of sexual abuse are rare. If you see the signs, bring your child to a doctor or call the police.**

### **Myths about Child Sexual Abuse**

Social acceptance of myths silences victims and encourages public denial about the true nature of this silent epidemic. Accurate information is key when confronting and preventing child abuse.

#### **1. Myth: He looks normal and acts normal, so he can't be a child molester.**

A common and dangerous public assumption is that a person who looks normal and acts normal simply cannot be a child molester. Sex offenders are knowledgeable about the importance of their public image, and can hide their private behaviors from their friends, neighbors, colleagues, and even their own family members.

Sex offenders use a number of strategies which allow them to gain access to children while hiding their true actions. Many perpetrators seek out volunteer or employment positions that place adults in close proximity to children. Some child molesters appear to be charming, socially responsible, caring, compassionate, morally sound, and sincere. Parents and other responsible adults trust these individuals. This leads to continued access to child victims.

#### **2. Myth: Only Men Sexually Abuse Children.**

While male perpetrators tend to be the majority of reported cases of abuse, women are also capable of child sexual assault. Reports of female perpetrators are on the rise, and female offenders have been reported in cases of abuse involving both male and female children.

**3. Myth: Child molesters target any and all children nearby.** Just because a child is in the proximity of a sex offender, this does not mean that the child will automatically become a target or a victim. This may

seem obvious, but some people believe that if a perpetrator didn't abuse a certain child to whom he had nearby, then the children who do make an outcry of abuse must be lying. Sex offenders carefully select and groom their targeted victims, employing an outline or plan to get a particular child alone. Not every child fits the mold of what a pedophile is looking for. There is a process of obtaining a child's friendship or trust, and in some cases, the parent's friendship or trust, as well. Once trust has been obtained, the child is more vulnerable, both emotionally and physically.

#### **4. Myth: Abused children always tell! (My kids know they're supposed to tell!)**

Children often fail to disclose their abuse. This is frequently used as purported evidence that a victim's story isn't plausible. Children who have been victims of sexual assault often have extreme difficulty in disclosing their victimization. In Texas, one in four girls and one in six boys will be a victim of sexual abuse before his or her 18th birthday, but it is estimated that only one in ten will make an outcry of abuse. It is very common that if a child does make a disclosure, it will not be immediate. Children take time to process, understand what has occurred and realize that they should tell. A number of factors affect a child's ability to tell his or her story. The age of the child can be a factor, along with a family relationship to the perpetrator, or continuous sexual abuse over a long period of time. Sex offenders will emotionally victimize a child to prevent the truth from being uncovered. A perpetrator can convince a child that the child is to blame him or herself for the bad act. A perpetrator may threaten physical harm to a family member, friend, parent, household pet, or the victim directly. A perpetrator can make a child feel that a disclosure would 'ruin' the family. Male children may be reluctant to make an outcry because of the social stigma attached to abuse by another male. Children experience fear, embarrassment, guilt, and shame. These feelings are enough to prevent a child from making an allegation of sexual abuse.

#### **5. Myth: The Victim is Always a Girl.**

Just as women can be sex offenders, boys may be victims of abuse. Unfortunately, child sexual abuse with male victims is underreported due to social and cultural attitudes: boys are taught to fight back and not let others see vulnerability. Boys are aware at an early age of the social stigma attached to sexual assault by another male, and fear appearing weak to others. All of these attitudes make male child victims less likely to tell of their abuse.

#### **6. Myth: Child victims of sexual abuse will have physical signs of the abuse.**

Frequently, an absence of physical evidence is often used as support that a perpetrator must be innocent of an alleged sexual assault. The truth is that abnormal genital findings are rare, even in cases where abuse has been factually proven by other forms of evidence. Many acts leave no physical trace. Injuries resulting from sexual abuse tend to heal very quickly, and many times, exams of child victims do not take place on the same day as the alleged act of abuse.

#### **7. Myth: Stranger Danger**

Eighty-five percent of all reported cases of child molestation involve a child and a known perpetrator. It is not the stranger in the park carrying out most cases of sexual abuse – it is the people you have in your home. The people most likely to abuse a child are the ones with the most opportunity, most access, and most trust. Abusers can be parents, step-parents, uncles, aunts, step-siblings, babysitters, tutors, and

family friends.

**8. Myth: Sexual victimization as a child will inevitably result in the child growing up to become a sex offender.** Early childhood sexual victimization does not automatically lead to sexually aggressive behaviors. This is a particularly important fact to understand because a misunderstanding can create a terrible stigma for a child who has been sexually abused. While past sexual victimization can *increase the likelihood* of sexually aggressive behavior, most children who were sexually victimized never perpetrate against others. Multiple factors contribute to the development of sexually offensive behaviors. These include not only a history of sexual victimization, but also exposure to domestic violence or other violent behaviors. Research by Jane Gilgun, Judith Becker and John

Hunter has indicated that if a child discloses an incident of abuse early and is believed and supported by other close people in their lives, they have a much higher likelihood to not become perpetrators as adults.

**9. Myth: Child Sexual Abuse is a cultural or socioeconomic problem.**

It is frequently believed that abuse is a problem plaguing only certain families or people with a certain level of family income and education. Sometimes people believe that incest only happens in lower class and/or rural families. Sexual abuse crosses all socio-economic, neighborhood, race and class barriers. It happens in large and small families; in cities and in rural areas; in wealthy and lower income neighborhoods; and in homes, schools, churches, and businesses.

See the Signs – Make the Call Report Child Abuse: 1-800-292-9582

## **Center for Spiritual Living Delaware Youth Ministry Application Packet**

### **Statement of Expectations and Standards of Conduct**

*(Please read carefully before completing the attached Application and Pledge of Service)*

As a volunteer or compensated adult working in the Youth Ministry at Center for Spiritual Living Delaware (“CSL Youth Worker”), your role and responsibilities are vital to the structure of the youth you serve and to the church as a whole.

CSL Youth Workers are expected to support our ultimate goal of providing a safe, loving and nurturing environment to the infants and children in our church. As such, they must agree that their intentions, thoughts, words, and actions at all times will promote that goal.

CSL Youth Workers are expected to serve responsibly by arriving on time for their appointed duties and by arranging for a substitute from the approved list of Youth Workers in the event they cannot fulfill their commitment.

Anyone working directly with, around, and in all capacities that influence youth are to meet and comply with

all Standards of Conduct and behavior established by CSL.

The following Standards of Conduct represent the expected and accepted intentions and actions of all CSL Youth Workers.

CSL Youth Workers must conduct themselves with the applied intentions and actions of highest good. They must maintain all legal and ethical boundaries of conduct with youth at all times. These boundaries include, but are not limited to:

1. Refraining from intimate or inappropriate sexual contact, verbally or in action, and intimate or inappropriate sexual relationships between adults and any youth(s) during all formal and informal youth activities and duties, or in any capacity and location in which you are functioning as an advisor or influence on youth.
2. Be appropriate at all times with youth under your care in use of language, innuendo, and other behavior including touching. Try to avoid anything that can be misinterpreted.
3. Refraining from the use or possession of any alcohol, illegal drugs, or other intoxicants while in the presence of youth, during all formal and informal youth activities, and for a period of 24 hours prior to said activities.
4. Reporting of your medical use of any controlled prescription substance to CSL's minister or direct supervisor for the purpose of determining possible limitations on responsibilities and contact with youth, within 24 hours of use or until termination of use; and the reporting of knowledge of above circumstances regarding others.
5. Reporting within 24 hours and directly to CSL's minister or direct supervisor any knowledge or firm suggestion of sexual misconduct between adults, adults and youth(s), or youth(s) or the use or possession of alcohol, illegal drugs or intoxicants.
6. Reporting within 24 hours and directly to CSL's minister or direct supervisor any knowledge or firm suggestion of child abuse toward any youth or suicidal thoughts, words or actions by same.
7. Maintaining the direct or implied confidence and privacy of all adults and youth except in the circumstances of 3, 4 and 5 above.

### **Center for Spiritual Living Delaware Youth Ministry Application** (Confidential)

This Application is to be completed by applicants for any CSL position, voluntary or compensated, involving the supervision, instruction or custody of our youth.

#### **Personal information** Please type or print legibly:

Full Legal Name (first, middle, last): \_\_\_\_\_

Current Address (street, city, state, zip) \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Soc Sec. No.: \_\_\_\_\_

Driver's Lic. #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(Please attach a photocopy of a valid Driver's License or other valid photo ID)

Occupation/Job Description: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Employer's Telephone #: (\_\_\_\_) \_\_\_\_\_

Emergency Contacts:

1. \_\_\_\_\_  
Name Phone No(s). Relationship

2. \_\_\_\_\_  
Name Phone No(s). Relationship

Personal References (not relatives or former employees). Please list 3.

\_\_\_\_\_  
Name Address Daytime Phone

\_\_\_\_\_  
Name Address Daytime Phone

\_\_\_\_\_  
Name Address Daytime Phone

Have you ever worked with children/youth before? If so, where, when and in what capacity?

\_\_\_\_\_

Is there any reason why you should not work with children?

\_\_\_\_\_

	Yes	No
Current Red Cross CPR/First Aid Training?	_____	_____
Current Emergency Search & Rescue and Evacuation Training?	_____	_____
Current Child Abuse Prevention Training?	_____	_____
Have you ever been detained for Driving While Under the Influence of drugs or alcohol (e.g., DUI, DWU)?	_____	_____
If yes, please explain the circumstances, including when, where, outcome, etc.:		

\_\_\_\_\_

\_\_\_\_\_

	Yes	No
Have you ever been accused or convicted of any crime or misconduct related to children?	_____	_____
Have you ever been accused, detained, arrested, convicted or admitted to any other crime anywhere?	_____	_____
If you answered yes to either of the above questions, please explain the circumstances, including when, where, nature of accusations, outcome, etc.		

\_\_\_\_\_

Additional information we may need to be aware of which may affect your service:

\_\_\_\_\_

\_\_\_\_\_

Do you agree to voluntary fingerprinting identification and Background check? Yes/No If you have one

already, please attach it to the application.

Thank you for your interest in CSL's Youth Ministry. We bless your intentions and appreciate your patience in completing these forms. This information will be held confidentially and will be used to ensure a safe and secure environment for the children in our facility and for those who use our facilities.

**Please carefully read and sign the statement below: Applicant's Statement**

I give witness to the fullness of Truth in all of my above responses. I authorize references, employers or churches listed in this application to give you all information they may have regarding my identity, character, experience and fitness to work with youth. I release all such references and churches from liability for any damages that may result from the release of information and evaluations. I waive my right to inspect references and evaluations made on behalf of my application and service. I agree to read and abide by the Statement of Expectations and Standards of Conduct as a condition of my volunteer or compensated service with CSL's Youth Ministry. Upon acceptance of my application for service, I agree to be bound by the standards and guidelines established by CSL.

Applicant's Name (PLEASE PRINT): \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness' Name (PLEASE PRINT) \_\_\_\_\_

Witness' Signature \_\_\_\_\_ Date \_\_\_\_\_

**Center for Spiritual Living Delaware Youth Ministry Pledge of Service**

I give witness to the fullness of Truth in all of my responses for Application and Registration to work with the Youth Ministry.

I accept a volunteer or compensated position in CSL's Youth Ministry with a firm commitment to positive involvement and integrity in all my actions regarding my service.

I have read, understood, accepted, and will abide by in consciousness and deed with the Statement of Expectations and Standards of Conduct.

I understand CSL's requirements for my position(s) of service and agree to meet and comply with these requirements. As my position(s) or these requirements change, I will meet and comply as needed.

I understand that any of my words and actions which contradict this Pledge of Service will serve as a voiced need to discuss with CSL's minister or direct supervisor my challenges in honoring this pledge. I understand that appropriate action will be taken and my volunteer or compensation service will continue with a renewed, positive commitment or my service will terminate and I will move forward to commitments in other capacities.

Full Legal Name (PLEASE PRINT): \_\_\_\_\_

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

Witness' Name (PLEASE PRINT): \_\_\_\_\_

Witness' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please complete, sign and return this Application and Pledge of Service to the Leader Champion or Minister. Thank you!*