

Reveille United Methodist Church
Child Protection Policy

I. Purpose

Reveille United Methodist Church (“Reveille”) is adopting this policy to reduce the risk of abuse and neglect of children participating in church ministries, to enhance the ability of Reveille to respond effectively to any allegations of abuse or neglect, to protect Reveille staff and scheduled volunteers from false allegations of misconduct, and to foster awareness among Reveille’s staff, scheduled volunteers, and congregation about the dangers and warning signs of child abuse and neglect.

II. Biblical Foundation

Reveille recognizes that each individual is a child of God and must be allowed to live free of fear, surrounded by love. As Christian adults, we must strive to establish and maintain a nurturing, loving, safe, and secure Christian environment, providing support and assistance to our children to help them achieve their full potential. This is not only a responsibility but an opportunity to protect the gift God has bestowed upon us.

III. Definitions

- A. “Child” means a person less than eighteen years of age.
- B. “Abused or neglected child” means any child less than eighteen years of age:
 - 1. Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions, including but not limited to, a child who is with his parent or other person responsible for his care either (i) during the manufacture or attempted manufacture of a Schedule I or II controlled substance, or (ii) during the unlawful sale of such substance by that child's parents or other person responsible for his care, where such manufacture, or attempted manufacture or unlawful sale would constitute a felony violation of § 18.2-248;
 - 2. Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health. However, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child;
 - 3. Whose parents or other person responsible for his care abandons such child;
 - 4. Whose parents or other person responsible for his care commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law;

5. Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing in loco parentis, or

6. Whose parents or other person responsible for his care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment as defined in §55-79.2, with a person to whom the child is not related by blood or marriage and who the parent or other person responsible for his care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to §9.1-902.

(See Code of Virginia § 63.2-100)

IV. Types of Abuse

Virginia recognizes five categories of abuse: physical abuse; physical neglect; medical neglect; mental abuse; and sexual abuse

1. **Physical Abuse:** Physical abuse occurs when a caretaker, regardless of intent, creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon a child a physical injury by non-accidental means or creates a substantial risk of death, disfigurement, or impairment to bodily functions. Types of physical abuse include: asphyxiation; bone fracture; brain damage; skull fracture; subdural hematoma; burns; scalding; cuts; bruises; welts; abrasions; internal injuries; poisoning; sprains; dislocations; gunshot and stabbing wounds; Munchausen Syndrome by Proxy; bizarre discipline which includes any actions in which the caregiver uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the child's behavior; battered child syndrome; shaken baby syndrome; and exposure to the sale or manufacture of certain controlled substances.

2. **Physical Neglect:** Physical neglect occurs when there is a failure to provide food, clothing, shelter, adequate personal hygiene, or supervision for a child to the extent the child's health or safety is endangered. Physical neglect also includes abandonment, situations where the parent or caretaker's own incapacitating behavior or absence prevents or severely limits the performing of child caring tasks, and medically diagnosed malnutrition. Neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to the child's health or safety, such as leaving a toddler alone for several hours.

3. **Medical Neglect:** Medical neglect occurs when there is the failure by the caretaker to obtain and/or follow through with a complete regimen of medical, mental, or dental care for a condition, which if untreated, could result in illness or developmental delays. Medical neglect also includes withholding of medically indicated treatment. Failure to obtain preventive health care for children does not constitute medical neglect.

4. Mental Abuse/Neglect: Mental abuse occurs when a caretaker creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon a child a mental injury by other than accidental means or creates a substantial risk of impairment of mental functions. Mental abuse includes acts or omissions by the caretaker resulting in harm to the child's psychological or emotional health or development. Examples include patterns of verbal abuse; ignoring, rejecting, and indifferent behavior to children; bizarre discipline; and incidents of domestic violence when the domestic violence results in demonstrated dysfunction in the child.

5. Sexual Abuse: Sexual abuse occurs when there is any act of sexual exploitation or any sexual act upon a child in violation of the law which is committed or allowed to be committed by the child's parents or other persons responsible for the child's care. Examples of such abuse include incest; rape, intercourse, oral-genital contact, fondling, indecent solicitation or exposure, child pornography, and prostitution.

(See Virginia Department of Social Services Child Protective Services Manual)

V. Persons Required to Report Abuse and Neglect

A. Virginia law requires certain individuals acting in their professional or official capacity who suspect a child is being abused or neglected to report the matter immediately. Such individuals include:

1. Any teacher or other person employed in a public or private school, kindergarten, or nursery school;
2. Any person providing full-time or part-time child care for pay on a regularly planned basis;
3. Any person age eighteen years or older associated with or employed by any private organization responsible for the care, custody, or control of children;
4. Any person age eighteen years or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect.

(See Code of Virginia § 63.2 -1509(A))

B. The Methodist Book of Discipline states as follows: "all clergy of The United Methodist Church are charged to maintain all confidences inviolate, including confessional confidences, except in the cases of suspected child abuse or neglect or in cases where mandatory reporting is required by civil law." (See *Methodist Book of Discipline* § 341.5 (2012)). Under Virginia law, a clergy member's or minister's¹ decision to report suspected child abuse or neglect discovered through privileged clergy or

¹ The term "minister" may include any "minister of the gospel" and may include non-clergy on Reveille's staff.

ministerial counsel or advice to a layperson is purely discretionary. That is, under Virginia law, there may be no duty to report suspected abuse or neglect if the knowledge of abuse or neglect was obtained in the course of pastoral or ministerial counseling; but, the clergy member or minister may elect to report it, if the clergy member or minister is not prohibited from reporting under § 341.5 of the Book of Discipline.

C. Under Virginia law, it is left to the clergy member's or minister's discretion to report suspected child abuse or neglect in instances of privileged communications. Virginia law recognizes an evidentiary privilege for communications between clergy and ministers in their official capacity and laypersons for the purpose of advice or counsel. These privileged communications are exempt from the Virginia reporting requirements for suspected child abuse or neglect. (See Code of Virginia § 63.2-1509(A)(18)). The privilege is held by the clergy member or "minister of the gospel." If the clergy member or "minister of the gospel" chooses to testify, the layperson who made the communication is not protected by the evidentiary privilege. (See Code of Virginia § 19.2-271.3 and Code of Virginia § 8.01-400). The definition of "minister of the gospel" is unclear, but normally would include non-clergy staff who undertake religious or pastoral counseling with individuals as part of their official duties as a member of the Reville staff.

D. Virginia law provides that persons reporting child abuse or neglect in good faith are immune from civil and criminal liability. (See Virginia Code § 63.2-1512)

VI. Reporting Allegations of Abuse and Neglect

A. Reville encourages anyone who knows or reasonably suspects a child is being abused or neglected to report the matter immediately through the appropriate channels as set out below in Section VI(C), even if not legally required to do so. Any allegation of child abuse or neglect shall be taken seriously and handled forthrightly with due respect for confidentiality and people's privacy. Throughout the course of the exploration of an alleged incident, both prayer and the appropriate pastoral care resources must be made available to all those in need.

B. In accordance with Virginia law, except as provided in Sections V(B) and (C) above, all staff and scheduled volunteers participating in any Reville sponsored program involving children must report through the appropriate channels as set out below in Section VI(C) any instance where there is reasonable cause to suspect a child is or has been abused or neglected. Staff and scheduled volunteers should report even if they lack certainty that a child has been abused or neglected. Neither Virginia law nor The United Methodist Church requires an individual to know, with certainty, or to confirm that a child has been abused or neglected, prior to notifying appropriate officials. Moreover, investigating whether an individual has or has not been abused or neglected and ultimately whether a report of suspected abuse or neglect is, in fact, based upon actual abuse or neglect is a matter to be resolved by local and state professionals. Virginia statutes simply require individuals to report their suspicions. Persons making reports will not be identified, without their permission, except as necessary in connection with any potential or pending legal action or criminal investigation.

C. Procedures for Responding to Allegations of Child Abuse or Neglect.

1. Immediately notify the Senior Pastor of any allegations of child abuse or neglect. If the allegations involve a child or children attending the Weekday School, the Director of the Weekday School shall immediately be notified. The Director shall immediately notify the Senior Pastor. If the Senior Pastor is unavailable, then an Associate Pastor shall be notified. If the allegations involve any act or omission of the Senior Pastor, then the Chair of the Staff/Parish Committee shall immediately be notified and the Chair shall immediately notify the District Superintendent of the Richmond District of the Virginia Conference of The United Methodist Church who shall recommend the next steps to be taken by Reveille in responding to the allegations.
2. Contact Child Protective Services. The person reporting the abuse to the Senior Pastor or Director of the Weekday School will be given guidance on what to do and may be directed to call Child Protective Services personally. Alternatively, the Senior Pastor or the Director of the Weekday School shall immediately make the report to Child Protective Services. In no case shall such report to Child Protective Services be made later than twenty-four hours after the first suspicion of child abuse or neglect; that is, if the person who should report abuse cannot provide prompt notice to the Senior Pastor or Weekday School Direct, then the person nonetheless shall ensure that a report is made to Child Protective Services or other proper governmental authority with 24 hours of receipt of information causing the need to report. The number for Richmond Child Protective Services is (804) 646-0438. If the Richmond office is closed, notify the Virginia Department of Social Services State Hot Line at 1-800-552-7096 (24 hours a day/7 days a week).
3. Contact the Richmond City Police. When it appears that a child may be in immediate danger, the Richmond City Police should also be contacted immediately by using the 9-1-1 emergency report phone line. The non-emergency number or number to file a police report with the Richmond City Police is (804) 646-5100.
4. On receipt of a report of abuse or neglect, the Senior Pastor or the Director of the Weekday School shall promptly notify the child's parents or legal custodians, unless the parent or legal custodian is responsible for the alleged abuse or neglect, or unless Child Protective Services or other proper governmental authority directs otherwise. The parents or legal custodians of the child shall be offered support by Reveille as appropriate to the circumstances.
5. On receipt of a report of abuse or neglect, the Senior Pastor or his or her designee shall promptly notify:
 - a. the Richmond District Superintendent of the Virginia Conference of The United Methodist Church;
 - b. Reveille's insurance carrier; and
 - c. the Chair of the Board of Trustees.

6. Legal counsel may be consulted throughout the process.

7. Confidentiality. The identity of the alleged abuser, the suspected victim, and the person making the report should only be disclosed to those professionals properly involved in handling the matter or as required by law.

8. Document Actions in Writing. All conversations and actions related to the report of abuse or neglect should be documented in writing and dated. Documentation should include a written statement from the reporting party, completion of a Report of Suspected Incident of Child Abuse (See Appendix G), and written summaries of all interviews and conversations. A copy of the documentation shall be retained by the Senior Pastor or his or her designee as a confidential file.

9. Publicity. With regard to any issue of abuse or neglect, there shall be a single Reveille spokesperson as designated by the Senior Pastor or chosen by the Staff/ Parish Committee. No outside media will be contacted and no statements generated other than by the appointed Reveille spokesperson.

10. Confrontation of Accused. The accused should not be confronted with any allegation except at the direction of the Senior Pastor or Counsel. If the accused has assigned duties at Reveille, the accused should be relieved temporarily of his/her duties until the investigation is complete. If the person is a paid employee, the question of continuing or suspending compensation during the investigation shall be addressed by the Senior Pastor in consultation with the Staff Parish Committee.

11. The Senior Pastor or his designee should extend whatever care and resources are necessary to those impacted by the allegation. In providing care to the alleged victim and the alleged victim's family or to the accused and to the accused's family, the Senior Pastor or his designee should avoid being drawn into a discussion of the veracity of the allegation. This could jeopardize the investigation. No blame should be assigned nor should any steps be taken that involve establishing or refuting the allegation.

12. It is appropriate to show care and comfort for the alleged victim and his or her family and this should be the pastoral objective from the moment the allegation is received or otherwise made known.

VII. Screening and Training of Staff and Scheduled volunteers

A. Definitions

1. Staff means every person hired or approved for a paid staff position at Reveille, regardless of whether the position is full-time, part-time, permanent, or temporary, and regardless of whether such position directly or routinely involves the care of children. Staff includes, but is not limited to, clergy, program directors, program employees, administrators, administrative assistants, facilities employees, child care workers, interns,

and Weekday School employees. Staff does not include speakers, short-term presenters, facilitators, or performers.

2. Scheduled volunteer means any individual over the age of eighteen who without compensation supervises or has custody of any children under the age of eighteen on a scheduled or recurring basis in any Reveille affiliated program. Such programs may include those affiliated with the church, Reveille Weekday School, and the Reveille Scout Troop. For purposes of this policy, scheduled volunteers include but are not limited to the following:

- a. Children's Sunday School teachers (school year and summer)
- b. Scheduled extended session helpers
- c. Confirmation mentors
- d. Youth ministry counselors
- e. Children's choir scheduled volunteers
- f. Unpaid child care assistants
- g. Day Camp scheduled volunteers
- h. Vacation Bible School teachers and helpers
- i. Bus drivers transporting children
- j. Mission trip adults working with children
- k. Scheduled youth activity leaders, assistant leaders, and other scheduled volunteers for events and activities under the direct supervision of Reveille
- l. Weekday School parent scheduled volunteers who are scheduled to assist with Weekday School classes and activities
- m. Outreach program scheduled volunteers
- n. Scout leaders.

3. Individuals holding leadership positions in the Church, including members of Church Council and the Board of Trustees, shall be deemed to be Scheduled Volunteers for purposes of this policy

B. Screening Procedures. All Reveille staff and scheduled volunteers who work with children will be required to undergo the screening procedures outlined in this section, unless (1) exempted at the direction of the Senior Pastor who shall notify the Chair of Trustees of the exemption; or (2) subject to established screening procedures of the Reveille Weekday School that comply with all licensing requirements to which the Reveille Weekday School is subject. These procedures must be completed before any staff member covered by this policy can begin paid work involving contact with children at Reveille. Scheduled volunteers cannot provide volunteer services involving contact with children until after completing and signing a CONFIDENTIAL AUTHORIZATION AND RELEASE FOR BACKGROUND CHECKS OF VOLUNTEERS IN REVEILLE'S CHILDREN AND YOUTH MINISTRIES (Appendix C).

1. Staff

- a. Each staff member shall complete and sign an employment application form (Appendix A); the Confidential Authorization and Release for Background Checks (Appendix B); and the Virginia Department of Social Services/Child Protective Services Central Registry Release of Information Form (Appendix D).

- b. Reference checks shall be conducted.
 - c. A criminal record check shall be conducted. The cost of all reference checks shall be covered by Reveille.
 - d. A Child Protective Services Central Registry Search shall be conducted.
 - e. Each staff member shall sign a certification that s/he has not been arrested for, pled *nolo contendere* (e.g., no contest) to, or been convicted of any crime involving child abuse or neglect, or had any such conviction expunged; had allegations filed against him/her in a civil proceeding for child abuse or neglect; had a founded disposition (e.g. finding) of child abuse or neglect in a civil proceeding; committed an act of child abuse or neglect; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to pedophilia, voyeurism, or exhibitionism. See Appendix B.
 - f. Each staff member shall be interviewed by the appropriate members of the Staff/Parish Committee and/or hiring staff member(s) before being offered a position.
 - g. Clergy will be exempt from these requirements to the extent they have previously met the same or comparable requirements pursuant to the Virginia Conference of the United Methodist Church's employment policies.
 - h. Upon adoption of this policy, all current staff shall be required to comply with provisions c-d, unless these checks have previously been conducted by Reveille or the Virginia Conference of the United Methodist Church. All current staff shall sign the certification.
 - i. Each staff member will be required to read the Reveille United Methodist Church Child Protection Policy and sign a statement certifying that s/he has read and understands the policy and agrees to abide by it. See Appendix B. If someone is unable to read the policy due to educational, language, or other barriers, it is the responsibility of the Senior Pastor or his/her designee to ensure the policy is reviewed and understood by that individual.
 - j. The Senior Pastor or his/her designee shall have primary responsibility and oversight for screening all staff except (a) those covered by the Virginia Conference of the United Methodist Church's employment policies, and (b) members of the Weekday School staff. The Senior Pastor or his/her designee shall review all findings generated by the criminal record check and the central registry, including findings for the Director of the Weekday School. The Senior Pastor shall review any negative findings. The Director of the Weekday School shall have responsibility for screening all other Weekday School employees. The Senior Pastor shall review any negative findings.
2. Scheduled volunteers
- a. Each scheduled volunteer who begins service as a scheduled volunteer after July 31, 2013, must complete a volunteer certification and disclosure form. See Appendix C.
 - b. Reference checks may be conducted for each scheduled volunteer by the appropriate staff member.

- c. Each scheduled volunteer shall sign a certification contained on the volunteer certification and disclosure form that s/he has not been arrested for, pled *nolo contendere* (e.g., no contest) to, or been convicted of any crime involving child abuse or neglect, nor had any such conviction expunged; had allegations filed against him/her in a civil proceeding for child abuse or neglect; or had a disposition of founded child abuse or neglect in a civil proceeding; committed an act of child abuse or neglect; or been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism. See Appendix C.
- d. Sunday School Teachers, Vacation Bible School Lead Teachers, Confirmation Mentors, and Volunteer Choir Directors. These individuals shall be required to have undergone at least one criminal record check and may be required to undergo an additional criminal record check. Confirmation Mentors and other scheduled volunteers who are expected to have one-on-one meetings and interaction with children shall have undergone at least one CPS Registry Check and may be required to undergo additional CPS Registry Checks at the discretion of the Senior Pastor or his designee. The findings shall be submitted to the Senior Pastor or his/her designee. The cost of any background checks shall be paid by Reveille.
- e. Each scheduled volunteer will be asked to read the Reveille United Methodist Church Child Protection Policy and sign a statement certifying that s/he has read and understands the policy and agrees to abide by it. See Appendix C. If someone is unable to read the policy due to educational, language, or other barriers, it is the responsibility of the Senior Pastor or his/her designee to ensure the policy is reviewed and understood by that individual.
- f. No scheduled volunteer shall be allowed to work with any child until it has been determined that for the preceding six months the scheduled volunteer has been a member of Reveille or actively involved with worship or ministry programs at Reveille. This provision shall not apply to scheduled volunteers in the Weekday School; provided also that this requirement may be waived at the direction of the Senior Pastor or his/her designee.
- g. The Senior Pastor or his/her designee shall have primary responsibility and oversight for screening all scheduled volunteers. The Senior Pastor or his/her designee shall review all findings generated by the criminal record check and the central registry. The Senior Pastor shall review any negative findings.

3. Exclusions from Screening Procedures. Speakers, short-term presenters, facilitators, or performers at Reveille who participate in the ministry to children will not be screened in accordance with the procedures set forth above; however, such individuals shall not be left alone with any child participating in a Reveille sponsored activity, except in unavoidable emergency situations.

4. Confidentiality. All information generated from the implementation of the application and screening procedures set forth in this policy will be held in strictest confidence. Such information will not be utilized or disseminated except for purposes of this policy. Reveille assumes no liability for the information that may be given to it. All such information shall be secured in a single locked location under the control of the Senior

Pastor and his/her designee, or, in the case of the Weekday School, under the control of the Weekday School Director and/or the Senior Pastor and his/her designee.

5. Refusal to Complete Application and Screening Procedures. Staff or scheduled volunteers shall not be allowed to serve if they refuse to comply with this Section.

6. Results of Criminal Record Check and Central Registry Findings.

- a. Any applicant for a staff or scheduled volunteer position who has been arrested, convicted of, pled guilty or *nolo contendere* to, or had a conviction expunged for a crime involving sexual misconduct, child abuse, molestation, neglect or other violent misconduct, including but not limited to those offenses set forth in § 63.2-1719 of the *Code of Virginia*, will be denied a position at Reveille. The offenses set forth in § 63.2-1719 include: (a) murder; (b) abduction for immoral purposes; (c) sexual assault; (d) pandering; (e) crimes against nature involving children; (f) taking indecent liberties with children; (g) abuse and neglect of children including failure to secure medical attention for an injured child; (h) obscenity offenses; (i) abuse and neglect of incapacitated adults; and (j) convictions under § 18.2-379 of the Code of Virginia.
- b. If any applicant for a staff or scheduled volunteer position has a disposition (e.g., finding) of founded child abuse/neglect in any civil proceeding, the individual will be denied a position at Reveille.
- c. Any current staff member whose record checks reveal any of the information set forth in a. or b. above shall be suspended immediately, pending final action of the Staff Parrish Relations Committee.

C. Training

1. In addition to complying with the requirements to read and abide by Reveille's Child Protection Policy as set forth in section VI. B. 1. i. , above, all staff shall be required to attend a training session related to the policy during the course of their first year of service following the adoption of this policy and such subsequent trainings as directed by the Senior Pastor. The Weekday School Director will ensure that appropriate annual training is provided for Weekday School teachers and aides.

2. In addition to complying with the requirements to read and abide by Reveille's Child Protection Policy as set forth in section VI. B. 2. e., above, all scheduled volunteers will be expected to attend a training session or interview with applicable Program Staff concerning Reveille's Child Protection Policy. Such training sessions will be offered yearly.

VIII. Procedures for Adequate Supervision and Care of Child to Reduce the Risk of Abuse

Unless an exemption to the following Rules is granted by the Senior Pastor or his designee, the following rules apply to all Church activities; provided that the two adult rule does not apply to one-on-one mentoring between Confirmation Mentors and Confirmants, provided that the Confirmation Mentor only meets one-on-one with a Confirmant with the permission and knowledge of a parent of the

Confirmant as to the time and place of the one-on-one meeting; it being the duty of the Confirmation Mentor to ensure parental permission and knowledge of any such one-on-one meeting.

A. Two Adult Rule.

1. Two adult workers must be present during all church activities involving one or more children. If the group is divided, each subgroup will have two adult workers.
2. The following ratios will apply for each group beyond the initial two-adult rule:
 - a. One adult to three children, zero to twelve months of age
 - b. One adult to four children, ages twelve to twenty-four months
 - c. One adult to six children, ages twenty-four months to thirty-six months
 - d. One adult to eight children, ages three to twelve years
 - e. One adult to ten children, ages twelve to eighteen years

The specific needs of individual children may require a change to these guidelines.

3. If two adults are not present for an activity, classes or other groups should be combined when feasible to insure the presence of two adults.
4. For overnight activities or trips and activities off church premises, a minimum of two males and two females are required for groups of mixed gender wherever adults will be in the same sleeping quarters as participants for overnight events. A minimum of one male and one female adult are required for groups of mixed gender where adults will not be in the same sleeping quarters as participants.
5. Non-Reveille community groups of children who meet at Reveille must have two or more adults present who have certified in writing that they have read and understood the Reveille United Methodist Church Child Protection Policy and agree to abide by the policy. See Appendix E. If someone is unable to read the policy due to educational, language, or other barriers, it is the responsibility of the Senior Pastor or his/her designee to ensure the policy is reviewed and understood by that individual. The certifications must be submitted to the Senior Pastor or his/her designee prior to such meeting.

B. Adequate Supervision

1. Adults shall be at least five years older than the children they are supervising; provided that the Senior Pastor or his/her designee may waive application of this rule when a determination is made that the adult is of sufficient age and maturity to assume a supervisory role.
2. Written parental permission must be obtained on no less than an annual basis for a child's participation in overnight church activity or activity off church premises. See Appendix F. In extraordinary circumstances, parental verbal permission may be accepted at the direction of the Senior Pastor or his/her designee, provided that the Senior Pastor or his/her designee will immediately record in written form a record of the verbal approval given.

3. Adult supervision should be maintained before and after events until all children in 5th Grade and below are in the custody of their parent, or another responsible adult or a sibling of no less than 16 years of age, with a parent's permission.

C. One-on-One Mentoring, Counseling, or Consultation. Any one-on-one mentoring, counseling, or consultation between an adult and a child shall be conducted in a place open to the view of others; for example, such meetings shall not occur in a closed room that does not easily permit others outside the room to see what is occurring, if they attempt to look inside the room.

D. Transportation to Offsite Activities. When non-Staff are transporting participants to off-site activities, no vehicle will contain only one adult driver and one child, unless the adult driver is transporting his/her own child. Vehicles will contain one driver and two or more children or two adults and any number of children within the seat belt limitations of the vehicle. Seatbelts shall be worn at all times. Use of child restraint devices which meet federal standards is required for children up to age eight. Drivers and passengers must also follow airbag/weight regulations per specific vehicle guidelines. The two-adult rule shall be met at the destination of the trip. At no time shall anyone under the age of twenty-one be allowed to drive children.

E. Emergency Situations. In order to respond reasonably and responsibly to an emergency situation, including but not limited to a legitimate need of a child to be escorted outside the classroom (e.g., to the restroom), adherence to the procedures set forth in this section for adequate supervision may be impossible or, based upon the reasonable judgment of the staff member or scheduled volunteer, not in the best interests of the child to follow. Under such circumstances, adherence to the policy will not be required.

F. Inadvertent Failures to Follow Policy. Occasionally, a staff member or scheduled volunteer may find it necessary to care for a child without the assistance of a second adult. During training, it will be emphasized that those ministering to children should endeavor to minimize such instances. Failure to follow this policy on a routine, unnecessary, or unjustified basis will not be permitted.

G. Classroom Discipline. No physical punishment, verbal abuse, or ridicule shall be used at any time to discipline a child.

H. Open Classrooms. Classrooms or child care rooms may be visited without prior notice by Reveille staff, parents, or scheduled volunteers. Windows on the classroom doors should never be totally blocked so as to prevent visual observation of the classroom from the hallway. If a classroom door does not have a window, the door shall be left open. A child protection gate may be used if necessary.

IX. Effective Date

This policy is effective August 28, 2013 and replaces any and all child protection policies adopted at an earlier date. The policy shall be fully implemented no later than December 31, 2013.

X. Policy Review

Reveille's Child Protection Policy should be reviewed annually by the Board of Trustees.