

General Purpose Statement

Port Community Church seeks to provide a safe and secure environment for the children who participate in our programs and activities. Our goal is to protect the children of from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations. These policies also apply to those who are mentally or physically incapacitated of all ages.

001. Selection of Workers. pg.2

001.a. Six Month Rule

001.b. Personal Resume & Interview

001.c. Criminal Background Check

General Rules for Protection of All.

002. Two Adult Rule. pg. 2

003. Restrooms & Diaper Changes. pg. 2

004. Youth Assistants. pg. 3

005. Open Door & Clear Windows in Doors. pg. 3

006. Check-IN & Check-Out of Children. pg. 3

007. Parental Supervision During Worship Services. pg. 3

008. Medications Policy. pg. 3

009. Accidental Injuries of Children, Youth, or Adults. pg. 3

010. Discipline of Children – pg. 3

011. Safe Church Training – pg. 4

012. Responding to Allegations of Child Abuse – pg. 4-5

Church Reporting Managers – pg. 5



001. Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

001.a. Six Month Rule

No person will be considered for any volunteer position involving contact with minors until she/he has been involved with Port Community Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

001.b. Personal Resume & Interview

An employee will provide a resume. A face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position. In addition to reference and background checks, a review of spiritual giftedness for ministry.

001.c. Criminal Background Check

All employees or volunteers who work with children and youth must undergo a Multistate Criminal and Sex Offender background check with Secure Search or similar company. An up-to-date background check on file from an educational institution is also acceptable. The background check authorization form and results will be maintained in confidence on file in the church office.

GENERAL RULES FOR PROTECTION OF ALL

002. Two Adult Rule

It is our goal that a minimum of two adult workers will be in attendance at all times when children are being supervised during our special programs and activities.

Nursery caregivers for infants and toddlers (Birth to age 3) will serve with an assistant.

003. Restrooms & Diaper Changes

When children are in our care and need to use the restroom, the door must remain open so that the child is protected from being seen and the caregiver stands at the door one foot in and one foot outside the door.

Parents or guardians will be required to change diapers of their own children, unless otherwise directed by the parent or guardian.

004. Youth Assistants

Youth assistants (14 years or older) who work with the nursery or pre-school class must complete survey, provide a letter of recommendation, and receive training. Screened adult must be present at all times.

005. Open Doors & Clear Windows

All church doors will have windows installed for easy visibility.

006. Check-In and Check-Out of Children

Parents and guardians are required to drop off and pick up their children. More specific designees for pick-up are required for VBS and special community events (ie: parent registers names; photo id required).

007. Parental Supervision During Worship Service

All children that leave the sanctuary during the service will be accompanied by a parent or guardian given the structure of our church and security.

008. Medications Policy

It is the policy of Port Community Church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the church office to develop a plan of action.

009. Accidental Injuries

In the event that a child or youth is injured while under our care, the following steps should be followed: For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional. Special community events will require a nurse or EMT present.

Injuries involving children, youth, and adults require completion of an Incident Report form (In appendix).

010. Discipline Policy

The church does not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with church office and parents if assistance is needed with disciplinary issues.

Youth are required to complete a "Youth Covenant Form" to participate in youth activities for a safe, encouraging environment for all youth. Those who engage in any type of bullying will be placed on disciplinary status in conjunction with parents.

011. Safe Church Training

Office personnel and/or Christian Education Committee members inform volunteers working with children to complete background checks. Each volunteer will review & initial copy of the Safe Church plan and attach it to the background check. Safe Church plan will be posted near the mailbox area.

012. Responding to Allegations of Child Abuse

(This policy also apply to those who are mentally or physically incapacitated of all ages.) For purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. In the event that an individual involved in the care of children at this Port Community Church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the pastor of the church, the lay leader, or designated female Christian Education representative for further action, including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at Port Community Church or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker or church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.
3. All allegations of abuse should be reported to the civil authorities, and the organization will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The organization will fully cooperate with the investigation of the incident by civil authorities.
4. The insurance company will be notified, and the organization will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. A person will be designated to be a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of the organization should refrain from speaking to the media.

6. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

DESIGNATED SAFE CHURCH - Responders

Pastor Frank Brown (609-412-7352)

Dave Crawford, Lay Leader (609-226-8663)

Jo Kohl, Christian Education Representative & Church Council Representative (609-412-6271)

Dawn Carty, Trustee Representative (609- 442-6728)

Reviewed: Jim Schroeder, Attorney (Schroeder Law Group -Jersey Shore Law Firm)

Established 2019 | Updated 2020, 2021, 2022

CRITICAL INCIDENT REPORTING FORM

Port Community Church Contact Information

Church Address: 118 Main St, Port Republic, NJ 08241

PCC Homebase & Office Address:

66 Pomona Avenue, Port Republic, NJ 08241

Email: office@portcommunitychurch.com

WEB: www.portcommunitychurch.com

Pastor Frank Brown: Call/Text: 609-412-7352

DATE OF INCIDENT: _____

NAME AND ADDRESS OF INJURED PERSON(S):

	INJURED PERSON(S) NAME	MOBILE PHONE	HOME PHONE	ADDRESS
1				
2				
3				
4				
5				

WHERE DID THE INCIDENT OCCUR?

(BE SPECIFIC TO INSIDE OR OUTSIDE OF CHURCH, WHICH ROOMS, ETC.)

WHAT TYPE OF INCIDENT (CHECK ONE):

Physical

Emotional

Property Damage

Sexual

DESCRIBE INCIDENT IN DETAIL, PROVIDING DATES, TIMES, AND SURROUNDING EVENTS:

WITNESSES TO INCIDENT AND PHONE NUMBERS:

	WITNESS NAME	PHONE NUMBER
1		
2		
3		
4		
5		

