

Presbyterian Church of Novato
710 Wilson Ave., Novato, CA 94947

Safe Church Misconduct and Abuse Prevention Policy

March 16, 2022*

**This policy is based on The Safe Church Sample Policy, as approved by the Presbytery of The Redwoods and edited for The Presbyterian Church of Novato's usage by Melodie Baird, CE Elder. It was approved by the PCN Session on March 16, 2022. Additional amendments approved as noted.*

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Policy Statement

It is the policy of the Presbyterian Church of Novato (PCN) that all pastors, professionals, teachers, employees, contractors, members, and volunteers of PCN maintain the integrity of ministerial, employment, and professional relationships at all times. This policy establishes the standard of care that we expect from all Teaching and Ruling Elders, Commissioned Lay Pastors, Deacons, employees, and volunteers, especially those who work with children and youth.

We need to make thoughtful and concrete efforts to protect every person of any age, including visitors, regular attendees, and youth receiving care from PCN from harm, including sexual misconduct (Appendix A), child abuse or neglect (Appendix A and Appendix B-II), elder abuse or neglect (Appendix B-II), or abuse of any nature. It is the spiritual and secular policy of PCN to provide spiritual safety, emotional safety, and physical safety to all of our members or visitors. Appendix B contains guidelines for appropriate and inappropriate affection and other behavior.

It is never permissible or acceptable for a Presbyter member, PCN member, officer, employee, contractor, volunteer, or visitor to engage in sexual misconduct or any form of abusive behavior. It is equally unacceptable for anyone to retaliate against someone for reporting or investigating a claim of such abuse.

I. Mandatory Reporting Requirement

“Any member of PCN engaged in ordered ministry and any certified Christian educator employed by PCN or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse.” (G-4.0302 of the 2019 – 2021 Book of Order).

The term “ordered ministry” includes the ordained offices of Ministers of the Word and Sacrament (teaching elders), Deacons, and Elders (ruling elders). See Appendices C, D, and E for further information relating to the reporting and response processes. Regarding any allegations against a member of the Presbytery, consultation with the Mission/Presbyter/Stated Clerk is required as soon as possible.

In California, the term mandated reporter refers to categories of professionals who are required by law to report instances of actual or suspected child abuse and child neglect. The list of mandated reporters includes teachers, social workers, police officers and clergy. If the report turns out to be wrong, mandated reporters have immunity from criminal and civil liability under state law. Volunteers working with children, while not mandated reporters, are strongly encouraged to report any suspected cases of abuse or neglect. See Appendices C, D, and E for further information relating to the reporting and response processes. Regarding any allegations against a member of the Presbytery, consultation with the Mission Presbyter/Stated Clerk is required as soon as possible.

II. Mandatory Training

PCN will ensure that **all** mandatory reporters, Sunday School teachers, employees and volunteers working with children are trained on this policy within six months of its adoption and every three years thereafter, as a minimum. Newly ordained mandatory reporters, new Sunday School teachers, employees and volunteers working with children will be trained within 6 months of their ordination, employment, or their volunteer work. Waivers may be granted for those who have taken similar professional training, at the discretion of the Session.

III. Pre-Employment/Volunteer Screening

Everyone working or assisting with children and/or youth must complete the following application forms:

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Reference checks will be routinely done, and background checks (including fingerprinting) are required for all paid staff (including ministers) and all *regular* volunteers. A regular volunteer means a volunteer who is 18 years of age or older and who has direct contact with,

or supervision of, children for more than 16 hours per month or 32 hours per year. (Ch. 2.9, Sec. 18975, Business and Prof. Code, January 1, 2022).

In cooperation with California laws, PCN **prohibits registered sex offenders** from working with children or youth or being in close proximity to ministries with children or youth. This church also **prohibits the following persons** from working with children or youth or being in their close proximity (except for church intergenerational activities): anyone who has been convicted of a violent crime, any sexual offense (even if not registered as a sex offender) or has consented to entry of a court order involving the same.

Care should be taken before allowing such persons to hold a PCN office as such a role could involve supervision or ministries with children or youth and/or conflict with duties as a mandated reporter.

Where the reference and/or background search of a candidate indicates an item of reasonable concern to the PCN Safe Church Coordinator (defined in Appendix A), the candidate and search results may be discussed with PCN's pastor, and/or appropriate officer of the Presbytery of the Redwoods, and legal counsel, and further references may be checked. Upon due consideration of such officers and clergy, the candidate may be declined for service with the Church, or the candidate may be accepted for Church service if consistent with this policy.

Any volunteer who works with or supervises youth regularly shall:

1. Be a member or active attendee of PCN for at least six months prior to starting such activities. Volunteers who are not members of PCN may qualify by submitting a statement of faith for review/approval by the Christian Education Committee.
2. Be at least 14 years of age. Adult supervision of minor volunteers is required.
3. Complete online mandated reporter training provided by the Office of Child Abuse Prevention in the State Department of Social Services.
4. Complete an online training course provided by PCN on recognizing the common grooming processes and behaviors of sexual offenders.

IV. Outside Organizations Volunteers: PCN will not be responsible for the volunteers of outside organizations, for example Boys Scouts, Girl Scouts, etc. It is the responsibility of those organizations to screen and monitor their volunteers. At any point in time if there is questionable behavior of volunteers that disrupt or distract from the work and mission of our church the organization may be asked to find an alternative place to meet.

V. Compliance and Distribution

This policy will be given to all Teaching and Ruling Elders, Commissioned Lay Pastors, Deacons, employees, and volunteers working with children and youth. Each recipient shall be required to sign a statement (Appendix K) acknowledging that they have received a copy of this document, read, and understand it, and agree to conduct themselves in accordance with this policy.

It is the intent of this policy to be at minimum consistent with the policy, guidelines, and expectations of the Presbytery of the Redwoods, and the Presbyterian Church (USA).

VI. Record Keeping

PCN is committed to good record keeping including, but not limited to, files on ministers, employees and volunteers involved in children or youth activities. The locked files should contain, as appropriate, applications for employment/volunteer work, background checks, references' responses, signed Acknowledgment Receipts, required training completed, and all other applicable documents, except records which may be required, by law, to be kept in separate files. Good faith effort will be made to follow this policy and to maintain the security and confidentiality of these records.

Access to personnel or other confidential files is limited to the Pastor, Clerk of Session, the PCN Safe Church Coordinator, Personnel Committee Elders, and other specified persons as identified and approved by the Session such as specific officers of the Presbytery of the Redwoods and legal counsel.

Appendix A Definitions

1. **Sexual Misconduct** is a comprehensive term used in this policy to include, but is not limited to:
 - a. child sexual abuse as defined in #2 below;
 - b. rape or sexual contact by force, threat, or intimidation;
 - c. sexual malfeasance -- a breach of trust by a religious leader misusing that office/position to have sexual activities within a ministerial or professional/leadership relationship;
 - d. production, accessing or distribution of pornography; or viewing pornography on PCN computers or on PCN premises.

1. **Child Sexual Abuse** includes, but is not limited to:
 - a. any sexual contact (may or may not involve touching) or sexual interaction between a child (under the age of eighteen years) and an adult;
 - b. any use of a child for the sexual stimulation of an adult, a third person, or the child;
 - c. any risqué jokes, innuendo, unacceptable visual contact, unwelcome casual touch, unwelcome and inappropriate hugs and kisses, and sexually suggestive pictures between an adult and a child, as deemed inappropriate by any reasonable adult.

2. **Sexual Abuse** as defined in the Book of Order: "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position" (Book of Order, D-10.0401c).

In the professional context, mutual expressions of affection do not abrogate the abusiveness of the relationship, for true consent may be considered, by definition, impossible between a professional and a person in that professional's care.

3. **Sexual Harassment** means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in PCN; or,
 - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or,
 - c. such conduct has the purpose or the effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working (either employment or volunteer based) environment based on the declared judgment of the affected individual. Lack of intent to harass is no defense.

Examples of sexual harassment include, but are not limited to:

- i. Verbal: sexual innuendoes, risqué jokes, sexually suggestive or insulting questions, comments or sounds, jokes or teasing of a sexual nature, sexual propositions, or threats, continuing to make sexual advances or comments, or otherwise expressing personal interest after being informed that the interest is unwelcome, sexual remarks regarding clothing, body, or love life, or any type of subtle pressure for sexual activity.
 - ii. Visual: sexually suggestive or gender derogatory objects, pictures, computer software, posters, or letters; leering, whistling, or obscene or sexually suggestive gestures.
 - iii. Physical: unwanted physical contact, including touching, pinching, brushing the body, impeding, or blocking movement, sexual intercourse, or assault.
 - iv. Encouraging attitudes or patterns of verbal, visual, or physical conduct (may or may not be obviously directed at a particular person) which may be reasonably perceived as tending to legitimize, rationalize, or make light of unwanted sexual advances.
4. **Sexual conduct** includes offensive, obsessive, or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.
 5. **Misuse of technology** involves the use of technology that results in sexually harassing or abusing another person, including texting, or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on PCN property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.
 6. **Volunteer** is any person who provides services for PCN or related organization within PCN's jurisdiction without financial or material remuneration. (The volunteer may or may not be a member of PCN.)
 7. **Employee** is any person receiving monetary compensation either from PCN or another entity for services performed for PCN or related organization within PCN's jurisdiction, whether services are full time or part time, or continuing or short term, and includes staff, supervisors, and independent contractors.

8. **PCN Safe Church Coordinator** is the person designated by the Session, and recorded in the minutes, who is approved by Session to:
1. follow up on references, a task that can be shared by the Minister and/or any designated Session member;
 2. receive background check information (e.g., technical background checks, references, and similar required information within the guidelines of this PCN Safe Church Misconduct and Abuse Prevention Policy) of volunteers or employees whose clearance goes through the Session; and respectfully and confidentially handle all PCN Safe Church misconduct and abuse related confidential information (including mandated reports and any related appropriate documentation) as outlined in this PCN Safe Church Misconduct and Abuse Prevention Policy.
10. **Mutual Consent** is not possible when one party is a clergy/professional lay leader in a pastoral, counseling, employer, or leadership position within PCN, related organization, or sponsored activity in which the other party is a parishioner, member, counselee, employee; or, when one of the parties is a child. Ordinarily, Ruling Elders or Deacons would not be considered to have a power differential complication when dating a mutually consenting adult member of the same church. Consultation with the Committee on Ministry is encouraged if there are questions.

Appendix B

Guidelines for Appropriate and Inappropriate Affection and Behavior

PCN is committed to creating and promoting a positive, nurturing environment for our children's and youth ministries, one that protects our children and youth from abuse, and PCN Personnel and volunteers from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate; otherwise, that decision is left to each individual. It also allows for such behaviors that are appropriate and thus allow PCN volunteers and personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. The following guidelines are to be carefully followed by all PCN Personnel working around or with children or youth.

1. Love and affection are part of PCN's life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some **positive** and **appropriate** forms of affection are listed below:
 - Side-to-side hugs.
 - Pats on the shoulder or back.
 - Handshakes.
 - "High-fives", "knuckle-bumping" and hand slapping.
 - Verbal praise.
 - Touching hands, faces, shoulders and arms of children or youth.
 - Arms around shoulders.
 - Holding hands while walking with small children.
 - Sitting beside small children.
 - Kneeling or bending down for hugs with small children.
 - Holding hands during prayer.
 - Pats on the head when culturally appropriate.

2. The following forms of affection are considered **inappropriate** with children and youth in a ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.
 - Full frontal or lengthy hugs and embraces.
 - Kisses on the mouth.
 - Holding children over three years old on the lap.
 - Touching bottoms, chests, or genital areas other than for appropriate diapering or toileting of infants and toddlers.
 - Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
 - Occupying a bed with a child or youth.
 - Touching knees or legs of children or youth.
 - Wrestling with children or youth.
 - Tickling children or youth.

- Piggyback rides.
 - Any type of massage given by a child or youth to an adult, individually or in groups.
 - Any type of massage given by an adult to a child or youth, individually or in groups.
 - Any form of unwanted affection.
 - Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans.”
 - Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing.
 - Giving gifts or money to individual children or youth.
 - Private meals with individual children or youth.
 - Frequent calling visits.
 - Frequent phone conversations.
 - Extended time together.
3. The following is a more specific list of acts that are **absolutely prohibited** during any congregational or PCN related activity for children and youth.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct toward a child or youth.
 - Sexual advances or sexual activity of any kind between any adult and a child or youth.
 - Infliction of physically abusive behavior or bodily injury to a child or youth.
 - Physical neglect of a child or youth, including failure to provide adequate supervision in relation to congregational activities. Adequate supervision means the type of supervision a reasonable person would provide in the same or similar situation.
 - Causing mental or emotional injury to a child or youth.
 - Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a child or youth.
 - Possessing or accessing obscene or pornographic materials at any congregational activity.
 - Possessing illegal drugs or being under the influence of any illegal drugs.
 - Consuming or being under the influence of alcohol while participating in any congregational activity designed for children and youth.
 - Carrying any type of weapon.
4. **Appropriate “best practices” of behavior:**
- To the greatest extent possible, the presence of at least two **mandated reporters** whenever administrators, employees, or volunteers are in contact with, or supervising children (Ch. 2.9, Sec. 18975(c), Business and Prof. Code, January 1, 2022).
 - Use “open rooms” (with clear visibility in and unlocked) and another adult in proximity when meeting with children and minors.
 - Have a responsible supervisor (such as a Teaching or Ruling Elder, Deacon, PCN employee, volunteer, etc.) randomly monitor all activities that involve children or youth.

Appendix C

Mandated Reporting and Recognizing Child/Elder Abuse

I. Mandated Reporting

Mandatory reporters of child and elder abuse and neglect in California include “clergy members” and “custodian of records of a clergy member” (in the PCUSA this refers to Clerks of Session). Mandatory reporters as identified in the *Book of Order* include both Teaching and Ruling Elders, Deacons, Certified Christian educators, associate Christian educators.

Under current California Penal Code sec 11165.6(b), "Volunteers of public or private organizations whose duties require direct contact with, and supervision of children are not mandated reporters, but are encouraged to obtain training in the identification and reporting of child abuse and neglect and are further encouraged to report known or suspected instances of child abuse or neglect."

Relevant Sections of California Penal Code 11165, 11166 and 15600

“A mandated reporter shall make a report to an agency (police or sheriff’s department, welfare department, Child Protective Services, Adult Protective Services) whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows, or reasonably suspects has been the victim of child abuse or neglect. The mandated reporter shall make an initial report to the agency immediately or as soon as practicably possible by telephone and the mandated reporter shall prepare and send, fax, or electronically transmit a written follow up report thereof within 36 hours of receiving the information concerning the incident.”

“Any mandated reporter who fails to report an incident of known or reasonably suspected child abuse or neglect as required by this section is guilty of a misdemeanor punishable by up to six months confinement in a county jail or by a fine of one thousand dollars (\$1,000) or by both that imprisonment and fine.”

The Welfare and Institutions Code section 15600 and the following sections provide for mandatory reporting of abuse of older adults aged 65 and over and of dependent adults* ages 18-64. The law defines a “dependent adult” as someone ages 18-64 who has physical or mental limitations which restrict his/her ability to carry out normal activities or to protect his/her rights, including those whose abilities have diminished with age.

The current abuse reporting law applies to both older and dependent adults.

“Any mandated reporter, in his/her professional capacity, who has observed or has knowledge of an incident that reasonably appears to be abuse or is told by the older or dependent adult that he/she has been abused, or reasonably suspects abuse must report the known or suspected abuse by telephone immediately, and by written report within two working days as described below.”

“If the known or suspected abuse is alleged to have occurred in a long-term care facility such as a skilled nursing facility or a residential care facility, the abuse must be reported to the Long-Term

Care Ombudsman Program or the police. If the abuse occurred anywhere else, the report must be made to Adult Protective Services or the police.”

“Any person reporting abuse under this law is immune from civil or criminal liability, unless that person acted in bad faith or with malicious purpose.”

“However, failure to report physical abuse of an older or dependent adult is a misdemeanor punishable by not more than six months in county jail or by a fine of not more than \$1,000, or both. Willful failure to report serious abuse, where the abuse results in death or great bodily injury, may be punishable by up to one year in county jail, or a fine of up to \$5,000, or both.”

NOTICE: This document does not presume to have the most recent legal or relevant Sections of California Penal Code references or sections. It is important to consult the Presbytery of the Redwoods or appropriate legal counsel for the most current and relevant applicable information.

II. Recognizing Child/Elder Abuse and Neglect

A. Recognizing Child Abuse and Neglect

California Penal Code section 11165 describes four categories of **child abuse or**

1. **Physical abuse:** unlawful corporate punishment or injury; willful harming or injuring of a child; or unjustifiable physical pain or endangering.
2. **Physical neglect:** malnutrition or failure to thrive; or general neglect in food, clothing, shelter, medical care, or supervision.
3. **Sexual abuse:** sexual assault (any sexual touching), or sexual exploitation (such as pornography or prostitution).
4. **Emotional abuse,** or unjustifiable mental suffering.

B. Recognizing Elder Abuse and Neglect

California Welfare & Institutions Code section 15610 describes seven types of **elder abuse or neglect:**

1. **Physical abuse:** acts that injure the body as well as any sexual abuse.
2. **Neglect:** failure of whomever is caring for an elder or dependent adult to adequately provide food, clothing, medical care, or shelter.
3. **Abandonment:** leaving an elder or dependent adult alone when a reasonably competent person would not have left such a person alone.
4. **Abduction:** removing an elder or dependent adult from this State without proper consent or preventing an elder or dependent adult from returning to this State.

5. **Isolation:** preventing an elder or dependent adult from receiving mail, telephone calls, or visitors.
6. **Financial abuse:** wrongfully taking or retaining an elder's or dependent adult's personal or real property.
7. **Mental suffering:** fear, agitation, confusion, severe depression brought about by intimidation, threats, harassment, or deceptive acts made with malicious intent.

III. Symptoms of Child Abuse and Neglect

A. Signs and Symptoms

The Mayo Clinic has developed a list of some of the signs or symptoms that may be associated with child abuse or neglect in children. A child who's being abused may feel guilty, ashamed, or confused. He or she may be afraid to tell anyone about the abuse, especially if the abuser is a parent, other relative or family friend. That's why it's vital to watch for red flags, such as:

- Withdrawal from friends or usual activities.
- Changes in behavior - such as aggression, anger, hostility, or hyperactivity - or changes in school performance.
- Depression, anxiety or unusual fears, or a sudden loss of self-confidence.
- An apparent lack of supervision.
- Frequent absences from school.
- Reluctance to leave school activities, as if he or she doesn't want to go home.
- Attempts at running away.
- Rebellious or defiant behavior.
- Self-harm or attempts at suicide.

B. Specific Signs and Symptoms

Specific signs and symptoms depend on the type of abuse and can vary. Keep in mind that warning signs are just that - warning signs. The presence of warning signs doesn't necessarily mean that a child is being abused.

1. Physical abuse signs and symptoms

- Unexplained injuries, such as bruises, fractures or burns.
- Injuries that don't match the given explanation.

2. Sexual abuse signs and symptoms

- Sexual behavior or knowledge that's inappropriate for the child's age.
- Pregnancy or a sexually transmitted infection.
- Blood in the child's underwear.

- Statements that he or she was sexually abused.
- Inappropriate sexual contact with other children.

3. Emotional abuse signs and symptoms

- Delayed or inappropriate emotional development.
- Loss of self-confidence or self-esteem.
- Social withdrawal or a loss of interest or enthusiasm.
- Depression.
- Avoidance of certain situations, such as refusing to go to school or ride the bus.
- Desperately seeks affection.
- A decrease in school performance or loss of interest in school.
- Loss of previously acquired developmental skills.

4. Neglect signs and symptoms

- Poor growth or weight gain or being overweight.
- Poor hygiene.
- Lack of clothing or supplies to meet physical needs.
- Taking food or money without permission.
- Hiding food for later.
- Poor record of school attendance.
- Lack of appropriate attention for medical, dental, or psychological problems or lack of necessary follow-up care.

Appendix D

The Reporting and Response Process

This section includes guidelines and expectations once a reasonably suspected allegation of abuse is identified. **Consultation (as soon as practicable) with an appropriate PCN officer (e.g., Teaching or Ruling Elder) and the Presbytery of the Redwoods is our policy.**

In responding to allegations of abuse or sexual misconduct, we seek healing and the assurance of the protection and dignity of all persons. Where possible, the privacy of persons is to be respected and allegations should be responded to as matters of highest confidentiality both before and after appropriate action has been taken.

Allegations against PCN members, attendees, officers, employees, and volunteers must be inquired into so that, if proven, corrective action can be taken to ensure the safety of all within our community of faith. Even if the accused is no longer connected with PCN, we have the duty to hear the allegations and to take measures (such as education and policy) to prevent future occurrences of harm. Administrative handling of an allegation by PCN does not negate the state's mandatory reporting requirements. Full cooperation with both civil and ecclesiastical investigations is expected.

The first person to learn of an incident(s) of sexual misconduct should not conduct an inquiry alone but should ask the person making the allegation if they would be willing to put it in writing and get as much specific information as possible about it. (Appendix D may be used for that purpose.) If the person is unwilling or unable to make a written statement, any member of the PC (USA) may make the statement. That would then automatically trigger the Rules of Discipline of the Book of Order if the alleged facts, if proven true, would likely result in disciplinary action.

Although there are no time limits for allegations of sexual abuse (D-10.0401), once a charge is filed, it must be immediately forwarded to the Clerk of Session or the Stated Clerk of Presbytery, as appropriate, for prompt investigation.

Following the guidelines of D-10.0106, administrative leave is appropriate if there is some likelihood that a similar offense (as that alleged) may occur during the period of investigation and/or trial; or if it appears necessary to preserve the peace and purity of the congregation, related organization, or sponsored activity. Administrative leave is preventative, not punitive as there is always a presumption of innocence. Pastoral care should be offered to the congregation, the alleged victim/accused and their families.

Please note that while certain persons are mandatory reporters (see Appendix C-I on Mandated Reporting), a PCN member or citizen can take similar actions to report and protect PCN members from abuse and mistreatment. In all cases involving a person associated with PCN, immediate consultation is our policy guideline.

- “Reasonable suspicion” of abuse/misconduct is detected. It is important for legally mandated reporters to understand that their standard to report is typically low and thus they do not need to have proof of the allegation to report; however, they should have knowledge of or have observed what a reasonable person would find suspicious of abuse or misconduct. At this level, all mandated reporters are

expected to seek consultation immediately. A person does not have to be a mandated reporter to report suspected abuse or seek consultation.

- Appropriate reporting agencies:
 - Police
 - Child Protective Services (CPS)
 - Adult Protective Services (APS)

- If the safety of the suspected victim is of immediate concern, the appropriate reporting agency (see above) should be immediately contacted by telephone.

- If the safety of the suspected victim is not of immediate concern:
 - Consult with an appropriate PCN officer (e.g., Teaching or Ruling Elder or Deacon). As a general guideline, mandated reporters are charged with reporting within 24 hours unless for some reason this is not possible or may lead to additional harm to the suspected victim.
 - Following consultation, the report is then made to one of the above agencies. Most times the agency will require a written report within the following 36 hours on a form that can be downloaded off the internet. Each local agency likely has its own particular instructions which should be followed. **Always document the agency contacted, the contact person, the date, and the time of the contact.** To the extent possible be prepared to supply the reporting agency with the following information:
 - Name, birthday or age, and sex of suspected victim.
 - Present location of suspected victim (including address and phone contact if known).
 - Home address and phone of suspected victim if known.
 - If suspected victim is a minor, then the home address and phone number of each parent/guardian if known.
 - Name, birthday, or age if known, and sex of suspected abuser.
 - Address and phone of suspected abuser and present location if known.
 - A brief narrative of the suspected abuse.
 - If a mandated reporter, your name, phone contact and relationship to the suspected victim (if not a mandated reporter, you are not necessarily required to identify yourself, but they may want to know something about how the suspected abuse came to your attention, etc.).

- Make one photocopy of the report and submit via U.S. Mail or fax or as directed by the reporting agency. The photocopy is to be handled with prayerful protection and given in a sealed envelope to the appropriate PCN officer (Teaching or Ruling Elder, or Deacon). This document as well as any other applicable documentation is then kept according to the Recordkeeping guidelines in the main PCN Safe Church Misconduct and Abuse Prevention Policy.

Appendix E

Suspected Sexual Misconduct Report Form*

1. **Date of Report:** _____
2. **Reporter's Name:** _____
 Address _____
 City, State, and Zip Code _____
 Phone Number (including area code) _____
3. **Alleged Victim's Name** (if other than reporter) _____
 Address _____
 City, State, and Zip Code _____
 Phone Number (including area code) _____
4. **Name of Person suspected of misconduct:** _____
 Address _____
 City, State, and Zip Code _____
 Phone Number (including area code) _____
5. **Name(s) of Other Person(s) involved:** _____
 Address _____
 City, State, and Zip Code _____
 Phone Number (including area code) _____
 (Witness or another alleged victim?) Circle appropriate choice(s).
Name: _____
 Address _____
 City, State, and Zip Code _____
 Phone Number (including area code) _____
 (Witness or another alleged victim?) Circle appropriate choice(s).
Name: _____
 Address _____
 City, State, and Zip Code _____
 Phone Number (including area code) _____
 (Witness or another alleged victim?) Circle appropriate choice(s).
6. **Report of Suspected Sexual Misconduct**
 Describe incident(s) of suspected sexual misconduct, including date(s), time(s), and location(s). Please be as specific as possible and continue on the back of this page or attach additional paper. Include all information that might be helpful, including any other people who may have further pertinent information.
 Witness or another alleged victim? Circle appropriate choice(s).

*Refer to Appendix D for the appropriate reporting agency to deliver this form to.

Appendix F

Children and Youth Ministries Application Form - Adults

It is the goal of the Presbyterian Church of Novato (PCN) to create a safe and secure atmosphere for all children who participate in the activities of PCN. In this spirit, it is necessary to gather certain information from individuals offering paid or volunteer services involving children and youths. This information will be used for the sole purpose of helping PCN provide a safe and secure environment for those children who participate in our programs and use our facilities and will be maintained by standards of confidentiality.

Personal Information

Name:		Date:	
(first) (middle) (last)			
Other name(s) you have been known by:			
Address:			
Telephone:		Email:	
Date of Birth:		Social Security No:	
CA Drivers License:			
Ministry Area: <input type="checkbox"/> Children's <input type="checkbox"/> Youth <input type="checkbox"/> Facilities <input type="checkbox"/> other: Description: <input type="checkbox"/> Leader <input type="checkbox"/> Assistant <input type="checkbox"/> Driver			

List three references that are not related to you. References who know of your work with youth or children are preferable. At least one reference must be a member of the Presbyterian Church of Novato.

	Reference 1	Reference 2	Reference 3
Name			
Title/Position			
Relationship to you (no relatives)			
Telephone (daytime and evening phone numbers when possible)			
Known how long?			
Office Use Only			

Appendix G

Children and Youth Ministries Volunteer Application Form - Minors

It is the goal of the Presbyterian Church of Novato (PCN) to create a safe and secure atmosphere for all children who participate in the activities of PCN. In this spirit it is necessary to gather certain information from individuals offering volunteer services involving children and youths. This information will be used for the sole purpose of helping PCN provide a safe and secure environment for those children who participate in our programs and use our facilities and will be maintained by standards of confidentiality.

Personal Information

Name:	Date:
(first) (middle)	(last)
Address:	
Telephone:	Email:
Date of Birth:	CA Drivers License:
Ministry Area: <input type="checkbox"/> Children's <input type="checkbox"/> Youth <input type="checkbox"/> Facilities <input type="checkbox"/> Other	

References

List three references that are not related to you. References who know of your work with youth or children are preferable. At least one reference must be a member of the Presbyterian Church of Novato.

	Reference 1	Reference 2	Reference 3
Name			
Title/Position			
Relationship to you (no relatives)			
Telephone (daytime and evening phone numbers when possible)			
Known how long?			
Office Use Only			

Appendix H Pre-employment Screening Certification Questionnaire

Name: _____
First Middle Last

Address: _____

City, State, Zip
Code: _____

Phone: _____

Mobile: _____

Have you ever been known by any other name?

- No
- Yes, please provide other name(s):

Please complete the following certification:

I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct; and (c) I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.

Signature _____
Date

Name (Printed)

Note: If you are unable to make the above certifications, you may provide, in the space provided below, a description of the complaint, termination, or course of treatment you have been involved in, giving dates, names, and addresses of employers and physicians, the outcome of the situation, and any explanatory comments you care to add:

Appendix I

Consent To Background Screening

I hereby authorize the Presbyterian Church of Novato (PCN) and or its agents to make an independent investigation of my background, references, past employment, education, adult criminal or police records, civil judicial records pertaining to sexual misconduct or child abuse/neglect, and motor vehicle records, maintained by any private or public organization, for the purpose of confirming information which may be material to my qualifications for service with PCN, whether paid or volunteer, during the tenure of my service with PCN.

I understand that background screening may include (but not be limited to) multi-state criminal background check, individual county background check, national or state sex offender registry check, alias search, social security number trace, motor vehicles records search, and fingerprints check.

I release PCN and its agents and any person or entity (including any law enforcement agency or judicial authority or ecclesiastical governing body), which provides information pursuant to this consent, from any and all claims, liabilities, and legal actions with regard to the information obtained from any of the above sources.

PCN has disclosed that it shall maintain such information in separate files, and that good faith efforts will be made to maintain the security and confidentiality of these records. Access to this consent, my service application form, and any information obtained from background searches shall be limited to the PCN pastor, Clerk of Session, the PCN Safe Church Coordinator, and other specified persons as identified and approved by the Session such as specific officers of Presbytery of the Redwoods, and legal counsel.

The following is my true and correct name and information to the best of my knowledge.

Signature: _____

Date: _____

Print Legal Name: _____

Former or Other Names: _____

Social Security Number: _____

Drivers License State and Number: _____

Appendix J - Presbyterian Church of Novato

DRIVER AUTHORIZATION FORM

EMPLOYEES ★ PARENTS ★ VOLUNTEERS

*** AT LEAST 10 DAYS BEFORE DRIVING: COMPLETE/RETURN FORM & REQUIRED DOCUMENTS TO THE PRESBYTERIAN CHURCH OF NOVATO'S SAFE CHURCH COORDINATOR.**

Driver's Name:	Driver's Phone:
Driver's Email:	

*** * MINIMUM INSURANCE REQUIREMENTS * ***

\$100,000 Bodily Injury–Per Person ♦ \$300,000 Bodily Injury–Per Occurrence ♦ \$50,000 Property Damage ♦ \$5,000 Medical Coverage for Passengers

★ Insurance Provider:			
★ Bodily Injury Limit – Per Person:	★ Bodily Injury Limit – Per Occurrence:	★ Property Damage Limit:	★ Medical Coverage for Passengers:

1. Vehicle capacity is one passenger per seat belt. *I will ensure that all of my passengers wear their seat belts.*
2. I have inspected my vehicle and it is in safe operating condition: lights, mirrors, horn, turn signals, brakes, tires and suspension. It is the responsibility of the designated leaders of the event to decline the use of a vehicle that shows evidence of not meeting the above criteria.
3. I have no physical limitations that would adversely affect my ability to drive safely, including, but not limited to, blackouts, seizures, or release from an alcohol or detoxification facility within the last 3 years.
4. I have **no prior convictions** for driving under the influence, nor will I consume any alcoholic beverages or other drugs while on a church-sponsored trip or church event. The designated leaders of the event will not permit anyone to drive who appears to be under the influence of alcohol or drugs.
5. I have **no prior convictions** for violent or serious felonies as listed and described in subdivision (c) of Section 667.5, Section 1192.7, and Section 44010 of the Penal Code.
6. I have provided Presbyterian Church of Novato (PCN) with (1) a signed acknowledgment form (Appendix K) indicating that I have read the Presbyterian Church of Novato Safe Church Misconduct and Abuse Prevention Policy and will abide by the procedures, (2) a signed Appendix I, Consent To Background Screening, (3) a copy of my driver's license, (4) current insurance billing statement and (5) current proof of insurance card.
7. I give my consent to the Presbyterian Church of Novato (PCN) to performing a background check and motor vehicles records search on me. I understand that this background check and motor vehicles records search must be completed BEFORE I can receive authorization to drive.
8. I am an adult **over the age of 21.**
 - ▶ I certify that the above information is correct, and that the insurance coverage provided is in force. I agree to advise the Presbyterian Church of Novato in writing of any changes in the above information.
 - ▶ **I will be using a vehicle listed on my insurance document.** I understand that my insurance is **PRIMARY** in case of an accident, and Presbyterian Church of Novato accepts no responsibility for damage or loss to my vehicle.
 - ▶ **I understand that I must IMMEDIATELY notify The Presbyterian Church of Novato of any changes to my driver's license validation or restrictions, or if my insurance coverage no longer meets the specified requirements.**

PLEASE NOTE: This form expires on August 30, 2023 must be renewed.

Signature of Driver: _____ Date: _____

Safe Church Coordinator:

INS	P	INS	C	SCP	DL	BC	APPROVED:		DATE:	
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REQUIRED DOCUMENTATION

ALL DRIVERS, including volunteers and PCN employees, must complete and sign a Driver Authorization Form and submit all required documentation **at least ten (10) working days prior to the trip.** This includes parents driving only their children for any PCN function.

Signed form and **required documents** must be taken to the PCN Safe Church Coordinator. They will review and performing a background check and motor vehicles records search on you.

*** *ONCE YOUR FORM IS APPROVED, YOU ARE AUTHORIZED TO DRIVE FOR ANY PCN TRIP/EVENT**

PLEASE NOTE: Submitting paperwork **IS NOT** automatic authorization to drive. The PCN Safe Church Coordinator reserves the right to decline authorization, You must receive notification of approval **PRIOR TO DRIVING.**

Required documentation includes:

1. **CURRENT** Driver Authorization Form - (original) – signed by driver.
2. **CURRENT** Presbyterian Church of Novato Safe Church Misconduct and Abuse Prevention Policy, Appendix K, Acknowledgment Form and Appendix I, Consent To Background Screening.- (original) – signed by driver.
3. **CURRENT** Insurance Policy **Declaration** Doc (copy) – **includes driver’s name, coverage limits & expiration date.**
4. **CURRENT** Proof of Insurance Card (copy)
5. **VALID** Driver’s License (copy)

SAMPLE INSURANCE BILLING DOC:

Automobile Policy Declarations

Insured's Name: [Redacted]

Expiration Date: 08-21-2008

Coverage Detail:

ITEM	NAME	MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER	DRIVER'S LICENSE	NAME
01	TOYOT					
02	TOYOT					
03	CHEVR					
04	ROCK					

COVERAGE	EACH PERSON	EACH OCCURRENCE	DEDUCT	ITEM 01 PREMIUM	DEDUCT	ITEM 02 PREMIUM	DEDUCT	ITEM 03 PREMIUM	DEDUCT	ITEM 04 PREMIUM
Bodily Injury	100,000	300,000								No Coverage
Medical Payments	10,000									No Coverage
Uninsured Motorist	100,000	300,000								No Coverage
Property Damage		50,000								No Coverage
Comprehensive			100		100		No Coverage		500	\$8
Collision			500		500		No Coverage		500	\$13
All Risks			No Coverage		No Coverage		No Coverage		No Coverage	No Coverage
TOTAL PREMIUM PER VEHICLE										\$22

Automobile Death Benefits

Premium Summary CA Surcharge: \$0.00 Total Additional Premium: \$22.00

SCHEDULE OF CHANGES

ITEM	PAID DRIVER	DRIV SAFETY RECORD	YRS DRIV EXP	EST ANN MI DRIVEN	VEH GARAGE ZIP	VEHICLE USAGE	SEX	MARITAL
01		0 PT		10,000 MI		Principal	F	M
02		0 PT		8,000 MI		Principal	M	M
03		PT		1,000 MI		Undesignated		
04		PT		MI		Undesignated		

Enhanced Transportation Expense Coverage: Item/s 01, 02.
 DISCOUNTS: Met Drv: None MultiPolicy H03 Homeowners: Item/s 01 02 03 04
 Multi Car: Item/s 01 02 03 Good Driver: Item/s 01 02 03 04

REMINDERS:

- ▶ Driver Authorization Forms are valid during **March 1, 2022 through August 30, 2023.** ALL DRIVERS, including parents and PCN employees, must submit a new driver form with current documentation prior to driving students for any trip/event.
- ▶ Prior to trip, drivers must conduct a thorough inspection of their vehicle. The inspection should include lights, horn, turn signals, brakes, tires (including spare), and emergency tools.
- ▶ Carry only the number of passengers for which the vehicle has safety restraints. All passengers must use their seat belts at all times, **one passenger per seat belt.**
- ▶ Students under the age of eight (8), or less than four feet nine inches tall (4'9"), must be in a child safety seat (or booster) in the **back seat** of the vehicle. Please visit chp.ca.gov online for current California child safety seat laws.
- ▶ Caravan travel is required if more than one vehicle is used for any trip.
- ▶ Before the trip, the trip leader shall provide the drivers with clear information regarding their responsibilities.
- ▶ There must be at least three people in the vehicle, either two adults and one child or youth or one adult and two children or youth. A volunteer or employee may drive a single child or youth only with the prior permission of the parent of the child or youth.

Appendix K Acknowledgment Receipt

Presbyterian Church of Novato Safe Church Misconduct and Abuse Prevention Policy

I hereby acknowledge that I received on _____ (*date*) a copy of the Presbyterian Church of Novato Safe Church Misconduct and Abuse Prevention Policy, dated _____, and that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy, including but not limited to all forms of child abuse and elder abuse.

I attest that I have read and understand the mandatory reporter provisions of the Penal Code of the State of California which are stated in this document and the “duty to report” mandates of the constitution of the Presbyterian Church (USA) and that I will comply with those provisions.

Signature

Date

Name (Printed)

Note: This Acknowledgment should be re-affirmed at such times as amendments or revisions to the Policy are made and distributed.