

Child Protection Policy

Corning Area Bible Club



CORNING AREA BIBLE CLUB CHILD PROTECTION POLICY

GUIDELINES FOR REPORTING POSSIBLE CHILD ABUSE

1. If a child reports to you that they are being abused in any setting, you are morally, ethically and legally responsible to report these findings to the authorities.
 - A. Do not ask the child any leading questions. You may need to ask specific questions such as, "What would you want me to do about that?"
 - B. Do not make any promises to the child about the situation. Do pray with the child for protection, safety and the Lord's will. Never say anything to the child to "blame" them.
2. You can report the allegation of possible abuse in one of two ways:
 - A. Report the allegation as soon as possible to one of the missionaries (or the director, if at camp). Try to remember the exact words of the child. If it is decided that further authorities need to be notified, the appropriate steps will be taken to do this. You will be asked to complete a Child Abuse Incident Report.
 - B. In New York State, you can report child abuse by calling 1-800-635-1522. It is helpful to take notes regarding what the child said to you, their address and telephone number. This will prepare you with complete information to give to the telephone interviewer. If in Pennsylvania, the above call can be made by calling 1-800-932-0313.
3. If you make a report, please let the authorities deal with it from that point. It is not an appropriate topic for discussion with others. Remember it is an allegation at this point and needs to be investigated.
4. As stated in the Social Services Law, Section 420; the possible penalty for not reporting possible child abuse of any kind is a Class A Misdemeanor and the person failing to report may be civilly liable for damages caused by such failure.

CORNING AREA BIBLE CLUB CHILD PROTECTION POLICY

DEFINITIONS & DESCRIPTIONS OF CHILD ABUSE

It is the intent of Corning Area Bible Club to make certain that all volunteers are aware of the seriousness of child abuse, and that all are aware of the definition, description, indicators of child abuse and the reporting process. It is also important to be aware of safeguards to take when working with children.

Child abuse is against the law as well as a violation of human conscience and dignity. Public Health Law defines child abuse as: "Physical or mental injury, sexual abuse or exploitation, negligent treatment or maltreatment of a child under the age of 18, by a person who is responsible for the child's welfare, under the circumstances which indicate that the child's health or welfare is harmed or threatened thereby." (Public Law 93-247 93).

The National Committee for the Prevention of Child Abuse defines child abuse as: "non-accidental physical injury, emotional abuse, neglect, sexual abuse, and exploitation of children."

Description of Child Abuse:

Child abuse can occur in the forms of physical, sexual, emotional and verbal abuse and neglect.

1. **Physical:** Major physical injury to a child includes brain damage, broken bones, internal injuries, poisoning, beatings and burns. Minor physical injury to a child includes minor cuts, bruises and welts.
2. **Sexual:** Sexual abuse includes rape, incest, indecent assault, intercourse with a child, pornography, inappropriate touching, suggestive remarks, prostitution and an adult unclothed in the presence of a child.
3. **Emotional and Verbal Assault:** Emotional and verbal assault includes constant belittling of a child; telling a child he or she is stupid, incompetent or worthless; rejecting a child; habitually pushing a child away; confining a child in a restricted place, manipulating a child through repeated threats, or using a child for economic gain; being overly critical, holding back love from a child; and blaming a child for difficulties experienced by an adult.
4. **Neglect:** Neglect includes frequent lack of supervision, medical neglect, malnutrition, lack of provision for the child's needs and chaotic home life.

CORNING AREA BIBLE CLUB CHILD PROTECTION POLICY

GENERAL GUIDELINES FOR ACCEPTABLE BEHAVIOR WHILE INTERACTING WITH CHILDREN

1. Respect a child's refusal of affection and take care not to make the child feel uncomfortable.
2. Friendly pats on the bottom or a bear hug are inappropriate as a child or an observer could misinterpret them. A pat on the back or hug around the shoulders is more appropriate. A body-to-body embrace, slap on the bottom or a kiss should never take place. True expressions of affection contribute to a healthy relationship. Do not stop touching a child; just remember to place reasonable limits on physical interaction.
3. When taking a child to the bathroom, do not make them uncomfortable by being present. Wait outside the door.
4. Do not linger in any area where a child is bathing or changing.
5. Never strike, hit, spank, tickle, give back rubs or push a child even if joking around.
6. Do not isolate a child without proper adult supervision.
7. Never resort to physical punishment: No spanking, hitting, shaking or forcibly holding a child. Do not make them run laps or do sit-ups as punishment. Never make a child walk somewhere without shoes or be outside without proper clothing on.
8. Do not invite an individual child to your home or to a room where no one can see you. Avoid any seclusion with a child for any reason! Always use a buddy system. Have another adult present in all activities or have several children present with one adult.
9. When disciplining a child, seek help from other adults. Never touch the child, stay calm and do not over react to the problem. If necessary, remove yourself from the situation for a moment and then return to take care of the problem when you are calm. Ensure the child has appropriate adult supervision at all times.
10. Never let your speech be derogatory to the children or other workers.
11. When transporting children, be sure you have parental/guardian permission. Make sure car insurance is more than adequate to cover any accidents. Never drive only one child at a time – always have a group or better yet always have another adult present.
12. Report any and all concerns to the missionaries.

All volunteers will be asked to sign a form stating that they have in their possession, have read, understand and will abide by this policy and guidelines.

All first time Bible Club volunteers and volunteers who have not functioned as such for over one year, will be requested to complete a Consent for Criminal Investigative Check.

CORNING AREA BIBLE CLUB CHILD PROTECTION POLICY

PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE AND NEGLECT

Type of Child Abuse/Neglect	Physical Indicators	Behavioral Indicators
Physical Abuse	<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none"> -on face, lips, mouth -on torso, back, buttocks, thighs -in various stages of healing -clustered, forming regular patterns -reflecting shape of article used to inflict (electric cord, belt buckle) -on several different surface areas -regularly appear after absence, weekend, or vacation -human bite marks -bald spots <p>Unexplained burns:</p> <ul style="list-style-type: none"> -cigar, cigarette burns, especially on soles, palms, back, or buttocks -immersion burns (sock-like, glove-like, doughnut-shaped on buttocks or genitalia) -patterned like electric burner, iron, etc. -rope burns on arms, legs, neck or torso <p>Unexplained fractures:</p> <ul style="list-style-type: none"> -to skull, nose, facial structure -in various stages of healing -multiple or spiral fractures <p>Unexplained lacerations or abrasions:</p> <ul style="list-style-type: none"> -to mouth, lips, gums, eyes -to external genitalia 	<ul style="list-style-type: none"> • Wary of adult contacts • Apprehensive when other children cry • Behavioral extremes: <ul style="list-style-type: none"> -aggressiveness, or -withdrawal -overly compliant • Afraid to go home • Reports injury by parents • Exhibits anxiety about normal Activities, e.g., napping • Complains of soreness and moves awkwardly • Destructive to self and others • Early to school or stays late as if afraid to go home • Accident prone • Wears clothing that covers body when not appropriate • Chronic runaway (especially adolescents) • Cannot tolerate physical contact or touch.
Physical Neglect	<ul style="list-style-type: none"> • Consistent hunger, poor hygiene, inappropriate dress • Consistent lack of supervision, especially in dangerous activities or long periods • Unattended physical problems or medical needs 	<ul style="list-style-type: none"> • Begging, stealing food • Constant fatigue, listlessness or falling asleep • States there is no caretaker at home • Frequent school absence or tardiness • Destructive, pugnacious

Type of Child Abuse/Neglect	Physical Indicators	Behavioral Indicators
Physical Neglect (cont'd)	<ul style="list-style-type: none"> • Abandonment • Lice • Distended stomach, emaciated 	<ul style="list-style-type: none"> • School dropout (adolescents) • Early emancipation from family (adolescents)
Sexual Abuse	<ul style="list-style-type: none"> • Difficulty in walking or sitting • Torn, stained or bloody underclothing • Pain or itching in genital area • Bruises or bleeding in external genitalia, vaginal or anal areas • Venereal disease • Frequent urinary or yeast infections • Frequent unexplained sore throats 	<ul style="list-style-type: none"> • Unwilling to participate in certain physical activities • Sudden drop in school performance • Withdrawal, fantasy or unusually infantile behavior • Crying with no provocation • Bizarre, sophisticated, or unusual • Anorexia (especially adolescents) • Sexual behavior or knowledge • Sexually provocative • Poor peer relationships • Reports sexual assault by caretaker • Fear of or seductiveness toward males • Suicide attempts (especially adolescents) • Chronic runaway • Early pregnancies
Emotional Maltreatment	<ul style="list-style-type: none"> • Speech disorders • Lags in physical development • Failure to thrive (especially in infants) • Asthma, severe allergies, or ulcers • Substance abuse 	<ul style="list-style-type: none"> • Habit disorders (sucking, biting, rocking, etc.) • Conduct disorders (antisocial, destructive, etc.) • Neurotic traits (sleep disorders, inhibition of play) • Behavior Extremes: <ul style="list-style-type: none"> - compliant, passive - aggressive, demanding • Overly adaptive behavior: <ul style="list-style-type: none"> - inappropriately adult - inappropriately infantile • Developmental lags (mental, emotional) • Delinquent behavior (especially adolescents)

Recognizing and Reporting Child Abuse, Page 4

Section 8: Reporter Rights and Responsibilities

- Protections for Reporters
- Mandated Reporters: failure to report
- Mandated Reporters: right to know

Mandated Reporters: have a right to receive information about the final status and services provided to protect the child.

Right to Know: DHS must notify mandated reporter of final status and services provided or arranged within 3 business days after receiving final results of an investigation.

Mandated Reporters: Failure to Report

- Are required by law to report when they have reasonable cause to suspect a child is a victim of abuse
- Reporter who willfully fails to make a report could face legal penalties, including fines and/or incarceration
- These penalties increase with repeated violations

Permissive Reporters should make reports of suspected child abuse to ChildLine by telephone.
ChildLine: 1-800-932-0313

Section 9: How to Submit a Referral in Self-Service

Reporting Child Abuse: Improved Processes

Child Welfare Information Solution (CWIS) streamlines and clarifies mandatory reporting process. Steps to make an electronic report through the Child Welfare Self-Service Portal: referral means (designates) a report of suspected child abuse

In order to make a referral, you must have an account.

1. Selecting Create A New Account will bring the user to the
2. Citizen Registration Page
3. Access the Keystone Key Log In Screen
4. Log In by entering user name and email-issued temporary password
5. Log In to System Using New Password
6. Access the Child Welfare Portal
7. Log in with New ID
8. To Report Suspected Child Abuse, Choose Access My Referrals. The User is then taken to the "Learn More" pages
9. Referral Account Overview: user may: create a new referral; view their previous referrals; edit or delete a previously saved non-submitted referral; manage their organization information

CORNING AREA BIBLE CLUB CHILD PROTECTION POLICY

I have read and understand the Corning Area Bible Club Child Protection Plan. I agree to follow the guidelines set forth in this policy. I also agree to keep this Protection Plan in my possession for future reference as needed. I am making a commitment to ensure the safety of the children under my care during Bible Club events.

Signature _____

Date _____

Name _____
(Please Print)

Please sign and return this page.