

SAFE CHILDREN

Lafayette Urban Ministry's Policy
On
Sexual Abuse and Misconduct

Adopted by the Board of Directors
July 20, 2005

Safe Children Policy

The primary purpose of this policy is to prevent sexual misconduct involving any child while participating in any Lafayette Urban Ministry (LUM) sponsored activity. Because Lafayette Urban Ministry believes in safeguarding all of God's children, sexual misconduct is strictly prohibited and will not be condoned by this organization. This policy is also a means for establishing and maintaining the community's trust that LUM does not condone and will not tolerate sexual misconduct. This policy is designed to provide guidance on how LUM will work to prevent and respond to allegations of such abuse.

Definition of Terms & Specific Policies for Safe Children

As used in this manual:

1. "Sexual misconduct" is any sexual activity which is unlawful and/or contrary to the policies of Lafayette Urban Ministry, and which is engaged in by any adult employee or volunteer of LUM with any child.
2. "Child" for purposes of this policy is defined as anyone less than eighteen (18) years of age.
3. "Staff" refers to personnel paid by Lafayette Urban Ministry, whether full or part time.
4. "Regular Volunteer" is defined as a non-paid individual who has supervisory responsibilities with children, or assists in supervising children, or volunteers on a regular basis (those averaging more than 1x per week for the After School Program [ASP], 1x per month for RESPECT [Reducing Early Sex and Pregnancy through Educating Children & Teens – teen pregnancy prevention program], and all camp volunteers who supervise children).
5. "Occasional volunteer" is defined as a non-paid individual who has only infrequent interaction with children, and is not given supervisory responsibilities (i.e. program presenters, infrequent ASP or RESPECT volunteers).

Specific Policies of Lafayette Urban Ministry:

1. Lafayette Urban Ministry will take every possible reasonable precaution to prevent contact with children and youth by anyone with a civil or criminal record of sexual misconduct or sexual molestation.
2. Staff and regular volunteers who interact with children and or youth must complete an application form and be approved by the appropriate program director. A signature of the volunteer on the application form will constitute permission for LUM to conduct a criminal background check.
3. Staff and regular volunteers will receive a copy of this policy and acknowledge receipt of the policy.
4. Occasional volunteers working with children will never be left alone with children.
5. LUM's policy is to have at least 2 adults present during any youth activity (except in cases of emergency). All conduct shall be open to observation and supervision.

Preventative Measures:

1. The Executive Director shall educate the LUM staff on this policy and on the prevention of sexual misconduct. Program directors shall disseminate this information to regular volunteers.
2. Additional resources will be made available to staff members on a regular basis.

If Sexual Abuse or Misconduct is Suspected

DUTY TO REPORT

1. Indiana law requires that ‘an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report.’ Child abuse includes sexual misconduct as defined above. Therefore, any known or suspected cases of sexual misconduct involving a child must be immediately reported to the Executive Director or Board President. The initial report may be in oral form, but shall be put in writing as soon as possible. The Executive Director or Board President shall:

a.) Immediately report such known or suspected cases of sexual misconduct involving a child to Child Protective Services and local law enforcement
b.) Immediately inform our legal representative as to the report made.
c.) Inform the individual making the report as to the actions of the Executive Director or Board President so that he/she may make an independent report to CPS and/or local law enforcement.

2. When possible, the following information should be included in any report of sexual misconduct to the Executive Director or Board President:

- a. Name, address & age of the child;
- b. Name, address of the child’s parent(s) or guardian;
- c. Nature and extent of the alleged sexual misconduct;
- d. Name and address of the accused, if known; and
- e. Any other relevant information

PROMPT INVESTIGATION & RESPONSE

1. The Executive Director, Board President and a designated board representative shall meet promptly after receipt of a report of sexual misconduct, to consider further action. A record of such meeting shall be kept in confidence by the Executive Director and reported back to the person making the original report.

2. The Executive Director or Board President shall communicate with the parents of the victim as soon as possible and maintain communication as appropriate throughout the response process.

3. The Executive Director and/or Board President shall monitor any investigation being conducted by Child Protective Services and/or local law enforcement. If the Executive Director or Board President deems it appropriate, the accused shall immediately be removed from any position within Lafayette Urban Ministry where contact with a child or children is likely.

4. In investigating any report of sexual misconduct, the Executive Director, Board President or Board of Directors may seek assistance from appropriate individuals including mental health professionals, legal counsel, etc.

5. In the event of an accusation of sexual misconduct, all communications with the media will be conducted only by the Executive Director or the Board President

As an employee/volunteer with Lafayette Urban Ministry, I hereby acknowledge the receipt of the Lafayette Urban Ministry Sexual Misconduct policy and agree to abide by it.

Signature

Program Director

Printed Name

Date

APPLICATION FOR POSITION WORKING WITH CHILDREN/YOUTH
Lafayette Urban Ministry
(Confidential)

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of children less than 18 years of age. It will be used to help Lafayette Urban Ministry provide a safe and secure environment for children participating in our programs.

PERSONAL

NAME: _____

Address: _____

City	State	Zip	Phone
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Date of Birth: _____ Social Security Number: _____

Current or Past Employer Name/Address/Phone: _____

Dates of Employment: _____

Do you have any limitations that would prevent you from performing certain types of activities relating to children/youth work? Yes _____ No _____

If yes, please explain: _____

Do you have a current valid driver's license? Yes _____ No _____
State & Number: _____

Has any criminal charge alleging sexual abuse of a child or any other type of child abuse or neglect ever been filed against you by any child protective agency, prosecutor or other public authority? Yes _____ No _____

Has any demand for payment for damages ever been made against you or has any civil lawsuit ever been filed against you seeking damages for alleged sexual abuse or any other type of child abuse or neglect? Yes _____ No _____

Have you ever been accused of sexual abuse of a child? Yes _____ No _____

Have you ever left or been removed from an appointment, employment or volunteer position or been disciplined by an employer or organization because of charges of sexual or other types of child abuse or neglect? Yes _____ No _____

If you have answered “yes” to any question in this section, give an explanation at the bottom of this page, including additional pages if necessary. If you use additional pages, please number (i.e. Page 2 of 4), sign & date each additional page. Please include all pertinent information as to the specific nature and circumstances including any investigation, trial, hearing, treatments, or other procedures related to such matters and the outcome.

Lafayette Urban Ministry reserves the right to conduct criminal background checks on volunteers and employees who work with children and youth. Your submission of this application constitutes your consent to undergo such checks at any time.

I certify under penalties for perjury that my answers to the above questions and any explanations that are attached are correct and complete. I consent to disclosure to Lafayette Urban Ministry, its Executive Director and/or Board President of additional information relating to the information disclosed above. I waive and release any claims I might have against any person or organization and Lafayette Urban Ministry and all of its members and representatives relating to such disclosures

Signature: _____

Printed Name: _____

Date: _____