Haymarket Church
Where Faith & Life Connect

Child Protection Policy 2024

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Approved by Leadership Team 12/5/24

1. Purpose

The goal of Haymarket Church kids and youth ministries is to help young people find their place in God's story, participate in the church in age-appropriate ways, build relationships with adults who care for them, and know that they are loved – by God and by the church. The purpose of this policy is to ensure that we accomplish our goal in such a way that, first, parents can be confident that Haymarket Church's facilities, leaders, and programs nurture their children and teenagers in a caring and secure environment; secondly, children and teenagers[1] can see God's loving guidance and care personified in adult leaders; thirdly, safe spaces are created for healthy inter-generational relationships; and finally, that the adults working in kids and youth ministries are protected from any situation that might lead to false accusations of misconduct.[2]

2. Biblical Foundation

Haymarket Church seeks to embody God's love for children as taught by Jesus and provide for their personal wholeness, growth, and protection. The Bible is foundational to the understanding upon which our policies, procedures, and ministries must stand.

"Behold, children are a heritage from the LORD..." Psalm 127:3a

"At that time, the disciples came to Jesus, saying, "Who is the greatest in the kingdom of heaven? And calling to him a child, he put him in the midst of them and said, "Truly, I say to you, unless you turn and become like children, you will never enter the kingdom of heaven. Whoever humbles himself like this child is the greatest in the kingdom of heaven. Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea." Matthew 18:1-6

Part of our response to God's love for children is to ensure that we maintain a safe, secure, and loving place where caregivers, teachers, and leaders, care for the needs of the children and teenagers in ways that are authentic and appropriate. We aim to demonstrate Christ's love by surrounding the children and teenagers of our church with such security and care that they experience God's love and care through the people around them. Providing a safe, nurturing, and loving environment is an essential element of caring for children and enabling them to grow as individuals and in their faith.

3. Responsibilities of Haymarket Church

HAYMARKET CHURCH: As a provider of childcare and Christian formation, Haymarket Church is responsible for the safety and well-being of the children and teenagers in its care. We are responsible both to the parents of the children/teenagers and to the legal authorities for ensuring that our facilities meet all standards of physical and emotional safety and due care.

[1] For the purposes of this document, "children and teenagers" refers to all persons less than 18 years of age.

[2] For the purposes of this document, Children/Kids Ministry refers to ministry with children birth through 5th grade. Youth Ministry refers to ministry with students 6th grade through 12th grade. The term "teenagers" is used as a general term to refer to students who participate in youth ministry, though we know that some participants in youth ministry are not yet teenagers.

As an employer of the childcare workers and as a group of caring volunteers, we are also responsible for ensuring that our staff, paid workers, and volunteers are protected from being in a situation where they may be falsely accused of inappropriate behavior toward any child or teenager in our care.

As a body of followers of Jesus Christ, we are responsible for providing: love, care, and support that reflects God's own, for Christian community and education, and for loving outreach to all participants- from oldest to youngest- in our worship services, activities, and programs.

Within our Christian mission, our policies are designed to provide protection to both the children/teenagers and the workers by ensuring that no worker is ever placed into a position where they are alone with the children/teenager and that no worker uses violent or inappropriate discipline methods. With appropriate assistance and witnesses in place, no opportunity should ever arise for any worker to commit any act of abuse against our children and teenagers.

STAFF: Our entire staff is required to know all responsibilities of Haymarket Church toward its children/teenagers and toward the workers. They shall be trained in our policies and procedures. Those members of staff and officers of the church constituting the local response team (see Section 6, Reporting Child Abuse) or directly supervising paid childcare workers shall attend church training in child protection; shall be cognizant of their responsibilities in the event of an allegation of child abuse; and shall be fully trained in the conduct of their related duties.

PAID WORKERS IN CHILDREN AND YOUTH MINISTRY AREAS: Our paid childcare and youth workers are responsible for knowing both church policy and Virginia law regarding child abuse and protection. They must pass background checks and interviews, attend child protection training, and be prepared to document any incidents which may indicate the presence of abuse. They shall be required to read, understand, acknowledge, and sign this policy before beginning their duties at Haymarket Church. They are responsible for implementing and abiding by our written policies on child protection and classroom discipline.

VOLUNTEER WORKERS IN CHILDREN AND YOUTH MINISTRY AREAS: Our volunteer workers in children and youth ministry areas are responsible for knowing these policies before being permitted to work with the children or teenagers. They must pass background checks and attend a "Safe Sanctuary" course. We acknowledge that our volunteers are not childcare professionals and are not trained to recognize signs of abuse; however, our volunteers are responsible for remaining aware that the potential for abuse exists and that they are part of our efforts at prevention. They are responsible for abiding by our written policies on child protection and classroom discipline. Our volunteers are asked to prayerfully consider their calling to and behavior in the children and youth ministry areas before participating in the work, so that no inappropriate behavior arises on their parts.

COMMUNITY GROUPS USING HAYMARKET CHURCH FACILITIES: Leaders/representatives of community groups desiring to use our facilities and who will be present in the facility while children or teenagers are present must read, acknowledge, and sign our Child Protection Policy before being permitted to use facilities belonging to Haymarket Church. While using Haymarket Church facilities, community groups must abide by the policies set forth in this document. All such groups will receive a copy of this document and shall file their completed **Acknowledgement & Release Form (Appendix E)** with the staff of Haymarket Church.

4. Ways We Protect Our Children/Youth

To create the safest possible environment for children and youth at Haymarket Church, we will continue to follow all physical safety policies and will use several protection measures, as follows:

SIX MONTH RULE: Haymarket Church requires that any volunteer church workers in leadership with children or youth programs be active participants in the ministries of the church for at least six months before beginning responsibilities. We make every effort to place new workers with experienced leadership volunteers. Paid workers, while not required to be members of Haymarket Church, will always be supervised by staff members or experienced volunteer leaders. If exceptions need to be made on a case-by-case basis, they can provide references that must be verified and documented by a staff member before allowing the person to volunteer with children or youth.

WORKER SCREENING:

A. **PAID STAFF:** Before beginning employment, paid childcare and youth workers will be asked to sign Acknowledgement & Release Form (Appendix E) containing a statement that they have never been convicted of an offense involving child abuse, neglect, moral turpitude, or any other offense defined in Virginia Code Section 63.2-1719, and that they have not been the subject of a founded complaint of child abuse or neglect. Anyone refusing to sign Acknowledgement & Release Form (Appendix E) will not be permitted to work with the children or teenagers. In addition, applications for paid staff positions will undergo a criminal background check before being hired, and again every three years after employment commences, and will not be hired if they have been convicted of an offense involving child abuse, neglect, moral turpitude, or any other offense defined in Virginia Code Section 63.2-1719, or if they have been the subject of a founded complaint of child abuse or neglect.

B. **VOLUNTEERS:** In order to ensure that we have the right people working in any area of the life of the church, all volunteers are asked to prayerfully consider their calling toward a given ministry before committing to such service. Before accepting their service, the church staff and church members also pray that they are the right people to do the work. In this way, we add spiritual force to our hope that the volunteers working in children and youth programs feel the LORD calling them to such a ministry and are prepared for and suited to the work.

   Notwithstanding, all volunteer workers in programs that involve children and teenagers shall read and sign Acknowledgement & Release Form (Appendix E), complete a criminal background check before they begin volunteering with children and teenagers, and again every three years after their original background check, and comply with the Child Protection Policy as set forth by Haymarket Church. Individuals who will be working with the children and teenagers on a limited basis shall sign Acknowledgement & Release Form (Appendix E) containing a statement that they have never been convicted of an offense involving child abuse, neglect, moral turpitude, or any other offense defined in Virginia Code Section 63.2-1719, and that they have not been the subject of a founded complaint to child abuse or neglect. If an individual proposed for a position working with children or teenagers is a known sexual or violent offender, the matter shall be brought to the pastor and the individual will not be assigned to work with children or teenagers.

C. **CHILD PROTECTION TRAINING:** Before beginning their paid or volunteer service, workers with children and teenagers will be required to read the church's Child Protection Policy and sign Acknowledgement & Release Form (Appendix E) indicating that they have read and understand the policy and agree to abide by it. Persons will not be permitted to serve until the policy has been read and the form signed. Periodically (once per year, assuming new/renewed training is needed for new/renewing volunteers), training sessions related to the Child Protection Policy will be offered. All paid childcare and youth workers, church staff members, and individuals (whether paid or volunteer) directly supervising paid childcare workers will be required to attend at least one training session every three years, preferably before beginning their duties. Volunteer workers in children and youth programs and members of the Leadership Team will also be required to attend.

D. **ALLERGIES:** Haymarket Church recognizes the serious health risks peanuts and other food allergens pose to those affected by them. Through proper hand washing, education, communication, and attention to labeled ingredients, we strive to minimize the risk of exposure to food allergens by those participating in church sponsored programs and activities. Our goal is to provide an allergy aware environment during worship and at our ministry center, and to communicate clearly about the use of the top nine major allergens in worship (including communion) and in our ministries. Workers with children and teenagers are asked not to bring any nut products with them to ministry events. However, because we cannot control what food items people bring to worship/church events, and because we cannot control the menu at events (such as retreats and mission trips) that we attend, Haymarket Church makes no claim to being peanut or other food allergy free.

E. ADULT SUPERVISION POLICIES:

a. Two Adult Rule: Ideally, workers in our children and youth programs shall not be alone with children at any time, for the protection of both the children/teenagers and the workers. Workers must be at least five years older than the oldest participant in the program. This will be accomplished by implementing the following rules:

i. Teachers and leaders will be assigned in teams of two or more per room and for all church activities involving children and teenagers. This is required for all church sponsored and community groups of children or teenagers who use our church facility.

ii. Volunteers in children and youth programs must be at least five years older than the oldest participant in the program or activity. Nursery volunteers must be sixteen years of age or older.

iii. In the event that two related people are in leadership together, a third non-family member will be present.

iv. In the event that it is not possible to have at least two adult workers in the room, there will be a security personnel roving the halls closely monitoring any classroom where only one adult is present. The same will apply to youth programs. If there are groups meeting in separate physical locations and it is not possible to have at least two adults with each group, there will be an adult roving back and forth between groups to monitor.

b. Three Family Rule - If only one adult is available at any time, the “Three Family Rule” must be followed – meaning that there must be three families represented – one adult, along with children or teenagers of two different families. Two adults are preferable,

but given the realities of ministry, and the number of passengers that can be carried in some cars, the Three Family Rule may be used when the Two Adult Rule cannot be followed.

c. **Field Trip Policy:** All field trips under the auspices of Haymarket Church are guided by the provisions of this Child Protection Policy. All field trips will be supervised by two adults in the vehicle as required by our policies (with the exception of when the three family rule is being followed, see Eb, above). In addition, a signed parental consent form with an authorization for emergency medical care is required for all such trips. All drivers of automobiles transporting children or students shall be at least twenty-five years of age, covered by liability insurance, and must sign both a release allowing Haymarket Church to run a DMV driving record check and Acknowledgement & Release Form (Appendix E).

d. Any groups that wish to meet at Haymarket Church will abide by these procedures unless they meet and coordinate with the Local Church Response team to evaluate and approve special considerations.

F. **CLASSROOM DISCIPLINE POLICY:** The philosophy underlying classroom discipline at Haymarket Church is that it is an opportunity to teach children and teenagers the importance of self-respect and respect for others. Paul instructed that assemblies of Christ's church ought to be orderly and edifying (1 Corinthians 14:26-33). Therefore, in our church's family, disruptive behavior will not be permitted in our classrooms, nor will any child or teenager be treated with disrespect or undue harshness when requiring correction. The following guidelines will govern the disciplining of children and teenagers in our classrooms:

a. If a child/teenager is misbehaving, the adult will tell the child/teenager (in age appropriate terms) specifically what is not acceptable and indicate the expected behavior. Example: "We do not throw the blocks; we use the blocks for building." This is called identification.

b. If identifying the misbehavior does not work, the child/teenager will be guided to another activity. This is called redirection.

c. If, after redirection, inappropriate behavior continues, the child or teenager will be placed at a table to work alone so that he/she/they is not affecting the others. This is called separation.

d. If the disruptive behavior continues after these steps have been taken, the child may be taken to the Kids Ministry Director or the Youth Ministry Director (depending on age, ministry, and context) and left in their care. This is called removal. If removal becomes necessary, the child or teenager's parents will be informed, and the situation discussed with them the same day.

e. The leaders of ministries that take place off-site (at a location other than our typical gathering places) involving children and teenagers shall abide by this Child Protection Policy and shall sign applicable parts of Appendix E: Acknowledgement & Release Form.

f. At no time will physical punishment, verbal abuse, ridicule, or excessively harsh verbal reprimand be used with children or teenagers in our care.

G. **OPEN CLASSROOM POLICY:** Classrooms or childcare rooms may be visited, at any time, without prior notice by church staff, parents, or other volunteer church workers. Staff, parents, or volunteers visiting classrooms in which Kids' Ministry, Bible study, Youth Group, or a rehearsal is

in progress are only requested to avoid causing disruption to the participants. The staff will conduct random periodic observations and inspections of childcare rooms and classrooms.

H. **GIFT POLICY:** While volunteers may give prizes or incentives to children or students, no item may be given with a value of over $10 without permission from the child's parent or guardian except on appropriate gift-giving occasions such as confirmation and graduation. This does not include donations towards sponsoring children or youth for church events or mission trips. Donations towards sponsoring children or youth should be directed through the church and not given directly to the one being sponsored. Extravagant gifts are prohibited at all times.

I. SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS: Haymarket Church strives to be a community that is safe in both the physical and virtual world. Staff and volunteers play a vital role in keeping the community safe both in the building and online.

We ask all leaders of the church to use the following guidelines in virtual space:

a. When communicating with a minor, limit one-on-one texting and phone calls. One-on-one communication with persons under 18 should not be initiated by an adult. After a youth initiates direct contact, adults may respond if they have permission from the child/youth's parent/guardian. When practicable, include a second adult/ministry lead.
b. Adults may not use self-deleting social media to communicate with minors. These apps include, but are not limited to Snapchat, Kick, and Whisper.
c. Adults should not "friend" or otherwise request/initiate social media connection with minors, but may "accept" or otherwise positively respond to those requests with parental consent. Adults may not exchange private messages with minors on social media platforms.
d. When posting on personal social media, staff and volunteer leaders should refrain from posting images from events in real time. Photos may be posted after events.
e. Adult volunteers and staff should never post individual pictures of minors, unless it is their own child, to their personal social media. Group shots of events are permitted. A best practice is to share official church posts.
f. As a volunteer leader or staff member, you represent the church. We ask that content posted be appropriate or that you keep your account private.

Social media is a rapidly changing space, and these guidelines may be adjusted as needed. Additionally, ministry leads will give training on how to properly use virtual space.

J. **LGBTQIA+ AFFIRMING:** Haymarket Church is committed to fostering an environment where all children feel safe, supported, and affirmed, regardless of gender identity, gender expression, or sexual orientation. Discrimination, harassment, or bullying of LGBTQIA+ individuals will not be tolerated. Volunteers are asked to use preferred names and pronouns.

K. GUIDELINES REGARDING THE PARTICIPATION OF A REGISTERED SEX OFFENDER OF WHICH WE ARE AWARE: We recognize that those who have committed abuse acts in the past or who have been convicted of criminal acts of abuse also need a place to worship and participate in prayer with these guidelines being put in place.

a. The offender should never be alone at any time with any child, youth, or vulnerable adult.
b. The offender will be assigned an accountability partner of the same sex who will accompany the offender at all times when the offender is at any location where Haymarket Church gathers (including our worship location, offices, Ministry Center, and beyond) or a church-sponsored event. The accountability member will remain in close proximity to the offender at all times.
c. If restroom facilities are needed, the accountability partner will check the restroom facility before the offender enters it to ensure it is vacant. The accountability partner will remain outside the restroom to ensure no one else enters while the offender is in the restroom.
d. Before entering, the offender shall meet up with the accountability partner. When the event is finished the accountability partner will escort the offender to the exit.

L. **CONSEQUENCES FOR POLICY VIOLATIONS:** If any action is observed, not constituting abuse, but in violation of this Child Protection Policy, the following consequences will result. The choice of consequences will reflect the severity of the offense and whether such action is a repeated offense. A volunteer acting in such a manner may be:
   a. Taken aside by the volunteer or staff member in leadership and reminded of the disciplinary and child protection policies.
   b. Approached by the pastor and reminded of the disciplinary and child protection policies, and if necessary, counseled on appropriate anger management.
   c. Removed from his/her/their position with the children or youth ministries and barred from participating in such ministries until he/she/they attends a Child Protection training session.
   d. Permanently barred from contact with children or youth ministries.
   e. A paid employee observed in the same actions will be addressed by Haymarket Church Personnel Policy.

5. Haymarket Church Policy: Reporting Child Abuse

There are two possible situations requiring immediate action on the part of Haymarket Church, its members, staff, and volunteers. If there would be allegations of child abuse at Haymarket Church, or if a child coming to Haymarket Church exhibits signs of abuse occurring away from the Haymarket Church setting, the procedures below shall be followed.

Due to the serious sensitive nature of such a crisis, and the potential harmful effects (both to the child/teenager and the accused) of false accusations and unrestrained gossip, **THE STRICTEST CONFIDENTIALITY** will be observed throughout the reporting process. In order to minimize confusion and talk, anyone associated with Haymarket Church children or youth programs *who observes or has reason* to *suspect abuse* should report these observations *directly* to *the head of the relevant program a*s follows:

Nursery: Kids Ministry Director
All Other Kids Programs: Kids Ministry Director
All Youth Programs: Youth Ministry Director

The head of the relevant program is then responsible for ensuring that the Pastor is informed of the allegations and that the procedures laid out below are set in motion.

Note that:

- If the supervisor or head of program is not available or
- If the supervisor or head of program is the accused

The observer is then responsible for directly contacting the Pastor immediately. If the Pastor or a member of the pastor's family is the accused, the HR Chairperson and/or Leadership Team Chairperson should be notified instead.

"The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline: Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children." (Virginia statute as of 2023 § 63.2-1509)

If a report is to be made the clergy and a staff person should be with the person making the report but that the observer does the actual reporting. We want volunteers to feel supported since it is an emotional experience.

Specific procedures for reporting suspected child abuse follow, *keeping in mind that confidentiality for both the victim and accused* are to *be strictly observed at all times:*

A. Treat any allegation of child abuse seriously; do not ignore the issue in the hope that it will go away. Any individual observing acts of abuse occurring at Haymarket Church is required by law to report this. Any individual associated with Haymarket Church's child and youth programs is required by law to report suspected abuse if they observe in any child/teenager signs of abuse having occurred. Training sessions will include definitions of abusive acts and recognition of classic signs of abuse.
B. There will be a Local Church Response Team responsible for managing the Haymarket Church response to the situation. This team shall be comprised of the Pastor, and three members of the Leadership Team, including at least one Trustee and one member of the HR Subteam. These three representatives may be designated by the chairperson of the Leadership Team, in consultation with the HR chairperson and the chairperson of the Facilities Subteam. If one of the members of the team is the accused, an alternate will be selected to replace the individual involved. Any allegations of child abuse must be reported immediately to the Local Church Response Team.
C. After an initial report, the individual reporting the abuse shall document in writing by completing a confidential incident report form and the pastor/program head shall document all procedures observed in handling the allegation.
D. Individuals involved in reporting or the Local Church Response Team should NOT confront the accused with the allegation.
E. **In the case of an incident of alleged abuse that takes place at a Haymarket Church event or in which the accused perpetrator is part of Haymarket Church**, the appropriate individual (primarily the Pastor) will perform necessary notification as follows:

a. Call the Northern Virginia District Superintendent immediately. In accordance with the Virginia Annual Conference Policy on misconduct, the District Superintendent will then contact the Conference Response Team who will send a representative to Haymarket Church as quickly as possible, preferably within twenty-four hours.
b. Notify the PWC Department of Social Services 703-792-4200 or afterhours Virginia State Hotline at 800-552-7096, and/or the local police department of the allegation, as required by law.
c. Notify the parents of the alleged victim, and the parents of the alleged perpetrator, if a minor. If the parent(s) are the alleged perpetrator(s) discretion is to be used in whether to notify them of the report – this decision is to be made in consultation with the Local Church Response Team and, if necessary, the District Superintendent.
d. Notify the church's insurance company, particularly in the case of abuse allegedly occurring at Haymarket Church.
e. Notify the HR Subteam in cases of paid employees.

F. **In the case of suspected abuse that does not take place at a Haymarket Church event or location and for which the accused perpetrator is not part of Haymarket Church,** the appropriate individual (primarily the Pastor) will perform necessary notification as follows:
a. If support or guidance is needed, contact the Northern Virginia District Superintendent.
b. Notify the PWC Department of Social Services 703-792-4200 or afterhours Virginia State Hotline at 800-552-7096, and/or the local police department of the allegation, as required by law. This must be done by the observer, but with the support of the pastor.
c. Notify the parents of the alleged victim, and the parents of the alleged perpetrator, if a minor. If the parents are the suspected perpetrator, a call to the Department of Social Services is sufficient and the parents do not need to be notified.
d. Notify the HR subteam in cases of paid employees.

G. If the accused has assigned duties within the life of the church, that person must temporarily be relieved of his/her/their duties until the investigation is concluded.
H. The Pastor and program head shall pray for all persons affected by the allegation, and for an atmosphere of healing in the church.
I. The Pastor or a member of the Local Church Response Team shall notify the original reporter that "this situation is being addressed and has been reported appropriately." Due to the strict requirements of confidentiality, no further details may be shared. If the person who made the original report is a mandatory reporter, they should be assured that "the incident has been reported to the appropriate authorities in accordance with the law," so that they may be confident that their legal obligations have been fulfilled.
J. The Pastor should extend whatever care and resources necessary, but under no circumstances should the pastor or any church leader or member investigate the allegation. In providing care to the alleged victim and the accused, and their families, the pastor or church leader should under no circumstances be drawn into a discussion of truth or falsity of the allegation. Do not assign blame or take any steps that involve establishing or refuting the allegation.
K. It is appropriate to show care, comfort, and reassurance for the alleged victim. This should be the pastoral objective from the moment the allegation is received.
L. Observe confidentiality for both the alleged victim and the accused.

6. Policy Review

The Haymarket Church Leadership Team is responsible to ensure that this Child Protection Policy is reviewed annually. The Leadership Team may organize a working group to do that review. It is recommended that the working team include the Kids Ministry Director, the Youth Ministry Director, a member of the HR subteam, a Trustee, and other members of the Leadership Team, as necessary. The working group will report their findings, along with any recommended updates, to the Leadership Team. This will be completed before Charge Conference each year.

7. Policy Implementation

All programs of the church involving children or teenagers will implement these policies. This policy does not take the place of or invalidate policies concerning additional physical safety procedures (for example: fire safety and evacuation policy, playground safety policy, minimum adult supervision-to-student ratios policy, nursery cleaning/sterilizing policy, etc.) used in our children and youth programs.

This policy is in effect immediately upon approval by the Leadership Team. All staff, paid childcare, or youth program workers, and volunteers in the children or youth programs, and all groups meeting in the church facilities will receive training, be given a copy of this policy and required to sign the policy **Acknowledgement & Release Form (Appendix E)** certifying that you have read and understood the policy and have received training.

Exceptions to this document at Haymarket Church will be approved on a case-by-case basis by the Haymarket Church Leadership Team.

Haymarket Church
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Appendix A
Selected Definitions and Laws in the Virginia Code Applicable to Abuse[3]

1) **Child Abuse.** An act committed by a parent, caregiver, or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare.[4]
    a) Causes or threatens to cause non-accidental physical or mental injury;
    b) Has the child present during the manufacture or attempted manufacture of a controlled substance or during the sale of such substance where such activity would constitute a felony violation;
    c) Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care;
    d) Abandons the child;
    e) Neglects or refuses to provide adequate supervision in relation to the child's age and level of development;
    f) Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender; or
    g) Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material.
    h) An abused or neglected child is also a child who has been identified as a victim of sex trafficking.
    i) An act of child abuse may be committed by any person responsible for the care of another individual who is less than eighteen years of age. It does not matter whether the person caring for the child under the age of 18 is compensated or a volunteer worker. It does not matter whether the person routinely is entrusted with the care of children or whether such individual only occasionally comes in contact with children. It does not matter whether the person was entrusted with the care of a child for an hour or only a moment. It only matters that a child was abused or neglected by the person who, on the occasion in question, was responsible for the child's care.

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[3] Definitions of abuse in this document come from the Virginia Conference of the United Methodist Church's Safer Sanctuaries Policy for the Protection of Children, Youth, and Vulnerable Adults. Definitions from that document are up-to-date as of the publication of this policy on 10/24. For the most up-to-date version, including any changes to the relevant laws, see https://doc.vaumc.org/Children/ApprovedProtectionPolicy2024Sept19a.pdf

[4] "A Guide for Mandated Reporters in Recognizing and Reporting Child Abuse and Neglect," Child Protective Services, Department of Social Services, Commonwealth of Virginia, July 2019, p. 3, https://www.dss.virginia.gov/files/division/dfs/cps/intro_page/publications/mandated_reporting/032-02-0280-03- eng-07-19.pdf.

2) Types of Child Abuse

a) **Physical Abuse:** Physical abuse occurs when a caretaker creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon a child a physical injury by other than accidental means or creates a substantial risk of death, disfigurement, or impairment of bodily functions, including 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 of the Code of Virginia. *See* 22 VAC 40-705-30(A). Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot, stabbing wounds, gunshot wounds, Munchausen syndrome by proxy, bizarre discipline, abusive head trauma and battered child syndrome, exposure to sale of manufacture of certain controlled substances, other physical abuse. See Child and Family Services Manual, Ch. C, Child Protective Services, Sec. 2.3, Virginia Department of Social Services, August 2022, https://www.dss.virginia.gov/family/cps/manuals.cgi.

b) **Physical Neglect:** Physical neglect occurs when there is the failure to provide food, clothing, shelter, necessary medical treatment or supervision for a child to the extent that the child's health or safety is endangered. This also includes abandonment and situations where the parent or caretaker's own incapacitating behavior or absence prevents or severely limits the performing of child caring tasks pursuant to § 63.2 –100 of the Code of Virginia. This also includes a child under the age of 18 years whose parent or other person responsible for his care knowingly leaves the child alone in the same dwelling as a person, not related by blood or marriage, who 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* 22 VAC 40-705-30 B. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety. *See* 22 VAC 40-705-30 B1. Types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food, and malnutrition, knowingly leaving a child with a person required to register as violent sex offender, failure to thrive, labor trafficking, other physical neglect. *See* Child and Family Services Manual, Ch. C, Sec. 2.4, https://www.dss.virginia.gov/family/cps/manuals.cgi.

c) **Medical Neglect:** Physical neglect may include medical neglect.

i) 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 that if untreated could result in illness or developmental delays. However, a decision by parents or other persons legally responsible for the child to refuse a particular medical treatment for a child with a life-threatening condition shall not be deemed a refusal to provide necessary care if

(1) such decision is made jointly by the parents or other person legally responsible for the child and the child;

(2) the child has reached 14 years of age and is sufficiently mature to have an informed opinion on the subject of his medical treatment;

(3) the parents or other person legally responsible for the child and the child have considered alternative treatment options; and
(4) the parents or other person legally responsible for the child and the child believe in good faith that such decision is in the child's best interest.

ii) Medical neglect also includes withholding of medically indicated treatment.

See 22 VAC 40-705-30 B3

d) **Mental Abuse/Neglect:** Mental abuse or neglect 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.
   i) Mental abuse or neglect includes acts of omission by the caretaker resulting in harm to a child's psychological or emotional health or development.
   ii) Documentation supporting a nexus between the actions or inactions of the caretaker and the mental dysfunction or threat of dysfunction demonstrated by the child is required in order to make a founded disposition.
   iii) Mental abuse or neglect may include failure to thrive.
      (1) Failure to thrive occurs as a syndrome of infancy and early childhood that is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation.
      (2) Failure to thrive can only be diagnosed by a physician and is caused by nonorganic factors.
   iv) This includes patterns of verbal assault, constant family conflict, or exposure to domestic violence. See 22 VAC 40-705-30 C.

e) **Sexual Abuse:** Sexual abuse occurs when the child's parent, caretaker, or intimate partner of such parent or caretaker commits or allows to be committed any act of sexual exploitation, including sex trafficking as defined in 22VAC40-705-10, or any sexual act upon a child in violation of the law. See 22 VAC 40-705-30 D. Examples of such abuse are sexual exploitation, sexual molestation, intercourse/sodomy, sex trafficking, and other sexual abuse. See Child and Family Services Manual, Ch. C, Sec. 2.7, https://www.dss.virginia.gov/family/cps/manuals.cgi.

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Appendix B
Accident/Incident Report Form

(Please submit form within 24 hours of incident to LeadershipTeam@Haymarketchurch.org)

Date of incident: _____ Time of incident: _____

Location of Incident: _____

Name of injured: _____ Age: _____

Address of injured: _____

Parent or guardian (if applicable): _____

Person(s) who witnessed the incident:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Describe incident (use attachment if necessary):

_____

_____

_____

_____

_____

_____
Signature of Incident Reporter Date

_____
Printed Name of Incident Reporter

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Appendix C
Report of Suspected Incident of Abuse

(Please submit form within 24 hours of incident to LeadershipTeam@Haymarketchurch.org)

Name(s) of worker(s) (staff or volunteer) observing or receiving disclosure of abuse:

_____

Victim's name: _____

Victim's age/date of birth: _____

Victim's contact information (address, phone): _____

_____

Victim's statement/detailed summary of observations (use attachment if necessary):

_____

_____

_____

_____

Name of person accused of abuse: _____

Relationship of accused to victim (staff, volunteer, family member, other): _____

_____

REPORTS MADE

Reported to Supervisor/Director

Person making report: _____

Name and position of Supervisor/Director: _____

Date/time: _____

Summary: _____

_____

_____

Reported to Pastor

Person making report: _____

Name of pastor: _____

Date/time: _____

Summary: _____

_____

_____

Reported to Victim's Parent/Guardian

Person making report: _____

Name of parent/guardian: _____

Date/time: _____

Summary: _____

_____

_____

Reported to Local Children and Family Service Agency
PWC Department of Social Services 703-792-4200
Or afterhours Virginia State Hotline at 800-552-7096

Person making report: _____

Spoke with: _____

Date/time: _____

File Number (if applicable): _____

Summary: _____

_____

_____

Reported to Law Enforcement Agency (if necessary)

Person making report: _____

Spoke with: _____

Date/time: _____

File Number (if applicable): _____

Summary: _____

_____

_____

Additional Notes, Comments, or Follow Up:

_____

_____

_____

_____ _____ _____
Signature of Incident Reporter Print Name: Date

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Appendix D
Tools for Assessing the Risk/Reducing the Risk

Three areas must be considered when assessing the potential risk of a given situation. Volunteers and paid staff will consider these three areas during the planning of and during actual events that involve children and youth.

1. Degree of Accountability: Assess the degree of accountability.

- Have adult leaders for this activity completed the screening process?
- Have adult leaders for this activity completed Abuse Prevention training?
- Is the two-Adult Rule and/or Open Classroom Policy being maintained during this activity?
- If the activity is offsite, has parental consent been obtained from all participants?
- When accountability increases, risk decreases. When accountability decreases, risk increases.

2. Degree of isolation: Assess the degree of isolation.

- Is this an overnight activity? (If yes, the opportunity for isolation increases.)
- Is this activity taking place offsite?
- Is this activity taking place in remote buildings or in classrooms that are isolated?
- Will adult volunteers or paid staff ever be alone with a child or youth during this activity? (In a car, etc.)
- Will a youth ever be alone with another youth or child, or will a child ever be left alone with a child?
- When isolation increases, risk increases. When isolation decreases, risk decreases

3. Degree of balance of power: Assess the degree of balance of power.

- Will adult volunteers or paid staff ever be alone with a child or youth during this activity? (For instance, in a car, etc.)
- Will an older, bigger, stronger or more "popular" youth or child ever be alone with another youth or child that is younger, weaker, and less "popular"?
- Will children of the same age be able to "buddy" each other to the bathroom etc.? This is preferred over having an older child escort a younger child. When there is a balance of power, risk decreases. When there is an imbalance of power, risk increases.

Low-risk situations include:

- Activities where a group of children or youth are present for an activity (such as Sunday School, Youth Group, etc.)
- Where the activity takes place on offsite during daylight hours
- Where open visibility into a classroom situation is maintained at all times
- Where floaters/hall monitors are present during the activity
- In all settings it is always preferable to have two adults. However, in a low-risk setting it is permissible for only one adult to be present as long as all other criteria are strictly maintained.

High-risk situations include:

- Activities where one or fewer children or youth are present for an activity with one adult and the opportunity for one-to-one interaction between adult and youth/child is high, OR
- Where a large group of children or youth are present, but the activity is spread out across an area to such an extent that children and youth cannot be adequately supervised by adults
- Where the activity is an overnight activity
- Where the activity takes place offsite
- Where visibility is limited due to isolation are deemed high potential risk situations.

Volunteers and paid staff should recognize these situations as potentially high risk and take steps to reduce the risk to themselves and to children and youth. These steps may include: increasing the number of participants or adults present, changing the venue for the activity to a less remote location, or moving the activity onsite, or changing the time of the activity. If the risk cannot be reduced, the activity should be canceled.

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Appendix E
Acknowledgement & Release Form
(Child Protection Policy)

Initials		Stipulation
_____ YES		I hereby certify that I have read and understand the Child Protection Policy set forth by Haymarket Church and agree to abide by the policy.
_____ YES		I hereby certify that I have not been convicted of an offense involving child abuse or neglect, moral turpitude, or any other offense defined in Virginia Code Section 63.2-1719.
_____ YES		I hereby certify that I have not been the subject of a founded complaint of child abuse or neglect. I give consent for Haymarket Church to run a personal background check and/or criminal history report for the confirmation of this information.
_____ YES	_____ N/A	I also give consent for Haymarket Church to run a personal DMV driving record check if I will be transporting minors in a vehicle.

Printed Name: _____

Signature: _____ Date: _____