



Child Evangelism Fellowship®
USA Child Protection Policies and Procedures



Since 1937

CEF

CHILD EVANGELISM
FELLOWSHIP®

Reaching children worldwide™

PO Box 348, Warrenton, MO 63383
(636) 290-8163 or 800-300-4033

The purpose of *Child Evangelism Fellowship*[®] is to evangelize boys and girls with the Gospel of the Lord Jesus Christ and to establish (disciple) them in the Word of God and in a local church for Christian living. We recognize the privilege and the responsibility this brings to all involved in our organization.

In today's society child abuse and child abuse accusations occur frequently. This is a sad fact of life. It is also a fact that those who would hurt children will seek affiliation with Christian ministries to gain access to children. We cannot be satisfied until we have done all we can to protect the children from being harmed in any way. We must also do all we can to protect our workers and volunteers from false accusations.

We in *CEF*[®] realize that the child protection policy is necessary, because in these days of social change and shifting moral values, parents entrust their children to us for nurture, safe care and wise leadership. It is imperative that there are guidelines and procedures in place that will provide peace of mind to parents, children and workers.

The purpose of USA CEF's Child Protection Program is to protect children who attend any USA *Child Evangelism Fellowship* ministry function and workers who are minors from the possibility of abuse and assist the child who is being abused to find needed help. This program is also designed to protect CEF and the workers from false accusations.

POLICY **The USA Child Protection Policy was approved by the International Board of Trustees on September 20, 1996 and revised May 18, 2006.**

Child abuse shall include any verbal or sexual abuse, sexual exploitation or infliction of injury. Examples of sexual abuse are: rape, incest, sodomy, lewd or lascivious behavior which includes wrong types of speech or touching.

In order to protect the child from abuse and our workers from false accusations, the following steps must be taken:

1. All workers (paid and volunteer) must be screened by interview prior to work or contact with minors in *CEF* ministries.
2. All workers (paid and volunteer) must be trained in the Child Protection Policies by hearing or viewing a CEF-USA ministries department "Protecting Today's Child" presentation.
3. All workers (paid and volunteer) must read, understand and sign a statement agreeing to follow the policies and procedures concerning child protection and reporting as prescribed by CEF-USA ministries department.
4. Children should not be left unsupervised while in our care.
5. Two *CEF* workers (paid or volunteer) must be present at any *CEF* activity or ministry setting where children are present.
6. Even when ministry to children is not taking place, an additional adult or minor must be present when two workers are together and one is a minor, unless the minor's parent has signed a waiver.
7. All rooms used by adults and minors together must be accessible (no locked doors) and with open visibility (a window in the door or the door left wide open).
8. Supervisory personnel must make random visits of *CEF* sponsored activities.

9. Overnight activities sponsored by *CEF* involving minors must be approved by the local or state director and the local committee or state board.
10. All suspicious or inappropriate behavior between a *CEF* worker (paid and volunteer) and a minor must be reported to supervisory staff and investigated immediately.

Unless specified the following must be completed for paid-staff, committee/board members and volunteers who come in contact with minors.

- a. Complete employment application form (paid staff only).
- b. Complete Confidential Screening Form.
- c. Complete Request for Background Check Authorization.
- d. Conduct criminal background check.
- e. Conduct personal interview.
- f. Review “Protecting Today’s Child” presentation.
- g. Read Child Protection Policy fact sheet.
- h. Check personal and church references from Confidential Screening Form.
- i. Check references on employment application (paid-staff only).

Criminal Background Check Requirements

- Volunteers (15 years old and older)
 - Minimum requirement
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - Social Security Number Address History Trace
 - If your legal jurisdiction requires more, you must also comply with their requirements.
 - Volunteers must show a government issued ID (e.g., drivers license)
- Staff (15 years old and older)
 - Minimum Requirement
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - SSN Address History Trace
 - State check for all addresses in past five years

Criminal Background Check Screening Rules

Standards for Evaluating Background Check Results. The following would prevent a person from working with *CEF*:

- Any crime against children. No exceptions will be granted.
- Any sex crime of any type. No exceptions will be granted.
- Any felony convictions. Exceptions require approval of the district director or associate director.
- Exemption reports must be filed with the vice president of USA ministries.

Re-screening Requirements

- The background check must be rerun for any workers who have not been active within one year.
- Every five years a background check must be rerun and at least one reference must be contacted.

- It is recommended that the “Protecting Today’s Child” presentation be viewed once per year.
- For a worker transferring to another area, the Screening Procedure Checklist with the transfer information completed needs to be obtained from his/her former location. If the background screening was conducted more than five years prior, process the transferred worker as you would a new worker.

Ensuring Compliance

- The local committee chairperson is responsible for ensuring compliance with the Child Protection Policy within his/her local chapter. Each year the local committee chairperson will validate compliance by signing the Child Protection Policy Compliance Verification Form and sending it to the state board chairperson.
- The state board chairperson is responsible for ensuring compliance with the Child Protection Policy yearly, within his/her state. Yearly, the state board chairperson will confirm compliance by signing the Child Protection Policy Compliance Verification Form for the state/metro and sending it to CEF-USA ministries department.
- CEF-USA ministries department will monitor to ensure 100% compliance with this policy.

Reporting Obligations

When anyone who is employed by *Child Evangelism Fellowship* has reasonable suspicion that a minor is being abused by a *CEF* employee or volunteer, or is himself accused, or someone whose action would reflect on *CEF* is accused, the following action must be taken:

- **Call CEF-USA ministries department as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.**
- Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors until the matter is completely resolved.
- The CEF-USA ministries department at the World Headquarters will give counsel regarding the future ministry of the accused staff member or volunteer.

WARNING: Failure to follow reporting procedures of the USA ministries department may result in termination of all *CEF* workers responsible in this reporting process.

Notwithstanding any statement herein, all *CEF* staff and volunteers shall fully abide by all state child abuse reporting requirements.

PROCEDURES

The following are step-by-step procedures, forms and templates that will help to ensure compliance with the USA Child Protection Policy.

Screening New CEF Workers

When processing a candidate, use the *Screening Procedure Checklist* (page 9).

1. Receive a completed employment application form (paid staff only).
2. Receive a completed Confidential Screening Form (page 7 & 8).
3. Receive a completed request for Background Check Authorization (page 10).
4. Conduct a background check as provided.
5. Conduct a personal interview (see sample interview questions on page 11).
6. Provide a copy of "Protecting Today's Child" presentation.
7. Provide a copy of the Child Protection Policy fact sheet.
8. Check personal and church references on Confidential Screening Form (page 7 & 8).
9. Check references on employee application (paid staff only).
10. Evaluate the results of reference checks and the background check. If the potential worker is eligible, invite him/her to work with CEF. If the interested party is found not to be eligible, provide him/her with a copy of the Background Screening Report and explain the CEF policy.
11. Send a packet containing all of the worker's paperwork, references, background check documents and notes to the state office for storage.
12. State office will file the packets in a safe, secure place. All records must be treated in a confidential manner.

Reporting Suspected Child Abuse

When CEF volunteers or CEF staff are suspected:

1. A volunteer who suspects abuse shall report the suspicion to a CEF staff member and shall also comply with legally mandated reporting requirements.
 - a. All suspicious or inappropriate behavior must be reported to a CEF staff member.
 - b. A volunteer who suspects that a minor has been abused by anyone must report the possible abuse to a CEF employee immediately. (If the staff member that you would normally report to is suspected, call CEF-USA ministries department.)
 - c. Upon consultation with staff members concerning laws within your state, report to the appropriate authorities if the situation warrants.
2. Staff members shall:
 - a. Take all allegations seriously.
 - b. Complete CEF-USA Child Abuse Report Form (page 13 or R-9 in Organizational Manual)
 - c. Call the CEF-USA ministries department at **(636-290-8163 or 1-800-300-4033)** within 24 hours of the time that the incident becomes known, and fax the CEF-USA Child Abuse Report Form to the designated number.
 - d. The CEF-USA ministries department will give counsel.
 - e. Notify your next higher office of the incident and document all telephone calls and written correspondence.
 - f. Comply with any legal, mandated reporting requirements.
 - g. Gather all applications, screening forms, etc. of the accused.
 - h. Any person suspected of child abuse will be removed from duties involving direct contact with minors until the CEF-USA ministries department concludes an investigation.
 - i. In the event of press inquiries, parties shall take counsel with the next higher office which must approve any press release. Be careful to safeguard the privacy and confidentiality of all involved. See the sample on page 11.

Keeping Records

The state board is responsible for the security and confidentiality of Child Protection Policy records. All records must be permanently maintained in a locked, confidential file, located in a secure place determined by the state board. Employees/volunteers may have a copy of their records released using a Permission to Transfer Screening Information Form.

Any questions dealing with procedures for handling child abuse or child abuse accusations may be referred to the *Child Evangelism Fellowship* USA ministries department at **636-290-8163** or **1-800-300-4033**.

CONFIDENTIAL SCREENING FORM

Child Evangelism Fellowship Inc.

This screening form is to be completed by applicants for any position, paid or volunteer, involving CEF® ministries and will be used to help CEF provide a safe and secure environment for children. This is not an employment application. Anyone interested in employment by CEF will also need to complete an employment application form.

Personal

Date _____

Name _____
Last First Middle

Identity confirmed with a state driver's license or other photographic identification.

Present address _____

City/State/Zip _____ Telephone # _____

If explanatory notes are needed, please attach separate sheet and number to correspond with question.

1. Please indicate the type of children's work you prefer. _____

2. Please indicate the date you would be available to begin. _____

3. What is the minimum length of commitment you can make? _____

4. Have you ever been convicted of a crime?

___ Yes (If yes, please explain.) _____

___ No

5. Have you ever been accused of child abuse?

___ Yes (If yes, please explain.) _____

___ No

6. Do you have a current driver's license?

___ Yes (If yes, please write your driver's license number and state.) (_____)

___ No

Church History and Prior Youth Work

7. Name of church of which you are a member _____

8. List (name and address) other churches you have attended regularly during the past five years.

CHURCH NAME _____ ADDRESS _____

CHURCH NAME _____ ADDRESS _____

9. List church ministry involving children during the past five years (list each church name and address, type of work performed and dates). _____

10. List previous non-church involvement with children during the past five years (list each organization name and address, type of work performed, and dates). _____

11. List any gifts, callings, training, education or other factors that have prepared you for children's ministries. _____

12. References (pastor or church leader and personal, not a relative or previous employer)

NAME _____	NAME _____
POSITION _____	RELATIONSHIP _____
ADDRESS _____	ADDRESS _____
TELEPHONE _____	TELEPHONE _____

The information contained in this screening form is correct to the best of my knowledge. I authorize any references listed on this application to give you any information (including opinions) they may have regarding my character and fitness for children's work. I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

As a volunteer or paid worker for Child Evangelism Fellowship Inc. I agree to abide by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on its behalf.

I have read the Child Protection Policy fact sheet and agree to follow the policies and procedures in handling any child abuse situations that may arise.

I further state that I have read carefully the foregoing release and know the contents thereof. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ Date _____

Parent's Signature (If applicant is a minor) _____ Date _____

Witness _____ Date _____

Screening Procedures Checklist

Child Evangelism Fellowship® Child Protection Policy

All Paid Staff and Volunteers

This completed checklist ensures that the procedures of the Child Protection Policy have been completed and will be used to transfer screening clearance information between various offices of CEF® without duplicating the process. It will also allow the confidentiality of the screening information to be maintained.

Name _____

COMPLETION	
<u>DATE</u>	<u>INITIAL*</u>
_____	_____ 1. Employment Application Form completed (paid-staff only).
_____	_____ 2. Confidential Screening Form completed.
_____	_____ 3. Request for Background Check Authorization completed.
_____	_____ 4. Criminal Record Check conducted.
_____	_____ 5. Interview completed.
_____	_____ 6. "Protecting Today's Child" presentation viewed.
_____	_____ 7. Child Protection Policy fact sheet read.
_____	_____ 8. Personal and church references investigated.
_____	_____ 9. References on application investigated (paid staff only).

Supervisor's Signature

Date Completed

Position

* Initials of authorized personnel certifying that this part of the screening procedure is complete.

For Transfer of Information Only

To the best of my knowledge the above screening information is correct.

Signature _____ Date _____



Child Evangelism Fellowship® Background Check Authorization

Release Authorization:

1. In connection with my future involvement as a staff member or a volunteer working with children, I understand that CEF® will conduct a background check to determine my ability to minister in this role. It may include information concerning my character, work habits, performance and any court records that may have a bearing on my job responsibilities.
2. I acknowledge that a telephonic facsimile (fax) or photocopy shall be as valid as the original.
3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, church or non-profit organization, reference, or insurance company contacted by CEF or its consumer reporting agency or its agents, to furnish the information described above.
4. I understand that if any of those records contains information which is used to deny my employment in *Child Evangelism Fellowship*, I will be notified of my rights and where I can obtain a copy of the information.

Identifying Data (Please print)

Applicant's Name (last, first, middle name)			Sex	Date of Birth
Race	Social Security Number	Driver's License Number	County	State

Background Information

All Nicknames		
Maiden Name		
All Aliases		
Present Address (Street, Apt #, City, State, Zip)		
All Previous Addresses for the Past 5 Years (Use back of sheet if necessary.)		
<p>By signing below, you hereby release <i>Child Evangelism Fellowship</i> and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any liability for damages of whatever kind, which may at any time result to you, your heirs, family, or associates because of compliance with this authorization and request to release information. You may be contacted as indicated below. A copy of this authorization (if not previously destroyed in accordance with record retention policies) will be given to you, provided you request it in writing.</p>		
Signature	Date	Telephone Number

All information acquired will be used within the *Child Evangelism Fellowship* organization as it pertains to employment or volunteer work with children unless signified otherwise in writing upon completion of this form.
A different form may be required by the reporting agency or state government agency you are using.



Sample Interview

Questions for Staff and Volunteers

1. Why are you interested in being involved in this capacity?
2. Share with me any previous experience you have had in working with children.
3. Describe any painful life experiences you had as a child/minor which may hinder you from a productive ministry with children?
4. Is there anything that would call into question your being entrusted with the supervision, guidance and care of children or young people? If yes, please explain.
5. Have you ever been accused or convicted of child abuse?
6. Have you read the Child Protection Policy fact sheet?
7. Have you watched the “Protecting Today’s Child” presentation?
8. Do you have any questions concerning any of *CEF's* procedures?

SAMPLE PRESS RELEASE STATEMENT

The children of America are our country's most precious resource. The future of this nation rests upon their development and potential. Any form of child abuse endangers that future and shatters the innocence and purity of childhood.

The Board of Trustees of *Child Evangelism Fellowship*[®] believes that God has given us a stewardship of caring for the souls of children. We have taken steps as an organization to protect every child involved in our ministry.

We will work with the law enforcement agency in this area to determine the truth concerning this situation. Our prayers are that the investigation will reveal the truth and justice will be served.

Permission to Transfer Screening Information

I hereby authorize *Child Evangelism Fellowship*[®] to transfer a copy of the following screening materials:

- Confidential Screening Form
- Criminal Background Check
- Reference Information

to: Name _____

Address _____

City/State/Zip _____

I hereby release *Child Evangelism Fellowship* of all liability for the materials which I am authorizing to be transferred.

Name of Volunteer/Applicant/Employee

Date



CEF[®] USA CHILD ABUSE REPORT FORM

A PERSON GIVING REPORT	NAME/TITLE			
	CHAPTER/ADDRESS			
	CITY	STATE	ZIP CODE	
	PHONE ()		HOME PHONE ()	
	DATE OF REPORT		TIME	
B VICTIM	NAME			
	ADDRESS		PHONE NUMBER ()	
	CITY	STATE	ZIP CODE	
	DATE OF BIRTH		SEX	
C PARENTS	NAME			
	ADDRESS			
	CITY	STATE	ZIP CODE	
	HOME PHONE ()		BUSINESS PHONE ()	
	HOME PHONE ()		BUSINESS PHONE ()	
D INCIDENT INFORMATION	(PLEASE BE SPECIFIC; USE EXTRA PAPER IF NEEDED.)			
	DATE OF INCIDENT		TIME OF INCIDENT	
	PLACE OF INCIDENT			
	NAME OF ACCUSED			
	ADDRESS		PHONE NUMBER ()	
	CITY	STATE	ZIP CODE	
	POSITION IN ORGANIZATION			
	TYPE OF ABUSE: (CHECK ONE OR MORE)	PHYSICAL <input type="checkbox"/>	SEXUAL <input type="checkbox"/>	OTHER <input type="checkbox"/>
	NARRATIVE DESCRIPTION:			
	E OTHERS	PEOPLE PRESENTLY NOTIFIED OR AWARE OF INCIDENT: (CHECK ONE OR MORE)		
PARENTS <input type="checkbox"/>		STATE AGENCY <input type="checkbox"/>	ATTORNEY <input type="checkbox"/>	OTHERS <input type="checkbox"/>
WHO ARE THE OTHERS NOTIFIED OR AWARE OF INCIDENT?				
F	REPORT TAKEN BY			
	PHONE ()		SIGNATURE	
	CONTACT CEF-USA CHILD PROTECTION PERSONNEL IMMEDIATELY AT 636-290-8163			

Child Protection Policy Compliance Verification Form (Local Chapter Form)

This form must be submitted annually to the state board by May 15.

The following areas have been fully instituted for all paid staff, committee/board members and volunteers who have contact with minors according to the Child Protection Policy of CEF[®]-USA ministries department.

- Received a completed employment application form (paid staff only).
- Received a completed Confidential Screening Form.
- Received a completed request for Background Check Authorization.
- Conducted a background check through appropriate agency.

Minimum Requirements

- National Criminal Database Search
 - National Sex Offender Registry Search
 - SSN Address History Trace
 - County check for all addresses in past five years (paid staff only)
 - If your government jurisdiction requires more, you must also comply with their requirements
- Conducted a personal interview.
 - "Protecting Today's Child" presentation viewed.
 - Child Protection Policy Fact sheet read.
 - Checked personal and church references on Confidential Screening Form.
 - Checked references on employee application (paid staff only).

Local Chairperson Signature _____ Date _____

Chapter _____

Child Protection Policy Compliance Verification Form (State/Metro Form)

This form must be submitted annually to CEF®-USA Ministries Department by May 31.

All paid staff, committee/board members and volunteers who have contact with minors under the ministry of this state/metro have been fully screened according to the Child Protection Policy of CEF-USA ministries department.

- Received a completed employment application form (paid staff only).
- Received a completed Confidential Screening Form.
- Received a completed request for Background Check Authorization.
- Conducted a background check through appropriate agency.

Minimum Requirements

- National Criminal Database Search
 - National Sex Offender Registry Search
 - SSN Address History Trace
 - County check for all addresses in past five years (paid staff only)
 - If your government jurisdiction requires more, you must also comply with their requirements
- Conducted a personal interview.
 - "Protecting Today's Child" presentation viewed.
 - Child Protection Policy fact sheet read.
 - Checked personal and church references on Confidential Screening Form.
 - Checked references on employee application (paid staff only).

State Board Chairperson Signature _____ Date _____

State _____