



Remnant Church of Jesus Christ of Latter Day Saints

700 West Lexington • Independence, MO 64050 • Ph: 816-461-7215 • Fax: 816-461-7278

Child and Youth Protection Policy

General Purpose Statement

The Remnant Church of Jesus Christ of Latter Day Saints seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the below practices, our goal is to protect the children and youth of the Remnant Church of Jesus Christ of Latter Day Saints from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

Definitions

For purposes of this policy, the terms “child,” “children,” or “youth” include all persons under the age of eighteen (18) years.

Selection of Workers

All employees, volunteers and all persons who desire to work with the children or youth participating in our programs and activities will be screened. This screening includes the following:

a. **Six Month Rule**

No volunteer will be considered for any position involving contact with minors until s/he has been involved with the Remnant Church of Jesus Christ of Latter Day Saints for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

b. **Written Application**

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the Remnant Church of Jesus Christ of Latter Day Saints. (See Attachment A)

c. **Personal Interview**

Upon completion of the application, a face-to-face or telephone interview may be scheduled with the applicant to discuss his/her suitability for the position.

Criminal Background Check

A national criminal background check is required for all employees, and volunteer staff (regardless of position) and for the following categories:

- Those who will be involved in our school/preschool/day care center;
- Those who will be involved in overnight activities with minors;
- Those counseling minors;
- Those involved in one-on-one mentorship of minors; and

- Those having occasional one-on-one contact with minors (that is, church-sponsored athletic team coaches, youth camp workers and vehicle drivers)

Before a background check is run, prospective workers will be asked to sign an authorization form (See Attachment B) allowing the church to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the First Presidency and Presiding Bishopric on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, alcohol abuse, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the Remnant Church of Jesus Christ of Latter Day Saints.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with only one adult present on our premises or in any sponsored activity unless in a counseling situation.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) which endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways, including but not limited to the following:

- **Physical abuse** – any physical injury to a child which is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

Childcare and Youth workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this the Remnant Church of Jesus Christ of Latter Day Saints becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the First Presidency and Presiding Bishopric for further action, including reporting to civil authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at this the Remnant Church of Jesus Christ of Latter Day Saints or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.

3. Our insurance company will be notified, and we will complete an incident report.
4. We will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists.
5. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no civil investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position of working with children or youth.
7. Kevin Romer, through assistance from Megan Romer, will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers and church members should refrain from speaking to the media.
8. A priesthood visit will be arranged for those who desire it.

Open Door Policy

Classroom doors should remain fully or partially open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to such workers:

- Teenage workers must be at least age 14
- Teenage workers will be screened by the Congregation's Nursery Director.
- Teenage workers must be under the supervision of an adult and must never be left alone with children.

Medications Policy

In the case of camps, retreats, or overnight settings, it is the policy of the Remnant Church of Jesus Christ of Latter Day Saints to administer prescription and non-prescription medications to the children and youth under our care versus allowing the children and youth under our care to self-administer their own medications. Medications should only be administered according to prescribed directions following written consent of the parents and under the following guidelines: 1) Parents or guardians must deliver medication in its original labeled container. 2) Written instructions and written permission must be obtained from the parent 3) Medications must be kept in a secure, locked location such as a cabinet. 4) A log of medications given, dosage, time, who administered them must be kept and 5) the initial dose of a new medication should be given at home and not at church, in case of allergic reaction.

After Dark and Buddy Policy

In the case of camps, retreats, or overnight settings, wherein the restrooms or other facilities of need to the children or youth are outside the sleeping cabins, children and youth *may only* travel to outlying facilities with a buddy of the same gender after nightfall. In field trip settings, when a child or youth must leave the group, s/he *may only* do so with a buddy of the same gender.

Discipline Policy

It is the policy of the Remnant Church of Jesus Christ of Latter Day Saints not to administer corporal (body contact) punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the

Congregation's Nursery Director or Camp/Retreat Director if assistance is needed with disciplinary issues.

Restroom Guidelines

Children five years of age and younger should utilize a classroom bathroom, if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door and leave the stall door open as he/she assists the child.

For children over the age of five in a public setting: at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom. For in-church activities, or those involving the teenaged youth: the children and youth may help themselves to the restroom, but staff should be available in the case of an emergency and should be aware of the whereabouts of the children and youth at all times.

For the protection of all, workers should *never* allow themselves to be alone with a child in a bathroom/restroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, cleaning and disinfecting of wound, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called and directed to a care facility.
3. Once the child has received appropriate medical attention, an incident report (See Attachment C) will be completed in the case of injuries requiring treatment by a medical professional.

Training

The Youth Director, Remnant Church Camp Committee and each congregation's Nursery Director will provide training on this Child and Youth Protection Policy to all new childcare and youth workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events¹.

¹ For more information, contact the GuideOne Center for Risk Management at (877) 448-4331, ext. 5118 for Churches.



Attachment A

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Child and Youth Worker Application Form

It is the goal of this church to create a safe and secure environment for all children and workers who are involved in church activities. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services to our children and youth program. This information will be used for the sole purpose of helping the church provide a safe and secure environment for children and workers.

Name: _____ Date: _____

Current street address: _____

City, State, Zip: _____ Years at address: _____

Previous address: _____

Current phone number (Home): _____ (Cell): _____

Emergency Contact Phone Number: (_____) _____ Relation: _____

Please respond to all questions below that apply to the position for which you are applying/volunteering.

Position applying/volunteering for: _____

Do you have a valid driver's license? _____ Commercial license? _____

License number: _____ State issued: _____

Current/Most recent employer: _____ Length of employment: _____

Name of supervisor: _____ Phone number: _____

Previous employers (within last five years):

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Please list your education background:

Name	Graduate/ Currently Enrolled?	Year	Degree or course of study
High School: _____	_____	_____	_____
College: _____	_____	_____	_____
Other: _____	_____	_____	_____

Please answer the following questions concerning child and youth safety:

1. Is there any reason you should NOT work with or around children or youth? _____
2. Have you ever been the subject of a child abuse investigation? _____

If yes (to above questions 1 or 2), please provide details: _____

3. Have you ever been convicted of or pleaded guilty to a criminal offense? _____

If yes, please provide details: _____

4. Have you ever worked with youth or children? _____ List where: _____

Please list two references (must be of a business or organizational nature):

Name: _____ Phone: _____

Address: _____ Years known each other: _____

Name: _____ Phone: _____

Address: _____ Years known each other: _____

I hereby give permission to make a thorough investigation of my past employment, education, and background, and release from liability all persons, companies, or corporations supplying such information. I also release the church from any liability that might result from making such an investigation. I understand that any false statements or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or discharge.

Signature: _____ Date: _____

Attachment B



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BACKGROUND INVESTIGATION CONSENT

(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least five years after requesting a background check.)

I, _____ (applicant complete name), hereby authorize the Remnant Church of Jesus Christ of Latter Day Saints and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with the Remnant Church of Jesus Christ of Latter Day Saints.

I release the Remnant Church of Jesus Christ of Latter Day Saints and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

Permission to Obtain a Background Check

I, the undersigned applicant (also known as "consumer"), authorize the Remnant Church of Jesus Christ of Latter Day Saints through its independent contractor to procure background information (also known as a "consumer report and/or investigative consumer report") about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to the Remnant Church of Jesus Christ of Latter Day Saints, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: _____ Date: _____

Identifying Information for a Background Check

Print Name: _____ Date of Birth: _____
First Middle Last

Other Names Used (alias, maiden, nickname): _____

Current Address: _____
Street /P. O. Box City
State Zip Code County Dates

Former Address: _____
Street /P. O. Box City
State Zip Code County Dates

Social Security Number: _____ - _____ - _____ Daytime Telephone Number: (_____) _____

Driver's License Number: _____ State of Issuance: _____ Gender _____



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Incident Report

(This form is to be used to report all injuries, accidents and illnesses that require attention by a medical professional to document the investigation and should be completed within 24 hours of the incident.)

Child's Name: _____ Age: _____

Date and Time of Accident/Incident: _____

Place of Accident/Incident: _____

Describe Accident/Incident:

Describe nature of injury:

Witness(es) report of accident/incident:

What action was taken?

Was Parent/Guardian Contacted? YES NO Time: _____ How? _____

Describe medical treatment/first aid: _____

Check at least one church official listed who has been notified of incident:

Camp/Retreat Director Date/Time notified: _____

First Presidency Date/Time notified: _____

Signature of Reporter Date/Time

Signature of Person in Charge Date/Time

Signature of Parent/Guardian Date/Time

Signature of Church Official Date/Time