

# HOW TO RESPOND TO SUSPECTED ABUSE/NEGLECT?

- All suspected child abuse or neglect must be reported.
- Volunteers must immediately speak to Pastor, Associate Pastor, Program Director, or Director of Operations.
- Staff must immediately contact Pastor and Safe Church Advisory Committee by phone and group email.
- Safe Church Advisory Committee reviews and assists with reporting suspected child abuse/neglect.
- Report is made to DHR (Jefferson County: 205-423-4850) or local law enforcement.

## REPORTING & FEEDBACK

- Staff and volunteers must report policy violations to a program director (Director of Children’s Ministries, Youth Ministry, Family Ministries, IPC Day School or Children’s Fresh Air Farm).
- All are encouraged to contact a Program Director or pastor with any questions, concerns, or suggestions.



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# CHILD & YOUTH PROTECTION POLICY



This brochure highlights key elements of IPC’s Child and Youth Protection Policy adopted by IPC’s Session, and most recently amended in May 2023. Our policy applies to those who work or volunteer with children or youth in IPC-sponsored programs or events, and in a broader sense, to all IPC members and staff who interact with youth and children. **This is a summary only.**

## THEOLOGICAL FOUNDATION

We are called by God to create a safe haven for all children and youth in our care, nurturing, protecting, and empowering them in faith and trust, in mind, body, and spirit. We make this vow each time a child is baptized.

## LEADERSHIP

- Policy outlines staff and volunteer accountabilities for child protection.
- Session-appointed Safe Church Advisory Committee (consisting of health professionals, counselors, and attorneys) advises IPC on best practices and assists with reporting required by the law.

# SUPERVISORY RULES

## For Staff & Volunteers

### Four Year Rule

Must be at least age 18 & at least 4 years older than oldest child supervised

### Two Adult Rule & Adult/Child Ratios

Two non-related and non-cohabiting adults must be present and age appropriate child/adult ratios met

\*Youth volunteers do not count towards ratios.\*

### Windows/Doors

Doors must remain open unless there is a window

### Counseling by Staff

One-on-one meetings must be visible to others & another staff member must be notified of meeting in advance



**“Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me.”**

**Mark 9:37**

## HOW DO VOLUNTEERS QUALIFY?

Those who work with children and youth must:

- Complete application
- Interview with staff member
- Be IPC church member or regular attendees for 6 months
- Complete background check every 3 years
- Sign agreement agreeing to abide by the policy
- Complete appropriate orientation related to volunteer area
- Complete annual review of the child protection policy

## Overnight Activities

- Parental consent & medical release form must be on file (Ministry Participant Form)
- Separate showering times and sleeping areas for children/youth and adults
- Male and female chaperones required for mixed gender group

## Transportation

- Parental consent required (Ministry Participant Form)
- Driver or third party (buses) must clear background & MVR check
- Two adult rule applies
- Must be 25 years old to transport minors



## Learn More

Scan the QR code above to view the complete policy, contact info, & more!

# CODE OF CONDUCT

## We Respect Boundaries...

### Affection

Show affection that is appropriate for the age of the child & avoid affection that could be perceived as romantic or sexual

### Privacy

Do not inquire into deeply personal issues & use age appropriate bathroom practices

### Electronic Communications & Social Media

Staff and volunteers must obtain parental consent to use photos and comments of children or youth which may be used only on IPC-sponsored media.

Staff and volunteers may not accept or request invitations from youth via social media. Electronic communication should be by text or email within the hours of 9:00 AM to 9:00 PM.