

The Episcopal Church of the Holy Cross Child Abuse Policy and Procedure

Behavior adults must use when working with children:

- 1 Respect the child
- 2 Model appropriate behavior – speak with respect, caring, encouragement and concern.
- 3 Ensure that affectionate gestures don't violate the child's body ownership and boundaries. For example, some children don't like to be hugged. Be aware and respectful.
- 4 Classes need to be properly supervised at all times. It is best to have 2 teachers per class.
- 5 If a child needs to be accompanied to the bathroom, take a "bathroom buddy" as well and never help with toileting duties behind closed doors.
- 6 Physical contact with a child should be firm but never rough or controlling.
- 7 Always ensure the safety of the children in your care.
- 8 Report any incidences to parents and to Sunday school coordinators or director as soon as possible.

Teacher's role once signs of physical, emotional, verbal or sexual abuse are suspected.

- 1 Respond to the child in a very calm supportive way. Do not investigate or try to verify – just listen. Never ask the child to repeat the story.
- 2 Document nature and extent of suspected abuse and any pertinent information such as date and time.
- 3 Report to the Sunday school director within two hours.
- 4 Report to Rector and Wardens.
- 5 Together with Rector and Wardens make a decision to report to CPS or to get a consultation with CPS before deciding to report. We have 48 hours before reporting. In most instances it would be wise to get a consultation in case more documentation is needed.
- 6 In some instances the teacher will continue working with the parents after a report. For obvious reasons this may be difficult. To give you some strength to deal with this remember that you are mandated by law to report. Assure the parent that you are not involved to make judgment.
- 7 Any breach of confidentiality outside of this procedure will result in immediate termination for paid employees of the church and serious consideration will be given to a volunteer's ability to continue working in his or her role.