

**I. Purpose –** The Fairmount Campground (hereinafter, the “Church”) has a sacred desire to keep our children and youth safe from harm. The purpose of these Guidelines for Child Protection (these “Guidelines”) is to raise awareness, provide information and set out procedures designed to protect children, youth, and their families from abuse while at a Campground event.

Although the camp is concerned when any form of child abuse takes place anywhere, the specific focus of these Guidelines is to make effort to ensure that abuse does not occur within the framework of the campground, its programs or ministry activities. These Guidelines are intended to help make the camp in all of its settings a truly safe and caring place.

**II. Standards of Conduct** –Fairmount Camp endeavors to provide a safe environment for all children entrusted into its care during involvement in any camp ministry and any camp sponsored event and all encounters between children and camp workers.

**A. Prohibited Conduct**: Conduct that is prohibited includes:

 Child abuse - any physical, mental, or emotional abuse of a child or children involving harm or the threat of harm to a child by an adult who is responsible for the child’s health and welfare\*.

 Child neglect – any act of neglect that results in an unreasonable risk being posed to a child’s health or welfare by an adult who is responsible for the child’s health and welfare – also, the failure to act in a manner that would prevent or eliminate that risk by a responsible adult who has (or should have) knowledge of that risk\*.

 Sexual abuse and exploitation - any behavior by an adult that uses a child for sexual stimulation, whether it involves actual touching or not, and regardless of consent or apparent consent\*.

\*Note: Each State has laws specific to its jurisdiction regarding child abuse which define the terms in those laws. The definitions above are general only – not State specific. Be aware that some jurisdictions limit the definition of child abuse to actions of abuse or neglect to only those adults who have legal guardianship over the abused minor. In these States, abuse of children by others will be governed by other criminal statutes. Please seek the appropriate legal guidance for laws in your jurisdiction.

**B. Desired Conduct**: As a preventative measure, all church workers are required to follow the procedures adopted by the campground. The following best practices are suggested:

**1.** **Two-Adult Rule**: In ministry with minors, especially involving infants and pre-school aged children, there should always be a minimum of two adults in the immediate area. Groups larger than 10 young children should have additional supervision, depending upon the age of the children and the activity. However, for children who are older, but still under the age of 18, the following exceptions are acceptable:

a. Exceptions: Classes for kindergarten through high school students may have the presence of only one approved teacher if the following measures have been taken:

i. The door is left open or there is a window in the door that allows unobstructed visibility into the classroom; and/or

ii. The classrooms are periodically monitored by another approved adult worker; and/or

iii. One approved adult teacher may lead elementary, middle school, and high school seminars and classes if two or more teenage students are present.

iv. Under no circumstances will it ever be acceptable for a teen helper to be alone with a class of children.

**2**. **One-on-One Meetings**: The nature of much ministry, especially youth ministry, is that it often takes place spontaneously. Nonetheless, to the extent possible, one-on-one meetings between an adult church worker and an individual minor should be conducted in an area that provides visibility to other adults and be conducted at a time when other adults are normally present in that vicinity.

**III. Preventative Measures and Hiring/Volunteering Requirements**

**A. Initial Requirements**: All those who wish to work with minors in any capacity at the campground must meet the following requirements:

Complete an application and interview (Interview and references needed for employment);

Obtain a favorable criminal background check;

Participate in required child protection training (see Section IIIB);

Be knowledgeable about these Guidelines; and.

Attend church consistently for a minimum of 6 months prior.

***Note: It is the policy of the Wesleyan Church, that anyone convicted of child neglect or abuse (physical or sexual) or any sex-based crime MAY NOT serve in any position involving the children/youth in the Church or campground.***

**B. Criminal Background Check**: A criminal background check must be completed and a favorable report received **prior to** any individual beginning work/ministry in any capacity with minors in the Church. This check shall include both a State and National criminal background check. It is the policy of the camp not to accept the record of a background check obtained from any other source nor any report that is more than 2 years old.

**C. Mandatory Training** - All workers with children, paid or volunteer, all local church and camp employees and leadership are required to complete the requisite training components which are designed to instruct the participants of the:

 Church’s guidelines for the prevention of child abuse.

 The camps established procedures to be used in all ministries with children.

 Signs and indicators of possible child abuse.

 Required steps to report an alleged or actual incident of child abuse.

 State law regarding child abuse specific to where entity is located.

**Who is Required to Report Child Abuse?**

**Any individual who has reason to believe that a child is a victim of child abuse or neglect must make a report. In agencies in which there are established reporting protocols, the report may be made to the individual in charge or another designated agent, who also becomes responsible to report or cause a report to be made. This does not relieve individuals who make a report to another staff person of their own obligation to report directly to child protection services or law enforcement unless a report has already been made by the agency IC 31-33-5y liaison. Anonymous reports are accepted. Failure to make a report can be a Class B misdemeanor.** Indiana Child Abuse and Neglect Hotline

**1-800-800-5556**

**D. Ongoing Requirements for All Who Work with Children**:

Participate in all required training sessions on child protection;

Be aware & vigilant when working with children;

Keep lines of communication open with children and peers;

Report ALL suspected child abuse immediately pursuant to these Guidelines;

Follow up on any reporting by timely completing required reports; Cooperate with authorities and church and camp leaders;

Cooperate as required to obtain updated background re-checks every year;

Refrain from sharing information about the alleged matter with **all others** so as to protect the identity and reputations of the alleged victim and alleged abuser. Gossip not only hurts the alleged abuser and alleged victim but negatively impacts their families and the church community as a whole. Reporting is critical; Gossip is unnecessary.

**E. Ongoing Responsibilities of camp leadership**:

Ensure all who work with children at camp have obtained favorable background check;

Ensure all who work with children at camp have received child protection training required by the Church;

Ensure all who work with children at camp are knowledgeable about the church’s Guidelines;

Conduct periodic review of these Guidelines & update as needed;

Require periodic update background re-checks. Every 2 -3 years is advised. (Camp will review each year)

Reporting incidents that may lead to claims to Church’s insurer.

Ensure all background check reports are maintained in a secure, locked manner and are only accessible by those on a need-to-know basis.

**IV. Procedures for Reporting Child Abuse**:

**1. What Must Be Reported?** In general, a suspicion of or secondary report by another of inappropriate, abusive or neglectful conduct of a child by a fellow worker or by any outside individual, should be immediately reported. Consult local laws.

**2. Report to Whom**? Report internally to the director of the event or the director of the campgrounds (Matt Landis 765-667-8195) **and** the local civil authority, usually police or child welfare agency, per local laws. If Supervisor is unavailable or the allegation involves the Supervisor or Supervisor’s family member, the allegation or suspicion should be reported to George Cecil (Chairman of Governance Board). It is the responsibility of the Supervisor to handle the matter in a manner consistent with these Guidelines and all applicable laws. In most circumstances and jurisdictions, **it is the reporter’s duty, not the Supervisor’s duty, to make the report to the civil authority.**

**3. Who Must/Should Report?** Under some state laws, certain individuals have a legal duty to report suspected abuse or neglect of a minor. These individuals, often referred to as Mandatory Reporters, may include medical professionals, educators, and human services workers. Some states include clergy in this list. A few states now require any adult suspecting child abuse to report. If you are a mandatory reporter in your jurisdiction, you should be aware of your reporting responsibilities and must follow those mandatory reporting requirements in your work as well as church ministry. Under the laws of many jurisdictions, a minister, clergyman, or priest of an established church of any denomination *may enjoy a statutory privilege of an exemption from* testifying on a disclosure made within spiritual counseling. However, in some jurisdictions this privilege is withheld if the disclosure concerns child abuse. Additionally, while the privilege attaches to testimony, it is not likely applicable to making a report. Consult your State’s laws for specifics.

***All suspicions of Prohibited Conduct, as defined in Section IIA of these Guidelines, shall be reported consistent with local laws.***

**4. How to Report to the Supervisor?** Notify Supervisor verbally, in person or by phone. This should be done in a place which allows both the reporter and the Supervisor to speak confidentially.

**5. How to Report to the Appropriate Civil Authority?** Call **1-800-800-5556**

**6. When to Report?** Make your report immediately or as soon as possible after learning of an alleged incident or you develop a suspicion that abuse and/or neglect has occurred.

**7. What Happens When a Report Is Made?** After a report is received by the name agency or police, a reporter is usually also required in most jurisdictions to follow up with a written report within 24 – 48 hours. Report forms can be found in the office. The agency you contact will provide you with all details regarding when, where and how to submit the written report. An investigation into the allegation will be initiated by the appropriate civil authorities. Most jurisdictions allow the reporter to remain anonymous. Unless a person knowingly files a false report, the reporter is legally protected from a civil suit based on the report in most, if not all jurisdictions. Note that the civil authorities have no duty to share information garnered during their investigation with the reporter or the church or entity. Notwithstanding, it would be wise at the start of this process to learn the contact information for the person in charge of the investigation should further contact become necessary.

**8. What Steps Will the Supervisor Tak**e**?**

a. Immediate Steps Upon Being Advised of suspicions of Prohibited Conduct as defined in Section IIA of these Guidelines: (not necessarily in this order)

i. The Supervisor will follow all applicable local laws. Additionally, the Supervisor may consider the following:

1. Ensuring the alleged child victim and all other children under the Church’s responsibility are safe.

2. Temporarily removing the alleged abuser from all contact with children via his/her volunteer, staff, or ministerial positions, if applicable, while treating the alleged abuser respectfully knowing that the allegations remain under

investigation. Note: Whenever any staff - paid or volunteer - is temporarily or permanently suspended it is advisable to do so in a formal writing. The writing can follow a conversation, if that is preferred but the camps attorney should always be consulted before putting anything in writing in a potentially volatile and litigious situation.

3. Communicating in an appropriate manner with the parent(s) or guardian(s) of the alleged victim to share information on the alleged incident and to ensure that any necessary medical attention is obtained for the alleged victim. If appropriate, the Supervisor may ask the camp worker/reporter to accompany him/her to meet with the child’s parent(s) or guardian(s).

4. Verifying that the camp worker (reporter) made the required initial report and written follow up report to the civil authorities pursuant to that State’s laws.

5. Reporting the alleged incident to appropriate local church leaders, such as the Governance Board or DBA;

6. Reporting the alleged incident to the District Superintendent;

7. Reporting alleged incident to Church’s attorney;

8. Reporting the alleged incident to Church’s insurance provider;

*9.* Cooperating with civil authorities, attorney and insurer. *It is advisable to discuss all planned disclosures and written statements with the Church’s attorney in advance of making any statements, issuing anything in writing or releasing church documents.*

10. Keeping detailed and accurate records of all steps taken by the Church in response to the allegations. Clip and retain copies of all reports, correspondence and formal statements that are related to this matter together.

11. Before taking any action beyond what is required by law, consult with the Church’s attorney. There are often privacy, employment, health care, liability and other legal issues which may be unknowingly negatively impacted.

ii. Further follow-up:

1. Meet with the reporter of the incident and leaders of the affected ministry to discern next steps, if any, to begin the healing process of those leaders and youth members of that ministry;

2. Work with the Church’s attorney to discern what is appropriate information to disclose and if, when, how and to what extent to address the whole church community to begin the healing process;

3. Discern the follow-up needs of alleged victim and alleged abuser and their families.

 **The following will guide the Supervisor’s actions in response to the allegations:**

**i.** It is the Church’s policy to treat the accused abuser with dignity and confidentiality to the extent possible as the allegations may be unfounded.

**ii.** When child abuse occurs and even if allegations are later proven untrue, many others in addition to the alleged victim are often harmed. These may include: peers of the child, family members of the child, peers of the child’s parents, other workers with children in the Church, the entire congregation and family members of the accused abuser. Though sensitive to this reality, **it is the Church’s policy to first protect the child and all other children** and to cooperate with the authorities, and to promote healing of all who are adversely affected by abuse or allegations of abuse.

**iii.** Church leaders and congregants should refrain from attempts to investigate the matter. Investigation is the job of the civil authorities trained for this purpose.

**iv.** With the Church’s attorney, Supervisor will designate ONE and ONLY ONE spokesperson to make all necessary statements or responses to the news media and/or the public.

**v.** Supervisor with assistance of counsel will prepare a brief and honest statement that can be made to the congregation. Supervisor will not divulge any unnecessary details, place blame, interfere with the victim’s privacy, or violate any confidentiality concerns.

**vi.** Supervisor will cooperate as required by law with the investigation conducted by law enforcement officials or child welfare agency.

**vii**. Supervisor will ensure a process to handle all documentation with the utmost confidentiality and safeguard all records kept pursuant to these Guidelines. Supervisor will ensure that documentation is retained in the Church’s confidential files that record every step taken during this process.

**CRIMINAL RECORDS & REFERENCE CHECKS Authorization & Release**

Fairmount Campground requires a criminal records check for those who wish to work with children, in a leadership capacity as a volunteer or employee in any capacity. If you are under 18 years old, please have guardian read and sign in the box at the bottom of the page.

o I authorize the Campgrounds and its affiliates to perform a criminal background check on me.

o I authorize the release information from my current and former employer(s) as needed in response to reference checks by the camp. (Only for employment)

o I understand and authorize the camp to release the results of my criminal background check and employment and personal reference checks to appropriate leadership on an as-needed basis.

o I understand and authorize the camp to conduct subsequent periodic criminal background re-checking so long as I continue to be involved with youth as a volunteer, leader or an employee, in any capacity.

o I understand that, by law, I have the right to review the results of my criminal records check and I have the right to contest those results with the appropriate civil authorities.

o I understand that the results of the criminal background check will be utilized for determining my eligibility to work with children, assume a leadership position or be employed by the camp.

o I understand that it is the camp’s policy to disallow anyone with convictions for child abuse or abuse or sexual crimes with any others to work with or near youth.

o I hereby affirm that I have never been convicted of child abuse or abuse or sexual offenses towards anyone.

o I hereby affirm that I have never been accused of being sexually, physically or emotionally abusive of a child.

 By my signature below, I for myself, my heirs, executors and administrators, do forever release and discharge and agree to indemnify Fairmount Campground, Indiana North District of the Wesleyan Church, and its officers, employees and agents to be harmless from and against any and all causes of actions, suits, liabilities, costs, demands and claims and related expenses including attorneys’ fees and court costs and any other expenses resulting from the investigation into my background in connection with my application to take or continue in a position as an employee, volunteer or leader.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed in the presence of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Witness signature)

**Guardians signature, if under 18 years of age.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has never been accused or convicted of abuse to a child in anyway.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for Youth and Children’s Ministry Workers**

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| **Fairmount Campground’s Application for Youth and Children’s Ministry Workers**Date: \_\_\_\_\_\_\_\_\_\_\_ Which program would you like to work with? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last First Middle MaidenAddress:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Driver’s License:  State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Have you ever been convicted of a crime? Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_Do you have any legal charges pending against you? Yes\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_If Yes in either case, offer explanations regarding convictions or charges pending.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are you a member of the Church? Yes\_\_ No\_\_ What church do you attend?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How long have you been attending services? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_What ministries have you served in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CPR or First Aid certified? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_List experience(s) working with children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I affirm that the information I have provided above is true and complete and by my signature below, I acknowledge each of the following to be true: I have received a copy of Fairmount Campground’s Guidelines for Child Protection. I have read and understand the contents of these Guidelines. I understand that it is the Church’s policy that if I have a reportable suspicion of child abuse, according to the laws of this State, I should immediately do the following:o Inform Supervisor of my suspicion; ANDo Report the suspected abuse to the appropriate civil authority; ANDo Follow up with a written report to the civil authorities within 24 – 48 hours of the verbal report, as and if required by law; ANDo Cooperate with Civil Authority investigating this matter; ANDo Cooperate fully with the Supervisor, as requested.I agree to comply with the procedures set forth in Fairmount campground’s Guidelines for Child Protection.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature and Date |