

# Child and Youth Safety Policy

Presbytery of Genesee Valley  
1190 Winton Rd S  
Rochester, NY 14618  
(585) 242-0080

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## I. Principles

We believe that fundamentally, we cannot serve God and disrespect or endanger children or youth. We proclaim that God created all life and following God must lead us to protect the vulnerable among us, particularly children. We also want our Presbytery to be a place where children and youth are able to grow in their faith and thrive, and parents are supported with safe, high-quality childcare at our Presbytery's events.

We also believe that many churches are already setting high standards of quality programming for children and youth, from nursery care to teenage mission trips. This policy seeks to make explicit standards of care which are already present and ensure that these standards are maintained at all Presbytery events with children. This policy also requires that any concerns of maltreatment will be treated seriously and given the consideration they deserve.

We hope that this policy will help parents, pastors, and youth leaders from our churches be more comfortable participating in Presbytery events, and encourage individual churches to provide the same high standard of safety in their own ministry context.

## II. Purpose

This policy is intended to:

1. Make clear the safe and appropriate practices for adults leading activities with children and youth on behalf of the Presbytery.
2. Safeguard children participating in Presbytery of Genesee Valley sponsored or co-sponsored activities against any maltreatment.
3. Obtain justice in the event of any maltreatment.
4. Explain clearly to parents, guardians, and church leaders the steps taken for children's safety during Presbytery sponsored or co-sponsored events.
5. Reinforce the bonds of fiduciary trust between Presbytery leaders and the children they care for and educate.
6. Comply with the *Book of Order* provision G-3.0106 which mandates each council adopt and implement a child and youth safety policy, and with G-4.0302 regarding Presbyterian Church (U.S.A.)-mandated reporting of abuse.
7. Exercise wise and prudent risk management and fulfill our fiduciary responsibility as stewards of the Presbytery as a not-for-profit corporation under New York State law.

## III. Glossary

01. **accidental injury** is an unintentional injury/wound requiring the administration of first-aid and/or treatment by a licensed medical provider, e.g., cut, allergenic insect sting, broken bone, or burn.

02. **child** refers to any person under the age of 18.

- 71 03. **child care provider** refers to any person who provides child care during a Presbytery  
 72 sponsored or co-sponsored event such as a meeting or educational event.  
 73
- 74 04. **corporal punishment** is the use of physical force (including spanking) which results in a  
 75 child being hit or struck by a person who is not the child's parent or guardian and is in a position  
 76 of authority or responsibility at a Presbytery-sponsored event.  
 77
- 78 05. **employee** refers to individuals who are hired or called by the Presbytery to work for  
 79 salary or wages.  
 80
- 81 06. **maltreatment** refers to an act, or failure to act (neglect) which:  
 82 • creates a substantial risk of imminent physical, mental or emotional injury or harm;  
 83 • causes physical, mental or emotional injury or harm;  
 84 • endangers the welfare of a child; or  
 85 • constitutes sexual abuse of a child.  
 86
- 87 07. **organizer** refers to any person who plans a Presbytery sponsored or co-sponsored  
 88 activity or event which includes children, whether as an employee or volunteer. Although these  
 89 people might not directly come into contact with children, they are responsible for ensuring that  
 90 all Supervisors who lead Presbytery activities or events involving children are aware of and abide  
 91 by this policy.  
 92
- 93 08. **presbytery sponsored** refers to any activity, program or event involving children  
 94 which is planned, organized and/or conducted by the Presbytery or any of its officers, staff  
 95 members, committees or boards.  
 96
- 97 09. **presbytery co-sponsored** refers to any activity, program or event involving children in  
 98 which the Presbytery or any of its officers, staff members, committees or boards participates in  
 99 the planning, organization and/or conduct of such activity, program or event with another entity.  
 100 **This policy does not apply to any activity, program or event, including Neighborhood activities,**  
 101 **for which the Presbytery provides only publicity or funding.**  
 102
- 103 10. **supervisor** refers to any person who is leading a Presbytery sponsored or co-  
 104 sponsored activity or event involving children, whether an employee or volunteer. A Supervisor  
 105 is responsible for the health, safety, education, and wellbeing of the children participating in the  
 106 activity or attending the event.  
 107
- 108 11. **volunteer** refers to any person who provides services to the Presbytery and receives  
 109 no remuneration or monetary benefits. Volunteers include persons elected or appointed to serve  
 110 on Presbytery boards, committees, and other groups.  
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#### **IV. Scope**

- A. This policy applies only to events, activities, or programs involving children which are sponsored or co-sponsored by the Presbytery. This includes, but is not limited to, the Presbytery's Triennium delegation, childcare at Church Leadership Development Day and Presbytery meetings, and Mission Day.
- B. This policy applies to: people who plan, organize, or lead any Presbytery-sponsored or co-sponsored event involving children; Supervisors and Child Care Providers at the events; parents whose children attend the event; staff of the Presbytery (employees or volunteers); and members of the Presbytery.
- C. In the case of activities, events, or programs involving children which are Presbytery co-sponsored, the Presbytery (or its applicable officer, staff member committee or board) shall advise the other organization or group of this policy, and that the Presbytery will require, as a condition of its co-sponsorship, that this policy be observed, except to the extent that the other organization or group may have a similar policy which is more restrictive or which is designed to address the specific or unique circumstances of the location in which such activity, event or program is conducted.
- D. This policy shall be reviewed by the Council every three years, with any needed revisions recommended to Presbytery.

#### **V. Practices**

The following practices are measures to be applied to ensure child safety and eliminate opportunities for maltreatment of children and youth during Presbytery sponsored or co-sponsored events.

- 1. At no point shall an adult be alone with an unrelated child, including during transportation in a vehicle or using the bathroom. Ways to permit confidentiality and privacy without sacrificing safety are listed in V. Practices 6.
- 2. At least one Child Care Provider present must be 23 years of age or older.
- 3. There will be no more than five children to each Child Care Provider for children under 10 (Child Care Providers may include teens, as long as there is a five-year age difference). There may be eight children to each Child Care Provider for children between 10 and 18.

- 154 4. The Supervisor is responsible for informing parents and guardians of the room, area,  
155 or location in which their children will be supervised.
- 156 5. All indoor activity rooms or areas must have doors with windows, dutch doors, or  
157 doors must be left open. Window shades and/or doors are to be open whenever  
158 possible. Anyone passing an activity room must be able to see into the room at all  
159 times.
- 160 6. Confidential discussions with minors shall be conducted with open doors or a door  
161 with a clear window, at times when other adults will be nearby and aware.
- 162 7. Supervisors and Child Care Providers are responsible for ensuring that proper safety  
163 guidelines are followed during activities (helmets during a bike ride, gloves during  
164 construction service project, etc).
- 165 8. If medication could or will be needed during a Presbytery sponsored or co-sponsored  
166 event, parents must fill out the Medication Form (see Attachment C). Supervisors will  
167 dispense medication as directed according to the Medication Form. Supervisors will  
168 keep any medication provided by parents in a safe place inaccessible to other children  
169 or youth.
- 170 9. For any Presbytery-sponsored or co-sponsored event which is overnight or conducted  
171 outside of the Presbytery's physical boundaries (such as travel to and from  
172 Triennium), the Supervisor is responsible for ensuring that a complete Medical  
173 Information Form (Attachment D) has been received in advance for each participating  
174 child.
- 175 10. Medical Information and Medication Forms (Attachments C and D) shall be accessible  
176 to Supervisors and Child Care Providers during the event, and shall be destroyed  
177 afterwards.
- 178 11. No children or youth will possess, or have access to, illegal drugs, alcohol, tobacco, or  
179 weapons. In the event of non-compliance, the offending child may be sent home at  
180 their family's expense.
- 181 12. There shall be no one-on-one online contact or text messaging between a Supervisor  
182 or Child Care Provider and a minor. Public methods of communication are encouraged  
183 such as including a parent, sibling, or other child on any message.
- 184 13. Technology will not be used to bully others or view or send explicit violent, sexual, or  
185 obscene material, either by children, youth, Supervisors, or Child Care Providers. In  
186 the event of non-compliance, the offending child may be sent home at their family's  
187 expense.
- 188 14. Any act of maltreatment of a child or youth entrusted to our care, whether it is  
189 committed by an adult or minor, is strictly prohibited.

- 190 15. A first aid kit must be accessible to Supervisors or Child Care Providers at all times.
- 191 16. No photographs of anyone under the age of 18 shall be published by the Presbytery  
192 without written permission from parents.
- 193 17. Any act of corporal punishment as a means to discipline, correct, or control a child  
194 entrusted to our care is strictly prohibited.
- 195 18. In the event of any overnight activity involving children or youth, adult Supervisors  
196 who stay overnight must provide written documentation of a basic background check  
197 conducted within the past three years by Praesidium, Inc. (praesidium.com) or an  
198 organization recommended by the PC(USA).
- 199 19. If transportation during a Presbytery sponsored or co-sponsored program, event or  
200 activity is provided, the Event Organizer shall take appropriate steps to ensure that  
201 the vehicle operators are at least 20 years of age and have valid drivers' licenses, and  
202 that the vehicles have valid registrations and insurance.
- 203 20. This policy shall be implemented as follows for all Presbytery-sponsored or co-  
204 sponsored events involving children:
- 205 a. This policy and the supplemental "Child and Youth Safety Resources" document  
206 shall be distributed by the Event Organizer to all people who plan and lead such  
207 events, including Supervisors and Child Care Providers. Written acknowledgement  
208 of receipt shall be required (see Attachment B, "Acknowledgement of Receipt").  
209 Acknowledgement forms will be kept either digitally or in hard copy by the  
210 Presbytery for three years after the event and then destroyed.
- 211 b. Event Organizers are responsible for distributing this policy, collecting signed  
212 acknowledgements from Supervisors and Child Care Providers and making  
213 available a hard copy of the policy on site.
- 214 c. Event Organizers are responsible for collecting Childcare Registration Forms for  
215 Presbytery-Sponsored Childcare from parents (see Child and Youth Safety  
216 Resources document) prior to Presbytery sponsored or co-sponsored events with  
217 childcare. Event Organizers are responsible for making them available to Child  
218 Care Providers during the event. These forms will be kept on file electronically at  
219 the Presbytery office for three years and then destroyed. Parents are responsible  
220 for ensuring that these forms stay up to date.
- 221 21. Before the Presbytery commits to co-sponsoring an event involving children with  
222 another organization or group, the Event Organizer shall obtain a completed and  
223 signed copy of "Co-Sponsor's Agreement to Observe PGV Child and Youth Safety  
224 Policy" (Attachment E) as a condition of the Presbytery's co-sponsorship.

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## **VI. Intervention Procedures**

The following procedures require the response of any Supervisors, Child Care Providers, or Event Organizers upon discovery, or receipt of either a verbal report or a written allegation, of any accidental injury to or maltreatment of children.

### **A. In the event of any accidental injury**

1. Emergency medical treatment shall be administered as needed, in the determination of a Supervisor or Child Care Provider.
2. Child Care Providers shall immediately notify a Supervisor.
3. The Supervisor shall immediately notify the child's parents or guardians of any case of injury requiring medical treatment.
4. The Supervisor shall immediately notify the Event Organizer of any case of injury requiring medical treatment.

### **B. In the event of any maltreatment**

1. If a Supervisor, Child Care Provider, or Event Organizer discovers or has a reasonable concern that a child may be in danger or abused in another context, they shall contact the NY State Child Abuse Hotline (see Attachment A, "Resources for Reporting Maltreatment Of Children").
2. If there is a reasonable concern that a child was maltreated during a Presbytery-sponsored or co-sponsored event, activity, or program, whether by an adult or another child, the following shall apply:
  - a. Emergency medical treatment shall be administered as needed, in the determination of a Supervisor or Child Care Provider.
  - b. Child Care Providers shall immediately notify a Supervisor.
  - c. The Supervisor shall immediately notify the child's parents or guardians of any case of maltreatment.
  - d. The Supervisor or Event Organizer if present shall notify the NY State Child Abuse Hotline immediately (see Attachment A, "Resources for Reporting Maltreatment Of Children").
  - e. The Supervisor shall immediately notify the Event Organizer of any case of maltreatment.

270 **C. Violation of Policy by a Supervisor or Child Care Provider**

- 271
- 272 1. If any items in the “Practices” section of this policy are violated by Supervisors or Child
- 273 Care Providers, they may be sent home immediately at their own cost and
- 274 replacements may be found as needed. Parents of children at the event will be
- 275 notified of the change immediately.
- 276

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278 **D. Violation of Policy by a Child or Youth**

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- 280 1. If any items in the “Practices” section of this policy are violated by a child or youth
- 281 (e.g., #11, #13, or #14), they may be sent home immediately at their own cost.
- 282

283 **E. Post-event action after accidental injury or an allegation of maltreatment of children**

- 284
- 285 1. The Supervisor of an event shall submit a written report to Event Organizers after any
- 286 allegation of maltreatment or accidental injury. In the instance of any submission of
- 287 written information involving a minor, the person who receives the report shall
- 288 promptly inform the Presbytery Leader, the Presbytery insurance carrier, and the
- 289 Presbytery attorney. Disclosure to civil authorities is required if there is an allegation
- 290 that an illegal action (such as child abuse or neglect) has occurred (see Attachment A,
- 291 “Resources for Reporting Maltreatment Of Children”).
- 292
- 293 2. The Presbytery Leader will disclose in writing to an affected congregation’s pastor the
- 294 basic facts following receipt of a written report regarding an allegation of
- 295 maltreatment of children. Disclosure will be truthful, recognize concerns for
- 296 confidentiality, and respect formal investigations.
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**Attachment A.**

**Resources for Reporting Maltreatment of Children**

In the case of a reasonable concern that a child may have been maltreated, harmed, or is in danger, immediately call the NY State Child Abuse Hotline at **1-800-342-3720** (24 hours/day, 7 days/week).

If you are uncertain about calling the civil authorities, you may review the situation with trained human services providers at a resource below (information was updated 08/28/17).

1. During standard business hours, Monday-Friday, If your concern regards a child in:

Monroe County	Genesee, Livingston, Orleans, or Wyoming County	Ontario County
<b>Bivona Child Advocacy Center</b> 585-935-7800 Rochester	<b>Justice for Children Child Advocacy Center</b> 585-344-8576 Batavia (satellites to open in Albion & Warsaw, 2017)	<b>Child Advocacy Center of the Finger Lakes</b> 585-394-2573 Canandaigua (satellite office in Geneva)

2. 24 hours/day & 7 days/week, If your concern regards a child in:

Livingston, Monroe, or Ontario County	Genesee or Orleans County	Genesee, Orleans, or Wyoming County
<b>Lifeline (Finger Lakes Region)</b> 211 or 585-275-5151	<b>Care and Crisis Helpline</b> 1-844-345-4440 or 585-344-4440 (based at YWCA, Batavia)	<b>2-1-1 WNY</b> 211 or 1-888-696-9211 (based at Olmsted Center for Sight, Buffalo )

3. 24 hours/day & 7 days/week, for any congregation in the Presbyterian Church (U.S.A.):

<b>Abuse Prevention Helpline</b> 1-866-607-7233 (SAFE) Staffed by Praesidium, Inc. (based in Arlington, Texas)	For information regarding the <b>Abuse Prevention Helpline</b> and other services available to PC(U.S.A.) congregations: <a href="https://www.presbyterianmission.org/wp-content/uploads/Is-Your-Church-Safe-Brochure.pdf">https://www.presbyterianmission.org/wp-content/uploads/Is-Your-Church-Safe-Brochure.pdf</a>
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**Attachment B.**

**Acknowledgment of Receipt**

I hereby acknowledge that I have received a copy of the Presbytery of Genesee Valley’s Child and Youth Safety Policy, and the Child and Youth Safety Resources document. I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy. I authorize the obtaining of emergency medical treatment as stated in Part VI, Intervention Procedures.

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<b>Signature</b>	<b>Name</b>
<b>Relationship to Presbytery:</b>	Parent
	Event Supervisor
	Event Organizer
	Child Care Provider

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<b>Phone Number</b>	<b>Email</b>
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<b>Name of Event, Activity, or Program</b>	<b>Date of Event</b>
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**Child’s Name (if applicable)**

36  No photographs of my child may be published by the Presbytery.

363

36  My child may be transported in a vehicle during this Presbytery sponsored or co-sponsored event, activity, or program. The vehicle and driver will comply with practices detailed in this policy.

365

*Please complete, sign, and return to Event Organizer care of:  
 Presbytery of Genesee Valley  
 1190 Winton Road South  
 Rochester, NY 14618  
 officeadmin@pbygenval.org*

**Attachment C.**

**Medication Form**

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Name of child: \_\_\_\_\_

Medications provided by parent:

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\_\_\_\_\_  
\_\_\_\_\_

Circumstances in which medication should be administered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Directions for administering medication (puffs/use, taken with food, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does this medication require any special storage? \_\_\_\_\_

Is your child able to administer their own medication? \_\_\_\_\_

Do you want to be contacted if this medication is used? \_\_\_\_\_

I agree that event Supervisors and/or Child Care Providers may administer this medication to my child in the manner described above.

\_\_\_\_\_  
Signature Printed Name Date

**Attachment D.**  
**Medical Information Form**  
**(for overnights or activities outside of the Presbytery's boundaries)**

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**Participant Information**

Name \_\_\_\_\_

Primary Physician \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Special Medical Conditions \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

Ongoing medications (name and times/circumstances administered)  
\_\_\_\_\_  
\_\_\_\_\_

Allergies (medicine, food, insects, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Health Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Other information that you would like for us to know:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact Information**

Parent 1 Name \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

458 Cell Phone Number \_\_\_\_\_

459

460 Parent 2 Name \_\_\_\_\_

461

462 Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

463

464 Cell Phone Number \_\_\_\_\_

465

466 Other Emergency Contact Name \_\_\_\_\_

467

468 Relationship to Youth \_\_\_\_\_

469

470 Home Phone Number \_\_\_\_\_ Work Phone Number \_\_\_\_\_

471

472 Cell Phone Number \_\_\_\_\_

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## Attachment E

Co-Sponsor's Agreement to Observe PGV Child and Youth Safety Policy

I hereby acknowledge that, as an authorized representative of \_\_\_\_\_  
 \_\_\_\_\_ (name of organization or group\*), I received a copy of the Presbytery of Genesee Valley's  
 Child and Youth Safety Policy, and the Child and Youth Safety Resources document, as of the date  
 indicated below. I have read the policy, understand its meaning and intent, and understand and  
 acknowledge that the observance of this policy is a condition of the co-sponsorship by the  
 Presbytery of the activity, program or event as identified below, and agree that such policy will  
 be observed, except to the extent that the this organization or group uses a similar policy  
 containing practices which are better suited for achieving Presbyter's Section II. Purpose. If our  
 organization or group's policy will be used, I have attached a copy to this form, and indicated  
 which of our specific portions will apply.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Name of Organization or Group\***

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Activity, Program or Event**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Email**

*[\*includes individual churches, presbyteries and synods, or other independent religious,  
 charitable, educational or not-for-profit organization or group.]*