

Revised
September
2004

TO MAKE A REPORT:

***Clackamas County Child Abuse Report line
503-657-2112**

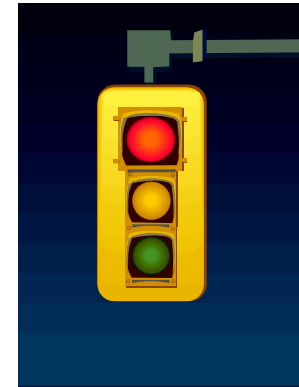
Human Services Child Welfare Services
503-731-3100

Clackamas County Sheriff
503-655-8218

Gladstone Police Department
503-656-4253

*Best option

Risk Management Training



**FOR THE PROTECTION
OF OUR CHILDREN &
YOUTH, AND THE
ADULTS WHO WORK
WITH THEM.**

Content:

- What is & Why have Risk Management?
- Risk Management Program & Policy
- Risk Management Response Procedures

*Built on the foundation
of Jesus Christ*
Gladstone
CHRISTIAN CHURCH

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Gladstone, OR 97027
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Why Risk Management:

Nonprofit organizations used to be protected by what was known as “charitable immunity,” but today the legal system requires that nonprofit organizations take responsibility for their actions and for the actions of their paid staff/volunteers*. As an on-going effort to provide the safest environment possible for children and youth to learn about Christ at Gladstone Christian Church, we the elders have decided to create and implement the following risk management program. Our goal in doing so is to insure that we are being proactive in our duty to be prepared, to protect and to respond properly to any unwarranted situation.

What is risk management? It is a plan for dealing with the possibility that some future event will cause harm. It provides strategies, techniques, and an approach to recognize and confront any threat faced by GCC in fulfilling its mission. The three main areas that are addressed in this document are the:

- Employment/Volunteer Policy Regarding Risk Management
- Risk Management Program
- Risk Management Responses towards problems

Thank you for your support,
The Elders of Gladstone Christian Church

**This document applies to all Paid staff and Volunteers working with children and youth under the age of 18.*

Employment/Volunteer Policy Regarding Risk Management

1. All employees and volunteers of Gladstone Christian Church are expected to conduct themselves in a manner consistent with the scriptural teachings regarding morality and Christian life. Failure to do so will result in appropriate disciplinary action.
2. All employees and volunteer leaders of Gladstone Christian Church shall be screened prior to their service for any history of criminal behavior or sexual misconduct. This screening shall include, but not be limited to verbal interviews, reference checks, and criminal record checks.
3. All employees and volunteer leaders of Gladstone Christian Church shall receive training regarding the definition of risk management (including sexual misconduct), appropriate physical contact, appropriate procedures for responding to allegations of inappropriate behavior or actions, and appropriate procedures for reporting sexual misconduct or other inappropriate behavior. During this training, GCC's risk management program shall be explained to all employees and volunteer leaders. This training shall be conducted as part of the initial orientation. In addition, continuing education and, when needed, remedial education shall be provided by the church.
4. Appropriate supervision and accountability shall be provided to all employees and volunteers to insure that church policies regarding risk management are carried out. Supervisors include Paid Staff, Elders, and Ministry Team Leaders.

Risk Management Program

- I. **Volunteer Screening:** Volunteers, prior to their being placed in a position of service at GCC, will undergo a screening process to in part determine whether it can be predicted that they pose a significant risk to the safety of others (physical, sexual, emotional, mental or spiritual). While this screening may be conducted by any appropriate person, the responsibility for the screening lies with the person overseeing the ministry of the prospective worker. This screening shall include the following.

- “6-month Rule”: 6 months of regular attendance before serving
- Personal interview with the individual
- Written application form to be completed by the individual
- Checking on the references of the individual
- Running a criminal records check on the individual

During this process an attempt will be made to ascertain the following information:

- ◆ Is this person a mature Christian?
- ◆ Does this person have a history of criminal behavior?
- ◆ Does this person have a history of sexual misconduct?
- ◆ Has this person ever been accused of sexual misconduct?
- ◆ What are this persons strengths, gifts and talents?
- ◆ What area(s) of ministry have they been involved in previously?

Risk Management Program (continued)

2. **Employee and Volunteer Education:** All employees and volunteers, prior to their being placed in a position of service at GCC, will undergo education designed to clearly explain:

- GCC's working definition of sexual misconduct (Includes sexual immorality as defined in the scriptures, sexual harassment, and sexually inappropriate behavior, actions or verbiage.)
- GCC's policies regarding risk management
- GCC's reporting procedures regarding risk management

Note: This training shall be conducted as an in-service education workshop at least once a year for both existing and new workers. After receiving this training, it is valid for two years. It is the responsibility of the supervisor of each ministry to insure that the training has occurred, and that proper documentation that the training has taken place.

3. **Supervision:** All employees and volunteers, prior to their being placed in a position of service at GCC, shall be assigned a supervisor to whom they will be accountable. It shall be the responsibility of this person to insure that all other policies and practices are being carried out, and to hold the worker accountable to these policies and practices. It shall be the responsibility of this person to document that appropriate supervision has been maintained.

Risk Management Program (continued)

4. **Reporting of Violations:** At any time, any person having cause for concern that an employee or volunteer at GCC has violated any policy or practice of the church regarding risk management (including sexual misconduct) may make a report of this concern to the church. Should this person be familiar with the church organization, this concern shall be reported to the person responsible for supervision of the worker. Should this person not be familiar with the church organization, the concern may be reported to anyone in a leadership position at GCC, and that person shall refer the concern to the person responsible for supervision of the worker. When a report is received by the supervisor, the content of the report is to be stated in writing, and the report is to be signed and dated by the person bringing the concern. If this report contains any concern that falls under the mandated reporting law, the supervisor shall make a report to the state department of Human Services Child Welfare Services, or another local governmental agency (See back panel for contact information).

5. **Practices to Limit Risk of Sexual Misconduct:** In addition to the practices stated above, GCC shall maintain as administrative policy practices designed to limit the potential for sexual misconduct by employees and volunteers. (It should be noted that this also limits the danger to these employees of temptation or false accusation.) These practices are to be set by the Senior Minister and shall be upheld by all supervisors and workers. These practices shall include, but are not limited to: (see page 8)

Risk Management Program (continued)

- ◆ “2 Person Rule”: at no time shall an employee or volunteer be alone with a child or youth of either sex. This shall include use of restrooms, counseling situations, giving rides, overnight trips, off-campus activities, etc.
- ◆ “Appearance of Evil Rule”: an employee or volunteer shall avoid placing themselves in a position where another person seeing the situation might conclude that something inappropriate is happening.
- ◆ No employee or volunteer shall inappropriately touch a child, youth or adult. At no time shall an employee or volunteer touch a person who has stated they do not wish to be touched (unless physical safety makes it necessary.)

Risk Management Response Program

When a concern about possible sexual misconduct or other inappropriate behavior by an employee or volunteer is reported, the following steps are to be taken by the supervisor of the person about whom the report is being made.

1. **Appropriate Attitude and Demeanor:** Throughout this process, all employees and volunteers are to conduct themselves in a manner appropriate to their relationship with Jesus Christ. Specifically, they are to regularly and continually commit the process to the Lord in prayer, treat all concerned with love, and maintain an openness to the truth. The purpose of this process is to determine the true situation and the appropriate response, and then carry out that response. Concern for the welfare of those involved, and for their relationship to the Lord shall guide the process.
2. **Documentation of the Report:** The supervisor shall document the date, time, and content of the report being made, and ask the reporter to sign and date this documentation. In addition, the supervisor shall continue to document all action taken in the response process, and make the existence of a concern known to their supervisor.
3. **Mandated Reporting:** In keeping with the scriptural admonition to obey the ruling authorities which have been established by God (Romans 13:1), all persons receiving information which comes under the mandated reporting laws shall report the information to the appropriate authorities as specified by the law.
(See page 7 for more information)

Risk Management Response Program (continued)

4. **Disclosure to the Person Being Accused:** Within 48 hours of receiving the report, the supervisor shall inform, in writing, the person being accused of the misconduct, the nature of the accusation and the steps being taken by the supervisor.
5. **Administrative Follow-Up:** With 72 hours or receiving the report, the supervisor must contact the witness or reporting party to inform them of what action has taken place thus far.
6. **Administrative Inquiry:** The supervisor shall interview the accuser, the accused, and any others who might shed light on the accusation in order to determine the facts to the best of his or her ability. These interviews are to be conducted discreetly and with confidentiality regarding both the content and the process itself. The interviews are for the purpose of ascertaining the facts, and shall be conducted without prior prejudice as to the veracity of the concerns stated. The information gathered shall be released on a “need to know” basis only.
7. **Support of Individuals Involved:** The supervisor shall be responsible to insure that appropriate support is provided to all persons involved in this process (the person reporting the concern, the person being accused, the alleged victim(s), and any persons influenced by the situation that might need spiritual, social, or emotional support).

Risk Management Response Program (continued)

8. **Referral:** In the course of this process, the supervisor shall make appropriate referral for anyone in need of medical, therapeutic or legal assistance.
9. **Discipline:** After appropriate investigation has taken place, the information gathered is to be presented to the elders or person(s) designated by the elders to determine what, if any, disciplinary action is to be taken. Such action shall be determined based on the need to protect the victim(s), restore the guilty party, and further the mission of the Church.
10. **Appeal of the Accused and/or the Accuser:** In the event that either the person raising the concern or the person being accused is not satisfied with the response to the stated concern, they may appeal the decision(s) made to the elders of the church. The elders shall hear the appeal as a whole, or designate a subcommittee of their body to listen to the appeal. Upon hearing the appeal, the elders shall commit the matter to prayer and consult the scriptures for guidance. They shall then render a decision which shall be final.