



**International
Anglican
Church**

Collect for the Care of Children

Almighty God, heavenly Father, you have blessed us with the joy and care of children: Give us calm strength and patient wisdom as we bring them up, that we may teach them to love whatever is just and true and good, following the example of our Savior Jesus Christ, Amen. (BCP, p. 829)

PROTECTION OF MINORS POLICY INTENT

This document is intended to state clearly the policies for the protection of minors at International Anglican Church (IAC). The policies allow us to train our staff and volunteer leaders clearly and consistently. They establish how we will engage in healthy, supportive ways as we build relationships, share the gospel, and invite this vulnerable population to live into the values and vision of IAC.

This policy recognizes the developmental, social, and other differences across the ages represented. When needed, the policy names *nursery*, *child*, or *student* to distinguish between various ministry area responsibilities relating to particular age groups. For generally applicable policies, the document will use the term *minor*.

Terms

Minor(s): Includes all Nursery, Kid, Students from birth through the August following their high school graduation (even if they turn 18 before that time). Nursery: Includes all minors who are in the age range defined by IAC to receive nursery care on a standard Sunday morning.

Child: Used interchangeably with “kid,” includes all minors who are in the age and/or grade range who would be invited to participate in Kid Ministry on a standard Sunday morning.

Student: Used interchangeably with “youth,” includes all minors who are in the age and/or grade who would be invited to participate in 56 and Student Ministry on a standard Sunday morning. This is currently 5-12th grade.

Staff: Any adult employed by IAC at any number of hours, pay rate, and ministry area, including clergy.

Volunteer: Used interchangeably with “adult leader,” refers to any non-paid adult who hopes to or has completed the necessary training to provide any kind of ministry leadership and assistance to any of our Family Ministry areas.

Family Ministry: The coordinated efforts of Nursery, Kid, Student, and Parenting ministries of IAC, led by the Family Ministry team, which includes the Pastors of Family and Students.

Guiding Values for the Protection of Minors

Love, understood as *willing the good of the other*, is our overall highest value. Cherishing and treasuring minors automatically rules out unkindness and abuse of all kinds. In serving minors, we seek to be the kinds of people who could and would follow the teaching of Jesus to love our neighbor as our self. We don’t ever want things *from* minors to satisfy something in us, we want things *for* them: growth in Christ, in the Spirit, in the kingdom of God, in love and service to others.

Respect, admiration and reverence are close seconds to *love*. Minors are not some sort of sub-species of adults. They are, by the will and creation of God, children of God and persons of worth in their own right.

In addition to the guiding values named above, we will continue living out the values of IAC: Relationship, Authenticity, Rest, Generosity, Depth, and Sent.

As leaders you do not merely serve *the next generation*; you, working with the Spirit, shepherd into being the glorious purposes of God for humanity—inviting them to join the ongoing life of Jesus Christ. Such a view of your work will eliminate all manner of damage to God’s creation and will spark in you a strong desire to protect minors from any mistreatment, abuse, exploitation, or predator.

A No-Tolerance Policy

Everyone, clergy and lay, staff and non-staff, who serves the church through educational, pastoral, recreational or other activities is expected to maintain the highest biblical standards in relationships with those to whom they minister, avoiding any form of misconduct. That commitment extends to sexual and physical behavior. IAC will not tolerate any form of abuse involving clergy, lay employees, volunteers or other persons.

In addition, because the safety of children is of the highest importance, those who have a civil or criminal record of child abuse are ineligible to serve as volunteers in a ministry area with minors.

Contemporary Gender Issues and Sexual Ethics in the Context of Family Ministry

We recognize that contemporary cultural trends and attitudes about gender and sexual ethics are complex and rapidly changing. You may find minors wrestling with issues around gender fluidity, gender dysphoria, same-sex attraction or other situations which may challenge the existing policies. In response to these challenges, we will respond in love to our minors, creating environments, and options that respect the person and body of all of our minors without compromising our biblical and orthodox commitments.

FIVE STEPS FOR PROTECTING MINORS

IAC is committed to creating a positive and healthy environment for minors through a five-step approach:

1. Screening (Background, interview)
2. Training (Policy Review, Ministry Safe)
3. Interacting
4. Monitoring
5. Responding and Reporting (To Staff, ET, LT, Rector, Bishop)

Please read carefully for practical guidelines and best practices. We will implement these practices recognizing that many adults have been serving in remarkable and fruitful ways. These practices are intended to increase the safety of our minors and support the meaningful ministry we have with them. Implementation will be complete by October 2024.

Step 1: Screening

IAC will use screening tools like background and reference checks to have the greatest assurance that the employees and volunteer adult leaders they are assembling and monitoring are properly suited and adequately trained for the outlined responsibilities. These screening procedures apply to everyone who serves at IAC or volunteers with children or adolescents, even for special events and day camps. Formal references are required for any staff person, and may be sought for any volunteer adult leader. Screenings for all clergy, staff, and volunteers must be renewed every two years. IAC will

know and comply with applicable state laws and insurance terms/conditions.

Step 2: Abuse Prevention Training

Training is an important deterrent to abuse and focuses on recognizing inappropriate behaviors and the warning signs of potential abuse.

In-person training at IAC is an important part of learning how to respond to the challenges of protecting young people. But it is not the only part of training. Reading and understanding this policy manual is key in your training. You'll be asked to sign the acknowledgement form (APPENDIX II) indicating you have done so and understand your church's implementation of this policy and your role within it.

Your training also includes MinistrySafe, the sexual abuse awareness training program endorsed by The Anglican Church in North America (<http://www.anglicanchurch.net/?/main/page/174>). Every two years, all clergy, lay ministers, employees and volunteers who have contact with minors must complete MinistrySafe Sexual Abuse Awareness Training or a diocese-approved equivalent. IAC will provide materials and instructions. This training must be successfully completed before you begin to work in these ministry settings. If you have any questions about whether you have completed your training or if it has expired, ask your ministry staff leader.

Training is continuous as long as you're a volunteer in IAC's Family Ministry or any ministry engaging minors. In order to keep your young person protection skills current, you will undergo review sessions regularly.

Step 3: Interacting

These procedures help minors feel safe in ministry and help detect problems before they turn into an incident of abuse. IAC is committed to protecting minors in its care through promoting a positive, nurturing environment.

Developing and using age appropriate check-in and -out systems are essential to creating safe environments for interacting. Check-in and -out records should be available to the rector and/or ministry supervisor in a timely manner.

- Nursery and Kid parents must physically check in and out their own children. They may not check out another child.
- Student: Students may check themselves in or out at the established times for the event. Arriving late requires checking in. Departing early must include

communication with a parent or guardian.

RELATIONAL

Physical Interacting

Family Ministry meets minors at a vital time and place to model Christ-like relationships and encourage minors to grow spiritually through developing healthy, trusting relationships. God, through Jesus, has made our bodies sacred places where God has chosen to dwell. Our faith in the resurrection of the body, therefore, calls us to care for our own and one another's bodies with love.

The following guidelines are to be followed by those working in Family Ministry programs and events:

1. Pats on the back, one-arm hugs, and other forms of appropriate physical affection between staff members or volunteers and students are important for students' development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. This includes touching that could be perceived by the other person as unwelcome, sexual, or more intimate than is customary given the nature of the relationship. Inappropriate displays of affection are those that may tend to be offensive to observers. Any inappropriate physical contact, touching or displays of affection should be immediately reported to your ministry supervisor and/or rector. This includes inappropriate touching and displays of affection between students. Students who may be dating others in the group or at an event should be advised that church events are not times when they may display public affection for their significant other.
3. Physical contact should be for the benefit of the minor, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in Family Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force any physical contact, touch, or affection upon a reluctant kid or student. A kid or student preference not to be touched must be respected. In the nursery, we recognize that physical contact is occasionally necessary, but must respect the bodies of our youngest, and is why there must be two trained nursery workers in any situation when touch may be required for their care.
7. Our nursery does not change diapers.
8. Staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of minors. No form of physical discipline is

acceptable.

9. Staff and volunteers are responsible for protecting students under their supervision from inappropriate or unwanted touch by others. This includes being aware of affection between minors, especially students.
10. Report inappropriate behavior or suspected abuse immediately to your ministry supervisor and/or rector.
11. Contact sports necessarily involve physical touch, and have long been a part of Family Ministry social activities. Many of these activities should be considered appropriate rather than inappropriate. However, discretion and wisdom should always be used in planning and supervising the types of activities promoted at events.

Physical Privacy

Staff and volunteers in ministry with minors should never be nude in the presence of those in their care. In the event that a situation may require undressing (i.e. changing clothes during a pool party, showering, weekend or overnight retreat, etc.), everyone is to change privately. This includes staff, volunteers and minors.

One-to-One Interactions

IAC recognizes that meeting the emotional needs of students may occasionally require staff members and volunteers to minister to them individually. Adult staff members and volunteers should conduct any such one-to-one meetings at a time when others are present and where interactions can be easily observed. Any one-to-one interactions need to be shared with a ministry supervisor. Parents should also know if their student is meeting individually with a staff or adult leader. We want to establish transparency; we want to avoid secrecy. Leaders are expected to model emotionally healthy relationships. For example, they do not show clear favoritism.

As you spend time with students, it is possible that an attraction may develop. If you suspect that a student has developed an attraction to you, or is flirting with you, or if you find yourself developing an attraction to a student, you should immediately disclose that to the ministry supervisor or rector. Further discussions will follow to determine the best path forward. Reporting these kinds of feelings or actions quickly is important to handling the situation well.

We also consider other communication to be, by its nature, one-to-one even if this is not the intent or perception. Notably, phone calls, emails, and text messaging are examples of what is often one-to-one communication. If it is reasonably understood that only the two people participating in the communication will see or hear the communication then it is a one-to-one interaction.

- Adults, staff and volunteers, should use group messaging and include a third person on an email.
- Except in an emergency, phone calls should not be initiated by an adult, staff or volunteer.
- If a student calls an adult, that adult needs to let a staff member and/or parent know that a call took place.
- For the student's wellbeing, adult leaders need to be willing to share the basic content of one-on-one conversations with IAC staff.
- As students initiate conversations in one-to-one manners, respond in a manner that includes a third person and lets the student know that this is for their safety and to promote transparency. When possible, set up a one-on-one meeting consistent with the above guidelines.
- In the unforeseen interaction - ie a minor initiates an interaction when not all aspects of this policy are able to be observed including Open-Door - then that ministry leader or staff person must inform their supervisor and/or parents/guardians (when they are not the subject of an abuse outcry) immediately of the nature and content of that interaction.

Overnight Events, Medication, Sleeping Arrangements, Media, and Swimming

It is anticipated that certain Kid and Student Ministry activities may occasionally require that overnight sleeping arrangements be made for all involved (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will observe the following rules:

1. All adult leaders helping with overnight activities must have previously completed IAC's screening and training process.
2. Overnight sleeping arrangements are expected to be documented in writing. Documentation should be approved by the ministry supervisor or rector prior to the activity.
3. An individual kid or student should not be housed alone with another student or adult. In kid or student group sleeping situations, there needs to be at least one adult present in the same room or in an adjoining room with the door between the rooms kept open.
4. Appropriately modest sleeping attire must be worn by both boys and girls, both tops and bottoms.
5. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep separately, properly supervised by adult volunteers or staff of the same gender.
6. Staff members and/or volunteers will monitor sleeping arrangements. Staff members and volunteers should not physically touch a sleeping student, except in

- an emergency.
7. Staff members and volunteers should refrain from sitting on the beds of the students except in an emergency.
 8. We encourage proactivity in changing or modifying any housing accommodation that makes anyone uncomfortable with real or potential sexual dynamics or that otherwise presents a potential threat to one's safety or security. This includes being aware of students who may be dating or flirting to ensure those students are not put into compromising positions during events the church is supervising.
 9. In consideration of the young people who have expressed gender fluidity, same-sex attraction, or other sexual practices that reside outside of the orthodox and biblical understanding of gender and sexuality, we will create sleeping arrangements that promote safety while remaining hospitable to these students. These arrangements may include requiring parents to attend or other solutions.
 10. Overnight events are the only IAC events that staff will administer medication.
 11. Include in the overnight event information a waiver for staff to administer common over the counter medications, including Tylenol, ibuprofen, or others for parents to list and affirm.
 12. The medication of minors will be collected prior to departing and stored under the care of a staff member. Only the appropriate doses in their original, labeled container will be accepted. Medication in metered doses (such as inhalers or Epi-pens) may remain with students as prescribed.
 13. Distribution of medication will take place at a set time and place with at least two adults, including one staff person, overseeing and confirming the appropriate medication and doses are being received by the minor.
 14. In situations when swimsuits are worn, asking students to wear their most modest attire is appropriate. Advise students and parents that staff and volunteers may ask for and provide a student with additional clothing as seems best.
 15. Leaders use good judgment regarding the selection of movies and other media. Media with sexual themes, partial or complete nudity, are forbidden. Discretion should be shown concerning movies with inappropriate language or violence. The rector and/or ministry supervisor should consider the overall redemptive value in selecting movies for students and young people. Communication prior to the showing of media to parents is required so that parents may make informed choices.
 16. Taking into the consideration the various settings of ministry, the ministry supervisor is expected to exercise sound judgment based upon the circumstances and/or context (i.e. wilderness camping, mission trips, etc.)

Illegal Drugs

Those working in Family Ministry are expected to refrain from the use, possession, or influence of any illegal drugs. Although in Colorado marijuana and alcohol are legal for

of-age adults, you are expected to be clean and sober at every function at which you serve the Family Ministry. Anyone found or identified with illegal drugs will be excused from ministry. If you need help or struggle in this area, please discuss with your ministry supervisor and/or rector.

Should a minor be found in possession or under the influence of drugs or alcohol while at an IAC sponsored event, follow the reporting protocols for sexual misconduct. Should it be learned that a minor is participating in drugs and alcohol away from IAC, conversations with the minor, their parents, or a known counselor is advised.

Transportation

Family Ministry is a team effort where students learn to live in Christian community. Staff members and volunteers may from time to time be in a position to provide transportation for minors. When volunteers or staff are involved in the transportation of students:

- Clergy, staff members, and volunteers may be asked by the church to provide transportation to minors for church events. Driving in a church capacity is limited to driving from IAC to the event locations(s).
- Drivers must complete the drivers background check and other required training.
- Drivers must provide to the church copies of a valid driver's license, vehicle registration, and proof of insurance.
- Only persons over 21 may be allowed to drive minors.
- Drivers and passengers must follow all state laws.
- A single staff member or volunteer should never be alone with a student for any sort of transportation. To safely provide transportation, you must have at least two other people, students or adults, in the vehicle who are not related to you or one another.
- In emergency situations for the health of the minor, an adult may transport a minor. In a medical emergency, dial 911. One of the adults present should call the parent/guardian in an attempt to notify them and seek approval. This should not delay the response of moving the minor to safety or treatment. Adults involved must report this to the ministry supervisor when the emergency allows.
- Students should be transported directly to their destination. Unauthorized stops, including stops to non-public places, should be avoided.
- Staff members and volunteers should avoid physical contact with students while in vehicles.
- No cell phones may be utilized by the driver while operating church vans, or vehicles owned or rented by your church, unless in an emergency.
- Churches are expected to comply with insurance carrier requirements on their

vehicles.

- For occasional, no more than once a quarter, transportation support a parent needs to provide a written request or notification of permission for a staff or volunteer to provide transportation.
- A parent would need to provide a notarized waiver for regularly occurring transportation of their child in the vehicle of a staff or volunteer leader.

COMMUNICATION

Verbal Interactions

Verbal interactions between staff members or volunteers and minors should be positive and uplifting. In serving minors, we're to follow the teaching of Jesus to love our neighbor as our self. Your church's staff members and volunteers strive to keep verbal interactions edifying, constructive, and mindful of their mission to encourage minors in their potential for doing good that God created within them. To this end, staff members and volunteers should not talk to minors in a way that is or could be construed by any reasonable observer as harsh, threatening, harassing, intimidating, shaming, bullying, derogatory, demeaning, or humiliating.

Communication from a clergy member, staff, or volunteer should not include provocative or sexual content; encourage a child to keep secrets; imply any sort of privileged relationship between adult and child; or otherwise compromise the nature or substance of this policy toward the child.

Inappropriate verbal interactions include unwanted sexual advances (including but not limited to advances via social media, texting, etc.), requests for sexual favors, and/or verbal conduct of a sexual nature where:

- a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of service or employment or as a basis for decisions; or
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's well-being by creating an intimidating, hostile, humiliating or sexually offensive environment.

Sexually-Oriented Conversations

As mentioned earlier, contemporary gender issues and sexual ethics are complex. The evolution of culturally normative behaviors and practices is changing the types of conversations and questions that minors, particularly students, may introduce in a ministry setting. We anticipate that Family Ministry will include discussions and lessons about dating, relationships, sex and human sexuality. We expect ministry interactions

and discussions to reflect the values and biblical virtues present in healthy, godly relationships. There is no tolerance for staff or volunteers to make sexual jokes or enter into conversations with minors about sexual activity unless it is to promote biblical values and/or counsel about the topic.

Sexually-Oriented Materials

You may use (subject to limitations imposed by the rector and/or rector's designee) age appropriate materials when leading discussions dealing with human sexuality/sexual abuse prevention/sexual purity. We anticipate these conversations and presentations will be conducted in a manner consistent with the Guiding Values described in this policy. Make any prospective program material available to the parents of participants for review, and give parents sufficient notice to opt out, should they have concerns or objections.

You may overhear or minors may tell you directly about themselves or others sending nude pictures/sexting. This should be immediately reported to the ministry supervisor or rector. The minors, including students, you are working with are still children and nude pictures of themselves constitutes child pornography. Sending and receiving nude or sexually provocative photographs of minors may subject those involved to criminal liability. The laws and enforcement of such laws vary from state to state but this should be taken very seriously. Students should be informed of the severe harm they could experience if they send or receive such photos. Students should understand that nude photos may not be kept between the sender and original recipient which can lead students being severely harmed.

Photography

The church is expected to request parental permission before using photos of minors in its promotional materials. Ask parents to fill out a written consent form and keep it on file at the church. IAC will obtain signed parental consent release forms annually, respecting the parents who are non-consenting. We have provided this form in this manual.

Social Media

The term "social media" refers to social networking services, blogs, short-message services, message boards, wikis, podcasts, image- and video-sharing sites, and other methods for real-time information sharing among users. Because this is a constantly evolving area, these principles below apply to all new social media platforms whether or not they are specifically mentioned here.

- Use personal interactions on social media avenues to model appropriate behavior both on and off social media.

- Report any concerns about social media to your ministry supervisor and/or rector.
- Adults should not initiate a social media connection (friending, following, etc.). They may respond should a student initiate, but they are not required to. Adults must notify staff of social media connections with minors. No connections should be made with minors under 13.
- Adults should not utilize the private messaging or direct message functions of social media with minors. Should a minor send you a note in this format, or any other that prevents another adult being present to the contact, the course of action is to respond in a group chat, in approved group messaging, or by email that includes a staff member, adult volunteer, or parent.
- IAC is responsible for selecting preferred communication platforms on social media. Current platforms and applications include GroupMe, Instagram and Facebook, when used in accordance with the other guidelines.

Social media core values: In areas where this policy does not provide a direct answer for how members of your community should answer social-media questions, members should use their best judgment and take the most thoughtful and prudent action possible:

- Be responsible – social media posts are individual interactions, not official church communications. Members of our community are personally responsible for the content they publish. Official statements of church policy may only be made by the rector or his designee.
- Be smart – a blog or community post is often visible to the entire world and can be shared by others in ways that you cannot control. Remember that what you write is public and will remain public for a very long time. In private communications with students, if a student ever attempts to engage in any sort of inappropriate conversation you should discontinue the conversation, document it, and report the incident to the ministry supervisor and/or rector.
- Respect the privacy of others – do not publish the personal information of others in the community without their permission or, in the case of children under 13, written permission of their parents. Personal information includes that information that can be used on its own or with other information to identify, contact, or locate a person.
- Be respectful – IAC is a thoughtful and prayerful community that encourages free expression and values civil debate. If you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the Church and its teachings.
- Be trustworthy – minors may confide in you about personal matters. While you should never repeat their personal matters as gossip, you cannot promise confidentiality. There may be occasions when it is necessary to share personal information a student disclosed to you due to potential harm to the student.

- Be selective – there are a variety of communication methods available and not all communications are well-suited to social media platforms. Consider whether your communication is better suited to face-to-face conversation, a phone call, email, or other method.

PARENTAL CONTACT AND INVOLVEMENT

- All communications regarding Student and Kid ministry should be made available to the parents/guardians of children.
- Parents with child(ren) participating in ministry activities and programs will be contacted if their child becomes severely ill, injured, or has a serious disciplinary problem while participating in church programs.
- Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with student programs will be required to complete IAC volunteer application and screening process.

MEDIA SOURCES

Leaders should use good judgment regarding the selection of movies and other media. Discretion should be shown, and the rector and/or ministry supervisor should consider the overall redemptive value in selecting media for minors. Communication prior to the showing of media to parents is required so that parents may make informed choices.

VIRTUAL ENVIRONMENTS

We understand that engaging minors includes not only in-person but also virtual gatherings. As we navigate this space be mindful to follow these guidelines:

- All participants, adults and minors, should be fully clothed, including portions of the body that may be “off camera.”
- Adults should not be in their bedrooms, on their bed, or have a bed in the background of their camera. This promotes a sense of safety.
- Adults may not have suggestive, political, racist, or other similar materials or images on their screens or backgrounds. Students should be invited into similar standards. If a student shares inappropriate, graphic, or other harmful material, the leader should use discretion and consider removing the individual from the virtual environment. The situation should be communicated to the parents and ministry supervisor.
- Students should not be on their bed or have their bed in the background.
- An adult monitoring the virtual space for hackers or inappropriate use is required to host a virtual event.
- Virtual gatherings require a registration, and links should not be included on any

social media or in broad email lists.

- Should a “Zoom bomb” referring to the unwanted, disruptive intrusion, generally by internet trolls and hackers into a video conference/meeting take place, all parents will be immediately contacted.
- If a student is sharing inappropriate, graphic, or other harmful material, they will be removed from the virtual environment and parents will be contacted.
- Virtual environments are not suitable or safe for one-to-one meetings and should follow the same standards as meeting in a room or transportation.
- Parents must have access to the information about the virtual gathering, and be able to observe consistent with how they may do so for in-person gatherings.

Step 4: Monitoring

Be diligent in monitoring and supervising activities in all settings at all times. Monitoring helps detect problems before they turn into an incident of abuse and helps adults avoid wrongful allegations of abuse where none has occurred. Conduct all meetings and interactions with children in a room with an internal window that allows for constant observation of activities in the room at all times. If such a room isn’t available, keep the door to the room open at all times so that all activities inside the room are visible from the hallway outside the room.

- Design all student activities to be supervised by two or more screened and trained individuals. Never leave students unattended in the church building or on the property following a church activity.
- Follow the Open-Door policy: Conduct all meetings and interactions with minors in a room with the door open at all times, or with an internal window that allows for observation of activities in the room at all times. Other people should be present in the building. If such a room isn’t available, keep the door to the room open at all times so that all activities inside the room are visible from the hallway outside the room.
 - When discipling, counseling, and/or mentoring young people, the same open-door policy described above applies.
 - See above sections in Step 3: Interaction, Communication, One-to-One Interactions.
- When discipling, counseling and/or mentoring young people, conduct your interactions in a public place or where other persons are present.
- Extend an open invitation for parents to visit at any time unannounced.
- Carefully review new programs and/or significant changes to a program structure.

Step 5: Responding and Reporting

As a volunteer or employee, you are in an influential relationship of authority and trust with those to whom you minister and their families. Responding and reporting abuse, misconduct or other concerns is not an easy topic to discuss with them. It is up to adults to be the primary protectors. Knowing this, you're expected to respond at the earliest opportunity if misconduct in the Family Ministry setting occurs, or you have reason to believe it is occurring, following the appropriate reporting protocols.

There are two immediate concerns when you suspect abuse has taken place. First, immediately report to the rector or ministry supervisor. Second, respond to the victim by following the guidance below. Find a sample abuse report document in this guide.

Responding to the Victim

If, by their own disclosure, or some other behavior, you come to suspect that a minor is experiencing or has experienced abuse or neglect, you will need to take appropriate steps to assure the best response for the victim. Reasonable suspicion that a child is abused or neglected may also occur in other ways. For example, a perpetrator may confess such abuse or neglect to a clergy member, or someone may observe physical or behavioral indicators of abuse or neglect in a child.

When you have a suspicion or learn of abuse, you should do the following:

- Respect the student's privacy by finding an appropriate non-threatening, yet still observable by others place to talk. If possible, ask a staff member, trained volunteer, or other responsible adult to join in listening to the student's account.
- Keep calm, listen, and avoid expressing shock or outrage.
- Let the student know that he/she is believed.
- Assure the child/student that any abuse was not his/her fault.
- If helpful, tell the student that he/she was brave to disclose the abuse.
- Avoid questions that could make the student feel responsible or plant ideas that could taint the student's recollection and account.
- Write down as accurately as possible what the student disclosed.
- Begin reporting procedures.

Do not discuss the information with, or in the presence of, other people who do not need to know what happened. Limit discussion about the information to parents and appropriate church and legal authorities as discussed further below. Should a parent(s) be the stated or suspected perpetrator of abuse, it is permissible to not discuss with them.

Internal Church Communication and Reporting

Promptly report to your rector or his/her designee whenever you:

- Are involved in or become aware of any sexually inappropriate exchanges involving students and adults; or
- Are involved in or become aware of sexual misconduct involving a student by a clergy person, a staff member, or a volunteer; or
- Are arrested for, or convicted of, any crime involving child abuse and/or neglect, are charged with child sexual abuse in a civil proceeding; commit an act of child sexual abuse; or (except as otherwise prohibited or limited by applicable laws and regulations) are diagnosed with any paraphilic psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism or exhibitionism; or
- Become aware that a member of your household or a person who is attending the church is arrested, charged and/or diagnosed as per above.

Reporting to Legal Authorities in Accordance with Applicable Laws

When there is reason to believe child abuse or neglect has occurred or is occurring, act immediately. Do not ignore or fail to take seriously any reported incident. You may need to report to legal or state authorities prior to communicating with the ministry supervisor or rector.

- Reporting requirements for suspected child abuse and neglect include two separate authorities with different requirements: reporting within the church and reporting to state authorities. As an initial matter, report every suspected incident of child abuse or neglect to your ministry supervisor and/or rector. This helps both you and the church to determine whether a report to the state is appropriate. If required, notify the appropriate state agency.
- Volunteers are classified as mandatory reporters. Therefore, volunteers make the report directly to the appropriate state authority, then complete your legal duty by reporting internally to the rector or Bishop. Another volunteer or staff person may assist in reporting, but can not report on behalf of the person receiving a cryout or witnessing misconduct.
- If you are not a mandatory reporter, immediately notify your ministry supervisor and/or rector.

If an incident occurs IAC will appoint a single spokesperson to respond to all inquiries (media or otherwise). Volunteers and staff should direct all questions to this church spokesperson. Those with knowledge of the incident, whether staff or volunteers, must maintain confidentiality.

Reporting to Church Authorities

In conjunction with reporting to legal authorities in compliance with Colorado State

Law, anyone with reason to believe that child abuse or neglect has occurred should immediately notify the Rector (or the Bishop of the Diocese, if the allegation involves the Rector). That can be done in-person, by means of the sample abuse report included in this policy, or via the appropriate reporting form at springsiac.org/holisticsafety.

For a detailed outline of the procedures of the sexual misconduct reporting and investigation process, please review the Diocese's [Policy for Prevention and Reporting of Misconduct](#), available in full on the Diocese's [Safeguarding webpage](#).

You Make a Difference

Through the Spirit you are shepherding into being the glorious purposes of God for humanity. We thank God for your ministry. You are Christ's ambassadors in sharing His love, respect, admiration and reverence for His children. You are engaging with Christian disciples in an especially formative time of life. While this is a lot of information to absorb, the application of these sound practices provides protection for those most vulnerable in your congregation. Thank you.

Appendix I

RAINN Statistics on the Sexual Abuse of Children and Teens

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline (800.656.HOPE, online.rainn.org and rainn.org/es) in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

Child victims know their perpetrator: 93% of victims under 18 know their abuser.¹

- 59% were acquaintances
- 34% were family members²
- 66% of victimized minors are 12-18
- 34% of victimized minors are under 12 years old.³

In 2022, of people who perpetrated childhood maltreatment, more than three-quarters (76%) were parents to the victim(s).⁴ (Maltreatment is a broad term that includes sexual abuse but it not limited to sexual abuse.)

Child Sexual Abuse Is a Widespread Problem

- 1 in 9 girls and 1 in 20 boys under the age of 18 experience sexual abuse or assault at the hands of an adult.⁵
- 82% of all victims under 18 are female.⁶
- Females ages 16-19 are 4 times more likely than the general population to be victims of rape, attempted rape, or sexual assault.⁷

The effects of child sexual abuse can be long-lasting and affect the victim's mental health. Victims are more likely than non-victims to experience the following mental health challenges:⁸

- About 4 times more likely to develop symptoms of drug abuse
- About 4 times more likely to experience PTSD as adults
- About 3 times more likely to experience a major depressive episode as adults

SOURCES:

1. United States Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children's Bureau. Child Maltreatment Survey, 2016 (2018).
2. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, Sexual Assault of Young Children as Reported to Law Enforcement (2000).
3. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, Sex Offenses and Offenders (1997).
4. U.S. Department of Health and Human Services, Administration on Children, Youth, and Families. *Child Maltreatment 2022*. Washington, D.C.: U.S. Government Printing Office.
5. David Finkelhor, Anne Shattuck, Heather A. Turner, & Sherry L. Hamby, The Lifetime Prevalence of Child Sexual Abuse and Sexual Assault Assessed in Late Adolescence, 55 Journal of Adolescent Health 329, 329-333 (2014).
6. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, Sexual Assault of Young Children as Reported to Law Enforcement (2000).
7. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics, Sex Offenses and Offenders (1997).
8. H.M Zinzow, H.S. Resnick, J.L. McCauley, A.B. Amstadter, K.J. Ruggiero, & D.G. Kilpatrick, Prevalence and risk of psychiatric disorders as a function of variant rape histories: results from a national survey of women. Social psychiatry and psychiatric epidemiology, 47(6), 893-902 (2012).

Appendix II

Minor Protection Policy: Acknowledgement of Receipt

Clergy, Employees, Lay Ministers, Volunteers and Ordinands*

Name of Church:

1. I understand how this Minor Protection Policy is implemented at IAC, and my specific role in that.
2. I have completed the required Diocese-approved Sexual Abuse Awareness Training (through MinistrySafe or equivalent).

I understand that the policy may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by my church. I am responsible for reading any amendments or revisions and complying with them.

_____ Staff Member or Volunteer's name (please print) Date

_____ Staff Member or Volunteer's signature

*This form must be signed and returned by ALL:

- Clergy canonically resident, licensed or serving in this Diocese
- Lay ministers licensed by this Diocese
- Employees of Congregations (full and part-time)
- Volunteers who work with minors
- Ordinands for Holy Orders

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Ministry supervisor or rector: Collect, retain and file originals. Congregations are responsible for retaining these forms indefinitely.

## Appendix III

# PARENT CONSENT FORM

*If the Parent/Guardian wishes to rescind any portion of this agreement they may do so at any time with written notice.*

Today's Date \_\_\_\_\_ Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**This form applies to my Middle School and High School children, listed below:**

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M or F \_\_\_\_\_

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M or F \_\_\_\_\_

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M or F \_\_\_\_\_

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ M or F \_\_\_\_\_

## MEDIA RELEASE

I release my child(ren)'s photograph, video, artwork, written work, voice recording, and first name to appear in IAC's printed and electronic publications (including but not limited to brochures, website, videos) and made available to third-party media outlets (including but not limited to newspapers, magazines, websites) for the purpose of public relations, public information, church promotion, publicity, and instruction.

\_\_\_ I give permission \_\_\_ I have reservations and wish to speak with staff about prohibiting media release

## EVENTS PERMISSION AND MEDICAL RELEASE

I give permission for my child(ren) to take part in all International Anglican Church Student Ministry events and activities. I hereby release International Anglican Church and its staff from responsibility and liability for any injury or illness that my child may sustain during these activities. In an event of an emergency, I hereby authorize the adult supervisor of this activity as agent for me to consent to any medical, dental, surgical, treatment and care deemed necessary by a licensed medical or dental professional. I consent to any x-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment and hospital care under the general or special supervision and upon the advice of or to be rendered by a physician, dentist and/or surgeon licensed under the Medical Practice Act and Dental Practice Act for my child. I expect to be notified as soon as possible. I agree to keep current contact information on file with IAC. I further agree to pay all charges for the medical, dental or hospital care or treatment.

\_\_\_ I give permission \_\_\_ I **do not** give permission

Emergency Contact #1 \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact #2 \_\_\_\_\_ Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone \_\_\_\_\_

Severe Allergy / Medical Condition (if applicable) \_\_\_\_\_

## COMMUNICATION ACKNOWLEDGEMENT

The Student Ministry shares information and communicates using IAC specific and staff monitored Facebook and Instagram accounts. We use GroupMe as a safe communication platform for groups and teams. Your students may be invited to use these platforms, but they are not required.

\_\_\_ I acknowledge this communication practice \_\_\_ I have questions and would like to speak with a staff person about this.

## STUDENT MINISTRY NEWSLETTER

We keep families up-to-date with Student Ministry activities through a weekly email newsletter. To subscribe, add your email address below:

Email Address \_\_\_\_\_

## Appendix IV

### **Suspected Abuse Report Sample**

Date: \_\_\_\_\_ Name of Child: \_\_\_\_\_

Age of Child: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

Siblings' Names: \_\_\_\_\_

Name of Person Filing Report: \_\_\_\_\_

Name of Pastor Receiving Report: \_\_\_\_\_

Nature of suspected abuse: \_\_\_\_ physical \_\_\_\_ sexual \_\_\_\_ emotional \_\_\_\_ neglect

Indications of suspected abuse (including facts, physical signs, and course of events):

Action Taken:

If a child is reporting:

What did the child say? (Give quotes where possible)

What was your response?

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

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept **STRICTLY CONFIDENTIAL**.

## APPENDIX V

### **Safeguarding Team**

In accordance with the Diocese of the Rocky Mountain's Policy Manual for a Safe Church and the Protection of Children Appendix D, IAC has established a Safeguarding Team that is responsible for equipping the church community for effective prevention and response to violations of this policy and cases of misconduct.

While all IAC staff are trained to receive reports at any time, our safeguarding team consists of men and women (as opposed to an all-male or all-female team) with the responsibility of implementing and overseeing compliance with the diocesan and congregational policies, helping the church community embrace and live out the policy.

#### Duties of the Safeguarding Team:

- Maintain rigorous familiarity with the local church policy: read, conduct reviews, and share with the community;
- Brief all staff, volunteers, and members on the application of the policy on a regular basis, encouraging the community to speak up when concerns, abuse, or policy violations are noted;
- Conduct or coordinate screening of church officers, staff, and volunteers, including background checks and reference checks;
- Complete continuing education from a qualified organization on an annual basis and help leaders with an ongoing education plan for the whole church;
- Assist with ensuring home groups are meeting under and following diocesan and church safeguarding policies;
- Be familiar, implement, and oversee compliance with the DRM Safe Church Policy (and updates) and diocesan annual requirements (background check re-screens, abuse prevention refresh trainings, Individual Acknowledgement forms).
- Train new volunteers in all misconduct and prevention policies at the start of their service at IAC.

To support all victims, the Safeguarding Team will refer them to experts in addition to following all IAC and DRM policies. Experts include local counselors and victim support entities, (where available) and/or national organizations such as The National Domestic Violence Hotline (1-800-799-SAFE), The Rape, Abuse, and Incest National Network Hotline (RAINN - 1-800-656-4673), or SAMHSA's National Helpline (1-800-662-HELP).





## APPENDIX VI

### **Policy on Known Sex Offenders**

This policy on known offenders is shared with the DRM with GRACE's permission and can be adapted and edited to the needs of DRM congregations.

International Anglican Church is committed to holding admitted or convicted offenders we believe are repentant to a high standard of accountability. Known offenders who demonstrate evidence that they are not repentant are extremely dangerous and are not welcome in our church outside of the below process. Jesus welcomed sinners, but he did not command us to welcome wolves among the sheep. Known offenders who wish to have any connection to our church must be willing to undergo a process designed to assess their individual situation, ongoing repentance, and what safeguards are appropriate. Offenders must agree to accept whatever accountability and safeguards our leadership, in consultation with experts, deem appropriate. Offenders must be willing to agree to this before the process of assessment begins. No assessment will begin if the victim(s) of the perpetrator are still in our church as any victim should be free to worship without their perpetrator present.

If a convicted offender asks to join our community, we will contact experts to assist with the assessment of the situation. Similarly, if an individual was in the past credibly accused of abuse, we will contact an outside expert on how to best proceed.

Leaders will use the following process:

1. Interview with the Known Offender
2. Interview with other Relevant Parties (e.g. family, treatment provider, counselor, parole officer, etc.)
3. Acquiring Records relating to the Offender
4. Assessing Repentance in Consultation with Experts
5. [If applicable]: Setting Level of Participation, Accountability, and Safeguarding Requirements (Including listening to any known survivors about the impact in their life, and accountability on and off church property).

Leaders will consult with experts as needed throughout this process to ask appropriate questions and assess them. The Rector, or his designee, needs to work with other leaders and inform necessary leaders of their attendance and presence at church or other events.

No one who is convicted of or who has admitted to abusing a child/minor may work with children or vulnerable persons in the ministry of our church, have any access to children in our church (on or off church property), or hold any position of power or trust, even if it is not directly connected to ministry to children. Any offender who evidences deception, minimization, excuses, victim blaming, or other indicators they are not repentant shall not be allowed any connection to our church. Unrepentant offenders are not welcome.

Any adult who is a convicted or admitted sex offender who attends group activities shall agree to have their name known to the congregation and shall abide by all accountability and safeguards. Any adult offender who is known or believed to be attracted to children or fantasizes about children will not attend in any settings with children.

The safeguards shall address accountability on and off church property for all IAC events and environments and will involve communication with appropriate persons such as family, friends, employers, counselors, and parole/probation officers. The safeguards shall be reviewed as needed, and at a minimum every year by leadership and the Safeguarding Team, and in consultation with child protection experts.

When a known offender is judged to be repentant and has some connection to the church, those who have responsibility to minister to him or her will have specific training in to care for prior offender.

## APPENDIX VII

### **Small Group and Off-Site Church Events**

This policy is applicable to all church events, including church-organized small groups or off-site church events, as the local church should exercise control over all its events.

Per the DRM policy, a church which holds its primary worship service in a home is considered a “church” for the purposes of this policy, not a small group.

In small groups where children are present, leaders, as well as any childcare providers or babysitters, must read this policy, be screened, take child abuse prevention training, and follow the principles outlined in this section on small groups. All small group attendees should be familiar with the requirements of the Safe Church Policy.

### **Principles for Church Small Groups**

The home is, in some ways, more challenging in terms of safeguarding our children. The care and protection of children in a small group setting is always the responsibility of the parent(s)/ guardian(s) of each child, but as a community of Christians, all share a collective responsibility to ensure safety for all members.

Within the below framework, there is flexibility for universal application, but the following principles must be followed:

#### *Activities & Spaces*

- Children’s activities must be observable and interruptible.
- Having a plan for keeping the children occupied at a small group is a prevention and safety strategy.
- Children should be made aware that the adults can be interrupted at any time if help is needed and that adults will interrupt to supervise.
- Set clear boundaries of where children can be and cannot be. Ensure that these are safe and confined/defined spaces.
- No one (other than a child’s parent/guardian) should take a child from the group or go off in spaces alone together (children with children, children with adults).

#### *Supervision and Interaction*

- An adult/teen will check in on the children periodically during the small group meeting. How often will depend on the group, group size, children’s ages, and length of time.
- There should be no one-on-one situations with an adult/teen and a child who is not their own. This applies to anyone attending the small group.

- If small group leaders' children are the only children in the group, these safeguarding principles should still be exercised, however, the age(s) of children can be taken into consideration. For example, older teens may not need supervision, but adults in the small group should still follow the principles in this section.
- The DRM Safe Church Policy about Interactions (including physical interaction and diapering/bathroom assistance) must also be followed. For further recommendations, review DRM Safe Church Policy Appendix E ("Considerations in Allowing Teenage Volunteers") and F ("G.R.A.C.E. Recommendations for Small Groups").