

# **Providence Road Church of Christ**

**EMPLOYEE/VOLUNTEER WORKER  
HANDOUT & FORMS**

## **RISK MANAGEMENT PROGRAM**

### **“POLICY FOR THE PREVENTION OF CHILD ABUSE”**

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# I. REPORTING POLICY

## PROVIDENCE ROAD CHURCH OF CHRIST CHILD ABUSE PREVENTION REPORTING POLICY

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person's belief in accordance with this procedure. Non-accusatory reports (reports that identify the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made to the local or state law enforcement agency, Baker Two Police Dept. 704-544-4835; Child Protective Services 704-336-CARE.

- (a) An oral report shall be made immediately on learning of the abuse or neglect.
- (b) In addition, a written report shall be made within five (5) days to the same agencies or departments.
- (c) All reports must contain the name and address of the child, the name and address of the person responsible for the care of the child, if available, and any other pertinent information.
- (d) This procedure is not only required as a condition of your job but is also required by law.

At the time you first learn of an instance of suspected abuse or neglect, you must advise the elder over the C.A.R.T. (Child Abuse Response Team) Steve Klemm of the same information you are required to report to authorities in the above paragraph. This is to ensure that proper steps will be taken by the Church.

- A. It is the policy of this church to report all instances of suspected child abuse by anyone in the church including all employee & volunteer workers to the appropriate governmental agencies.**
- B. The church will fully comply with the child abuse reporting statute of the state of NC.**
- C. Upon the first suspicion of an instance of child abuse at PRCC, the following steps should be taken immediately:**
  - (1) It is the policy of PRCC that it be reported immediately to the elder in charge of the Child Abuse Response Team (C.A.R.T.) Steve Klemm.**

- (2) The elder receiving the initial report will be responsible for confirming the facts reported, the condition of the child, and reporting to Child Protective Services.**
  - (3) On the same day that the case is first reported verbally to Child Protective Services, the report will be documented on an Incident Report Form. A copy of this form must be sent within five days to Child Protective Services.**
  - (4) Any accused employee or volunteer worker will be suspended from the performance of duties involving minors until the investigation has been completed.**
  - (5) The church will always maintain strict confidentiality and treat all reported suspicions seriously.**
- D. The C.A.R.T. will inform the victim and the victim's family of the steps that are being taken and continue to keep them advised of the status of the investigation. CPS will determine the source of the alleged abuse, and take appropriate action to ensure the safety of the victim.**
- E. In instances where child abuse is confirmed to have been perpetrated by an employee/volunteer of PRCC, the church should immediately dismiss the employee/volunteer worker from that position. Consideration of member termination should be considered as appropriate in the circumstances.**
- F. In instances where the evidence is inconclusive, the C.A.R.T. must take action depending on the strength of the evidence available and after consideration of the victim's family's request.**
- G. The C.A.R.T. will keep the congregation informed of the investigation with respect to matters which are not confidential so that the congregation will hear about the investigation from within the church rather than from the news media.**
- H. The C.A.R.T. will promptly take steps to plan for a response to the media and attempt to speak to the media only through one contact person so that the church can emphasize through the media to the public the church's position on child abuse, its concern for the victim, and the extensive steps the church is taking to address the present occurrence, and to reduce the risk and provide a safe environment for other children.**
- I. The C.A.R.T. should also immediately contact its insurance company and its attorney to report the occurrence.**

# II. PROFILE ON A CHILD ABUSER

## SEXUAL ABUSE

### Men 18 and up

- **Low self-esteem**
- **Need for power and control**
- **Poor family relationships, though the relationships often look okay from the outside**
- **Difficulty in interpersonal relationships...relates to others immaturely both socially and emotionally...may not be involved with peers or engage in adult group recreational activities**
- **Difficulty with impulse control**
- **History of past physical/sexual victimization...80-95% of child molesters were themselves molested as children**
- **Primary interests are in children**
- **May be involved in youth activities such as group leaders or coaches**
- **May be married or single...if married, they are often experiencing marital difficulties...they have difficulty in developing satisfying, supportive, intimate relationships with adults**
- **May have a specific age of children they prefer to work with**
- **May be of any sexual orientation or preference**
- **May have been insecure in childhood with frequent moves, early physical illnesses and marital difficulties between parents**
- **Many are less of a team player**
- **Difficult time asking for help with his problems**
- **Don't admit to stress or recognize a need to have a plan to deal with it**
- **Use children to fulfill their needs or validate their sense of competence and well-being**
- **Highly skilled at gaining the trust and confidence of children**
- **Sensitive to children's needs and have a way of putting children at ease**
- **Move frequently and unexpectedly**
- **Seeks opportunities to be alone with children**
- **Has an idealistic perspective of children...may refer to them as objects**
- **Often good at convincing others about their competence and caring**

### Adolescent

- **Lack of contact with peers**
- **Few or no extracurricular activities**
- **Generally feels powerless and inadequate**
- **May feel more comfortable with children younger than themselves**
- **Males, in particular, may be frequently chosen to baby-sit because they make themselves available and relate well to young children**
- **May come from a family where there has been physical or sexual abuse**
- **May seem socially immature for their age**
- **May lack a close relationship with a father figure**

## Women

- **May have married young**
- **Reared in a very strict home**
- **Her family was/is very religious**
- **Her husband is gone frequently and is not very supportive**
- **Is sexually naive and immature**
- **Is very dependent of the father figure**
- **Frequently the victim of physical abuse**
- **Has low self-esteem**
- **The husband exaggerates his masculinity in dress, work, and with peers and usually has drug or alcohol problems that affect his sexual performance**
- **Is lonely**
- **Does not have much tenderness in her life**

## **PHYSICAL ABUSE**

- **Negative attitude about life and people**
- **Labeled as having a "hot" temper**
- **Blames others: "he made me," "it was her fault"**
- **History of child abuse as a child**
- **Uses harsh, age inappropriate discipline**
- **Offers illogical or unconvincing excuses for what occurred**
- **Exhibits out of control behavior**

## **EMOTIONAL ABUSE**

- **Blames and belittles children**
- **Cold and rejecting**
- **Withholds love**

**CAUTION:** A profile list such as this can be misleading because many of the characteristics here can describe men/women who do not molest. Having more than one or even all of these items does not necessarily increase the odds of that person being a molester. Although this profile has some value in pointing out particular needs of people and risks associated with them, great caution should be used when assigning this profile to any one individual. Few molesters ever report the characteristics listed here. Neither are interviewers trained to properly elicit this information. Individuals with abusive personalities are often more subtle and skillfully manipulative in their approach to their employers, as well as their approach to children. This makes it essential for those responsible for hiring to gain information from collateral resources such as past employers, friends, families, and criminal background checks.

**Adapted from: Johnson, Becca Cowan. 1992. For Their Sake: Recognizing, Responding to, and Reporting Child Abuse. Martinsville, IN: American Camping Association. Reprinted here by permission of the publisher. For permission beyond limited use in creating church policy, please contact the publisher at 317/342-8456.**

**Adapted from YMCA Child Abuse Prevention Training Manual with permission of the YMCA of the USA, 101 N. Wacker Drive, Chicago, IL 60606.**

# **III. POSSIBLE INDICATORS OF ABUSE**

## **NEGLECT**

### **Behavioral Indicators**

- 1. Is truant or tardy often or arrives early and stays late**
- 2. Begs or steals food**
- 3. Attempts suicide**
- 4. Uses or abuses alcohol and/or other drugs**
- 5. Is extremely dependent or detached**
- 6. Engages in delinquent behavior such as prostitution or stealing**
- 7. Appears to be exhausted**
- 8. States frequent or continual absence of parent or guardian**

### **Physical Indicators**

- 1. Frequently is dirty, unwashed, hungry, or inappropriately dressed**
- 2. Engages in dangerous activities (possibly because he/she generally is unsupervised)**
- 3. Is tired and listless**
- 4. Has unattended physical problems**
- 5. May appear to be overworked and/or exploited**

## **SEXUAL ABUSE**

### **Behavioral Indicators**

- 1. Is reluctant to change clothes in front of others**
- 2. Is withdrawn**
- 3. Exhibits unusual sexual behavior and/or knowledge beyond that which is common for his/her developmental stage**
- 4. Has poor peer relationships**
- 5. Either avoids or seeks out adults**
- 6. Is pseudo-mature**
- 7. Is manipulative**
- 8. Is self-conscious**
- 9. Has problems with authority and rules**
- 10. Exhibits eating disorders**
- 11. Is self-mutilating**
- 12. Is obsessively clean**
- 13. Uses or abuses alcohol and/or other drugs**
- 14. Exhibits delinquent behavior such as running away from home**
- 15. Exhibits extreme compliance or defiance**
- 16. Is fearful or anxious**
- 17. Exhibits suicidal gestures and/or attempts suicide**
- 18. Is promiscuous**
- 19. Engages in fantasy or infantile behavior**
- 20. Is unwilling to participate in sports activities**
- 21. Has school difficulties**

## **Physical Indicators**

1. **Has pain and/or itching in the genital area**
2. **Has bruises or bleeding in the genital area**
3. **Has venereal disease**
4. **Has swollen private parts**
5. **Has difficulty walking or sitting**
6. **Has torn, bloody, and/or stained underclothing**
7. **Experiences pain when urinating**
8. **Is pregnant**
9. **Has vaginal or penile discharge**
10. **Wets the bed**

## **EMOTIONAL ABUSE**

### **Behavioral Indicators**

1. **Is overly eager to please**
2. **Seeks out adult contact**
3. **Views abuse as being warranted**
4. **Exhibits changes in behavior**
5. **Is excessively anxious**
6. **Is depressed**
7. **Is unwilling to discuss problems**
8. **Exhibits aggressive or bizarre behavior**
9. **Is withdrawn**
10. **Is apathetic**
11. **Is passive**
12. **Has unprovoked fits of yelling or screaming**
13. **Exhibits inconsistent behaviors**
14. **Feels responsible for the abuser**
15. **Runs away from home**
16. **Attempts suicide**
17. **Has low self-esteem**
18. **Exhibits a gradual impairment of health and/or personality**
19. **Has difficulty sustaining relationships**
20. **Has unrealistic goal setting**
21. **Is impatient**
22. **Is unable to communicate or express his/her feelings, needs, or desires**
23. **Sabotages his/her chances of success**
24. **Lacks self-confidence**
25. **Is self-deprecating and has a negative self-image**

### **Physical Indicators**

1. **Has a sleep disorder (nightmares or restlessness)**
2. **Wets the bed**
3. **Exhibits developmental lags (stunting of his/her physical, emotional, and/or mental growth)**
4. **Is hyperactive**
5. **Exhibits eating disorders**



## **PHYSICAL ABUSE**

### **Behavioral Indicators**

- 1. Is wary of adults**
- 2. Is either extremely aggressive or withdrawn**
- 3. Is dependent and indiscriminate in his/her attachments**
- 4. Is uncomfortable when other children cry**
- 5. Generally controls his/her own crying**
- 6. Exhibits a drastic behavior change when not with parents or caregiver**
- 7. Is manipulative**
- 8. Has poor self-concept**
- 9. Exhibits delinquent behavior such as running away from home**
- 10. Uses or abuses alcohol and/or other drugs**
- 11. Is self-mutilating**
- 12. Is frightened of parents or going home**
- 13. Is overprotective of or responsible for parents**
- 14. Exhibits suicidal gestures and/or attempts suicide**
- 15. Has behavioral problems at school**

### **Physical Indicators**

- 1. Has unexplained\* bruises or welts, often clustered or in a pattern**
- 2. Has unexplained\* and/or unusual burns (cigarettes, doughnut-shaped, immersion-lines, object-patterned)**
- 3. Has unexplained\* bite marks**
- 4. Has unexplained\* fractures or dislocations**
- 5. Has unexplained\* abrasions or lacerations**
- 6. Wets the bed**  
**(\* Or explanation is inconsistent or improbable)**

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## **IV. OTHER TYPES OF HARM**

**Most of us think that liability arises only out of tangible harm such as bodily injury or property damage. Unfortunately, increasing numbers of lawsuits involve situations where physical injury is not involved. These exposures may arise out of:**

- 1. Libel and slander -- untrue statements about members of the congregation or other faiths. Emotional distress may be caused because of statements made or actions taken even if they are well founded in truth.**
- 2. Public demonstrations against individuals, groups, or organizations if improperly conducted.**
- 3. Discharge of students or expulsion of members of congregations.**
- 4. Invasion of privacy -- investigations into the private lives of church members may cause liability, as may acts such as searching lockers, desks, or personal property of employees or students.**
- 5. Publications -- accuracy of facts should be carefully determined. Accusations should not be published. Groups or classes of individuals should not be charged with guilt by association.**
- 6. Counseling by insufficiently trained or unskilled counselors.**

### **IMPROPER OR INADEQUATE SUPERVISION**

**You can't over-supervise. Most states or local governments have specific requirements on the minimum ratio of supervisors to participants. Probably more litigation results from "failure to properly supervise" than an other cause. If negligence cannot be found for any other reasons, attempts are made to find inadequate supervision.**

**Instances where improper or inadequate supervision will likely be alleged are:**

- 1. Accidents on the playground**
- 2. In Sunday school**
- 3. Church outings**
- 4. Sporting events**
- 5. Field trips**
- 6. Swimming**
- 7. in the classroom**

**Proper location of supervisors on playgrounds or at swimming pools is as important as the number of supervisors. Governmental authorities should be contacted prior to events on public property to determine any safety requirements and to place authorities on notice of the type of activity planned. Parents should be informed in writing of the exact nature of the planned event describing the supervision to be given by church or school. Parental consent should be obtained in writing for any special event.**

**Qualifications required for supervisory personnel should be determined for each event. You need people of mature judgment who are experienced supervising groups of children or young people. The supervisor should not have a history of problems with assigned groups.**

**A thorough check should be made on an individual's background, especially where supervisors are employees of the church or school. All states have standards for hiring employees in charge of children. Church officials should be informed of state and local requirements. This would include "certification of teachers."**

# **V. EMPLOYEE/VOLUNTEER WORKER ENROLLMENT & TRAINING & SUPERVISION & REVIEW**

## **WORKER ENROLLMENT**

### **Employee Specific:**

- 1. All paid employees will be required to complete and sign an Application for Employment.**

### **Volunteer Specific:**

- 1. A volunteer will be required to complete and sign a Volunteer Worker Enrollment Form which is specifically designed for volunteers who will be working with minors. Chaperones on trips away from the PR campus are considered volunteer workers subject to this enrollment process.**
- 2. No volunteer worker will be allowed to work with minors until they have regularly attended the church for a minimum of six months. Those who have attended less than 6 months may serve as an occasional volunteer worker. See Below.**

### **Employees & Volunteers:**

- 1. After an application is received, prior employment and/or personal references will be verified. At a minimum, personal references should be telephoned and a written memorandum be made of the contents of those telephone conversations, and that prior employment and church service references be contacted in writing.**
- 2. Any prospective employee/volunteer worker that has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they would have contact with minors.**
- 3. Criminal background checks will be performed on each employee/volunteer worker. If a workers attendance lapses for more than 6 months, a new application and background check will be required. Only the elder over the C.A.R.T. will receive background information.**
- 4. Standard interview questions will be developed and used in personal interviews with employee and volunteer worker applicants after reviewing the applications and verifying references. These interview sheets will be filled out with the results of the interview and kept in a personnel file, along with the reference checks and the applications. A separate personnel file will be maintained permanently on each employee and volunteer worker.**
- 5. When an employee or volunteer is engaged to work with minors, they will be photographed and those photos will be kept in the personnel file.**

## **WORKER ENROLLMENT-Occasional volunteer workers & teenage volunteers**

- 1. Adults who volunteer occasionally must complete and sign the Volunteer Enrollment Form. Generally no Criminal Records Check will be required. (Examples of an occasional volunteer worker would be someone who serves cookies at VBS annually or someone who is a guest story-teller in a class.) These volunteers will not be allowed under any circumstances to be alone while supervising minors.**
- 2. Teenagers under 18 who help in the children and youth programs must complete and sign a Volunteer Enrollment Form. Generally no Criminal Records Check will be required.**

## **WORKER TRAINING**

Each new employee and volunteer worker will be given the legal definition of child abuse in writing, as well as the policy of the church on the reporting of child abuse. New employees and volunteer workers will also be required to view a child abuse prevention video and read the written materials available on this subject to help them gain an appreciation for the reality of the concern. This will help workers identify child abuse in the future if they see signs of it. Employees and volunteer workers will be given a copy of the Classroom Discipline Policy, and the children's minister or coordinator will review this with each worker.

Training and equipping workshops will be offered periodically for workers to enhance their skills in working with children and to communicate any policy or procedure changes that might have been or need to be instituted.

## **WORKER SUPERVISION**

- 1. The church will adopt the "two adult" rule, when at all possible, which requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children but with a minimum of two workers at all times.**
- 2. Workers should be encouraged to use the "Child Identification System" to ensure that the adults who drop off a child are the same adults who pick up the child to reduce the possibility of kidnapping.**
- 3. Each classroom will have a displayed copy of the PRCC Classroom Discipline Policy that workers are expected to follow.**
- 4. Parental permission forms should be obtained for involvement in church sponsored programs or activities and whenever an adult might be spending time alone with a child in an unsupervised situation.**
- 5. Church staff will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time.**
- 6. In counseling sessions with minors, parental permission should be obtained prior to a minister meeting privately with a minor or the two adult rule should be used in that instance.**
- 7. The church will install windows in classrooms or on classroom doors.**

## **WORKER REVIEW**

Workers should annually receive additional training on the risk of child abuse and the prevention of same. The prevention video and written materials should be reviewed in an organized fashion by all workers, and verification of each worker's participation in the initial training and the annual review should be placed in the worker's personnel file to show that the church regularly provided an awareness program of this problem.

# VI. PROVIDENCE ROAD CHURCH OF CHRIST

## VOLUNTEER ENROLLMENT FORM

This form is to be completed for any volunteer position within the children and youth ministries. This is being used to provide a safe and secure environment for the activities of the church.

Name \_\_\_\_\_ Date \_\_\_\_\_

          Last                    First                    Middle

(Identity must be confirmed with a driver's license or other photographic identification)

Present Address \_\_\_\_\_ DL# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone \_\_\_\_\_ Occupation \_\_\_\_\_ Married? \_\_\_\_\_

Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

1. Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse? Yes \_\_\_\_ No \_\_\_\_ . If yes, please explain \_\_\_\_\_  
\_\_\_\_\_
2. Were you a victim of sexual or physical abuse or molestation while a minor? Yes \_\_\_\_ No \_\_\_\_ (If you prefer, you may discuss your answer in confidence with the elder/administrator instead of writing it here. A "yes" answer will not necessarily disqualify you from service, but refusal to answer/discuss will automatically disqualify an applicant)

### REFERENCES

Please provide the names and phone numbers of three personal references not related to you.

	Name	Home Phone	Work Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

The information contained in this screening form is correct to the best of my knowledge. I authorize any references to give you any information, including opinions that they may have regarding my character and fitness for work with minors or the mentally retarded. In consideration of the receipt and evaluation of this application by PRCC, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this screening form.

Should my application be accepted, I agree to be bound by the Bylaws and Policies of PRCC and to refrain from unscriptural conduct in the performance of my services on behalf of PRCC.

I further state that I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Volunteer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

## Permission to Obtain a Background Check

*(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least two years after requesting a background check.)*

I, the undersigned applicant (also known as “consumer”), authorize Providence Road Church of Christ through its independent contractor, LexisNexis, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Providence Road Church of Christ, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

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

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### Identifying Information for Background Information Agency (also known as “Consumer Reporting Agency”)

Print Name:

\_\_\_\_\_

First

Middle

Last

Other Names Used (alias, maiden, nickname):

\_\_\_\_\_

Current Address:

\_\_\_\_\_

Dates

Street/P. O. Box

City

State

Zip Code County

Former Address:

\_\_\_\_\_

Dates

Street/P. O. Box

City

State

Zip Code County

Social Security Number: \_\_\_\_\_ Daytime Telephone Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender \_\_\_\_\_

# **VII. PROVIDENCE ROAD CHURCH OF CHRIST EMPLOYEE/VOLUNTEER WORKER CODE OF ETHICS AND RULES**

**While acting in your capacity as a Preschool/Children/Youth employee or volunteer for PRCC, the following rules shall apply:**

- 1. Preschool/Children/Youth employees and volunteers shall not abuse children or youth including:**
  - Any direct observations or evidence of sexual activity in the presence of or in association with a minor.**
  - Any display or demonstration of sexual abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.**
  - Sexual advances or sexual activity of any kind between any adult and a minor.**
  - Sexual advances or sexual activity of any kind between minors.**
  - Infliction of bodily injury or physically abusive behavior to a minor.**
  - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of PRCC.**
  - Mental or emotional injury to a minor.**
  - The presence or possession of obscene or pornographic materials at any function of PRCC.**
  - The presence, possession, or being under the influence of any illegal drugs at any function of PRCC.**
  - The consumption of or being under the influence of alcohol while leading or participating in a children's or youth function at PRCC.**
- 2. Smoking or using tobacco products in the presence of children or youth is prohibited.**
- 3. Preschool/Children/Youth employees and volunteers must treat minors of all races, religions, and cultures with respect and consideration.**
- 4. Preschool/Children/Youth employees and volunteers shall not use or tolerate profanity in the presence of minors.**



# **EMPLOYEE/VOLUNTEER WORKER CODE OF ETHICS AND RULES**

## **(Continued)**

- 5. Preschool/Children/Youth employees and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.**
- 6. Preschool/Children/Youth employees and volunteers will be expected to act and react with Christian love and understanding in all situations.**
- 7. Preschool/Children/Youth employees and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own.**
- 8. North Carolina state law requires that all citizens report any suspected abuse or neglect of a minor up to age 18 to the North Carolina Department of Child Protective Services.**
- 9. I understand that as a Preschool/Children/Youth employee or volunteer for PRCC, I will be subject to a background check including criminal history.**
- 10. I understand that any violation of this code may be grounds for removal as a Preschool/Children/Youth employee or volunteer.**

---

**Employee/Volunteer Signature**

---

**Date**

---

**Elder/Minister Signature**

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**Date**