

Safe Kids Training Manual  
and  
Application for working with Youth  
at Hollyview Church

# Safe Kids Procedures

for workers involved with minors and all paid staff

Unfortunately, in the world we live in, child abuse and molestation are on the rise, sadly even affecting some churches.

To best ensure the safety of our children and youth, to protect our volunteers and paid staff from false accusation, and to safeguard the reputation of our church and Christian community, the elders have instructed that Safe Kids policies be fully implemented by all departments and workers (whether paid or volunteer).

These rules are both simple and critical.

## APPLYING FOR A VOLUNTEER OR PAID POSITION

1. You must apply in writing to work with minors.
2. All applications must be processed by the appropriate department.
3. Criminal background checks must be completed on all adult applicants before they may participate as a worker in any capacity at any function involving minors. Any person who may pose a threat to children or youth will be prohibited from working with minors.
4. Generally, all volunteer applicants seeking to work with minors must have attended Hollyview regularly for at least six months.

## ADULT SUPERVISION OF MINORS

5. Appropriate adult supervision is of greatest importance.
  - a. An adult (or any minor working with other minors) should make every attempt to never be alone with an individual child. If a situation should arise (counseling, education therapy) parents may sign a written consent allowing their child to work one-on-one with an adult. Department Heads must approve such an arrangement.
6. **Classroom or group settings:**
  - a. The presence of two trained workers is required at every function and in each classroom, vehicle or other enclosed area during all activities involving minors.
  - b. There are occasionally situations where volunteers cannot attend at the last minute, preventing us from successfully recruiting a replacement. In such cases, we will allow a class or small group to continue with only one adult if that adult is one of the paid staff members from Hollyview.
  - c. Facilities will be regularly patrolled by monitors when children's or youth activities are scheduled.

**7. COUNSELING:**

- a. Counseling department personnel meeting with minors (14 and younger – only applies to counseling) shall obtain written consent from a parent or guardian in accordance with the counseling ministry policy.

**8. Restroom assistance:**

- a. Infants thru Toddlers diapers should be changed in a public area (in the same nursery room with other workers).
- b. 2-year-olds thru Preschool still need assistance, but they are to be escorted in pairs by an adult to and from the classroom to the restroom door (school), or viewed from the classroom door.
- c. 3rd graders and above do not need an escort but are to be accompanied by a partner to go to the restroom.

**9. APPROPRIATE TOUCHING:** Above all, it's imperative that you are always careful to make sure your conduct is appropriate for the age group you work with.

- a. For the sake of propriety, and to avoid any possible unnecessary suspicion, we ask that you refrain from kissing any child.
- b. Appropriate touching is also important. Babies need to be held, youngsters need to be comforted, teens need affirmation, and each requires touching. But what is appropriate for one age group is not always appropriate for another.
  - i. Infants / Crawlers may need to be patted, held, hugged, or rocked. Those are appropriate and are expected.
  - ii. Toddlers and Preschoolers also need to be hugged or held from time to time.
  - iii. School-age children and teens haven't grown too old for a caring, affirming touch from an adult. However, care should be taken with this age group to avoid any contact that could be misinterpreted. Touching should be limited to handshakes, a pat on the arm or shoulder, or a quick "side-to-side" hug. Children of this age should not be held on a lap or knee and should not be drawn to the chest in a hug or embrace.
- c. Children of all ages do need to be touched. But that's not our primary purpose in the short times they're in our care and we must be careful not to present any situation that might allow, or appear to allow, any inappropriate actions.

(Safe Kids Form 5d - Revised October 2003)

## APPROPRIATE CONDUCT

Finally, – it's so obvious that it seems ludicrous if not inappropriate to say it, and yet so important that it cannot go unsaid:

**You must not, under any circumstances, at any time, make any comments of a sexual nature, inappropriately touch a minor, watch a child in a restroom or in any way expose yourself, or make any other comments or take any other actions which might be or could be interpreted as sexually arousing or satisfying to you, a child, or any other party present.**

Any accusations will be taken seriously, will be investigated thoroughly, and will be reported to legal authorities as required. We may, at our discretion, seek legal advice in any situation where we feel it is warranted.

In the unlikely event the Safe Kids plan is not followed, disciplinary action will be taken. Should an employee or volunteer be accused of sexual misconduct, they must comply with the investigation. Refusal to do so will result in temporary to permanent dismissal.

We ask that all employees/volunteers work together for the safety of our children. If you observe a situation that causes concern, you must notify a Department Head.

These policies may seem extreme for a church. Unfortunately, many churches that relied solely on blind trust and relationships have suffered tremendous, lasting trauma to one or more of their children, to public humiliation, to media scrutiny or attack and to civil judgments of millions of Dollars.

Our purpose is not to develop a cold, sterile environment, but to provide a safe environment where the ministry and activities of our children and teens can continue unimpeded.

Will you join us in safely ministering to our youth?

I agree with the need to provide a safe haven for children of all ages when involved in ministries and activities at Hollyview. I have received training on Safe Kids procedures, I understand them and agree to comply with these guidelines.

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Date

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Printed Name

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Signature

Give one copy to the applicant for his or her records. Place a signed, dated copy in the worker's permanent file.

# DEFINING SEXUAL ABUSE

**Sexual abuse occurs whenever a person,**  
(adult or child),

**who occupies a position of power within a relationship,**  
(due to age, size, experience, authority, or deception),

**initiates or engages in sexual interaction with a child.**  
(physical, visual, verbal)

**Sexual abuse can be both overt or covert.**

**Overt abuse** involves touch in areas of the body we consider sexual zones: genitals, breasts, buttocks, inner thighs.

**Covert abuse** involves sexual exploitation without necessarily involving touch such as; voyeurism, exhibitionism, sexualized talk, obscene phone calls, exposure to sexual materials or activity.

**Sexual abuse involves more than the touches that occur.** All sexual abuse begins before the first touch, and continues long after the last touch has ended.

**All sexual abuse is systemic.** Sexual abuse occurs within a system, effecting more people than those involved in the actual abuse of touch. Some become secondary victims while others act as secondary offenders by their silence or lack of protection.

## Reporting Allegations of Sexual Abuse

### 1. What is Child Sexual Abuse?

It's any form of sexual contact or exploitation with a minor which is used for the sexual arousal or gratification of the offender, the minor, or a third party.

It could involve touching including fondling; oral, genital or anal penetration; intercourse or forcible rape.

Abuse and exploitation that does not involve touching could include inappropriate comments, or obscene phone calls, exposure and exhibitionism, showing pornographic materials to minors or taking pornographic photos or videos of them, or allowing minors to witness sexual activity.

2. Who is the "typical" child molester? Abusers are both rich and poor, male and female, young and old, educated and illiterate, of all races and religions, and too frequently, even parents themselves.

Experts say as many as 98% of perpetrators are known by the children.

### 3. Who must report strong suspicions or accusations of child sexual abuse?

If you as a worker receive such reports, or have information that leads you to believe something may have happened, report it at once to your department supervisor.

Oregon law requires certain public or private officials “having reasonable cause to believe” a child has been abused to report the incident immediately by phone to the Multnomah County Sheriff’s Department using Safe Kids Form 6 as a guide for information needed.

Among those “officials” that might be directly involved with Hollyview or school would be: a doctor or nurse, a school employee, a peace officer, a clergyman, a licensed marriage and family therapist, and professionals who might respond to an emergency call such as a firefighter or emergency technician.

NOTE: Failure to report an incident may be punishable by a fine or jail sentence.

However, by Oregon statute, anyone making a good-faith report will be immune from any liability, civil or criminal, that might otherwise be imposed for making such a report.

## Responding to Allegations of Sexual Abuse

### 1. ALL allegations need to be taken seriously.

Do not, in any way, initially respond with disbelief or denial, with an attitude that might be interpreted as a desire to minimize the allegation, keep it a secret or cover it up, or make any other statements, actions or express any attitudes that might make the alleged victim feel guilty or to blame.

### 2. Be supportive and reassuring to the victim.

3. Carefully gather enough information from the minor – without leading questions – to determine if there’s reasonable cause to believe the minor is serious and trying to be truthful. Never discount an accusation because of who is accusing or being accused.

### 4. Do not attempt an in-depth investigation. Leave that to the professionals.

### 5. Report to your supervisor or department head immediately.

That party must make an immediate phone report to the Multnomah County Sheriff’s Department.

### 6. Notify the parents.

NOTE: Our greatest concern is the safety of our children and that is the main focus of our efforts. A secondary purpose is to protect Hollyview, its reputation and resources. It's important to know that many allegations are not present until years after an incident. And families usually pursue court judgments only after approaching the church or organization and receiving no acknowledgment or validation of their trauma. It's alienation that drives them to a courtroom. So be sure you show the same concern of and attention to a report of misconduct several years ago as you would be a recent event.

## Symptoms of Molestation

**Church workers and staff should be alert to the physical signs of abuse and molestation, as well as to the behavioral and verbal signs that a victim may exhibit. Some of the more common signs are summarized below (Sloan, 1983).**

Physical signs may include:

- lacerations and bruises
- nightmares
- irritation, pain, or injury to the genital area
- difficulty with urination
- torn or bloody underclothing
- venereal disease

Behavioral signs may include:

- anxiety when approaching church or nursery area
- nervous or hostile behavior toward adults
- sexual self-consciousness
- "acting out" of sexual behavior
- withdrawal from church activities and friends

Verbal signs may include the following statements:

- I don't like [a particular church worker].
- [A church worker] does things to me when we're alone.
- I don't like to be alone with [a church worker].
- [A church worker] fooled around with me.

# Knowledge Inventory (self test)

Please indicate whether the following statements are true or false.

- \_\_\_\_\_ 1. Child sexual abuse always involves physical contact with children.
- \_\_\_\_\_ 2. Most child molesters are male.
- \_\_\_\_\_ 3. Child molesters are usually strangers.
- \_\_\_\_\_ 4. Victims of sexual abuse suffer no long term affects.
- \_\_\_\_\_ 5. One out of five molesters begin their activity before age 18.
- \_\_\_\_\_ 6. Only a small percentage of victims are male.
- \_\_\_\_\_ 7. Most churches screen workers for potential molesters.
- \_\_\_\_\_ 8. Church leaders cannot be held liable for child sexual abuse.
- \_\_\_\_\_ 9. Some child sexual abuse victims have won settlements of over \$1,000,000 from churches.
- \_\_\_\_\_ 10. A child molester who has experienced a religious conversion no longer presents a threat to children.
- \_\_\_\_\_ 11. Child sexual abuse is a criminal offense in all 50 states.
- \_\_\_\_\_ 12. A child molester may have over 500 victims in a lifetime.
- \_\_\_\_\_ 13. Churches have, in the past, been supportive of victims of child sexual abuse.



# Application for Working with Children or Youth and for all Paid Staff

Confidential

This form is to be completed by all applicants for any position (volunteer or compensated) involving working with minors, as well as all paid staff positions. It is being used to help Hollyview provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

## Personal Information

NAME \_\_\_\_\_  
Last First Middle

Present address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Position applying for is in (circle one) Student Ministries / Children's Ministry / Paid Staff

Have you ever been convicted of or pleaded guilty to a crime? (Circle one) Yes No

If yes, please explain – attach a separate page, if necessary \_\_\_\_\_

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Have you ever participated in or been accused of child abuse, molestation or any improper conduct involving a minor? (Circle one) Yes No

(A prior history will not necessarily exclude a person from serving in ministry at Hollyview but it does mean we would not allow serving with minors).

(Safe Kids Form 1a - Revised October 2003)

# Church History and Prior Youth Work

How long have you attended Hollyview? \_\_\_\_\_

List other churches you have attended regularly during the past five years (name and address):

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List all previous church work involving youth (list each church's name and address, type of work performed and dates) \_\_\_\_\_

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List all previous non-church work involving youth (list each organization's name and address, type of work performed and dates) \_\_\_\_\_

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List any gifts, callings, training, education, or other factors that have prepared you for working with children or youth: \_\_\_\_\_

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Personal References (not former employers or relatives): **MUST HAVE ADDRESSES.**

	Reference 1	Reference 2	Reference 3
Full Name			
Mailing address			
E-mail address			
Phone			

## Applicant's Statement

The information contained in this application is correct to the best of my knowledge, I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for working with children or youth. In consideration of the receipt and evaluation of this application by Hollyview, 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 which may result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application. Should my application be accepted, I agree to be bound by the bylaws and policies of Hollyview, and to refrain from unscriptural conduct in the performance of my services on behalf of the Hollyview. I further state that I HAVE CAREFULLY READ THE FORGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement, which I have read and understood.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

(Safe Kids Form 1b - Revised October 2003)

## Request and Authorization for Criminal Records Check

I hereby request the Oregon State Police Department, Checkr or \_\_\_\_\_ to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state or national. I hereby release said Police Department from any and all liability resulting from such disclosure. The results of the criminal background check are highly confidential and will be available only to the Safe Kids Clerk and department heads. I understand that if there is any record of any unresolved arrest or conviction of assaultive or sexual nature I will be disqualified from ministry involving children/students.

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Signature

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Printed Legal Name

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Printed aliases

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Date of birth

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Today's date

(Safe Kids Form 2 - Revised November 5, 2019)