

## REPORTING and RESPONSE PROCEDURES FOR CHURCH WORKERS

1. All reports of all possible child abuse of any kind shall be immediately communicated to the appropriate ministry leader.
2. All ministry directors shall be familiar with the CPSL-Child Protective Services Law – Title 23 of the Pennsylvania Consolidated statutes chapter 63 (relating to the Child Protective Services Law)... (attached) in regards to reporting possible child abuse.
3. Each appropriate ministry leader shall annually instruct workers in the policies and procedures stated in this document.
4. All records of workers' applications, references, and screening forms shall be separately maintained by each respective ministry director in a confidential manner and in a secure location with limited access.
5. In the event it should become necessary, a designated spokesperson may be empowered by the Official Board. This spokesperson may be designated to address issues relating to media, the public and the congregation in a manner prescribed by the Official Board. Their reporting shall be based on:
  - a. The position statement of Trinity E.C. Church
  - b. The reporting procedures based on the Commonwealth of Pennsylvania (CPSL)
  - c. Use an attorney when answering investigative questions from police/service agencies
  - d. Work with our insurance company
6. Steps to follow if an allegation occurs:
  - a. Immediate report of incident to the appropriate ministry director and senior pastor
  - b. Document all efforts at handling incident
  - c. Report the incident immediately to:
    - i. Church officials
    - ii. Church attorney
    - iii. Church insurance company
    - iv. Childline (1-800-932-0313) ... required by CPSL
  - d. After receiving guidance from the above, optional contact may be made with local civil authorities such as the Lancaster County Children and Youth Social Service Agency (717-299-7925)
  - e. Notify the parents
  - f. Confront the accused only after the safety of the child/youth is assured
  - g. Take allegations seriously but do not prejudge the situation
  - h. The accused should be encouraged to take a leave of absence or may be relieved of their duties pending an investigation of the alleged activities of the allegations. If the individual is a paid employee, a decision either to maintain or suspend income pending an outcome of the investigation shall be determined by the senior pastor and official board.