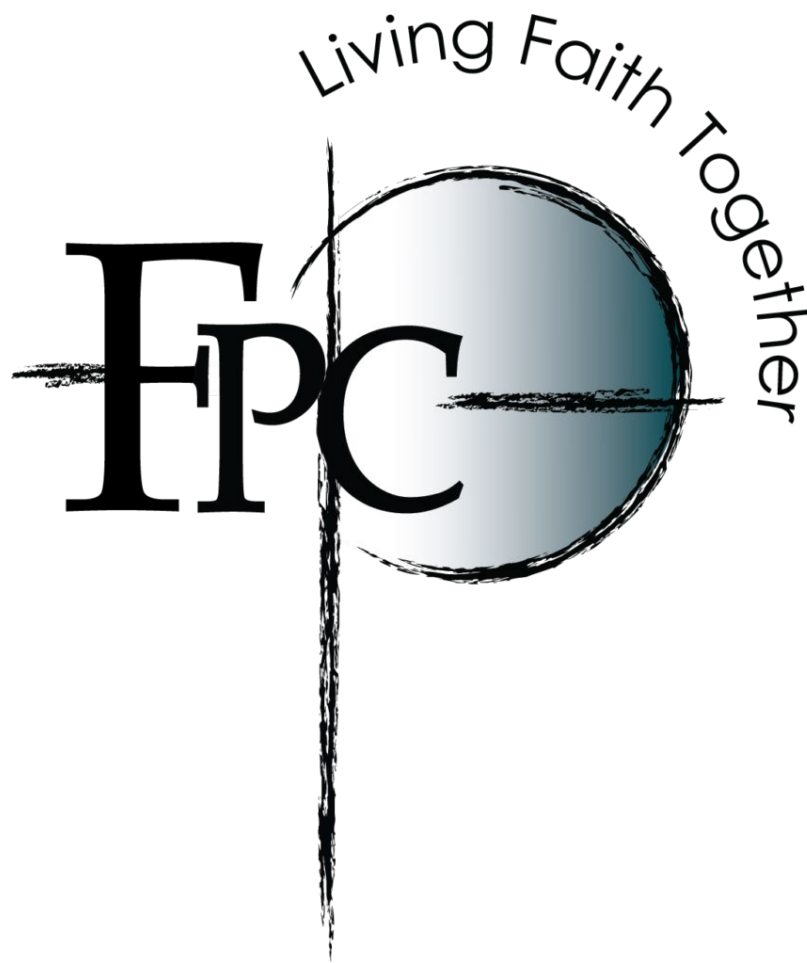


# First Presbyterian Church of Waunakee

## Child/Youth/Vulnerable Adult Protection and Procedures Policy



August 18, 2026

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## **POLICY APPLICATION STATEMENT**

It is the policy of the First Presbyterian Church of Waunakee (“FPC Waunakee”) that all church members, church officers, nonmember employees and/or contractors, and volunteers of congregations, and councils, are to maintain the strongest sense of integrity, safety, nurturing, and care involving all interactions with children, youth, and vulnerable adults. This Policy applies to all FPC Waunakee sponsored activities that involve children, youth, and vulnerable adults.

## **DISTRIBUTION**

Copies of this Child/Youth/Vulnerable Adult Protection Policy and its procedures (“policy”) shall be made available to officers and staff of FPC Waunakee.

## **POLICY RATIONALE**

The implementation and documentation of a Child/Youth/Vulnerable Adult Protection Policy strives to reduce the risk of abuse and neglect for the following reasons:

- Children, youth, and vulnerable adults are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. The Church is called to be a place that reflects the open arms of Jesus. In Matthew 19:14, Jesus says, “Let the little children come to me.” FPC Waunakee shall be a place of safety and nurture reflective of the arms of Christ.
- Any type of abuse involving children, youth, or vulnerable adults has lasting and devastating effects on the life of the victim/survivor. It is the call of the Church to be a life-giving entity of Christ’s healing and hope for community and individuals, not an entity that brings harm and hurt.
- The larger Church suffers with the victim/survivor and his or her family when abuse and neglect occur. The Church is unable to do the full work of Christ, due to the hurt, pain, and distrust that accompanies abuse. Not only does the Church lose its credibility at all levels, it also suffers considerable financial loss and loss of integrity. More importantly, in instances of child, youth, or vulnerable adult abuse within the Church, there is immeasurable spiritual, psychological, emotional, and physical harm that can be perpetrated that woefully hinders God’s call on the Church.

- The *Book of Order* states, “The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life,” and Presbyterians believe this baptismal commitment to be a serious one, understanding it to apply to all in the church’s care, including children, youth, and vulnerable adults (*Book of Order* W-2.3013).
- Children, youth, and vulnerable adults are not only persons of care and service in the church, but they are also co-recipients of the graces and love of God. Jesus exemplified this in the Gospel of Mark 10:15–16 when he urged his followers to receive the kingdom of God as a little child. And he specifically takes up the children into his arms and blesses them. So also, the Church, as the body of Christ, is to be the presence of Christ’s love, in the same way taking up all children, youth, and vulnerable adults into its arms and blessing them; providing for them a safe, thriving, and nurturing environment in which to grow in every way.

## **PROCEDURES TO FOLLOW WHEN FPC WAUNAKEE IS PROVIDING CARE FOR MINORS OR VULNERABLE ADULTS**

When FPC Waunakee provides care and supervision for Minors or Vulnerable Adults at one of its events or programs the following procedures shall be utilized.

### **DEFINITIONS**

Each state has its own statutes regarding what is defined as child/youth/vulnerable adult abuse.

The following is a list of definitions of terms and their intended use in this particular Policy. For the purpose of this Policy:

- *Child*: A child is defined as a person between the ages of 0–11.
- *Youth*: A youth is defined as a person between the ages of 12–17.
- *Minor*: A minor is defined as any Child or Youth 0–17 years-old.
- *Vulnerable Adult*: Any person eighteen years of age or older who, because of age, illness, developmental disability, cognitive impairment, mental illness, or physical disability, lacks the capacity to fully protect themselves from abuse, neglect, or exploitation, consistent with Wisconsin Statute § 46.90. This includes, but is not limited to, persons with dementia, severe physical impairments, or intellectual disabilities.

- *Adult:* An adult is defined as a person over the age of 18, with full developmental and cognitive capacity

*Child/Youth Worker:* Any person, volunteer, paid staff or contractor who participates at any level at FPC Waunakee sponsored events or programs involving Children and/or Minors and Vulnerable Adults. This includes chaperones who accompany Minors and Vulnerable Adults to and during meetings, events, and programs covered by this Policy. Note: Volunteers under 18 may assist as described in the Screening section, but are not considered Child/Youth workers for purposes of the two-adult rule.

*Event, Activity, Meeting:* A single occurrence where Child/Youth Workers and Minors and vulnerable Adults participate. E.g., movie night, weekend retreat, mission trip.

*Program:* An ongoing series of events/activities/meetings where Child/Youth Workers and Minors and vulnerable Adults participate. E.g., Sunday School, Youth Group, Nursery.

*Vulnerable Adult Abuse:* Any act or failure to act that results in physical abuse, neglect, and/or sexual molestation or abuse; sexual, psychological, or emotional mistreatment or exploitation of a Vulnerable Adult.

*Child/Youth/Minor Abuse:* Any act or failure to act that results in physical abuse, neglect, and or sexual molestation or abuse, sexual, psychological, or emotional mistreatment, or exploitation of a Child, Youth or Minor.

*Sexual Abuse:* In the *Book of Order*, sexual abuse is defined as, “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone without the capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position.” (*Book of Order*, D-10.0401c).

*Safe Child Response Team:* The Safe Child Response Team is a team comprised of a minimum of at least three members of or appointed by FPC Waunakee, who are specifically trained to respond to allegations and reports of Child, Youth, or Vulnerable Adult Abuse at FPC Waunakee sponsored activities. These teams must be readily available to be contacted for all FPC Waunakee sponsored events or programs. The team will include the senior pastor, the children’s ministry elder, the student ministry elder, and the clerk of session, or their appointees.

*Sexual Misconduct:* As that is defined in the Sexual Misconduct Policy and its Procedures (219<sup>th</sup> General Assembly (2010)) and revised by the Committee on the Office of the General Assembly (2013).

Sexual Misconduct is the comprehensive term used in this Policy to include:

*Child sexual abuse*; including, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. In the Presbyterian Church (U.S.A.), the sexual abuse definition of a child is anyone under age eighteen.

*Sexual abuse* as defined in the *Book of Order*. (See Definitions, above)

*Sexual harassment* is defined for this Policy is as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or volunteer role(s) or their continued status in an institution;
- b. submission to or rejection of such conduct is used as the basis for employment decisions or volunteer role(s) affecting such an individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or
- d. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit.

*Rape* or sexual contact by force, threat, or intimidation.

*Sexual conduct* is offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.

*Sexual Malfeasance*; is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.

*Misuse of technology*; use of technology that results in harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship.

It is never appropriate to view pornography on church property. When this includes a minor, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

## **SCREENING, TRAINING, AND BACKGROUND CHECKS**

A Child/Youth Worker, whether on a paid staff, contractor, or volunteer basis, shall be subject to:

1. FPC Waunakee's receipt of a completed, signed, and approved background check authorization form, including a signed form verifying that this policy has been read and training has been completed. This form will be provided by the student ministry or children's ministry director and the content will be stored in the church's administration system.
2. All Child/Youth Workers must be at least eighteen years old. Children under 18 may volunteer when there is an appropriate ratio of child volunteers to adult supervision. These child volunteers shall be included in the count of children/youth/minors. (See "Ratios")
3. The applicant's/volunteer's consent to a comprehensive background check, including a criminal background check. These checks shall be run no more than 12 months prior to the event or program or when volunteer begins the service. For persons serving in an ongoing capacity (year-round or recurring across multiple program years), a new background check shall be required no less frequently than every three (3) years, regardless of the date of the most recent check.

The background checks may be run by the church business administrator, the children's ministry director, the student ministry director or other administrative staff. Results must be reported to the CBA for tracking.

4. All Child/Youth Workers, paid, contracted, or volunteer, must participate in initial training sometime within the year prior to the event or program. The training is to be provided by FPC Waunakee and shall cover the Child/Youth protection policy thoroughly as well as methods of abuse prevention and a detailed plan of reporting. In lieu of reading the whole policy, training shall be conducted by either the student ministry director or the children's ministry director. Content will be age-appropriate for the Child/Youth Worker, meaning that there may be variations in the training depending on the age of the Worker, while still covering the topics below. FPC Waunakee may also contract with others to provide these trainings. At completion of training, the

Child/Youth worker will be asked to sign and date a statement saying that they completed the training. These trainings shall further cover:

- What constitutes Child/Youth/Vulnerable Adult Abuse and neglect.
  - How to recognize signs and symptoms of abuse and neglect.
  - Definitions of abuse and reporting.
  - Explanation of the importance of the application and screening processes, including criminal background checks and the security of those files.
  - Appropriate boundaries with Minors and Vulnerable Adults, especially regarding Adult/Child/Youth ratios, transportation, and use of technology.
  - If an overnight event is planned, discussions of boundaries involving appropriate sleeping arrangements and restroom/shower facilities use shall be discussed.
  - Who the Safe Child Response Team is and how to contact them.
  - Other related topics.
  -
5. After initial training (#4, above) has been completed by a Child/Youth worker, they will be asked to sign the “10 Commandments of Child/Youth Safety” every 18 months as a refresher and reminder. FPC will also display the “10 Commandments of Child/Youth Safety” in every classroom, all year long, to serve as a constant reminder of this policy.
6. A Sexual Abuse Prevention Training video will be viewed by each Child/Youth worker every 3 years, unless there is a significant policy or content update requiring more frequent retraining.
7. No person may serve as a Child/Youth Worker who has a conviction on his/her record of certain felonies or misdemeanors, including, but not limited to, any of the following:
- Criminal homicide;
  - Aggravated assault;
  - Crimes related to the possession, use, or sale of drugs or controlled substances;
  - Sexual abuse;
  - Sexual assault;
  - Injury to a Minor;

- Incest;
- Indecency with a Minor;
- Inducing sexual conduct or sexual performance of a Minor;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a Minor or Vulnerable Adult;
- Employment harmful to Minor;
- Abandonment or endangerment of a Minor;
- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure; and enticement of a Minor;
- Any crime that involves Sexual Misconduct or Sexual Abuse, particularly if it involves misconduct or abuse with a Minor or Vulnerable Adult;
- Any crime that involves Misuse of Technology for sexual purposes, such as collecting or distributing photographs of Minors or Vulnerable Adults who are naked or in sexual or inappropriate poses (child pornography);
- Any crime that involves the use of force, such as assault or endangerment;
- Any crime that involves abduction and kidnapping;
- Any crime that involves drinking and driving, such as driving while intoxicated.

In addition, if FPC Waunakee is aware that a Child/Youth Worker has a prior conviction for one of the aforementioned crimes or a related crime, the Child/Youth Worker shall automatically be ineligible to attend a Child/Youth event or program in any capacity.

8. No person may act as or be engaged as a Child/Youth Worker if that person has been found guilty of an offense, in local, state or federal court or in an ecclesiastical proceeding, that includes actions that fall under definitions or prohibitions set forth in this Policy.

## **CONFIDENTIALITY OF RECORDS**

FPC Waunakee shall maintain all Child/Youth Worker applications, results of background checks, and related information in confidential, secured files.

## **REPORTING**

FPC Waunakee will publicize a procedure for reporting any prohibited actions. This procedure will be available in the church office and FPC Waunakee's website. Anyone suspecting or having knowledge of a violation of abuse may report such violation to any leader of an FPC Waunakee sponsored event/program or the clerk of session. A leader of an FPC Waunakee event/program who receives a report of abuse will report child abuse promptly to the Safe Child Response Team. Any Minor or Vulnerable Adult who suspects or has knowledge of any type of Minor or Vulnerable Adult abuse is invited to share the knowledge with any adult leader of an FPC Waunakee sponsored event/program. Anyone who has knowledge or suspicion of Minor or Vulnerable Adult abuse should be made aware that state law requires the immediate reporting of such abuse to the civil authorities. Any adult leader should report such violation to the Safe Child Response Team. Any person receiving information under this paragraph shall share that information immediately with the Safe Child Response Team. All information related to the report will only be shared with the Safe Child Response Team and that team will keep the information confidential.

### **MANDATORY REPORTING OBLIGATION**

Under Wisconsin Statute § 48.981, certain individuals — including clergy, teachers, social workers, and childcare workers — are mandatory reporters. Failure to report is a Class A misdemeanor. All Child/Youth Workers must understand they have a personal legal obligation, not merely an organizational one.

*Wisconsin Statute § 48.981 Child/Youth Workers, paid staff, contractors, and volunteers of FPC Waunakee who work with Minors or Vulnerable Adults are mandatory reporters under Wisconsin Statute § 48.981. Any person who has reasonable cause to suspect that a child has been abused or neglected must immediately report that suspicion to the Wisconsin Department of Children and Families or local law enforcement, and simultaneously notify the Safe Child Response Team. Failure to report as required by law may constitute a Class A misdemeanor. FPC Waunakee will not discourage or delay any mandatory report to civil authorities.*

### **SAFE CHILD RESPONSE TEAM (SCRT)**

A Safe Child Response Team must be trained and be available/on-call for every meeting, event or activity for Minors or Vulnerable Adults planned by FPC Waunakee. This team should be comprised of at least three members, staff or appointed, selected by FPC Waunakee. The team will include the senior pastor, the children's ministry elder, the student ministry elder, and the clerk of session, or their appointees. An attorney chosen and secured by FPC Waunakee in case of such allegations during each sponsored event, shall be on-call for consultation. The response team will familiarize itself with the terms of this Policy.

The Safe Child Response Team shall have the following responsibilities in response to allegations of Minor or Vulnerable Adult Abuse or neglect incurred against any Child/Youth Worker or event participant:

1. If an allegation is made against any member of the Safe Child Response Team, that individual shall immediately recuse themselves from all SCRT activities related to the allegation. In such cases, the remaining SCRT members shall assume the responsibilities of the recused member or, if no quorum remains, shall contact the stated clerk of the Presbytery to request oversight and guidance.

If the allegation is against a teaching elder or Senior Pastor, the clerk of session shall assume primary responsibility for notifying civil authorities and the presbytery. In this case, the SCRT shall send a written statement of allegation to the stated clerk of the presbytery that holds the teaching elder's membership. This written statement of allegation shall trigger the formation of an investigating committee under the Rules of Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.) Part II.

2. Immediately provide for the safety of the alleged victim(s) involved.
3. If the report alleges abuse or harassment of a Minor or Vulnerable Adult, the response team will:
  - a. immediately ensure the allegation is reported to the civil authorities under state law;
  - b. immediately notify the parents or guardian of the Minor or Vulnerable Adult;
  - c. notify the insurance company of the allegation and that no investigation has yet occurred.
  - d. notify the on-call attorney and review next steps, using legal advice and policy below.
4. Make immediate decisions concerning the temporary removal of the individual accused from any contact with Minors or Vulnerable Adults pending an investigation and/or removal of the accused from the event/program until a resolution of the allegations has occurred.
5. Notify other designated people at FPC Waunakee immediately of the report of alleged abuse/neglect.
6. Any media requests will be handled by the senior pastor and/or the clerk of session, with advice from the on-call attorney, taking care to safeguard the privacy and confidentiality of all involved.

7. If the report is against a ruling elder, the response team will notify the clerk of session of FPC Waunakee that an allegation of offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the Book of Order: The Constitution of the Presbyterian Church (U.S.A.), Part II.
8. If the report is against an employee of FPC Waunakee, the response team will notify the senior pastor and personnel elder.
9. If the report is against a volunteer, or non-member of FPC Waunakee, FPC Waunakee will request that the session of FPC Waunakee appoint an investigating committee of three persons, including an attorney, to initiate an investigation of the allegations in order to:
  - a. gather any statements of abuse from those making the report, including any information from the Safe Child Response Team, and any party to the abuse;
  - b. gather any information from the person who was accused of abuse;
  - c. make written determinations and take actions appropriate to resolve the matter including, but not limited to, making recommendations for prevention as well as response.
10. Provide for pastoral counseling for the principal parties involved (accuser(s), possible victim(s), accused, family members).
11. Any person bringing a report of abuse or assisting in investigating will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

Any Minor or Vulnerable Adult who reports suspected abuse or inappropriate conduct will be treated with respect, taken seriously, and protected from any form of retaliation or adverse treatment. FPC Waunakee is committed to creating an environment in which Minors and Vulnerable Adults feel safe to speak up without fear.

The identity of anyone who reports suspected abuse or inappropriate conduct will be kept confidential.

## **EVENT AND PROGRAM RULES FOR WORKING WITH MINORS AND VULNERABLE ADULTS**

FPC Waunakee shall ensure that the following measures be in place and actions taken for each event or program involving Minors and Vulnerable Adults. Note, at the end of

an event or activity, FPC Waunakee is no longer responsible for the Minor or Vulnerable Adult. Minors and Vulnerable Adults must be released to their parent, guardian, or pre-approved pick-up person :

1. Child/Youth Workers shall:
  - a. respond to Minors and Vulnerable Adults with respect and consideration and treat all of them equally, regardless of race/ethnicity, color, national origin, gender, age (40 and over), marital status, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information, uniformed service or veteran status or religious affiliation; and
  - b. act as a positive role model for Minors and Vulnerable Adults by maintaining an attitude of respect, patience, and maturity.
  - c. maintain appropriate boundaries when in positions of power with Minors or Vulnerable Adults.
  - d. Not give money or gifts to Minors or Vulnerable Adults, except within the context of a group gift given to all participants in the celebration of special events or recognitions. In some instances, a personal gift may be appropriate (e.g., confirmation mentor to confirmand, upon their confirmation), but must not exceed \$50 in value and must be reported to the program leader.
2. Two-adult rule: Two non-related adults must always be present in groups of Minors or Vulnerable Adults. The only exception is if an emergency situation deems this not immediately possible for both in person and online gatherings.
3. Ratios: The adult to Child ratio for infants through kindergarten is 1:5. For ages 6-11, the adult to Child ratio is 1:8 for both in person and online gatherings. The adult to Youth ratio for all Youth-related events/activities is 2:17 for both in person and online gatherings. There shall also be one adult of each gender for outings, retreats and other events outside of the FPC campus, when there are one or more Minors or Vulnerable Adults of each gender in a group. Only in emergency situations may the ratios and gender diversity be compromised, but restored as soon as possible. If the above ratios

cannot be met, the event must be cancelled, with notification to the senior pastor, participants and their parents or guardians.

4. View Windows and Open Doors: When Minors or Vulnerable Adults and adult workers or volunteers are in a room, if the door is closed, the door must have a view window installed. If no view window is installed in the door, the door must remain open at all times.
5. Adult workers/caregivers should respect the privacy of the Minors and Vulnerable Adults to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (e.g. taking age-appropriate photographs and movies, not taking photographs of Minors or Vulnerable Adults who are not fully clothed). Adults, Minors and Vulnerable Adults are required at all times to wear appropriate attire. Child/Youth Workers are not permitted to take photographs of Minors or Vulnerable Adults under their care or at the event or activity and share them in any way, including on the internet, without the written permission of a parent or guardian of the Minor or Vulnerable Adult.
6. Age-appropriate training to Minors and Vulnerable Adults should be provided regarding behavior that should be reported. This content and training will be provided by the student ministry director or children's ministry director.
7. Transportation: All adult drivers at Child/Youth events must have proper licensure and insurance on file with FPC Waunakee. A form gathering this information will be provided by the student ministry or children's ministry director and the content will be stored in the church's administration system.

All vehicles used must have seat belts for the driver and each passenger. While the vehicle is moving, all passengers must be secured using these seat belts. No Minor or Vulnerable Adult under eighty-five pounds may sit in the front seat of any vehicle. All drivers transporting Minors and Vulnerable Adults must be over the age of twenty-five and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers. Each vehicle must follow the ratio rules noted in point 2 in this section. Lastly, no Minor or Vulnerable Adult may be a recognized driver of other Minors or

Vulnerable Adults for any event or activity (this includes golf carts, ATV's, etc.). (The intention of this last point is to avoid having a Minor driving a group of other Minors to an event outside the immediate area of Waunakee.)

8. Forms: The legal guardians of each Minor or Vulnerable Adult must provide the appropriate information and medical forms. Minimally, this information will be gathered annually and stored in the church's administration system. The information form should include all contacts for legal guardians and the medical form must include a copy of the Minor or Vulnerable Adult's health insurance card. It must be collected/refreshed for each event or activity that would take the Minor or Vulnerable Adult to off-campus events, e.g. overnight retreats, mission trips, etc. Further consent forms must be signed by parents or guardians for any off-campus events.
9. Regarding photo release, parents or guardians will have the ability to opt-out of photos during the event or program sign-up process. This opt-out will be offered annually, or at event/program sign-up. Documentation of this opt-out shall be stored in the church's administration system. Wording for the release shall be:

*I prohibit First Presbyterian Church of Waunakee from taking, recording, or publishing photos, audio, and videos that include my children. This prohibition includes use in newsletters, bulletins, the church website, and other media, whether with or without name identification.*

10. At least annually, or during the event or program sign-up process, adult leaders must ensure that rules are reviewed with participants. These rules shall include but are not limited to a code of conduct specific to the event/activity/program, as well as a list of prohibited and expected behaviors for the specific event/activity.

At least annually, or during the event or program sign-up process, the code of conduct and prohibited and expected behaviors list should be given in written form to each participant and legal guardians.

11. Minors or Vulnerable Adults and Adults must maintain different showering and grooming hours at events in which restrooms and

shower rooms are shared in housing. These hours must be posted on site.

12. When taking Minors or Vulnerable Adults to the restroom, it is preferable for Child/Youth Workers to supervise Minors and Vulnerable Adults of the same gender, when possible. The worker should stay out of the restroom at the open door until the Minor or Vulnerable Adult is finished in the stall. Child/Youth Workers enter to assist only when necessary.
13. In the nursery, diapers are to be changed only in designated areas and in the presence of other Child/Youth Workers.
14. One adult should never share sleeping quarters with Minors or Vulnerable Adults. There shall always be a minimum of two adults or more in every room, and the adult shall be of the same gender as the Minors or Vulnerable Adults. The exception to this rule is for the occasional legal caregiver/child situation or parent/child situation. If a Minor or Vulnerable Adult requires a caregiver/parent, written permission must be given from the Minor or Vulnerable Adult's parent/legal guardian and tracked in the church's administration system.
15. All volunteers and employees at any FPC Waunakee sponsored events or programs, who are responsible to supervise Minors and Vulnerable Adults must also abide by a code of conduct that emphasizes the following prohibited behaviors. Some of these prohibited behaviors include but are not restricted to:
  - a. Display of sexual affection toward a Minor or Vulnerable Adult.
  - b. Use of profanity or off-color jokes.
  - c. Discussion of sexual encounters with or around Minors or Vulnerable Adults or in any way involving Minors or Vulnerable Adults in personal problems or issues.
  - d. Dating or becoming "romantically" involved with Minors or Vulnerable Adults.
  - e. Using or being under the influence of alcohol or illegal drugs in the presence of Minors and Vulnerable Adults.

- f. Possessing sexually oriented materials—including printed or online pornography—on church property or property being utilized for a church event or program.
- g. Having secrets with Minors or Vulnerable Adults.
- h. Staring at or commenting on the bodies of Minors or Vulnerable Adults.
- i. Engaging in inappropriate or unapproved electronic communication with Minors or Vulnerable Adults.
- j. Working one-on-one with Minors or Vulnerable Adults in a private setting.
- k. Abusing Minors or Vulnerable Adults in any way, including (but not limited to) the following:
  - Physical abuse: hit, spank, shake, slap, unnecessarily restraint.
    - No Child/Youth Worker shall use any type of corporal punishment to discipline a child. If non-corporal methods such as positive incentives, talking to the child, or time-outs, etc., have been ineffective in changing disruptive behavior, Child/Youth Workers should return the Minor/Vulnerable Adult to their parent or guardian and report the incident to the next level of FPC authority.
  - Verbal abuse: degrade, threaten, or curse.
  - Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations.
    - Inappropriate touch includes touching any area that would normally be covered by a bathing suit, requiring physical contact like hugs, sitting on laps, etc.
  - Mental abuse: shame, humiliate, act cruelly.
  - Neglect: withhold food, water, shelter.

- Permit Minors or Vulnerable Adults to engage in the following: hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity.

## **SOCIAL MEDIA – ELECTRONIC COMMUNICATIONS**

### **General Social Media – Electronic Communications Policy**

No minister, elder, deacon, employee, contractor, or volunteer of FPC Waunakee shall create or use a media site (Web, Facebook, Instagram, YouTube, or other) in the name of or purporting to represent FPC Waunakee without the explicit written permission of FPC Waunakee or event/program leadership. When clergy or staff, acting in their capacity as a representative of FPC Waunakee, lead or coordinate a group activity using social media, each may use only official FPC Waunakee sites/channels when they have been made available by FPC Waunakee.

### **Social Media and Electronic Communications**

Persons who shall create public pages on behalf of FPC Waunakee programs are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with Minors or Vulnerable Adults.

Persons having social media access and other communication channel privileges on behalf of FPC Waunakee shall treat unsolicited communication or “friending,” “following,” etc. from Minors or Vulnerable Adults as an unauthorized text message. No reply may be given except to indicate by a posting that accepting a “friend” invitation by Minors or Vulnerable Adults is a violation of the code of conduct.

No Adult is permitted to use communication channels such as texting or email to communicate privately with one or more Minors or Vulnerable Adults. No Minor or Vulnerable Adult is permitted to use other of communication channels such as texting or email to communicate privately with one or more. (Exception: if the Minor or Vulnerable Adult made a report to the Adult and the Adult is designated by the meeting organizers to receive reports of concerns or issues or to make reports of Inappropriate conduct or sexual misconduct or abuse.)

If a Minor or Vulnerable Adult reveals abuse or inappropriate interactions with an adult, the person must report this information in the manner of any “suspected abuse.”

When using social media or other communication channels (e.g., text, chat) to communicate with Minors or Vulnerable Adults, the authorized minister shall inform parents/guardians of each Minor or Vulnerable Adult that the latter is communicating with the person via these communication channels, providing the parent/guardian the opportunity to disapprove or to participate in a group.

### **Social Networking Code of Conduct**

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and Minors and Vulnerable Adults.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- Provide Minors and Vulnerable Adults, and their parents and guardians with this Social Networking Code of Conduct.
- Encourage parents and guardians to play a role in monitoring their Minor's and Vulnerable Adult's interactions with employees and volunteers.
- Continuously remind Minors and Vulnerable Adults how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the code of conduct.

At least annually, or during the event or program sign-up process, the use of social media, the authorized adult shall present this Social Networking Code of Conduct to Minors and Vulnerable Adults and parents/guardians.

### **Misuse of Technology**

No minister, elder, deacon, employee, contractor or volunteer of FPC Waunakee shall misuse technology in the following ways:

- Using technology to send suggestive messages and/or images to a Minor or Vulnerable Adult
- Having contacts by Misuse of Technology to contact a Minor or Vulnerable Adult that is not preapproved by the Minor or Vulnerable Adult's legal guardian with a signed waiver, unless the contact is on an open public medium, such as the FPC Waunakee website or social media program.
- To view pornography or sites (ex. dating websites) which include pornography or naked bodies on the premises of an FPC Waunakee event, activity or meeting, no matter where it is held or by whom it is organized.

### **Virtual Meeting Code of Conduct**

Child/Youth workers, ministers, employees, contractors or volunteers ("Adults") of FPC Waunakee must follow any virtual meeting policies or protocols of FPC Waunakee and these protocols when planning and conducting a virtual meeting on virtual meeting platforms (ex. Zoom, Skype) with one or more Minors or Vulnerable Adults:

- Adults should seek permission of the parent or guardian who has legal custody of a Minor or Vulnerable Adult before inviting the Minor or Vulnerable Adult to participate in a virtual meeting. Such permission can be sought in any hard copy or electronic registration forms but must be a separate and clear section seeking permission of the parent or guardian. The option to observe the virtual meeting (without visual or verbal participation) should be made available upon request to parent or guardian. The permission section of the registration form shall provide the parent or guardian with information (name, contact information, including telephone/text) on how to report concerns, issues or to make reports of inappropriate conduct or sexual misconduct or abuse by an adult or any participant that occurs before, during or after a virtual meeting.
- Adults and meeting organizers should advise a Minor or Vulnerable Adult's parent or guardian of the following so that the parent or guardian is aware of it when giving permission for the Minor or Vulnerable Adult to participate in the meeting: (1) that a meeting will be recorded; and (2) that images, video or audio may be used from the recording in media reports on an FPC Waunakee website or other websites.

- No Adult is permitted to meet one-on-one with a Minor or Vulnerable Adult or one Adult with a group of Minors or Vulnerable Adults either in a virtual meeting space or a breakout room. There must be at least two (2) Adults in any virtual meetings or breakout room or other virtual meeting space.
- All Adults, Minors, Vulnerable Adults and other participants in virtual meetings shall dress appropriately for the meeting. No meeting participants shall wear inappropriate (i.e., sexually suggestive, exploitive or voyeuristic, deemed “inappropriate”) clothing or clothing that displays inappropriate or offensive (i.e., sexually demeaning or suggestive, pornographic, voyeuristic, discriminatory, harassing, bullying, intimidating, threatening, profane or abusive – deemed “Offensive”) messages.
- No Adults, Minors, Vulnerable Adults and other participants in virtual meetings are permitted to make displays of Inappropriate or Offensive messages by putting a sign or note in front of the camera in some form or fashion.
- Adults, Minors, Vulnerable Adults and other participants in virtual meetings should be considerate and not carry the phone or device they are using to participate in the meeting into private areas of their meeting space, such as bathrooms, with any camera or microphone on and the meeting is in progress.
- No Adults, Minors or Vulnerable Adults are permitted to use the chat function, the name section, or any other feature of a virtual platform for Inappropriate or Offensive purposes during a virtual meeting, including, but not limited to:
  - Displaying Inappropriate photographs or images, such as pornography or photographs of anyone who is naked or inappropriately attired.
  - Displaying Offensive or Inappropriate messages.
  - Providing links to Offensive and Inappropriate websites or platforms.
  - Bullying, discriminating against or harassing anyone based upon their race/ethnicity, color, national origin, gender, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information or religious affiliation.

- No Adult is permitted to use the private chat function of a virtual meeting platform to communicate privately with one or more Minors or Vulnerable Adults except when the privacy or dignity of the Minor or Vulnerable Adult requires it. If a private chat is necessary, it must be recorded and must copy another Adult. Otherwise, all chat communications must be done openly so that all participants, including the other Adults, parents or guardians in the virtual meeting can see the chat communications. This should be announced at the start of every virtual meeting. (Exceptions: if the Adult is designated by the meeting organizers to receive reports of concerns or issues or to make reports of Inappropriate conduct or sexual misconduct or abuse).
- If a Minor or Vulnerable Adult attempts to contact an Adult using the private chat function, the Adult should not respond. If an Adult attempts to contact a Minor or Vulnerable Adult using the private chat function, the Minor or Vulnerable Adult should not respond. (Exception: unless the Minor or Vulnerable Adult is contacting the Adult designated by the meeting organizers to receive reports of concerns or issues or to make reports of Inappropriate conduct or sexual misconduct or abuse or that Adult is contacting a Minor or Vulnerable Adult who made a report.)
- No Adult is permitted to use other means of communication (such as texting or email) to communicate privately with one or more Minors or Vulnerable Adults before, during or after a virtual meeting. No Minor or Vulnerable Adult is permitted to use other means of communication (such as texting or email) to communicate privately with one or more Adults before, during or after a virtual meeting. (Exception: if the Minor or Vulnerable Adult made a report to the Adult and the Adult is designated by the meeting organizers to receive reports of concerns or issues or to make reports of Inappropriate conduct or sexual misconduct or abuse.
- Adults and meeting organizers shall provide Minors and Vulnerable Adult with information (name, contact information, including telephone/text) on how to report concerns, issues or to make reports of Inappropriate conduct or sexual misconduct or abuse by an Adult or any participant that occurs before, during or after a virtual meeting. Adults and meeting organizers are responsible to make mandatory reports of sexual misconduct or abuse as required by the *Book of Order* (G-4.0302) and under local, state, and federal law.

## **SIGNING OF POLICY AND APPLICATION TO SERVE**

Each adult engaged in the leadership of an FPC Waunakee event or program shall acknowledge receipt of FPC Waunakee's Child/Youth/Vulnerable Adult Protection Policy and Its Procedures by signing a form verifying they read the Policy. In addition, each person engaged in the leadership of an FPC Waunakee event or program shall consent to all comprehensive background checks required and shall comply with any consequences of a reported violation of this Policy.

## **PROCEDURES TO FOLLOW WHEN FPC WAUNAKEE IS PROVIDING CARE FOR MINORS OUTSIDE THE UNITED STATES**

There are times when FPC Waunakee may offer care for Minors or Vulnerable Adults at a meeting, conference or event to be held outside the United States. FPC Waunakee will take all appropriate actions to comply with this Policy to the extent they can be complied with, considering the venue of the meeting, the resources and facilities available, and the laws of the country of the venue. Exceptions should be discussed and addressed with leadership of FPC Waunakee and its legal advisors. A separate policy regarding international travel will be provided by program leadership and will provide detailed guidance and framework that must be applied for international travel with minors.

I hereby acknowledge that I have read, understand and will abide by the terms and conditions of this policy.

\_\_\_\_\_  
Employee/Volunteer Signature

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

\_\_\_\_\_  
Employee/Volunteer Printed Name