

**Keawala'i Congregational Church  
United Church of Christ (USA)**

**SAFE CHURCH PROCEDURES**

**I. Screening**

**A. Paid Employees**

The Personnel Committee of Keawala'i Congregational Church shall check references and do a background screening of all paid employees including clergy, who have significant contact with children and youth.

**B. Volunteers**

The Personnel Committee of Keawala'i Congregational Church shall screen all volunteers for any position involving work with children and youth, including participation in outings and off-site events.

**C. Process**

All screening shall be done by searching his/her name on the Department of Justice website at [www.nsopr.gov](http://www.nsopr.gov) and the Hawai'i Criminal Justice Data Center at [www.Hawaii.gov/ag/hcjdc](http://www.Hawaii.gov/ag/hcjdc).

A review shall be repeated every three years or sooner at the discretion of the Personnel Committee.

**D. Safe Church Policy Form**

All paid employees and volunteers shall be expected to sign a form that he/she is aware of the Safe Church Policy and Safe Church Procedures of Keawala'i Congregational Church. (*Attachment A*)

**II. Training & Education**

**A. Participants**

Keawala'i Congregational Church or a United Church of Christ-sponsored group shall conduct an annual training session. All staff, volunteers, and members of the Church Council are expected to attend. A sign-in sheet at the training will track attendance.

Parents of the Church's children and youth as well as members of the church will be invited to attend.

**B. Content**

The training shall include information on the Safe Church Policy of Keawala'i Congregational Church, the nature of child abuse, how to carry out the Church's Safe Church Policy and Procedures to prevent child abuse, and the Hawai'i State Law regarding the reporting of incidents.

**C. Format**

The training session may be in the form of a meeting or workshop. It may also include the viewing of a video or DVD by the group.

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The Safe Church Policy and Safe Church Procedures shall be included each year in the Annual Report of Keawala'i Congregational Church.

**D. Review**

After the initial training, the yearly review may take a different form but the content will remain the same.

### **III. Monitoring of Screening & Training**

#### **A. Files**

In a locked confidential file, there shall be a folder on each staff and volunteer who works with children or youth. The folder shall contain the signed form about the Church's Safe Church Policy and Safe Church Procedures as well as the attendance sheet for the annual training session.

#### **B. Accessibility**

These folders shall be accessible only to the members of the Personnel Committee and Pastor.

### **IV. Building Usage**

#### **A. Rooms**

All classrooms and meeting areas with children and youth shall take place in locations with windows through which passers-by can easily view participants. If there are no such windows, the door must remain open.

### **V. Outings**

#### **A. Outings/Off-site Events**

All children and youth participating in any Church-sponsored outings or off-site events must have a signed note from the parent giving approval that his/her child/children may attend.

There will be at least two non-related supervising persons at any such function (paid employee or volunteer).

#### **B. Transportation**

Transportation may be by private car or rented vehicle. All vehicles will depart at the same time so that they will arrive at their destination at the same time.

### **VI. Reporting of Suspected Abuse Incident**

#### **A. Reporting**

Any child, youth, or adult who is concerned about possible abuse shall report such concern or incident immediately to the Church's Moderator, Vice-Moderator or Pastor.

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#### **B. Investigation**

The Church's Moderator, Vice-Moderator and Pastor, in consultation with the Personnel Committee shall investigate the incident and determine the following:

- If the allegation continues to be a concern and the involved person is under 18 years old, a report shall be made to Child Protective Services of Maui (243-4604) or the 24-hour statewide reporting line (1-800-494-3991) and other appropriate authorities, if necessary.
- If the allegation continues to be a concern and the involved person is over 18 years old, a report shall be made to Adult Protective Services (243-5151).

If it is determined that the incident was not child abuse or sexual exploitation or harassment, the person in question shall be counseled regarding his/her behavior. The incident shall be recorded on paper and placed in the person's folder.

#### **C. Other**

If the suspected child or youth abuse incident involves the Church's Moderator, or Vice-Moderator, the Pastor and the Personnel Committee shall be involved in the investigation.

If the suspected child or youth abuse incident involves the Pastor, the Moderator in consultation with the Personnel Committee, shall contact the Church & Ministry Committee of the 'Aha O Nā Mokupuni 'O Maui, Moloka'i Ame Lāna'i or Tri-Isle Association of the Hawai'i Conference of the United Church of Christ for their assistance.

*Attachment A*

**Keawala'i Congregational Church  
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**SAFE CHURCH POLICY/SAFE CHURCH PROCEDURES**

I, \_\_\_\_\_, have read the Safe Church Policy and Safe Church Procedures of Keawala'i Congregational Church. I am aware that Keawala'i Congregational Church is committed to the enforcement of its policy and procedures for the safety and security of all persons, particularly the children and youth of the church.

I pledge to uphold the Safe Church Policy and Safe Church Procedures of the Church.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Filename: Bd of Trustees – Safe Church Procedures  
Approved – Personnel Committee, June 29, 2007