

APPENDIX B – CHILD AND YOUTH SAFETY POLICY FOR OUTSIDE GROUPS (SECTION V)

Child and Youth Safety Policy for Outside Groups Child and Youth Safety Policy for Outside Groups Alpharetta Presbyterian Church, Alpharetta, Georgia (Appendix C of the Child and Youth Safety Policy) Revised and Approved by Session on May 23, 2019 .

I. PURPOSE:

APC seeks to provide a safe and caring environment for our children and youth to gather, serve, learn and grow. This policy is designed to protect children and youth in our community from emotional, verbal, sexual or physical abuse. By creating norms and procedures regarding child safety, this policy also seeks to protect the adults who work with youth.

II. DEFINITIONS:

Sexual Abuse and Exploitation of Children: The PCUSA's Book of Order defines sexual abuse as " . . . sexual conduct [with] any person under eighteen years of age or without the mental capacity to consent." (D-10.0401c) This includes the use or coercion of any child to engage in, or to assist in, any sexual conduct (or simulation for the purpose of producing a visual depiction) including (but not limited to) molestation, rape, indecent exposure, the viewing of pornographic materials, and the specific acts listed in Georgia Annotated Code 19-7-5(b).

Sexual Harassment: This includes unwelcome sexual advance, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature. This includes unwelcome sexual jokes, innuendo, unwelcome or inappropriate touching or display of sexual images that insult, degrade or sexually exploit others.

Presumed Consent: The assertion that a particular act is between consenting adults. Presumed Consent does not apply in relationships where there is a disparity of power, such as those between a minister and a parishioner or an adult with a minor child.

Physical Abuse: This includes (but is not limited to) non-accidental punching, beating, kicking, biting, burning, shaking, throwing, stabbing, choking, hitting (with a hand or object) and unnecessarily restraining or neglecting a child. APC considers such contact physical abuse even if the child sustains no injuries, or the adult never intended injury. Corporal punishment is never tolerated at APC; this includes physical discipline such as paddling or spanking.



Emotional and Verbal Abuse: This includes (but is not limited to) belittling, insulting, rejecting, teasing, bullying, and unreasonable demands beyond a child's capabilities. Such actions threaten a child's psychological development, and APC considers them emotional abuse even if there is no observable change in the child's behavior, mood, response or cognition.

III. OUTSIDE GROUPS USING THE FACILITIES

As part of the "APC Property Usage Request" application, an outside group/organization leader must read and agree to abide by these essential features of the church safety policy. Please sign and return the statement below to the church property manager (property@alpharettapres.com). Failure to do so will result in their use of the facility being revoked.

IV. SAFETY POLICIES AND PROCEDURES

1. General

A. There will be two adults, age 18 and older, present when caring for or leading youth and/or children on church property. These two adults must successfully complete a state and national background check. The office assistant shall keep this information in a locked file.

B. An adult should never be alone with children/youth (under the age of 18).

C. If a child is at APC for counseling and is meeting one-on-one with the counselor, the child's parent/guardian must remain at APC. They cannot drop off their child and leave. Seating is available in the hallway outside the counseling room (211).

D. All classroom and meeting room doors will remain open or have an unobstructed glass panels.

E. Any dangerous or broken items in the church or on its property should be reported immediately to the Church Property Manager for repair.

F. Corporal punishment shall not be used.

2. Nursery Care for Younger Children

A. Any childcare will be provided by the APC nursery staff—no outside childcare providers may be used on site without the permission of the Director of Children's Ministry. Please contact the church office (770-751-0033) to arrange for our nursery staff to be present during your event. (See Appendix K for Childcare Request [Online Form](#).)

B. Children in grades 5 and younger should be escorted to and from their classroom/meeting place by a parent. Children will not be released to the care of anyone except those authorized by the parent.

C. Diaper bags, sippy cups, bottles and other personal possessions brought into the nursery should have the child's name marked on them.



D. Any child or youth with a fever, intestinal upset, or contagious condition worse than a mild cough or runny nose should not be brought to church programs.

E. Parents are asked to alert the care providers regarding any food allergies.

3. First Aid and Fire Safety

Please note emergency exit plans in the event of fire are located inside each classroom. Weather evacuation plans are available on the church website in the document library under church procedures. First Aid kits are located in the church kitchen, at the **bookshelf next to the front desk in the Dayschool lobby**, and in the **bookshelf next to the elevator in the upstairs lobby**. Defibrillators (with attachments for use with children) are located on the wall outside the Church office and Youth Ministry Lounge.

V. REPORTING

Anyone who suspects or has witnessed an incident of child abuse on church property must secure the safety of the child, immediately report the incident to civil authorities-typically the Division of Family and Child Services (DFCS)-, notify the parents (if the accused is not a parent), and notify the senior pastor.

VI. Agreement and Signature

I have read and agree that in using the APC facility, our organization/event will abide by this summary of the church safety policy. I am duly authorized by the organization/event I represent to sign this agreement.

Name (printed): _____

Signature: _____ Date: _____

Title/Role in Organization: _____

Please sign this form and email or scan to property@alpharettapres.com.

The "Childcare Request **Online Form**" can be found on the church website, www.alpharettapres.com, under "Documents and Forms" section at the bottom of the homepage or by contacting the church office (770-751-0033).

