

Concord Christian Academy Giving & Going Alliance

37 Regional Dr. Concord, NH 03301
Phone: 603-288-8888 Fax: 603-226-9696
www.concordchristian.org

Building Community Through Service

CHILD PROTECTION POLICY AND PROCEDURES

For purposes of this document the term “Academy/Alliance” includes references to Concord Christian Academy and the Concord Christian Academy Giving and Going Alliance.

In today’s society child abuse accusations occur frequently. This is a sad fact of life. It is also a fact that some of those who would hurt children will seek affiliation with Christian ministries to gain access to children. We desire to protect our workers and volunteers from false accusations.

We in the Academy/Alliance realize that the child protection policy is necessary because, in these days of social change and shifting moral values, parents entrust their children to us for nurture, safe care, and wise leadership. It is imperative that there are strong guidelines and procedures in place that provide peace of mind to parents, children, and workers.

The purposes of the Academy/Alliance Child Protection Program are to protect children who attend any CCA function and youth workers from the possibility of abuse and to assist the child who is being abused to find needed help. This program is also designed to protect the Academy/Alliance and their volunteers from false accusations.

Child abuse shall include any verbal or sexual abuse, sexual exploitation or infliction of injury. Examples of sexual abuse are: rape, incest, sodomy, lewd or lascivious behavior which includes wrong types of speech or touching.

In order to protect the child from abuse and our workers from false accusations, the following steps are included in Academy/Alliance procedures:

- Workers (paid or volunteer) will be screened by interview prior to work or contact with minors in the Academy/Alliance.
- Workers (paid or volunteer) will read, understand, and sign this statement thereby agreeing to follow the policies and procedures concerning child protection and reporting as prescribed by the Academy/Alliance.
- Children will not be left unsupervised while in our care.
- At least two Academy/Alliance workers will be present at any Academy/Alliance activity or ministry setting where children are present.
- Even when ministry to children is not taking place, we prefer an additional adult or minor be present when two workers are together and one worker is a minor, unless the minor’s parent has given a signed waiver.
- Rooms used by adults and minors together will be accessible (no locked doors) and with open visibility (a window in the door or the door left wide open, with the exception of restroom facilities).
- Supervisory personnel must make random visits of Academy/Alliance-sponsored activities.
- Overnight activities sponsored by the Academy/Alliance involving minors must be approved by the Academy/Alliance Board.
- All suspicious or inappropriate behavior between an Academy/Alliance volunteer and a minor will be reported in a timely way to supervisory staff and investigated immediately.

Unless specified, the following guidelines are required for board members and workers (paid or volunteer) who come in contact with minors:

- a) Complete employment application (paid staff only).

- b) Complete Request for Background Check Authorization.
- c) Conduct criminal background check.
- d) Conduct motor vehicle check.
- e) Check references on employment application (paid staff only).

Background Check Requirements

For all new volunteers and staff, the Academy/Alliance requires a Criminal Record search through the New Hampshire State Police and a Motor Vehicle check through the N.H. Department of Safety. If the new volunteer or staff member has recently moved into New Hampshire, similar checks may be conducted in the state where he or she last resided.

Criminal Record and Motor Vehicle checks will be repeated for a volunteer or a staff member who has not been active at CCA two or more years.

All other volunteers and staff members will be required annually to complete and sign a form regarding any violations that may have occurred since the Criminal Record and Motor Vehicle checks were conducted on his/her behalf.

Criminal Background Checks

The following will prevent a person from serving as an employee or volunteer at Concord Christian Academy:

- Any crime against children. No exceptions will be granted.
- A sex crime of any type. No exceptions will be granted.
- Any conviction related to domestic violence. Exceptions will require approval of the Academy and Alliance Boards.
- Any felony conviction. Exceptions will require approval of the Academy and Alliance Boards.

Motor Vehicle Records

Individuals with any of the following on their motor vehicle record will not be permitted to serve as volunteer drivers for CCA activities other than to provide transport for their own children:

- A finding of Driving While Intoxicated (DWI) within the past 10 years.
- One or more "serious traffic offenses" as defined in New Hampshire statutes. Included are DWI, reckless driving, driving after suspension of one's license, negligent driving, vehicular assault, and/or possession of open alcoholic beverage containers or illegal drugs in a vehicle.
- Certificate as a "habitual offender" as defined in RSA 259:39.
- Repeated behaviors such as driving an unregistered vehicle or speeding.
- Speeding in excess of 25 mph over the posted limit.

Although the Board of Directors takes any of the above violations seriously, the Board will be willing to receive and act on appeals.

The Academy reserves the right to discuss with an individual questions about possible use or abuse of alcoholic beverages and/or illegal drugs whether or not there has been a conviction of such use or abuse when there is concern that students may be at risk as a result of such behavior.

Monitoring Compliance

- The Academy Headmaster is responsible for ensuring compliance with the Child Protection Policy for all workers (paid or volunteer) at the Academy.
- Each year the Academy/Alliance Headmaster will validate compliance by signing the Child Protection Policy Compliance Verification Form with submission to the Academy/Alliance Board.
- The Academy Headmaster is responsible for ensuring compliance with the Child Protection Policy yearly within the state.

Reporting Obligations

When anyone employed by, or serving as a volunteer of, the Academy/Alliance has reasonable suspicion that a minor is being abused by a volunteer, or is himself accused, or someone whose action would reflect on the Academy/Alliance is accused, the **Academy Headmaster or Volunteer Coordinator must be contacted as soon as possible but certainly within 24 hours.**

- Volunteers are responsible for the additional reporting of any reasonable suspicion of minor abuse as required by NH law.
- Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties, which involve direct contact with minors until the matter is completely resolved.
- The Academy/Alliance Board will give counsel regarding the future ministry of the accused volunteer.

Notwithstanding any other statement herein, all Academy/Alliance workers (paid or volunteer) shall fully abide by all state child abuse reporting requirements.

Print name (required)

Signature (required)

Date