

REPORTING

Overview

The governing principle of the Elmhurst Christian Reformed Church's Child Protection Plan is that it is in God's heart and will to care for and protect children. (Matthew 18:1-10). Therefore ECRC will be diligent in pledging safety for minors on three fronts:

1. ECRC will assume responsibility for responding to abuse of minors that occurs on church grounds or at church functions by paid or volunteer church staff members..
2. If any member or non-member provides information verifying that a volunteer or member of paid staff have had formal charges filed against them for child abuse, the Abuse Response Team or the Executive Committee of Council should be informed immediately and will follow established procedures.
3. All persons in the course of their employment or ministry effort have a responsibility to report actual or suspected child abuse or neglect whether or not it may have occurred on the ECRC campus or at an ECRC function.

In the event that the paid or volunteer staff member becomes friends with families or individuals that they also deal with as a staff person, and they spend personal time with them outside of church facilities or activities, that personal time will not be considered as a reflection of or a representation of the church.

PROCEDURES FOR REPORTING ALLEGED ABUSE

That allegedly occurred at ECRC

IF YOU WERE ABUSED

Immediately report the abuse to the Minister of Church Life, one of the members on the Abuse Response Team ("ART") or someone whom you trust to report the abuse and keep the information confidential.

IF A CHILD REPORTS ABUSE TO YOU

1. Immediately report the alleged abuse to your ministry leader (unless your ministry leader is the alleged perpetrator), and the Minister of Church Life or a representative of the ART. After having done this, **KEEP THE INFORMATION CONFIDENTIAL.**
2. The Minister of Church Life will then contact the ART (or vice versa) and the Senior Pastor, who will in turn, notify the Executive Committee of Council.
- 3.** If there is reasonable cause to suspect child abuse, it must be reported to the Department of Children and Family Services within 24 hours and if there is any imminent threat of harm or danger to the alleged victim or anyone caring for the victim, the local police department must also be notified of the situation immediately.

Incident Report Form

Today's Date:

Child's Full Name:

Adult taking the report:

Please briefly write below exactly what the child reported to you. Use the child's own words. If you witnessed an act of abuse please write exactly what you saw. This report must be giving immediately to the Minister of Church Life, or slid under the main office door. A phone call should be immediately be made to a person on the Abuse Response Team, the Senior Pastor, or the Minister of Church Life.

Signature_____

Position or Title_____

Witness (if any)_____

Ministry Leader's Signature_____