



CHILD PROTECTION POLICY

LATEST REVISION 12.10

**BY
THE
HAND
CLUB
FOR
KIDS™**



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CHILD PROTECTION POLICY

1.0 Statement of Policy

1.1 Purpose

The Child Protection Policy for By The Hand Club (hereinafter “By The Hand Club Child Protection Policy” or “Policy”) has been instituted for the following reasons:

- 1) We want to create and maintain safe places for children.
- 2) We want all who work with By The Hand Club to feel that we are doing everything that is practical to protect them and the children entrusted to By The Hand Club.
- 3) We want to protect our church, staff, and workers from false accusations and unjustified lawsuits.
- 4) We are following the recommendation of our insurance carrier to better protect everyone involved in our activities and to provide for continued insurance coverage.

1.2 Scope

This Policy will apply to all functions and facilities of By The Hand Club, whether on or off premises, involving children under 18 years of age including, but not limited to, Club For Big Kids.

1.2.1 No contract rights or waiver

This Policy is issued to inform By The Hand Club staff and volunteers of the expectations of the By The Hand Club Board of Directors regarding all By The Hand Club programs and activities involving minors. This Policy is not a contract and creates no contract rights for staff members, volunteers, participants, or any other persons.

No person is authorized to modify this Policy and there can be no waiver of its requirements without the approval of the By The Hand Club Board of Directors.

1.3 Policy

All paid staff and volunteer workers in By The Hand Club programs must have accepted the Lord Jesus Christ as their personal savior and be walking in obedience to Him.

By The Hand Club is committed to the safety of all children and youth who participate in its programs and to the prevention of child abuse, including child sexual abuse,¹ and child neglect. Except where this Policy expressly states otherwise, all By The Hand Club volunteer workers who have direct contact with minors are drawn from a pool of pre-approved workers (hereinafter “Approved Volunteers”). No person shall be an Approved Volunteer who has not been a member of, an associate member of, or an active participant in, a Bible-believing church for at least six months. All Approved Volunteers must be at least 18 years of age. In addition to the other materials to be submitted by applicants under this Policy, applicants who seek to qualify as active participants in a Bible-believing church must submit a completed Form 3.10 signed by a pastor of that church.

1.3.0 Visiting Volunteers

Visiting Volunteers, sponsored by a Bible-believing church or other Bible-believing Christian organization, will be permitted to assist Staff or Approved Volunteers in By the Hand programs for children subject to the following conditions.

- 1) Visiting Volunteers must be members of, associate members of, or active participants in, a Bible-believing church, must be in accord with the Statement of Faith, and must agree to conduct their lives in accordance with Biblical standards.

¹ Under Illinois law, “child sexual abuse” is a subset of “child abuse.” Except where the context clearly indicates otherwise, whenever the term “child abuse” is used in this policy the discussion applies equally to “child sexual abuse.”



- 2) Visiting Volunteers can serve as such only on one continuous occasion annually, no longer than one week in duration. To provide more frequent service as volunteers, Visiting Volunteers must apply and be accepted as Approved Volunteers.
- 3) Visiting Volunteers must not, at any time, have unsupervised access to children within the program. Instead they must serve under the direct and continuous supervision of Staff and/or Approved Volunteers.
- 4) Visiting Volunteers must sign the Visiting Volunteers Child Protection Agreement attached as 3.8 and at all times conduct themselves in accordance with its requirements, and provide a Volunteer Verification Form (3.9) signed by an authorized agent or representative of the sponsoring organization.
- 5) Visiting Volunteers who are not members or associate members of the sponsoring church must also complete Form 3.10 signed by a pastor of the sponsoring church to establish that they qualify as active participants.

1.3.1 Screening

We carefully screen all persons before they are included as Approved Volunteers. All paid employees of By The Hand Club ("By The Hand Club Staff" or "Staff") who have direct contact with minors must meet requirements that are at least as demanding as those required for Approved Volunteers. To be included as an Approved Volunteer a person must satisfactorily complete the screening process. This process includes an interview with the applicant, reference checks, and a criminal background check.

Minors, twelve years of age and over but under the age of 18, who have been members or regular attenders of a Bible-believing church for at least six months, may be assigned to assist in child and youth programs and activities under the direct and continuous supervision of By The Hand Club Staff or Approved Volunteers. Such minors should not have unsupervised contact with other minors in these programs and activities.

Visitors, including parents of children attending By The Hand Club, are not allowed in controlled areas while children are at By The Hand Club unless special permission is first obtained and registered by the Executive Director, the Senior Director of Operations or a Director. Unsupervised contact between visitors and children attending By The Hand Club shall be avoided. Controlled areas are those designated as such by the Executive Director.

The screening process is discussed in detail at 2.4. The Approved Volunteer application is set forth at 3.4.

1.3.2 Supervision

This Policy requires appropriate supervision of all programs and activities involving minors to avoid unsafe or inappropriate conduct, including child abuse. Another goal of such supervision is to protect By The Hand Club, its Staff and Approved Volunteers from unjustified accusations and lawsuits. Appropriate supervision means that programs and activities shall be supervised by at least two unrelated adults, who are Staff or Approved Volunteers, at least one of whom is 21 years of age or older. This rule applies regardless of location and must be complied with even while children are in a motor vehicle with By The Hand Club Staff or Volunteers. Exceptions to the two adult supervisor rule require the approval of the Executive Director or Senior Director of Operations of By The Hand Club. Exceptions will be approved only if adequate substitute safeguards can be utilized.

This Policy requires that programs and activities involving minors shall be conducted in full view or potential full view of others. Thus, where practical, doors to function rooms used by minors will contain windows. Where that is not practical, the door will be left open. If the door cannot be left open consistent with maintaining a secure environment, then the program or activity shall be moved to a location that has windows or where the door can be safely left open. Children will go into the bathroom by themselves. If the child needs help, two adults who are Staff or Approved Volunteers will go into the



bathroom. Periodic monitoring of restrooms and isolated locations will be conducted whenever practical.

Supervision requirements are detailed at 2.5.

1.3.3 Specific Acts and Omissions that Violate Policy

The following acts and omissions are violations of this Policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the Executive Director or Senior Director of Operations or, in their absence, to a Director after the safety of the child, children, youth, or minor involved has been assured.

- Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction of physically abusive behavior or bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of By The Hand Club.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any function of By The Hand Club.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at By The Hand Club.

1.3.4 Reporting

Inappropriate conduct affecting minors in By The Hand Club programs and activities shall be reported immediately to the Executive Director or, in the absence of the Executive Director, to the Senior Director of Operations or a Director. The Executive Director, or if absent, the Senior Director of Operations or a Director, will then report the conduct to The Chair or Vice Chair of the Board of Directors.

All persons who work with minors at By The Hand Club must be familiar with the reporting requirements of the Illinois Abused and Neglected Child Reporting Act, 325 ILCS 5/4, and must comply with the provisions of this law. The appropriate actions to be taken in the event of a claim of child abuse are set forth at 2.1. The reporting requirements and associated legal obligations are outlined at 2.2. By The Hand Club Staff are to be considered mandatory reporters under Illinois law for purposes of this Policy.

1.3.5 Familiarity with Policy

All persons who work with minors at By The Hand Club must be familiar with this Policy. To maintain this familiarity, all persons must review this Policy at least once per year. Documentation of each review will be maintained in the Secure Files. Our Policy requires protecting the privacy of all application materials and related documentation by maintaining those materials in these Secure Files. Access to the Secure Files is limited to designated officials and staff of By The Hand Club and The Moody Church who have a ministry-based need to review the files.

The Executive Director will review this Policy on an annual basis and report to the Board of Directors regarding any necessary revisions to achieve legal compliance and to better achieve the purposes of this Policy.

Persons who work with minors at By The Hand Club must be in agreement with the By The Hand Club Statement of Faith set forth in the Bylaws. Such persons must also agree to abide by this Policy as well as any all other applicable By The Hand Club policies and procedures.

2.0 Implementation of the Policy

2.1 Response to Allegations of Abuse

2.1.1 Initial receipt of an allegation of abuse.

By The Hand Club staff members or volunteers who receive an allegation of child abuse² or neglect, or who otherwise suspect another staff member or volunteer of child abuse or neglect, must immediately inform the Executive Director of By The Hand Club, the Senior Director of Operations or a Director. It is the responsibility of the Executive Director of By The Hand Club, or in the absence of the Executive Director, the Senior Director of Operations or a Director, to communicate this information to the Chair or Vice Chair of the Board of Directors. Conduct that does not meet the legal definition of child abuse or neglect may nevertheless be required to be reported internally as outlined at 2.2.5.

When an allegation of child abuse or neglect against a staff member or volunteer is made, whether from a parent, a child, or another adult, that allegation must be treated seriously and handled with sensitivity. The allegation should immediately be communicated to the Executive Director of By The Hand Club or the most senior representative of By The Hand Club who is available (who is not a subject of the allegation). The initial responsibility for discussing the allegation with the complaining party is then the responsibility of the Executive Director or senior representative.

The confidentiality of the information, and of all persons involved, should be maintained. This information should only be disclosed to those who have a need-to-know.

Do not express disbelief, minimize the complaint, or attempt to shift blame. Thank the person for sharing the information. Advise the person that we take the allegation seriously. Let them know that By The Hand Club has a Policy against child abuse and neglect and that we will take appropriate action under our Policy. Explain our concern and make appropriate support services available to the alleged victim.

If the nature of the alleged abuse was such that physical or emotional injury could have resulted, the parents of the child should be advised to have the child examined by a qualified physician.

2.1.2 Document the allegation.

Information needed to document the allegation should be collected at the time of the initial contact with the person making the allegation. This is not an investigation and no attempt should be made at this point to determine the validity of the accusation. Rather the purpose is to enable an appropriate response, to determine whether a report of child abuse or neglect must be made to IDCFS, and to obtain the necessary content for such a report.

The information collected should be as follows:

- (a) The name, age, and address of the victim;
- (b) The name, age, gender, and address of the alleged perpetrator;
- (c) The nature of the conduct alleged to have occurred;
- (d) How many times the alleged misconduct occurred;
- (e) The date(s) and location(s) of the incident(s);
- (f) The relationship between the victim and the alleged perpetrator; and
- (g) Other evidence that may support the allegation (eyewitnesses, medical exams, confessions, etc.).

If, in the course of documenting the matter, it is determined that there is no actual allegation or other evidence of child abuse, the matter may be dropped with the approval of the Executive Director of By The Hand Club and the concurrence of the Chair or Vice Chair of the Board of Directors. Keep in mind that if there is ANY allegation or evidence of abuse, even if that allegation or evidence is strongly

² Under Illinois law "child abuse" includes "child sexual abuse."



disputed, the matter shall NOT be dropped. A record of the decision not to process the matter further, describing the basis for the conclusion that there was no actual allegation or other evidence of child abuse, must be retained in the Secure Files.

- 2.1.3 Determine and take the appropriate actions with regard to the alleged perpetrator. Do not confront or interview the alleged perpetrator in any manner that may interfere with the official investigation. However, immediate steps must be taken to ensure that the alleged perpetrator is not left alone with minors.

The decision as to when to confront the alleged perpetrator and what other steps to take should be made in consultation with the attorney retained to represent By The Hand Club in this matter. The retention of an attorney is discussed at 2.1.5. A critical step, which must be discussed with the attorney, is the need to promptly relieve the alleged perpetrator from any further duties involving contact with minors in By The Hand Club and affiliated organizations until the investigation is completed.

- 2.1.4 Consider the necessity of a report to IDCFS
A decision must be made whether a report of child abuse or neglect to IDCFS is required or appropriate, even if not required. The decision whether a report is mandatory should be made by a mandatory reporter.³ The obligation to report is discussed in detail at 2.2.

- 2.1.5 Notify the Insurance Company and Seek Professional Assistance.
With the approval and involvement of the Chair or Vice Chair of the Board of Directors the appropriate attorney representing By The Hand Club will be contacted. This attorney can be consulted regarding the necessity of filing a report with IDCFS as well as the need for other responsive action.

The Executive Director will notify The Moody Church insurance coordinator who will, in turn, notify the insurance agent. In the event the insurance coordinator is unavailable, direct notification may be made by calling Fred Hardy at GuideOne Insurance. Fred Hardy can be reached at 708-957-0810 (Cell phone 708-507-8373).

- 2.1.6 Discuss with counsel any continued employment or use of alleged perpetrator
If the alleged perpetrator is an employee he or she will be relieved of responsibilities while the official investigation is conducted. The decision whether or not the alleged perpetrator will continue to receive pay and, if so, how long pay should continue, will be made by the Executive Director. Where a volunteer is the alleged perpetrator he or she will be relieved of any involvement in any program requiring contact with minors until the official investigation is completed.

After the official investigation is completed, there may be a need to conduct a further investigation to determine further appropriate action. Such an investigation should be done with the advice of counsel and under the direction of the Executive Director or, in the event the Executive Director is unable to do so, under the direction of the Chair or Vice Chair of the Board of Directors. The investigation may include interviews with appropriate law enforcement personnel and any other information regarding the official investigation that can be obtained from IDCFS. If the alleged perpetrator is found to have engaged in child abuse or neglect that person can no longer be used in By The Hand Club involving contact with minors, and must be removed as an Approved Volunteer. If the alleged perpetrator found to have engaged in child abuse or neglect is a By The Hand Club employee that employment shall be terminated. Inappropriate conduct that falls short of the legal definition of child abuse or neglect may nevertheless justify termination of employment, or other appropriate discipline, or removal as an Approved Volunteer.

³ The definition of "mandatory reporter" is discussed at 2.2.4. For purposes of this Policy, all By The Hand Club staff are viewed as mandatory reporters.



2.1.7 Respond to the Media

Allegations of child abuse or neglect often result in extensive media coverage. A single individual must be designated by By The Hand Club. No media contact may be undertaken on behalf of By The Hand Club without prior approval of the Executive Director of By The Hand Club. All media inquiries must be referred to the designated person. An appropriate statement for public release should be prepared promptly with the advice of counsel and any media consultant employed for that purpose.

Until a specific statement covering the particular incident is developed any statement to the media by the spokesperson should emphasize that By The Hand Club is concerned for all victims of child abuse and neglect, that child abuse, including child sexual abuse, and child neglect are prohibited by By The Hand Club policy, and that By The Hand Club takes all allegations of abuse seriously. Where truthful, the statement should say that the matter has been reported to the appropriate authorities and that By The Hand Club is cooperating fully in their investigation. Under *no* circumstances should the details of the allegations be discussed with the media.

2.1.8 Respond to Organizational Concerns/Appropriate Church Discipline.

Cases involving abuse, neglect, or sexual misconduct involve very personal and sensitive information. Maintaining confidentiality should be a high priority for all individuals involved in such cases. Nevertheless, the act of relieving alleged perpetrators of their duties, the probability of outside publicity, and the actions required after an investigation has been completed may create the necessity of communication with internal By The Hand Club individuals or leadership.

When it becomes necessary to share information internally care must be taken to limit such communication to such individuals or groups, respectively. All information communicated should be on a need-to-know basis. No information should be imparted beyond that which the disseminator, in good faith, believes is needed for the recipient to carry out his or her responsibilities under the Bylaws or policies of By The Hand Club.

If a staff member or volunteer, who is also a member of The Moody Church, is found to have committed child abuse or neglect, or even inappropriate conduct that does not rise to the legal definition of those terms, Church discipline may be required. The Moody Church Constitution and Bylaws should be reviewed for that process. Discipline may lead to restoration of complete fellowship. However, the restoration of fellowship does not mean that the person can work as Staff or an Approved Volunteer. See 2.1.6.

2.2 Report of Child Abuse or Neglect

2.2.1 Reporting Obligation

Illinois law requires that those defined by law as mandatory reporters⁴ immediately report, or cause a report to be made, to the IDCFS if they have reasonable cause to believe that child abuse or neglect has occurred. Failure to make a required report is a criminal offense and could also result in substantial civil liability.

Persons who are not mandatory reporters may file a report with the IDCFS. Knowingly transmitting a false report to IDCFS is also a criminal offense. However, a person who in good faith files a report, even if the report later turns out to be unfounded, is protected from criminal or civil liability based upon the act of filing a report.

Most often child neglect will be where parents or others who have custody of the child are failing to provide proper nourishment, medical care, clothing, shelter, or proper supervision. However, the failure of an adult, with even temporary responsibility for a child, to provide adequate supervision of the child can also be child neglect. This creates the possibility that persons supervising minors at By The Hand Club who fail to provide adequate supervision could be charged with child neglect.

⁴ The definition of "mandatory reporter" is discussed at 2.2.4.



Because neglect may, in some cases, be difficult to distinguish from poverty or other conditions, it may be advisable to consult an attorney representing By The Hand Club to determine whether a report of child neglect is required.

Compliance with Illinois law requires that no supervisor or other person of authority at By The Hand Club “exercise any control, restraint, modification or any other change in the report or the forwarding of the report”⁵ by a mandatory reporter to IDCFS. This does not preclude a mandatory reporter from consulting with an attorney representing By The Hand Club or with other By The Hand Club officials regarding the report. However, it does mean that the mandatory reporter must make an unconstrained decision as to the need for a report, its content, and the timing of such a report.

This Policy is primarily directed to child abuse or child neglect that occurs at By The Hand Club. However, all persons working with minors at By The Hand Club should be aware that child abuse or neglect caused by a parent, caregiver, or other person outside of By The Hand Club, or reasonable cause to believe that such abuse or neglect has occurred, may come to the attention of By The Hand Club staff or volunteers. In such a case, a report of child abuse or neglect must be made to IDCFS.

2.2.2 What must be done to report?

A mandatory reporter must, and a permissive reporter may, immediately file an oral report by telephone to a toll-free Hotline number established by IDCFS. That Hotline number is as follows:

1-800-25-ABUSE (Illinois)

1-800-358-5117 (TTY)

217-785-4020 (outside Illinois)

Calls to the Hotline number may be made at any time 24 hours per day, 7 days per week. IDCFS instructs reporters NOT to use email to make reports of child abuse or neglect.

Reporters should be prepared to provide the following information:

- 1) The child’s name, address and age.
- 2) The nature of the suspected abuse or neglect, including when and where it occurred.
- 3) The names of suspected perpetrators and their relationship to the child (parent, teacher, etc.).
- 4) Any other information you think may help.

It is important to know that, within 48 hours of this oral report, mandatory reporters must follow up with a written report. A form has been provided by the IDCFS for these written reports. A copy of this form, showing the information that is necessary to be filed with the written report, is at 3.1.

If it is unclear whether conduct observed or reasonably suspected requires a report, call the IDCFS Hotline to determine the necessity of filing a report. In the event that the Hotline representative advises against the filing of a report, or declines to accept a report, the fact that the call was made and the identities of the caller, any witnesses, and of the IDCFS representative should be documented and the document placed in the Secure Files. The Executive Director, or in the absence of the Executive Director, the Senior Director of Operations, should be promptly advised when an oral report has been filed. It is critical that you be aware that the filing of a report by one mandatory reporter does not relieve

⁵ 325 ILCS 5/4.



other mandatory reporters who have knowledge of, or reasonable cause to suspect child abuse or neglect, of the obligation to file a report.⁶

Keep in mind that written reports are admissible as evidence in any judicial proceeding relating to child abuse or neglect.

2.2.3 Child Abuse

Child Abuse means where a person responsible for the child's welfare⁷:

- (a) causes a physical or mental injury (including emotional harm) by other than accidental means;
- (b) creates a substantial risk of such an injury;
- (c) commits a sex offense or the offense of female genital mutilation against the child;
- (d) commits torture or inflicts excessive corporal punishment on a child; and
- (e) causes drugs or other controlled substance, except for prescription medicine given in substantial compliance with the prescription, to be sold or given to a child.⁸

2.2.4 Who are mandatory reporters?

For purposes of this Policy, all By The Hand Club Staff are considered mandatory reporters.

2.2.5 Internal Reports

All inappropriate conduct of adult persons adversely affecting minors involved in By The Hand Club must be immediately reported orally to the Executive Director, the Senior Director of Operations or a Director. These persons will promptly report such conduct to the Chair or Vice Chair of the Board of Directors. This is true whether or not the conduct falls within the legal definition of child abuse or neglect. Similar reports should be made where a child in a By The Hand Club program or activity is adversely affected by the conduct of another minor who is four or more years older than the affected child. Other conduct, that the person in charge of the particular program or function views as significant should be discussed with the most senior site representative available to determine if the Executive Director should be advised. The Executive Director will then determine whether to advise the Chair or Vice Chair of the Board of Directors. Accidental injuries should be handled as provided in this Policy under 2.3.

⁶ Because of the possible need for multiple reports, and the fact that under Illinois law a mandatory reporter may direct someone else to file a report on his or her behalf, the person who files the report may want to include, as additional reporters, all other staff who have knowledge of the matter. Ultimately, however, each mandatory reporter has the right to decide whether to file a report, its contents, and its timing. See 2.2.1.

⁷ Not all abusive conduct directed toward a child is considered child abuse within the jurisdiction of the Illinois Department of Children and Family Services ("IDCFS"). Thus, conduct of persons not responsible for the child's welfare is excluded. However, conduct of By The Hand Club staff or volunteers that falls within the scope of 2.2.3(a) through (e) above would fall within the definition of child abuse. Other abusers that fall within the statute are parents, immediate family members, individuals residing in the same home as the child, a paramour of the child's parent, or any other person who is responsible for the child's welfare at the time of the alleged abuse. Assume that all conduct otherwise within the scope of the above definition is child abuse unless you are informed to the contrary by a representative of IDCFS or an attorney representing By The Hand Club.

⁸ The definition of child abuse is set forth in detail at 325 ILCS 5/3. Child sexual abuse has been further defined by IDCFS Rules as when a person responsible for the child's welfare engages in:

Sexual penetration which means any contact between the sex organ of one person and the sex organ, mouth, or anus of another person.

Sexual exploitation which means sexual use of a child for sexual arousal, gratification, advantage or profit whether by explicit verbal enticements, child pornography, self-masturbation in the child's presence, and forcing a child to watch sex acts.

Sexual molestation which means any sexual conduct with a child such as contact, touching, or interaction used for arousal or gratification of sexual needs or desires.

Failure (of a parent or other caretaker) to take reasonable steps to stop sexual abuse of a child by another person.

Transmission of a sexually transmitted disease to a child.



2.3 Accident Reporting

All injuries, even those perceived to be minor, are to be reported to an on-site staff member. Injuries should be reported to one of the child's parents or other caretakers. All injuries are to be documented using the approved By The Hand Club accident report (3.3). Copies of the form must be given to the Executive Director, the Senior Director of Operations, a Director and to The Moody Church insurance coordinator.

2.4 Screening including Background checks

2.4.1 Required of By The Hand Club staff and volunteer workers.

The staff and volunteers for By The Hand Club and Club For Big Kids are, of necessity, frequently recruited from churches other than The Moody Church. Therefore, paid Staff and volunteers of By The Hand Club and Club For Big Kids are not required to be members, associate members, or active participants in the ministry of The Moody Church. However, the standards set forth in this section are essential to the goals of this ministry.

In addition to all of the other requirements of this Policy, Approved Volunteers must:

- complete Kids' Evangelism Explosion (EE) training or a similar approved program intended to train volunteers on how to effectively share the gospel with children (within 90 days of start); and
- sign the Statement of Faith contained in the Bylaws and agree to teach the doctrine therein (documented in the By The Hand Club Application).

Except where this Policy expressly states otherwise, all By The Hand Club volunteer workers who have direct contact with minors must be Approved Volunteers. No volunteers can be included as Approved Volunteers unless they have been members of, associate members of, or active participants in, a Bible-believing church for at least six months. All Approved Volunteers must be at least 18 years of age. A list of Approved Volunteers will be maintained and updated as necessary to ensure continued accuracy. All By The Hand Club paid employees who are permitted to perform work that involves direct contact with minors are subject to a screening process that meets all of the requirements of this Policy.

Workers must also be approved as By The Hand Club Staff or Approved Volunteers before they can work with minors in By The Hand Club.

2.4.2 The application and screening process

To be included as an Approved Volunteer, applicants must complete the application set forth at 3.4, have reference checks, have a background check including a criminal background check, and have a personal interview.

2.4.3 Application Form

Applicants must complete and sign the application, provide a minimum of three personal references, and provide all other information requested in the application form. If a request is not applicable it must be marked "NA". The application includes a release of By The Hand Club, The Moody Church, and any references that may be contacted or interviewed, from liability regarding any statement made or other information provided. The By The Hand Club Application will document each applicant's knowledge of, and agreement to abide by By The Hand Club policies and agreement with the Statement of Faith contained in the Bylaws. Applications for Staff positions and, where applicable, volunteer applicants must complete the IDCFS form entitled Acknowledgement of Mandated Reporter Status (Non-Clergy)(3.2).

2.4.4 Processing of the application.

All individuals, former employers, and organizations listed on the application will be contacted by telephone, electronic communication or letter. The communication to be used for this purpose will be substantially as set forth at 3.5A (former employers), 3.5B (former churches), and 3.5C (personal references). If a letter is sent and the reference fails to respond, an attempt will be made to reach he or she by telephone. When taking



a reference over the telephone, the Staff or Approved Volunteer performing the reference check will seek the information necessary to complete the applicable form. The Staff or Approved Volunteer taking the reference will note the answers on the form and then sign and date it.

The application, letters sent to references, all responses to reference letters, notes of telephone interviews, and documentation of all other successful and unsuccessful efforts to obtain reference information regarding the applicant will be maintained in the Secure Files. All information regarding the application will be treated as confidential and will be revealed only to those involved in processing the application and to the Executive Director, the Senior Director of Operations or a Director with a need to access such information. By The Hand Club may obtain fingerprints of any applicant and utilize those fingerprints or other information obtained in the application process to conduct a criminal background check of any applicant.

2.4.5 Personal interviews

After the reference checks are complete a personal interview should be conducted. The interview will be conducted in person by three interviewers. At least two of these individuals should be the Executive Director, the Senior Director of Operations, a Director, or a Volunteer Director or Coordinator. The third interviewer may be a staff member or an Approved Volunteer who has been approved as an interviewer by the Executive Director. A record of such approval shall be maintained in the Secure Files. Interview notes, and other information obtained in connection with the interview, will also be maintained in the Secure Files.

2.4.6 Decision to approve or reject an applicant.

A recommendation to approve or reject an applicant will be made by the three person interview team. Any recommendation to approve that is not unanimous will be treated as a recommendation to reject. All recommendations shall be reviewed and approved or rejected by the Executive Director or Senior Director of Operations.

2.4.7 Criminal Background Check/Criminal History

(a) Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify an applicant/volunteer from participating in the leadership, sponsorship or supervising of any activities or programs with minors. Moreover, no applicant accused of child abuse or neglect shall be approved for the above functions if an authorized governmental agency has made a finding of "indicated" or its equivalent (i.e., an investigation of suspected child abuse or neglect has revealed credible evidence that the abuse or neglect occurred) unless that finding is later overturned by the agency or a court on the ground that there is no credible evidence that the abuse or neglect occurred.

Any conviction for:

- Attempted first degree murder
- First degree murder
- Class X felony
- Indecent solicitation of a child
- Indecency with a child
- Indecent solicitation of an adult
- Public indecency or lewdness
- Prostitution
- Solicitation for a sexual act
- Soliciting for a prostitute
- Soliciting or on-line soliciting for a Juvenile Prostitute
- Pandering
- Keeping a place of prostitution
- Patronizing a prostitute
- Pimping



- Juvenile pimping and aggravated juvenile pimping
- Possession or promotion of child pornography
- Criminal sexual assault or rape
- Aggravated criminal sexual assault
- Predatory criminal sexual assault of a child
- Criminal sexual abuse
- Aggravated criminal sexual abuse
- Incest
- The sale, distribution, or display of harmful materials to a minor
- Employment harmful to children
- Abandonment or endangerment of a child
- Kidnapping or unlawful restraint

(b) For items other than those contained in 2.4.7(a), such circumstances as the particular conduct that led to the charge or conviction, the length of time since the charge or conviction, and the applicant's subsequent history will be carefully considered by the Executive Director to determine whether the candidate is presently qualified to serve.

(c) All information obtained regarding charges, or convictions will be reviewed by those approved by the By The Hand Club for reviewing applicant transcripts. Only qualified person(s) as designated by the By The Hand Club may review information obtained on the criminal history record transcript. While the word "conviction" in regards to criminal conduct is used herein, other dispositions including receiving probation or deferred adjudication would, at the least, require the applicant to disclose the underlying arrest or suspicion leading to being charged with the crime(s). In addition, those applicants who have had criminal charges dropped or dismissed, either due to lack of evidence, at the request of the victim or the victim's family, due to technical or legal deficiencies, or for any other reason, are still obligated to report the initial charges, allegations, or suspicion. Applicants need to report convictions, as well as, initial charges or investigation for allegations of abuse. Finally, it should be noted that while certain jurisdictions have limitations on how old a prior conviction can be before it is allowed to be used for punishment or impeachment purposes in a criminal proceeding, the By The Hand Club's inquiry is unrestricted and applies to instances in which the applicant has ever been alleged to be involved in abuse or neglect or other serious criminal activity, whether yesterday or fifty years ago.

2.5 Supervision of By The Hand Club Activities.

2.5.1 Risk assessment to determine appropriate level of supervision.

The Policy of By The Hand Club is to provide the degree of supervision appropriate to the level of risk presented by a particular program or activity. In determining the appropriate level of supervision, program and activity leaders should assess the degree of risk by identifying the risk factors. The risk of a particular program or activity depends on the following three risk factors: (1) isolation; (2) accountability; and (3) an imbalance in power and control. Risk can be reduced by reducing isolation; increasing accountability, and reducing the opportunity for the misuse of power and control.

2.5.2 Parental Consent

Parental consent to the participation of a minor in By The Hand Club must be obtained and documented (3.6A). Where children or youth are involved in offsite activities such as field trips, camping trips, or where activities held on premises during odd-hours or otherwise present increased risks, such as overnight lock-ins, an additional parental consent for participation in that particular activity, will be obtained (3.6B).

2.5.3 The two adult supervisor rule

To reduce unnecessary risks it is the Policy of By The Hand Club that programs and activities shall be supervised by at least two unrelated adults at least one of whom is 21 years of age or older. Only persons who are By The Hand Club Staff or Approved Volunteers may be used



to satisfy this two adult rule. This rule applies regardless of location and must be complied with even while children are in a motor vehicle with By The Hand Club Staff or Volunteers.

Unless otherwise expressly stated in this Policy, exceptions to the two adult supervisor rule require the approval of the Executive Director or the Senior Director of Operations. Exceptions will be approved only if substitute safeguards can be utilized to increase accountability and avoid inappropriate isolation in contacts between minors and adults in our programs and activities.

By The Hand Club staff and volunteer directors will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time.

Minors, at least twelve years of age but under 18 years of age, who have been members or regular attenders of a Bible-believing church for at least six months, may be assigned to assist at By The Hand Club under the direct and continuous supervision of Staff or Approved Volunteers. Such minors shall not have unsupervised contact with other minors in By The Hand Club programs and activities.

Visitors, including parents of children attending By The Hand Club, are not allowed in controlled areas while children are at By The Hand Club unless special permission is first obtained and registered by the Executive Director, the Senior Director of Operations or a Director. Unsupervised contact between visitors and children attending By The Hand Club shall be avoided.

To enhance its goals of reducing isolation; increasing accountability, and reducing the opportunity for the misuse of power and control, it is the Policy of By The Hand Club that programs and activities involving minors should be conducted in full view or potential full view of others. Thus, where practical, the door to any function room used by minors will contain a window. Where that is not practical the door will be left open, where that can be done consistent with maintaining a secure environment. If the door cannot be left open consistent with maintaining a secure environment, then the program or activity shall be moved to a location that has windows or where the door can be safely left open.

Children will go into the bathroom by themselves. If the child needs help, two adults who are Staff or Approved Volunteers will go into the bathroom. Restrooms and isolated locations adjacent to areas where programs and activities are conducted will be regularly monitored, when practical.

With offsite programs and activities, or where activities are held on-premises during odd-hours, or where activities otherwise present increased risks, part of the planning for such activities and programs will be to develop an appropriate supervision plan. Supervision plans that depart in any way from the two adult supervisor requirement for all events associated with such programs and activities will be submitted to the Executive Director or Senior Director of Operations for approval.

In the event that emergency or unexpected conditions require a departure from strict compliance with the above requirements, an unsupervised contact report must be filed using the form set forth at 3.7 within 24 hours and must include an explanation of why strict compliance was not practical. A copy of the report must be transmitted to the Executive Director or the Senior Director of Operations by the supervisor on the date it is received.

2.5.4 Participant Identification/Release of Children

All Staff and Approved Volunteers shall wear appropriate picture identification badges. At By The Hand Club many children arrive at and return to their homes on their own or are transported to and from their homes by By The Hand Club Staff and Approved Volunteers. In the event that By The Hand children are released into the custody of an adult, such children shall only be released to adults that have been authorized to receive them pursuant to a valid authorization signed by a parent with custody or a guardian.



2.6 Training and Updating

2.6.1 All employees and volunteers must be familiar with this Policy.

All persons who work with minors at By The Hand Club must be familiar with this Policy. To obtain and maintain this familiarity, all such persons must review this Policy prior to their hiring as Staff or approval as volunteer workers and at least once per year thereafter. Documentation of this review (3.11) will be maintained in the Secure Files. Similar documentation will be created and retained for By The Hand Club Staff.

Any Approved Volunteer who fails to complete a documented review will be automatically suspended from their status as an Approved Volunteer and shall not be used as an Approved Volunteer during their suspension. If within six months after their automatic suspension the volunteer fails to complete a documented review of this Policy, the volunteer will be removed as an Approved Volunteer. A volunteer that has been removed from the list after six months but not before one year can be restored after personal references are updated and checked. After one year, a volunteer who has been removed from the list can be restored only by completing the application and screening process applicable to new volunteer applicants. All Approved Volunteers must participate in training requested by the Executive Director.

Training materials to be used in assisting By The Hand Club staff and volunteers in identifying and reducing risks associated with programs and activities involving minors may be obtained by contacting the Executive Director.

2.6.2 Efforts Required to Keep Policy Current

The Executive Director will review this Policy on an annual basis and report to the Board of Directors regarding any necessary revisions to achieve legal compliance and to better achieve the purposes of this Policy.

2.6.3 Acknowledgment

I, the undersigned volunteer/applicant acknowledge that I have been provided a copy of this Child Protection Policy. I have read and understood it and agree to abide by its terms. I know no reason why I would be unsuited or unqualified to serve as a volunteer in By The Hand Club and state that I am qualified to serve as a volunteer. I have no prior incidents or criminal history that I have not reported to By The Hand Club. I agree to promptly notify By The Hand Club should there be any change in my circumstances which would call into question my suitability to serve as a volunteer.

Signature: _____ Date: _____