

Protecting Today's Child



CEF[®] USA Ministries
Child Protection Policy

Protecting Today's Child Manual

Version 1.1



Since 1937

CEF
CHILD EVANGELISM
FELLOWSHIP[®]

Reaching children worldwide[™]

PO Box 348, Warrenton, MO 63383
(636) 290-8163 or 800-300-4033

The purpose of Child Evangelism Fellowship® is to evangelize boys and girls with the Gospel of the Lord Jesus Christ and to establish (disciple) them in the Word of God and in a local church for Christian living. We recognize the privilege and the responsibility this brings to all involved in our organization.

In today's society child abuse and child abuse accusations occur frequently. This is a sad fact of life. It is also a fact that those who would hurt children will seek affiliation with Christian ministries to gain access to children. We cannot be satisfied until we have done all we can to protect the children from being harmed in any way. We must also do all we can to protect our workers and volunteers from false accusations.

We in CEF® 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 guidelines and procedures in place that will provide peace of mind to parents, children and workers.

The purpose of USA Ministries' Child Protection Program is to protect children who attend any USA *Child Evangelism Fellowship* ministry function and workers who are minors from the possibility of abuse and assist the child who is being abused to find needed help. This program is also designed to protect *CEF* and the workers from false accusations.

POLICY

The USA Child Protection Policy was approved by the International Board of Trustees on September 20, 1996 and revised May 18, 2006, January 29, 2007, May 11, 2007.

Child abuse is defined as 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 must be taken:

1. Volunteers (who come in contact with minors), paid staff and board/committee members must be screened by interview prior to serving with Child Evangelism Fellowship®.
2. All workers (paid and volunteer) must be trained in the Child Protection Policy by hearing or viewing a USA Ministries *Protecting Today's Child* presentation.
3. All workers (paid and volunteer) must read, understand and sign a statement agreeing to follow the policies and procedures concerning child protection and reporting as prescribed by USA Ministries.
4. Children should not be left unsupervised while in our care.
5. Two CEF® workers (paid or volunteer) must be present at any CEF activity or ministry setting where children are present.
6. Even when ministry to children is not taking place, an additional adult or minor must be present when two workers are together and one is a minor, unless the minor's parent has signed a waiver.
7. All rooms used by adults and minors together must be accessible (no locked doors) and with open visibility (a window in the door or the door left wide open).
8. Supervisory personnel must make random visits of CEF sponsored activities.

9. Overnight activities sponsored by CEF involving minors must be approved by the local or state director and the local committee or state board.
10. All suspicious or inappropriate behavior between a CEF worker (paid and volunteer) and a minor must be reported to supervisory staff and investigated immediately.

Unless specified the following must be completed for volunteers who come in contact with minors, for paid staff and board/committee members:

- a. Confidential Screening Form.
- b. Request for Background Check Authorization.
- c. Conduct criminal background check.
- d. Conduct personal interview.
- e. Review *Protecting Today's Child* presentation.
- f. Read Child Protection Policy.
- g. Check personal and church references from Confidential Screening Form (for all paid staff, camp and overnight activities staff).

Criminal Background Check Requirements

- Volunteers (15 years old and older)
 - Minimum requirement
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - Social Security Number Address History Trace
 - If your legal jurisdiction requires more, you must also comply with their requirements.
 - Volunteers must show a government issued ID (e.g., driver's license).
- Staff (15 years old and older)
 - Minimum requirement
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - SSN Address History Trace

- State check for all addresses in past five years

Criminal Background Check Screening Rules

Check reference in cases where the applicant has a criminal record or other red flag that does not necessarily disqualify them from participation in CEF Ministries.

The following would prevent a person from working with *CEF*:

- Any crime against children. No exemptions will be granted.
- Any sex crime of any type. No exemptions will be granted.
- Any felony convictions. Exemptions require the approval of the district director or associate director.
- Exemption reports must be filed with the vice president of USA Ministries.

Rescreening Requirements

- The background check must be rerun for any workers who have not been active within one year.
- Every five years a background check must be rerun and at least one reference must be contacted.
- It is recommended that the *Protecting Today's Child* presentation be viewed once per year.
- For a worker transferring to another area, the Screening Procedure Checklist with the transfer information completed needs to be obtained from his former location. If the background screening was conducted more than five years prior, the transferred worker should be processed as you would a new worker.

Ensuring Compliance

- The local committee chairman is responsible for ensuring compliance with the Child Protection Policy within his local chapter. Each year the local

committee chairman will validate compliance by signing the Child Protection Policy Compliance Verification Form and sending it to the state board chairman.

- The state board chairman is responsible for ensuring compliance with the Child Protection Policy yearly, within his state. Yearly, the state board chairman will confirm compliance by signing the Child Protection Policy Compliance Verification Form for the state and sending it to USA Ministries.
- USA Ministries will monitor to ensure 100% compliance with this policy.

Reporting Obligations

When anyone who is employed by Child Evangelism Fellowship® has reasonable suspicion that a minor is being abused by a *CEF* employee or volunteer, or is himself accused, or someone whose action would reflect on *CEF* is accused, the following action must be taken:

- **Call USA Ministries as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.**
- 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.
- USA Ministries will give counsel regarding the future ministry of the accused staff member or volunteer.

WARNING: Failure to follow reporting procedures of USA Ministries may result in termination of all *CEF* workers responsible in this reporting process.

Notwithstanding any statement herein, all *CEF* staff and volunteers shall fully abide by all state child abuse reporting requirements.

PROCEDURES

The following are step-by-step procedures, forms and templates that will help to ensure compliance with the USA Child Protection Policy.

Screening New CEF Workers -----

When processing a candidate, use the *Screening Procedure Checklist* (page 10).

1. Receive a completed Confidential Screening Form (page 9).
2. Receive a completed request for Background Check Authorization (page 10).
3. Conduct a background check as provided.
4. Conduct a personal interview (see sample interview questions on page 11).
5. Provide a copy of “Protecting Today’s Child” presentation or instruct candidate to call 1-866-878-4182 to listen to the presentation.
6. Provide a copy of the Child Protection Policy.
7. Check personal and church references on Confidential Screening Form (paid staff, camp and overnight volunteers only). The form collects four references and at least two references need to be checked.
8. Evaluate the results of reference checks and the background check. If the potential worker is eligible, invite him/her to work with *CEF*. If the interested party is found not to be eligible, provide him/her with a copy of the Background Screening Report and explain the *CEF* policy.
9. Send a packet containing all of the worker’s paperwork, references, background check documents and notes to the state office or other state board approved location for storage.
10. All child protection documents will be filed in a safe, secure place. All records must be treated in a confidential manner.

Reporting Suspected Child Abuse -----

When *CEF* volunteers or *CEF* staff are suspected:

1. A volunteer who suspects abuse shall report the suspicion to a *CEF* staff member and shall also comply with legally mandated reporting requirements.
 - a. All suspicious or inappropriate behavior must be reported to a *CEF* staff member.
 - b. A volunteer who suspects that a minor has been abused by anyone must report the possible abuse to a *CEF* employee immediately. (If the staff member that you would normally report to is suspected, call USA Ministries.)

- c. Upon consultation with staff members concerning laws within your state, report to the appropriate authorities if the situation warrants.
- 2. Staff members shall:
 - a. Take all allegations seriously.
 - b. Complete USA Ministries Child Abuse Report Form (page 13 or R-9 in Organizational Manual)
 - c. Call USA Ministries at **(636-290-8163 or 1-800-300-4033)** within 24 hours of the time that the incident becomes known, and fax the USA Ministries Child Abuse Report Form to the designated number.
 - d. USA Ministries will give counsel.
 - e. Notify your next higher office of the incident and document all telephone calls and written correspondence.
 - f. Comply with any legal, mandated reporting requirements.
 - g. Gather all applications, screening forms, etc. of the accused.
 - h. Any person suspected of child abuse will be removed from duties involving direct contact with minors until USA Ministries concludes an investigation.
 - i. In the event of press inquiries, parties shall take counsel with the next higher office which must approve any press release. Be careful to safeguard the privacy and confidentiality of all involved. See the sample on page 11.

Non-Citizens Applying to Serve in USA -----

- 1. Short-term, full-time CEF workers who are approved according to USA Organizational Manual policy 200.2.7 to visit the USA, do not need to complete USA CPP screening to minister to children in the USA.
- 2. Documented non-citizens (non-CEF staff) who come for the purpose of *short-term* volunteering, must submit screening records from their country of residence or written documentation from a CEF national worker giving (a) verification of screening or (b) clearance to serve in CEF ministry.
- 3. Documented non-citizens who come for the purpose of *permanently* volunteering or employment in CEF, must undergo full CPP screening. If unable to complete CPP screening procedure, individual must request an exemption.
- 4. Undocumented non-citizens (volunteers only) unable to complete CPP screening must apply for an exemption

Citizen Serving Outside Home Area -----

- 1. A paid CEF staff member visiting outside his home area who has been screened according to CEF standards does not require rescreening. Volunteers must be rescreened or previous screening must be verified.

Keeping Records -----

The state board is responsible for the security and confidentiality of Child Protection Policy records. All records must be permanently maintained in a locked, confidential file, located in a secure place determined by the state board. Employees/volunteers may have a copy of their records released using a Permission to Transfer Screening Information Form.

Any questions dealing with procedures for handling child abuse or child abuse accusations may be referred to *Child Evangelism Fellowship* USA Ministries at **636-290-8163 or 1-800-300-4033**.

SAMPLE PRESS RELEASE STATEMENT

The children of America are our country's most precious resource. The future of this nation rests upon their development and potential. Any form of child abuse endangers that future and shatters the innocence and purity of childhood.

The Board of Trustees of *Child Evangelism Fellowship*[®] believes that God has given us a stewardship of caring for the souls of children. We have taken steps as an organization to protect every child involved in our ministry.

We will work with the law enforcement agency in this area to determine the truth concerning this situation. Our prayers are that the investigation will reveal the truth and justice will be served.

SCREENING PROCEDURES CHECKLIST

Child Evangelism Fellowship® Child Protection Policy

All Paid Staff and Volunteers

This completed checklist ensures that the procedures of the Child Protection Policy have been completed and will be used to transfer screening clearance information between various offices of CEF® without duplicating the process. It will also allow the confidentiality of the screening information to be maintained.

Name _____

COMPLETION	
<u>DATE</u>	<u>INITIAL*</u>
_____	_____ 1. Confidential Screening Form completed.
_____	_____ 2. Request for Background Check Authorization completed.
_____	_____ 3. Criminal Record Check conducted.
_____	_____ 4. Interview completed.
_____	_____ 5. "Protecting Today's Child" presentation viewed or listened to.
_____	_____ 6. Child Protection Policy read.
_____	_____ 7. Personal and church references investigated (paid staff, camp and overnight volunteers only).

Supervisor's Signature _____ Date Completed

Position

* Initials of authorized personnel certifying that this part of the screening procedure is complete.

For Transfer of Information Only _____

To the best of my knowledge the above screening information is correct.

Signature _____ Date _____



CONFIDENTIAL SCREENING FORM

Child Evangelism Fellowship Inc.

This screening form is to be completed by applicants for any position, paid or volunteer, involving CEF[®] ministries and will be used to help CEF provide a safe and secure environment for children. This is not an employment application. Anyone interested in employment by CEF will also need to complete an employment application form.

Date _____

(Please Print) If explanatory notes are needed, please attach separate sheet and number to correspond with question.

Applicant's Name (last, first, middle) <input type="checkbox"/> <i>Identity confirmed with a photographic identification.</i>		Sex	Date of Birth Mo. Day Year	
Social Security Number	Maiden Name	All Nicknames and Alias		Telephone ()
Present address (Street, Apt #, City, State, Zip)				County
Previous Addresses (for past 5 years) 				
Please explain briefly your conversion experience? 				
Have you ever been convicted of a crime? <input type="checkbox"/> Yes (If yes, please explain.) <input type="checkbox"/> No				
Have you ever been accused of child abuse? <input type="checkbox"/> Yes (If yes, please explain.) <input type="checkbox"/> No				
List any experience that has prepared you for children's ministries. 				
References (pastor or church leader and personal, not a relative or previous employer)				
NAME CHURCH ADDRESS TELEPHONE () EMAIL		NAME RELATIONSHIP ADDRESS TELEPHONE () EMAIL		
NAME RELATIONSHIP ADDRESS TELEPHONE () EMAIL		NAME RELATIONSHIP ADDRESS TELEPHONE () EMAIL		

Background Check Authorization

Release Authorization:

1. In connection with my future involvement as a staff member or a volunteer working with children, I understand that CEF® will conduct a background check to determine my ability to minister in this role. It may include information concerning my character, work habits, performance and any court records that may have a bearing on my job responsibilities.

2. I acknowledge that a telephonic facsimile (fax) or photocopy shall be as valid as the original.

3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, church or non-profit organization, reference, or insurance company contacted by CEF or its consumer reporting agency or its agents, to furnish the information described above.

4. I understand that if any of those records contains information which is used to deny my employment in Child Evangelism Fellowship®, I will be notified of my rights and where I can obtain a copy of the information.

By signing below, you hereby release *Child Evangelism Fellowship* and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any liability for damages of whatever kind, which may at any time result to you, your heirs, family, or associates because of compliance with this authorization and request to release information. You may be contacted as indicated below. A copy of this authorization (if not previously destroyed in accordance with record retention policies) will be given to you, provided you request it in writing.

The information contained in this screening form is correct to the best of my knowledge. I authorize any references listed on this application to give you any information (including opinions) they may have regarding my character and fitness for children’s work. I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

As a volunteer or paid worker for Child Evangelism Fellowship Inc. I agree to abide by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on its behalf.

I have read the Child Protection Policy and viewed the “Protecting Today’s Child” presentation OR listened to the 11-minute audio on the phone – 1-866-878-4182 and agree to follow the policies and procedures in handling any child abuse situations that may arise.

I further state that I have read carefully the foregoing release and know the contents thereof. This is a legally binding agreement which I have read and understand.

Applicant’s Signature	Date
Parent’s Signature (If applicant is a minor)	Date
Witness	Date

All information acquired will be used within the *Child Evangelism Fellowship* organization as it pertains to employment or volunteer work with children unless signified otherwise in writing upon completion of this form.

A different form may be required by the reporting agency or state government agency you are using.

Please return all paperwork to the following address:

Sample
Interview Questions for Staff and Volunteers

1. Why are you interested in being involved in this capacity?

2. Share with me any previous experience you have had in working with children.

3. Describe any painful life experiences you had as a child/minor which may hinder you from a productive ministry with children?

4. Is there anything that would call into question your being entrusted with the supervision, guidance and care of children or young people? If yes, please explain.

5. Have you ever been accused or convicted of child abuse?

Interviewer's Name _____ Date _____

Interviewer's Position in CEF _____

Sample Telephone Reference Check

Applicant: _____ Applicant Phone: _____

Sample Calling Script:

Hello. My name is _____ and I am the Child Evangelism Fellowship© worker in _____
_____ (this area, chapter name, etc). _____ (Person) has given me your name as a reference. She/He
desires to work with children in our organization as _____ (Position).

- Is there anything that would call into question (Person) _____ being entrusted with the supervision, guidance and care of children or young people? If yes, please explain.
- Do you know if (person) has ever been accused or convicted of child abuse?

(Write a brief summary of person's answer to question above. Then sign and date the making of this call.)

Reference #1: Name _____ Phone # _____

Signature _____ Date _____

Reference #2: Name _____ Phone # _____

Signature _____ Date _____

Reference #3: Name _____ Phone # _____

Signature _____ Date _____

Reference #4: Name _____ Phone # _____

Signature _____ Date _____

Child Evangelism Fellowship® Statement of Faith

WE BELIEVE -

That “All Scripture is given by inspiration of God,” by which we understand the whole book called THE BIBLE; that it is inerrant in the original writing and that its teaching and authority are absolute, supreme and final. That the Holy Spirit guided the holy men of old in all that they wrote. 2 Timothy 3:16; Deuteronomy 4:2; 2 Peter 1:21

The Godhead eternally exists in three persons, the Father, the Son and the Holy Spirit. These three are one God, having the same nature, attributes and perfection. Romans 1:20; Matthew 28:19; Deuteronomy 4:35; John 17:5

In the personality and Deity of the Lord Jesus Christ, begotten of the Holy Spirit, born of the virgin Mary, truly God and truly man. John 1:1, 14; 10:30; Matthew 1:20; Luke 1:30,31; Philippians 2:5-7; 1 Timothy 3:16; Colossians 1:19

In the personality and Deity of the Holy Spirit, the source and power of all acceptable worship and service, the infallible interpreter of the infallible Word, who indwells every true believer, and is ever present to testify of Christ, seeking to occupy us with Him and not with ourselves or our experiences. John 15:26; Acts 5:3-4; 1:8; Romans 8:26-27; 1 Corinthians 2:12,14; Romans 8:9; 1 Corinthians 3:16; 12:13; John 16:13-14

That man was created in the image of God, after His likeness, as stated in the Word of God, but the whole human race fell in the fall of the first Adam. Not only was his moral nature grievously injured by the fall but he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil. “The carnal mind is enmity against God; for it is not subject to the law of God, neither indeed can be. So then, they that are in the flesh cannot please God” (Romans 8:7,8). Therefore, he cannot see nor enter the kingdom of God until he is born again by the Holy Spirit. That no degree of reformation however great, no attainment in morality however high, no culture however attractive, no humanitarian and philanthropic schemes and societies however useful, no baptism or other ordinance however administered, can help the sinner to take even one step toward Heaven; but a new nature imparted from above, a new life implanted by the Holy Spirit through the Word is absolutely essential to salvation. Genesis 1:26-27; Romans 5:12; Ephesians 2:1-3; John 3:3,6,7; Titus 3:5

That Jesus Christ became the sinner’s substitute before God, and died as a propitiatory sacrifice for the sins of the whole world. That He was made a curse for the sinner, dying for his sins according to the Scriptures; that no repentance, no feeling, no faith, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church can add in the very least to the value of the precious blood or to the merit of that finished work wrought for us by Him, who tasted death for every man. 1 John 2:2; Hebrews 2:9; Galatians 3:13; Romans 3:25; 4:4-5; 5:8; Colossians 1:13-14,20-21

In the resurrection of the crucified body of Jesus Christ; that His body was raised from the dead according to the Scriptures, and that He ascended into Heaven and sitteth on the right hand of God as the believer’s high priest and advocate. Luke 24:39; Acts 1:10-11; Ephesians 4:10; Hebrews 1:3; 1 John 2:1

That Christ in the fullness of the blessings He has secured by His death and resurrection is received by faith alone and that the moment we trust in Him as our Savior we pass out of death into everlasting life, justified from all things, accepted before the Father according to the measure of His acceptance, loved as He is loved and made one with Him. At the time of acceptance of Christ as Savior, He comes to dwell within the believer and to live out His life of holiness and power through him. Hebrews 9:15; John 5:24; Romans 3:28; 4:3,23-25; Ephesians 1:3; John 17:23; Galatians 2:20; 4:6-7; 5:16; Acts 1:8

That the Church is composed of all those who truly believe on the Lord Jesus Christ as Savior. It is the body and bride of Christ. That every believer, whether Jew or Gentile, is baptized into the body of Christ by the Holy Spirit, and having thus become members of one another we are responsible to keep the unity of the Spirit in the bond of peace, rising above all sectarian prejudices and denominational bigotry and loving one another with a pure heart fervently. Ephesians 1:22-23; 2:19-22; 1 Corinthians 12:22-27; 1:10-13; Romans 12:4-5; Ephesians 4:3-6; 5:32; Philippians 2:1-5; Galatians 5:13-15

That all believers in our Lord Jesus Christ are called into a life of separation from worldly and sinful practices, and should abstain from such amusements and habits as will cause others to stumble, or bring reproach upon the cross of Christ. Believers are created in Christ Jesus unto good works. “As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith” (Galatians 6:10). 1 John 2:15-16; Romans 13:14; 14:13; 1 Corinthians 10:31; Ephesians 2:10

In the evangelization of the world, that the supreme mission of the people of God in this age is to preach the Gospel to every creature. That special emphasis should be placed upon the evangelization of children. Mark 16:15; 2 Corinthians 5:18-19; Matthew 18:14

In the personal return of our Lord and Savior Jesus Christ, that the coming again of Jesus Christ is the “blessed hope” set before us, for which we should be constantly looking. “Our citizenship is in Heaven from whence we look for the Savior, the Lord Jesus Christ” (Philippians 3:20). Acts 1:11; 1 Thessalonians 4:16-17; John 14:1-3; Titus 2:13; Philippians 3:20-21

That the souls of those who have trusted in the Lord Jesus Christ for salvation do at death immediately pass into His presence, and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body reunited shall be with Him forever in glory. Luke 23:43; 2 Corinthians 5:8; Luke 16:22,25; Philippians 1:23; 1 Thessalonians 4:15-18

That the souls of the lost remain after death in misery until the final judgment of the great white throne, when soul and body reunited at the resurrection shall be cast “into the lake of fire” which is “the second death,” to be “punished with everlasting destruction from the presence of the Lord, and from the glory of His power” (2 Thessalonians 1:8-9). Luke 16:22-23,27-28; Hebrews 9:27; Revelation 20:5,11-15; 2 Thessalonians 1:7-9

In the reality and personality of Satan, “that old serpent, called the devil, and Satan, which deceiveth the whole world” (Revelation 12:9). Ephesians 6:11-12; 1 Peter 5:8; Revelation 20:10

Doctrinal Protection Policy

Adopted by CEF[®] International Board of Trustees
May 6, 2002

Child Evangelism Fellowship[®] continues in its commitment to its Statement of Faith, which embodies the non-negotiable and historic beliefs of evangelical Christians.

Within the community of evangelical believers various distinctives exist which do not prevent our fellowship in the Lord and our effectiveness as child evangelists.

We therefore resolve that *CEF* workers are qualified by their unreserved commitment to CEF's Statement of Faith and their further commitment in all *CEF* activities to refrain from teaching or otherwise advocating doctrinal distinctives either contrary to or in addition to the Statement of Faith.

Child Evangelism Fellowship Worker's Compliance Agreement

Recognizing the spiritual need of boys and girls in our community and around the world, I would like to assist in the work of *Child Evangelism Fellowship (CEF)*.

I understand that *CEF* is without specific denominational affiliation, and have read the Statement of Faith and *CEF* Doctrinal Protection Policy. In becoming a coworker with *CEF*, and in order to protect the ministry, I agree not to propagate or practice in *CEF* ministries any distinctive or controversial doctrines, methods and practices that would go beyond the *CEF* Statement of Faith and the approved *CEF* curriculum. These would include but not be limited to such things as modes of baptism, alteration of the Gospel message, speaking in tongues, interpretation of Scripture by experience, healing on demand, etc. I understand that anyone who does not adhere to this agreement cannot serve with *CEF* as paid staff or volunteer.

In teaching Bible lessons in core *CEF* programs I will use exclusively materials approved by *CEF*.

In offering my services I trust the Lord to make me a faithful servant, and should problems arise between *CEF* and me that cannot be fully reconciled, I will quietly withdraw to preserve the harmony essential to having an effective Christian witness.

By signing below, I indicate:

- a) My agreement with the Statement of Faith and that
- b) I will abide by the above Worker's Compliance Agreement, and that
- c) I will abide by the policies of CEF as long as I am actively involved.

Signed _____ Date _____

Address _____ Church Affiliation _____

Permission to Transfer Screening Information

I hereby authorize Child Evangelism Fellowship® to transfer a copy of the following screening materials:

- Confidential Screening Form
- Criminal Background Check
- Reference Information

to: Name _____

Address _____

City/State/Zip _____

I hereby release *Child Evangelism Fellowship* of all liability for the materials which I am authorizing to be transferred.

Name of Volunteer/Applicant/Employee

Date



CEF[®] USA CHILD ABUSE REPORT FORM

A PERSON GIVING REPORT	NAME/TITLE		
	CHAPTER/ADDRESS		
	CITY	STATE	ZIP CODE
	PHONE ()		HOME PHONE ()
	DATE OF REPORT		TIME
B VICTIM	NAME		
	ADDRESS		PHONE NUMBER ()
	CITY	STATE	ZIP CODE
	DATE OF BIRTH		SEX
C PARENTS	NAME		
	ADDRESS		
	CITY	STATE	ZIP CODE
	HOME PHONE ()		BUSINESS PHONE ()
	HOME PHONE ()		BUSINESS PHONE ()
D INCIDENT INFORMATION	(PLEASE BE SPECIFIC; USE EXTRA PAPER IF NEEDED.)		
	DATE OF INCIDENT		TIME OF INCIDENT
	PLACE OF INCIDENT		
	NAME OF ACCUSED		
	ADDRESS		PHONE NUMBER ()
	CITY	STATE	ZIP CODE
	POSITION IN ORGANIZATION		
	TYPE OF ABUSE: (CHECK ONE OR MORE) PHYSICAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> OTHER <input type="checkbox"/>		
	NARRATIVE DESCRIPTION:		
	E OTHERS	PEOPLE PRESENTLY NOTIFIED OR AWARE OF INCIDENT: (CHECK ONE OR MORE)	
PARENTS <input type="checkbox"/>		STATE AGENCY <input type="checkbox"/>	ATTORNEY <input type="checkbox"/> OTHERS <input type="checkbox"/>
WHO ARE THE OTHERS NOTIFIED OR AWARE OF INCIDENT?			
F	REPORT TAKEN BY		
	PHONE ()		SIGNATURE
	CONTACT CEF-USA CHILD PROTECTION PERSONNEL IMMEDIATELY AT 636-290-8163		

Child Protection Policy Compliance Verification Form (Local Chapter Form)

This form must be submitted annually to the state board by May 15.

The following areas have been fully instituted for all paid staff, committee/board members and volunteers who have contact with minors according to the Child Protection Policy of USA Ministries.

- Received a completed employment application form (paid staff only).
- Received a completed Confidential Screening Form.
- Received a completed request for Background Check Authorization.
- Conducted a background check through appropriate agency.
 - Minimum Requirements
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - SSN Address History Trace
 - County check for all addresses in past five years (paid staff only)
 - If your government jurisdiction requires more, you must also comply with their requirements
- Conducted a personal interview.
- "Protecting Today's Child" presentation viewed or listened to.
- Child Protection Policy read.
- Checked personal and church references on Confidential Screening Form (paid staff, camp and overnight volunteers only).

Local Chairman Signature _____ Date _____

Print Name _____

Chapter _____

Child Protection Policy Compliance Verification Form (State/Metro Form)

This form must be submitted annually to USA Ministries by May 31.

All paid staff, committee/board members and volunteers who have contact with minors under the ministry of this state/metro have been fully screened according to the Child Protection Policy of USA Ministries.

- Received a completed employment application form (paid staff only).
- Received a completed Confidential Screening Form.
- Received a completed request for Background Check Authorization.
- Conducted a background check through appropriate agency.
 - Minimum Requirements
 - National Criminal Database Search
 - National Sex Offender Registry Search
 - SSN Address History Trace
 - County check for all addresses in past five years (paid staff only)
 - If your government jurisdiction requires more, you must also comply with their requirements
- Conducted a personal interview.
- "Protecting Today's Child" presentation viewed or listened to.
- Child Protection Policy read.
- Checked personal and church references on Confidential Screening Form (paid staff, camp and overnight volunteers only).

State Board Chairman Signature _____ Date _____

Print Name _____ State _____