

Adopted August 16, 2022

1) Introduction

The First Presbyterian Church of Cranbury Child, Youth, and Vulnerable Adult Protection Policy was approved by Session to establish a proactive policy to maintain a safe environment for children, youth, and adults at activities sponsored by the First Presbyterian Church of Cranbury. The congregation of First Presbyterian Church of Cranbury supports principles of SafeConduct¹, which include individual responsibility to fulfill the highest standards of personal conduct toward others and to lead and guide the congregation in fulfillment of the standards set by our Christian faith.

Every member of the Congregation, whether pastoral staff, leader, lay staff, volunteer or parent, has a role to lead those who look to them individually for guidance, to monitor their behavior and redirect them as they cross boundaries of SafeConduct. Our congregation shall nurture good conduct as demonstrated by personal behaviors that are consistent with our Christian values.

2) Definitions

Adult - Persons aged eighteen years and older.

Child or **Children** - Persons from birth through fifth grade.

Youth - Persons from sixth grade through and including age seventeen, as well as any youth who turns eighteen during the school year, *i.e.*, September through August.

Minor – Persons under age eighteen.

Vulnerable Adult - Any person eighteen years old or older without the developmental or cognitive capacity to consent.

Pastoral staff - Includes any person who is admitted to ministry by PC (USA), who serves the congregation in any capacity whether called as pastor, pastoral associate or serving in a retired, emeritus, administrative, or volunteer capacity.

Employee – Any lay staff employed by the First Presbyterian Church of Cranbury on either a full time or part-time basis or as a contractor.

Volunteer - Any person, who is not pastoral staff or an employee who participates at any level on church-sponsored events or activities involving children and/or youth. This includes chaperones who accompany Minors to and during meetings, events, and activities covered by this Policy.

Designated Person – The Senior Pastor, acting as Head of Staff, has been appointed by Session to be responsible for responding to any reports or accusations of questionable or inappropriate behavior toward children, youth, or vulnerable adults that occur in or on church-owned premises or at any church-sponsored activities and insuring all appropriate and legally required action has

¹ While many churches use terms such as “safe church”, “safe sanctuary” or similar terms for their policies, we have adopted throughout the policy template the term SafeConduct™. Our strategy is to focus less on a fortress place and more on the importance of personal behavior and personal responsibility in abuse prevention. SafeConduct™ is a trademarked term, owned by the Insurance Board of the Presbyterian Church (USA).

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been taken. For the purposes of this policy, the Designated Person is the “Mandated Reporter” required by the State of New Jersey law to report suspected abuse to law enforcement or child welfare agencies.

Unrelated Adult – References to “unrelated adults” in this policy mean those who meet the definition of an “adult” and are not a sibling, spouse, domestic partner, parent, child, or anyone who would be considered a family member, and who do not live in the same residence.

3) Scope

This policy aims to prevent all child, youth, or vulnerable adult abuse, including sexual abuse. As defined in the Book of Order: “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position.” (*Book of Order, D-10.0401c*).

The First Presbyterian Church of Cranbury (the “*church*”) will not tolerate any act or failure to act that results in the physical, sexual, or emotional mistreatment, neglect, or exploitation of a child, youth, or vulnerable adult. It also forbids any use of technology that results in the harassing or abusing of a child, youth, or vulnerable adult. This includes using technology to send suggestive messages and images to a child, youth, or vulnerable adult. At no time shall any adult working with children, youth, or vulnerable adults pursue a dating, sexual, or romantic relationship with a child, youth, or vulnerable adult in person or through technology or social media.

Because offenders often violate policies to gain access to youths, when everyone knows and understands policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

We are dedicated to a policy of open communication and education for the benefit of the children, parents, vulnerable adults, and guardians we serve. They are entitled to know what to expect of our ministries, the Ministers who serve them, and to know the related policies and procedures created to protect the respective ministry constituencies. Constituencies include the children, the parents, the vulnerable adults, the guardians, and the Ministers. This entire policy shall be posted on the First Presbyterian Church of Cranbury website, [www.cranburypres.org] and shall be distributed to event organizers and leaders.

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4) Reporting Procedures

i) Obligation to Report

Because the church is dedicated to maintaining zero tolerance for abuse, it is imperative that everyone actively participates in the protection of children, youth and vulnerable adults. In the event that pastoral staff, employee, or volunteer observe any suspicious or inappropriate behaviors and/or policy violations on the part of others, it is their personal responsibility to immediately report their observations. Remember, at the First Presbyterian Church of Cranbury, these policies apply to everyone.

ii) Reporting Steps

Guidelines for Response to Suspicious or Inappropriate behaviors and/or Policy Violations

- Interrupt the behavior.
- Report the behavior to the Designated Person.
- If you are not comfortable making the report directly, make it anonymously.
- If the report is about pastoral staff or an employee, contact the Senior Pastor or the chair of the P&A Committee. Reports about the Senior Pastor, or anyone related to the Senior Pastor, should be made to the chair of the P&A Committee.
- Document the report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

iii) If the alleged abuser is a member of a congregation of the First Presbyterian Church of Cranbury, the Designated Person should be notified according to the provisions of D-10.0101 of the *Book of Order*.

- (1) Anyone suspecting or having knowledge of a violation of child abuse shall report such violation to the Designated Person and the State of New Jersey Protective Services (see Appendix 5). The Designated Person will report child abuse promptly to local law enforcement and appropriate state authorities. Any Child or Youth who suspects or has knowledge of any type of Minor abuse is invited to share the knowledge with any adult leader. Anyone who has knowledge or suspicion of Child/Youth abuse should be made aware that state law requires the immediate reporting of such abuse to the civil authorities. Any adult leader should report such violation to the Designated Person. Any other person receiving information under this paragraph shall share that information immediately with the Designated Person. If the person is in immediate danger, call **911**.
- (2) The church will publicize a procedure for reporting any incidents involving violations of any church policies and prohibited actions. Incident reports shall be completed by any adult leader receiving information under this paragraph. These reports shall be provided to the Designated Person. A copy of an Incident Report is included in Appendix 1.
- (3) If the alleged abuser is a minister of the Word and Sacrament (Teaching Elder) in the PC(USA), a report shall be made to the Stated Clerk and the Moderator of the Committee on Ministry (for a member of the Presbytery of the Coastlands), or the Stated Clerk of the presbytery of membership, according to the provisions of D-

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10.0101.

- (4) Once civil authorities have been contacted, the church's insurance carrier shall also be notified. The Stewardship & Finance Committee may assist with the insurance company.

5) Immediate Response to Suspected Abuse or Neglect Against a Child, Youth, or Vulnerable Adult at a Church Event

As required by mandated reporting laws, the Designated Person must report any suspected abuse or neglect of a youth—whether on or off church property or whether perpetrated by employees, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice.

In addition to reporting to state authorities, pastoral staff, employees, and volunteers are required to report any suspected or known abuse of youths perpetrated by pastoral staff, employees, or volunteers directly to the Designated Person so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the Designated Person.

Additional Guidelines for Response to Incidents or Allegations of Abuse

- i) Interrupt the behavior immediately. If the abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- ii) Protect the alleged victim from intimidation, retribution, or further abuse.
- iii) Provide immediate medical attention as the situation demands
- iv) Immediately report the allegation or incident to the Designated Person (based on mandatory reporting requirements).
- v) Complete an incident report, a sample of which is in Appendix 1 of this policy. Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. State only the facts.
- vi) It is not your job to investigate the incident, but it IS your job to report the incident in a timely manner.
- vii) Check back to make sure appropriate steps were taken. If not, report again to your supervisor, the event organizer or the Designated Person.

The thought that one youth may sexually abuse another youth does not occur to many people. Unfortunately, abuse between peers has increased 300% in the past few years. Youth-to-youth sexual activity and sexualized behaviors often remain unreported in organizations because pastoral staff, employees, and volunteers are not comfortable documenting these situations, or may not know how. Most serious incidents of youth-to-youth abuse are preceded by more subtle incidents such as name-calling, taunting, or roughhousing. Interrupting these interactions early and establishing and communicating standards of conduct can keep the program environment safe. The First Presbyterian Church of Cranbury recognizes that the following interactions are high risk and should be prohibited:

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Prohibited Youth-to-Youth Interactions

- Hazing
- Bullying
- Derogatory name-calling
- Games of Truth or Dare
- Singling out one child for different treatment
- Ridicule or humiliation

Responding to Victims

In the event of cases of reportable abuse, the policy of the First Presbyterian Church is to be responsive to the needs of victims within the constraints or obligations imposed under insurance contracts. In general, we will attend to the immediate needs of victims by providing support and pastoral care.

Once civil authorities have been contacted, the church's insurance carrier shall also be notified. The Stewardship & Finance Committee may assist with the insurance company.

Notification of Parents

A minor child may be party to an incident either as an initiator or as the victim. Whether a child is initiator or victim may not be clear in all circumstances, such as a child-on-child incident. And violation of policy does not necessarily create a victim. While notification of parents of such circumstances may be warranted, utmost care in communication is required.

While communicating with a parent, and being mindful of the importance of timely communication, care shall be given to assessing:

- The specific facts;
- Whether a disciplinary or termination process is required;
- Whether a child should be dismissed from a program (requiring notification of other parents/guardians);
- Whether "mandatory reporting" is a factor;
- Who shall, and in what manner, communicate with the parents/guardian;
- Whether the Pastor should be involved in the communication;
- Tentative remedial steps to prevent a further incident.

Notification of parents shall not be delayed when immediate medical care is required.

Responding to Media

Media publicity following an incident of abuse or exploitation may be detrimental to the reputations of individuals, the congregation, and the church. Without intending ever to evade the media, contacts with media must be managed and conducted only by a person specifically designated by Session to represent the church. No other person(s) may speak on behalf of the church. Unless designated differently by Session in a particular circumstance, the exclusive spokesperson for the church shall be the Senior Pastor.

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Prior to speaking to media, the Senior Pastor shall contact and consult with the Stated Clerk of the Presbytery or their representative and Legal Counsel, to obtain an understanding of appropriate statements or admissions and issues of privacy that may apply to the situation.

The church's insurance carrier should be contacted to secure media relations and crisis management resources. Considering the speed of news cycles, a prompt determination is required, erring on the side of seeking help.

6) Screening Procedures

This section sets forth the screening procedures for staff and volunteers at church-sponsored activities who are responsible for the supervision of children, youth, or vulnerable adults. The Personnel & Administration Committee ("*P&A Committee*" or "*P&A*"), with the assistance of the Senior Pastor acting as Head of Staff, shall be responsible for ensuring the required screening, detailed below, has been completed and documented.

The church relies on qualified volunteers for church sponsored activities that include children, youth, or vulnerable adults. Approval and/or disapproval of any volunteer shall be at the discretion of the Senior Pastor. The First Presbyterian Church of Cranbury expects that minimally, volunteers² be:

- Persons known by the church at least six (6) months.
- Provide at least three references.
- Persons who have completed screening by the church including criminal background checks and sexual offender registry checks.

Parents accompanying their children for an activity or event may be exempt from these requirements, however, they shall be given a copy of this policy and required to follow the policy's "two adults" rule where required by this policy.

Because of its concern that the community of faith should be a place of trust and safety for all members, but especially for the most vulnerable among us, only pastoral staff, employees, and volunteers that have met the minimum screening requirements and have been approved by the Senior Pastor may work with children, youth and vulnerable adults for any church-sponsored activities and events. The church shall bear the cost, if any, of all background checks.

- i) Prior written permission is required for each person to be checked using an application which includes their Social Security number. If the person has not been issued an SSN but has been issued an Individual Taxpayer Identification Number (ITIN), this ITIN can be supplied instead. If neither are available, then the individual will need to use an alternative verification process that is name-based and includes providing copies of government issued photo identification as well as a written recommendation from the Senior Pastor in order to check the name and date of birth against the information the volunteer provided in the screening process.
- ii) Criminal background checks will be conducted by a reputable outside firm, using standard criteria for the purposes of child, youth and vulnerable adult supervision. For any staff or

² Youth leaders, if any, shall be considered "youth" for the purpose of this policy and not considered "staff" or "volunteers" and will be supervised accordingly. Therefore, youth leaders are not required to follow these screening procedures.

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volunteers driving as part of a church-sponsored event, the background check must include providing the necessary information to the church's insurance carrier to conduct a driving record check.

- iii) All applicants should be interviewed during the selection process and prior to commencement of their duties. The purpose of the interview is to assess the individual's suitability for working with children, and specifically discuss the church's commitment to protect children and other vulnerable persons from abuse.
- iv) The Senior Pastor, acting as Head of Staff, or their authorized representative, is authorized to conduct the background checks and to maintain a secure record of all persons checked³. If a background check identifies anything that makes the person ineligible, that person shall be notified. The P&A Committee retains responsibility for the oversight of this process. The chair of the Committee shall be responsible for periodically examining background checks to assess any needed improvements or gaps in coverage.
- v) Background checks for all volunteers and staff shall be renewed on a cycle not to exceed five years (years that end with a "0" or a "5").
- vi) Where a criminal record exists, consideration shall be given to:
 - Seriousness of the crime;
 - Statutes that may legally disqualify the person from working with minors;
 - Length of time since the last offense;
 - Pattern of criminal activity;
 - Activities the applicant has been involved in since the offense(s) occurred.
 - any convictions or pending prosecution of an allegation of child abuse, pedophilic behavior, incest, rape, assaults, indecent exposure, pornography, sodomy, or endangerment of a minor would disqualify a person from being in contact with children, youth, or vulnerable adults.

Following the review of the results of each background check, the Senior Pastor, their authorized representative or an authorized member of the P&A Committee shall sign and date one of two documents that becomes part of the applicant's or employee's permanent personnel file:

"We have reviewed the criminal history of Applicant X and determined, based on the information we had available at this time, the applicant would be acceptable for the position."

OR

"We have reviewed the criminal history of Applicant X and determined, based on the information we had available at this time, the applicant is not acceptable for the position."

³ The Chair of the P&A Committee shall be responsible for reviewing the results of background checks for the Senior Pastor and any individual related to the Senior Pastor.

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7) Training Procedures

The mission of the church is first to prevent abuse of children and other vulnerable adults. We wish to identify and nurture SafeConduct™, to lead and to guide through adequate training. It is difficult to comprehend that those among us, our friends and family, would commit such acts willingly.

Nevertheless, persons who have been presented no behavior standards and do not understand boundaries may unwittingly engage in behaviors that may be perceived as predatory. Their personal reputations and that of the church are then at risk.

To fulfill our leadership obligation, each new employee and new volunteer shall complete a specific program of training. Fulfillment of training requirements shall be documented by the P&A Committee and respective program Director (*e.g.* Youth, Family Ministries, CPNS).

Training shall be repeated at regular intervals not less frequently than every five years (years that end with a “0” or “5”). A record of those who have completed required training shall be maintained by the P&A Committee and respective program Directors (*e.g.* Youth, Family Ministries, CPNS). Training records shall be audited periodically by the chair of the P&A Committee.

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First Presbyterian Church of Cranbury Program Guidelines

These guidelines review best practices, and it is the church's desire to abide by them.

i) Registration and Attendance

All children, youth, and vulnerable adults must be registered to attend church-sponsored programs and activities by a parent or guardian. Attendance must be taken for both leaders and participants and these records are to be made available to the Senior Pastor, their authorized representative and the P&A Committee after the event. For virtual events, appropriate security measures must be employed to prevent non-registered attendees.

As part of the registration process, all youth are required to sign a Code of Conduct that outlines behavioral expectations and policies regarding appropriate and inappropriate interactions. This Code of Conduct should also include a systematic disciplinary policy which explains that youths will be suspended or dismissed from the program for policy violations. Parents will also be required to sign this Code of Conduct as well, so they are aware of the program's policies and progressive disciplinary procedures.

While a parent orientation may not be feasible in all circumstances, parents are encouraged to attend an information session with a program representative. This meeting will provide an opportunity to review expectations and requirements, and to provide a chance to establish a relationship with the parents. This can be helpful if any problems arise in the future.

ii) Adult Supervision

Whether in-person or on-line, all events, activities, or meetings that include children, youth, or vulnerable adults must be staffed with at least two unrelated adult leaders who are 22 years or older. Activities in different rooms⁴ require two unrelated adult leaders per room. Electronic communications and telephone calls must also conform to this policy's "two-deep" adult supervision policy. When communicating with a child, youth, or vulnerable adult, via telephone, email, text, or other forms of electronic communications, another adult such as a parent or other adult leader, must be included. If a one-on-one conversation is necessary with a child, youth, or vulnerable adult, it shall be held in view of others.

Except for overnight events, which are described below, the adult to child ratio for child-related activities is 2:10 for both online and in-person gatherings. The adult to youth ratio for youth-related activities is 2:17 for both online and in-person gatherings. There shall be one adult of each gender where there is one or more Minor of each gender in the group. Only in emergency situations or with the prior written approval of the Senior Pastor, may the ratios and gender diversity policies be waived.

All leaders and volunteers must be a minimum of four years older than the age group they lead or supervise. Youth leaders, if any, shall be considered "youth" for the purpose of this policy and not considered "staff" or "volunteers" and be supervised accordingly.

⁴ In this context, "rooms" also includes breakout rooms or other virtual meeting space for on-line events, meetings or activities. Refer to Appendix 4 for further details.

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iii) Special Accommodations

Parents and guardians are encouraged to notify the event organizer if their child, youth, or vulnerable adult needs any accommodations that would require adaptations to this policy. The event organizer will work with the family, leaders, and/or special consultants to provide reasonable and appropriate adaptations that will allow for a positive experience for all involved.

iv) Privacy and Photography

Pastoral staff, employees, and volunteers should respect the privacy of children, youth and vulnerable adults to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (*e.g.* taking age-appropriate photographs and movies, not taking photographs of minors who are not fully clothed). Adults and Minors are required at all times to wear appropriate attire. Pastoral staff, employees, and volunteers are not permitted to take photographs of minors or vulnerable adults under their care or at the meeting or event and share them in any way, including on the internet, without the written permission of a parent or guardian of the minor or vulnerable adult.

v) Child and Youth Bathroom Procedures

When supervising restroom use, adult staff members or volunteers should first quickly scan the bathroom before allowing youths to enter.

a. For “Group Bathroom Breaks”:

- Require staff to take groups of two or more youths to the bathroom – following the “rule of three” or more.
- If the bathroom only has one stall, only one youth should enter the restroom while the others wait outside with the staff.
- If there are multiple stalls, only send in as many youths as there are stalls.
- Minimize youths of different ages using the bathroom at the same time.
- Require staff to stand outside the bathroom door but remain within earshot.

b. For single use restrooms:

- Require youths to ask permission to use the bathroom.
- Require all staff to frequently check bathrooms.
- Single use restrooms must have locks and provide privacy.

c. Prohibit staff from using the bathroom at the same time as youths.

d. If assisting young children in the stalls, staff should keep the door to the stall open

vi) Driving

When transporting children, youth, or vulnerable adults (other than a parent or guardian’s own child, youth, or vulnerable adult) during church-sponsored programs or activities, written permission must be provided by the parent/guardian. All authorized drivers must be twenty-five (25) years or older and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs.

- (1) The license plate number of the vehicle and the cellular telephone numbers of the driver

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and other adults shall be provided to the event organizer before departing.

- (2) No adult should be alone in a vehicle with only one child, youth, or vulnerable adult (unless they are related). Follow the “rule of three”, that is one adult and two youth, or two adults and one youth.
- (3) The number of persons per vehicle should not exceed the number of seat belts in the vehicle. All occupants must use seat belts at all times.
- (4) Interim stops during any trip are discouraged but may be permitted if there are a sufficient number of chaperones available to maintain the required two-adult supervision ratio. Interim stops must be pre-authorized before each trip.
- (5) No minor may be a driver at any event or activity (this includes golf carts at events).

vii) Youth Overnight and/or Off-Site Activities

The required adult to youth ratio for overnight chaperones for any ministry with children or youth shall be 1:6. Gender balance is required. At least one of the adult leaders shall carry with him/her duplicate copies of the permission slips for each youth attending the activity.

Adult leaders shall take such actions as necessary to limit access to information in medical releases to those only with a “need to know”. Adult leaders are responsible for securing any medications brought by participants on the trip. Dispensing of any over the counter or non-prescription medications shall be only under the supervision of an adult. Unless otherwise permitted as described below, only the parent(s)/guardian(s) or a licensed medical professional are authorized to dispense or supervise prescription medications for any Minor. This requirement may be waived with the prior written permission of the parent(s)/guardian AND the Senior Pastor.

All overnight activities must have at least two unrelated adults supervising the activities. If the group is coeducational, there must be at least two adult males and two adult females to accompany and supervise the group. Separate sleeping areas for male and female participants must be provided. Adults shall not share dormitory or hotel rooms with youth, unless the two are related, except in situations where only one large sleeping area is provided for all youth and adults. Minors and adults must maintain different showering and grooming hours at events in which bathrooms and shower rooms are shared in housing. These hours must be posted on site.

All participants and their parents or guardians will be expected to read and accept a Code of Conduct and Covenant outlining expectations. This Code and Covenant will include an acknowledgement that any participant that violates the Code or Covenant may be dismissed from the activity and the parent or guardian will be expected to make arrangements to return home.

viii) Proper Display of Affection

Pastoral staff, employees, and volunteers must follow the church policies with regard to the proper display of affection. See Appendix 3: Permitted and Prohibited Interactions for examples of appropriate and inappropriate interactions.

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ix) Appropriate Relationships and Communications with Children, Youth and Vulnerable Adults

Pastoral staff, employees, and volunteers shall abide by the church's guidance based on the age and ability of children, youth, or vulnerable adults regarding appropriate relationships and communications, including electronic communications such as texts, emails, and social media. Refer to Appendix 4: Social Media and Electronics Communications Policy.

All electronic communications, including virtual meetings, should be preserved so that it can be reviewed by parents, guardians or the event organizer if the need arises.

x) No Alcohol, Drugs, Tobacco, or Vaping

All adults working with children, youth, or vulnerable adults in a church-sponsored activity, program, or event, shall refrain from vaping, and consuming or using illegal drugs, marijuana and alcohol. The use of tobacco in the presence of children or youth is prohibited.

xi) Gifts

Adult staff and volunteers shall not give gifts to individual children, youth, or vulnerable adults. Gift giving should be done on a group basis for special occasions only. Gifts should not be elaborate and should be appropriate to the occasion.

xii) Discipline

Any interaction regarding discipline needs to carefully consider a child, youth, or vulnerable adult's dignity and well-being. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, correction, and positive reinforcement. Reinforce good and appropriate behavior with praise and thanks. Event organizer and leaders should provide training on age-appropriate and effective means of discipline and should be available throughout events to assist and supervise volunteers with discipline as needed.

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Registered Sex Offender Policy

As a community of faith, serving by the example of Jesus Christ, we also seek to attend to the needs of all who seek healing, redemption, and fellowship among us. We shall be prepared to accept in our midst those who have violated the most sacred mores of our society at large, in order to provide them refuge, peace, example, and support in their recovery and penitence. We commit to doing so with utmost care for the welfare of our congregation, collectively and individually, and the community we serve. We accept that there are risks to be borne in our deliberate association with, and ministry to, sex offenders who are considered a pariah among the community-at-large as evidenced by the many constraints placed upon their interaction with the community. We agree to honor the needs of the congregation and our community to have reasonable assurance that a sex offender in our care will not have an opportunity to reoffend as a result of lapses in our management of the offender.

We shall consider limited participation or membership of a sex offender in our congregation with utmost care which shall include the following elements:

Document an understanding of the statutory limitations applying in the State of New Jersey to the movement and activities of a sex offender, taking into account the programs of the church or the operations of tenants or other ministries or outside groups that use our facilities (*e.g.* Sunday school, day care, pre-school, sports leagues, seasonal camps, and associations which serve children and vulnerable adults).

Consider and understand the character of the crimes which have resulted in requiring an individual to register as a sex offender, the passage of time without repeated conduct or behavior, and the risk and opportunity of re-offending that is presented by the particular programs of our congregation.

Document an understanding of the limitations and prohibitions placed upon the offender by Session, courts, and probation authorities. The opinion of a mental health professional regarding the suitability of the person to participate in the life of the church shall be obtained. In all cases where probation is in force, we shall obtain the explicit approval of, and conditions of, participation specified by the probation officer. A recommendation by law enforcement or mental health professionals to deny participation to an offender shall be honored in all cases.

Understanding that, with respect to a person who is an employee, volunteer, or in a position of church leadership, who has previously been convicted for acts of sexual misconduct as defined by insurance contracts, knowledge by church leaders and managers of such prior conviction will have the effect of voiding coverage for the individual employee, volunteer, or church leader and for the church for future acts of sexual misconduct by that person.

Given that criminal convictions are a matter of public record, there shall be no expectation of secrecy on the part of the offender. As a condition of participation in our faith community, the offender must agree that the leadership of the church shall make it known to the members and constituencies of the church that we have accepted among us a registered sex offender. The conditions and limitations that apply to participation in the life of the church shall be known to all.

With the advice of legal counsel, and in all cases, the conditions of participation by a registered offender shall be defined by a "limited access agreement" executed by the offender and church. Such agreement shall be approved by probation authorities as may be necessary according to para. 3., above. The

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agreement shall be reviewed annually to validate on going eligibility. Violation of the agreement by the offender shall be considered as grounds for immediate cancellation of the agreement.

Authority to Update, Revise or Waive Provisions of this Policy

The Personnel & Administration Committee (“*P&A Committee*” or “*P&A*”), with the assistance of the Senior Pastor acting as Head of Staff, shall be responsible for ensuring this policy is made available to all parties subject to its provisions. The P&A Committee shall review this policy from time-to-time and has the responsibility for recommending any changes to this policy and procedures for Session approval. Minor editorial changes need not require review and approval by Session.

Deviations from this policy must be approved by the Senior Pastor, in consultation with the P&A Committee. As noted in this policy, certain provisions may be waived in emergency situations or when it is not practical to consult with the Senior Pastor or the P&A Committee. Any waivers shall be documented, including relevant background information and conditions for the waiver using a sample “Incident Response” form such the sample included in Appendix 1. Waivers will be retained by the church office in accordance with the church’s records retention policy.

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Appendix 1: Sample Incident Report

CONFIDENTIAL

Submitting this Youth Protection/ Membership Infraction Report does not eliminate your responsibility to immediately stop the behavior at issue and to protect the youth nor your obligations under the church's mandatory reporting of child abuse and any other obligations imposed by state law.

Incident date: _____

Date incident reported to the Senior Pastor: _____

Location where incident occurred (if applicable): _____

Incident address: _____

Report type: Suspicion/allegation of abuse Church policy, guideline violation(s)
 Other inappropriate behavior by a Leader/Parent/Other

Details of incident: What alleged victim/target/injured party said, what reporter observed/was told, similar or past incidents involving the victim(s)/target(s)/injured party (parties) or violator(s)/offenders(s), etc. State only the facts.

PERSON FILLING OUT THIS FORM:

Position: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone(s): Primary _____

Alternate _____



Appendix 1: Sample Incident Report

Email: _____

PERSON WHO REPORTED THIS INCIDENT: _____

Position: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone(s): Primary _____

Alternate _____ Email: _____

Duplicate as needed.

CONFIDENTIAL Alleged Victim/Target/Injured Party Information

Adult Youth Other (Describe: _____)

Name	DOB	Age	Gender
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If a youth, parent(s) information:

Name

Address: _____

City State Zip

Phone(s): _____ Email: _____

Appendix 1: Sample Incident Report

Parent notified? Yes No

if yes, by whom? _____ Date Reported: _____

Alleged Policy Violator/Offender Information

Adult Youth Other (Describe: _____)

Name DOB Age Gender

If a youth, parent(s) information:

Name

Address:

City State Zip

Phone(s): _____ Email: _____

Parent notified? Yes No

if yes, by whom? _____ Date Reported: _____

Reports

Was this incident reported to law enforcement? Yes No I don't know

Name of law enforcement agency:

Date reported: _____

Approximate time reported: _____

If applicable, was appropriate children and family services/Child Protective Services agency notified?

Yes No I don't know

Name of agency:

Date reported: _____

Appendix 1: Sample Incident Report

Approximate time reported: _____

*Attachments such as photos, statements, and this incident report form can be added and are helpful.
Return this completed form to the Designated Person.*

Appendix 2: Code of Conduct with Children, Youth and Vulnerable Adults

The following Code of Conduct is intended to assist pastoral staff, employees, and volunteers in making decisions about interactions with children, youth and vulnerable adults (note: all references below to “youth” or “youths” includes children, youth and vulnerable adults). For clarification of any guideline, or to inquire about behaviors not addressed here, contact the Senior Pastor. The First Presbyterian Church of Cranbury provides our youth and vulnerable adults with the highest quality services available. We are committed to creating an environment for youth and vulnerable adults that is safe, nurturing, empowering, and promotes growth and success. No form of abuse will be tolerated and confirmed abuse will result in immediate dismissal from any sponsored event of the First Presbyterian Church of Cranbury. All reports of suspicious or inappropriate behavior with youth and vulnerable adults or allegation of abuse will be taken seriously. The First Presbyterian Church of Cranbury will fully cooperate with authorities if allegations of abuse are made that require investigation. This Code of Conduct with Youth and Vulnerable Adults outlines specific expectations of pastoral staff, employees, and volunteers as we strive to accomplish our mission together:

Youth and vulnerable adults will be treated with respect at all times.

Youth and vulnerable adults will be treated fairly regardless of race/ethnicity, color, national origin, gender, age, marital status, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information, uniformed service or veteran status or religious affiliation.

Pastoral staff, employees, and volunteers will adhere to uniform standards of displaying affection as outlined by First Presbyterian Church of Cranbury.

Pastoral staff, employees, and volunteers will avoid displays of affection with youth and vulnerable adults that cannot be observed by others.

Pastoral staff, employees, and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by First Presbyterian Church of Cranbury.

Pastoral staff, employees, and volunteers will not stare at or comment on youth and vulnerable adults' bodies.

Pastoral staff, employees, and volunteers will not date or become romantically involved with youth and vulnerable adults.

Pastoral staff, employees, and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of youth and vulnerable adults.

Pastoral staff, employees, and volunteers will not have sexually oriented materials, including printed or online pornography, on First Presbyterian Church of Cranbury's property.

Pastoral staff, employees, and volunteers will not have secrets with youth and vulnerable adults, and will only give gifts with prior permission.

Appendix 2: Code of Conduct with Children, Youth and Vulnerable Adults

Pastoral staff, employees, and volunteers will comply with First Presbyterian Church of Cranbury's policies regarding interactions with youth and vulnerable adults outside of our programs

Pastoral staff, employees, and volunteers will not engage in inappropriate electronic communication with youth and vulnerable adults.

Pastoral staff, employees, and volunteers are prohibited from working one-on-one with youth and vulnerable adults in a private setting.

Pastoral staff, employees, and volunteers will use common areas when working with individual youth and vulnerable adults.

Pastoral staff, employees, and volunteers will not abuse youth and vulnerable adults in anyway including (but not limited to) the following:

Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints;

Verbal abuse: degrading, threatening, cursing;

Sexual abuse: inappropriate touching, exposing oneself, sexually oriented conversations;

Mental abuse: shaming, humiliation, cruelty; and Neglect: withholding food, water, shelter

First Presbyterian Church of Cranbury will not tolerate the mistreatment or abuse of one youth, or vulnerable adult by another youth, or vulnerable adult. In addition, First Presbyterian Church of Cranbury will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- 1) *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- 2) *Verbal bullying* – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- 3) *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- 4) *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 - Sending mean, vulgar, or threatening messages or images.
 - Posting sensitive, private information about another person.
 - Pretending to be someone else in order to make that person look bad.

Appendix 2: Code of Conduct with Children, Youth and Vulnerable Adults

- Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth and vulnerable adults, Pastoral staff, employees, and volunteers.

All Pastoral staff, employees, and volunteers must follow state specific mandatory reporting requirements. They should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. They will:

- a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
- b. Know and follow policies and procedures of the First Presbyterian Church of Cranbury that protect youth and vulnerable adults against abuse.
- c. It is the policy of the First Presbyterian Church of Cranbury that the Designated Person shall be responsible for reporting suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
- d. Follow up to ensure that appropriate action has been taken.

Pastoral staff, employees, and volunteers will report concerns or complaints about other employees, volunteers, adults, or youth to the Designated Person.

First Presbyterian Church of Cranbury cooperates fully with the authorities to investigate all cases of alleged abuse. Any Pastoral staff, employee, or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the church or persons given investigative authority by the church. Failure to cooperate fully may be grounds for termination.

Appendix 3: Permitted and Prohibited Interactions

Policies define the bandwidth of acceptable behavior in an organization. Because offenders often violate policies to gain access to youths, when staff know and understand policies, they can identify, interrupt, and report policy violations. Simply interrupting a policy violation can prevent a false allegation of abuse or put an offender on notice that no one works in private, the rules apply to everyone, and violations will be detected.

For any event, activity or interaction that may involve children, youth, or vulnerable adults, the following measures must be in place. In all cases, pastoral staff, employees, and volunteers shall:

- 1) Respond to Minors and Vulnerable Adults with respect and consideration and treat all of them equally, regardless of race/ethnicity, color, national origin, gender, age, marital status, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information, uniformed service or veteran status or religious affiliation; and
- 2) Act as a positive role model for Minors and Vulnerable Adults by maintaining an attitude of respect, patience, and maturity.
- 3) Maintain appropriate boundaries when in positions of power with Minors or Vulnerable Adults.
- 4) Not give money or gifts to Minors, except within the context of a group gift given to all participants in the celebration of special events or recognitions.

All references below to “youth” or “youths” includes children, youth and vulnerable adults.

Appendix 3: Permitted and Prohibited Interactions

1. Physical Contact

First Presbyterian Church of Cranbury’s physical contact policy promotes a positive, nurturing environment while protecting youths, pastoral staff, employees, and volunteers. First Presbyterian Church of Cranbury encourages appropriate physical contact with youths and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by pastoral staff, employees, and volunteers towards youths in the church’s programs will result in disciplinary action, up to and including termination of employment.

First Presbyterian Church of Cranbury’s policies for appropriate and inappropriate physical interactions are:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or “temple”/”A-frame” hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in an isolated area • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a youth to cling to an employee’s or volunteer’s leg • Any type of massage given by or to a youth • Any form of affection that is unwanted by the youth, or the staff or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

Appendix 3: Permitted and Prohibited Interactions

2. Verbal Interactions

Pastoral staff, employees, and volunteers are prohibited from speaking to youths in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Pastoral staff, employees, and volunteers must not initiate sexually oriented conversations with youths. Pastoral staff, employees, and volunteers are not permitted to discuss their own sexual activities with youths.

First Presbyterian Church of Cranbury’s policies for appropriate and inappropriate verbal interactions are:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving youths in the personal problems or issues of Clergy, employees, and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate youths • Derogatory remarks about the youth, or his/her family

Appendix 3: Permitted and Prohibited Interactions

3. One-on-One Interactions

Most abuse occurs when an adult is alone with a youth. The First Presbyterian Church of Cranbury aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the Senior Pastor. Electronic communications and telephone calls must conform to this policy's "two-deep" adult supervision policy. When communicating with a child, youth, or vulnerable adult, via telephone, email, text or other forms of electronic communications, another adult such as a parent or other adult leader, must be included.

In those situations where one-on-one interactions are approved, pastoral staff, employees, and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Additional Guidelines for One-on-One Interactions

- When meeting one-on-one with a youth, always do so in a public place where you are in full view of others. If meeting in a separate room from the group, the door must have a window, or if none, the door must be left open.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other Pastoral staff, employees, and volunteers that you are alone with a youth and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

4. Tutoring/ Private Coaching:

One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Pastoral staff, employees, and volunteers should be aware of our policies regarding tutoring and private coaching:

1. Pastoral staff, employees, and volunteers must have approval from the Senior Pastor or the P&A Committee for any tutoring or private coaching sessions.
2. Tutoring and coaching sessions with youths may not occur off the church grounds.
3. A schedule of private tutoring and coaching sessions, which should include times, youths involved, and location of sessions shall be maintained and disclosed on the church staff calendar.

Appendix 3: Permitted and Prohibited Interactions

5. Off-Site Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and the church at increased risk.

1. (Preferred) Option One:

First Presbyterian Church of Cranbury prohibits interactions outside of regularly scheduled program activities unless approved by the Senior Pastor or the P&A Committee.

2. Option Two:

First Presbyterian Church of Cranbury strongly recommends that staff do not have outside contact with youths from the organization. However, if off-site contacts are unavoidable (such as during mentoring programs), The First Presbyterian Church of Cranbury has determined that the following forms of outside contact are appropriate and inappropriate:

Appropriate Outside Contact	Inappropriate Outside Contact
<ul style="list-style-type: none">• Taking groups of youths on an outing• Attending sporting activities with groups of youths• Attending functions at a youth's home, with parents present	<ul style="list-style-type: none">• Taking one youth on an outing without the parents' written permission• Visiting one youth in the youth's home, without a parent present• Entertaining one youth in the home of staff or volunteers• A lone youth spending the night with staff or volunteers

In addition, when outside contact is unavoidable, ensure that the following steps are followed:

- a) The Senior Pastor, in consultation with the P&A Committee, should identify for pastoral staff, employees, and volunteers what types of outside contact are appropriate and inappropriate.
- b) Ensure that staff or volunteers have the parents' permission to engage in outside contact with the youth. Consider requiring the parents to sign a release-of-liability statement.

Appendix 4: Social Media and Electronic Communications Policy

Pastoral staff, employees, or volunteers shall not create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent the First Presbyterian Church of Cranbury without the explicit written permission of Session. When clergy or staff, acting in their capacity as a representative of the church, lead or coordinate a group activity using social media, each may use only church approved sites/channels. These may include Web pages, Facebook, e-mail, and similar means.

For in-person activities or events involving children, youth, or vulnerable adults, pastoral staff, employees, and volunteers are not permitted to use electronic communications devices except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with youths is strictly prohibited regardless of the type of device used and whether for business or personal reasons. Pastoral staff, employees, and volunteers need to ensure that friends and family members are aware of this policy.

Please refer to the Employee Handbook for policies and expectations governing Social Media and Electronic Communications for personal use by all staff.

Social Media Communications

Persons who shall create public pages on behalf of church programs are responsible to monitor communications and to assure that employees, and volunteers do not have private (and possibly inappropriate) conversations with Minors and Vulnerable Adults.

Persons having Facebook privileges (or similar communication privileges on any social media channel) on behalf of the church shall treat unsolicited communication or “friending” from Minors and Vulnerable Adults as an unauthorized text message. No reply may be given except to indicate by a posting that accepting a “friend” invitation by Minors and Vulnerable Adults is a violation of the code of conduct. If a Minor or Vulnerable Adult reveals abuse or inappropriate interactions with an adult, the person must report this information in the manner of any “suspected abuse.”

When using Facebook (or any other social media channel such as Instagram, Snapchat, Whatsapp) to communicate with Minors and Vulnerable Adults, pastoral staff, employees, or volunteers shall inform parents/guardians of each Minor and Vulnerable Adult that the latter is communicating with the person via Facebook (or any other social media channel), providing the parent/guardian the opportunity to disapprove or to participate in a group. Similarly, pastoral staff, employees, or volunteers may not “follow” children, youth, or vulnerable adults or exchange private one-on-one communications on any social media channel.

Should a child, youth, or vulnerable adult contact a member of pastoral staff, employee or volunteer through these channels, pastoral staff, employees, or volunteers may not reply except to indicate by a posting that accepting a “friend” invitation by Minors and Vulnerable Adults is a violation of the code of conduct.

Social Networking Code of Conduct

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.

Appendix 4: Social Media and Electronic Communications Policy

- Prohibit private messages between employees, and volunteers and Minors and Vulnerable Adults.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- Provide Minors and Vulnerable Adults, and their parents and guardians with this Social Networking Code of Conduct.
- Encourage parents and guardians to play a role in monitoring their Minor's and Vulnerable Adult's interactions with pastoral staff, employees, and volunteers.
- Continuously remind Minors and Vulnerable Adults how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the code of conduct.
- At the institution of the use of social media, staff shall present this Social Networking Code of Conduct to Minors and Vulnerable Adults, and parents/guardians.

Misuse of Technology

Pastoral staff, employees, or volunteers shall not misuse technology in the following ways:

- Using technology to send suggestive messages and/or images to a Minor.
- To contact a Minor or Vulnerable Adult that is not preapproved by the Minor's or Vulnerable Adult's legal guardian with a signed waiver, unless the contact is on an open public medium, such as a church website or church social media program.
- To view pornography or sites (*e.g.* dating websites) which include pornography or naked bodies on the premises of a church-sponsored event, activity or meeting, no matter where it is held.

Virtual Meeting Code of Conduct

Pastoral staff, employees, or volunteers (“*Adults*”) must follow any virtual meeting policies and these protocols when planning and conducting a virtual meeting on virtual meeting platforms (*e.g.* Zoom, Skype) with one or more Minors:

- Adults should seek permission of the parent or guardian who has legal custody of a minor before inviting the Minor to participate in a virtual meeting. Such permission can be sought in any hard copy or electronic registration forms but must be a separate and clear section seeking permission of the parent or guardian. The option to observe the virtual meeting (without visual or verbal participation) should be made available upon request to parent or guardian. The permission section of the registration form shall provide the parent or guardian with information (name, contact information, including telephone/text) on how to report concerns, issues or to make reports of inappropriate conduct or sexual misconduct or abuse by an Adult or any participant that occurs before, during or after a virtual meeting.
- Adults and meeting organizers should advise a parent or guardian who has legal custody of a Minor of the following so that the parent or guardian is aware of it when giving permission for the Minor to participate in the meeting:
 - that a meeting will be recorded; and

Appendix 4: Social Media and Electronic Communications Policy

- that images, video or audio may be used from the recording in media reports or on the church website or social media channel(s).
- No Adult is permitted to meet one-on-one or one Adult with a group of Minors either in a virtual meeting space or a breakout room. There must be at least two (2) Adults in any virtual meetings or breakout room or other virtual meeting space.
- All Adults, Minors, and other participants in virtual meetings shall dress appropriately for the meeting. No meeting participants shall wear inappropriate (that is, sexually suggestive, exploitive or voyeuristic - “Inappropriate”) clothing or clothing that displays Inappropriate or offensive (that is, sexually demeaning or suggestive, pornographic, voyeuristic, discriminatory, harassing, bullying, intimidating, threatening, profane or abusive – “Offensive”) messages.
- No Adults, Minors, and other participants in virtual meetings are permitted to make displays of Inappropriate or Offensive messages by putting a sign or note in front of the camera in some form or fashion.
- Adults, Minors, and other participants in virtual meetings should be considerate and not carry the phone or device they are using to participate in the meeting into private areas of their meeting space, such as bathrooms, with any camera or microphone on and the meeting is in progress.
- No Adults or Minors are permitted to use the chat function, the name section, or any other feature of a virtual platform for Inappropriate or Offensive purposes during a virtual meeting, including, but not limited to:
 - Displaying Inappropriate photographs or images, such as pornography or photographs of anyone who is naked or Inappropriately attired.
 - Displaying offensive or Inappropriate messages.
 - Providing links to offensive and Inappropriate websites or platforms.
 - Bullying, discriminating against or harassing anyone based upon their race/ethnicity, color, national origin, gender, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information or religious affiliation.
- No Adult is permitted to use the private chat function of a virtual meeting platform to communicate privately with one or more Minors except when the privacy or dignity of the Minor requires it. If a private chat is necessary, it must be recorded and must copy another Adult. Otherwise, all chat communications must be done openly so that all participants, including the other Adults, parents or guardians in the virtual meeting can see the chat communications. This should be announced at the start of every virtual meeting. (Exceptions: if the Adult is designated by the meeting organizers to receive reports of concerns or issues or to make reports of Inappropriate conduct or sexual misconduct or abuse).
- If a Minor attempts to contact an Adult using the private chat function, the Adult should not respond. If an Adult attempts to contact a Minor using the private chat function, the Minor should not respond. (Exception: unless the Minor is contacting the Adult designated by the meeting organizers to receive reports of concerns or issues or to make reports of Inappropriate conduct or sexual misconduct or abuse or that Adult is contacting a Minor who made a report.)
- No Adult is permitted to use other means of communication (such as texting or email) to communicate privately with one or more Minors before, during or after a virtual meeting. No

Appendix 4: Social Media and Electronic Communications Policy

Minor is permitted to use other means of communication (such as texting or email) to communicate privately with one or more Adults before, during or after a virtual meeting. (Exception: if the Minor made a report to the Adult and the Adult is designated by the meeting organizers to receive reports of concerns or issues or to make reports of Inappropriate conduct or sexual misconduct or abuse).

- Adults and meeting organizers shall provide Minors with information (name, contact information, including telephone/text) on how to report concerns, issues or to make reports of Inappropriate conduct or sexual misconduct or abuse by an Adult or any participant that occurs before, during or after a virtual meeting. Adults and meeting organizers are responsible to make mandatory reports of sexual misconduct or abuse to the Designated Person.

Appendix 5: State of New Jersey Protective Services Contact Information

Anyone suspecting or having knowledge of a violation of child abuse shall report such violation to the Designated Person and the State of New Jersey Protective Services (see below for contact information). If the person is in immediate danger, call **911**.

NEW JERSEY ADULT PROTECTIVE SERVICES

Atlantic

Atlantic County Division
of Intergenerational Services
Shoreview Building
101 South Shore Road
Northfield, NJ 08225
Phone: 888-426-9243
After Hours: Call local police or 911 in case of
emergency
www.atlantic-county.org

Bergen

Bergen County Board of Social Services
218 Route 17 North
Rochelle Park, NJ 07662
Phone: 201-368-4300
After Hours: 1-800-624-0275
www.bcbss.com

Burlington

Burlington County Board of Social Services
795 Woodlane Road
Mount Holly, NJ 08060
Phone: 609-518-4793
After Hours: 856-234-8888
www.bcbss.org

Camden

Camden County Board of Social Services
600 Market Street
Camden, NJ 08102
Phone: 856-225-8178
After Hours: Call local police or 911 in case of
emergency

Cape May

Cape May Division on Aging and Disability
Services
4005 Route 9 South
Rio Grande, NJ 08242
Phone: 609-886-2784, ask for Intake Social Worker
After Hours: Call local police or 911 in case of
emergency

Cumberland

Resources for Independent Living
614 East Landis Avenue, 1st Floor
Vineland, NJ 08360
Phone: 856-825-0255
After Hours: contact local police or 911

Essex

FOCUS, Hispanic Center for Human Dev., Inc.
441-443 Broad Street
Newark, NJ 07102
Phone: 866-903-6287
After Hours: Call local police or 911 in case of
emergency

Gloucester

Gloucester County Division of Social Services
400 Holly Dell Drive
Sewell, NJ 08080
Phone: 856-582-9200
After Hours: Call local police or 911 in case of
emergency

Hudson

Hudson County Adult Protective Services, Inc.
6100 Adams Street
West New York, NJ 07093
Phone: 201-537-5631
After Hours: Call local police or 911 in case of
emergency

Hunterdon

Hunterdon County Division of Social Work Services
P.O. Box 2900
Flemington, NJ 08822-2900
Phone: 908-788-1300
After Hours: 908-782-4357
www.co.hunterdon.nj.us/depts/social/socserv.htm

Mercer

Mercer County Board of Social Services
200 Woolverton Street
Trenton, NJ 08650
Phone: 609-989-4346
After Hours: Call local police or 911 in case of
emergency
www.mcboss.org

Middlesex

Family and Children's Services
191 Bath Avenue
Long Branch, NJ 07740
Phone: 732-745-3635
After Hours: Call local police or 911 in case of
emergency
www.fcsmonmouth.org

Monmouth

Family and Children's Services
191 Bath Avenue
Long Branch, NJ 07740
Phone: 732-531-9191
After Hours: Call local police or 911 in case of
emergency
www.fcsmonmouth.org

Morris

Morris County Office on Aging, Disabilities and
Community Programming
340 West Hanover Avenue
Morristown, NJ 07960
Phone: 973-326-7282
After Hours: 973-326-7282
www.morrishumanservices.org

Ocean

Ocean County Board of Social Services
1027 Hooper Avenue
Toms River, NJ 08754
Phone: 732-349-1500
After Hours: 211
www.co.ocean.nj.us/socialservices

Passaic

Passaic County Board of Social Services
80 Hamilton Street
Paterson, NJ 07505
Phone: 973-881-2616
After Hours: 973-345-2676
www.pcbss.org

Salem

Salem County Office of Aging and Disabilities
110 Fifth Street, Suite 900
Salem, NJ 08079
Phone: 856-339-8622
After Hours: 911 in case of emergency
www.salemcountynj.gov

Somerset

Somerset County Board of Social Services
73 East High Street
P.O. Box 936
Somerville, NJ 08876
Phone: 908-526-8800
After Hours: Call local police or 911 in case of
emergency
www.socialservices.co.somerset.nj.us/aps.htm

Sussex

Sussex County Division of Social Services
83 Spring Street, Suite 203
P.O. Box 218
Newton, NJ 07860
Phone: 973-383-3600
After Hours: Call local police or 911 in case of
emergency

Union

Catholic Charities of the Archdiocese
of Newark (CCAN)
505 South Avenue E
Cranford, NJ 07016
Phone: 908-497-3902
After Hours: Call local police or 911 in case of
emergency

Warren

Warren County Division of Aging
and Disability Services
165 County Route 519 South
Belvidere, NJ 07823
Phone: 908-475-6591
After Hours: Call local police or 911 in case of
emergency
www.seniorservices.co.warren.nj.us

For additional information:

NJ Department of Human Services • Division of Aging Services • PO Box 812, Trenton, NJ 08625-0812
Phone: 609-588-6501 • Emergency or After Hours: 911 or local police
www.state.nj.us/humanservices/doas/services/aps