

## SEXUAL & ABUSE MISCONDUCT PREVENTION OVERVIEW

Sexual misconduct and abuse takes many forms which must be avoided by selection of people, training and auditing. There is sexual abuse of minors, physical sexual abuse, sexually explicit communications, sexual harassment and the list goes on and on.

There are many ways to prevent sexual and it starts with screening all employees and volunteers including review of all application data provided by the applicant, background checks, screening and reference checks.

Clear employee and volunteer policies are needed and there needs to be policies regarding all forms of communication: verbal, email, texting and social media.

In addition training is needed and all communication needs to be clearly thought through so as not to state a leading comment or question that can lead to risk of misconduct. Asking a simple question “like how are you doing” can open the door to for initiation of misconduct.

The following materials were provided as examples of how to minimize the potential of sexual and abuse misconduct in the prior section of Transformation Ministries online helps. They need to be revised to fit the circumstances of a specific church.

1. Application for Employment or a Volunteer position
2. Application for Employment Ministry Service Addendum
3. Guidelines for Providing a Safe Environment and for Preventing Allegations of Child Abuse
4. Statement of Understanding Regarding Reporting of Child Abuse
5. Screening of those working with Minors Policy
6. Statement of Understanding Regarding Reporting of Child Abuse Agreement
7. Reporting Child and Dependent Adult Abuse or Domestic Violence Policy for larger churches offering “Special Needs” Children and Adults

*These samples are provided as input to assist you in developing procedures, but are not a substitute for considering the risks at your church and establishing your own policies and procedures to reduce those risks to acceptable levels. Transformation Ministries provides these as a convenience for its churches but directly states to you, the user that Transformation Ministries is not providing these to you as legal advice or even a substitute for legal advice. Use of these samples is at your own risk. Laws change and best practices change, sometimes rapidly. It is your church's responsibility to stay abreast of changes in laws and best practices. It is recommended you always consult with your attorney and/or CPA as part of the process of developing your policies and procedures.*