

**PURPOSE:** Create a proactive Child Protection Program to prevent child abuse and to protect all minors from inappropriate conduct by adults or other children in the local church or school setting, and to affirm and encourage all staff in their mission to keep all children safe.

<ul style="list-style-type: none"> <li>• Work with church board to create a Child Protection Program if one isn't already in place. (Model Child Protection Program is available on the Potomac Conference website: <a href="http://www.pcsda.org">www.pcsda.org</a>.)</li> </ul>
<ul style="list-style-type: none"> <li>• Complete Child Protection Program Church Administrator training with our Vice President for Administration through an EQUIP seminar or ZOOM meeting.</li> </ul>
<ul style="list-style-type: none"> <li>• Compile list of volunteers working minors.</li> </ul>
<ul style="list-style-type: none"> <li>• Conduct a Child Protection Program Orientation Session for all Ministry Volunteers at the Church. Explain the new Child Protection Program and outline the Code of Conduct that will be expected of all adults who work with minors as well as the need to complete the registration, on-line training and background check.</li> </ul>
<ul style="list-style-type: none"> <li>• Log in to Verified Volunteers, <a href="http://www.ncsrisk.org/adventist">www.ncsrisk.org/adventist</a>. If you do not know your User ID and Password, please contact Denise Hevener at <a href="mailto:deniseh@pcsda.org">deniseh@pcsda.org</a>.             <ul style="list-style-type: none"> <li>➤ If you have not completed the required training and requested a background check through Shield the Vulnerable, please complete the required training and request a background check through Verified Volunteers.</li> <li>➤ All church administrators will be given access to view their church.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Monitor you volunteers by reviewing Verified Volunteers compliance reports once a month. You have been given a Shield the Vulnerable compliance report for your church. You will need to keep this information until the STV data is available through Verified Volunteers. If you need this report, please contact Denise Hevener, <a href="mailto:deniseh@pcsda.org">deniseh@pcsda.org</a>.             <ul style="list-style-type: none"> <li>➤ Volunteers that completed the required training and background check through Shield the Vulnerable will NOT be required to retrain or rescreen until they have reached a three year cycle.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Request volunteers to re-train and re-screen every three years.</li> </ul>
<ul style="list-style-type: none"> <li>• Submit a Church Compliance form to Denise Hevener, <a href="mailto:deniseh@pcsda.org">deniseh@pcsda.org</a> on a yearly basis. (Form due January 31.)</li> </ul>