**Child Protection Program**
**Church Administrator GUIDELINES**

**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.

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| • 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: www.pcsda.org. |
| • Please contact Denise Hevener at deniseh@pcsda.org  if Child Protection Program Church Administrator training is needed. |
| • Compile list of volunteers working minors. |
| • 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. |
| • Log in to Sterling Volunteers, www.nadadventist.org/asv.  If you do not know your User ID and Password, please contact Denise Hevener at deniseh@pcsda.org. <br><br> ➢ All church administrators and pastors will be given access to view their church. <br> ➢ To run compliance report for your church. Click on Administration tab. On the left you will see Reports. Click on Reports. Choose Compliance Report. Compliance Report will show when training and background check were completed and when they expire. <br> ➢ Sterling Volunteers will send an email to User 30 day before they expire asking for them to retrain and rescreen. |
| • Monitor you volunteers by reviewing Sterling Volunteers compliance reports once a month. |
| • Request volunteers to re-train and re-screen every three years. |
| • Submit a CPP Church Verification form to Denise Hevener, deniseh@pcsda.org on a yearly basis. (Form due October 15.) |