

CedarCreek Church Standard Operating Procedures

Ministry Name or Event: Potential Abuse/Neglect Reporting Policy

Position Responsible for Creation & Resources: Ministries Team

Position Responsible for Execution: Campus Team

Vision:

- To ensure the appropriate conversations and documentation occurs when a report must be made on behalf of CedarCreek Church to the authorities regarding the potential abuse and/or neglect of a minor or a mentally handicapped guest under the age of 21.
- The church only needs to suspect that abuse or neglect is occurring; physical proof or other forms of validation are not required. It is the responsibility of the children's service agency to determine if abuse or neglect is in fact occurring.

Win:

- The potential harm of a minor or mentally handicapped guest under the age of 21 is reported to the appropriate authorities who can help and our organization has documented the details of the situation.

Standards:

- If abuse or neglect is suspected, talk with your Direct Report, Campus Pastor and Ministry Leader immediately. Both Senior Directors (Campus Pastor and Ministry Leader) will notify their Executive Director.
- Depending on the circumstances, parents may be contacted by the Campus Pastor, Ministry Leader, or their designee. Do not tell the suspected abuser, as that may put the guest in danger.
- If abuse or neglect is suspected, the Campus Pastor, Ministry Leader, or the designee (volunteer, etc.), is responsible for ensuring that a report is made to local law enforcement and/or the State Public Children's Service Agencies (PSCA). Ohio Revised Code requires mandated reporters to make their own report. Any report must be made within 24 hours of learning about the abuse.
 - If the guest seems to be in immediate danger, a Staff Member will notify a police officer immediately.
- Once the report is made a Staff Member will complete an incident report for HR. The incident report will include detailed notes of the situation and the report. *See Suggestions Below
- The Campus Pastor will work with the Campus Staff Member involved will create an FI Family Care Note including details of the situation and confirming a report was made.

- If the church's involvement in a report or investigation is questioned by a family member, the Staff Member should listen and refer them back to the person's original point of contact in a professional and honest manner.
 - "Who did you say contacted you again? I'm sorry that I don't have any additional information for you, but I'm sure the (caseworker/agency they mentioned) will be able to give you all the information you need."
 - The church should not reveal any information pertinent to the report made to local law enforcement and/or the State Public Children's Service Agencies (PSCA).
 - The church should avoid prying into family matters and should never betray a minor's confidence to the parents. (Ex. "Your child said...")

Systems/Resources:

- Incident Report
- Fellowship One

Suggestions:

- It is helpful to gather as much information about the family and the situation before making a report. Consider the following:
 - You may request to be an anonymous reporter. You can share your identify for the purpose of follow up with the investigation but we recommend asking that your name not be shared beyond that.
 - The name, age, gender and address of the guest you suspect is being abused or neglected
 - The name and address of the parents or caretakers
 - The name of the person you suspect is abusing or neglecting the guest and the address if available
 - The reason you suspect the guest is being abused and/or neglected; a description of the injury, neglect or threatened harm to the guest
 - Any immediate risk to the guest or caseworker going out to ensure the guest's safety such as whether or not there are dogs and/or weapons in the home, if any residents have criminal histories and if anyone has any mental health concerns
 - The current location of the guest or where the minor might be during the week. (Ex. daycare or school)
 - Any other information which may be helpful to the investigation

Helpful Contacts

Hancock County Department of Job and Family Services

Phone: 419-424-7022

After-hours Emergency Phone: 419-424-7022

Lucas County Children's Services Bureau -

Phone: 419-213-3200

After-hours Emergency Phone: 419-213-3200

To Report Abuse: 419-213-CARE (2273)

Wood County Children's Services -

Child Abuse Hotline 419-354-9669

Wood County Department of Job and Family Services

Phone: 419-352-7566

After-hours Emergency Phone: 419-354-9001

Seneca County Department of Job and Family Services

(419) 447-5011 or 1-800-825-5011

After hours, contact Seneca County Sheriff's Office (419-447-3456) and ask for the on-call social worker to be paged.