

KELLOGGSVILLE CHURCH DEVIATION POLICY

Purpose Statement:

The KC Child Protection Team (CPT) seeks to protect the rights of all volunteers bound by the Safety and Abuse Prevention (SAP) Policy. As such, CPT seeks truth and justice in all decisions related to handling deviations from SAP policies and any accusations that may arise against KC volunteers.

Overview/Review standards:

As a part of the Kelloggsville Church SAP, all deviations from the written policy must be reported to the CPT. These deviations are reported by using the SAP "Deviation Report" form. These forms can be completed by any KC volunteer that is aware of a potential deviation. These forms are then reviewed on a case-by-case basis to determine any inadequacies in current practices and policies. These reviews will occur at least quarterly by a CPT team member, with revisions made to written policy annually.

Non-Compliance Policy

In the event that there is a deviation from the written SAP policy, a CPT team member will review the situation/report. In the event that any immediate action needs to be taken, the CPT team will meet to discuss potential actions. All deviations from the SAP are reviewed on a case-by-case basis. Corrective actions in response to deviations may take the form of:

- Expanding other volunteer roles to assist the volunteer
- Changing current ministry practices to better assist volunteers

In the event of a more severe deviation, discipline may take the form of:

- Oral warning of Deviation to volunteer by CPT team member(s)
- Written warning of Deviation to volunteer by CPT team member(s)
- Hearing of situation in question before CPT
- Hearing of situation in question before church council.
- Suspension from volunteer activities
- Involvement of local law enforcement

Volunteer's Rights:

The CPT will not comment or discuss any accusations of improprieties even after all the situation in question is resolved. The CPT will defend all volunteers against accusations that are discovered to be untrue.

All reviews will be done in complete confidentiality to protect the volunteer, any minors related to the incident, CPT, and Kelloggsville Church.

Depending on the severity of the claims, the volunteer may be expected to sit before the CPT and/or the church council in review of facts of deviations/accusations. The CPT and church council agree to prayerfully consider all evidence placed before it, and to fully seek truth at all times. In the event of a conflict of interest by CPT and/or church council members, that member will be recuse themselves from any proceedings. The decisions of these bodies will be binding on the volunteer.

In the event that the volunteer feels a situation has been handled inappropriately by the CPT and/or the church council, the church council will bring in an impartial Third-Party Mediator to review the facts of the situation. The church council agrees that the decision of the Third-Party Mediator will be binding on the church.

Rev. 8/29/09

MH

Kelloggsville Church Safety and Abuse Prevention Policy (KCSAPP) DEVIATION REPORT

PLEASE FILL OUT AND RETURN TO THE CHURCH OFFICE THE SAME DAY THE SITUATION OCCURRED.

Date of Occurrence in Question

Today's Date if different than occurrence date

Your Name

Your Phone Number and Email

If applicable, name(s) of other person(s) involved (include contact information if possible):

Name of Program (Children's Worship, 2's and 3's, Nursery, Cadets, Middle School, etc.)

Nature of Occurrence in Question – What happened that differed from the KC SAPP?

Any Additional Comments? (use back for more space)

-----For KC SAPP team use only below this line -----

Reviewed by:

Corrective actions taken? (use back of sheet)

KC SAPP Staff Leader:

CPT Member:

******ALL INFORMATION LISTED ABOVE IS CONFIDENTIAL. BY SUBMITTING THIS FORM, YOU ARE CONSENTING TO THE INFORMATION SHARING POLICIES OF THE SAFETY AND ABUSE PREVENTION POLICY ******