



# PROTECTING TODAY'S CHILD

## Child Evangelism Fellowship® Child Protection Policies and Procedures



Since 1937

**CEF**  
CHILD EVANGELISM  
FELLOWSHIP®

*Reaching children worldwide®*

CHILD EVANGELISM FELLOWSHIP®

PO BOX 348 Warrenton Mo 63383  
(636) 456-4321 or 1-866-300-4034

# **POLICY** The following policy was approved by the International Board of Trustees on September 20, 1996:

Child abuse is defined as any verbal or sexual abuse, sexual exploitation or serious physical injury which is not explained by the available medical history as being accidental. Examples of sexual abuse are: rape, incest, sodomy, lewd or lascivious behavior which includes wrong types of speech or touching. Examples of verbal abuse are: excessive yelling, berating, ridicule or verbal assault intentionally directed at the child.

In order to protect the child from abuse and our workers from false accusations, a reasonable effort should be made to take the following steps:

1. All workers (paid and volunteer) should be adequately screened by interview prior to work or contact with minors in *CEF*<sup>®</sup> ministries.
2. All paid workers should be trained in the Child Abuse Policies by way of a video presentation approved by *CEF*-USA ministries department. (It is also recommended to train volunteers with this video.)
3. All workers (paid or volunteer) should read, understand and sign a statement agreeing to follow the policies and procedures concerning child abuse protection and reporting as prescribed by *CEF*-USA.
4. Two *CEF* workers (paid or volunteer) should be present at any overnight *CEF* activity or ministry setting that would be considered a high isolation situation.
5. All rooms used by adults and minors together should be accessible (no locked doors) and with open visibility (a window in the door or the door left wide open).
6. Supervisory personnel should make random visits of *CEF* sponsored activities.
7. Overnight activities sponsored by *CEF* involving minors should be approved by the local or state director and the local committee or state board.
8. All suspicious or inappropriate behavior between a *CEF* worker and a minor should be reported to supervisory staff and investigated immediately.

When anyone who is employed by *Child Evangelism Fellowship* has reasonable suspicion that a child is being abused by a *CEF* employee, or is himself accused, or someone whose action would reflect on *CEF* is accused, the following action should be taken:

**Call *CEF*-USA within 24 hours of time of incident. Notify your next higher office that this step has been taken.** (See Resources R-9 for reporting form.)

The USA ministries department at the International Headquarters will take appropriate steps to determine reporting requirements for your state and give counsel regarding the future ministry of the accused staff member or volunteer.

Any person suspected of child abuse will voluntarily relinquish or be removed from duties which involve direct contact with children until the matter is completely resolved.

**WARNING:** Failure to follow reporting procedures to the International Headquarters may result in termination of all *CEF* workers responsible for this reporting process.

Notwithstanding any statement herein, all *CEF* staff and volunteers shall fully abide by all state child abuse reporting requirements in effect.

# Child Protection Program Procedures

The following procedures were developed by the CEF-USA ministries staff and approved by the USA ministries committee, a subcommittee of the International Board of Trustees:

The purpose of the Child Protection Program is to protect the children who attend any *Child Evangelism Fellowship* ministry function from the possibility of abuse and assist the child who is being abused to find the needed help.

Steps to be taken by CEF staff members for the protection of the child

## A. Application Process

1. When processing a candidate who desires a staff position (Use the *Screening Procedure Checklist\** for paid staff)
  - a. Receive a completed application for employment
  - b. Receive a completed confidential screening form
  - c. Receive a completed request for criminal records check and authorization (See sample *Background Check Authorization*)
  - d. Conduct a personal interview
  - e. Check personal and church references on application and screening form
  - f. Conduct a criminal records check through appropriate agency
  - g. Provide a copy of the Protecting Today's Child brochure
  - h. Maintain all records (a-g) in a confidential file unless released by the employee using *Permission to Transfer Screening Information* form
2. When processing a candidate who desires a volunteer position (Use the *Screening Procedure Checklist\** for volunteer staff)
  - a. Receive a completed confidential screening form
  - b. Receive a completed request for criminal records check and authorization
  - c. Conduct a personal interview
  - d. Check personal and church references on screening form
  - e. If required by state law, conduct criminal records check through appropriate agency
  - f. Provide a copy of the Protecting Today's Child brochure
  - g. Maintain all records (a-f) in a confidential file unless released by the volunteer using *Permission to Transfer Screening Information* form
  - h. Provide all volunteers who have been inactive for more than 1 year a copy of their screening form and the *Screening Information Verification Form* for their completion

## B. Worker Training

1. Volunteers who have direct contact with children
  - a. It is recommended that all volunteers be trained in the Child Protection Program procedures by way of a video presentation approved by CEF-USA ministries department.
  - b. It is required that all volunteer staff involved in overnight activities with children be trained in the Child Protection Program procedures by way of a video presentation approved by CEF-USA ministries department.
  - c. It is required that all read and understand the Protecting Today's Child brochure.
2. Paid staff
  - a. It is required that all be trained in the Child Protection Program procedures by way of a video presentation approved by CEF-USA ministries department.

---

\* Screening Procedure Checklist -- This completed checklist will be used to transfer screening clearance information between various offices of CEF without duplicating the process. It will also allow the confidentiality of the screening information to be maintained.

b. It is required that all read and understand the Protecting Today's Child brochure.

### C. Worker Supervision

1. Two *CEF* workers (paid or volunteer) should be present at any *CEF* activity that is an overnight or high isolation situation involving minors.
2. All rooms used by adults and minors together shall be accessible (no locked doors) and with open visibility (a window in the door or the door left wide open). This guideline also applies to restroom facilities.
3. Supervisory personnel will conduct random visits of activities being conducted.
4. Overnight activities involving minors should be approved by local or state director and local committee/state board.

### D. Reporting Obligations

1. When non-*CEF* staff or non-*CEF* volunteers are suspected, procedures need to be followed according to state laws
2. When *CEF* staff or *CEF* volunteers are suspected
  - a. Procedures for volunteers to follow
    - 1) All suspicious or inappropriate behavior must be reported to a *CEF* staff member.
    - 2) A volunteer who suspects that a child has been abused by anyone must report the possible abuse to a *CEF* employee immediately. (If the staff member that you would normally report to is suspected, call *CEF*-USA.)
    - 3) Upon consultation with staff members concerning laws within your state, report to the appropriate authorities.
  - b. Procedures for staff members to follow
    - 1) Take all allegations seriously
    - 2) Record allegations on International Headquarters Child Abuse Form (R-9 in Organizational Manual)
    - 3) Call the USA ministries department at the International Headquarters (1-866-300-4034) within 24 hours of the time that the incident becomes known
    - 4) Notify your next higher office of the incident and document all telephone and written correspondence
    - 5) The USA ministries department at the International Headquarters will take appropriate steps to determine reporting requirements for your state and give counsel regarding the accused staff member
    - 6) Gather all applications, screening forms, etc. of the accused
    - 7) Any person suspected of child abuse will voluntarily relinquish or be removed from duties involving direct contact with children until the USA ministries department at the International Headquarters considers the matter resolved
    - 8) In the event of press inquiries, use the text of the prepared public statement. Be careful to safeguard the privacy and confidentiality of all involved

It is understood that in the course of organizing and managing a ministry such as *CEF*, there may be cases of extreme extenuating circumstances which would make it impossible for the *CEF* staff or volunteers to follow these procedures completely. In cases such as this, these circumstances should be carefully documented and filed and the procedures followed at the earliest opportunity.

Any questions dealing with the procedures of handling child abuse or child abuse accusations may be referred to the *Child Evangelism Fellowship* USA ministries department at 1-866-300-4034.

**WARNING:** Failure to follow these procedures may result in termination of all *CEF* workers responsible for this process.

Notwithstanding any statement herein, all *CEF* staff and volunteers shall fully abide by all state child abuse reporting requirements in effect.

**CONFIDENTIAL SCREENING FORM**  
**Child Evangelism Fellowship® Inc.**

This screening form is to be completed by applicants for any position, paid or volunteer, involving CEF® ministries, and will be used to help CEF provide a safe and secure environment for children. This is not an employment application. Anyone interested in employment by CEF will also need to complete a written application form.

**Personal**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle



*Identity confirmed with a state driver's license or other photographic identification.*

Present address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone # \_\_\_\_\_

If explanatory notes are needed, please attach separate sheet and number to correspond with question.

1. Please indicate the type of youth or children's work you prefer. \_\_\_\_\_

2. Please indicate the date you would be available to begin. \_\_\_\_\_

3. What is the minimum length of commitment you can make? \_\_\_\_\_

4. Have you ever been convicted of a crime?

\_\_\_ Yes (If yes, please explain) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ No

5. Do you have a current driver's license?

\_\_\_ Yes (If yes, please write your driver's license number and state  
(\_\_\_\_\_))

\_\_\_ No

**Church History and Prior Youth Work**

6. Name of church of which you are a member \_\_\_\_\_

7. List (name and address) other churches you have attended regularly during the past five years.

CHURCH NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CHURCH NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

8. List previous church ministry involving youth during the past five years (list each church name and address, type of work performed, and dates). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List previous non-church involvement with youth during the past 5 years (list each organization name and address, type of work performed, and dates). \_\_\_\_\_  
\_\_\_\_\_

10. List any gifts, callings, training, education or other factors that have prepared you for children's ministries.  
\_\_\_\_\_  
\_\_\_\_\_

11. Personal references (not former employers or relatives)

NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
TELEPHONE _____	TELEPHONE _____

The information contained in this screening form is correct to the best of my knowledge. I authorize any references listed on this application to give you any information (including opinions) that they may have regarding my character and fitness for children's work. In consideration of the receipt and evaluation of this screening form by *Child Evangelism Fellowship Inc.*, I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

(check one)  I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this Screening Form.  
 I do not waive

As a volunteer or paid worker for *Child Evangelism Fellowship Inc.* I agree to abide by the child protection policy and to refrain from unscriptural conduct in the performance of my services on its behalf.

I have read the Protecting Today's Child brochure and agree to follow the policies and procedures in handling any child abuse situations that may arise.

I further state that I have read carefully the foregoing release and know the contents thereof. This is a legally binding agreement which I have read and understand.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature (If applicant is a minor) \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**Screening Procedures Checklist**  
**Child Evangelism Fellowship Child Protection Policy**

*All Paid Staff*

Name \_\_\_\_\_

COMPLETION

DATE      INITIAL\*

- |       |       |                                                       |
|-------|-------|-------------------------------------------------------|
| _____ | _____ | 1. Employment Application Form completed.             |
| _____ | _____ | 2. Confidential Screening Form completed.             |
| _____ | _____ | 3. Request for Criminal Records Check Form completed. |
| _____ | _____ | 4. Criminal Record Check conducted.                   |
| _____ | _____ | 5. Interview completed.                               |
| _____ | _____ | 6. "Protecting Today's Child" Video viewed.           |
| _____ | _____ | 7. "Protecting Today's Child" brochure read.          |
| _____ | _____ | 8. Personal and church references investigated.       |

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Position

\* Initials of authorized personnel certifying that this part of the screening procedure is complete.

*For Transfer of Information Only*

To the best of my knowledge the above screening information is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Screening Procedures Checklist**  
**Child Evangelism Fellowship Child Protection Policy**

*All Volunteer Staff*

Name \_\_\_\_\_

COMPLETION

DATE      INITIAL\*

- |       |       |                                                                                     |
|-------|-------|-------------------------------------------------------------------------------------|
| _____ | _____ | 1. Confidential Screening Form completed                                            |
| _____ | _____ | 2. Request for Criminal Records Check Form completed                                |
| _____ | _____ | 3. Interview completed                                                              |
| _____ | _____ | 4. "Protecting Today's Child" brochure read                                         |
| _____ | _____ | 5. "Protecting Today's Child" video viewed (required only for overnight activities) |
| _____ | _____ | 6. Personal and church references investigated                                      |

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Position

\* Initials of authorized personnel certifying that this part of the screening procedure is complete.

*For Transfer of Information Only*

To the best of my knowledge the above screening information is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Child Evangelism Fellowship® Background Check Authorization

Release Authorization:

1. In connection with my future involvement as a staff member or a volunteer working with children, I understand that CEF® will conduct a background check to determine my ability to minister in this role. It may include information concerning my character, work habits, performance and any court records that may have a bearing on my job responsibilities.
2. I acknowledge that a telephonic facsimile (fax) or photocopy shall be as valid as the original.
3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, church or non-profit organization, reference, or insurance company contacted by CEF or its consumer reporting agency or its agents, to furnish the information described above.
4. I understand that if any of those records contains information which is used to deny my employment in Child Evangelism Fellowship, that I will be notified of my rights and where I can obtain a copy of the information.

### Identifying Data (Please print)

<b>Applicant's Name</b> (Last, First, Middle initial) Day      Yr.				<b>Date of Birth</b> Mo.	
<b>Sex</b>	<b>Race</b>	<b>Social Security Number</b>	<b>Driver's License Number</b>	<b>State</b>	

### Background Information

<b>All Nicknames</b>		
<b>Maiden Name</b>		
<b>All Aliases</b>		
<b>Present Address</b> (Street, City, State, Zip)		
<b>All Previous Addresses for the Past 5 Years</b> (Use back of sheet if necessary)		
<b>Signature</b>	<b>Date</b>	<b>Telephone Number</b>

All information acquired will be used within Child Evangelism Fellowship organization as it pertains to employment or volunteer work with children unless signified otherwise in writing upon completion of this form.

*A different form may be required by the reporting agency or state government agency you are using.*



---

# Sample Interview

## Questions for Staff and Volunteers

---

1. Why are you interested in being involved in this capacity?
2. Share with me any previous experience you have had in working with children.
3. Have you ever had any painful life experiences as a child/minor which may hinder you from a productive ministry with children? If yes, please explain.
4. Is there anything that would call into question your being entrusted with the supervision, guidance and care of children or young people? If yes, please explain.
5. Have you ever been accused or convicted of child abuse?
6. Have you read the Protecting Today's Child brochure? Do you have any questions concerning any of *CEF's* procedures?

## **PRESS RELEASE STATEMENT**

The children of America are our country's most precious resource. The future of this nation rests upon their development and potential. Any form of child abuse endangers that future and shatters the innocence and purity of childhood.

The Board of Trustees of *Child Evangelism Fellowship*<sup>®</sup> believes that God has given us a stewardship of caring for the souls of children. We have taken steps as an organization to protect every child involved in our ministry.

We will work with the law enforcement agency in this area to determine the truth concerning this situation. Our prayers are that the investigation will reveal the truth and any injustices concerning any child will be revealed and punished.

## Permission to Transfer Screening Information

---

I hereby authorize *Child Evangelism Fellowship* to transfer the following screening materials:

- Confidential Screening Form
- Criminal Background Check
- Reference Information

to: Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

I hereby release *Child Evangelism Fellowship* of all liability for the materials which I am authorizing to be transferred.

\_\_\_\_\_  
Name of Volunteer/Applicant/Employee

\_\_\_\_\_  
Date





**CEF®-USA CHILD ABUSE REPORT FORM**

<b>A</b> <b>PERSON GIVING REPORT</b>	NAME/TITLE _____ CHAPTER/ADDRESS _____ CITY _____ STATE _____ ZIPCODE _____ PHONE ( ) _____ DATE OF REPORT _____ TIME _____ HOME PHONE ( ) _____
<b>B</b> <b>VICTIM</b>	NAME _____ ADDRESS _____ PHONE ( ) _____ CITY _____ STATE _____ ZIPCODE _____ DATE OF BIRTH _____ SEX _____
<b>C</b> <b>PARENTS</b>	NAME _____ ADDRESS _____ CITY _____ STATE _____ ZIPCODE _____ HOME PHONE ( ) _____ BUSINESS PHONE ( ) _____ HOME PHONE ( ) _____ BUSINESS PHONE ( ) _____
<b>D</b> <b>INCIDENT INFORMATION</b>	(PLEASE BE SPECIFIC, USE EXTRA PAPER IF NEEDED) DATE OF INCIDENT _____ TIME OF INCIDENT _____ PLACE OF INCIDENT _____ NAME OF ACCUSED _____ ADDRESS _____ PHONE ( ) _____ POSITION IN ORGANIZATION _____ CITY _____ STATE _____ ZIPCODE _____ TYPE OF ABUSE: (CHECK ONE OR MORE) PHYSICAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> OTHER <input type="checkbox"/> NARRATIVE DESCRIPTION: _____ _____ _____ _____ _____ _____ _____ _____
<b>E</b> <b>OTHERS</b>	PEOPLE PRESENTLY NOTIFIED OR AWARE OF INCIDENT: (CHECK ONE OR MORE) PARENTS <input type="checkbox"/> STATE AGENCY <input type="checkbox"/> ATTORNEY <input type="checkbox"/> OTHERS <input type="checkbox"/> WHO ARE THE OTHERS NOTIFIED OR AWARE OF INCIDENT? _____
<b>F</b>	REPORT TAKEN BY _____ PHONE ( ) _____ SIGNATURE _____ <p style="text-align: center;"><b>CONTACT CEF-USA CHILD PROTECTION PERSONNEL IMMEDIATELY</b></p>

## ***QUESTIONS STAFF MEMBERS ASK ABOUT THE CHILD PROTECTION POLICY***

---

**Once a worker is screened according to policy, does each area he works in need to repeat the process for their area?**

No. Once each area on the *Screening Procedures Checklist* has been completed for the volunteer or staff member, the checklist can serve as a valid clearance throughout our organization. This form needs to be copied and sent to the new area in which he will be ministering.

If for some reason more than just the checklist should be sent to another *CEF* unit, the *Permission to Transfer Screening Information* form should be completed and signed by the employee or volunteer. However, if an accusation arises, each committee or board will be held individually responsible for the screening of anyone working under its jurisdiction.

**What do I do when someone moves into my area but says they have been screened by another *CEF* group?**

Contact the other *CEF* unit for their *Screening Procedures Checklist* on the staff or volunteer. Once this sheet has been secured, check the date it was processed. If it is over five years old, complete the process again or secure written notice that this person has been in continual ministry with *CEF* and is recommended for continued ministry.

**What do I do when someone says he/she has been screened by their local church or another children's organization?**

Either ask the prospective staff person or volunteer to give written permission to that church to forward his records to you, or have him give you written permission to do so. If you accept the screening done by anyone else, be sure that screening has met the criteria of the *CEF* policy and complete a *Screening Procedures Checklist* for your records. When obtaining the records, you may also want to ask for a reference/recommendation concerning the individual to provide greater safety for the children, the worker and your *CEF* unit.

**How often does a check need to be repeated on staff or volunteers?**

At this time, we are requiring only that the complete check be done once for each consistently active worker. If workers are active only once a year, they should sign a *Screening Information Verification* form and at least one reference (a pastor or other credible individual) should be contacted. Every five years it is recommended that a *Screening Information Verification* form and at least one reference (a pastor or other credible individual) should be contacted even for the active workers.

**How long do the records need to be retained?** Permanently. Sometimes adults remember when they were abused as children and then decide to report it. If the records have not been maintained there is no way to produce evidence that steps were taken to protect that individual while participating in *CEF* programs during the period of time in question.

**Is there any way hosts or hostesses of clubs can be exempted from the screenings or signing of all the forms?** No. The host or hostess is possibly a greater risk than the teacher because children will continually be coming to his/her home. The host also needs the protection from accusations that is provided by our screening.

**Are fair workers exempt from screening?**

No.

**What if someone just “shows up” to work in the fair or other CEF ministry?**

You will need to have this worker fill out the forms and conduct the interview before he can work. This should only take a few minutes, but it must be done.

**Do *Tel-A-Story*® workers need to be screened in the same way that other volunteers are screened?**

At this time, we are not requiring that *Tel-A-Story* workers be screened unless they have direct contact with the children other than over the telephone. A local committee or state board does have the freedom to require *Tel-A-Story* workers to be screened if they feel it is necessary.

**Do board or committee members need to be screened?**

Only if they have direct contact with children in *CEF* ministry. Some boards or committees may want to complete the screening process just for the sake of setting a good example.

**Do paid office staff (or other paid workers who do not have direct contact with children) need to be screened like other staff members?**

Yes. There is no way to guarantee that they will not be exposed to minors in the office or in some other way while working under the auspices of *CEF*. Therefore, ALL staff are required to be trained and screened as per policy even if their job description does not include direct contact with children on a regular basis.

**Should I screen teenagers involved in the *Christian Youth In Action*® program?**

Yes. If volunteering in the *CEF* ministry, they will need to be screened just as any other volunteer is screened. If the young people accept any payment for services rendered, they are to be considered paid staff and a criminal records check should be completed. Some states will not provide information on individuals under the age of 16. If this is the case in your state, simply document the fact that you attempted a criminal records check but that the information was withheld by the state agency. Also have the state office request a letter of exception from USA ministries for your state.

**Do students taking a *Teaching Children Effectively*™ course need to be screened before doing their practicum assignments?**

Child Evangelism Fellowship Inc. as an organization does not require involvement in a *CEF* sponsored ministry by those who are fulfilling their practicums. The fulfillment of the practicum is the sole responsibility of the student. Since *CEF* is not involved in placement of students, except those desiring to be involved in *CEF* ministry, the responsibility for the location and screening of any workers conducting their practicums rests with the organization or individual responsible for the establishment of the ministry activity.

**What should I do if my state requires more in the way of background checks, etc., than the CEF policy requires?**

You need to obey the law in your state even if the *CEF* child protection program does not require the same steps or safeguards as the state law.

**What should I do if my state does not require as much as the CEF policy requires?**

You need to follow the *CEF* child protection program.

**Do we need to do criminal records checks on individuals who are paid as contracted workers rather than paid a salary?**

Most *CEF* chapters do not hire contracted workers. However, if that person receives any compensation for services rendered, he needs to be treated as paid staff and as such is required to undergo a criminal records check. If you feel that he would not qualify under the definition of a paid staff member but are not sure, call

the USA office for advice. Of course, if he has already been screened and had a criminal records check through another organization or church, follow the guidelines outlined earlier under screening by his local church.

**What should I do if there are more workers to interview and screen than I am able to handle?**

You will need to build a team that will help you in the seasons when many workers are being used in the *CEF* ministry (such as *5-Day Clubs*<sup>®</sup>, fair ministry, *CYIA*<sup>™</sup>, etc.). Committee members or other volunteers can be used as long as they are carefully trained in how to carry out the *CEF* procedures and how to maintain the confidentiality of the screening materials. You might consult with your state director to see what other staff might be able to help you in a high-stress time. Once someone is trained to do interviews and help you with paperwork, they can be used again and again. There may even be volunteers who are not able to be active in other parts of the *CEF* ministry but would enjoy helping in this way.

**What do I do if I find that someone has been teaching or working under the *CEF* banner but has not been properly screened?**

Simply work through the screening process with him immediately and treat him as a new worker. Be sure to document on his records that he had been active but that you were not aware of it until the time when the screening process was completed.

**What if someone refuses to be screened as per policy?**

That person will not be able to have direct contact with children under the banner of *CEF* until he is willing to complete the screening process.

**If the criminal records check reveals other criminal activity, should we disqualify that person from *CEF* ministry?**

It would depend on the type of criminal activity and when it occurred. You are doing the criminal records check to find out if they have been convicted of child abuse. However, if you are unsure, talk to those who are in leadership over your area (your committee, the state board, your state director or the USA office). After a decision is made, be sure to document your actions.

**What if a volunteer will be working under the auspices of a local church but will be doing *CEF* ministry (church-related)?**

If you are recording the ministry on your statistical report, the volunteer is under *CEF* and is subject to the policy. If the ministry to children he is involved with requires him to sign the *CEF Statement of Faith*, that would also make him subject to the policy.

**Am I expected to report parents who spank their children?**

You are to report any abuse that falls within the definition of child abuse (sexual or verbal) as listed in the policy approved by the Board of Trustees. You will need to carefully weigh the individual situation against this policy in order to determine if this is an incident that should be reported.

**Are workers on all levels of *CEF* subject to these same procedures?**

Yes. The USA office will work with state boards to see to it that all state directors are screened. International Headquarters staff is also subject to these procedures.