



The Riverside Church Safe Sanctuary Procedures July 2024

Jesus said, "Whoever welcomes a child welcomes me." (Matthew 18:5). Children and youth are our present and our future, our hope, our teachers, and our inspiration. They are full participants in the life of the church and in the realm of God.

Tragically, churches have not always been safe places for children. Child sexual abuse, emotional abuse, exploitation, and spiritual abuse occur in churches, both large and small, urban and rural. Such incidents devastate all involved: the child, the family, the local church and its leaders.

God calls us to make our churches safe places of sanctuary that protect children and other vulnerable persons from sexual and/or spiritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. Thus, The Riverside Church in the City of New York has these procedures, based upon best practices modeled by congregations across the country both large and small, in place to protect and nurture the children God has entrusted into our care.

I. Definitions of Terms

Exploitation - This is generally defined as involving a child in a sexual act for commercial gain. Examples include child pornography, child sex trafficking, sextortion, the live streaming of child sexual abuse, and child sex tourism.

Emotional Abuse - Deliberately causing mental or emotional pain. Examples include intimidation, coercion, ridiculing, harassment, isolating an adult from family, friends, or regular activity, use of silence to control behavior, and yelling or swearing, which results in mental distress.

Sexual misconduct - A comprehensive term used in this policy to include sexual abuse, child sexual abuse, sexual harassment, rape, and other forms of abuse.

Spiritual abuse - A distortion and exploitation of spiritual authority to manipulate, control, use, or harm others, mostly through shame and fear.

Sexual Abuse - Any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position."

Child Sexual Abuse - Including, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an

adult is always considered forced whether or not consented to by the child.

Sexual Harassment- Sexual harassment includes unwelcome sexual advances and requests for sexual favors. Other unwelcome conduct which may constitute sexual harassment includes, but is not limited to: verbal acts including sexual innuendos or jokes; email or text messages that include jokes or references of a sexual nature, including messages sent accidentally; posters, cartoons or drawings that include nudity or sexual innuendos; sexually suggestive objects or pictures; graphic commentaries; leering; obscene gestures; unwanted physical contact; making or threatening retaliation to an individual who opposes, objects to or complains about sexual harassment; and possession of inappropriate material of a sexual nature in the church or its display, duplication, or transmission.

Rape - Unlawful sexual intercourse with someone without their [consent](#) and through fear, force, or coercion.

Child Emotional Abuse - Emotional abuse or psychological maltreatment is more elusive, especially in state laws. It is generally considered to be a pattern of behavior that promotes emotional harm to a child. It may include terrifying or humiliating punishments (killing a child's pet, making a child wear a sign that says he or she is a bed-wetter, locking a child in a dark place), isolating a child from others, convincing a child that he or she is bad or incompetent, exploiting a child (for example, using them to commit crimes because of the reduced likelihood that the child will be punished by the law) or repeatedly insulting and humiliating a child.

Gender - Gender identity refers to our internalized, deeply felt sense of being male, female, both, or neither. It can be different from the biological sex we were assigned at birth.

Cisgender - An adjective to describe someone whose gender identity matches their biological sex.

Non-binary - An umbrella term for people who identify their gender as neither male nor female. These people might identify as both ("bigender"), neither ("agender"), a mix between the two ("genderfluid"), or they can be unsure of their gender ("genderqueer"). This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

LGBTQ+ - An acronym for Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and others. It refers to people whose gender identities vary from their gender or sex assigned at birth, or whose sexual orientations differ from the heterosexual majority. The "+" is an effort to include additional gender identities. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

Transgender - An adjective describing a person whose sense of personal identity and gender does not correspond with the gender or sex assigned to them at birth. This is an evolving term, as our understanding and language around gender identity and sexuality expands and matures.

II. Policy on Inclusiveness

In accordance with the Bylaws of the Riverside Church, the Education Department, in all its programming, commits itself to welcoming all persons, celebrating the diversity found in a congregation broadly inclusive of persons of different backgrounds and characteristics, including race, economic class, religion, culture, ethnicity, gender, age, sexual orientation, gender identity,

family status and physical and mental abilities. We strive to create spaces that are welcoming and safe for all people.

In all programming, particular attention will be given to historically marginalized, excluded or unrecognized people or groups. In a situation of unequal power and safety, the preferences of these individuals merit additional consideration, accommodation, and action to ensure participant privacy, maximization of social integration of all participants, minimization of stigmatization of any participants; equal opportunity to participate; and safety of all participants.

III. Guidelines for Approval and Maintenance of Policy/ Universal Commitment to Policy

This policy will be reviewed annually by the following Riverside departments/individuals: HR Department, COO, Education Commission, Executive Minister. All volunteers and staff in the Education Department will be required to read and sign this policy annually, and will be expected to follow all procedures and guidelines described in this policy.

In addition, the Education Department staff will conduct an annual event for families to educate participants about the policy.

As part of registration for Church School, all parents/guardians will be required to read and sign this policy acknowledging its existence and their familiarity with the policy

IV. Staff/Volunteer/Leadership Failure to Comply with these Procedures

Refusal to comply with any of this policy will result in a verbal and written warning from the Executive Minister of TRC. Continued disregard or refusal to follow the guidelines laid out in these procedures will result in a permanent ban from the TRC premises, will be treated as an illegal trespass and will be reported to law enforcement. Serious allegations of misconduct will result in immediate suspension and possible dismissal from the program.

V. Recruitment and Selection Guidelines for Volunteers and Staff

A. Age

Volunteers recruited to work with children and youth in any position of authority must be at least 21 years of age and at least 5 years older than the average age of the group they are working to serve. This standard allows persons to be separated by enough years so as to have better perspective and recognition as an authority figure with the group they are serving. Persons not meeting these standards may not serve in a role of primary authority; however, they may be utilized as assistants to those in leadership positions.

B. Application

All volunteers must complete the volunteer application process as outlined by the Riverside Church HR Department.

C. Background Checks

Criminal background checks and drug testing shall be made of all volunteers who have supervisory program responsibility for youth (e.g. youth group leaders) and children (e.g. Sunday School teachers). Criminal background checks and drug testing shall be repeated every 3 years for all staff and volunteers working with children.

The church will keep confidential all information received from the background check process. Information will be marked as confidential and stored in a locked location with limited access afforded only to church staff and others with a need to know.

D. Prior Convictions

Individuals who have been convicted of physical or sexual abuse or neglect may not work in any church-sponsored activity or program for preschoolers, children, youth or vulnerable adults.

E. Interview

All volunteers must be interviewed for suitability for the work they desire to do. Interviews will be conducted by the leader of the program in which the individual will serve, or by other persons designated by the program leader. A team of interviewers may be used. The guidelines outlined in these procedures may be discussed during the interview.

F. References from prior employment

All volunteers will be required to submit 3 references from prior work or volunteer roles. The Education Department staff will contact references.

G. CPR training and certification

All staff and volunteers in the Education Department will be required to attend a CPR training in their first year, or show proof of CPR training from within the last 3 years. All staff and volunteers will be required to be recertified in CPR training every 3 years at minimum.

The Education Department will host an Annual CPR training which will satisfy this requirement for all staff and volunteers who attend.

H. 6 Month Rule

Volunteers must be active participants of the Riverside Church life for at least 6 months before volunteering with Children.

In cases where volunteers have a particular skill suitable for Education Department programming, this requirement may be waived by approval of the HR department, Executive Minister, and COO. However, these volunteers will need to be supervised at all times by an Education Department staff member or volunteer who is a Riverside Church member.

I. Grandfather clause

All application policies described in this section will be applied to new volunteers who are onboarded after the publication of this policy. Volunteers who are already active and approved at the time of this policy's publication will not need to fulfill these application requirements unless directed otherwise by Riverside Church staff.

VI. Program Procedures

All programming of the Children and Families and the Youth programs of The Riverside Church will

be governed by these procedures:

A. Supervision - Every programming event is supervised by a team of adults who are not related to one another. One adult may supervise a group of children or youth in a 3rd floor classroom as long as there are other dedicated team members available on the 3rd floor for accountability and assistance if necessary. When one adult supervises a group of children or youth, the adult must be visible within the room through a window or open door, or there must be a security camera that makes the adult visible . No children will be left unsupervised.

B. Bathroom policies - Children under the age of 12 must be escorted to the bathroom by an adult. The adult should go with at least two children, never taking a child to the bathroom alone. The adult should check inside the bathroom first to ensure it is empty, and then allow the children inside. The adult should wait outside the bathroom door and escort the children back to the classroom afterward. If a child takes longer than necessary, the adult should open the bathroom door and call the child's name. If a child requires assistance, the adult should prop open the bathroom door and leave it open as they assist the child.

For the protection of everyone, adults should never be alone with a child in a bathroom with the door closed and should never be in a closed bathroom stall with a child.

Parents are strongly encouraged to have their children use the bathroom before Church, School and other programming.

C. Checkout Procedure

All parents will observe the check-in/check-out procedures as outlined by staff personnel for any event.

Children must be picked up and dropped off by designated adults. If a designated adult is unable to pick up or drop off a child, the designated adult must contact Riverside staff or an approved volunteer to communicate this.

With the approval of their parents, children age 12 and over may be permitted to check themselves in and out of programming. Parents who wish to permit their child to check themselves in and out of programming must meet with Education Department staff regarding this and sign their permission during the Church School registration process.

If a child does not fit the age requirements for a particular event, a parent must stay at the event with the child.

D. Open Door Policy

Further protection for the children requires that an open door policy be followed. This open door policy states that the parents of the children served, the clergy, administrative and professional staff of the church have the right to visit and observe all children/youth activities , classrooms, or church-sponsored programs at any time, unannounced.

F. Outside Access:

There must be access to a phone, cell phone or pager when groups are at or away from the church facility. The church office or authorized church representative will be given this number before the groups depart from church property.

G. Doors and Windows:

All classroom and office doors will have a window or visibility from the hallway or remain open while occupied by three or fewer people. Windows will be kept free from adornment and kept locked at all times.

H. Staff/volunteer to child ratios at events

At all events, the ratios of staff/volunteer to children must be no less than the following:

Age of children	Number of staff/volunteers	Number of children
5 years and younger	1	5
6-8 years	1	6
9-14 years	1	8
15-18 years	1	10

I. Off-site and Overnight events

For all off-site and overnight events, Education Department Staff and Volunteers will follow the appropriate Riverside Church policies.

VII. Code of Conduct

A. staff and volunteers shall:

- a. respond to children and youth with respect and consideration and treat all of them equally, regardless of race/ethnicity, color, national origin, gender, age, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information, or religious affiliation; and
- b. act as a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity.
- c. maintain appropriate boundaries when in positions of power with children and youth.
- d. Not give money or gifts to children or youth, except within the context of a group gift given to all participants in the celebration of special events or recognitions.

B. staff and volunteers should respect the privacy of the children and youth to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (ex. taking age-appropriate photographs and movies, not taking photographs of children and youth who are not fully

clothed). Children and youth are required at all times to wear appropriate attire. Staff and volunteers are not permitted to take photographs of children and youth under their care or at a meeting or event and share them in any way, including on the internet, without the written permission of the child's parent or guardian .

C. Age appropriate training to children and youth should be provided regarding behavior that should be reported to a caregiver or a supervisor.

D. Individual Counseling:

One-on-one interactions are sometimes necessary and appropriate, but care must be taken that they be conducted in an environment that provides visibility by other adults. A supervisor must have knowledge of all one-on-one interactions between a staff member and the child or youth with whom the staff member is meeting as well as the location of the one-on-one meeting. Children and youth receiving individual counseling should be told they are free to discuss any aspects of the counseling process with a parent or other adult, especially if they are uncomfortable about anything that occurs in counseling. All incidents of suspected abuse and neglect revealed during the session will be reported in accordance with section IX of this policy.

E. All staff and volunteers must abstain from the following prohibited behaviors. These prohibited behaviors include but are not restricted to:

- a. Display of sexual affection toward a child or youth.
- b. Use of profanity or off-color jokes.
- c. Discussion of sexual encounters with or around children or youth or in any way involving children and youth in personal problems or issues.
- d. Dating or becoming "romantically" involved with children or youth.
- e. Using or being under the influence of alcohol or illegal drugs in the presence of children and youth.
- f. Possessing sexually oriented materials—including printed or online pornography—on church property or property being utilized for a church event.
- g. Having secrets with children or youth.
- h. Staring at or commenting on the bodies of children or youth.
- i. Engaging in inappropriate or unapproved electronic communication with children or youth.
- j. Working one-on-one with children or youth in a private setting.
- k. Abusing children or youth in anyway, including (but not limited to) the following:
 - Physical abuse: hit, spank, shake, slap, unnecessary restraint.

- Verbal abuse: degrade, threaten, or curse.
- Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations.
- Mental abuse: shame, humiliation, acting cruelly.
- Neglect: withhold food, water, shelter.
- Permit minors or vulnerable adults to engage in the following: hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity.

F. Touch

Touching should be initiated by the child or youth. It should be a response to the child's need for comforting, encouragement, or affection. It should not be based upon the adult's emotional needs.

Example: Adults should refrain from saying, "Give me a hug" or "Give me a high five". Instead, adults should ask for the preferences of the child, including a non-touch option:

"Would you like a hug, high five, hand shake, or wave?"

Ideally, touching and affection should only be given when in the presence of other staff and volunteers. It is much less likely that touches will be inappropriate or misconstrued as such when two unrelated adult workers are present and the touching is open to observation. This is especially important when diapering a baby or helping a young child change clothes or use the restroom.

Touching behavior should not give even the appearance of wrongdoing. As staff and volunteers in ministry, our behavior must foster trust at all times; it should be above reproach.

A child's preference not to be touched should be respected. Adults are not to force physical affection upon a reluctant child. Staff and volunteers are responsible to protect children under their supervision from inappropriate touching by others.

Staff and volunteers must promptly report inappropriate touching or other questionable behavior by other workers to their ministry leader, staff member, or a minister.

No one should ever tickle, kiss, wrestle with, strike, or shove a child. No child should sit in the lap of anyone other than their parent/guardian. The only exception to this is when an infant requires comfort or care.

G. Comments to Children

Adults should not comment about a child's appearance, gender/gender identity/presentation, clothing, or sexual orientation.

The Riverside Church celebrates and affirms all forms of gender identity, non-conformity, and fluidity. "Gender fluid" describes a person who does not identify themselves as having a fixed gender. We will use the pronouns our children and youth prefer to use for themselves at any given time in their lives. We affirm transgender identities and choose to support and welcome children who identify as transgender.

Examples of inappropriate comments to children:

“So, girls can wear ties now, huh?”
“What a fancy dress! You are so beautiful!”¹
“Are you a girl or a boy?”
“Do you like girls or boys?”
“Watch out! All the boys are going to be chasing her!”
“I bet you’re a lady killer !”
“Boys don’t wear that color. That’s feminine”
“You sound like a girl”
“Boys don’t cry.”

Activities, conversations, and opportunities should be provided to all children regardless of gender/gender expression. There are no boy/girl colors, boy/girl games, boy/girl groupings, boy/girl expectations at The Riverside Church.

Examples of inappropriate boy/girl binaries in education:

“Girls stand on the left, boys on the right.”
“The girls get the pink shirts.”
“We need some strong boys to move these boxes.”

VIII. Social Media Policies

A. General Social Media Policy — No staff and volunteers shall create or use a media site (Web, FaceBook, YouTube, or similar) in the name of or purporting to represent The Riverside Church without the explicit written permission of the church , or a supervisor. When a staff or volunteer, acting in their capacity as a representative of The Riverside Church , leads or coordinates a group activity using social media, each may use only official church sites/channels when they have been made available by the church . These may include web pages, FaceBook, e-mail, and similar means.

B. Social Media Communications

Persons who shall create approved public pages on behalf of The Riverside Church programs are responsible to monitor communications and to assure that staff and volunteers do not have private (and possibly inappropriate) conversations with children and youth.

Persons having Facebook privileges on behalf of The Riverside Church shall treat unsolicited communication or “friending” from children and youth as an unauthorized text message. No reply may be given except to indicate by a posting that accepting a “friend” invitation by children and youth is a violation of the code of conduct.

If children and youth reveal abuse or inappropriate interactions with an adult, the person must report this information in the manner of any “suspected abuse.”

When using Facebook to communicate with children and youth, the authorized minister shall inform parents/guardians of each child and youth that the latter is communicating with the person via Facebook, providing the parent/guardian the opportunity to disapprove or to participate in a group.

¹ Although fancy dress can be a fun and traditional part of church attendance, the Ministry of Education encourages all adults to resist the culture of appearance and objectification by refraining from these comments.

C. Social Networking Code of Conduct

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- a. Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- b. Prohibit sexually oriented conversations or discussions about sexual activities.
- c. Prohibit private messages between staff and children and youth and between volunteers and children and youth.
- d. Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- e. Provide children and youth, and their parents and guardians with this Social Networking Code of Conduct.
- f. Encourage parents and guardians to play a role in monitoring their child or youth's interactions with staff and volunteers.
- g. Continuously remind children and youth how to interact appropriately through social networking sites.
- h. Deny participation to individuals who repeatedly violate the code of conduct.
- i. At the institution of the use of social media, the authorized minister shall present this Social Networking Code of Conduct to children and youth and parents/guardians.

D. Misuse of Technology

No minister or staff and volunteer shall misuse technology in the following ways:

- a. Using technology to send suggestive messages and/or images to a child or a youth.
- b. Having contacts by Misuse of Technology to contact a child/youth that is not pre approved by the child's or youth's legal guardian with a signed waiver, unless the contact is on an open public medium, such as the church website or church social media program.
- c. Viewing pornography or sites (for example dating websites) which include pornography or naked bodies on the premises of a church event, activity or meeting, no matter where it is held.

E. Virtual Meeting Code of Conduct

Staff and volunteers or ministers of The Riverside Church must abide by the following virtual meeting code of conduct when planning and conducting a virtual meeting on virtual meeting platforms (for example . Zoom, Skype) with one or more children and/or youth:

- a. Adults should seek permission from the parent or guardian who has legal custody of a child or youth before inviting the child or youth to participate in a virtual meeting. Such

permission can be sought in any hard copy or electronic registration forms but must be a separate and clear section seeking permission of the parent or guardian. The option to observe the virtual meeting (without visual or verbal participation) should be made available upon request to parent or guardian. The permission section of the registration form shall provide the parent or guardian with information (name, contact information, including telephone/text) on how to report concerns, issues or to make reports of inappropriate conduct or sexual misconduct or abuse by an adult or any participant that occurs before, during or after a virtual meeting.

b. Adults and meeting organizers should advise a parent or guardian who has legal custody of a child or youth of the following so that the parent or guardian is aware of it when giving permission for the child or youth to participate in the meeting: (1) that a meeting will be recorded; and (2) that images, video or audio may be used from the recording in media reports or on the church website.

c. No adult is permitted to meet one-on-one or one Adult with a group of children or youth either in a virtual meeting space or a breakout room. There must be at least two (2) unrelated adults in any virtual meetings or breakout room or other virtual meeting space.

d. All adults, children and youth, and other participants in virtual meetings shall dress appropriately for the meeting. No meeting participants shall wear inappropriate (that is, sexually suggestive, exploitive or voyeuristic - "Inappropriate") clothing or clothing that displays inappropriate or offensive (that is, sexually demeaning or suggestive, pornographic, voyeuristic, discriminatory, harassing, bullying, intimidating, threatening, profane or abusive – "Offensive") messages.

e. No adults, children and youth, and other participants in virtual meetings are permitted to make displays of inappropriate or offensive messages by putting a sign or note in front of the camera in some form or fashion.

f. Adults, children and youth, and other participants in virtual meetings should be considerate and not carry the phone or device they are using to participate in the meeting into private areas of their meeting space, such as bathrooms, with any camera or microphone on while the meeting is in progress.

g. No adults or children or youth are permitted to use the chat function, the name section, or any other feature of a virtual platform for inappropriate or offensive purposes during a virtual meeting, including, but not limited to:

- Displaying inappropriate photographs or images, such as pornography or photographs of anyone who is naked or inappropriately attired.
- Displaying offensive or inappropriate messages.
- Providing links to offensive and inappropriate websites or platforms.
- Bullying, discriminating against or harassing anyone based upon their race/ethnicity, color, national origin, gender, sexual orientation, gender identity/expression, creed, protected disability status, citizenship status, genetic information or religious affiliation.

h. No adult is permitted to use the private chat function of a virtual meeting platform to communicate privately with one or more children and/or youth except when the privacy or dignity of the children or youth requires it. If a private chat is necessary, it must be recorded and must copy another unrelated adult. Otherwise, all chat communications must be done openly so that all participants, including the other unrelated adults, parents or guardians in

the virtual meeting can see the chat communications. This should be announced at the start of every virtual meeting. (Exceptions: if the adult is designated by the meeting organizers to receive reports of concerns or issues or to make reports of inappropriate conduct or sexual misconduct or abuse).

i. If a child or youth attempts to contact an adult using the private chat function, the adult should not respond. If an adult attempts to contact a child or youth using the private chat function, the child or youth should not respond. (Exception: unless the child or youth is contacting the adult designated by the meeting organizers to receive reports of concerns or issues or to make reports of inappropriate conduct or sexual misconduct or abuse or that adult is contacting a child or youth who made a report.)

j. No adult is permitted to use other means of communication (such as texting or email) to communicate privately with one or more children and/or youth before, during or after a virtual meeting. No child or youth is permitted to use other means of communication (such as texting or email) to communicate privately with one or more adults before, during or after a virtual meeting. (Exception: if the child or youth made a report to the adult and the adult is designated by the meeting organizers to receive reports of concerns or issues or to make reports of inappropriate conduct or sexual misconduct or abuse).

k. Adults and meeting organizers shall provide children and youth with information (name, contact information, including telephone/text) on how to report concerns, issues or to make reports of inappropriate conduct or sexual misconduct or abuse by an adult or any participant that occurs before, during or after a virtual meeting. Adults and meeting organizers are responsible to make mandatory reports of sexual misconduct or abuse under local, state, and federal law.

IX. Response to Allegations of Abuse

If abuse is suspected by, observed by, or disclosed to a volunteer and/or paid staff member of the church, that person shall report the incident immediately to either the Senior Minister, Executive Minister, or the minister responsible for the program (If the accused is a minister, see information below).

Be prepared to do the following:

A. Ensure the protection of and tend to the immediate needs of the child, as the situation requires.

B. IMMEDIATELY contact the Executive Minister or the minister on call.

C. IMMEDIATELY notify the proper authorities (immediate supervisor, program director, minister on staff, or the adult in charge of the event.) This person will:

- Provide written documentation concerning the incident
- Notify the New York State Office of Children and Family Services at 1-800-342-3720. This is a requirement of the law. (Note: Do not attempt an investigation and do not confront the possible assailant. This should be left to professionals who are familiar with these cases.) You may also contact the police department and they will dispatch a team to handle the situation.
- Notify the Executive Minister (if they are not responsible for the event). If the Executive Minister is the accused party, the designee will notify the Senior Minister).
- Give written documentation to the Executive Minister.

D. The minister or designee will notify the parents of the victim and take whatever steps are necessary to assure the safety of the child/youth until the parent(s)/guardian(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s) does not wish the incident to be reported. (Note: If one or both of the parents is the alleged abuser, contact the proper authorities listed above. Follow their advice about notification of the parents.)

X. Guidelines Concerning Individuals Convicted of Child Abuse in the Church's building

Any individual who has been convicted of child abuse, child molestation, child endangerment, pedophilia, or any violent action taken against a child must abide by the following procedures at all times while on the property of The Riverside Church. These procedures will be made known to them by a member of the staff upon arrival. The individual must sign an acknowledgement of understanding of the guidelines governing their behavior while on the Riverside Church premises.

A. They must check in at the security desk immediately upon arrival at the church and sign a register provided for them. They must also sign out upon exiting the premises.

B. They must be accompanied by a security official at all times while on church property, including visits to the bathroom. They are not permitted to enter a bathroom at any time by themselves unless it is a single use restroom and only then after it is confirmed that no one else is in the restroom.

C. They will not be allowed to access floors 2-7 of the MLK building as these areas house our children's classrooms, nursery, and play areas.

D. They may not be in any common area in which children are present (such as the Nave, Coffee Hour or Assembly Hall, etc.) unless accompanied or supervised at all times by security personnel hired by The Riverside Church. If their presence is deemed to represent a danger to children or youth by a staff member or minister, they may be asked to leave that space at once and must comply.

XI. Transportation.

Drivers will be 25 or older and have a valid driver's license and insurance on file with the church office.

Everyone will wear a seatbelt in a moving vehicle.

Drivers will practice safe driving procedures by obeying all posted speed laws and regulations. The event coordinator will provide each driver with necessary maps, directions, trip itineraries, and emergency contact information.

Youth are not permitted to drive from church to off-campus events.

Child Protective Services Mandated Reporter training.

<https://ocfs.ny.gov/programs/cps/mandated-reporter-training.php>

