

**CROSSROADS CHURCH**  
**CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN, YOUTH, AND VULNERABLE ADULTS**  
**APPENDIX D**

**REPORTING PROCEDURES**

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as Crossroads Church to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. Therefore, all employees and volunteers at Crossroads Church must adhere to the following procedures:

1. In the event of suspected, reported or discovered child abuse or violation of the Code of Conduct for the Protection of Children, Youth, and Vulnerable Adults at Crossroads Church, the employee or volunteer shall immediately notify the Lead Pastor, Executive Pastor, or a person designated by the by Crossroads' Administrative Board. In the event of suspected, reported or discovered child abuse or neglect, an employee or volunteer will also immediately make a report to the local child protection service or law enforcement agency:

PENNSYLVANIA: Call ChildLine at 1-800-932-0313

More Info for PA: <https://www.dhs.pa.gov/KeepKidsSafe/Pages/Report-Abuse.aspx>

WEST VIRGINIA: Call the Abuse and Neglect Hotline 1-800-352-6513

- Physical signs of molestation may include:
  - lacerations and bruises
  - irritation, pain or injury to the genital area
  - difficulty with urination
  - discomfort when sitting
  - torn or bloody underclothing
  - venereal disease
- Behavioral signs of molestation may include:
  - nightmares
  - anxiety when approaching the church building or nursery or preschool area (beyond normal separation anxiety)
  - nervous or hostile behavior toward adults
  - sexual self-consciousness or acting out of sexual behavior
  - withdrawal from church activities and friends
- Verbal signs of molestation may include statements such as:
  - "I don't like \_\_\_\_\_."
  - "\_\_\_\_\_ does things to me when we're alone."
  - "I don't like to be alone with \_\_\_\_\_."

*Adapted from Child Abuse: Governing Law and Legislation by I. Sloan (1983)*

2. The volunteer or employee may be required to complete a Suspected Abuse or Neglect Report form (Appendix F). If at all possible, all oral reporting will be done in the presence of a recorded witness.
3. Ministry leaders who become aware of possible abuse or sexual misconduct involving a participant must ensure that the participant's parent or guardian is immediately informed that possible abuse or

sexual misconduct has occurred. If the parent or guardian is the suspected perpetrator, the ministry leader will defer to local authorities on notifying the parent or guardian.

4. Ministry leaders must promptly notify our church's insurance carrier, Church Mutual, upon notice of abuse or sexual misconduct.
5. Follow all other guidelines in Section 8 of the *AWAC GMC Code of Conduct*.