

POLICY

Child abuse is defined as any verbal abuse, online abuse, sexual abuse, sexual exploitation, or infliction of injury. Examples of sexual abuse are: rape, incest, sodomy, lewd or lascivious behavior which includes wrong types of speech, inappropriate use of communication devices or touching.

In order to protect the child from abuse and our workers from false accusations, the following steps must be taken.

1. Always provide adult supervision for children in our care.
2. Two-worker (minimum) rule: Two *CEF* workers, paid or volunteer, must be present at any *CEF* activity where children or minors are present including online or by phone.
 - a. Never be alone with a child/child in any setting.
 - b. Never be alone with a minor in any setting, unless the minor's parent has signed a waiver.
3. Ensure that all rooms where ministry is taking place are accessible (not locked) with a window in the door or the door left wide open. There should be no private conversations, texts or online chats.
4. Report to supervisory staff all suspicious or inappropriate behavior between any *CEF* worker and a child or minor.
 - a. Supervisory staff must complete R-9 (see USA Operations & Policy Manual) and investigate incident immediately.
5. Supervisory staff must make random visits of *CEF* sponsored activities.
6. Overnight activities sponsored by *CEF* involving children or minors must be approved by the local or state director and the local committee or state board.
7. The R-32 must be signed by a legal guardian before any pictures or videos may be taken of any individual. If a legal guardian is not present to sign the R-32, no pictures may be taken at all.
 - a. Registration forms that include optional photo release with R-32 verbiage cover the requirements for R-32.
 - b. Pictures and videos may only be used on official *CEF* owned and operated social media forums and websites.
 - c. Pictures and videos may not be shared directly to a personal social media forum. However, you may re-share photos or videos that have been posted from an official *CEF* social media forum or website.

PRE-SERVICE SCREENING

All volunteers who have contact with minors (in person, online or by phone), all paid staff and all committee/board members who represent and/or participate in *CEF*:

1. Be screened by a face-to-face interview
2. Show a government issued photo ID
3. Read the Child Protection Policy.
4. Listen to or view the *Protecting Today's Child* presentation.
5. Read and sign the Ministry Compliance Agreement.
6. Complete the Confidential Screening Form.
7. Complete the Background/Reference Check Authorization (parent must sign for a minor).

For adults (18 and older), in addition to 1-7, *CEF* must:

8. Conduct a criminal background check with these minimum requirements
 - National Criminal Database Search
 - If a state or county does not report to the National Criminal Database, then a state or county report is required.
 - National Sex Offender Registry Search
 - Social Security Number Address History Trace
- Notes:
- These are minimum requirements. State boards determine if additional

- requirements are necessary for exercising due diligence.
- If your legal jurisdiction requires more, you must also comply with their requirements.

For minors (ages 14-17), in addition to 1-7, *CEF* must:

9. Check two references, one of which is the pastor.

For all adult staff (paid or volunteer), in addition to 1-8, *CEF* must:

10. Criminal record check for all states where the worker lived in the past five years.
11. Check at least two references, one of which is the pastor.

For adult volunteers serving at camp or overnight events, in addition to 1-8, *CEF* must:

12. Check at least two references, one of which is the pastor.

SPECIAL NOTE: Volunteers under age 14 must:

- Always be under the direct supervision of a screened worker aged 16 or above.
- Never be supervised by a single individual (adult or minor).
- Never serve as one of the two individuals in the two-worker policy requirement.

Criminal Background Check Screening Rules

Check references in cases where the applicant has a criminal record or other red flag that does not necessarily disqualify him/her from participation in *CEF* ministries.

The following would prevent a person from working with *CEF*:

1. Any crime against children. No exceptions.
2. Any sex crime of any type. No exceptions.
3. All felony convictions. Exceptions require the approval of the vice president, USA Ministries.

Rescreening Requirements

1. Every worker must review the *Protecting Today's Child* presentation annually.
2. Workers who have not been active within one year must have a Criminal Background Check rerun.
3. Every worker must have a Criminal Background Check rerun every five years.

4. A worker transferring to another area must obtain from his former location a signed and completed Screening Procedure Checklist. If the Criminal Background Check was conducted more than five years prior, the transferred worker must be processed as a new worker.
5. All minors (ages 14-17) must be processed as new adult workers when they reach their 18th birthday.

ENSURING COMPLIANCE

1. The committee chairman is responsible for ensuring compliance within his local chapter by annually signing and submitting the CPP Compliance Verification Form (OPM, R-22) to the state board chairman.
2. The state board chairman is responsible for ensuring compliance with the Child Protection Policy within his state. Annually, the state board chairman confirms compliance by signing and submitting the CPP Compliance Verification Form (OPM, R-22a) to USA Ministries.
3. USA Ministries monitors to ensure 100% compliance with this policy.

REPORTING OBLIGATIONS

When any worker has reasonable suspicion that a minor or child is being abused by **anyone representing *CEF***, or is himself accused, or someone whose action would reflect on *CEF* is accused, the following action must be taken:

1. **Call USA Ministries 636-456-4321, ext. 5510 as soon as possible and within 24 hours. Notify your next higher office that this step has been taken.**
2. Any person suspected of child abuse will, upon request, voluntarily relinquish or be removed from duties which involve direct contact with minors or children until the matter is completely resolved.
3. USA Ministries will determine the future ministry of the accused staff member or volunteer.

WARNING: Failure to follow reporting procedures of USA Ministries may result in termination of all *CEF* workers responsible in this reporting process.

All CEF staff and volunteers must fully abide by this policy and all state child abuse reporting requirements.

Code of Conduct

This code of conduct outlines what is considered appropriate interaction between a CEF worker and a minor child. This code should be followed by CEF staff and volunteers.

Appropriate & Encouraged Interactions	Inappropriate & Prohibited Interactions	Harmful & Prohibited Interactions
<ul style="list-style-type: none"> • Praise, encouragement, & acknowledgement • Rewards available to all who achieve • Pats on the back or shoulder • Side hugs • Handshakes & high-fives • Asking a child’s permission to help with things like, shoe tying, putting on back packs or outerwear (jackets) & gathering personal effects to take home. • Warmth & kindness • Public social media alerts to groups of kids & parents through an official CEF operated forum. 	<ul style="list-style-type: none"> • Isolated one-on-one interactions • Risqué jokes • Profanity • Favoritism • Gift giving to individual children • Frontal hugging • Photographing or video recording individual children without R-32 permission • Contact outside of program activities • Exchanging of personal email or phone numbers • Private interactions through social media, computer, or handheld devices 	<ul style="list-style-type: none"> • Patting buttocks • Lap sitting • Actions or speech that humiliates, threatens, ridicules, degrades or frightens. • Corporal Punishment of any kind • Touching of personal areas; face, mouth, legs, breasts, stomach, genitals. • Intimate, romantic or sexual conduct • Showing pornography or involving youth in pornography



Since 1937

CEF
 CHILD EVANGELISM
 FELLOWSHIP®
Reaching children worldwide™

CONFIDENTIAL SCREENING FORM

Child Evangelism Fellowship® Child Protection Policy

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. (Please print.)

DATE: _____

Applicant's Name (last, first, middle)		Sex	Date of Birth Mo. Day Year	
Social Security Number	Maiden Name	All Nicknames and Aliases		
Telephone ()		Email		
Present street address (Street, Apt #, City, State, Zip; PO Box not acceptable)			County	
Previous street addresses (for past five years)				
Have you ever been convicted of a crime? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain and give county and state of conviction.)				
Have you ever been accused of child abuse? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please explain.)				
Please explain briefly your salvation experience. (If completing form for five-year rescreening, skip this question.)				
List any experiences that has prepared you for children's ministry. (If completing form for five-year rescreening, skip this question.)				
References (pastor or church leader, previous employer and personal [not a relative]). (Skip for 5-year rescreening.)				
NAME		NAME		
CHURCH		RELATIONSHIP		
ADDRESS		ADDRESS		
TELEPHONE ()		TELEPHONE ()		
E-MAIL		E-MAIL		
NAME		NAME		
RELATIONSHIP		RELATIONSHIP		
ADDRESS		ADDRESS		
TELEPHONE ()		TELEPHONE ()		
E-MAIL		E-MAIL		

Background/Reference 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 of my signature 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 prevent my involvement in *Child Evangelism Fellowship*®, I will be notified of my rights and where I can obtain a copy of the information.

By signing below, I hereby release *Child Evangelism Fellowship* and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information. I may be contacted as indicated below. A copy of this authorization (if not previously destroyed in accordance with record retention policies) will be given to me, provided I request it in writing.

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) they may have regarding my character and fitness for children’s work. 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.

I agree to abide by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on behalf of CEF.

I have read the Child Protection Policy and viewed (cefonline.com/childprotection) or heard (866-878-4182) the *Protecting Today’s Child* presentation 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.

Signature of applicant (or parent of minor)

(Print name)

Date

FOR OFFICE USE ONLY ↓

Identity confirmed with government issued photographic identification.

Signature of **witness** to photographic identification

(Print name)

Date

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

Please return all paperwork to the following address:

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

Statement of Faith of Child Evangelism Fellowship®

WE BELIEVE –

That “All Scripture is given by inspiration of God,” by which we understand the whole book called THE BIBLE; that it is inerrant in the original writing and that its teaching and authority are absolute, supreme and final. That the Holy Spirit guided the holy men of old in all that they wrote. 2 Timothy 3:16; Deuteronomy 4:2; 2 Peter 1:21

The Godhead eternally exists in three persons, the Father, the Son and the Holy Spirit. These three are one God, having the same nature, attributes and perfection. Romans 1:20; Matthew 28:19; Deuteronomy 4:35; John 17:5

In the personality and Deity of the Lord Jesus Christ, begotten of the Holy Spirit, born of the virgin Mary, truly God and truly man. John 1:1, 14; 10:30; Matthew 1:20; Luke 1:30, 31; Philippians 2:5-7; 1 Timothy 3:16; Colossians 1:19

In the personality and Deity of the Holy Spirit, the source and power of all acceptable worship and service, the infallible interpreter of the infallible Word, who indwells every true believer, and is ever present to testify of Christ, seeking to occupy us with Him and not with ourselves or our experiences. John 15:26; Acts 5:3-4; 1:8; Romans 8:26-27; 1 Corinthians 2:12, 14; Romans 8:9; 1 Corinthians 3:16; 12:13; John 16:13-14

That man was created in the image of God, after His likeness, as stated in the Word of God, but the whole human race fell in the fall of the first Adam. Not only was his moral nature grievously injured by the fall but he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil. “The carnal mind is enmity against God; for it is not subject to the law of God, neither indeed can be. So then, they that are in the flesh cannot please God” (Romans 8:7,8). Therefore, he cannot see nor enter the kingdom of God until he is born again by the Holy Spirit. That no degree of reformation however great, no attainment in morality however high, no culture however attractive, no humanitarian and philanthropic schemes and societies however useful, no baptism or other ordinance however administered, can help the sinner to take even one step toward Heaven; but a new nature imparted from above, a new life implanted by the Holy Spirit through the Word is absolutely essential to salvation. Genesis 1:26-27; Romans 5:12; Ephesians 2:1-3; John 3:3, 6, 7; Titus 3:5

That Jesus Christ became the sinner’s substitute before God, and died as a propitiatory sacrifice for the sins of the whole world. That He was made a curse for the sinner, dying for his sins according to the Scriptures; that no repentance, no feeling, no faith, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church can add in the very least to the value of the precious blood or to the merit of that finished work wrought for us by Him, who tasted death for every man. 1 John 2:2; Hebrews 2:9; Galatians 3:13; Romans 3:25; 4:45; 5:8; Colossians 1:13-14, 20-21

In the resurrection of the crucified body of Jesus Christ; that His body was raised from the dead according to the Scriptures, and that He ascended into Heaven and sitteth on the right hand of God as the believer’s high priest and advocate. Luke 24:39; Acts 1:10-11; Ephesians 4:10; Hebrews 1:3; 1 John 2:1

That Christ in the fullness of the blessings He has secured by His death and resurrection is received by faith alone and that the moment we trust in Him as our Savior we pass out of death into everlasting life, justified from all things, accepted before the Father according to the measure of His acceptance, loved as He is loved and made one with Him. At the time of acceptance of Christ as Savior, He comes to dwell within the believer and to live out His life of holiness and power through him. Hebrews 9:15; John 5:24; Romans 3:28; 4:3,23-25; Ephesians 1:3; John 17:23; Galatians 2:20; 4:6-7; 5:16; Acts 1:8

That the Church is composed of all those who truly believe on the Lord Jesus Christ as Savior. It is the body and bride of Christ. That every believer, whether Jew or Gentile, is baptized into the body of Christ by the Holy Spirit, and having thus become members of one another we are responsible to keep the unity of the Spirit in the bond of peace, rising above all sectarian prejudices and denominational bigotry and loving one another with a pure heart fervently. Ephesians 1:22-23; 2:19-22; 1 Corinthians 12:22-27; 1:10-13; Romans 12:4-5; Ephesians 4:3-6; 5:32; Philippians 2:1-5; Galatians 5:13-15

That all believers in our Lord Jesus Christ are called into a life of separation from worldly and sinful practices, and should abstain from such amusements and habits as will cause others to stumble, or bring reproach upon the cross of Christ. Believers are created in Christ Jesus unto good works. “As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith” (Galatians 6:10). 1 John 2:15-16; Romans 13:14; 14:13; 1 Corinthians 10:31; Ephesians 2:10

In the evangelization of the world, that the supreme mission of the people of God in this age is to preach the Gospel to every creature. That special emphasis should be placed upon the evangelization of children. Mark 16:15; 2 Corinthians 5:18-19; Matthew 18:14

In the personal return of our Lord and Savior Jesus Christ, that the coming again of Jesus Christ is the “blessed hope” set before us, for which we should be constantly looking. “Our citizenship is in Heaven from whence we look for the Savior, the Lord Jesus Christ” (Philippians 3:20). Acts 1:11; 1 Thessalonians 4:16-17; John 14:1-3; Titus 2:13; Philippians 3:20-21

That the souls of those who have trusted in the Lord Jesus Christ for salvation do at death immediately pass into His presence, and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body reunited shall be with Him forever in glory. Luke 23:43; 2 Corinthians 5:8; Luke 16:22,25; Philippians 1:23; 1 Thessalonians 4:15-18

That the souls of the lost remain after death in misery until the final judgment of the great white throne, when soul and body reunited at the resurrection shall be cast “into the lake of fire” which is “the second death,” to be “punished with everlasting destruction from the presence of the Lord, and from the glory of His power” (2 Thessalonians 1:8-9). Luke 16:22-23,27-28; Hebrews 9:27; Revelation 20:5,11-15; 2 Thessalonians 1:7-9

In the reality and personality of Satan, “that old serpent, called the devil, and Satan, which deceiveth the whole world” (Revelation 12:9). Ephesians 6:11-12; 1 Peter 5:8; Revelation 20:10



CEF® Ministry Compliance Agreement

Child Evangelism Fellowship®

Doctrinal Protection Policy - Adopted by CEF International Board of Trustees, May 6, 2002

Child Evangelism Fellowship® continues in its commitment to its Statement of Faith, which embodies the non-negotiable and historic beliefs of evangelical Christians.

Within the community of evangelical believers various distinctives exist which do not prevent our fellowship in the Lord and our effectiveness as child evangelists.

We therefore resolve that CEF® workers are qualified by their unreserved commitment to CEF's Statement of Faith and their further commitment in all CEF activities to refrain from teaching or otherwise advocating doctrinal distinctives either contrary to or in addition to the Statement of Faith.

Recognizing the spiritual need of boys and girls in our community and around the world, I would like to assist in the work of *Child Evangelism Fellowship (CEF)*.

I understand that CEF is without specific denominational affiliation and have read the Statement of Faith and CEF Doctrinal Protection Policy. In becoming a co-worker with CEF, and to protect the ministry, I agree not to propagate or practice in CEF ministries any distinctive or controversial doctrines, methods and practices that would go beyond the CEF Statement of Faith and the approved CEF curriculum. These would include but not be limited to such things as modes of baptism, speaking in tongues, interpretation of Scripture by experience, healing on demand, etc. I understand that anyone who does not adhere to this agreement cannot serve with CEF as paid staff or volunteer.

In teaching Bible lessons in core CEF programs I will use exclusively materials approved by CEF.

In offering my services I trust the Lord to make me a faithful servant, and should problems arise between CEF and me that cannot be fully reconciled, I will quietly withdraw to preserve the harmony essential to having an effective Christian witness.

By signing below, I indicate:

- My agreement with the Statement of Faith, and that
- I will abide by the above CEF Ministry Compliance Agreement, and that
- I will abide by the policies of CEF for as long as I am actively involved.

(Only applicable in the USA):

- I have reviewed the Protecting Today's Child presentation (866-878-4182 or www.cefonline.com/childprotection) in the last 12 months.
- If you have a question about a specific policy or to see a complete copy of all policies, contact your director.

(NOTE: On digital forms, your typed signature carries the same weight as your written signature.)

Signed _____ Date _____

Print Name _____

Street Address _____ City/State/Zip _____

Email _____ Telephone # _____

Church Affiliation _____