

APPENDIX B

Duty to Report: Mandated Reporter

While most of us want nothing but the best for our children, child abuse and neglect are too common. While the words “abuse” and “neglect” are often used interchangeably, each type of maltreatment is distinct. Abuse is the intentional maltreatment of a child and can be physical, sexual or emotional in nature. Neglect, on the other hand, is the failure to give children the necessary care they need. The emotional scars of both types of maltreatment are often deep and no child deserves to be maltreated.

If you suspect that a child is being abused or neglected, or if you think a child may have died from being mistreated, you must report what you know to your county’s Department of Social Services. This is NC State law (see below). Do not be afraid to report. As long as you are acting in good faith, you cannot be held liable by law.

§ 7B-301. Duty to report abuse, neglect, dependency, or death due to maltreatment.

(a) Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile’s parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person’s name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department’s assessment of the alleged

abuse, neglect, dependency, or death as a result of maltreatment. (b) Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor. (c) Repealed by Session Laws 2015-123, s. 3, effective January 1, 2016. (1979, c. 815, s. 1; 1991 (Reg. Sess., 1992), c. 923, s. 2; 1993, c. 516, s. 4; 1997-506, s. 32; 1998-202, s. 6; 1999-456, s. 60; 2005-55, s. 3; 2013-52, s. 7; 2015-123, s. 3.)

APPENDIX C

Recommended Practices and Guidelines for Social Media and Electronic Communications for Children and Youth

Social media shapes the lives of young people and has the potential to empower ministry. Behavior in the digital sphere is never private. Posted content may be used out of context and out of the control of the originating individuals and organizations, putting them at risk. In addition, these powerfully connective tools are subject to the same dynamic of unequal power and potential for abuse that present a risk in all ministry relationships. Churches face the challenge of identifying and proactively addressing areas of potential risk in social media use in the midst of rapidly evolving technology. The following recommended practices and guidelines are designed to be a flexible template for developing policies and covenants governing the safe use of social media and digital communication in ministry settings.

General Information about Digital Communications

- All communications sent digitally (email, social networking sites or platforms, notes, texts, or posts, etc.) are NOT CONFIDENTIAL and can be shared or reposted to others.
- Interactions in the virtual world need to be transparent; that is, occurring in such a way that it is easy for others to see what actions are performed.
- In the virtual world, healthy boundaries and safe church practices must be adhered to as they are in the physical world. In the virtual world, “friend” can mean anyone with whom you are willing to communicate through that medium. In the physical world, friend can mean much more in terms of intimacy, self-disclosure, mutuality, and expectations for relationship.
- See Appendix B regarding the state of North Carolina’s Mandated reporting law.
- All adults regardless of age or vulnerability should consent in writing to a media release which includes the use of images, videos and voice.

Recommended Practices and Guidelines for Churches and Organizations:

- Establish a policy that outlines professional and institutional standards for profiles and interactions on social networking sites and platforms.
- Establish a policy of transparency regarding social media accounts. The best practice is to have the diocese, congregation, or organization create and “own” the social media accounts representing the diocese, congregation, or organization respectively and have multiple administrators and/or supervisors with access. If personal accounts are used, a system of monitoring should be established.
- Establish a policy regarding the identification or “tagging” of individuals in online photos or videos. For example, on Facebook, “tagging” someone in a photo or video creates a hyperlink to that person’s profile page that can be clicked by anyone. The best practice is for the diocese, congregation, or organization not to identify or “tag” individuals. The “tagging” of children and youth should be prohibited. When written permission is provided by a parent/guardian, the captioning of photos or videos of minors may be permitted. The caption should not include the minor’s full name, nor should it

create a clickable link to someone's personal profile. A policy of whether or not an individual can "self-tag" in a diocese, congregation, or organization's online photo or video should also be established.

-A diocese, congregation, or organization does not have a responsibility to review or monitor the personal pages or groups that are not sponsored by that diocese, congregation, or organization, except as described in #2 above. The preceding statement should be included in the diocese, congregation, or organization's Social Media Policy.

-Email can be a good method of communication, and it also has the opportunity to be misunderstood. Having a clear understanding and procedure for responding to digital communication that raises concern is prudent for all. Best practices can include not responding immediately and sharing the communication with a supervisor before responding. Phone and face-to-face meetings are preferred when responding to emotionally driven communications or pastoral emergencies.

-When using photos and videos for ministry purposes, obtain a media release for each person and only post images that respect the dignity of every person depicted.

-Dioceses, congregations, or organizations must inform participants when they are being videoed because church buildings are not considered public space. Signs should be posted that indicate a service or activity will be broadcast when worship services or activities are streamed or distributed on the web or via other broadcast media.

Recommended Practices and Guidelines for Interactions with Children and Youth:

-Prudent judgement should be used in the time of day a child or youth is contacted through social media. Under normal circumstances, refrain from contact or exchanging texts, chats, or emails before 8:00 am or after 10:00 pm, unless it's an emergency.

-Privacy settings and personal boundaries should be implemented.

+Create and use profiles on social networking sites that meet professional and institutional standards.

+Do not submit connection requests (such as friend requests on Facebook or "Add Me" on Snapchat) to children or youth for personal interactions.

+Youth may not be able to decline such requests due to the disparity of power between youth and adults. Youth may ask to be "friends," and adults should discern the nature of contact appropriate for healthy ministry.

+Apply privacy settings that are consistent with all children and youth, across all social networking sites and platforms. Avoid playing favorites or the appearance of playing favorites.

+Establish a regular ongoing and consistent system of review that focuses on settings, accessible content, photos, and videos to ensure compliance with professional and institutional standards.

+Inform parents of children and youth of social networking sites and platforms used within the ministry.

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- +When possible, send communication (1) to entire groups, (2) on an individual's "wall," or (3) in public areas, rather than in private messages. This includes photos, images and videos.
 - +When sending emails to a child or youth that contain personal or private information regarding that child or youth, a copy should be sent to the parents or guardians as well. Examples of these types of emails include payment due information, specific medical requests or questions, etc. Mass emails sent to an entire group are not required to be copied to parents or guardians.
 - +Disclose ongoing digital pastoral communications (i.e.: e-mails, Facebook messages, texting, etc.) with children and youth to a parent and/or a supervisor to determine when a referral to a professional provider or resource is needed.
- Create covenants to govern digital groups, which include:
- +Appropriate and inappropriate behavior of members (bullying, pictures that depict abuse, violence, illegal activities, sexual acts, etc.) and the consequence for inappropriate behavior;
 - +Who may join and/or view group activity, when participants should leave the group and when/if the group will be disbanded;
 - +Description of content that can be posted or published on the site or page;
 - +A prohibition of "tagging" photos and videos of children and youth. However, the captioning of photos and videos is permissible with written permission from a parent or guardian;
 - +Notification that mandatory reporting laws will be followed; and
 - +Consequences for breaking the covenant.
- Delete inappropriate material posted in digital groups, address the behavior and report it, if necessary, in accordance with legal and institutional requirements.
- In video calls, follow the same criteria used in telephone calls. In addition, prudent judgement regarding attire and surroundings should be observed.
- Comply with the following best practices regarding "groups" on social networking sites:
- +Have at least two unrelated adult administrators as well as at least two youth administrators for groups that are designed for youth;
 - +Use closed groups, but not "hidden" or "secret" groups, for youth;
 - +Have only youth administrators invite other youth to join the online group, unless a youth previously asked an adult administrator to invite them to join;
 - +Remove any content that shows or describes inappropriate behavior outside the bounds of the established behavioral covenant;

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- +Open social networking groups for youth to parents of current members;
 - +Remove adult leaders of youth groups and youth who are no longer members, due to departure, removal from position, or are ineligible because they “aged-out” of a program from social networking sites, list serves, etc.;
 - +Observe mandated reporting laws regarding suspected abuse, neglect, and exploitation.

APPENDIX D

Safe Driving Guidelines For Transporting Children, Youth or Vulnerable Adults

1. The driver will abide by the speed limit and all other vehicular/traffic laws.
2. Every time they get in the car, the driver will verify everyone is correctly wearing their seatbelts.
3. The driver will not use a mobile device while operating the vehicle. Usually whoever is riding in the front seat will serve as navigator or communicator.
4. The driver will not be alone in a vehicle with an unrelated youth or child.
5. The driver will try to avoid packing the car in such a way as to limit visibility; and make sure roof racks are correctly installed, secured and loaded.
6. If hauling a trailer, review safety precautions for correctly loading, hitching and securing the trailer. Trailers are never to be used for transporting people and should always have operational caution lights.

Other important considerations:

1. Consult your church and/or diocesan insurance provider and review the coverage for drivers, both in their own vehicles and in rented vehicles. There may be restrictions on van seating capacity and the age of the drivers. Verify any insurance requirements related to hauling trailers, if applicable.
2. Teens should not be driving other teens, even in their personal vehicles. It is preferable to have two unrelated adults in each vehicle, but if the number of chaperones doesn't permit this, ensure that drivers are never alone in a vehicle with a single youth participant (unless it's their own child).
3. Participant permission forms should include authorization for youth to be transported by personal vehicles and/or rental vehicles and should include a list of authorized drivers.
4. Copies of each person's driver's license and proof of insurance to verify that they are legal drivers are required prior to approving an adult to transport. All drivers are required to have a DMV check as well.
5. Assemble a packet of information that includes your full itinerary, participant permission forms, and all drivers' information. You will keep a copy and another copy should be left at the church office or with a home contact to be used in the event of an emergency.

St. Philip's Episcopal Church

Local Resources for Response

1. Name of Person(s) responsible for ministries with Children and Youth
-Contact email address; contact phone number
TBD
2. Clergy in charge of a congregation:
-Rector: The Rev'd Eric Mills
freric@stphilipchurch.org
(920) 737-1270
-Assistant to the Rector: The Rev'd Lisa Erdeljon
mthrlisa@stphilipchurch.org
(703) 999-9256
3. Wardens
-Senior Warden: Bill Carney
wscarney@yahoo.com
(910)477-2331
-Junior Warden: Susan Chase
schase950@att.net
(704)616-9082
4. Bishop: The Rt. Rev'd Robert S. Skirving
rskirving@diocese-eastcarolina.org
(252) 522-0885
5. Diocesan Intake Officer
-Hannah Jarman
hjarman@diocese-eastcaroliina.org
252-522-0885 ext. 228
6. North Carolina Child Protective Services
-<https://www.ncdhhs.gov/> or 1-800-4-A-CHILD [1-800-422-4453]

Brunswick County Department of Social Services:
Child Protective Services or Adult Protective Services:

M-F 8:30am to 5pm: (910) 253-2077 or 2415

After hours: Call 911 or (910) 253-7490 and ask to speak to the after-hours social worker.

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