

ROCK SOLID ADMINISTRATIVE SERVICES

Presents an

ABUSE PROTECTION WORKSHOP

PURPOSE:

The purpose of this workshop is to familiarize and equip church, parachurch, Christian school, business and service-related leadership with an awareness of the serious proportions of abuse that occurs in society today, and then equip the leadership with the proper steps to minimize risk and maximize protection for the organization's constituents.

OUTCOME:

The expected outcomes of the workshop are:

1. Rock Solid Administrative Services certification in Abuse Protection for all participants who complete the workshop.
2. To provide information and materials that will enable the participating organization to establish protection guidelines and procedures that will minimize the risk of abuse occurring within the organization's programs
3. To build confidence and security into the organization that safety from abuse is possible and in place for all that participate in the organization's services.

WHO SHOULD ATTEND?

This workshop is appropriate for organization leaders who need instruction on how to protect the organization, staff, volunteers, and constituents from the perpetration of abuse. The workshop provides training that is of utmost importance to staff and volunteers within the organization relative to the subject of abuse and implementation of safeguards for self and constituents while under their supervision. Certificates of Attendance are issued to all registered participants – ideal for adding credibility to training and program provision.

TOPICS INCLUDE:

1. CONTEMPORARY ABUSE AWARENESS—THE REAL FACTS!
2. IDENTIFYING THE ABUSE RISKS IN MINISTRY
3. HOW TO AVOID LEGAL NEGLIGENCE
4. STAFF AND VOLUNTEER PREPARATION
5. PROCEDURES TO MAKE YOUR MINISTRY SECURE
6. WHAT TO DO IF ABUSE IS REPORTED

TIME FRAME

This workshop is designed to maximize the limited time available to local ministry leaders. The ideal setting is to provide two sessions of approximately 3-4 hours each. This fits neatly into a Friday evening and Saturday morning or an all-day Saturday workshop. Other settings are available upon request.

COST

The cost of the workshop is based upon the specific need of the contracting organization. Each participant will need the in-depth 35 page Student Manual and several up-to-date workshop handouts. The charge for these materials is \$23/ participant. With advanced notice, additional Student Manuals and handouts may be purchased and Instructor Manuals may be purchased for \$40.

WORKSHOP OUTLINE

SESSION #1

I. INTRODUCTION

- A. Personal greeting and introduction
- B. Prayer
- C. Scripture: Jeremiah 22:2-5
- D. Abuse (especially sexual abuse) is despised by God and severely judged. Scriptural example of Judges 19 to 21

II. ABUSE AWARENESS

- A. Condition of the abuse among mankind and how it pertains to the ministry of the Kingdom of God today
 - 1. Society in general
 - a. Statistical Abominations
 - b. Effect on the Victims of Abuse
 - 2. Ramifications in the Kingdom God
 - a. In 1990, the #1 form of litigation against the Church in the USA centered on perpetrated sexual abuse in the context of ministry
 - b. This issue can destroy your ministry unless you are adequately prepared
- B. View the video—"Somebody Told"
 - 1. Facilitated Discussion

10 MINUTE BREAK

- C. Legal Matters of Child Abuse (Handout #1)
- D. Sexual Harassment—Where does it fit in the abuse issue?

III. IDENTIFYING THE ABUSE RISKS IN MINISTRY

- A. People
 - 1. Unfortunately, "people abuse people"—even in the ministry of the Kingdom
 - 2. Observe the fruits of life and family as well as ministry
 - 3. Teachable spirits and willingness to stand accountable
- B. Facility
 - 1. Design flaws
 - 2. Community location
 - 3. Security measures
- C. Program and Ministry Procedures
 - 1. Recognize that TODAY there must be a constant awareness for safety and protection—not a fear of it.
 - 2. Willingness to do something about it
 - 3. Designed to minimize the risk to all ministry participants—especially children

IV. STEPS TO AVOID LEGAL NEGLIGENCE

- A. What is negligence?
- B. People—staff and volunteers carefully screened and trained and ministry population educated
 - 1. Investigate
 - 2. Train
 - 3. Communicate why the need as well as systems and procedures to the ministry population
- C. Facility inspections

1. Careful planning and thought
 2. Official responsibility by policy and job description
 3. Follow-up for accountability and enforcement
- D. Procedure
1. EVERY program contains leadership training and participant awareness of program safeguards
 2. EVERY system is documented, records kept and enforced as an accepted matter of ministry operation.
 3. EVERY procedural system includes periodic (minimum of annual) reviews, evaluations and upgrades

SESSION #2

V. STAFF AND VOLUNTEER PREPARATION

- A. Screening Procedures
1. Application Form (Handout #2)
 2. Background Checks (FBI, Criminal, Abuse Clearance)
 3. References Required (3 with written, personal or telephone contact) – (Handout #3)
- B. Education and Training of all staff and volunteers
1. Awareness
 2. Subject Matter
 3. System and Procedures Relative to Security and Protection

VI. PROCEDURES TO MAKE YOUR MINISTRY SECURE

- A. Regular Issues of Education and Training of staff and volunteers
1. Practical Precautionary Guidelines for Staff and Volunteers (Handout #4)
 2. Guidelines to Follow in the Event of Abuse Disclosure (Handout #5)
 3. Detecting Abuse (especially sexual abuse) – (Handout #6)
 4. Sexual Harassment Issues – (Handout #7)
- B. System Development: Study, design, implement, review, upgrade
- C. Insurance, record keeping (Incident Log), confidentiality, public statements
- D. All items relative to abuse protection must be clearly described by ministry policy that has been formally adopted by the ministry Board.

10 MINUTE BREAK

VII. WHAT TO DO IF ABUSE IS REPORTED

- A. Protect the victim
- B. Identify the relationship of the *accused* perpetrator to the victim AND to the ministry
1. If the accused perpetrator is related to the ministry (Handout #8)
- C. Maintain Confidentiality through a “need to know” prioritization.
- D. Incident Report Form (Handout #9)
- E. Contacting authorities (Handout #10)
- F. Involvement and After-care

VIII. CLOSING

- A. Summary
- B. Questions and Answers
- C. Completing the Evaluation
- D. Prayer