

CHILD PROTECTION POLICY

I. PURPOSE

Child abuse violates the evangelical values of care that Jesus commands us to have for one another. Child abuse is contrary to everything the Methodist Church believes and professes about the dignity of human persons. We believe that at no time is it acceptable for girls, boys or adolescents to receive abuse of any kind.

Therefore, our organization takes this responsibility seriously and part of our policy is that any type of child abuse will never be tolerated. If at any time these standards are violated, disciplinary measures will be applied immediately.

With respect to allegations of child sexual abuse involving staff of *Archive and History CANCE* Rev. Edgar Avitia Legarda, the *IMMAR CANCE* office will respond as follows:

1. Will respond promptly to all allegations of abuse.
2. When an allegation is supported by sufficient evidence, as determined by *IMMAR CANCE* in its sole discretion, it will relieve the alleged offender of duties immediately and refer him or her for appropriate medical evaluation and intervention.
3. Will comply with civil law obligations.
4. * Ministers of worship, associates and representatives of religious associations, including personnel who work, support or assist, on a paid or voluntary basis, in the religious activities of said associations, must immediately inform the corresponding authority to the probable commission of crimes, committed in the exercise of their worship or in their facilities. When a crime is committed against girls, boys or adolescents, the persons referred to in the previous paragraph must immediately report those same facts to the guardians or those who exercise parental authority over them.
5. Approach the victim and his or her family and communicate a sincere commitment to their physical, emotional and spiritual well-being and, where possible, provide appropriate medical, emotional and spiritual counseling to those individuals; and
6. Within the limits of respect for the privacy of the people involved, treat the members of the affected community as candidly as possible.

(*Article 12 Bis of the Law of Religious Associations and Public Worship,
Chamber of Deputies of the H. Congress of the Union.)

II. DEFINITIONS OF ABUSE

Child abuse is a crime and includes **sexual, physical, emotional, spiritual** abuse, and **neglect**. A child (girls, boys or adolescents) is defined as a person who has not reached the age of eighteen (18) years. Often the abuse happens in the context of an adult who is trustworthy, powerful, or who has some type of responsibility for the girls, boys or adolescents.

In some cases, the abuse occurs between two children or adolescents, both under the age of eighteen (18). Typically, it is considered abuse if there is a three (3) year age difference between the two children and/or adolescents and there is a relationship of trust or power between the two. If the age difference between the two children or adolescents is less than three (3) years, it would

be defined as inappropriate behavior. In this case, an action plan will be considered and judged on a case-by-case basis.

III. TYPES OF ABUSE

1. **Sexual Abuse**: Sexual abuse is sexual misconduct and a betrayal of sacred trust and, as such, is prohibited. Child abuse is the involvement of a child or adolescent in sexual activity with an adult or another child or adolescent.
 - **Sexual Verbal**: Comments that include:
 - sexual threats, advances, solicitations, explicit sexual language
 - inappropriate language (whether in person, over the phone, through text messages, or online).
 - inappropriate comments about a person's body or appearance.
 - any verbal expression intended to excite or stimulate.
 - **Sexual Visual**:
 - Indecent exhibitionism.
 - display or take suggestive or pornographic photographs or films.
 - display child pornographic material, naked people, or any sexual activity.
 - spying, lewd or staring, or viewing child pornography.
 - **Sexual physical contact**: Sexual physical contact is considered:
 - Sexually explicit physical contact (clothed or naked) of any kind and on any part of the body with a child or adolescent, or
 - causing a child to do any of these acts with his or her abuser.
2. **Physical Abuse**: Any act that results in non-accidental physical injury. Such acts may include, but are not limited to:
 - hit, whip, slap
 - punch, kick
 - bite, shake
 - burn
 - held underwater
 - pulling hair
 - use restraints or restraints against one's will
 - unreasonably severe corporal punishment or unjustified punishment, or
 - excessive physical discipline done in anger.
3. **Emotional Abuse**: Emotional abuse is defined as a pattern of behavior over time that harms, or risks harming, the physical, mental, spiritual, moral, or social functioning or development of the child or adolescent, including acts of commission and omission.
 - **Acts of commission may include, among other things**:
 - Unreasonable restriction of movement
 - Patterns of contempt, denigration, or ridicule
 - Shout, threaten, scare

- Humiliate, scapegoat, blame, insult, intimidate
- Use jokes such as contempt, sarcasm
- Discrimination, intimidation, hazing, unpredictable responses
- Constant family discord and double message communication
- Hostile treatment or rejection
- Acts of omission may include, among other things:
 - Failure to provide a developmentally appropriate supportive environment
 - The availability of a primary attachment figure so that the child can develop a stable and complete range of emotional and social competencies proportional to his or her personal potential and in the context of the society in which the child lives.
- 4. **Spiritual Abuse:** Aspects of spiritually abusive behavior involve, among other things:
 - the use of Scripture to control or manipulate a child or adolescent, to protect the aggressor, or to manage the child or adolescent for the convenience of the adult, which is evident in most cases of physical, emotional, and harm. sexual abuse.
- 5. **Neglect:** Failure to satisfy basic needs can cause harm to the health or physical, mental, spiritual, moral, or social development of the child or adolescent. This includes:
 - failing to adequately supervise or protect children or adolescents from harm as much as possible.
 - the failure to provide the child or adolescent with the basic needs of:
 - food or clothing
 - warmth and refuge
 - safe living conditions
 - those that result in abandonment of the child or adolescent
 - emotional and physical safety and protection
 - medical and dental care
 - hygiene
 - education
 - adequate supervision that is reasonably available to the family

IV. INAPPROPRIATE CONDUCT

Unacceptable behaviors include, but are not limited to:

- Harassment and discrimination
- Acts of violence against oneself or others
- A pattern of lying, disrespectful, or destructive communication
- Improper use of corporate funds or properties
- Illegal, unethical or dishonest business practices
- Improper use of alcohol or illegal drugs
- Exhibitionism
- Creates or allows to be created a substantial risk of physical injury

V. CODE OF CONDUCT

- No less than **two adults** are required to be present at all times during any sponsored program, event, or ministry involving children or teens.
- Children and adolescents will be treated with **respect** at all times.
- Children and adolescents will be **treated fairly** regardless of race, sex, age, or religion.
- Staff or volunteers must have knowledge of how to notify medical or emergency personnel in the event of an accident or **medical emergency**.
- Always provide parents or guardians with **complete information** about the event in which their children are participating and ensure that they have given their permission for all aspects of the program.
- Staff or volunteers will not use profanity, **offensive language**, sexually oriented conversations with children, or be under the influence of alcohol or illegal drugs in the presence of children.

VI. MANDATORY REPORTS

Any person who has reasonable grounds to believe that abuse is occurring should report the suspected abuse directly to one of the people on the commission of the *Archive and History CANCEN Rev. Edgar Avitia Legarda* or to the bishop of *IMMAR CANCEN*.

We will seek to promote healing and reconciliation for those who have suffered any type of abuse. When abuse is reported, it is our intention to provide pastoral or other assistance where appropriate, on a case-by-case basis.

VII. ACCEPTANCE FORM

All members of the commission, volunteers and employees of the *Archive and History CANCEN Rev. Edgar Avitia Legarda* must:

- ◆ Read this document completely
- ◆ Ask for clarification if necessary
- ◆ Keep a copy available for reference
- ◆ Act within detailed guidelines
- ◆ Understand that any violation of the code or policy could result in disciplinary action
- ◆ Sign and deliver the *Acceptance of the policies for the use of AH CANCEN Rev. Edgar Avitia Legarda* to be filed for registration purposes.

Acceptance of the Policies of use of Archivo e Historia CANCEN

Rev. Edgar Avitia Legarda



NAME

TITLE

- ◆ I have read and understand the policies of use of the archive.
- ◆ I have had the opportunity to read and ask questions and/or seek clarification.
- ◆ I have a copy of the Policy Book in the event that I need to consult it.
- ◆ I am obligated to act according to the guidelines detailed in the Policy Book.
- ◆ Any breach of the code and/or policies will be reported immediately after the process described in the corresponding policies.
- ◆ Any violation of the code of conduct and/or policies may result in disciplinary action.

I understand that my signature means that I have read, understand, and accept the policies contained in this book.

Signature

Date

