

THE CHALLENGE TO THE AMERICAN CHURCH:

HALF A MILLION ABUSED OR NEGLECTED CHILDREN
ARE GROWING UP IN FOSTER CARE

- Over 130,000 on the waiting list to be adopted
- Thousands 'emancipate' from the system each year to homelessness or prison

Many direct commands in scripture to care for orphans INCLUDING commands to share our material goods and profits with children, to include them in faith-based celebrations and feasts, to advocate for them to receive justice and even curses (!) for not caring for orphans

1. Ex. 22:22 — You shall not abuse any widow or **orphan**.
2. Deut. 24:17 — You shall not deprive a resident alien or an **orphan** of justice;
3. Deut. 24:19 — When you reap your harvest in your field and forget a sheaf in the field, you shall not go back to get it; it shall be left for the alien, the **orphan**, and the widow, so that the LORD your God may bless you in all your undertakings.
4. Deut. 24:20 — When you beat your olive trees, do not strip what is left; it shall be for the alien, the **orphan**, and the widow.
5. Deut. 24:21 — When you gather the grapes of your vineyard, do not glean what is left; it shall be for the alien, the **orphan**, and the widow.
6. Deut. 27:19 — “Cursed be anyone who deprives the alien, the **orphan**, and the widow of justice.” All the people shall say, “Amen!”
7. Psa. 82:3 — Give justice to the weak and the **orphan**; maintain the right of the lowly and the destitute
8. Is.1:17 — Learn to do good; seek justice, rescue the oppressed, defend the **orphan**, plead for the widow.
9. Jer. 7:6b,7a — if you do not oppress the alien, the **orphan**, and the widow, or shed innocent blood . . .then I will let you live in this place....
10. Jer. 22:3 — Thus says the LORD: Act with justice and righteousness, and deliver from the hand of the oppressor anyone who has been robbed. And do no wrong or violence to the alien, the **orphan**, and the widow, or shed innocent blood in this place.
11. Zech. 7:10 — do not oppress the widow, the **orphan**, the alien, or the poor; and do not devise evil in your hearts against one another.

12. Mal. 3:5 — Then I will draw near to you for judgment; I will be swift to bear witness against the sorcerers, against the adulterers, against those who swear falsely, against those who oppress the hired workers in their wages, the widow and the **orphan**, against those who thrust aside the alien, and do not fear me, says the LORD of hosts.
13. Deut. 14:29 — the Levites, because they have no allotment or inheritance with you, as well as the resident aliens, the **orphans**, and the widows in your towns, may come and eat their fill so that the LORD your God may bless you in all the work that you undertake.
14. Deut. 16:14 — (Command to share celebration and feasts) Rejoice during your festival, you and your sons and your daughters, your male and female slaves, as well as the Levites, the strangers, the **orphans**, and the widows resident in your towns.
15. Deut. 26:12 — When you have finished paying all the tithe of your produce in the third year (which is the year of the tithe), giving it to the Levites, the aliens, the **orphans**, and the widows, so that they may eat their fill within your towns,
16. Deut. 26:13 — then you shall say before the LORD your God: “I have removed the sacred portion from the house, and I have given it to the Levites, the resident aliens, the **orphans**, and the widows, in accordance with your entire commandment that you commanded me; I have neither transgressed nor forgotten any of your commandments:
17. Prov. 23:10 — Do not remove an ancient landmark or encroach on the fields of **orphans**.
18. James 1:27 — Religion that is pure and undefiled before God, the Father, is this: to care for **orphans** and widows in their distress, and to keep oneself unstained by the world.

5 key references to God as the Defender of Orphans

1. Psa. 10:14 — But you do see! Indeed, you note trouble and grief, that you may take it into your hands; the helpless commit themselves to you; you have been the helper of the orphan.
2. Deut. 10:18 — [God] who executes justice for the orphan and the widow, and who loves the strangers, providing them food and clothing. (vs. 19 So you too)
3. Psa. 10:17-18 — [Lord, You] do justice for the orphan and the oppressed, so that those from earth may strike terror no more.
4. Psa. 146:9 —The LORD watches over the strangers; he upholds the orphan and the widow, but the way of the wicked he brings to ruin.
5. Psa. 68:5 —Father of orphans and protector of widows is God in his holy habitation.

Church Objectives

1. MISSIONAL PERSPECTIVE — Embrace Royal Family KIDS ministry (Camps & Mentoring Clubs) so that the church can live in relationship with abused children from the community all year round.
2. Support the Mentoring Club with prayer. This is done by the recruiting of prayer partners and a letter sent to each person to pray for one child and one mentor prior to and often during the year of Mentoring Club.
3. Be a resource to involve adults in ministry.
4. Raise funds—through community and church appeals, etc.
5. Be the place where the Mentoring Club meets if needed (some Mentoring Clubs may choose off site settings).
6. Provides office support to encourage Royal Family KIDS Mentoring Club. This includes the paperwork, phone calls, people contact and details.

Your church must be the legal and spiritual 'home base' for your Mentoring Clubs!

“Make every effort to keep yourselves united in the Spirit, binding yourselves together with peace. For there is one body and one Spirit, just as you have been called to one glorious hope for the future.”

Ephesians 4:3-4 (New Living Translation)

PASTOR LIAISON RESPONSIBILITIES

1. “Annually approve Mentoring Club Director” and encourage and support the RFK leadership team.
2. Support the entire RFK ministry (Camps & Mentoring Clubs) with personal prayer and corporate prayer from the congregation.
3. Lend visibility to the RFK ministry by giving pulpit time, on occasion, to recruit volunteers and raise funds for the Mentoring Club.
4. Verify safety requirements have been completed such as background checks, interviews, training, etc.
5. Ensure that the Mentoring Club Director has used the proper channels to notify the church's insurance agent of the upcoming Mentoring Clubs and Mentoring activities.
6. Visit the Mentoring Club, if possible, at least once during the year, to lend support to the ministry endeavors of the mentors.
7. Support RFK, Inc. financially on a regular basis as a ministry to abused and neglected children, and thereby helps this organization reach its goal of providing a Camp and Mentoring Clubs for every abused child (age 6-12) in the system.
8. Sign Mentoring Club Covenant and Mentoring Club Compliance every year.

Sample

NATIONAL AND LOCAL Royal Family KIDS MENTORING CLUB COVENANT

"He defends the cause of the fatherless." Deuteronomy 10:18

We, _____ (name of sponsoring church or non-profit organization) of _____ (city/state) will launch a **local Royal Family KIDS Mentoring Club** program on or about _____ (date of our first Mentoring Club/Staff Training). As the sponsor, we acknowledge the following:

- (1) **ROYAL FAMILY KIDS MENTORING CLUBS (RFK) RULES AND POLICIES:** In operating our Mentoring Club, we agree to follow the rules and policies stated in the RFK manuals and any policy updates we receive from RFK, as amplified at the Royal Family KIDS Mentoring Club Director's Training Institute, specifically including all policies and rules regarding background-checking and training of volunteers and regarding protecting the children. We also understand that as a local Mentoring Club we, and not RFK Inc., are legally and financially responsible for our Mentoring Club, and for following all local, state and federal laws concerning background checks, fingerprinting, supervision and other issues regarding both volunteers working with foster children and the foster children themselves. We also agree that prior to commencement of Mentoring Club activities we will inform our insurance carrier about our Royal Family KIDS Mentoring Club program, and confirm that our insurance covers both group and individual Mentoring Club activities with volunteers and children. We agree to add RFK as an additional insured on the policy as regards the activities of our Mentoring Club.
- (2) **CAMPER CONTACT POLICY:** Since RFK Mentoring Clubs are specifically developed for children who attend Royal Family KIDS Camps, we understand and agree that RFK policies adopted to protect Camps and Mentoring Clubs must be followed. If we as a local church or sponsoring non-profit organization undertake an additional or different outreach effort for abused or at-risk children, we will not connect that unaffiliated effort in any way to RFK Camp or Mentoring Club, and we will observe the rules prohibiting contacting RFK campers for any activity other than RFK Mentoring Club participation. We understand that this policy protects the host church or sponsoring non-profit organization, as well as Royal Family KIDS, from violating state and local confidentiality laws regarding children under court order.
- (3) **RFK TRADEMARK POLICY:** We acknowledge that Royal Family KIDS has created a unique name, logo, brand identity, and materials, such as included on its website. We agree to follow all procedures and restrictions regarding non-permitted use of the RFK name, logo and other materials. We agree that we will not duplicate, print, stitch or screen the RFK name or logo on apparel, jewelry or novelty/gift items, nor will we use the name or logo on a website that is not in compliance with RFK website policies.
- (4) **RFK CERTIFICATION PROGRAM:** We understand that participation in the RFK Mentoring Club Network is limited to Mentoring Clubs in good standing with a current Certification. We understand that our annual Certification as a local RFK Mentoring Club is conditional upon meeting the standards contained in the Directors' Manual, with updates, supplied to us by the National Office. We will submit the annual Mentoring Club Certification materials by July 1.

Senior Pastor or CEO _____
Please Print _____ Signature _____ Date _____

Mentoring Club Director _____
Please Print _____ Signature _____ Date _____

The Covenant is acknowledged and approved by Royal Family KIDS on _____



Vice-President, Camps & Mentoring Clubs

Mentoring Club #

CHURCH AND STATE CONCERNS

Most of the children who experience Royal Family KIDS have never attended a week-long residential camp or nine month Mentoring Club. The over-riding environment that should pervade at Royal Family KIDS is a positive, affirming, supportive atmosphere.

As a faith-based organization, RFK cooperates with Social Services to support their care and safety of the children.

As a National Organization, with a long track record of rapport and respect from Social Services in general, RFK cannot proselytize the children who are wards of the State and are entrusted to each Camp and Mentoring Club by the county who referred them, but we can live out our faith in front of them, and we can share simple truths of the Bible and let the children decide if they would like to know more.

Social Services require that we not proselytize (force the children to change their beliefs) from what they have been taught in their homes. We may explain what the Bible means to us personally, and answer any questions the children may have concerning our own beliefs. However, we cannot dictate that they must comply with our teaching, or coerce them to convert to Christianity.

Most children in this age group and category desire to please the adults they respect. It can be seen as an abuse of their trust if we ask them to make a personal decision as part of a large group. And we know that some of the children we serve have come from a "religious" and "abusive" home life, which further complicates the issues.

If a child asks questions of his or her Counselor or Mentor about the stories taught in chapel or in the materials presented, the volunteers can give a personal example or explanation out of Scripture to give the child an answer sufficient to satisfy the child's question.

The Director(s) in leadership must train Camp and Mentoring Club volunteers as well as mentors that they are but **one small piece** of the puzzle that God is assembling in a child's life. Adult volunteers should not show up with a therapeutic or spiritual agenda to "fix" or "save" the children. Our God is more creative than that. As Leaders, don't get caught up in micro-managing your Camp or Mentoring Club, and only focusing on how many children said a certain prayer.

Every Camp and Mentoring Club is affected by what every other Camp and Mentoring Club does in the organization.

One Camp or Mentoring Club going overboard and abusing the system and the trust of the State could cause mistrust to set in for all the Camps and Mentoring Clubs around the Nation, and the thousands of children who benefit from the program each year.

When you are using the Royal Family KIDS name, you have an obligation to follow the policies and principles that accompany the use of that name.

Before reading about the restrictions of the 7 Religious Practices, put yourself in the place of an average child we serve at RFK.

Imagine that you are 8 years old and you have never been to church before, you have never read a Bible or heard the name of Jesus, you've never been prayed for nor have you ever prayed over a meal, you don't know anything about demons or disciples, speaking in tongues or speaking in public, you don't know the difference between anointing oil and car oil, being baptized by the Baptists or having communion with the Charismatics.

You are just a kid who has been in 8 homes and 10 schools, you've lost your family and you have no friends, you are trying to survive in life. Every night you fall asleep wondering why these painful events have happened to you. One day you find yourself on a bus full on unknown kids, you wind up in an unknown place, surrounded by a bunch of unknown adults who appear to be very nice but want to share with you in a matter of days terminology and beliefs that has taken them years to fully understand.

This is the perspective of many of the children we serve at Camp and Mentoring Club. We must understand the vast differences between where we are coming from and where they may be coming from.

We must also understand that God's transformative power can, in fact, transform a child with any background, from any perspective, with any level of abuse, with or without US!

You do not need any of the **7 Religious Practices** to take place in order for Godly transformation to take place.

Seven Religious Practices

(Things volunteers **CANNOT** do at RFK)

The first two are sacraments of the church and are practiced differently in various denominations. Most, if not all of these biblical practices or practices, will be very foreign and potentially scary to the children who have not participated or seen these things practiced before in their young lives. The prohibition of these practices applies to the adult volunteers performing these actions with the children.

1. NO WATER BAPTISM

- Because RFK is privileged to minister to children who are wards of the state, no religious preference can be forced on the children. Water baptism is a sacrament practiced in very different ways in different denominations. It becomes very distinctive, as a result.
- Children who come from certain religious backgrounds may not be able to be baptized by anyone other than a person of their "faith" or not at all until a certain age. For us to baptize them could be a violation of their faith even if they ask for it. If they desire a baptism, get their legal guardian involved, and perform the baptism outside of the RFK environment with the legal guardian's permission.

2. NO COMMUNION

- Communion is a sacrament practiced in various denominations in different ways. To expect a Catholic, Muslim or Jewish child to partake of communion in a way in which your particular church does, could violate the religious practices of many of the children in your program.
- Communion can be shared with counselors, mentors, and staff during a devotional time in preparation for Camp or Mentoring Club. It is not practiced with the children involved.

3. NO ALTAR CALLS

- Altar calls are normal for many of the churches involved with RFK and is something recognized as an important part of claiming faith in Jesus Christ for many Christians.
- Altar calls were not practiced in the Church until the Revivalist Movement at Camp Meeting time after the Civil War. It was through the Holiness Movement of being "called out from among them". Up until then, people made a profession of faith that was a very personal focus.
- Billy Graham made altar calls very successful at his crusades and our internal RFK surveys indicate that up to 1/3 of Camp and Mentoring Club leadership trainees accepted Christ by responding to an altar call. That means that 2/3 found Christ some other way. If 2/3 of Camp and Mentoring Club leaders accepted Christ in a method other than an altar call, certainly these children can too!

- There is no record of Jesus holding an alter call and most Christians consider Him to have been successful!
- Because these children are wards of the state, we cannot force the children to change their beliefs.
- **Alter calls are common for “church kids” at “church camp”. These are “community kids” at a “community camp”, and there can be no alter calls.**
- Because of the abuse that has happened to many of the children, they may be quick to comply and desire to please the adults in their lives. In the past, they may have been deprived of food or necessities if they did not comply with the adults in their lives. When you ask the group of children to respond to a plea to “come to the altar”, it may be an innocent request on your part, but the children may feel the need to please the “adults” in order to get their next meal. Therefore, it is inappropriate in the RFK setting.
- The children are already victims. To expect them to comply with what could be considered to be coercive, is not allowed. They have little understanding as to **why** they are doing this.

What can you do instead? See “Question Evangelism” below.

4. NO ‘LAYING ON’ OF HANDS IN PRAYER

- Some children have been hurt by “hands” through physical or sexual abuse. “Touching hands” may not mean the same to them as it means to others. Laying on of hands is a religious practice that may be foreign and **scary** to the children. This is referring to such things as a prayer line, a healing line, surrounding a child with 4-5 adults who all lay hands on the child and begin praying or placing a hand on their forehead and shaking them vigorously. These may be common in some churches, but would be very scary to a child. In your church setting, with a parent present, these may be acceptable, but not at RFK.
- If a volunteer wants to pray for a child, ask them first, tell them what you will do and then pray. Prayer can be effective from 10 miles away or 10 inches away; it is not necessary to lay your hands on them for prayer to be effective. Human touch can be very healing and powerful; asking if you can hold their hand while praying would be acceptable.
- Remember: once the child leaves and goes home, you will not be there to fully explain all that took place when the child describes how you “laid hands on them” and the full context of what that meant.

5. NO CASTING OUT OF DEMONS

- Same principles as above in #4.
- Children of abuse may display behavior that is very different from what church volunteers are used to. It does not mean they are possessed. The vast majority of RFK volunteers are not prepared to enter into the religious practice of "casting out demons". Most adults consider this to be very scary, how much more so would a child who does not have the same perspective that adults do?
- Remember, you have no control over how this will be described when the child arrives back home.
- If a volunteer feels there is a need for this, they are to get the Senior Pastor of the sponsoring church involved along with the child's legal guardian, and they can collectively decide how to best approach this situation **outside** of the RFK environment.

6. NO SPEAKING IN TONGUES

- This is a religious practice experienced by only certain denominations, and in most cases, would be foreign and scary to children at RFK. Again, you have no control over how this will be described when the child arrives back home simply because it is difficult for adults and children to understand.
- Volunteers may wish to practice this on their own, but it is not to be done in the presence of children.

7. NO ANOINTING WITH OIL

- The patriarchs of old in the Old Testament first practiced anointing with oil. This was done as a symbol of God's blessing being placed upon them. Some churches still perform this practice today in prayers of healing and blessing of individuals.
- This could be another practice that would be foreign, potentially scary to children and completely misunderstood by others who were not there or who don't understand the Biblical history and practice. It may also be a practice that is in violation of a child's existing religious beliefs.
- Volunteers may anoint each other, or buildings or chairs, etc. but not the children.

Concluding Words on the 7 Religious Practices

At a National level, we have told Social Service agencies all across the country that we will NOT perform these 7 Religious Practices at RFK! If a local Camp and Mentoring Club decides to perform any of these against the rules, it will make ALL RFK Camps and Mentoring Clubs look bad and disingenuous.

If we have said we won't do them – then do not do them! If a child expresses interest in being baptized, connect them, their legal guardian and social worker to a local Pastor. Don't try to be sneaky about these things. We said we wouldn't do them, so, don't do them.

Remember this is not a **“church camp for church kids”**; this is a **“community camp for community kids”**.

We recognize that some individuals and some churches will have a difficult time with these restrictions. Let's remember that God is bigger than these restrictions. **We must follow them**, but God can, in His miraculous ways, do things bigger than we can imagine.

His love can work in ways more powerful than we can see and in ways that are beyond these policies. Let yourself be amazed at what can happen as you simply prepare yourself and follow Joshua Chapter 4, “when the children ask”.

As further support, we at RFK clearly acknowledge that most of these practices are mentioned in the Bible, and may be practices of your church, but they are not necessary to have a successful Camp and Mentoring Club. At the end of the day, remember the thief on the cross in Luke 23:42-43. The thief on the cross did not get baptized, or take communion or do any of these 7 practices, yet his life was changed for eternity when he simply asked, "Jesus, remember me when you come into your kingdom!"

The thief only had a “moment” with Christ, and his eternity was changed forever. We can provide Moments that Matter for kids and they don't have to include these 7 practices.

Proselytizing

Royal Family KIDS is a faith-based organization offering Camps and Mentoring Clubs in partnership with local churches. We do not proselytize meaning: to force, pressure or coerce religious beliefs.

What Can you do about Faith at RFK?

We have listed the practices that cannot be done. Here are some areas where faith can be evident at Camp and Mentoring Club.

Question Evangelism – “When the Children Ask”

The first model that is used at RFK is based on Joshua 4:

“After crossing the Jordan, the Lord spoke to Joshua saying, “Take for yourselves twelve stones from here out of the middle of the Jordan, from the place where the priests’ feet are standing firm, and carry them over with you, and lay them down in the lodging place where you will lodge tonight....Let this be a sign among you, so that **when your children ask** later, saying, ‘What do these stones mean to you?’ then you shall ‘tell them’....”

This is our first model, **when the children ask** about biblical, spiritual, or faith beliefs, then we can answer their questions. We can't force our beliefs, but we can answer questions.

Our second model is Genesis 33:13-14:

Jacob was returning with his entire family and belongings, it was a very large group on the move. Esau met them part way in the wilderness to finish the trip with them. Jacob said to Esau: “...go on ahead, **I will go at the pace of the children.**” He recognized the children could not travel as fast as the adults, so he went at a slower pace with them. Certainly God can do miracles and allow the children to have accelerated spiritual knowledge, but the majority of children we have seen, need to go at a slower pace, even for their spiritual growth and understanding.

Enough biblical material is shared in the program that if the child is interested and they ask questions, then the adult volunteers can answer those questions.

The key to Question Evangelism is:

When the children ask, we will answer their questions, **at their pace.**

How can we expect these children, who come from a spiritual vacuum, devoid of many religious experiences, to move at the same ‘spiritual’ pace that we are accustomed to?

The volunteers must be trained to look for “teachable moments” and be ready “when the child asks” to give an account of their Christian witness and share what Christ’s love has done for them. It may happen at the MOST UNEXPECTED times in the program! When we follow a relationship model, we build relationships with the kids through the Camp and Mentoring Club experiences, and when they “ask” then we answer their questions. It works!

Teachable Moments

There are many ways to share the love of Christ with others during the RFK programs.

Even though the children are wards of the court and church/state issues must be regarded in the care of the children, Social Services Departments, in general, have been very accepting of a number of things we practice at Royal Family.

There are many ways that Social Services has allowed RFK to use parts of our program to have the children experience the love of God and answer their questions about a faith to trust in during tough times.

Here is where the Counselor / Mentor Code of Conduct, Deut. 6:4-6 is experienced: “as we walk and talk by the way”. When we do this, we creatively weave God’s presence and God’s consciousness into our daily lives and the lives of the children. This makes them aware of the God **we know, love and serve.**

Finding Teachable Moments

Prayer can be offered at mealtimes. This is a very non-threatening way to encourage the kids to begin to pray to God and thank Him for something very important to them—food.

30/30 Time or Drive Time (with Mentors). Many children become more reflective when they are in a quiet restful situation. The children may “open up” and want to talk more during these times than when they are busy hurrying about being distracted by lots of activities.

Camper Activity Books & Mentor Books. During down times, at the end of the day or meals with Mentors, these books can be fun, insightful, a source of encouragement, and a faith builder for kids. Many times the material will promote questions on the part of children, and the volunteers can then respond appropriately.

During Activity Centers & Events. The Deuteronomy 6 Code of Conduct is MOST visibly demonstrated during Activity Center and events together. These times are the bedrock of Royal Family relationship building, and can accomplish impactful things with the child.

Wise volunteers will LOOK for ways to relate something very ordinary, i.e. a squirrel scurrying around the tree looking for a place to hide a nut—as the wisdom of God seen in a tiny animal who instinctively knows to hide nuts in the summer in order to eat in winter. “How wise God was to create squirrels to be so smart!” This becomes a **‘teachable moment.’**

Devotions at Night (Camp). More than at any other time of the day, children become more open and willing to share at bedtime, because their brains are beginning to relax.

If children come from a home where daily rituals of spending devotional or quiet time with God are not practiced, this can be an excellent time to encourage this practice in the child’s life. It

can become a life discipline that brings routine and order into their life. The volunteer can talk about the day and weave scripture or awareness of God's part in it.

Saying a brief prayer before bedtime at camp can bring peace and calm to a frightened child. Asking God to quiet us and help us sleep can be a comforting thought for a child who is "afraid to go to sleep" or "afraid of the dark."

This is a "teachable moment" that the child can take home from camp and practice in his/her daily life throughout the year.

Singing Songs. Music can be a "healing salve" to a wounded soul.

Songs like "I Will Change Your Name," give a child hope that something good will come out of it. Songs can replace worrisome thoughts and fears that children are plagued with because of their circumstances.

Psalm 40: 1-3 closes with this phrase "and He put a new song in my mouth—a song of praise to our God."

Explaining the meaning of the words to Christian songs can help the child understand the meaning as they sing the song. These become teachable moments.

Bible Reading. Reading God's Word to the children and explaining the words can be 'teachable moments.' Caution: if the child cannot read, do not force the issue; simply read the verses for him/her. Counselors should be able to interpret what the scripture is saying to make it meaningful for the child. A volunteer sharing their favorite scriptures is a powerful way to share individual faith and the scriptures that mean the most in their lives. An additional handout titled "Many Doors To Love, Peace and Reassurance" shares several scriptures that may give specific comfort and assurance to children in their troubled areas.

Review Of The Day. At the end the day or your time together, it can be a powerful moment to review what has happened. A volunteer could ask, "What great things did God provide for us today?" "What were some of your favorite things about today?" OR "What are some of the things we learned today?" Let the children reflect on their feelings about the day. You may hear "I'll always remember where I caught my FIRST fish!" or "I learned to pound in nails today at woodworking." These are memories and skills that the volunteers can use to encourage the child in many ways.

Volunteers should be encouraged to find ways to incorporate into the conversation an appreciation for God's provisions of the day or how good God has been to them.

This is called directed or guided conversation, but it is not forced conversation! It empowers the child and lets them know they are worthy of being listened to and affirmed by an adult

INSURANCE

Each operating Camp and Mentoring Club must provide the national office with a Certificate of Liability Insurance (COLI), which details the following coverage:

1. Camp & Mentoring Club

- **General Liability - Minimum** coverage of **\$1,000,000**
- **Sexual Misconduct - Recommended** coverage of **\$1,000,000**

If not available at \$1,000,000, ask for \$750,000 or the bare minimum amount of **\$500,000** coverage.

The language under the Sexual Abuse and Molestation coverage should read that coverage is **“per occurrence”** NOT **“claims made”**. This gives greater protection against multiple claims occurring by one offender.

2. Camp & Mentoring Club

Certificate Holder & Additional Insured

Royal Family KIDS, Inc. must be listed as the Certificate Holder & Additional Insured

3. Mentoring Club Only

COLI must state that the coverage is for the Mentor Club Program

Timeline for Submitting COLI to National Office

Camp

COLI should be provided to the national office 4 weeks prior to Camp start date

Mentoring Club

COLI should be provided to the National Office with launch packet

NOTE:

Typically the sponsoring church insurance carrier will issue the COLI under the church's existing policy. If the insurance carrier does not wish to provide coverage for Camp and/or Mentoring Club a separate policy will need to be obtained for Camp and Mentoring Club operations. Call the RFK National Office for guidance if this occurs.

The requirements listed above are in place to ensure coverage for the designated parties in the event of an accusation. They also provide for the Camp and Mentoring Club ability to adequately protect the volunteers of the program.

Consult your church insurance agent for recommendations on all insurance issues. The first place to start when looking to secure insurance coverage for your Camp or Mentoring Club is the sponsoring church. The church Business Manager or Accounting Manager is a great place to start and can usually obtain the COLI for you or point you in the right direction.

Make sure you **read the COLI and the actual policy**. The COLI is based on the policy, but they are different documents. The actual insurance policy may exclude activities such as; horseback riding, ropes courses, swimming pools etc. Read it so you are aware of the exclusions. In addition, Directors should verify the following two items for the program(s) in operation. These items do NOT need to be sent to RFK Inc.

1. **Camp & Mentoring Club Transportation:** Verify with the transportation carriers or bus services, prior to use, that they carry current liability and vehicle insurance for the vehicles used to transport the children. If a Camp or Mentoring Club elects to use church or borrowed busses, ensure that insurance is in place for those vehicles. If not, it may need to be added to the general liability policy.

Mentoring Club Transportation: Any Certified Volunteer will need to provide a copy of current proof of insurance and it will need to be updated at expiration. Mentoring Club Director should always have a current copy of the proof of insurance for anyone transporting children (Certified Volunteers).

2. **Campground Insurance Coverage:** Verify with the Camp Facilities Director, prior to Camp, that the camp facility carries current liability and injury insurance.

Mentoring Club Events: If a Mentoring Club uses any outside agency or facility for a Mentoring Club event it should be verified, prior to an event, that current liability and injury insurance is in place. If Mentoring Club goes on a special field trip or outing it should be verified with insurance agent that coverage is in place. Sometimes it is necessary to obtain event insurance that will cover a one-time event.

Most Camps and Mentoring Clubs will acquire their insurance through the sponsoring church. Some insurance carriers will take this very seriously and ask a number of questions to provide adequate coverage for exposure. Some carriers may not approach the issuance of insurance coverage for the Camp/Mentoring Club program with as much diligence and may therefore issue the COLI requested with a limited knowledge of what they are actually covering. In this situation the coverage may not sufficiently reflect the coverage needed in case of an exposure.

For example, even though a COLI is issued, if the right questions have not been asked they may not know they are covering rock climbing, swimming, archery or one on one off-site mentoring for foster children. It is imperative that the Insurance Company issuing the COLI fully understands the nature of RFK Camp and Mentoring Club and what activities need coverage.

- Contact the insurance agent, using the enclosed checklist, and confirm that the current policy meets all the requirements listed.

- Ensure that there is a clear understanding that the program(s) are serving foster children, **on and off site**, and there is a clear understandig of the **activites** that may take place:
 - Camp Activies: archery, swimming, rock climbing, etc...
 - Camp and Mentoring Club Activites: one-on-one off-site mentoring, field trips, etc...

Separate Insurance Policies

There are reasons to consider obtaining a separate policy from the church's policy, even if they will cover the Royal Family KIDS activities. Here are a few things to consider:

- A claim on the church policy for a Camp or Mentoring Club incident will follow the church's loss history for several years and may result in increased insurance premiums for the church, even if they are no longer participating in the Camp or Mentoring Club program.
- Most church policies were not initially designed to cover Camp and Mentoring Club activities, and therefore, may leave typical exposures inadvertently uninsured. Uninsured activities, especially emotionally charged child-related claims, may leave everyone at risk.
- The church's policy covers all ministries that are happening throughout the year at church. If a claim is made because of an accident in the youth ministry, or any ministry, the policy coverage could be exhausted before Camp or Mentoring Club takes place that year.

Insurance coverage may possibly increase the overall budget, however, both the church and the national office must be covered in the case of an accident or allegation. **The ramifications of not being covered far outweigh the effort to investigate and invest in proper coverage.**

Insurance Coverage Checklist

<u>Check Box</u>	<u>Requirement</u>
	Certificate of Liability Insurance Listing Royal Family KIDS, Inc. as Additional Insured & Certificate Holder
	Coverage must encompass on and off premises functions
	Limits of General Liability must be no less than \$1,000,000
	Sexual Abuse and Molestation Coverage must be included at a minimum of \$500,000, try to get \$750,000 or \$1,000,000.
	Hired & Non Owned Auto Coverage should be included
	Sexual Abuse and Molestation coverage. It should read that coverage is " per occurrence " NOT " claims made ".

Camp SAMPLE



CERTIFICATE OF LIABILITY INSURANCE

CCCR002 OP ID: KP

DATE (MM/DD/YYYY)
07/09/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ministry Advantage Insurance Lic. # 0770743 PO Box 27780 San Diego, CA 92190-1780 Jim Ketrung	CONTACT NAME: Phone: 858-217-1480 Fax: 858-217-1484
INSURED Crossroads Christian Church 2331 Kellogg Ave Corona, CA 92881	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

RISK LTR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	PHPK1184975-217	07/01/2014	07/01/2016	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
						MED EXP (Any one person) \$ 16,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 3,000,000
						PRODUCTS - COMP/PROP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY					
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB					
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> DED <input type="checkbox"/> INTENTION \$	<input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A				WC STATUTORY LIMIT TOTAL \$
	yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	Sexual Misconduct		PHPK1184975-217	07/01/2014	07/01/2015	Occurrence 1,000,000 Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Evidence of Liability coverage for the Royal Family Kids Camp at Green Oak Ranch on July 20 - 25, 2014. Certificate Holder is Additional Insured. Proof of Sexual Misconduct Coverage is in force.

CERTIFICATE HOLDER Royal Family Kids Inc 3000 W McArthur Blvd Ste 412 Santa Ana, CA 92704	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jim Ketrung
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Mentoring Club SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/20/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pritchett-Moore Inc 1120 Queen City Avenue PO Box 2086 Tuscaloosa AL 35403-2086	CONTACT NAME: Peggy Thomaston PHONE: (205) 758-4441 FAX: (205) 349-6533 EMAIL: pthomaston@pritchett-moore.com ADDRESS:														
INSURED Valley View Baptist Church 8820 HIGHWAY 69 S TUSCALOOSA AL 35405	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Great American Insurance Co.</td> <td>16691</td> </tr> <tr> <td>INSURER B: The Sheffield Fund</td> <td></td> </tr> <tr> <td>INSURER C: Essex Insurance Company</td> <td>39020</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Great American Insurance Co.	16691	INSURER B: The Sheffield Fund		INSURER C: Essex Insurance Company	39020	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Great American Insurance Co.	16691														
INSURER B: The Sheffield Fund															
INSURER C: Essex Insurance Company	39020														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** CL1421706091 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. I.D.#	TYPE OF INSURANCE	ADDL. SUBR. INSR. I.D.#	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	PAC0335773	12/12/2013	12/12/2014	MED EXP (Any emp/person) \$
	GENTL AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-RET <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO		CAPO335774	12/12/2013	12/12/2014	BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB					EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					AGGREGATE \$ 2,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 10,000		UMB0335775	12/12/2013	12/12/2014	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		26570	1/1/2014	12/31/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTHER \$ 1,000,000
C	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in IR)	Y/N	3DR7709	1/1/2014	12/31/2014	E.L. EACH ACCIDENT \$ 1,000,000
	DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
	Abuse or Molestation		PAC0335773	12/12/2013	12/12/2014	E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	Professional Liability		PAC0335773	12/12/2013	12/12/2014	Per Occurrence Limit 1,000,000 Per Occurrence Limit \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is additional insured as respects general liability coverages as required by written contract with named insured.

CERTIFICATE HOLDER Royal Family KIDS (RFK) Royal Family Club/Mentor Program 3000 W MacArthur Blvd #412 Santa Ana, CA 92704	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Lin Moore/THOMAS
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MENTORING CLUB OPTIONS

Because of Insurance and Church policies, a few mentoring clubs have had to create alternative options. (See B & C below.) We believe these options will become even more common in the future as a way to avoid risk and be in compliance with insurance or church policy. There is even a potential that all current RFK Mentoring Clubs may have to eventually choose Option B or C below.

Option A – This is the original Mentoring option:

Public Monitored Mentoring with monthly club meeting.

Individual Mentors for each child, 4 hours per month plus monthly Club meeting with Club Staff.

Greatest depth of relationship to connect with a child and make a difference in their lives.

Greatest flexibility with schedule.

Greatest amount of risk.

Option B

Buddy Mentoring with monthly club meeting.

Two-Deep Mentoring with two children, 4 hours per month plus monthly Club meeting with Club Staff.

Church or Insurance requirements for added protections.

Less depth in relationship building than option A, more coordination of schedules.

Less risk.

Option C

Group Mentoring with monthly club meeting.

All kids attend the monthly club meeting and then the entire group (all Mentors or all Mentors and Club staff) attends an event together after the club meeting.

Church or Insurance requirements for added protections.

Less depth in relationship building than option A, less coordination of schedules because it's one day and done.

Less risk.

If choosing option B or C, think through the following questions:

1. How would Mentoring change?
2. What would change in training or interviewing?
3. How could we best keep the Mentors connected to the children?
4. Should all the Club staff attend the "group" event or just the mentors?
5. Are there other ramifications or changes that you can foresee?

CONDUCTING CRIMINAL BACKGROUND SCREENS

Criminal background checks are required for every RFK volunteer who is supervising children. Local Directors and leadership are **not to completely rely** on a clear background check as an indicator that a volunteer is not a threat to the children we serve. Background checks, when accurate, simply indicate the guilty who have been caught, but they do not reveal the guilty who have yet to be caught. Our greatest protections for the children we serve are solid policies, diligent observation, consistent enforcement of the rules at Camp and Mentoring Club and periodic evaluation of the entire process making changes as necessary. Background checks are necessary, but they are only one small piece of a very large process to keep kids safe.

Every person who applies to become a volunteer who supervises children at a Royal Family KIDS Camp or Mentoring Club must:

- Complete the current written application including references
- Be interviewed by the key members of the leadership team staff
- Complete the appropriate criminal background screening
- Attend RFK Camp and or Mentoring Club training

All background screenings require the applicants written permission and the release should be included as part of the application process. (There are some exemptions for Camp Part-time Volunteers and Visitors, see the section on Part-time Volunteers for more information.)

Objectives For Conducting Background Screening:

1. To ensure the safety of each child and each volunteer.

This safety net, common to every RFK, ensures that each Camp and Mentoring Club has done its due diligence to protect the children from abuse by known criminal volunteers and to protect the adults who are volunteering as well.

2. To maintain the integrity of RFK on a standardized basis nationwide.

Every Camp/Mentoring Club is required to indicate on the Compliance Form that they have met RFK screening requirements for all current volunteers. This RFK policy is one that every social services department should be confident of with RFK volunteers nationwide.

3. To identify potential volunteers with a criminal past.

Most prior convictions will be on record, and when discovered, will be used in the evaluation process to determine that volunteer's suitability to serve. This determination will be based on what is discovered through the criminal background check. Some potential volunteers will opt out of the process simply because they know their criminal background will be discovered and disqualify them.

4. To have achieved due diligence.

Due diligence is doing everything “reasonably possible” within confines of the law and high operating standards to prevent someone with inappropriate prior offense(s) from using the RFK environment to gain access to children.

Minimum Requirements For Background Screening

County/Social Services Requirements

Camps and Mentoring Clubs must do the minimum, as required in the Camp and Mentoring Club Directors Manuals, for their volunteer criminal background screenings. However, some counties or Social Service Agencies may require individuals who have access to children who are wards of the court in their county to fulfill **greater** requirements than those required by RFK. If so, RFK volunteers are required to conduct that which the local county requires for volunteers working with minors within their jurisdiction.

The criminal background screening is usually based on the volunteers name, address and Social Security number, usually looking for felony and misdemeanors by county, state or throughout the nation. Some states will only provide information for the past seven years and is usually based on available public records.

Juvenile (under 18) records are usually inaccessible by law, therefore, Juveniles do not need a background check, but nor can they be Counselors or Mentors until they are 18 when a background check can then be processed.

International records are generally inaccessible. A Director may attempt to find information about the applicant through national sites or generic Internet searches, but should not be surprised if nothing is available. Therefore, extra caution should be taken while monitoring International Volunteers with all other RFK processes and rules.

Criminal Background Check Requirements

Level 3 (VV Complete) Background Includes:

FBI Fingerprint & Driving Record Check

OR

Social Security (SS) Complete **Criminal** background check including:

1. Address Trace.
2. Criminal History-a real-time county or state search of all jurisdictions revealed on the Address Trace for a minimum of seven (7) years. This should also include alias/maiden names.
3. Dru Sjodin (NSOPW)/Department of Justice Sex Offender Registry.
<http://www.nsopw.gov/en-US/Home/DruSjodin?AspxAutoDetectCookieSupport=1>

4. Validated Nationwide Criminal Database- if a potential hit is found, it must be validated at the county or state level using real-time data.
5. (Not applicable to Camp volunteers, Mentoring Club only.) Driving Record Check for Mentors or Mentoring Club Staff who will drive children.

Level 2 (VV Advanced) Background check Includes:

Social Security (SS) Complete **Criminal** background check including:

1. Dru Sjodin(NSOPW)/Department of Justice Sex Offender Registry.
2. Current county or state of residence check using real-time data extracted from the county courthouse.
3. Validated Nationwide Criminal Database- if a potential hit is found, it must be validated at the county or state level using real-time data.
4. (Not applicable to Camp volunteers, Mentoring Club only.) Driving Record Check for Mentors or Mentoring Club Staff who will drive children.

Frequency of Background Checks

Camp Requirements

First Year or Lapsed Volunteer

(Lapsed = inactive in Camp, Mentoring Club or Church for one year or more.)

Level 3 (VV Complete) Criminal Background Check

Returning Volunteers

Level 2 (VV Advanced) Criminal Background Check run every 3 years or 36 months as long as the volunteer has remained active in the Camp, Mentoring Club, or Church. If volunteer is active in both Camp and Mentoring Club then follow the Mentoring Club requirements.

For States or Counties that require a criminal background check **annually**, a Level 2 (VV Advanced) can be performed annually instead of every 3 years. Camps seeking other options for annual checks should contact the National Office.

Mentoring Club Requirements

First Year or Lapsed Certified Volunteers

(Lapsed = inactive in Camp, Mentoring Club or Church for one year or more)

Level 3 (VV Complete) Criminal Background Check + Motor Vehicle Check

First Year Non-Certified Volunteers

Level 3 (VV Complete) Criminal Background Check

Returning Certified Volunteers

Level 2 (VV Advanced) Criminal Background Check + Motor Vehicle Check every year

Returning Non-Certified Volunteers

Level 2 (VV Advanced) Criminal Background Check every year

Camp & Mentoring Club "Director Of Record" Requirements

First Year or Lapsed Camp Directors

Initial Level 3 (VV Complete) Criminal Background Check will be run by RFK National Office when registering for Director or Scepter Training.

Ongoing Camp Directors

Level 2 (VV Advanced) Criminal Background Check run or verified through the RFK National Office every 3 years or 36 months.

First Year or Lapsed Mentor Directors

Level 3 (VV Complete) Criminal Background Check will be run by RFK National Office when registering for Mentoring Club Directors or Scepter Training.

Ongoing Mentoring Club Directors

Level 2 (VV Advanced) Criminal Background Check run or verified through the RFK National Office every year.

Annually, Camp and Mentoring Club Directors will be required to verify through the RFK Compliance Report that they have run Criminal Background Checks that met or exceeded the above RFK requirements.

RFK has chosen Verified Volunteers as our Premiere Screening Provider to conduct local Criminal Background Checks. This company is familiar with Royal Family KIDS and our volunteer requirements. You may contact them to ask questions or establish an account at any time.

Verified Volunteers (VV)
Kim Johnson
Account Manager
970-232-3543

Verified Volunteers runs Level 3 (VV Complete) and Level 2 (VV Advanced) Criminal Background Checks

PLUS

A Monthly Basic Criminal History Locator Search for 1 year – If there is a hit on a volunteer throughout the year, Verified Volunteers will notify the local Director.

What to do if a Criminal Background is Discovered?

Department of Labor report:

It is estimated that about **one in three adults has a criminal history record** - which often consists of an arrest that did not lead to conviction, a conviction for which the person was not sentenced to a term of incarceration, or a conviction for a non-violent crime. Each year 700,000 people are released from prison-and almost 13 million are admitted to - and released from - local jails.

(OMB NO: 1250-0006 - <http://www.dol.gov/ofccp/regs/compliance/directives/dir306.htm>)

If one in three adults has an arrest record, then the local Camps and Mentoring Clubs **will** find some volunteers who have something in their past. If a potential Camp or Mentoring Club volunteer has a criminal background, the following criteria will help local leaders make the best decisions before accepting or rejecting a volunteer.

Confidentiality:

Once a volunteer's criminal background is discovered, it **must be held in strict confidence**. Generally, the information should be seen and discussed by limited people who need to know to make proper decisions about acceptance and placement. Confidentially requirements may differ by type of check, i.e. social security number trace or fingerprint trace, by County or State laws where obtained and by agencies issuing the information. State or local laws most likely restrict one Camp or Mentoring Club from sharing this information with another Camp or Mentoring Club. **Keep it limited and keep it locked up.**

Criteria for Accepting Volunteers

Existing Criteria-

Review and follow any existing criteria that may already be in place from the Sponsoring Church and from the State and County Services where the children are supervised.

Royal Family KIDS Criteria-

Strict criteria

1. Violent or sexual crimes against a **child. No Acceptance.**
 - Knowledge need not be limited to a background check. If you know of offenses against a child from another credible source, you must take that into consideration.
 - Violent crime is usually defined as: murder, rape, robbery, or aggravated assault involving force or threat of force.
2. Sexual crimes against an **adult. No Acceptance.**
 - Sexual crimes will place the person on the sex offender list and bar them from service. In extremely rare cases, a person may be on a sexual registry list and not be a threat to a child, however, 99.9% of the time, that crime is enough to bar them from service AND, most

Social Services criteria will bar anyone on the list regardless of the crime, story or changed heart.

3. Violent crimes against an **adult. Limited Acceptance.**

- Most violent crimes should bar the volunteer from service because it involves force or the threat of force. There is limited room for acceptance based on the crime, the time and the change of heart and life. The more severe, and or, the more recent indicate the volunteer should not be accepted. For example, any abduction is far more severe than a single fistfight 10 years ago.

For clarification about any of the above 3 items, call National office for guidance.

Acceptance criteria for #3 above and other non-violent crimes-

Here are three filters to **think about** before saying "yes" and allowing a volunteer to participate in the program.

Filter One

Look at the convictions

1. **How severe was the offence?**
2. What was the **duration**? A One-time offense or 10 years of crime?
3. **How long ago** was the offence? Last year or 20 years ago?
4. What has **happened since** the offence? Has there been any repentance, turning from crime, a changed heart or are they just smarter and not getting caught now?

Filter Two

Look at applicant's history and ministry involvement

1. Does the applicant have **History** with credible & verifiable ministry?
2. Does the applicant have **History** with a credible & verifiable organization of any kind?
3. Does anyone on the team have a direct history with the applicant in ministry or over time? (This gives first-hand experience of a changed heart and behavior).

Filter Three

Look at the position the applicant is applying for or would be serving in.

A Staff person at Camp or Mentoring Club has some direct exposure to the kids.

A Counselor at Camp has significant & direct exposure to kids.

A Mentor or Certified Mentoring Club Staff has the greatest direct exposure to kids and one-on-one time.

Something Else to Consider

In the event of an accusation or unforeseen circumstance the selection committee (the leadership team(s) deciding who is accepted) will need to be able to defend its decision to place

a volunteer in his/her role at Camp or Mentoring Club. The selection committee may be asked by a Social Worker why they placed this person in a position of Counselor, Mentor or Staff given their history. The selection committee will need to be able to defend its decision and prove due diligence was done to protect the child. If the committee has solid answers, based on the criteria above, as to why they placed this person in their role, then they have something with which to defend their actions as "reasonable".

If the only defense to that question is, "Well we needed more men volunteers/mentors," that answer will not be considered a credible reason to have that person as an RFK volunteer.

Denying a volunteer based on their criminal background is to be approached prayerfully and with the safety of the children as your utmost concern. The children are relying on YOU to keep them safe. The children do not know anything about the volunteers working with them, but you do! It is incumbent upon you to be wise and discerning.

If a volunteer has a criminal past and the team is unsure, it may simply be an opportunity to put them into a volunteer role with less access to the children. This will allow an opportunity to observe their work and their attitude towards the rules and the culture of the program. If they are successful in attitude and compliance, their role can be reevaluated the next year. If they display a poor attitude and lack of respect for the rules and procedures, their future role may be eliminated or reduced.

Note Specific to the Mentoring Club

Mentors and Certified Staff have the clearance to transport children who are enrolled in the RFK Mentoring Club. Therefore, there are some additional background criteria to consider when placing a volunteer into either of these roles. Volunteer driving records need to be included in the background clearance process and should be reviewed and deemed suitable for transporting children.

Resources

The American Camp Association provides a resource that may provide additional assistance and has a link for some of the State requirements. The document is titled, *Guidance for Camps and Other Youth-Serving Organizations: Developing Criminal Background Thresholds Updated January 2012*. An Internet search should provide access to it. The RFK National office can also provide the document.

Royal Family KIDS -Mentoring Club Volunteer Rules

NOTE: Royal Family KIDS Mentoring Club rules and policies for both Mentoring Club time and mentoring are based on, and sometimes identical to, well established RFK Camp rules and policies. Specifics, however, about how the rules are applied vary from the more contained Camp and Mentoring Club settings to more varied mentoring situations and some rules and policies are unique to Camp or Mentoring Club. Mentoring Club Director is to notify RFK, Inc. of any life-threatening injuries, emergencies or serious problems with Mentoring Club Kids. Never leave a Mentoring Club Kid alone or without proper supervision. Be aware of potentially compromising situations that can deter from the goals and objectives of the Mentoring Club.

1. Line of Sight Rule While Mentoring

Mentors must provide their mentoring in places where other adults are 'in the line of sight' and the Mentor and child are easily observed by others (a restaurant, mall, a basketball court, etc.)

If the Mentor wishes to bring the Mentoring Club Kid to a secluded or potentially secluded site (hiking trail, etc.), the Mentor **MUST** bring another RFK Mentor, RFK Staff Member (Certified or Non-Certified) or Safety Companion along. The Mentor and child must remain in that second adult's 'line of sight' throughout the time together.

Even in public settings, it is always a great idea to 'team up' with another Mentor when you can.

WHY? Staying in public places and teaming up with others creates a sense of safety for the child and accountability for the Mentor since the child knows that the Mentor cannot behave in inappropriate ways without another adult seeing what he or she is doing. Having a second cleared adult present to vouch for the Mentor's behavior is also excellent protection against false accusations.

2. Two Deep Rule At Mentoring Club Events

During all Mentoring Club events (meetings, field trips, parties, etc.), **NO** Mentoring Club Kid is to be taken off into restrooms or into a secluded area away from the group with only one adult present. If it is necessary to remove a Mentoring Club Kid from the group, make sure that two cleared adults stay with the child.

WHY? This is the same TWO-DEEP RULE that is always observed at RFK Camp and it makes Mentoring Club the same 'safe place' that Camp is for an abused child. It also protects your Mentors and Mentoring Club Volunteers.

3. Transportation Policy

While it is ideal to have a second adult in the car when transporting RFK children, it is not always practical because of schedules and distance. Individual RFK Mentors are allowed to pick up their Mentoring Club Kid without a second adult in the car, but all Mentors are required to keep a **Transportation/Visit Log** (see Forms section). The log shows the time a child was picked up, arrival and leaving time for destination(s), all passengers in the car, and drop off time as an official record. A copy of the Mentoring and Transportation Log is turned in to the Mentoring Club Director each month.

When transporting an RFK child, Mentors must carry the following:

- The Mentoring and Transportation Log
- RFK Medical Release and Transportation Permission Slip (signed by the caregiver for each child present in car)
- Proof of insurance
- A valid Driver's License

Who Else May Transport A Mentoring Club Kid?

- Any RFK Certified Mentoring Club Staff may transport a Mentoring Club Kid but must have the documents listed above in their possession while driving with a Mentoring Club Kid in the vehicle.
- Any RFK Uncertified Mentoring Club Staff **ONLY IF** there is a Certified RFK Mentoring Club Staff/Mentor in the vehicle as well and the documents listed above are in their possession.

After the event a **Mentor/Transportation log** with trip specifics must be submitted to the Mentoring Club Director.

Who CAN NOT Transport A Mentoring Club Kid?

- Anyone under the age of 18 may not transport a Mentoring Club Kid at any time.

WHY THE LOGS? These are good legal and safety precaution and the Log provides the Mentoring Club Director with a tool to see how the mentor and Mentoring Club Kid are spending their time together.

Consult your state requirements for restrictions on transporting children. Most states do **not** allow young children to sit in the front seat as airbags can cause

serious injury and many states require booster seats for children under age 9 or underweight children riding in the back seats, so it is imperative that you find out what is required in your area and be very safety conscious.

4. **Open Door Policy**

Since mentors need to keep other adults 'in the line of sight,' obviously, the 'open door policy' you learned at Camp training still applies in mentoring and/or Mentoring Club situations. **No mentor or RFK Mentoring Club Volunteer should ever be alone with a child behind a closed door.**

WHY? Much abuse takes place behind closed or locked doors, and making sure that doors are always open and other adults are visible is a key to gaining a child's trust and protecting the adult's reputation.

5. **Overnight Policy**

RFK Mentors are **NOT** allowed to take their Mentoring Club Kids on individual overnight trips or stays at their own homes. If a Mentoring Club plans a group event for children (a fishing trip, etc.), there must be a minimum of 4 Mentors supervising (minimum ratio of one adult for every two children), written permission from the Mentoring Club Director, signed caregivers' permission slips, and any appropriate event insurance.

WHY? There is more safety for the children and accountability safeguards for the adults in overnight group events with adequate supervision. Your Mentoring Club may also decide not to allow ANY group overnight events, particularly in the first year.

6. **Beds Rule**

If a Mentor and Mentoring Club Kid are ever in a room with beds, the RFK 'Camp beds rule' applies, i.e., at **NO** time should a Mentor and Mentoring Club Kid be on the same bed. If there is an overnight Mentoring Club group event, Mentors and Mentoring Club Kids should not be on each other's assigned beds, or sleeping bags. Protect your Mentors by making sure they are aware that there are **NO** exceptions to this policy. Leave **NO** room for a false accusation upon any of your mentoring staff.

WHY? This is to prevent misunderstandings if the child talks about "when my mentor was on my bed," to a caregiver or social worker later. In working with formerly abused and vulnerable children it is critical (for their sakes AND the adult's) to avoid even the appearance of evil!

7. No Sitting on Laps Rule

RFK Mentors' or Mentoring Club Volunteers' may **NOT** have Mentoring Club Kids sit on their laps during mentoring times or during any Mentoring Club events or at any other times. This is to avoid any possibility of a child being fondled or fondling another person.

WHY? Pedophiles often use sitting on laps as a way to break down a child's resistance and gain access for groping or fondling them. Avoid this situation at all times, so as not to trigger a child's previous victimization. Also, this policy exists to avoid allowing the child to fondle or grope the adult, as they might have been 'groomed' to do this to win the adult's favor.

8. No Piggy Back Rides or Frontal Carry Rules

RFK Mentors or volunteer, male or female, may **NOT** hold or move Mentoring Club Kids with frontal carry position or give Mentoring Club Kids Piggy Back rides. (NOTE: The younger the Mentors, the more difficult this is to enforce.)

WHY? These techniques are sometimes used by pedophiles to arouse themselves or the child by rubbing the child's genitalia against the adult's body. The practices can also be used to create a playful situation to break down the child's defenses and lead to groping and fondling then or at a later time. Avoiding frontal carry and piggy back rides also prevents the possibility of arousing a child when genitalia are rubbed against the back or waist of the adult. You probably will not know which child for whom this is a 'trigger' and a form of arousal. Avoiding it altogether prevents it from being a problem for the child who was a victim of this behavior or other sexual abuse in the past. You don't want to be a 'stumbling block' to a vulnerable child.

9. Photographs/Filming Policy

For Mentors/Mentoring Club Kids: Since RFK Mentors have the caregiver's permission to have an ongoing relationship with the child and know the child's identity, a mentor may take and keep a picture of their RFK Mentoring Club Kid. Mentors may also give a photo of themselves to the child to include in the Adventure Book. While this is a significant change from the Camp policy that prohibits photos by anyone but the Camp Photographer, there are still important rules and boundaries when photographing RFK children:
Since you must always keep other adults 'in the line of sight,' when with your Mentoring Club Kid, obviously you should take photos only in the open where others can see what is happening. If you want to take a photo to remember a special outing and save it in the Adventure Book (your Mentoring Club Kid's record of your time together) for example, pick an open

and public spot to take each other's picture or even have someone else (ideally, another mentor) snap your photo.

Be extremely sensitive to appearances. Immediately stop taking the photograph if a child tries to pose in a way that could be suggestive (puckering up their lips in a kiss or adjusting their clothing)! If you notice provocative or frightened reactions, do not take any photos of the child except when another mentor can snap the picture at a group event. This is for the child's protection and yours!

WHY? You will probably not know whether your Mentoring Club Kid may have been a victim of pornography and you do not want to inadvertently trigger a traumatic memory of inappropriate picture taking or to make an abused child feel frightened and/or aroused. Your job as a mentor is to create a Safe Place for the child every time you are together. For your sake as well as for the child, be very careful about photographs.

10. No Publishing or Distributing of RFK Child Photos

NO identifiable photographs of RFK children may be published or posted anywhere (church newsletters, bulletin boards, web sites, local newspapers, TV, etc.). Also, no photos of children in RFK should be distributed to individuals (your donors or prayer partners).

Photographs for general use or publicity must be obtained from the national office of Royal Family KIDS, Inc.

WHY? Publishing or distributing photographs and/or names and identities of RFK Mentoring Club Kids violates laws that protect all foster children's confidentiality.

11. Photos with more than one Mentoring Club Kid

A mentor may take a photograph of more than one Mentoring Club Kid together if you are on an outing and there is nothing to identify that child as a Mentoring Club member. For example, if three mentors take their Mentoring Club Kids to the ball game, a photo of the 3 kids at the game together is fine. Each of the Mentoring Club Kids can have a copy as can the Mentors but all of the same photo rules (see #2 above) prohibit displaying or publishing photographs like this (if the child/ren can be identified).

Recommendation: Having a Mentoring Club Photographer can be a great option. This means you can ask Mentors not to snap photos during the Mentoring Club time but can make sure they get photos of fun activities for their Adventure Book that do not violate policy. One Mentoring Club has a Videographer who films each week and edits it down to a 5 minute 'movie' the kids see the next week—they love this!

12. Exchanging Personal Contact Information

Because pedophiles can use camps to groom victims they follow up with and molest later, RFK has a strict policy against camp counselors or staff exchanging personal information with campers.

Even Camp staff who are approved as RFK Mentors can NOT exchange information directly with a camper! The Mentor must wait to receive the caregiver contact information for their assigned child and permission to call from the Mentoring Club Director. If anyone 'short cuts' this process by exchanging information directly with a child, in violation of the camp policy, they can be immediately barred from future participation in both Camp and Mentoring Club.

Once RFK Campers who have submitted Mentoring Club applications signed by their caretakers have been matched to Mentors, the Mentoring Club Director shares the information as follows:

- (a) Mentors need to have a phone and residential address for their assigned Mentoring Club Kid's caregiver so that they can set up appointments, etc. If the Mentoring Club Kid also has his or her own cell phone, the Mentor should ask the Caregiver's permission to communicate directly (voice and/or text) to that number as well.
- (b) Caregivers should have (1) the Mentor's phone number (a cell phone may be a better choice than a home phone for privacy) to call if a mentoring appointment must be changed, etc., (2) the Mentoring Club Director's phone number, to contact if a Mentor cannot be reached, if the caregiver is concerned about the mentoring situation or if the child is being moved to another foster care placement, and (3) a church address and phone contact in case the child must be reached during a Mentoring Club event.
- (c) The Mentoring Club Director has all the caregivers' contact information and will get in touch with caregivers on occasion to see how they feel about the mentoring situation and the Mentoring Club and to pick up on any 'red flags.'

WHY? The Mentoring Club needs to maintain checks and balances to help prevent exploitation of vulnerable children by abusers. One way is to make sure that initial matching and contact happen only through the Mentoring Club Director who also stays in touch with the child's caregivers. Other helpful elements include on site observation of mentoring pairs at the Mentoring Club meeting each month, supervision by the Mentoring Club Director, peer review by others in the Mentors Meeting and mentoring rules that prohibit meeting alone or behind closed doors.

13. Social Media

NO exchanging emails, FaceBook or MySpace or other social networking addresses between mentors and RFK Kids.

WHY? Internet communication is quickly becoming the favorite technique for pedophiles wishing to gain access to children. RFK does not allow Mentors or Mentoring Club Staff to communicate directly with children through the internet.

14. Cell Phones

Children's use of cell phones should not be allowed during Mentoring Club or mentoring appointments. Many foster children are restricted from contacting their biological parents or siblings. Mentors and Mentoring Club Volunteers should refrain from using phones during their time with the children to set an example and to focus on The Mentoring Club Kids without distraction.

15. Name Tags

Name tags are to be worn by EVERYONE (adults and children) at every Mentoring Club event or meeting. The RFK nametags are part of the registration/attendance record that protects the safety of your Mentoring Club. All staff, teenage mentors-in-training and all authorized guests should check in and receive their name tag, even though teenage helpers and guests do NOT count toward 'two deep' rules for supervising Mentoring Club Kids.

Mentors and Certified Mentoring Club Staff **may use RFK ID/Certification cards** worn on lanyards as nametags, but if a separate nametag is provided (some Mentoring Clubs prefer having first name only nametags for public events) the ID cards should also be carried for official authorization purposes.

Having nametags for your Mentoring Club Kids at events will help staff identify the children they are leading and having staff nametags will help children identify safe adults.

16. Hugs

A gesture to help or encourage can be misinterpreted by a wounded child; always ask the child's permission before you touch them or give a side hug, etc.

When the rules don't change:

Camp Rules are still the rules at Camp! When the Mentoring Club year ends in May, Mentors and Mentoring Club staff need to remember to return to Camp rules about cell phones, photos, and two-deep requirements, etc., during their Camp week.

REMEMBER: Even when your Camp has an active and certified RFK Mentoring Club, mentors cannot directly contact their Mentoring Club Kid's caregiver after Camp until the Mentoring Club Director has officially instructed the mentor to follow up with the family (see Rule #12 above).

CHILD PROTECTION PLAN (CPP)

We recognize that we serve a vulnerable population of children who have already been hurt or wounded by others. It is our intention to bless these children and give them many positive life-changing experiences. The following is our outline of attempts to protect the children we serve from others who may mean harm. There are no perfect systems for protecting children, but we believe a multi-layered system of protections with careful, diligent enforcement creates a strong program of protection for kids.

Our language and program materials are designed to:

- Prevent adult volunteers from abusing children during Camp or Mentoring Club times.
- Prevent adults from creating inappropriate relationships in an attempt to groom the children and abusing them after Camp or Mentoring Club activities.
- prevent children from abusing children during Camp or Mentoring Club.

Documents and programs alone will not suffice. Greater diligence, enforcement, and cultural shifts within Camp, Mentoring Club, and the community will be required. Each volunteer must commit to being a part of the over-all protection of kids.

The following items can be found throughout this and other RFK documents and outline the protective measures in place.

Pre Camp / Mentoring Club

4 page application with friend's references

30 Minute interview

Criminal background check

12 hours of initial training, 8 hours annually

During Camp / Mentoring Club

Strict Safety rules to be followed during Camp and Mentoring Club

Talk, Touch, Territory - 3T's

Child Safe & Secure Orientation – 3R's

360° Supervision – 3W's:

Proper insurance coverage in place

After Camp / Mentoring Club

Follow up restrictions and limitations

Annual Compliance Accountability forms

Regularly updated training of leaders and resource materials provided to local volunteers.

RFK Child Protection Program Elements

RFK CPP Poster: This is a quick reminder poster that can be used at training or placed around the Camp or Mentoring Club to remind all volunteers about the new protections in place.

Talk, Touch, Territory - 3T's: This is a specific, but not all-inclusive list of things considered appropriate and inappropriate with children regarding our interaction with them in areas of talk, touch and territory.

Child Safe & Secure Orientation – 3R's: This is an orientation that **MUST** be given to each Camper/Mentoring Club Kid so they are aware of their rights and their ability to keep themselves safe. This needs to be given to them in either a lecture format or video format at the beginning of Camp or Mentoring Club. Make it fun and interesting, but also serious. Royal Family KIDS is producing a professional video to be completed before the summer season. Your adult Counselors, Mentors and Staff must also be trained on and made aware of this orientation to the children regarding the **3R's, Recognize, Resist, Report.**

360° Supervision – 3W's: This is a training program to be given to each volunteer to emphasize that every volunteer at Camp and Mentoring Club is an essential part of the protection plan. Every volunteer is either a primary or secondary supervisor, and everyone must be willing to speak up if they see something inappropriate or questionable. Many offenders have gotten away with abuse for years because good people saw something, but didn't feel as if they had the authority or the obligation to say something.

In an effort to help volunteers remember these new programs, we have created a yellow **360° SuperVision** wristband. The wristband is to: Remind, give Authority and require Obligation for all volunteers. There is no requirement to purchase the wristbands, they are simply an option. Please find some method of helping the volunteers understand that they have the authority to speak up. A wristband, or a strip of yellow cloth or a poster may simply make it easier for a volunteer to speak up and protect kids.

Yellow for "Caution"

Yellow wristbands are for 3 critical items:

They **Remind** volunteers of the new protection elements.

They give volunteers **Authority** to ask, question and intervene.

They **Obligate** volunteers to say something, if they see something inappropriate.



RFK Child Protection Plan - Poster

3 Ts: (Review RFK rules, values and Talk, Touch and Territory plan)

Talk: **What is acceptable talk?**

Touch: **What is acceptable touch?**

Territory: **What are acceptable personal boundaries?**

3 Rs: (Review Child Safe and Secure Orientation)

Recognize: **Recognize what is acceptable and unacceptable behavior.**

Resist: **Resist unacceptable behavior.** (You have a right to say "NO" to anything that makes you unsafe or that will hurt you)

Report: **Report what makes you feel unsafe or if rules have been broken.** (Reinforce our reporting protocol. Tell a Counselor or Staff. Tell the Director. Tell a nurse or Social Worker)

3 Ws: (Review your role in the 360 degree Supervision)

Who: **Who are they?** (Identify the individuals as you observe them around property)

Where: **Where are they?** (Are they within the scope of where they're supposed to be and who they're supposed to be with at that given time?)

What: **What are they doing?** (Are their actions appropriate and within the boundaries of our rules, policies and schedule of activities?)

The following provides a basic, but not all-inclusive list for appropriate/inappropriate conduct with children at Royal Family KIDS. Specific rules, such as **Two Deep**, still apply.

Talk

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> a. verbal praise for specific achievement or behavior b. verbal/written encouragement c. teachable moments d. answering questions e. promoting or discovering life skills 	<ul style="list-style-type: none"> a. compliments or questions relating to physique or body development b. sexual jokes, any sexual innuendoes c. swearing or vulgar language d. verbal harassment, taunting or abuses e. telling/asking about secrets f. sexual coaching or conversation g. letters/notes about "love, desire beauty" etc.

Touch

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> a. handshakes and high-fives b. girls walking hand-and-hand c. short, side hugs for congratulations or greeting d. arm around the shoulders e. helping with activities or games (showing how to hold a bat, etc.) 	<ul style="list-style-type: none"> a. private back rubs or massages, rub on lotion or sunscreen (spray sunscreen okay) b. touching of private parts (no exceptions!) c. touching a child in anger, disgust, or frustration d. frontal hugs, lap sitting, piggybacks e. sexually touching f. kissing (married couples ok) g. intimate wrestling or tickling h. demeaning humor (snuggies/wedges etc.)

Territory

<u>Appropriate</u>	<u>Not Appropriate</u>
<ul style="list-style-type: none"> a. always Two Adults behind doors, down trails, secluded areas, etc. b. one-on-one interactions in public view c. group or public environments 	<ul style="list-style-type: none"> a. favoritism or give personal gifts b. sitting or lying on another person's bed c. <u>private</u> one-on-one interactions d. behind doors or secluded areas with only one adult e. mooning, streaking, flashing, any purposeful showing of nude private parts*

***Note:** In some States or Counties, purposefully showing nude private body parts to children, may constitute "abuse", and initiate a report to Social Services and even an arrest!

Child Safe & Secure Orientation – 3Rs

Welcome/Goals For the Children:

- We want you to have the greatest time of your life here! A week you will never forget.
- We want you to be safe and have fun.
- Life Changing Experiences – You are going to get to do some of the most fun things in the whole world.
- Relationships – You are surrounded by some of the greatest counselors in the world who care for you.

Part of being safe for the week is for you to remember 3 R's. **Recognize, Resist and Report**

Recognize

Before we get started, we have to cover the rules to help you have the greatest time of your life. Just like the game of basketball (or other sports), there are rules that we all play by so we can have a safe and enjoyable experience. These rules help us know what we can do and can't do, what is safe and not safe.

1. Modesty (covering your body)
 - Where your bathing suit touches you are private areas, you need to have them covered at ALL times, unless taking a shower. There are NO exceptions.
 - Your body is your own, never show your private areas to any person or touch anyone else's private areas where their bathing suit touches their body.
2. Two Deep
 - To Keep Everyone Safe at all times.....NEVER be alone with anyone! Not with other kids or adults. We have a rule called "Two Deep"; **kids** must always have 2 trained RFK adults with them at all times. Not one, always two!
 - Secrets are not needed for Camp or Mentoring Club! Don't keep secrets and don't ask others to keep secrets
3. Good Touch vs. Bad Touch
 - Appropriate: Feel Safe & Encouraged - (high-fives, short side hugs, arm around shoulders, etc.)
zone, hitting, pushing, sitting on laps, etc.

4. Good Talk vs. Bad Talk

- Good Talk: Always Encourage One Another – Positive, Uplifting, Compliments
- Bad Talk: Making Fun of Others – Negative, Bad Language, Cussing, Disrespectful, Potty Humor, Sexual Jokes

5. Bullying

- Not allowed at Camp or Mentoring Club. If someone asks you to stop...you MUST stop.
- If you ever feel like someone is picking on you or being mean to you...report it immediately.

6. Your Territory or Your Space

- Your Space - Your Stuff - Your Bed. At camp, kids keep out of other kids' suitcases, sleeping bags, etc. Occasionally an adult may need to inspect your bags. Your bed is yours alone! Nobody, no child or adult, is ever allowed on another person's bed!

7. Off-site Communication

- This week we will build great relationships together. When camp is over, we can only connect with you with the approval of your Social Worker and/or Guardian. That may be through our Mentoring Club program, or at the church. We may see you at a school or store or sports event. We cannot be Facebook friends or email each other or call each other.

Resisting

You should NEVER feel unsafe here. If you ever feel unsafe, or if someone is trying to hurt you, you can call for help from someone nearby. Remember the Two Deep rule means, there is always someone nearby. This is a place where you should always feel safe and encouraged.

Reporting

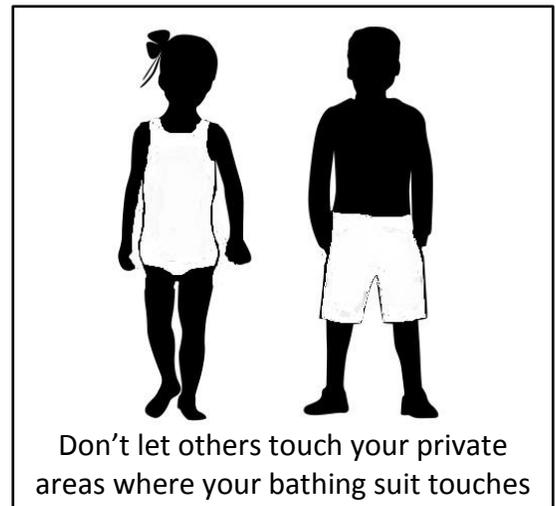
If you EVER feel unsafe or one of the rules we talked about has been broken, you need to tell someone right away. You can do any of these four things:

1. Tell a Counselor, Mentor or Staff person...so we can help you
2. Tell the Camp or Mentoring Club Director
3. Tell a Nurse in the Health Center
4. Tell your Social Worker

The 3 things you can do to help make sure you have a great time are to:

1. **Recognize** the basic rules and boundaries
2. **Resist** anyone trying to hurt you
3. **Report** a camper or adult breaking the rules

The rules are an important way to make sure we all have a great time at Camp or Mentoring Club.



360° SuperVision – 3Ws

THE GOAL - to establish a network of monitoring and supervision with which to detect peer-to-peer and adult-to-child grooming and abusive behavior before the actions occur.

“360 DEGREE SUPERVISION THEORY” - is a system of rules and principals to monitor the interaction of individuals in accordance with our organization's goals and rules on the basis of 3 indicators: **Who, Where, What**. The Camp/Mentoring Club Director **cannot be the only person(s) watching** for compliance and enforcing the rules for the safety of the kids! Everyone **MUST** be a part of the protection plan to keep kids and adults safe. The Directors attention will be on many things. To have full protection, everyone must have two eyes watching and supervising.

YOUR ROLES

Step 1 Primary or Secondary Supervision

While serving as a volunteer you will be asked to supervise in one of two capacities at **ALL** times:

- **Primary Supervision:** ANYONE who assumes a role with direct supervision or control of any individual or group. (i.e. Counselor, Breakfast Club, Coach, Reserve Counselor, etc.)
- **Secondary Supervision:** ANY staff/volunteer personnel on property who are not in direct supervision or control of any individual or group.

Primary Supervision with direct control over the children



Secondary Supervision (Staff person notices a child alone)



Step 2 Reads

1. **Who** are they?
2. **Where** are they?
3. **What** are they doing?

At **ALL times** and in any given circumstance you are asked to make 3 visual “reads” on interaction in adherence to Camp and Mentoring Club rules.

Who are they?

(What is their current role?)

- Is it a Counselor, Mentor or Staff person?
- Is it two kids?
- Is it a facility employee, Janitor, Maintenance person?
- Is it another group or visitor on property?

Where are they?

(Where are they located when you observe them?)

- Walking into the woods
- Going into a restroom unattended
- In a building or room not in use at that particular time....?

What are they doing?

(What activities are they engaged in when you observe them?)

- Playing one-on-one at the gym
- Taking a shower in the same shower stall
- Sitting and talking outside.....?

Step 3 Assess: Compliance with rules or general safety conditions

If you see something completely inappropriate, like a Counselor and camper in the woods alone, for the safety of the child you must say something. Just remind the Counselor of the Two Deep rule and verify that they are moving back to the group. Maybe, the buddy Counselor is simply out of sight and trying to catch up. The Counselor would simply inform you, you verify, and everyone is safe. Remember, you become the Two Deep until it is verified with someone else. Maybe the Counselor simply forgot, now you have reminded them. Maybe you have stopped a major problem.

For the safety of each child, the adults and the organization, we must have **all** volunteers become secondary supervisors who must take action and speak up. We're not looking for tattle tales or informants; we are trying to encourage volunteers to realize that it is **everyone's job** to protect children in our care. You do not need to accuse anyone of anything; in fact, it's better if you don't accuse people of things. However, if you see a blatant violation, speak up! If you see something questionable and you're not sure, mention it to someone. Too many abusers have gotten away with hurting children for years when plenty of people saw or heard something, but didn't have the courage to say something.

"360 DEGREE SUPERVISION THEORY" is having everyone do their part to protect kids, remind volunteers of what is right, and how we have to operate as a team of caring adults. This will help to deter and detect those who intend to harm kids. Each volunteer has the **authority** and the **obligation** to speak up!

Mandatory Reporting of Abuse

Although laws in each state differ, Royal Family KIDS volunteers are almost always considered Mandated Reporters. That means if “new” abuse is encountered, observed or knowledge that “new” abuse or neglect has occurred; volunteers must report it to the proper authorities. Each RFK Camp or Mentoring Club have contacts within the local Social Service agencies and **MUST** follow Local County or State reporting procedures.

If a RFK volunteer believes previously unreported abuse or neglect has occurred, the **laws make it very clear** that it is **not the volunteer's responsibility** to do an **investigation**; it is simply the volunteer's responsibility to report the situation and let the “trained professionals” do the investigation.

However, it is the volunteer's responsibility to **clarify** what was said or observed before making a report. Although it's better to err on the side of safety for the child, not everything that is observed or heard is reportable.

Example 1. If a child says, “my dad pushed me down and broke my arm,” that initially sounds like an abusive situation, but if we **clarified the statement** with the child, we might find out that they were playing touch football, and the Dad tagged his son causing an accidental fall, which broke his arm. Always clarify with open-ended questions.

Example 2. If a volunteer sees a significant bruise, that could be an indicator of abuse, but with a few open-ended questions to clarify what is seen, the volunteer may discover that the child had a reasonable story for the bruise.

It's not an **investigation**; it is simply a **clarification** of what was said or done. Always clarify with open-ended questions.

What must be reported?

“The circumstances under which a mandatory reporter must make a report vary from State to State. Typically, a report must be made when the reporter, in his or her official capacity, **suspects or has reason to believe that a child has been abused or neglected**. Another standard frequently used is when the reporter has **knowledge of, or observes a child being subjected to, conditions that would reasonably result in harm to the child.**”
(<https://www.childwelfare.gov/pubPDFs/manda.pdf>)

Report Procedure

RFK volunteers must report any such incidents that meet the above definition, or any other definitions provided by the local county. It is **usually best** to report incidents to the local RFK Director / Social Worker or leadership team to get further clarification. Occasionally, these

individuals have already met with local Social Workers and may already know of reported abuses that the volunteer does not know about, or they may know about the best procedure for reporting within that County or State system. The Reporting person, the RFK Director and/or Social Worker, must then make the critical decision whether the information is enough to report to Social Services.

If an incident occurs at Camp or Mentoring Club, it may be necessary to call local law enforcement, which does meet the definition of "reporting".

Each County and State will have its own procedures, processes and phone numbers for initiating a call. Some calls will require an investigation, and some calls will not merit any further action. Local Social Workers may already be aware of the abuse or may need to take further action with the alleged child or siblings.

Bypass Reporting

Reporting is almost always best to be done in conjunction with the local Camp or Mentoring Club leadership. It is possible that a RFK volunteer might believe that the RFK Director or someone on the leadership team may not support reporting of such information, or that the RFK Director or someone on the leadership team may be alleged by the child to be an abuser. Under this rare occasion, that volunteer may report directly to the County or State bypassing the leadership team. The National Child Abuse Hotline may also be used, but only if local contact numbers cannot be found. In addition, some States or Counties may **require the individual to report directly to the authorities before or apart from** the leadership team (possibly Oklahoma, Pennsylvania or others).

The local County or State may have its own forms that need to be completed as well. Any paperwork should be copied and kept in **strict confidence** in the local Camp / Mentoring Club file. A report of the incident must be made to the RFK National office **excluding the names of the child and the accused**. The child's name is kept confidential, possibly forever; and the adult's name may remain confidential until a court case is opened.

Reporting Within The Program

If a child alleges being abused or having inappropriate contact with someone **AT the Camp, Mentoring Club** or by a **Mentor**, the alleging child must immediately be removed from the alleged abuser, whether it is another child or an adult.

While the allegation is being clarified with open-ended questions, additional volunteers will ensure that the alleged victim and the alleged abuser, child or adult, are fully supervised.

If a report of abuse is given to Social Services based on the allegation, the alleged abuser, child or adult, must be removed from all other children in the program until authorities give further direction.

Reporting AbuseFirst Choice:

The best, most expedient way to report abuse is to **call the Local County or State phone number for reporting abuse**. This number should be obtained through the local Social Services before Camp or Mentoring Club begins. If not, a national number is provided below.

LOCAL Number:Second Choice:

Childhelp National Child Abuse Hotline **1-800-4-A-CHILD (1-800-422-4453)**.
Childhelp serves the United States, its territories, and Canada.

When making a report, the operator will probably require the following information:

- a. Name of child
- b. Name of parents / guardians
- c. Name of alleged abuser, if known
- d. Where child can be located / address
- e. Facts of alleged abuse
- f. Is the child in immediate danger?
- g. Did you or anyone else witness the abuse?

Crisis Management Plan

This Crisis Management Plan does NOT inform the reader of WHAT exactly to do in a crisis. There are too many potential crises that could occur within the RFK system covering all of the Camps and Mentoring Clubs, the different churches and camp facilities in different states. This Crisis Management Plan does attempt to help leaders understand the threats, think through the process, use available resources and manage well.

Crisis Management is about managing well, in the midst of a crisis. The BEST management of a crisis is to **avoid it with preparation, or manage it with planning**. The four areas of concern are:

1. Identify the potential threats
2. Avoid identified threats if possible
3. Contingency plans for unidentified threats
4. Clear thinking and reactions if a treat does occur

Unfortunately, as part of planning, leaders need to think of worst-case scenarios—terrible things that could happen—and develop some standard procedures to follow should a crisis occur. These procedures can be extremely useful; in times of crisis our ability to think and respond can easily go out the window. If a leader has thought ahead of time about what the best course of action is for a given situation, and communicated the procedure to staff as part of the training, it can take much of the confusion and stress out of a potential and overwhelming situation.

This section can help assist with some of the crisis management information-gathering situations that could be encountered at Camp or Mentoring Club programs. The variety of locations and events are too numerous to detail in this one section. It is hoped that this section can simply identify some of the common crises that may occur, and assist in preparing leaders to avoid or handle them if they were to occur. Each local Camp and Mentoring Club must then develop procedures or, at least thought processes for these or other situations that may occur.

Not all plans need to be written, but creating a simple outline to include places, names and phone numbers for your records will greatly assist the current volunteers and future succession plans. Many times it is appropriate to simply talk through these possible threats amongst the leadership team and during training if appropriate.

The point is, have a plan that works for your situation, location and circumstances.

1. Identify Potential Threats

Listed are possible major threats to a campground facility, a church facility or to staff or guests. Potential crises could include:

- **Environmental threats** — earthquakes, hurricanes, fires, tornadoes, wildlife.
- **Security threats** — hostile parents or visitors, missing child (lost), or abducted child.
- **Health threats** — minor or major injury to adult or child, food poisoning or water contamination, child abuse, communicable disease outbreaks, staff death.
- **Other:** Vehicle accidents.

The above threats are common at known facilities, and mitigation plans should already be in place. Mentoring Club programs will need to have plans or ideas for dealing with Mentors who are out with children in the community. Such plans for Mentors would usually require a phone call to the Director, Social worker or family member to inform them of the situation and request the best course of action.

What would YOU do if any of the above situations occurred? It is not necessary to have a written plan for each, but it is necessary to **think** through the threat, find available **mitigation steps** already in place, add additional ones if necessary, and share or train the plans with others within the Camp or Mentoring Club.

2. Avoid Identified Threats as Possible

Meet with the local camp or church facility operator and review their procedures for handling a crisis at their site. They are the experts about their facility, they should already have identified potential threats and have mitigation steps in place.

Gather essential information about camp or church facility

- Identify areas within the facility where people can be safest in different situations (dangerous storms, flash flooding, fires, intruders, etc.).
- Assess site accessibility, including how and where to safely exit children who need assistance.
- Know areas, if any, to be quarantined or declared “off limits.”
- Prepare a logical plan to smoothly accommodate traffic into and out of camp at key times (registration, camper pick-up, emergencies).

Identify evacuation or “shelter in place” locations **On Site** and **Off Site**

- Inform all staff and campers of locations for “shelter in place”.
- When to use—specific situations and signals
- Method of contacting appropriate authorities
- Have in place an effective camper/staff accountability system to quickly confirm everyone is present and safe.

3. Contingency Plans for Unidentified Threats

How does someone plan for unidentifiable threats if they are unidentifiable? The goal is not to speculate on all potential threats. The goal is to understand that in spite of looking for potential threats, some threats will be overlooked, and therefore, the existing leaders need to have a thorough knowledge of all the available resources and available contacts.

When an unexpected threat arrives, who are the type of people that could be called on, either within the team of volunteers or from the Church or County?

Law enforcement, Fire, Emergency services, EMT, Nurses, Doctors, Dentist, Social Workers, Counselors, Therapists, Auto mechanics, etc.

A leader cannot memorize everybody's occupation and hobbies, but knowing the volunteers and County resources will be a great start to managing the unexpected.

4. Clear Thinking and Reactions If a Threat Does Occur

The more a leader has thought through these possible scenarios, the more likely he or she is not to panic if one does occur. Not everyone is well suited for crisis management of a challenging, evolving, pressure situation that requires quick and accurate decisions. But, it is highly likely that on each Camp and Mentoring Club team, there will be several people who ARE well suited for just that! Know who those people are BEFORE you need to call on their abilities. Some people are naturally gifted with a personality for crises, while others have experience from their occupational training such as: **Law enforcement, Fire, Emergency services, EMT, Nurses, Doctors, Social Workers, etc.**

In the event that a crisis occurs, be prepared to make quick decisions and gather information such as:

- What happened?
- Who was involved?
- When did the incident occur?
- Where are they now?
- What is their present condition?
- What action has been taken so far?
- Who was supervising?
- Is additional supervision necessary?
- Who is in charge?
- What internal resources are available?
- What outside resources are needed?
- How will assistance be delivered?
- _____?
- _____?
- _____?
- _____?

After the event has been managed, depending on the severity, make any reports as necessary to the facility owner, the sponsoring church, the county involved and the RFK National office.

Review the situation internally, debrief the situation for improvements and make necessary changes for the future.

At some level, everyone handles numerous crises already in their lives. Some crises are larger and have greater potential, so pre-planning and pre-thought may be necessary.

RECORD RETENTION

There are certain records that can be shredded periodically, and others that must be retained permanently. Most permanent records are better scanned digitally for long-term storage.

Records that must be kept permanently include:

1. Basic operating files, such as post-incident reports, copies of Certification filings, and similar.
2. Complete list of kids attending, along with name and address of referring agency or person.
3. Complete list of all volunteers, with identifier (SS#) and positions held, along with notes of any anomalies (such as: "not asked back because").
4. Background and finger printing records for all volunteers.
5. Insurance policy, Insurance rider or Certificate of Insurance.
6. Training logs and lists of volunteers attending training, with dates.
7. Detailed information regarding any incident that could possibly have involved, or on review be perceived to have involved, a physical, sexual, emotional, or similar event with a camper.

For these incidents, keep originals of all reports, notes, actions taken, witness statements, and particularly, those materials that were developed before or contemporaneously with the event, such as camper and volunteer applications.

Note: If a spreadsheet of volunteers is used with all required information, dates and references are retained; it is essential to show who actually attended Camp or participated in the Mentoring Club and who didn't in case some volunteers drop out before participating.

Although state laws vary, there is a trend to at least consider delayed trauma, especially regarding sexual assault and abuse. In certain cases, the state's statute of limitation may only start to run upon the child reaching 18, so the original files are extremely important.

Records that may be shredded after a recommended holding period of 7 years include:

Accounting and banking records, income records, business expense records and reports, invoices, petty cash vouchers, cash receipts, credit card receipts, general ledgers and journal entries, cancelled checks, check registers, bank deposit slips, bank statements and reconciliations, electronic fund transfer documents, and similar documents.

1. Donor records, including name, address, and amounts.
2. Grant documents and records.
3. Campground leases and other contracts.
4. Any other business records.

The above applies to both **paper and digitally** stored records. Digital records need not be scanned separately, they can be bundled together for quick scanning such as, all Staff Applications in one file. Digital files should be stored on **2 separate devices** in case one becomes compromised by heat or age. It is imperative that all records be kept secured and transferred to any succeeding Director.

If the ministry is operated as a separate 501(c)(3) tax-exempt corporation, contact the National Office for additional retention requirements.

MAKING MENTORING CLUB FILES

MENTORING CLUB FILES

Create a Mentoring Club Kid file for every child in your program. It should include:

1. Caregiver Covenant + Part 2 Drop Off and Pick Up Authorization Form
2. Medical/Transportation Release
3. Camper Application + Photo
4. Mentoring Club Interest Form
5. Mentoring Club Closure Letter (at year end)
6. OPTIONAL: Notes and updates, conversations with caregiver etc.

NOTE: You will also want to create a quick contact list with every camper's name, and the mentor, caregiver and caseworker phone numbers.

On the CD provided at training is a file that can be printed on Avery 5164 labels to create a check list that can be placed on the front of each child's folder.

Mentor/Mentoring Club Staff File

You should have a file for every active volunteer in Mentoring Club.

MENTOR FILE includes:

1. Application (Mentoring Club or copy of Camp)
2. Copy of Driver's license and insurance
3. Copy of ID Card
4. Note the date you received Level 3 or 2 background clearance
5. Signed Commitment Form from Manual
6. Mentoring Logs
7. Transportation Logs
8. Copy of Club Kid's Mentoring Club Closure Letter (end of year)

MENTORING CLUB STAFF FILE includes:

1. Application (Mentor/Mentoring Club or copy of Camp)
2. Copy of Driver's license and insurance
3. If Certified: Copy of ID Card
4. Note the date you received Level 3 or 2 background clearance
5. Signed Commitment Form (located on page 2 in the Mentoring Club Mentor/Staff Manual)

In the Forms Section you will see samples of labels you can print (from files on CD provided at training) that can be placed on the front of each volunteer's file as a handy check list.



Mentoring Club Director's Manual
Section: 4. Operations

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