

A banner image for Midnight Sun Bible Camp. It features a sunset over a body of water with a forest silhouette in the background. The text "Midnight Sun Bible Camp" is overlaid in a blue, sans-serif font within a white-bordered box.

Midnight Sun Bible Camp

May 15, 2015

To all potential MSBC Volunteer Staff,

Thank you for your interest in becoming a Volunteer Staff Member at Midnight Sun Bible Camp (MSBC). Your willingness to work at camp as a Christian volunteer follows the paths of many before us. They have sacrificed their time and love to teach others, just as you now can teach others about Christian living and even lead them to our Lord, Jesus Christ.

We all know that working at camp brings special joys to all those that participate in any of the many jobs there, whether it be a counselor, cook, craft person, recreational director, teacher or KGWW. While at camp, you will be as free as possible from the worldly pressures just beyond its borders. You will experience the life and joy as a Christian living among others that have the same desires and background.

Sadly, camp is not immune from those same worldly pressures. We must ensure that all those that work with our youth in any capacity at camp are properly suited for the task. They shall be Christians in good standing with a recognized church of Christ, be even tempered, and have a servant's heart. You must be able to present yourself as a strong Christian example. As all parents know, little eyes are watching, learning through what you do and say and how you behave. Please keep this mind at all times while at camp.

New to MSBC in 2015 – This year will bring some long-planned changes to Midnight Sun Bible Camp. The safety for each and every camper is a key focus for MSBC. We must be able to do our due diligence in protecting the children that come to camp. A few items that will be changing this year are the implementation of Staff Registration Forms, Staff Training Classes, and Staff Background Checks.

Staff Registration Forms – All potential staff are asked to read through the information included in the Staff Registration Packet and fill out the Staff Registration Form. Please return the completed form to MSBC@gci.net **before May 31, 2015**. Even if you have been working at camp for many years, this is required of every staff applicant and for all positions. No one will be allowed to be a staff member without it.

Staff Training Classes – The goal this year is to hold a training class for all of the staff once everyone is confirmed. All volunteer staff members are required to participate in MSBC Training in 2015. Included in the Staff Registration Packet is the latest training information. Please take a few moments to read through it before attending a training class. It is our intention to live-stream the class over the internet to those that are unable to be in Anchorage or Wasilla to attend.

Staff Background Checks - In addition to the training and some new rules for staff, background checks are now required for all staff. Background checks will be conducted through SecureSearch. There are two methods for initiating the background check. The preferred option is to select "YES" on the Staff Registration Form to authorize the background check. Upon receipt of your application, an email will be sent to the address you provide with a link to where you can enter the required information. If you prefer to submit the background information manually, a form is included in the Staff Registration Packet for you to fill out. Using either method, (website preferred) you will be authorizing Midnight Sun Bible Camp to perform your background check.

MSBC will not see all of the personal information you enter (social security numbers, birth dates, etc), only the final report with abbreviated personal information that allows us to identify the individual associated with the report. After you enter in your information it will then be processed. Only the results will be sent to MSBC to complete the application process.

This authorization is needed to comply with the Fair Credit Reporting Act (FCRA), 15 U.S.C. §1681-1681y as part of your application. MSBC will not request (nor pay for) searches related to education, employment, credit history, or personal interviews with sources such as your neighbors, friends or associates. We may contact spiritual leaders including the elder(s) or minister/preacher (in the absence of elders) at your local congregation. The results of the check will be held in strict confidence. Should something be found, you will be contacted for any additional information or follow up discussion. Obviously, a report listing any sex offenses or recent physical abuse charges or convictions will automatically prevent you from being at camp.

As of this writing, these background checks will cost \$13 each to perform. If you want to spare the camp this expense, please contact myself or the MSBC Program Director Jason Gardner to reimburse the camp.

These changes are intended to enhance the camp experience for all those that attend. Thank you for your patience as we work to streamline our process, and thank you for your willingness to serve our Lord and these campers at MSBC!

God has blessed us so well.

Bob Hoffman
Deacon
Midnight Sun Bible Camp

STAFF REGISTRATION PACKET CONTENTS

1. This Cover Letter
2. 2015 Midnight Sun Bible Camp Staff Registration Form
3. SecureSearch Guide to Online Reporting
4. SecureSearch Volunteer Disclosure & Authorization Form (Only required if you are submitting background check information MANUALLY)
5. 2015 MSBC Child Safety Training Document
6. Alaska State Child Abuse Reporting Laws

FORMS TO SIGN AND RETURN

1. 2015 Midnight Sun Bible Camp Staff Registration Form
2. MSBC Child Safety Training Acknowledgment Form
3. SecureSearch Volunteer Disclosure & Authorization Form (Only required if you are submitting background check information MANUALLY)

2015 Midnight Sun Bible Camp Staff Registration Form

We wouldn't have camp without YOU! Thank you for helping us serve you and our campers better by filling out this form! Administrative contact information has been provided below if you have any questions. Please email your completed form to the MSBC Deacon: MSBC@gci.net Thanks again!!

Name: _____ Phone #: _____

Email: _____ Home address: _____

City: _____ State: _____ Zipcode: _____

Emergency Contact: _____ Relationship to you: _____

Emergency phone: Day (_____) Evening (_____)

T-Shirt size (circle one): Small Medium Large X-Large XX-Large XXX-L

For what position(s) at camp do you wish to serve? _____

Is there a position(s) in which you do NOT wish to serve? _____

For which camp session do you wish to volunteer? (Check one)

Primary/Junior Week: July 5-July 10th

Senior Week: July 12-July 18th

Is this your first time volunteering for MSBC? _____

If so, what do you hope to experience at camp? _____

If not, what are you looking forward to the most at camp? _____

Are you a member of a church body and if so, which one? _____

What changes and/or improvements to the camp program would you like to see? _____

Do you have any previous training that could be valuable at camp? For example: CPR

etc..._____

What other skills and/or talents do you feel you can contribute to camp? _____

Do we have your permission to perform a background check? (Circle one) YES NO

Please provide us with 2 references including a church elder, or in the absence of an elder, a preacher or church leader. Please provide a non-relative adult for your other reference.

Name: _____ Phone # or email: _____

Name: _____ Phone # or email: _____

Thank you for taking the time to fill out this form! We look forward to another great year at MSBC!

Contact the Anchorage Church of Christ at: 907.272.7584 anchoragechurchofchrist@gci.net

Contact Bob Hoffman (MSBC Deacon) at: 907.344.2815 MSBC@gci.net

Contact Jason Gardner (MSBC Program Director) at: 907.952.6933 jgardner@mbakerintl.com

SecureSearch Guide to Online Reporting

THANK YOU for your interest in working on our staff!

This document has been created to help guide you through the Online Reporting Process offered by SecureSearch.

****Please note that you will not be able to fill out the online form unless you check “YES” on the Staff Registration Form to allow MSBC to perform your background check.**

Read below for instructions and screenshots to assist you on how to complete and submit your online SecureSearch report to Midnight Sun Bible Camp.

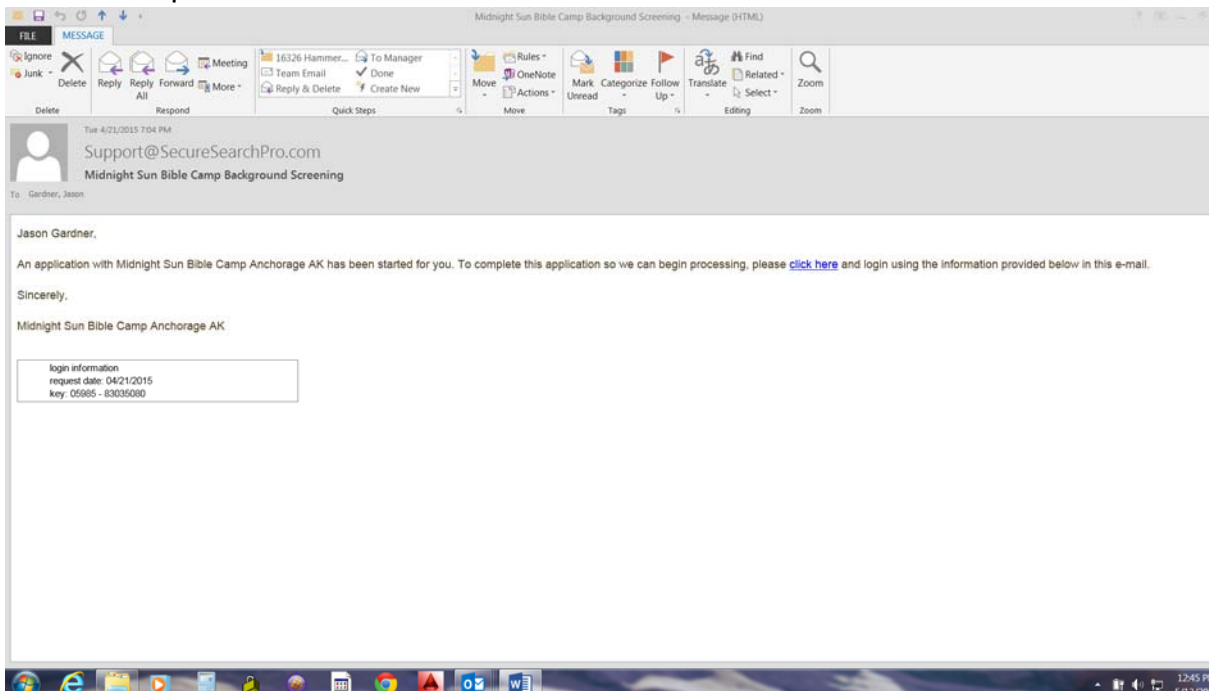
Feel free to contact the MSBC Deacon or MSBC Program Director with any questions you may have.

LET'S GET STARTED!!

Step 1:

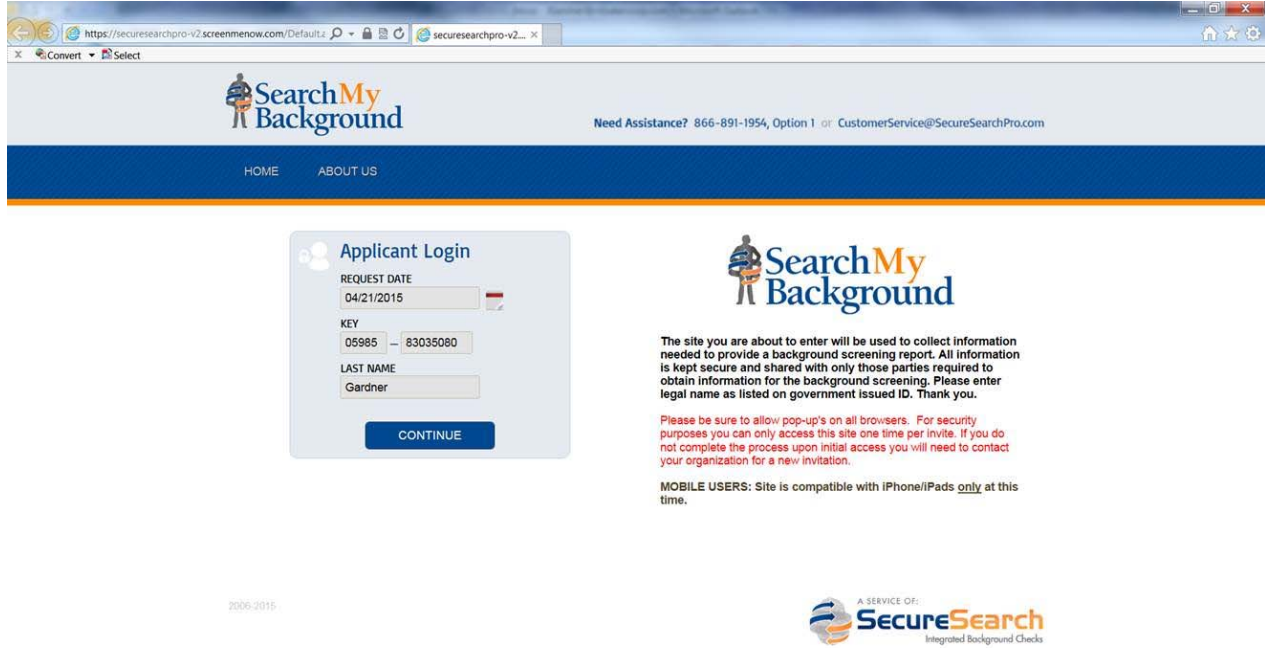
You should have received an email from Support@SecureSearchPro.com with a link. Contact the MSBC Deacon if you have not received this email. ****REMINDER: You will not receive this email unless you check “YES” on the Staff Registration Form allowing MSBC to perform your background check.**

Simply click on the link that says, “click here” and you will be taken to the logon screen listed in Step 2.



Step 2:

You should see the screen below. Your information will already be filled out, just click on the “CONTINUE” button and you’ll be taken to the next step.



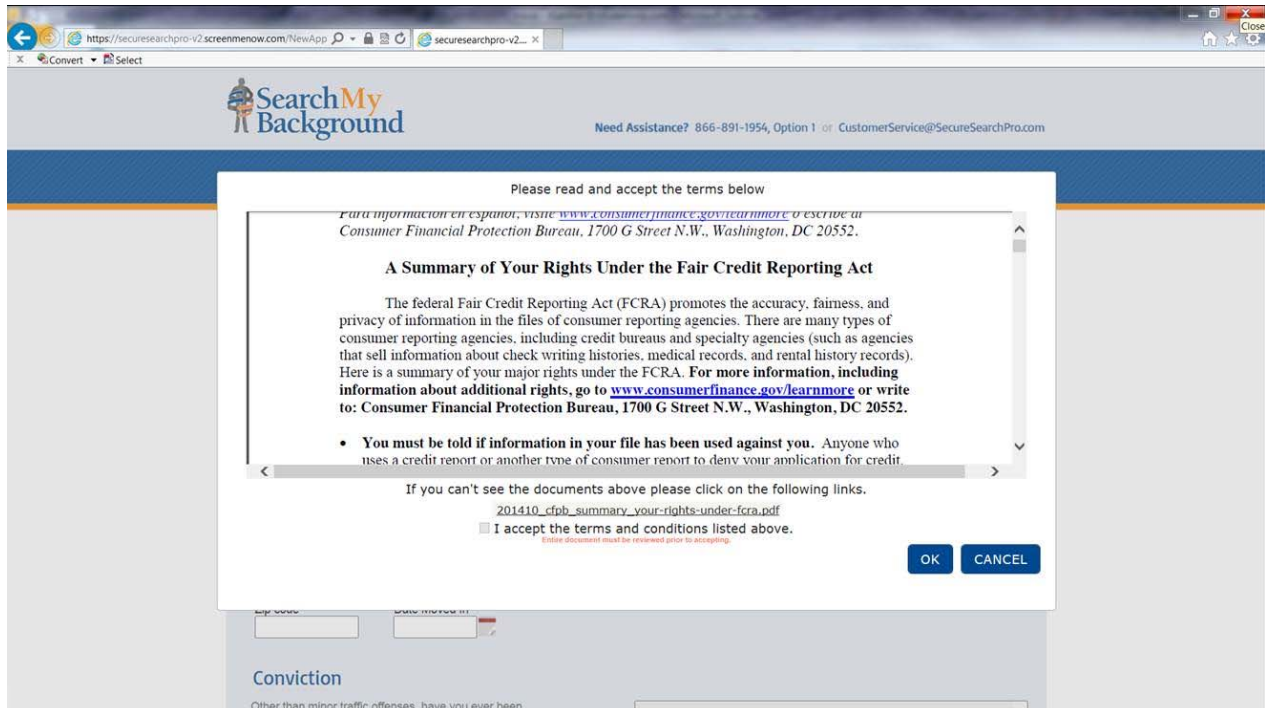
The screenshot shows a web browser window with the URL <https://securesearchpro-v2.screenmenow.com/Default.aspx>. The page features the Search My Background logo and a navigation bar with "HOME" and "ABOUT US" links. The main content area is titled "Applicant Login" and contains the following fields:

- REQUEST DATE: 04/21/2015
- KEY: 05985 - 83035080
- LAST NAME: Gardner

A blue "CONTINUE" button is located below the fields. To the right of the login form, there is a disclaimer: "The site you are about to enter will be used to collect information needed to provide a background screening report. All information is kept secure and shared with only those parties required to obtain information for the background screening. Please enter legal name as listed on government issued ID. Thank you." Below this, a note states: "Please be sure to allow pop-ups on all browsers. For security purposes you can only access this site one time per invite. If you do not complete the process upon initial access you will need to contact your organization for a new invitation." A mobile user notice reads: "MOBILE USERS: Site is compatible with iPhone/iPads only at this time." The footer includes the year "2006-2015" and the SecureSearch logo, which is a service of Integrated Background Checks.

Step 3:

Read through the terms and conditions. If you agree to all of the terms and conditions, click on the box next to “I accept the terms and conditions listed above”, then click “ok”.



The screenshot shows a web browser window with the URL <https://securesearchpro-v2.screenmenow.com/NewApp.aspx>. A modal dialog box is displayed with the title "Please read and accept the terms below". The dialog contains the following text:

Para información en español, visite www.consumerfinance.gov/learnmore o escriba al Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit

If you can't see the documents above please click on the following links.

[201410_cfpb_summary_your-rights-under-fcra.pdf](#)

I accept the terms and conditions listed above.

Entire document must be reviewed prior to accepting.

Buttons for "OK" and "CANCEL" are located at the bottom right of the dialog. Below the dialog, the "Conviction" section is partially visible, with the text "Other than minor traffic offenses, have you ever been".

Step 4:

You will see the screen shown below. Please fill out each field completely and click on the “SUBMIT” button. MSBC will not see all of the personal information you enter on this screen (social security numbers, birth date, etc), only the final report with abbreviated personal information that allows us to identify the individual associated with the report.

The screenshot shows a web browser window with the URL <https://securesearchpro-v2.screenmenow.com/NewApp>. The page title is "Midnight Sun Bible Camp Background Screening". Below the title, there is a sub-header: "Bundled Package for Non-Profits: Multi-State Criminal National Sex Offender SSN Validation Name & Address History Smart Search - Alias/Maiden Names found searched... (more)".

The form is divided into several sections:

- Basic Information:** Includes fields for First Name (Jason), Middle Name, Last Name (Gardner), Suffix, E-mail (JGardner@mbaker), SSN, and DOB. There are also radio buttons for Gender: Male, Female, and Declined to report.
- Current Address:** Includes fields for Country, Street Address, Address 2, City, State (dropdown), and Zip code. There is also a Date Moved In field.
- Conviction:** A text area for describing convictions. Below it are radio buttons for "Yes" and "No".

At the bottom right of the form are "SUBMIT" and "CANCEL" buttons.

Step 5:

Click on the link shown below the heading “Documents to Sign or Review” that says “Authorization and Disclosure to Sign”.

The screenshot shows a web browser window displaying the "Documents/Review" screen. The page title is "Documents/Review". Below the title, there is a sub-header: "Midnight Sun Bible Camp Background Screening".

The screen contains the following information:

- A message: "Please review the information below to ensure that it is accurate and complete. If you need to change any of the information, click the 'EDIT' button next to the information and make your changes on the following screen. If the application is ready, click the 'Sign' button below and a confirmation e-mail will be sent to the e-mail address that you provided."
- About You:** A table showing personal information with an "EDIT" button next to it.

Name	Jason Arthur Gardner	Address1	
SSN		Address2	
DOB		City	
Gender		State	
		Zip Code	
- Documents to Sign or Review:** A table with columns: Document, Sign Required, and Signed.

Document	Sign Required	Signed
Authorization and Disclosure to Sign	✓	✗

At the bottom of the screen are "FINISH" and "CANCEL" buttons.

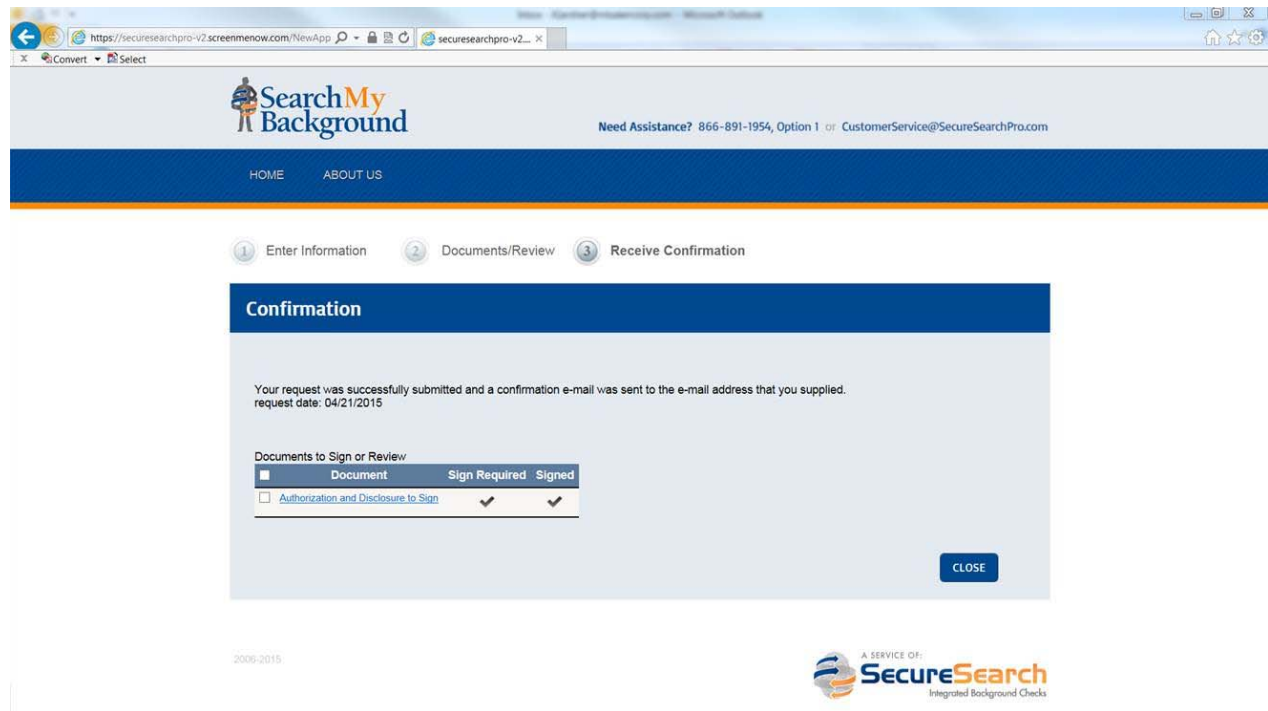
Step 6:

Digitally sign the “Authorization and Disclosure to Sign” form by using your mouse to create your signature in the field provided (slide not shown). Type your name in the field provided and click “ok” (slide not shown). Verify information provided and click “FINISH”.

**The next screen will give you a message that says, “Your request was successfully submitted and a confirmation email was sent to the email address that you supplied. Request date xx/xx/xxxx” as shown in the slide below.

Step 7:

You will now see that you have a green “check mark” under the “Signed” field as shown in the slide below. Click on the “CLOSE” button.



After you click the “CLOSE” button, you will be taken back to the login screen. Simply close your internet browser and you’re ALL DONE!!! The entire process should take less than 10 minutes!!

You will receive an email shortly after completing your online form from Support@SecureSearchPro.com that says: “Your application has been received and will be processed. The details are shown in the receipt provided below. If you see any mistakes or need to make changes, please contact us using the information provided in this email. Sincerely, Midnight Sun Bible Camp AK”.

SecureSearch Volunteer Disclosure & Authorization Form

**** This form is ONLY required if you are submitting background check information MANUALLY****

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Midnight Sun Bible Camp (“the Company”) may obtain information about you from a consumer reporting agency to determine whether you will be permitted to take part in certain volunteer opportunities. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records (“driving records”), and verification of your education or employment history or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to volunteers is an investigation into your education and/or employment history conducted by SecureSearch, 558 Castle Pines Parkway, Castle Rock, Colorado 80108, (866) 891-1954, <https://www.securesearchpro.com/>, or another outside organization. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

MSBC will not request (nor pay for) searches related to education, employment, credit history, or personal interviews with sources such as your neighbors, friends or associates. We may contact spiritual leaders including the elder(s) or minister/preacher (in the absence of elders) at your local congregation.

PLEASE RETURN YOUR SIGNED AND DATED SecureSearch VOLUNTEER DISCLOSURE & AUTHORIZATION FORM TO:

Via Mail:

Attn: MSBC Deacon, Bob Hoffman
2700 DeBarr Road
Anchorage, AK 99508

Via Fax:

Attn: MSBC Deacon, Bob Hoffman
907-272-7586

Via Email:

Subject Line: “Your Name” – SecureSearch Form
Email address: MSBC@gci.net

**Please feel free to contact the MSBC Deacon (Bob Hoffman) or MSBC Program Director (Jason Gardner) with any questions.

**All forms must be received by May 31st, 2015.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout the time in which I am volunteering, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company or other party to furnish any and all background information requested by SecureSearch, 558 Castle Pines Parkway, Castle Rock, Colorado 80108, (866) 891-1954, <https://www.securesearchpro.com/>, another outside organization acting on behalf of Midnight Sun Bible Camp itself. I agree that a facsimile ("fax") or electronic or photographic copy of this Authorization shall be as valid as the original.

<p><u>State of Washington residents and volunteers only:</u> You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of your rights and remedies under Washington law.</p>
<p><u>Massachusetts and New Jersey residents and volunteers only:</u> You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.</p>
<p><u>New York residents and volunteers only:</u> You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.</p>
<p><u>Minnesota residents and volunteers only:</u> You have the right, upon written request to Agency, to receive a complete and accurate disclosure of the nature and scope of any consumer report. Agency must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later. Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. <input type="checkbox"/></p>
<p><u>Oklahoma residents and volunteers only:</u> Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. <input type="checkbox"/></p>
<p><u>California residents and volunteers only:</u> By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. <input type="checkbox"/></p>

Signature: _____

Date: _____

Print Name: _____

Maiden Name (if applicable): _____

Address: _____

Social Security Number: _____ *

Date of Birth: _____ *

*This information will be used for background screening purposes only.

Attn: RECIPIENT

If you receive this completed form via Mail, Email, or Fax, please deliver it to the MSBC Deacon, Bob Hoffman.

**NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO CALIFORNIA LAW**

Midnight Sun Bible Camp ("the Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency determine whether you will be permitted to take part in certain volunteer opportunities. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics, and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your volunteer application and other background information about you, including but not limited to, obtaining a criminal record report, and verifying your references, work history, your educational achievements, licensure and certifications, obtaining your driving record, obtaining other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making a decision as to whether you will be permitted to participate in certain volunteer opportunities. The source of any investigative consumer report (as that term is defined under California law) will be SecureSearch, 558 Castle Pines Parkway, Castle Rock, Colorado 80108, (866) 891-1954, <https://www.securesearchpro.com/>. The source of any credit report will be SecureSearch, 558 Castle Pines Parkway, Castle Rock, Colorado 80108, (866) 891-1954, <https://www.securesearchpro.com/>. Information regarding SecureSearch's privacy practices (including information about whether any consumer personal information will be sent outside the U.S. or its territories) may be found at <https://www.securesearchpro.com/home/privacy-information>

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and upon reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you which is required to be provided by the California Civil Code and will be provided to you via telephone, if you have made a written request with proper identification for telephone disclosure and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

2015 MSBC Child Safety Training Document

THANK YOU for your interest in working on our staff!

Many people have volunteered to work at Midnight Sun Bible Camp (MSBC) over its 50+ year history and our sincere desire is that many more will have the opportunity to experience the joy of working with our campers and staff members until Christ comes to bring all those in His church home!

Working at camp can be an incredibly rewarding experience, but as a volunteer staff member, you can expect to be challenged and stretched at camp. This training guide has been put together to help you prepare for the adventures you will face. We realize there is a lot of material, and we don't expect you to memorize it. We do, however, ask that you read it over, jot down any questions you may have, and bring them with you to camp.

Take a moment right now, to determine in your heart that what's ahead for you is an opportunity to serve God, our campers, and your fellow staff members while also getting the chance to discover new things about yourself. While we each have a unique opportunity to enjoy God's creation and participate in a variety of fun and exciting activities while working at camp, please remember that as staff members, our PRIMARY focus is the safety, enrichment, encouragement, and spiritual development of our campers. Our expectation of our entire volunteer staff is that you focus on your individual areas of responsibility and that each one of us do the job we've been "hired" for to the absolute best of our ability.

Every one of us has had to make sacrifices to work at camp. MSBC would not exist without the countless volunteers who have donated their time, efforts, talents, and financial resources over the years. Thank you for making the success of camp and the spiritual development of these children your priority. It will take all of us working together humbly with the power of our Heavenly Father to continue to make camp a success. May He bless each one of us as we serve Him and His children this summer at MSBC!

Please help us keep camp a safe and uplifting place for children!

Child Safety and Abuse Protection Training and Policies

****ALL MSBC Staff MUST READ AND UNDERSTAND THE FOLLOWING****

This section is intended to make all staff members aware of MSBC policies regarding the safety and protection of children in the MSBC program. Our goal is to prepare staff members by providing training on how to recognize signs of abuse, identify potential pre-existing abuse, handle accusations of abuse, and how to prevent abuse while children attend MSBC.

The policies and training outlined in this section are not intended to be exhaustive. Staff should always be conservative in their actions, exercise good judgment, and err on the side of caution when making decisions.

God gives Children Special honor and considerations:

Jesus said:

"Let the children alone, and do not hinder them from coming to Me; for the kingdom of heaven belongs to such as these." (Matt 19:14)

"And whoever receives one such child in My name receives Me; but whoever causes one of these little ones who believe in Me to stumble, it would be better for him to have a heavy millstone hung around his neck, and to be drowned in the depth of the sea." (Matt 18:4-5)

Abuse of any person will not be tolerated. Children and campers are in a special category and will be safe and protected at all times. MSBC will be a place safe for campers and staff guided by clear and carefully followed rules ensuring physical, mental, emotional, and spiritual safety.

Basic Information About Child Abuse

An abused or neglected child is a child who is harmed or threatened with physical or mental harm by the acts or lack of action by a person responsible for the child's care. Alaska has its own laws concerning child abuse, neglect and child abuse reporting (Alaska Child Abuse Reporting Laws attached). There are several forms of abuse: physical abuse, emotional abuse, and sexual abuse. Child neglect is a form of abuse that occurs when a person responsible for the care of a child is able but fails to provide necessary protection or care for a child.

Types of Child Abuse:

Neglect

A child is neglected when the persons he depends on do not provide food, clothing, shelter, medical care, education, and supervision. When these basic needs are deliberately or negligently withheld it is considered neglect. Often, caregivers are so overwhelmed by other events or needs that they may not recognize the needs of a child in their care.

Physical Abuse

Physical abuse is the deliberate injury of a child by a person responsible for the child's care. Physical abuse is often the result of rough treatment, unreasonable punishment, or punishment that is too harsh for the child. Sometimes, physical abuse is caused when caregivers react to stress. Drinking and drug abuse by caregivers are often contributing factors to physical abuse.

Physical abuse injuries can include bruises, broken bones, burns, and abrasions. Children experience minor injuries as a normal part of childhood, usually in places such as the shins, knees, and elbows. When the injuries are found in the soft-tissue areas on the abdomen or back, or don't seem to be typical childhood injuries, it is possible that the child has been abused.

Emotional Abuse

Emotional abuse is harder to recognize but is just as harmful to the child as other forms of abuse. Emotional abuse damages the child's self-esteem and, in extreme cases, can cause developmental problems and speech disorders. A child suffers from emotional abuse when constantly ridiculed, rejected, blamed, or compared unfavorably with other children.

Unrealistic expectations in achievement are a common cause of emotional abuse by caregivers or other adults. When a child can't meet these expectations, he feels that he is never quite good enough. Emotional abuse is almost always present when other forms of abuse are identified.

Sexual Abuse

When an adult or older child uses his or her authority to involve the child in any sexual activity, it is child sexual abuse, and that person is a child molester. The molester might use tricks, bribes, pressure, threats, or force to persuade the child to join in sexual activity. Sexual abuse includes any activity performed for the sexual satisfaction of the molester.

Sexual abuse is usually caused by someone that the child knows and has reason to trust. Child molesters often try put themselves into situations where they can have access to children and gain their trust. Churches and church camps need to be very vigilant to create limits that protect children from molesters.

Molestation by Peers

Approximately one-third of sexual molestations are committed by other children. If a child tells you about inappropriate touching or sexual activity by other children, this is a form of sexual abuse and you need to take steps to stop the activity and report it immediately. Often the victims are tricked, pressured, or forced. This kind of sexual activity is very serious and should never be ignored.

Both the victim and the children who molest other children need professional help. They are much more likely to respond to treatment when young than are adults who began molesting children in adolescence and received no treatment, continuing to molest into adulthood.

All children have some sexual curiosity as a part of growing up. When sexual behavior is forced, when the person who initiates the behavior has more power, or when the sexual behavior lacks consent, it is abusive.

Any suspicion of any of the forms of abuse mentioned above should be immediately brought to the attention of the Weekly Camp Director. Do NOT dismiss any accusations of abuse of any kind.

How can I tell if a child has been abused?

The best indicator of abuse is a disclosure by a child that someone hurt him, scared him, or made him feel uncomfortable. Children frequently do not tell of their abuse, but there may be physical signs or behavioral changes that give caregivers clues that abuse may have occurred.

Abused children may show few, and sometimes no, outward signs of having been abused. Most abused and neglected children experience and demonstrate some signs of stress. For many children, stress causes unexplained behavioral changes such as unhappiness, bed-wetting, clinging behavior, acting out or aggressive behavior, crying for no apparent reason, inability to concentrate, changes in skill performance, self-inflicted harm, and symptoms of illnesses.

It is important to note that there are many other events in a child's life that can also create stress, such as family turmoil, drug abuse by a parent, divorce, death of a close relative or a pet, and moving. You may be able to identify and help a child cope with such unfortunate occurrences.

Other signs of abuse may include:

- Unexplained injuries, bites, bruises, black eyes, or pain
- Injuries to or around the genitals
- Bruises or other marks in various stages of healing indicative of repeated beatings or physical assaults
- Refusing to go to or near a friend or another specific person or area for no apparent reason, for example, “I just don’t like him anymore.”
- Acting out adult sexual behavior or using sexually explicit language a young child is unlikely to know.

What should I do if I suspect that a child in my care has been abused?

Any suspicion of any of the forms of abuse mentioned above should be immediately brought to the attention of the Weekly Camp Director.

It is very important that adults remain as calm as possible. Explosive displays of emotion in front of a child may cause him to feel guilty—either for the abuse or for upsetting you. In either case, losing your temper or displaying excessive emotion will not be helpful to the child.

You should show real concern, but NOT alarm or anger, when asking a child about possible child abuse.

If your suspicion of abuse is caused **by something you observed** --- an action or event you saw --- or by something reported to you:

- Create a safe environment for the victim and any other participants
- Bring other adults into the immediate situation to keep the situation stable
- Calmly take the victim out of the environment to a safe and calm area, preferably with a known trusted adult
- Immediately report the event to the Weekly Camp Director
- Follow the Alaska Child Abuse Reporting Laws, attached

If your suspicion of abuse is because of a report **by the victim:**

- Don’t panic or overreact to the information disclosed. By maintaining an apparent calm, you can help reassure the child that everything is going to be OK. How an adult responds to a child who tries to disclose abuse can influence the outcome of the child’s victimization.
- Don’t criticize the child or claim that they misunderstood what happened. By not criticizing the child, you counteract any statements the molester made about the child getting into trouble.

- Do respect the child's privacy and take them to a place where they can feel safe and can talk without interruptions or distractions.
- Do reassure the child that he is not to blame for what happened. Tell the child that you appreciate being told about the incident and will help make sure it won't happen again. Reassure the child that you are concerned about what happened to him and that you would like to get him some help.
- Immediately report the event to the Weekly Camp Director.
- Follow the Alaska Child Abuse Reporting Laws, attached.

If your knowledge of abuse is **by suspicion only** —odd behavior, a change in behavior, unexplained injury, or avoidance of a particular person:

- The first consideration should be the safety and well-being of the child.
- Be calm, warm, and nonjudgmental.
- Ask the child about their behavior and feelings.
- Use your knowledge of the child to select words that will encourage openness.
- If there is an injury, calmly take them to be seen by the camp medic.
- If you are still suspect of an abuse event, report your suspicions to the Weekly Camp Director.
- If warranted, follow the Alaska Child Abuse Reporting Laws, attached.

Reporting

All observed, reported, or suspected abuse incidents know by any staff or adult at camp will be reported to the Weekly Camp Director.

The Weekly Camp Director will take immediate action to keep victims safe. The Weekly Camp Director will investigate the incident and will address any suspected abusers in a calm manner.

The Weekly Camp Director has the discretion to handle the event and individuals at the camp in a manner which allows for the completion of the week in a safe, productive, and spiritual manner.

All actual events of abuse will be reported to the Anchorage church Elders ASAP, and then the children's parents and authorities in accordance with the Alaska Child Abuse Reporting Laws.

Suspected abuse will be thoroughly looked into and reported to Anchorage church Elders even if determined to be truly false. Further reporting will be as appropriate.

MSBC Child Interaction and Safety Policies

All staff are to be kind, loving, Christ-like and use common sense in all circumstances.

1. Two-deep adult supervision. Two adults, one of whom must be 21 years of age or older, are required for all events and activities.
2. No one-on-one private meetings or walks. One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, the meeting is to be conducted in view of other adults.
3. No one-on-one private time between campers. Campers are not allowed to go off alone with other youth. Two youth and one adult may be grouped to temporarily handle a brief task or need.
4. Respect of privacy. The privacy of all participants at camp will be respected. No one is allowed to violate others privacy in situations such as changing clothes, using the bathrooms, and taking showers at camp. Exceptions are only allowed for health and safety reasons. Adults must protect their own privacy in similar situations.
5. Cameras, imaging, and digital devices. While most campers and leaders use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. No device capable of recording or transmitting visual images may be used in shower houses, restrooms, or other areas where privacy is expected by participants.
6. Separate sleeping berths. There will be no sharing of beds, sleeping bags, or individual sleeping areas (berths).
7. Hugs: Hugs and close loving relationships are an important part of camp. We want hugs to continue, but like "Greet one another with a Holy kiss." in scripture, we must keep hugs Holy and pure. Therefore keep hugs from the side between adults and teen campers. Younger campers need safe adult hugs. Keep hugs with younger campers from the side unless initiated by the camper. All hugs should be brief, respectful, and consensual.
8. Touching:
 - a. APPROPRIATE – Close and encouraging relationships also involve respectful touching. Reassuring arms around shoulders, hands on arms or shoulders, holding hands in prayer, etc. are all welcome.
 - b. INAPPROPRIATE - Touching below the waist, touching the front of the torso, lap sitting, laying together, sharing a blanket, back rubs or massages, personal touching (boy/girl relationship, etc) like hand-holding, stroking of the head or hair, leaning on each other, etc.
 - c. Staff should exercise good judgment and common sense. For example, two little girls holding hands is ok, a teenage boy and girl holding hands is not. A girl braiding another's hair is ok, a boy stroking a girl's hair is not.
9. Pranks: Pranks may be only safe and respectful. Any prank that violates another's feelings of emotional or physical safety, their privacy, or creates too much fear or embarrassment are not allowed. Pranks usually escalate and easily cause harm to persons and property therefore must be kept under control.

Additional Expectations of Volunteer Staff Members

Christian virtues including humility, honesty, a forgiving spirit, faith, hope and love are expected to be exhibited by all staff members at all times. Our volunteer staff are expected to exercise good judgment and good stewardship of the mind, body, time, and abilities while working at MSBC.

The Bible and as such, MSBC condemns such practices as greed, jealousy, pride, lust, bitterness, uncontrolled anger, prejudice, drunkenness, stealing, profanity, dishonesty, occult practices, illegal activities, sexual sins (including homosexual behavior) and crossdressing.

MSBC also requires volunteer staff members to abstain from gambling, using illegal drugs, smoking and non-smoking tobacco use, drinking alcoholic beverages, or viewing any type of material that may be considered pornographic while on camp grounds.

Modest dress is mandatory for all staff members at all times. Volunteer Staff members are expected to follow the same dress code requirements outlined for campers.

Staff members are also expected to exercise wisdom in their entertainment choices while residing at camp. The use of cellphones by staff members should be limited and not in view of campers. Viewing of rated 'R', 'NC-17', or unrated television shows or video games rated 'MA'; or music labeled 'Explicit' may not be accessed on personal electronic devices while on camp grounds.

Finally, all staff members are required to attend all devotional times whenever possible.

These rules embody foundational principles such as self-control, avoidance of harmful practices, and sensitivity to other Christians and scriptural principles found in the bible.

All volunteer staff members are accountable for adhering to these rules.

Additional Expectations for Counselors

- Attend all daily staff meetings.
- Attend all events with campers unless expressly given time off during that event.
- Be punctual for all meetings and activities.
- Communicate with Weekly Camp Director or Head Boys/Girls Counselors (whether to report a problem, update them on a camper, or simply check in.)
- Treat all tools, machinery, equipment, cabins, bath houses, other buildings, and all MSBC property properly.
- Exercise common sense in the areas of personal health & safety.
- Work together with co-counselors to supervise campers they are responsible for which are assigned to their cabin.
- Always remain on camp grounds unless given permission to leave by the Weekly Camp Director.

- Be a support (not a hindrance) to your co-counselor and campers assigned to your cabin.
- Avoid gossip.
- Resolve differences between campers in a Godly manner whether they are assigned to your cabin or not.
- Watch for campers who are not integrating well and look for ways to include them in activities with other campers.
- Remain engaged with campers assigned to you, even during recreation time, meals, devotional times, and other activity times.
- Submit to the authority of the Weekly Camp Director and Head Boys/Girls Counselors, even if you feel you have a better way.
- Obey all camp rules and set the example for our campers. Remember that you are the strongest example your campers will see all week.
- Cabin devotionals are encouraged but not required.
- Seek the advice of the Head Boys/Girls counselor for behavior issues you are not able to resolve with your co-counselor.
- Conduct swim tests and monitor the use of life vests during cabin swim time for anyone unable to pass the test.
- Make sure your campers are WHERE they're supposed to be WHEN they're supposed to be there.
- Enforce "lights out" time to ensure proper rest of campers and yourself!

Romantic Relationships/Dating Between Volunteer Staff Members

Dating or romantic relationships between Volunteer Staff and Campers is strictly prohibited.

Any dating relationships between Volunteer Staff members must not interfere with their responsibilities at MSBC.

Displays of affection between unmarried staff couples are not permitted when campers are present.

For the protection of the reputations of Volunteer Staff couples who are in a dating relationships with each other during camp, there will be accountability given by the Senior Staff to those who are dating. This accountability should be expected and accepted (and even encouraged) by those who are dating.

All staff couples must abide by the Gender Boundaries outlined in the Staff Handbook.

While we encourage staff to build friendships with our younger campers, we ask you to exercise caution when campers are close to your age. Exercise good judgment to avoid questionable situations with campers of the opposite sex when they are near your age.

Violation of Staff Policies

Any violations of staff policy will be reported directly to the Weekly Camp Director. He will meet with involved parties and witnesses if necessary, and determine the proper course of action.

Safety at MSBC

Safety is of primary importance at MSBC. Unsafe behavior or injuries to our campers can jeopardize our entire mission. Every staff member must see it as part of their responsibility to insure the safety of our campers. We realize that we cannot completely eliminate risks, but each Staff Member should actively seek out ways to help minimize them.

- All ground and recreation areas will be kept free of holes and debris that could cause injury.
- All buildings will be kept free of loose fittings, debris, and other items causing injury.
- Grounds will be inspected regularly by the Weekly Camp Director and Co-Director to insure safety and eliminate hazards.
- All cleaning agents and other toxic or flammable substances will be stored in areas not accessible to campers.
- Campers will not be allowed to use or handle flammable liquids or dangerous chemicals.
- Fire extinguishers will be charged and ready for use. Staff must be informed about how and when to use them.
- The generator should only be accessed and maintained by personnel trained to work on that equipment.

****Do your part! If you see a safety hazard, fix it, or notify someone who can!**

If you are not sure how to safely store or operate an item – ask!

Camper Safety Guidelines

1. Campers must be **supervised** at all times.
2. Campers must attend all scheduled events.
 1. No boys in the girls' living areas and vice versa. A male and female camper may never be alone together.
 2. Campers must remain on the camp property at all times unless they receive permission directly from the Weekly Camp Director.
 3. Be Proactive - If you see campers with nothing to do, take charge. Give directions: tell the campers where they are supposed to be and what they should be doing (escort them there if necessary).

4. Find their counselors - Especially with younger children, a counselor should be with the campers at all times. For older campers during free time: suggest constructive activities they can engage in or engage them in conversation, a walk, a game, or another activity.
5. Enforce the rules - They are there for the campers' protection. Lack of strict enforcement or inconsistent enforcement is deemed evidence of negligence in the event of a lawsuit.
3. Communicate – Make the Weekly Camp Director immediately aware if:
 - a. A camper is consistently engaging in unsafe behavior.
 - b. A staff member is acting unsafely and/or providing a poor example to campers (and refuses to listen when you approach him or her).
 - c. A camper is in possession of fireworks, firearms, alcohol, tobacco, other drugs or dangerous substances.
4. Campers must wear shoes and should be encouraged to wear hats and sunblock.

****Safety always comes before convenience,
fun, or your popularity with the campers!!**

Lost Campers

In general, the day-to-day schedule and planned activities should help staff insure that all campers are safe and accounted for. Staff should be aware that it is possible for campers to become lost or separated from the group.

Prevention – Counselors are responsible to see that all of their campers attend each event. Take a head count at the beginning of each meal, devotional, and at the conclusion of any nighttime activities.

Noncounseling staff should always be aware of campers' whereabouts and activities. When leading activities, you are responsible to insure that all the campers in your charge remain in the area where the activity is being conducted.

Any camper who seems to be sneaking off alone should be stopped and questioned.

If a camper becomes lost, the Weekly Camp Director should be notified immediately.

The Weekly Camp Director will direct inquiry as needed to ascertain whereabouts of the individual(s). If they cannot be located within a reasonable time, a search will be dispatched.

Search teams will consist of two adult staff members each. The search will be organized by the Weekly Camp Director.

During this time, counselors will be responsible for their campers.

Should the search prove fruitless, local authorities will be contacted. As soon as the Director is certain that the camper is lost, the parents will be notified.

Notification of the remaining campers will be made only as deemed necessary by the Weekly Camp Director.

Communication/Interaction with Campers

Our primary purpose at MSBC is to serve the Lord and the campers in our charge. We are all here for our campers FIRST.

We cannot overemphasize the importance of always maintaining a loving and godly rapport with our campers.

Even if your job does not require you to frequently interact with campers, we ask that you take the time to get to know them, build relationships, interact with them, and share God's love with them. Sit by them at meals. Spend some of your freetime with them. Be available for them. It may be that God plans to use you to impact a young life and eventually bring another precious soul to Him.

Some tips:

- Communicate with our campers and get to know them. Start with small talk about interests, pets, family, etc. and move on to deeper issues as the camper is ready.
- Try to find ways to get close to campers. Spend time with them, eat with them, have fun with them.
- Be sensitive.
- Be patient.
- Be a good listener. Avoid trying to steer the conversation or insert your own ideas. Avoid restrictive responses that make the person mean what you want them to mean. Watch for hesitancy when you give feedback.
- Listen until they are satisfied you understood. Avoid evaluative responses that give an opinion before you've really listened to everything.
- Ask open questions. Example: "how did you feel after the game?" rather than "you felt great after the game, didn't you?"
- With a shy camper, indirect questions may be more comfortable and stimulate more conversation. Example: "I'd sure like to hear about the new braces." rather than "How do the new braces feel?"
- Avoid double questions, which limit the person to two answers. Example: "Do you want coffee or tea?"
- Avoid bombarding – using rapid questioning as a weapon
- Don't feel like you have to know all the answers.
- Maintain their respect.
- Always be a godly example.
- Be consistent; don't have double standards.
- Take time – including your own free time.
- Touch their lives.
- Be willing to share your life completely with them for the week.
- Really talk with them, not at them.

****REMEMBER****

You don't have to know EVERYTHING to be a successful Volunteer Staff Member at MSBC!! Have a heart of service, seek advice from other experienced staff members, have an open mind, and "love the Lord your God with all your heart, and with all your soul, and with all your mind" (Matthew 22:34), and we will all have a very successful week at MSBC!! We look forward to working with you and welcome any suggestions you may have to help us improve the MSBC program!

In Him,

Bob Hoffman – MSBC Deacon

Jason Gardner - MSBC Program Director

MSBC Child Safety Training Acknowledgment **Form**

**By signing and dating below, I acknowledge that I have received, read, understood, and agree to comply with all of the policies and procedures outlined in the MSBC Child Safety Training Document.

PLEASE RETURN THIS SIGNED ACKNOWLEDGMENT FORM TO:

Via Mail:

Attn: MSBC Deacon, Bob Hoffman
2700 DeBarr Road
Anchorage, AK 99508

Via Fax:

Attn: MSBC Deacon, Bob Hoffman
907-272-7586

Via Email:

Subject Line: "Your Name" – SecureSearch Form
Email address: MSBC@gci.net

**Please feel free to contact the MSBC Deacon (Bob Hoffman) or MSBC Program Director (Jason Gardner) with any questions.

**All forms must be received by May 31st, 2015.

Signature: _____

Date: _____

Print Name: _____

Address: _____

Attn: **RECIPIENT**

If you receive this completed form via Mail, Email, or Fax, please deliver it to the MSBC Deacon, Bob Hoffman.

**Alaska State
Child Abuse
Reporting Laws**

A. Child Abuse and Neglect Reporting Requirements

What Is A Child?

Generally, a child is anyone under 18 years of age. However, there are exceptions under Alaska law. For example, the law provides that a person attains the age of majority (and therefore is no longer considered to be a child for legal purposes) upon being married, unless that person is under the marriageable age of consent. That is, if a person has reached the age of 16 but is under the age of 18, he or she can legally be married if written consent is given by (i) both parents, (ii) custodial parent, or (iii) guardian.

In addition, a superior court judge may grant permission for a person who has reached the age of 14 but is under the age of 18 to marry if certain findings are made by the judge, including a finding that the marriage is in the best interest of the minor. Finally, a minor who has reached the age of 16, who is living separate and apart from his or her parents or guardian, and who is capable of sustained self-support and managing his/her own financial affairs, may petition the court to have the disabilities of minority removed for limited or general purposes.

What Is Child Abuse?

Child abuse includes the following: physical injury, sexual abuse, permitting or encouraging a child to engage in prostitution or pornographic activities, maltreatment that harms or threatens a child's health or welfare, or mental injury that impairs a child's ability to function.

What Is Child Sexual Abuse?

Child sexual abuse includes sexual activity ranging from non-violent, non-forcible and non-touching offenses (such as indecent exposure) to violent, forcible and touching offenses (such as fondling and intercourse). Legal definitions of child sexual abuse in the Alaska Criminal Code vary according to the age of the child, what was actually done to the child, and the offender's relationship to the child. (The State of Alaska Department of Law, 2005)

Child sexual abuse includes both touching and non-touching behaviors. Touching behaviors include: touching a child's genitals (penis, testicles, vulva, breasts, or anus) for sexual pleasure or other unnecessary reason; making a child touch someone else's genitals or playing sexual ('pants down') games; or putting objects or body parts (like fingers, tongue, or penis) inside the vulva or vagina, in the mouth, or in the anus of a child for sexual pleasure or other unnecessary reason. (STOP IT NOW! 2005)

Non-touching behaviors include showing pornography to a child; exposing a person's genitals to a child; photographing a child in sexual poses; encouraging a child to watch or hear sexual acts either in person or on a video; or watching a child undress or use the bathroom, often without a child's knowledge. (STOP IT NOW! 2005)

Are There Warning Signs A Child May Have Been Abused?

Some of these behavioral signs can show up at other stressful times in a child's life such as divorce, the death of a family member, friend, or pet, or when there are problems in school, as well as when abuse is involved. Any one sign does not mean the child was abused, but several of them mean that you should begin asking questions.

Behavioral Warning Signs A Child May Have Been Abused:

- Nightmares, trouble sleeping, fear of the dark, or other sleeping problems
- Extreme fear of "monsters"
- Spacing out at odd times
- Loss of appetite
- Sudden mood swings: rage, fear, anger, or withdrawal
- Fear of certain people or places (e.g., a child may not want to be left alone with a baby-sitter, a friend, a relative, or some other child or adult; or a child who is usually talkative and cheery may become quiet and distant when around a certain person)
- Stomach illness all of the time with no identifiable reason
- An older child behaving like a younger child, such as bed-wetting or thumb sucking
- Sexual activities with toys or other children, such as simulating sex with dolls or asking other children/siblings to behave sexually
- New words for private body parts
- Refusing to talk about a "secret" he/she has with an adult or older child
- Talking about a new older friend
- Suddenly having money
- Cutting or burning himself or herself as an adolescent

Physical Warning Signs A Child May Have Been Abused:

- Unexplained bruises, redness, or bleeding of the child's genitals, anus, or mouth
- Pain at the genitals, anus, or mouth
- Genital sores or milky fluids in the genital area
(STOP IT NOW! 2005)

What Is Child Neglect?

Child neglect is the failure by a parent, guardian, foster parent, or other person responsible for a child's welfare to provide necessary food, care, clothing, shelter, or medical attention for the child.

Child neglect can also include prohibiting a child from attending school. This may also include substantial risk of harm to a child caused by the addictive or habitual use of an intoxicant by the child's parent, guardian, foster parent, or other person responsible for the child's care.

When Should You Report Child Abuse or Neglect?

Certain people are required to report if they have reasonable cause to suspect child abuse or neglect. A person must only have to SUSPECT abuse to make the report, they do not need to investigate or have evidence. You can not keep information confidential when there is a threat or a danger to a child or when legal requirements demand a report.

Who Is Required To Report?

Mandatory reporters include mental health counselors, social workers, dentists, dental hygienists, health aids, nurses, nurse practitioners, certified nurse aids, occupational therapists and assistants, physical therapists and assistants, psychiatrists, psychologists, marital and family therapists licensed in Alaska, religious healing practitioners, surgeons, school teachers and school administrative staff members, police officers and Department of Corrections officers, hospital or clinical administrators, child care providers, paid employees of domestic violence and sexual assault (and crisis intervention and prevention) programs, paid employees of a drug or alcohol treatment facility, and members of a child fatality review team. Mandatory reporters MUST report child abuse and neglect, even outside of their job duties.

ANYONE may report a child's harm if they have reasonable cause to suspect the harm is a result of child abuse or neglect. A person who has reported suspected abuse is not liable for prosecution; however, a person who suspects abuse and does not report is liable for prosecution.

Who Else Is Required To Report?

A film developer who has reasonable cause to believe that material being developed or processed depicts a child engaged in pornographic activity must report this to the nearest law enforcement agency and provide all relevant information to that agency.

Is It Sufficient If I Just Report The Harm To My Supervisor?

No. Mandatory reporters must still report the abuse or neglect even if they report it to their supervisor.

Who Currently Is Not Required To Report Child Abuse Or Neglect?

Members of the clergy are not “mandatory reporters.” Clergy are able to report abuse or neglect to advocate for a child’s safety. These include ministers, priests, rabbis, or other individuals who perform similar functions for a religious organization.

When Must The Report Be Made?

A person who has reasonable cause to suspect child abuse or neglect must make a report within 24 hours of first learning about the suspected harm.

If A Child Is Harmed By Accidental Means, Is This Child Abuse?

No, the law does not consider an accidental injury to be child abuse.

Where Should The Report Be Made?

A person who is required to report MUST make the report to the nearest Office of Children’s Services (OCS) in order to fulfill the legal requirement to report. If a person reports to their supervisor or law enforcement, it does not satisfy the mandatory reporting obligation. If the child is in immediate danger, a dual report may need to be made to both OCS and law enforcement.

What Are The Telephone Numbers For Making The Report?

DHSS, Office of Children’s Services, Child Abuse Hotline: 1 (800) 478-4444. Local Law Enforcement (Police, Volunteer Public Service Officer (VPSO), and State Trooper): See local listing in Appendix D.

What Happens If A Mandatory Reporter Does Not Report?

A person who is required to report and fails to do so is **guilty** of a class B misdemeanor under Alaska state law.

What Happens If A Report Is Erroneously Made?

A person, who in good faith reports child abuse or neglect, is immune from civil or criminal liability. A person who has reported suspected abuse is not liable for prosecution; however, a person who suspects abuse and does not report is liable for prosecution.

Do I Need To Investigate Suspected Harm To A Child Before Making A Report?

No. The law does not require the person making the report to investigate suspected child abuse or neglect before they make the required report.

It is important to parents or caregivers to just hear the information (not ask for details) and reassure a child that:

- They are believed!
- It's not their fault!
- Something will be done about it.

ALSO, it's important not to confront the alleged abuser, keep the child safe, maintain normalcy in lives and help the child get the help they need. Source: *Resource Guide for Parents, Caregivers & Service Providers Working with Alaska Native Children (Alaska CARES)*.

What Happens After A Report Of Harm Is Made?

The Office of Children's Services (OCS) must investigate a Report of Harm (ROH) based on the following priority screening:

PRIORITY 1: Investigation within 24 hours of a report when a child is in imminent harm.

PRIORITY 2: Investigation within 72 hours when it is serious but no additional harm is feared.

PRIORITY 3: Investigation within 7 calendar days when the delay will not result in more harm.

A written report must be submitted to the Department of Law for review within 72 hours after completion of investigation. AS Title 47.10 Children in Need of Aid (CINA).

Law Enforcement takes the lead when it is a criminal case (has a law been broken?).

OCS takes the lead if it is a civil case (is a child in danger?).

If it is both a criminal and civil case, both agencies work together. During each investigation in response to reports of abuse & neglect, the OCS social worker will assess whether there is domestic violence occurring within the family and

consideration will be given to whether or not the child is at risk of serious physical/emotional harm as a result of the domestic violence. CINA Petitions (for removal) are sometimes filed due to DV in the home.