

Emmanuel Baptist Church Child Protection Policy

General Purpose Statement

The purpose of this policy is three-fold: protect the child, protect the adult, and protect the ministry. Emmanuel Baptist Church seeks to provide a safe environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Emmanuel Baptist Church from incidents of misconduct or inappropriate behavior, protect our workers (both staff and volunteers) from false accusations, and protect the integrity of the ministry.

Definitions

For the purpose of this policy, the terms *child*, *children*, or *minor* include all persons under the age of eighteen (18) years. The term *adult* includes all persons at or above the age of eighteen (18) years. The term *paid staff* includes all adults paid by the church. The term *approved worker* includes all unpaid persons who have direct contact with or are involved in activity with or about minors in association with the church and have completed all the necessary steps of our selection of workers. The term *ministry leader* includes all persons who have direct responsibility and supervision of minors and approved workers in association with the church. The term *youth worker* includes all persons under the age of eighteen (18) years but are approved to assist ministry leaders with minors.

Selection of Workers

All persons who desire to work with minors participating in our programs and activities will be screened. This screening may include, but is not limited to, the following:

Six Month Rule

No applicant will be considered for a ministry leader position involving contact with minors until he/she has been an active member of Emmanuel Baptist Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children. Students enrolled in college courses who have no intention of transferring their membership to Emmanuel, may be exempt from this rule, but must comply with the rest of the worker applicant process.

Written Application

All persons seeking to work with minors must complete, sign, and return a written application in a form to be supplied by us within 2 weeks of receiving the application. The application will request basic information from the applicant and will inquire into previous experience with minors, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application

form will be maintained in confidence on file at Emmanuel Baptist Church. Upon completion, the application will be reviewed by the paid staff and at least one ministry leader.

Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

Reference Checks

Before an applicant is permitted to be a ministry leader of minors, at least two of the applicant's references may be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with minors in the past. Documentation of the reference checks will be maintained in confidence on file at the church.

Criminal Background Check and National Sex Offender Registry Check

A national criminal background check and national sex offender registry check is required for all paid staff (regardless of position), ministry leaders, approved workers, and for the following categories of workers:

Those who will be involved in classroom settings with minors;

Those who will be involved in overnight activities with minors;

Those counseling minors;

Those having occasional one-on-one contact with minors (such as, church sponsored athletic team coaches and vehicle drivers).

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with minors.

What constitutes a disqualifying offense that will keep an individual from working with minors will be determined by the pastoral leadership on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving minors and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with minors. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence (received probation), or received deferred adjudication, a suspended imposition of sentence (SIS), or a suspended execution of sentence (SES) for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors.

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses or family violence.
3. A prior criminal history of an offense against minors.

Two Adult Rule

It is our goal that a minimum of two adults (at least one ministry leader) will be in attendance at all times when minors are being supervised during our programs and activities. Some classes may have only one adult worker, preferably a ministry leader, in attendance during class session; in these instances, doors to the classroom should remain open and there should be no fewer than three minors with the adult teacher. To the best of our ability, we do not allow minors to be alone with one adult on our premises or in any sponsored activity. Even in counseling situations our goal is to have two approved workers with one minor.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms minor’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

Physical Abuse - any physical injury to a minor that is not accidental, such as beating, shaking, burns, and beating.

Emotional Abuse - emotional injury when the minor is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, and persistent teasing.

Sexual Abuse - any sexual activity between a minor and an adult or a minor and another minor of at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.

Neglect - depriving a minor of his or her essential needs, such as adequate food, water, shelter, and medical care.

Workers may have the opportunity to become aware of abuse or neglect of the minors under our care. In the event that an individual involved in the care of minors at this church becomes aware of suspected abuse or neglect of a minor under his/her care, this should be reported immediately to the pastoral staff for further actions including reporting to authorities as mandated by law. The worker who reports to the pastoral staff will be the mandated reporter.

In the event that an incident of abuse or neglect is alleged to have occurred at this church during our sponsored programs or activities, the following procedure shall be followed:

The parent or guardian of the minor will be notified.

The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with minors pending an investigation and instructed to remain away from the premises during the investigation.

Civil authorities will be notified, and the church will comply with the state's requirements regarding mandatory reporting of the abuse as the law then exists. The church will fully cooperate with the investigation of the incident by civil authorities.

Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.

Our spokesperson to the media concerning the incidents of abuse or neglect shall be the legal representative or paid media representative through our insurance. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.

A pastoral visit will be arranged for those who desire it.

Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with minors.

Youth Worker

In some situations, youth workers may be recruited to assist ministry leaders in caring for minors. The following guidelines apply to youth workers:

- Must be at least 14 years of age.
- Must comply with our selection of workers process (exempt from background check).
- Must be under supervision of an approved worker and never left alone with minors.

Sick Child

It is our desire to provide a healthy and safe environment for all the children at church affiliated events. Parents are encouraged to be considerate of others when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 24 hours;
- Green or yellow runny nose
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Medications

It is the policy of the church not to administer either prescription or non-prescription medications to the minors under our care. Parents are reminded of our sick child policy.

Discipline

It is the policy of the church not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of minors. Workers should consult the pastoral staff or ministry leader in charge if assistance is needed with disciplinary issues.

Bathroom & Diaper Policies

Designated Bathrooms

The east wing bathrooms (one male, one female) are designated for use by minors and approved workers only. Classroom bathrooms should be utilized for minors 5 years of age and under. For the protection of all, workers should NEVER be alone with a minor in a bathroom with the door closed and NEVER be in a closed bathroom stall with a child.

Diapering

Diapers should be changed on the changing table provided in the classroom. The classroom door should always remain open during a diaper change unless there are two unrelated adults in the room. Gloves are strongly recommended when changing a dirty diaper. Please follow any special instructions given by the parent regarding diapering their child. Adults must wash their hands with soap and water or use hand sanitizer after every diaper change. The changing table should also be sanitized after every diaper change using the Norwex spray. Men will only be allowed to change the diaper of their own child.

Toddler Bathroom

The classroom door should always remain open while assisting a child in the restroom unless there are two unrelated adults in the room. The restroom door should always remain open unless the child requests it closed for privacy. A worker and child should NEVER be in the restroom together with the door closed. Children should independently do as much of the restroom process as they are able. Workers should only help a child when necessary. A toilet seat insert and step stool are provided to help children use the restroom independently.

Children should be encouraged to handle all wiping needs independently, with the worker only stepping in to assist when necessary. Gloves are strongly recommended when helping a child with wiping. Workers should make every effort to remain partially in the classroom while supervising a child in the restroom i.e., one foot in the restroom and one foot in the classroom. Children and adults must wash their hands with soap and water or use hand sanitizer after using the restroom/assisting a child in the restroom.

In the event of an accident in which the child soils their clothing, parents should be notified and wet/dirty clothes should be placed in a plastic bag the child should be encouraged to remove their own clothing and place it in the bag and clean themselves with a wet wipe. Children can wear extra clothing from home or borrow clothing from the shelf in the classroom. Men will only be allowed to assist in the restroom for their own child. Workers are not permitted to use the restroom in the toddler room.

Accidental Injuries to Children

If a minor is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First-Aid (Band-Aids, etc) as appropriate and will notify the minor's parents or guardian of the injury at the time the minor is picked up.
2. For injuries requiring medical treatment beyond simple First-Aid, the parent and/or guardian will immediately be summoned in addition to the ministry leader or pastoral staff. If warranted by circumstances, an ambulance will be called.
3. If an ambulance was called to respond to the incident, once the minor has received appropriate medical attention, a medical professional will complete an incident report in the case of injuries requiring treatment.
4. The worker who witnessed the injury take place and took care of the steps necessary to care for the child, will fill out a report for the church to submit to our insurance.

Training

Emmanuel Baptist Church will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are mandated to complete these training events.

Sexual Offender at Emmanuel Baptist Church

Emmanuel Baptist Church may allow a person known to be a sexual offender to remain or become a member of the congregation, but he/she must adhere to specific guidelines:

1. A known sexual offender cannot participate in any of the child or youth programs in any way.
2. A known sexual offender can only participate in a predetermined service each week.
3. A known sexual offender must report in and be assigned to an escort who will accompany him or her at all times.
4. The identity of the sexual offender will be disclosed to the appropriate leadership within the congregation.

Child Check In/Out Procedure

For children below the fifth grade, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a "child check" for the child similar to a claim check. The parents of school age children will not be allowed beyond the check in table. Upon return to pick up a child, the parent or guardian must present the "child check" in order to sign out the child from our care. In the event that a parent or guardian is unable to present the "child check," the Associate Pastor will be contacted. The Associate Pastor

will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

Gender Identification

All individuals who attend Emmanuel related services, programs, activities, or events will be treated according to their biological gender. Restrooms are designated as such.

SimpleChurch Child Check-In/Out Procedure

Summary:

When a child is checked in, two labels are printed out. One for the child and one for the parent. Both labels have a unique and matching number. The child is marked as present in the group he/she was checked into. An approved worker must manually match the numbers on the labels in order to check the child out.

To Set-Up:

1. Open the SimpleChurch Check-In App
2. Turn on label printer
3. Select printer connected to device

To Check-In:

1. Search parent by last name
2. Choose all children with that parent being checked in
3. Select group (EX: Wednesday Night Kids)
4. Add notes if necessary (EX: needs to ride bus home)
5. Click done
6. Click check-in (#) people
7. Place appropriate child labels on children
8. Give the parent label to the parent to be brought back for check-out

To Add Guest/Family:

1. Click add family
2. Add parent information (as much as possible)
3. Click save
4. Add children to family (click add person)
5. Choose new person (unless child is already in system)
6. Add child information
7. Repeat steps 3-6 to finish adding family

To Check-Out:

1. Match number of child's label to parent's label
2. Dismiss child
3. System will reset the next day

Child/Youth Worker Application Form (Approved/Youth Worker)

It is the goal of this church to create a safe and secure environment for all minors and adults who are involved in the church activities. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services to our children and youth programs. This information will be used solely for the purpose of helping the church provide a safe and secure environment for all minors and adults.

Name: _____ Date: _____

Current Address: _____

City, State, Zip: _____

Current Phone Number: _____ Email: _____

Please respond to all questions that apply to the position you are applying/volunteering for:

Position applying/volunteering for: _____

Is there any reason you should not work with or around minors? _____

Have you ever been the subject of a child abuse investigation? _____

If yes, please provide details: _____

Please provide the following church information:

What, if any, church affiliation do you have? _____

How long have you attended that church? _____

List other churches you have been affiliated with: _____

Have you ever worked with minors before? _____ List where: _____

I hereby give permission to make a thorough investigation of my past church affiliation and background, and release from reliability the persons, companies, or corporations supplying such information. I also release the church from any liability that might result from making such an investigation. I understand that any false statement or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or discharge.

Signature: _____ Date: _____

Child/Youth Worker Application Form (Ministry Leader)

It is the goal of this church to create a safe and secure environment for all minors and adults who are involved in the church activities. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services to our children and youth programs. This information will be used solely for the purpose of helping the church provide a safe and secure environment for all minors and adults.

Name: _____ Date: _____

Date of Birth: _____

Have you ever used any other name(s) other than the one above? If yes, please list:

Current Address: _____

City, State, Zip: _____ Years at address: _____

Previous Address: _____

Current Phone Number: (Home) _____ (Work): _____

Email: _____

Please respond to all questions that apply to the position you are applying/volunteering for:

Position applying/volunteering for: _____

When are you available to work? _____

Do you have a valid driver's license? _____ Commercial license? _____

License Number: _____ State Issued: _____

Current Employer: _____ Length of Employment: _____

Name of Supervisor: _____ Phone Number: _____

Previous employers (within last five years):

Dates Employed:

_____	_____
_____	_____
_____	_____

Is there any reason you should not work with or around minors? _____

Have you ever been the subject of a child abuse investigation? _____

If yes, please provide details: _____

Please list your education background:

Name	Graduate?	Year	Degree of course of study
High School: _____	_____	_____	_____
College: _____	_____	_____	_____
Other (please specify: _____	_____	_____	_____

Please provide the following church information:

What, if any, church affiliation do you have? _____

How long have you attended that church? _____

List other churches you have been affiliated with: _____

Have you ever worked with minors before? _____ List where: _____

Please list two references (must be of a business or organizational nature):

Name: _____ Phone: _____

Address: _____ Years known each other: ____

Name: _____ Phone: _____

Address: _____ Years known each other: ____

I hereby give permission to make a thorough investigation of my past church affiliation and background, and release from reliability the persons, companies, or corporations supplying such information. I also release the church from any liability that might result from making such an investigation. I understand that any false statement or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or discharge.

Signature: _____ Date: _____