



Child Protection Policy

Chaffee Crossing Baptist Church

Revised June 2022

For the use of Chaffee Crossing Baptist Church Children's Ministry

Child Protection Policy Outline

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1. Vision of CCBC Children's Ministry

"For the Protection, Profit, and Joy of the Next Generation."

"He established a testimony in Jacob and appointed a law in Israel, which he commanded our fathers to teach to their children, that the next generation might know them, the children yet unborn, and arise and tell them to their children, so that they should set their hope in God and not forget the works of God, but keep his commandments." (Psalm 78:5-7)

2. Mission of CCBC Children's Ministry: to glorify God by

- Maintaining a safe and secure environment for our children.
- Joyfully serving parents by providing them with undistracted time to participate with the congregation in singing and in study of God's Word.
- Supporting and encouraging parents who are primarily responsible for teaching biblical truths to their children (Ephesians 6:4)
- Praying for the children and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word (Romans 10:17, Ephesians 2:4-10)
- Maintaining the highest ethical standards such that staff and volunteers always live and serve above reproach, protecting the reputation of the gospel of Jesus Christ.

3. Purpose of a Child Protection Policy (CPP)

The CPP is in place to set specific **parameters** around and **guidelines** in the operation of the CCBC Children's ministry in order to diligently and faithfully steward and protect the children in our care. Through adherence to this Policy, we make every effort to ensure that persons placed in positions of responsibility and given trust are deserving of that responsibility and trust.

This CPP applies to children, 17 years old and younger, who are voluntarily placed under the responsibility of approved CCBC childcare volunteers by parents/guardians during corporate service times, equipping hours, and/or bible studies held on Chaffee Crossing Baptist Church property.

4. Children's Ministry Personnel Summary and Required Screening

Adults: individuals eighteen years or older

Teenagers: individuals 6th grade and/or 13 years old – 17 years old

Children: individuals birth – 5th grade and/or 12 years old

Staff: paid employees of CCBC. All church staff are required to pass a background check every three years regardless of whether or not they have direct contact with children.

a. Approved Childcare Volunteers/Helpers and required screening:

1. Adult Volunteers: to qualify adults must

- Be a CCBC member in good standing
- be a member for six months prior to serving
- pass a background check every 3 years
- attend Childcare Training and any subsequent training
- complete Ministry Safe Sexual Abuse Awareness Training every 3 years
- submit reference checks
- submit a Children's Ministry Volunteer Application
- abide by CCBC's Child Protection Policy

2. Teenage Volunteers: to qualify teenagers must

- Be a CCBC member in good standing
- be a member for six months prior to serving
- attend Childcare Training and any subsequent training
- complete Ministry Safe Sexual Abuse Awareness Training every 3 years
- submit reference checks
- submit a Children's Ministry Volunteer Application
- complete an interview between the Lead Pastor and parents of teenage member, addressing any potential areas of concern related to serving in Children's Ministry and be approved by the Children's Ministry team leader
- abide by CCBC's Child Protection Policy

3. Child Helper

- Child of an approved childcare volunteer age K-5th grade.
- Be under the supervision of their parent or grandparent.
- Be approved by the Children's Ministry Team Leader
- Exhibit self-control and obey their own parent/grandparent, not adding to the workload of childcare, but independently helpful with guidance from their parent.
- May help during Preschool Childcare only, not K-5th Equipping hour

4. Teenage Helper- with parent supervision

- Child of an approved childcare volunteer, age 6th-12th grade.
- Be under the supervision of their parent or grandparent.
- Be approved by the Children's Ministry Team Leader

- Exhibit self-control and obey their parent/grandparent, not adding to the workload of childcare, but independently helpful.
- May help during Preschool Childcare and K-5th Equipping Hour
- abides by CCBC's Child Protection Policy

5. Teenage Helper- without parent supervision

- Child, age 6th - 12th grade, of an approved childcare volunteer who has faithfully worked under the supervision of their own parent/grandparent in Childcare for a minimum of 1 year; and who has shown a track record of reliability and obedience.
- May serve as a Teenage Helper, without the supervision of their own parent, in K-5th grade Equipping Hour after the following screening and training has been completed:
 - ▶ complete Teenage Helper Application
 - ▶ complete Ministry Safe Sexual Abuse Awareness
 - ▶ abide by CCBC Child Protection Policy
- Do not count towards child-volunteer ratios or the two-volunteer rule. Helpers are in addition to Adult Volunteers.
- Do not change diapers or assist children in the bathroom stall.
- Serves alongside other Approved Adult Childcare Volunteers, not Teenage Volunteers.

* CCBC reserves the right to reject any applicant for volunteer service or dismiss an existing volunteer for any reason, including, but not limited to, refusing or failing to complete screening; failing to provide requested information; providing information that is subsequently determined as false or misleading; sin or suffering issues that compromise the applicant or volunteer's ability to care for children; any criminal report or charge; obtaining information from references or criminal record checks that suggest that the applicant is not suitable to help with children.

* All applications, reference checks, background checks, and training certificates will be securely stored by the Children's Ministry Team Leader and Ministry Safe.

b. Volunteer Expectations

All CCBC Childcare Volunteers share a particular responsibility for:

- Considering the time spent with other people's children not as a burden or a right, but as a great privilege and important responsibility.
- Protecting the children under our care.
- Setting an example of proper Christian conduct in the way we live our lives.
- Knowing when you are scheduled to work and being on time for your shift.

5. Protecting Children as they Arrive and Depart

a. Arrival and Departure Times

- Volunteers should be ready to accept children 15 minutes prior to the start of any session, so that parents have enough time to transition their children before the session begins.
- Parents are encouraged to pick up their children immediately after the conclusion of the session. In the event that a child is not picked up within 15 minutes of the end of the session, parents will be texted by volunteers, and volunteers may ask the security team member or hall monitor to locate the parents.

b. Checking a Child into Children's Ministry

- Any parent/guardian who would like his/her child to participate in preschool childcare or k-5th equipping hour will sign the child into the appropriate classroom using the Check-In Stations, granting permission for the child to participate in that CCBC class time.
- Children's ministry team leaders have the right to refuse any child at check-in due to:
 - ▶ Illness
 - ▶ Behavior that endangers other children
 - ▶ The room being full due to child/volunteer ratios.
 - ▶ Anything else that would impair CCBC's ability to maintain a safe and secure environment for the children.
- Parents are responsible for ensuring the Household and Child's Planning Center Profile includes up-to-date and accurate:
 - ▶ medical notes and food allergies for every child
 - ▶ parent phone number
 - ▶ birthdate, grade level, and home address
- Parents and children will receive uniquely coded labels at check-in. These labels are meant to be worn on both the parent and child, and the codes will be matched at Check-out to ensure the correct adult guardian is taking the child.
- Only Parents or designated guardians are permitted to Check-in/out children, not siblings
- Parents must be in the church building at all times while their children are checked-in.
 - ▶ should a child's parents need to be contacted during service, the family code will flash on the Worship Center led screen.
 - ▶ Visitor parents will be texted and/or given a pager, should they be needed during service.
- Parents may Check-In children as early as 15 minutes prior to any session.

c. Checking a Child Out of Children's Ministry

- Childcare volunteers match the child's code with the parent's code, collect the parent's coded tag, and remove the child's label.
- Adults checking-out children MUST have the matching coded-label to the child.

- Only the parent/guardian who signed the child into the class is authorized to check out the child. The exceptions to this are:
 - ▶ In the event of an emergency that would result in neither parent/guardian being available to check-out the child at the end of a session, the child will be released to the care of a designated guardian by the parent, the team leader of children's ministry, or the lead pastor.
 - ▶ A member can send their spouse to pick up their children.
 - ▶ A member parent may make prior arrangements with the children's ministry team leader to allow for someone other than him/herself or his/her spouse to pick up the child at the end of a session, such as a grandparent or another CCBC member.
- Children of guest may ONLY be checked-out by the parent/guardian who checked them in.

d. Divorce, Separation, or Custody Visitation

- In a situation where the parents are divorced or separated, the childcare volunteers should only release the child to the parent who checked-in the child. If the other parent or anyone else attempts to check-out the child, the volunteer should immediately contact the children's ministry team leader.
- If a parent presents a court order for a child, the police must also be present and we are to release the child to police custody. In any of these circumstances, the childcare volunteer or staff should immediately contact the children's ministry team leader and the lead pastor.

6. Protecting Children while they are in our care

a. Two Volunteer Rule

- For all Preschool and K-5 classes and childcare, at least two approved childcare volunteers must be present in each room at all times.
- Helpers are always in addition to volunteers and supervised by their parent
 - ▶ exception: Teenage Helpers who have passed screening and who are permitted to serve without their parent.
 - ▶ Helpers are never to be left alone at any time with children without the presence of an approved childcare volunteer.
- Children are never to be left alone without an adult volunteer in a classroom.
- Only approved childcare volunteers are permitted to take children out of the classroom and only for specific reasons including: taking children to the restroom, in cases of illness (to sit at the check-in desk), emergency, or evacuation.

b. Visibility

- When preschool childcare is in session all classroom doors and the doors into the preschool hallway should remain open to allow for unobstructed views.
- When children's equipping hour classes are in session, the hallway doors should remain open to allow for unobstructed views.

- A member of the security team will periodically look into preschool childcare and children's equipping classes while in session.
- Hall monitors routinely check Preschool Childcare rooms and assist as needed.
- The Preschool Kid's Bathroom hallway door and Preschool Women's Bathroom hallway door are to remain open.
- Video surveillance continuously monitors all common areas of the Preschool Children's Wing.

c. Volunteer-to-Child Ratios

- In addition to always having at least two volunteers present, the following ratios are maintained during the regularly scheduled Sunday services and Wednesday equipping hour:
 - Room 1, "Infants & Crawlers": one approved childcare volunteer for every three children
 - Room 2, "Toddlers": one approved childcare volunteer for every three children
 - Room 3, "Young Children": one approved childcare volunteer for every five children
 - Room 4, "Ready to Learn": one approved childcare volunteer for every six children
 - Children K-5th grade: One approved childcare volunteer for every twelve children
- Once a ratio is met, additional children should not be accepted into a classroom if doing so would exceed the ratio unless/until additional volunteers are added. If for any reason the ratio is exceeded, the children's ministry team leader should be notified and asked for more volunteers in order to maintain these ratios. Whenever age-groups are combined, the ratio is determined by the age of the youngest child.

d. Restroom and diaper procedures by age groups and room assignments:

- * Women Adult and Teenage Volunteers are permitted to use the "Women's Restroom" in the Preschool Wing, not the "Kid's Restroom"
- * Men are not permitted to use the "Women's Restroom" or the "Kid's Restroom" in the Preschool Wing. The Men's Restroom is located outside of the Worship Center near the Main Lobby.

1. Preschool Children, Room 1, "Infants and Crawlers":

- Only approved adult female volunteers are permitted to change diapers. Not male volunteers, teenage volunteers, teenage helpers, or child helpers.
- Volunteers wear disposable gloves when changing diapers and use hand sanitizer immediately following all diaper changes.
- Volunteer ask the Hall Monitor to step into Room 1 to assist before leaving to wash hands following a diaper change.

- Sanitize the changing pad with the cleaning spray then water spray following every diaper change.
2. Preschool Children, Rooms 2-3, “Toddlers and Young Children Class”:
- For Children still in diapers, abide by the diaper changing procedure listed above for Room 1.
 - For Potty-trained/training children:
 - ▶ Children in Rooms 2-4 are to be taken to the Preschool Wing Women’s Restroom with 2 female volunteers.
 - ▶ as much as possible, take the entire class together to the restroom.
 - ▶ Volunteers are to go into the restroom with the children, but only assist in the stall as needed
 - Volunteers are responsible for emptying all toddler potties before returning to the classroom.
 - Have all children wash hands before returning to the classroom.
3. Preschool Children, Room 4, “Ready to Learn Class”
- Children in Room 4 are mostly or fully potty-trained.
 - Children in Room 4 use the “Kid’s Restroom” located across the hall from Room 4
 - Kid’s Restroom Guidelines:
 - ▶ Single-Gender-Use at a time:
 - only boys in the restroom together
 - only girls in the restroom together
 - no mixed genders using the restroom at the same time
 - Volunteers bring Room 4’s girls/boys to the restroom in groups as much as possible.
 - Individual children from Room 4 are permitted to use the Kid’s Restroom on their own while class is in session and with permission from the Childcare Volunteer. The Volunteer must maintain visibility of the Kid’s Restroom and insure there are no children of the opposite gender using the restroom at that time.
 - No Adult or Teenager is to Use the Restroom in the Kid’s Restroom.
 - Children are to wash their hands before leaving the restroom.
 - The Hallway door to the Kid’s Restroom is to remain OPEN at all times.
4. Children 6 and older (K-5th grade / grade school)
- Volunteers **do not** change diapers of any child older than five. If a child older than five needs their diaper changed, the parents will be called.
 - ▶ We understand there are these circumstances, and we have this policy to maintain the protection and dignity of the child.
 - Taking children to the restroom
 - ▶ At least one adult female volunteer is to walk with the children to the bathrooms, outside of the Worship Center. First check each bathroom to ensure the restroom is safe for the children to enter.
 - ▶ Children are to use their biological gender bathroom.

- ▶ Volunteers wait by the bathroom doors for all children, and walk with children back to the classroom.
- ▶ Do not assist children 6 and older in toileting or in changing soiled/dirty clothes. We understand these circumstances happen. For the protection of the children and childcare volunteers, parents will be called to change children's clothing.

e. **Food and Drink guidelines for children**

- * Allergy alerts and medical notes are printed on the child's name tag.

Permitted snacks:

- Preschool Room 1: all Sunday service times and Wednesday evenings
 - ▶ Only **Parent-Provided** drinks/snacks are to be given in this class.
 - ▶ Children are to be in individual highchairs while being given parent-provided food snack.
 - Take extra precaution children do not share food and to clean up dropped snacks to protect children from risk of choking.
 - Label all sippy cups/bottles with child's name.
- Preschool Rooms 2-4: all Sunday service times and Wednesday evenings
 - ▶ Snack of goldfish or animal crackers and water will be served.
 - * Childcare volunteers are permitted to bring special snacks if approved by the children's ministry team leader first and communicated to parents during check-in to ensure there is no new risk for allergy or choking.
 - * This snack can be store bought or home made
- K-5th grade children, Wednesday equipping hour
 - ▶ Snacks will not be routinely given in this age group.
 - ▶ Childcare volunteers are permitted to bring snacks for all the children if they have first gotten approval from the children's ministry team leader and the snack is communicated to parents during check-in.

f. **Healthy Child Policy**

1. Sickness and Communicable Disease Policy:

- Parents are asked NOT to check their child into childcare/equipping class if one of the following conditions exist pertaining to the child:
 - ▶ Fever in the last 24 hours
 - ▶ Vomiting/ diarrhea in the last 24 hours
 - ▶ Severe coughing
 - ▶ Undiagnosed skin rash
 - ▶ Active/ untreated head lice
 - ▶ Any contagious infection
- If a child shows signs of sickness while in our care (including, but not limited to, all listed above) volunteers should contact the parents in order for the child to be checked-out.

- ▶ The sick child will be isolated from the other children, but NOT removed from visibility, while waiting for parents to arrive.
- ▶ All items the sick child has been in contact with should be sanitized, per Classroom Sanitation Procedure
- All volunteers, helpers, parents, and children are asked to wash hands/ sanitize hands prior to entering childcare/classrooms.

2. General First Aid Guidelines:

- Band aids, thermometer, and first aid kit are located in the preschool work room desk.
- Ice packs are located in the kitchen freezer.
 - ▶ Ice packs are single-use and to be sent home with the child or thrown away after use.
- Volunteers are NOT permitted to give any medication to any child.

3. Injury or Accident:

- In the event of a life-threatening injury or illness, emergency medical services will be called and parents should be located and informed immediately.
 - ▶ Childcare volunteers should complete an Accident Report Form for all injuries, whether major or minor prior to leaving the premises on the day of the accident, and submit the form to the childcare team leader.
 - ▶ Accident Report Forms can be found in the Preschool work room desk
 - ▶ Parents should be immediately notified of any head injury.
 - ▶ Parents should always be informed of any injury and response to injury at check-out.

4. Children with special needs:

- Parents of children with special needs are encouraged to contact the children's ministry team leader prior signing their child into class and inform volunteers of particular care needs for their child.

g. Classroom Sanitation Procedure

- Touch surfaces and toys will be sanitized by childcare volunteers following every class session.
- Childcare volunteers are to maintain a sanitary classroom environment. To do this volunteers are expected to:
 - ▶ Wash hands prior to childcare volunteer shift and after any diaper changes.
 - ▶ Use gloves while changing diapers and use hand sanitizer until able to safely leave room to wash hands.
 - ▶ Clean changing pads and high chairs with sanitizing solution after each use.
 - ▶ Clean and wipe all table tops with spray and rag following every childcare session.
 - ▶ Clean all toys with aerosol sanitizing spray at the end of each childcare session once all children have been checked-out.
 - ▶ Vacuum the floor of each room following each Sunday AM childcare session.

- ▶ Always leave rooms orderly, with all puzzles completed and toys put away properly.
- ▶ Put used laundry in dirty laundry basket, to be cleaned during the week.
- ▶ Cleaning service team empties trash at the end of Sunday services.

h. Security and Emergency Response

1. Emergency Situations:

- In emergency situations, the children's ministry team leader and security team member will be called to assist with the emergency. If appropriate, 911 will be called and the lead pastor will be summoned.

2. Evacuation Procedures:

- The Security service team will post evacuation routes and instructions throughout the building. Volunteers and parents should familiarize themselves with this information.
- In the event of a fire, staff, team leader, or volunteer should call 911 and also assist all children in immediately evacuating the building. Volunteers should take a phone, and class roster with them when evacuating.
- Parents should not go to children's areas when evacuating because they risk creating chaos and blocking the exits. Instead, parents will meet their children in the designated areas outside of the church building.
- Fire evacuation drills should happen at least twice per year.

3. Inclement Weather Procedure:

- In the event of Inclement Weather during any Sunday Service or Wednesday Equipping Hour, all Children and Childcare Volunteers will take shelter in the designated Safe Area located to the west of the Worship Center.
- Childcare volunteers are to bring the class roster station with them.
- Children may be checked-out to the care of their parent while in the Safe Area. Children whose parents are not in the Safe Area should remain in the care of the Childcare Volunteer.

4. Missing Child or Kidnapping:

- In the case of a missing child, the children's ministry team leader is to be notified and gather childcare volunteers and CCBC members to first do a thorough check of the building to find the child. Childcare volunteers are to stay with classes of children checked into childcare and security team members are to block exits until otherwise notified by the security team leader.
- If the child is not found after a thorough check of the building, the lead pastor will call police to secure further help.
- In the case of kidnapping, the lead pastor or children's ministry team leader should call 911 to secure help from the police immediately.

5. *Parent involvement in Emergency Procedures:*

- The children’s ministry team leader or lead pastor will decide how and when to notify parents about security or emergency situations. Involving parents too early might cause unnecessary fears or panic. If an emergency does happen, parents will need guidance, pastoral care and counseling, so we rely on an elder to walk with parents through difficult situations.

i. Use of technology while serving in children’s ministry

- Volunteers are prohibited from photographing children while serving in children’s ministry. This is for the protection of children and privacy of families.
 - ▶ If a photo is needed to be taken for a specific craft or for the planning center profile, volunteers will get permission from the parent first, and the photo will be given only to the parent.
- Volunteers will only use phones while serving for the purpose of contacting parents or team leaders as necessary. Phones are also permitted in the event of an emergency.
- We rely on approved childcare volunteers to use discernment with the use of any technology including cell phones while serving in children’s ministry.
- A Photo Release must be obtained prior to any child’s photo being used in CCBC Digital Media.

j. Appropriate Discipline

- All children’s ministry volunteers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children toward acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.
- Acceptable means of redirecting inappropriate behavior may include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the situation or problem for a brief time (particularly if his/her behavior is endangering or upsetting other children). During correction, a child should never be removed from the classroom. Correction should be discrete; in the classroom (not in the hallway); and never outside of the sight of others.
- Steps of correction might include (depending on the age of the child):
 1. removing the child from the situation or problem;
 2. pointing out the problematic behavior; talking to the child about his/her sin and need for Christ;
 3. praying for the child and redirecting to a new activity;
 4. helping the child to reconcile with the offended children when appropriate.
- Volunteers should view misbehavior as an opportunity to introduce children to the gospel. Parents are the primary authority and discipler of their children. Volunteers should kindly inform parents of any continued concerning or troubling behavior that would be of help to the parents in discipling their children.

- Children’s ministry volunteers and staff members are strictly prohibited from using any form of corporal punishment such as slapping, kicking, punching, spanking, or hitting. They should never speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation to children.
- If a child’s behavior is uncontrollable or the child does not respond to the acceptable means of discipline indicated above, the volunteer should call the parents. If the child assaults, harasses or bullies other children, misbehaves beyond minor correction, or has a pattern of misbehavior, the parents should be immediately called so the child can be removed. Volunteers are allowed to physically restrain a child if he/she is physically endangering other children. Please report any of these problems (as well as the appropriate response taken to deal with the behavior) to a children’s ministry team leader or the lead pastor. Once a child is removed from children’s ministry, reinstatement is possible at the determination of the children’s ministry team leader. A child may be reinstated if the risk of re-offense has been adequately reduced.

k. **Physical Touch Policy**

Two types of relationship are important to consider:

1. Volunteer-to-Child

- While appropriate physical contact with children can be an effective means of aiding in communication, redirecting attention, calming restlessness, or showing godly love and care, it can also be misinterpreted. Particularly in our interaction with children, we want to be blameless and above reproach. The following will help workers to avoid any compromise or concerns in this area.
 - ▶ Always remain in open sight of other adults.
 - ▶ Appropriate touch is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults. Appropriate touch is applied to meet the needs of children and not the adults.
 - ▶ Appropriate physical contact will vary according to the age of the child. What is appropriate for preschool children (holding, rocking, sitting on laps, etc.) will not be appropriate for grade school children.
 - ▶ Inappropriate touch involves, but is not limited to coercion or other forms of physical contact which exploits the child’s lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, and any attempt to modify child behavior with physical force.
 - ▶ For ages 0-5, only approved adult women volunteers are to take children to the restroom and change diapers.
 - ▶ Sitting on laps is only appropriate for ages 0-5.
 - ▶ In general, a man will need to limit physical contact more than a woman in the same situation, especially when working with school-age children.

- ▶ Volunteers should refrain from rough-housing, wrestling, shoulder or piggy-back rides, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.
- ▶ Only touch children in “safe” areas and for a brief time. “Safe” areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head. Never touch a child on or near any region that is private or personal, unless when necessary while assisting in a diaper change or bathroom visit.
- ▶ Never touch a child out of frustration or anger. Physical discipline is NOT an appropriate means of correcting someone else’s child.

2. Child/Teen-to-Child

- No male or female under eighteen should ever be alone together while in the care of Children’s Ministry.
- No inappropriate touching (as defined below) of any kind will be accepted in Children’s Ministry.
- Fighting will not be tolerated and any child participating in violent action will be dismissed from a class and placed into his/her parent’s care.

l. Inappropriate Touching General Guidelines

- Shoving, hair pulling, shaking, slapping, pinching, biting, kicking, hitting, or spanking a child for any reasons.
- Squeezing of arm, neck, face, or any parts of the body.
- Tickling children over 5 years old. It is over stimulating and is considered by some professionals to be a deceptive device that could lead to inappropriate touching.
- Children sitting on laps of adults or teenagers is inappropriate for ages 6 and older.
- Holding or restraining children on the lap. However, holding a child 5 years and younger is appropriate for short time spans when comfort is needed by the child or the child’s behavior is out-of-control or endangering other children.
- Touching a child in the genital areas except for children 0-5 years when requiring a diaper change and assistance using the restroom.
- Kissing a child on the lips, neck, or anywhere else. A child should never be allowed to kiss a staff member, volunteer, deacon or another child on the lips, neck, or anywhere else. Children are also not allowed to kiss one another. (Note: A kiss is appropriate on the cheek when it is included in a greeting).
- Slapping a child on the behind, even when playing.
- Fondling children, even in non-private areas.
- Carrying a child on the back unless the child is unable to walk.

m. Appropriate Touching General Guidelines

- A comforting pat on the shoulder and back, or allowing an emotionally distressed child to lean their head on your shoulder is appropriate.
- Back rub to help comfort, or put an irritable child to sleep is appropriate.

- High-Fives, handshakes, or the touching of two fists are appropriate and recommended touch, especially when interacting with school-age children and teenagers.
- Holding hands is permitted with children 0-5 years and K-5th grade when initiated by the child, or when helping a child to walk, climb stairs, etc.
- Holding a child firmly with your hands to restrain him/her is appropriate when it is used to prevent a child from an accident, injury, hurting self, others, or you.

7. **Defining Child Neglect and Abuse**

What is *child neglect* and *abuse*? It is important to define our terms.

1. ***Child neglect*** is failure, whether intentional or not, of the person responsible for the child's care to provide for the child's basic needs such as adequate food, clothing, medical and dental care, supervision, and/or proper education, or the failure to protect the child from harm.
2. ***Child abuse*** is any recent act or failure to act resulting in imminent risk or serious harm, death, serious physical or emotional harm, sexual harm or exploitation of a child by a parent or caretaker who is responsible for the child's welfare.
3. ***Child sexual abuse*** is any form of sexual contact with a minor, non-touching offenses, or sexual exploitation of a minor. This is criminal behavior that involves children in sexual behaviors.
 - ***Sexual abuse perpetrated by an adult*** is any contact or activity of a sexual nature that occurs between a child and an adult. This includes activity which is meant to arouse or gratify the sexual desires of the adult or child. Sexual behavior between a child and an adult is always considered to be forced whether or not the child consents to it.
 - ***Sexual abuse perpetrated by a child*** is any contact or activity of a sexual nature that occurs between children, with or without the consent of either child, when one child has power or perceived authority over the other child. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children.
 - ***Sexual exploitation*** includes forcing a child or soliciting a child for the purposes of prostitution; and using a child to videotape or photograph pornography.
4. ***Child spiritual abuse*** the use of a spiritual authority (the Bible or church authority) to emotionally, physically, and/or sexually abuse a child.

8. CCBC Measures to Prevent Child Abuse and Neglect

CCBC takes protection against and reporting of neglect and abuse very seriously. In an effort to prevent abuse and neglect, we:

- Educate and equip staff and volunteers about neglect and abuse
- Adhere to the procedures and guidelines as set out in this policy.
- Train and screen volunteers prior to contact with children.
 - ▶ Screening includes application, reference checks, criminal background check, and good-standing membership.
 - ▶ Training includes CCBC Child Protection Policy, Childcare training meetings, and Ministry Safe Sexual Abuse Awareness Training for all Volunteers and Teenage Helpers
- Require all staff to clear a criminal background check and complete Ministry Safe Sexual Abuse Awareness Training.
- Repeat criminal background checks for staff and volunteers every three years.
- Require volunteers and staff to be members for at least six months prior to serving in children's ministry.
- Repeat Sexual Abuse Awareness training for all staff and and volunteers every three years.
- Provide all parents and families with Ministry Safe Parent Training upon request, regardless of membership status. Parent Training better equips parents to recognize a sexual predator's grooming process.
- Utilize a secure Check-In/Out system and procedure.

9. People and their roles in Reporting at CCBC

1. **Points of Contact** are the visible leaders within the church who are prepared to receive a report of suspected abuse or neglect and appropriately and lawfully respond to it.
 - The Elders and the main leader of Children's Ministry are CCBC's Points of Contact.
 - All CCBC Points of Contact are required to complete Ministry Safe Child Abuse Reporting Training.
 - If child abuse or neglect is truly suspected, the Point of Contact is responsible for insuring a report is filed with the Arkansas Child Abuse Hotline (1-800-482-5964) the same day as the claim.
 - ▶ Reporting Forms are located in the Children's Ministry desk for assisting with information collection.
 - The Point of Contact is required to inform the CCBC Child Protection Team of any abuse/neglect allegation and/or filed report within 24 hours of the claim.
2. The **Child Protection Team** (CPT) exist to assist the Elders in determining the Church's further response to any reported child abuse or neglect.
 - The CPT consist of the Lead Pastor, designated Elders, designated CCBC members, and designated Children's Ministry leaders.
 - CPT members are required to complete Ministry Safe Sexual Abuse

- Awareness Training.
- CPT members are responsible for maintaining the Child Protection Policy.
3. CCBC Members who are **Mandatory Reporters** are required by law to report any reasonable suspicion of abuse or neglect.
 - this includes all CCBC Childcare Volunteers, any CCBC member who has completed Ministry Safe Sexual Abuse Awareness Training, and members with professions such as: teacher, coroner, social worker, mental health professional, medical professional, foster parent, and law enforcement.
 - Mandatory Reporters are asked to inform a CCBC Point of Contact of any report filed with the Arkansas Child Abuse Hotline in order to allow the CPT to appropriately respond.
 - Mandatory Reporters are asked to complete a Child Abuse Reporting Form whenever a claim is made for the CPT's records and response.
 - At no time will the mandatory reporter be prohibited or discouraged from reporting, even if their consultation with staff or leadership in the church results in a disagreement.
 4. **Permissive Reporters** are CCBC Members or attenders who voluntary report suspicions of child abuse or neglect regardless of their profession or training.
 - Permissive Reporters are asked to consult with a CCBC Point of Contact prior to filing any child abuse or neglect claim for the following reasons:
 - ▶ Since permissive reporters do not have training or professional experience in recognizing abuse and neglect we want to offer wisdom and insight into the situation.
 - ▶ To assist in properly and timely filing a claim with the Arkansas Child Abuse Hotline and completing a Child Abuse Reporting Form.
 - ▶ To shepherd the members in our care and fulfill our covenant to one another.
 - At no time will the permissive reporter be prohibited from reporting, even if their consultation with staff or leadership in the church results in a disagreement.

10. How to Report Abuse and Neglect

- * If there is any reason to suspect the life of a child is in imminent danger, immediately contact the nearest local law enforcement agency or call 911.

Any instance of suspected or observed abuse or neglect should be handled with the following guidelines:

1. Notify a CCBC Point of Contact.
2. Complete a Child Abuse Reporting Form.
3. File a claim with the Arkansas Child Abuse Hotline the same day.
4. The Point of Contact informs the CPT of the claim within 24 hours.
5. The CPT determines the Church's further responsibility to respond.

- * District and federal laws authorize civil or criminal penalties or civil liability for failing to report a reasonable suspicion of child abuse. In addition, obstructing or interfering with an investigation of child abuse can result in criminal charges.
- * CCBC will not tolerate any retaliation against a reporter who has a reasonable suspicion of neglect or abuse.

11. CPT and Elder Guidelines in Response to Neglect & Abuse

The CPT will ensure that a caring response is always provided to any reported suspicion of neglect or abuse. Every allegation of neglect or abuse will be taken seriously. Proper guidelines for handling such reports will be followed diligently and exhaustively. The victim(s) and victim's family will be cared for by the church in whatever way is available. Situations will be handled forthrightly with due respect for all parties' privacy and confidentiality.

a. Who Should be Notified?

The church will seek professional assistance when deemed appropriate by the Child Protection Team and the Elder Board of CCBC. Notification will be limited to those who need to know about the allegation and to those who can provide assistance in responding to neglect or abuse. The CPT may:

- Report suspicions or firsthand accounts or any knowledge of abuse to civil authorities. Full cooperation must be given to civil authorities.
- Notify church counselors with connection to victim or victim's family or Member Care Service Team Leaders in order to obtain ongoing care for the victim(s) and victim's families.
- Notify an insurance agent, denominational leaders, or any other outside officials.
- Notify and consult with a church attorney.

b. Immediate CPT Response to Allegation, Admission, or Criminal Conviction of Child Abuse or Neglect include:

- Insure a report was filed with the Arkansas Child Abuse Hotline.
- Immediate removal of the alleged perpetrator/offender from any service team or program in contact with or involving children.

c. The Elders of CCBC will decide on other appropriate responses to allegations, self-admission of guilt, or criminal conviction, some of which may include:

- Contacting police or Child Abuse Hotline (1-800-482-5964)
- Notification of staff, deacons, and any volunteers.
- Reporting allegations, self-admission or criminal conviction to the congregation during CCBC's members' meeting.
- Barring from any activities or church programs with children or the children's ministry areas in the church building.
- Designating a CCBC Member-in-good-standing to accompany the alleged perpetrator or criminal offender at all times while in CCBC's Church Facility. Placing the offender under Church Discipline, potentially resulting in

removal of membership by a congregational vote. Barring the alleged perpetrator or criminal offender from any and all church property.

- Suspension or termination of a paid staff member or volunteer position.
- Acknowledging to another organization or Church about allegations against or termination of staff, elder, deacon, volunteer, helper, or any member of CCBC for misconduct or abuse against children.

d. If staff, CCBC elders, or a member of the Child Protection Team learns from Department of Child and Family Services (DCFS) or police that allegations of neglect or abuse are being investigated or criminal charges have been filed, they shall:

- Be careful to not interfere with the investigation by police or DCFS.
- Prevent contact between the accused and the accuser if appropriate.
- Remove the accused from activities or programs involving children, pending the outcome of the investigation.
- Appoint a member of the CPT or the elder board to be a liaison with DCFS and the police.

e. If an adult alleges an incident of neglect or abuse that happened when he was a child or teenager in a CCBC program, then:

- The Elders of CCBC and/or the members of the CPT may recommend a trained mental health professional (preferably who is not associated with the church) who can provide the Child Protection Team with an assessment. The victim will have to provide consent for such an interview and to have the assessment released to the Child Protection Team in confidence.
- If the accused is no longer a part of CCBC then the CPT should consult with the elders and legal counsel to determine legal and moral need to report to police or DCFS and any other organization that the accused may be a part of since his departure from CCBC.
- Even if government officials are no longer bound to investigate due to a statute of limitations, CCBC should respond to *all* allegations with the care and diligence traced out in this policy manual.

f. Confidentiality

The church, as well as permissive or mandatory reporters, will maintain confidentiality to the extent that it deems appropriate for the care of its members and consistent with applicable law. Allegations and suspicion should be reported only to the persons specified in this policy manual.

g. Response to Media

If appropriate, the CCBC elders will respond to the media. One elder will be designated by the elder board to speak to the media on behalf of the church. A written statement should be distributed at the time of media disclosure. Great care should be taken to disclose only facts and not suspicion. Disclosed facts might include the nature of the abuse allegation and when the alleged abuse happened. Great care should be taken to protect the identity of all parties involved (the alleged

abuser and victim). Alerting the media lets the alleged victim know that allegations will be taken seriously and gives other vulnerable members of the community a chance to be protected.

12. Response to Child Pornography

If a member of CCBC is suspected of or admits to viewing, producing, or distributing child pornography, the following response shall be taken:

- Inform a CCBC Point of Contact, complete a Child Abuse Reporting Form, and notify the CPT within 24 hours.
- The CPT is responsible to file a report with the Arkansas Crimes Against Children Division (CACD).
 - ▶ Area Administrator: Tara Flute, 479-783-5194
 - ▶ CACD 24 hour line: 844-728-3224
- Immediately remove the offender from all children's ministry related service teams or activities involving children.
- Further response will be determined by the Elders.

13. Sexual Offenders in the Church

a. When An Alleged or Convicted Offender Attends/Visits CCBC or a CCBC Related Activity

1. If CCBC Elders learn *in advance* that an alleged or convicted sexual offender is wanting to attend a CCBC service:
 - The Elder board of CCBC must decide whether to admit him or her to church services or CCBC related activities. Admission of the offender will be based on factors such as extent of prior convictions, and his or her willingness to follow guidelines set out by this policy. This is not a comprehensive list of admission criteria.
 - An Elder will contact the offender letting him or her know that he or she must be accompanied at all time while on CCBC's property.
2. If an alleged or convicted sexual offender participates in any CCBC related activity or public service that has the possibility of children being present:
 - The children's ministry team leader or deacons and security team should be notified.
 - The Elders will designate CCBC members, who will accompany the alleged perpetrator or criminal offender at all times while he or she is on CCBC's property.
 - The offender is not permitted access to the Preschool Childcare Wing, upstairs on Wednesday Evenings during K-5th grade Equipping Hour, in any restroom with children present, or the youth area.

b. When An Alleged or Convicted Offender Attends Regularly

If he/she chooses to attend regularly:

- The Elders will be notified.
- The congregation will be notified by an Elder during a public service of the

- church, most likely the members' meeting.
- CCBC reserves the right to forbid someone from coming to the church for worship services, programs or activities.
 - ▶ When participating in church activities outside of the church building, the same guidelines apply.
 - The sexual offender should provide the Elders the name of his/her probation officer. A designated Elder will contact the probation officer to find out the following:
 - ▶ more about the underlying offense – offenders tend to minimize their offenses.
 - ▶ the specific terms of the probation in order to make sure the offender stays in compliance while at the church.

c. When A Sexual Offender Seeks Membership at CCBC

If the offender seeks membership at CCBC, the Elders retain a right to refuse membership. If the Elders offer membership to an offender, it will be conditional on his or her agreement to:

- Verify the history of offenses, convictions, and adjudication of sexual offenses and disclose them to the CCBC Elders
- An Elder contacting his/her probation officer to find out the underlying offense and the specific terms of probation.
- The Children's Ministry team leader doing a thorough criminal background check.
- Disclosure of information to parents and the congregation. The information released to the church is at the discretion of the Elders.
- Refrain from any form of communication (including phone, texting, email, social media or any type of technology), social fellowship, physical contact, mentoring, baby-sitting, teaching, or coaching with children or youth or participating in any activities or programs related to children or youth both inside and outside of the church.
- The Elders will designate CCBC member to accompany the alleged perpetrator or criminal offender at all times while he or she is on CCBC's property or in attendance at any church related services, activities or gatherings that has the possibility of children being present.
- Any other restrictions the Elders determine.
- Permission to notify the leadership, congregation, and parents of anything that the Elders deem significant for these groups to know.
- A warning that the church will report any suspected activity to civil authorities.
- A warning that any violation (including allegations or suspicion of abusive behavior) can result in discipline and banning from the church facilities or any church related programs and activities.
- Sign a written document that details all of these items, plus anything else that the Elders deem important to include.
 - ▶ This will be included in the perspective member's membership interview and completion is required prior to advancement of membership process to a congregational vote.

d. Other Guidelines About Sexual Offenders

- If a convicted sexual offender applies for a volunteer or staff position, he or she will be denied by the church. Exceptions may only be made upon the approval of the Elders, full-disclosure to the congregation, and a congregational vote.
- If a sexual offender does not disclose a former allegation, conviction or adjudication, and it is revealed later, the offender will be removed from any paid or volunteer position immediately and may be removed from membership as well.
- If a sexual offender is a minor, the Elders reserve the right to bar that minor from any child or teenage activities, and will follow the guidelines set out above for any sexual offender who seeks participation in church-related public services, programs or activities.
- If a sexual offender leaves CCBC (as a member or regular attender) and begins attending another church, the Elders will disclose allegations, self-admission, or criminal conviction of neglect or abuse to the leadership of the next church.