

# Calvary Baptist Church

## Child Safety and Protection Policy

### Purpose:

Calvary Baptist Church of Mount Airy is a spiritual community that takes seriously its responsibility to provide a safe and nurturing environment for children and youth who participate in our ministries.

### Goals:

1. Safeguard our children and youth from any type of inappropriate behavior by employees or volunteers in this church.
2. Protect employees and volunteers from false accusations.
3. Protect the liability of the church.
4. Define screening process for employees and volunteers to deter predators.
5. Establish protection guidelines.

### Regulations:

1. All volunteers who work with children and/or youth should attend regularly and be actively involved at Calvary Baptist Church of Mount Airy.
2. All workers must complete a confidential volunteer application form and be interviewed as needed before working in children's ministry. All records, forms and reports regarding will be filed in the church office.
3. As of October 2, 2008, all persons not currently serving with children/youth ministries will be considered new workers and must give written permission for a criminal record and background investigation. Volunteers who have not resided in North Carolina at least five years will be required to submit to a national criminal background check. Any existing worker could be subject to a background check if circumstances indicate the need.
4. All workers shall be a member of Calvary Baptist Church for at least 6 months before working with children. Non member volunteers must be active participants for one year and provide references from their previous church. A volunteer who does not meet these requirements may serve only upon recommendation of the senior pastor following interviews and reference checks and after consulting with the children's ministry.
5. The "Two Adult Rule" strongly recommends that at least two adults be present during any church sponsored program, event, or ministry involving children/youth.
6. No primary worker with children shall be under the age of 21 and no *primary* worker with youth shall be under the age of 23. If a minor (*someone under the age of 18*) desires to assist the primary worker, his/her parent or guardian must sign the confidential application form indicating that the parent or guardian knows of no reason why the minor should not be allowed to work directly or indirectly with other minors.
7. No worker should ever be alone with minors in an isolated situation. This includes vehicles used for transportation, activities, and/or retreats, and meetings of any kind. This serves as a safeguard for avoiding the appearance of improper behavior.
8. Pagers will be given to parents of nursery (birth through 3 years of age) children and used to pick up children. Photo tags will be made to insure that workers can identify each child's family who will be picking them up. Older siblings/friends are not allowed to take children from the nursery or Sunday school classes.

9. Every room specifically designated for activities involving children and youth shall have a door with a window in it or have a half-door.
10. First Aid/CPR training is encouraged and will be provided for all church workers with children and youth.
11. All participants should have written parental consent and a medical release form in order to participate in out-of-town activities. Consent forms must be completed for each trip. Medical release information may be completed for one-year periods and renewed annually. All employees and volunteers will be required to comply with all Calvary Baptist Church policies including, but not limited to, those outlined in Child Protection Policy during Calvary Baptist Church sponsored out-of-town activities.
12. All employees and volunteers will be required to comply with all of the Child Protection Policies during Calvary Baptist Church sponsored overnight activities and local activities.
13. During over-night events, males and females shall be segregated during sleeping time. If it is deemed necessary for adults to share sleeping accommodations with the children/youth, a minimum of two adults, the same sex as the children/youth to be chaperoned, shall sleep in each area. Adults should never share a bed with children/youth unless parent/child.
14. All drivers and chaperones on children/youth off-site trips shall be included in all parts of the Child Protection Policy.

#### **Application/Screening Procedures:**

1. A copy of the Child Safety and Protection for Calvary Baptist Church and a volunteer application form will be distributed to all current and new workers in the area of children/youth ministries. The Policy and application forms will also be available in the church office.
2. Workers are to review the policy, complete and sign the application form, indicating agreement to comply with all parts of the Child Safety and Protection Policy.
3. All persons not serving with children/youth ministries as of October 2, 2008 and persons who have not resided in North Carolina for at least 5 years must complete the volunteer application form and give written permission for a national criminal background check.
4. Completed application and if applicable, signed background permission form should be returned in a sealed envelope to the church office.
5. Applications will be reviewed by Child Protection Team.
6. The Child Protection Team will follow-up on references listed. Written documentation will be made of contacts made with references and filed with applications.
7. If a personal interview is deemed necessary, the senior pastor/Child Protection Team will interview the applicants and document responses.
8. Applications, background checks and other forms will be maintained in a confidential manner and secured by the Child Protection Team. The documents will be kept in a locked file or cabinet in the office of the senior pastor.
9. Upon meeting requirements of the Child Safety and Protection Policy of Calvary Baptist Church, applicant will be recommended to the nominating committee for approval.
10. Applicants will be notified in a confidential manner by the senior pastor if cause for concern is found in the screening process.

#### **Reporting Procedures:**

1. Suspicious or inappropriate activity brought to the attention of an employee or volunteer must be reported immediately to the senior pastor.
2. The person making the report of the alleged abuse or receiving the report of suspicious or inappropriate activity shall then document the date, time and circumstances of the alleged incident.

3. At that time, the senior pastor will begin preliminary investigation process which includes conversation with all parties involved.
4. If preliminary investigations support further action, the chair of deacons, legal counsel, and church insurer will be notified.
5. At that time, the person who is being accused will be required to refrain from participating in all child and youth activities until it is determined if further action shall be taken. Care shall be taken to handle this in a discreet manner.
6. Even if the allegation is not sustained, the professional staff persons making the decision have the option to recommend another appropriate action, which could include removal from the program, a review of the process in that program, and/or further education.
7. All allegations shall be regarded as serious, and due consideration shall be given to the rights and privacy of both the alleged victim and the person being accused.
8. Should the report be of an alleged act of physical or sexual abuse or other criminal act, the senior pastor will immediately notify the law enforcement agency of appropriate jurisdiction. No criminal investigation will be conducted by any member of the church staff.
9. Should any report of suspicious or inappropriate activity that is being investigated by the senior pastor be revealed to be a criminal act, the investigation will cease and the senior pastor will immediately notify the law enforcement agency of appropriate jurisdiction.

**Adopted on July 20, 2008**

**Amended on June 14, 2009**