



**Policies & Procedures for
the Prevention of Child Abuse**

April 25, 2013

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PURPOSE

It is the purpose of the members and staff of Calvary Baptist Church to provide a safe and secure environment for preschoolers, children, youth and mentally handicapped persons entrusted to our care who participate those age-appropriate ministries. We do this to encourage those individuals and their families to grow in their relationship with God and one another. Furthermore, we desire to protect the Church and its employees and volunteers, from false accusations and unjustifiable lawsuits.

Calvary Baptist Church is committed to the safety of all children, youth and mentally handicapped persons (hereafter “protected persons”) who participate in its programs. Creating a safe and secure environment includes adoption of a formal, written policy to help prevent the occurrence of child abuse. The following Child Care Policies and Procedures for the Prevention of Child Abuse have been established for the protection of our preschoolers, children, youth, protected persons, employees, volunteers and our entire Church family at Calvary Baptist (“Church”).

SCOPE

This Policy shall apply to all current and future employees and volunteers, who will have the responsibility of supervising the activities of preschoolers, children, youth (being “minor persons” or “minors”) and protected persons. This Policy is intended to compliment any other existing policies or procedures that could have bearing on these same topics such as the Church’s Volunteer Process, Preschool Training Manual, or other existing or subsequent policies.

This Policy is issued to inform all employees and volunteers of the Church’s expectations regarding all programs and activities involving children and protected persons. This Policy is not a contract and creates no contract rights for any employee volunteer, participant, or any other persons. Furthermore, no person is authorized to modify, change and/or waive any provisions herein without approval of Calvary Baptist Church.

DEFINITIONS

For purposes of this Child Care Policy for the Prevention of Child Abuse, the following definitions shall apply:

- 1) “Abrasions” - physical injuries in which the outer layers of the skin are scraped or worn away.
- 2) “Adult” - any person eighteen (18) years of age or older. It shall not include, for purposes of this Policy, any minor who has had his/her disabilities of minority removed by law.

- 3) "Bodily injury" - physical pain, illness, or any impairment of physical condition.
- 4) "Bruises" - physical injuries in which there is no breakage of skin.
- 5) "Burns" - physical wounds resulting from immersion into hot water and/or application of extreme heat.
- 6) "Child," "children," "youth," "minor," and "preschooler" - a person younger than eighteen (18) years of age who is not the spouse of the actor (or whose mental capacity is that of a child).
- 7) "Criminal Background Check" (CBC) - the procedure used by a qualified agency, whether public, private, or non-profit, to check the background of paid employees and adult volunteers for any previous and/or current criminal activity.
- 8) "Fractured bones" - broken bones.
- 9) "Harm" - anything reasonably regarded as loss, disadvantage, or injury.
- 10) "Lacerations" - torn and ragged cuts.
- 11) "Negligence" – when a person is acting in such a manner that he or she ought to be aware of a substantial and unjustifiable risk regarding his or her conduct but is exhibiting a lack of due care or concern.
- 12) "Omission" - failure to act.
- 13) "Protected Person" – a person who is mentally handicapped.
- 14) "Reasonable" - the actions an ordinary, prudent person would take under the same or similar circumstances.
- 15) "Reckless" – when a person is aware of his or her conduct but consciously disregards a substantial and unjustifiable risk regarding that conduct and has no regard for the consequences.
- 16) "Scars" - marks on a child's body, which stems from a wound that is healing.
- 17) "Serious Bodily Injury" - bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
- 18) "Sexual Contact" - any touching of anus, breast, or any part of the genitals of another person with intent to arouse or gratify the sexual desire of any person.

- 19) Primary Workers (“Level 1”) - Employees and/or volunteers with “primary” access to children, such as children’s ministry directors, teachers, parent volunteers, etc. Primary workers must be at least eighteen (18) years of age.
- 20) Secondary Workers (“Level 2”) - Employees and/or volunteers with “secondary” access to children, such as secretaries, support staff, janitorial, and church member volunteers 17 years old and younger, etc.
- 21) “Welts” - ridges or lumps on the body which may have been the result of a blow.
- 22) “Worker” - any adult who is a paid employee and/or a volunteer who is given the responsibility of working with or caring for children.
- 23) “Two-Deep” Rule - no adult shall be left alone with a child, and requires a reasonable ratio of adult worker to child, to be maintained in each situation involving the supervision of children

S.T.O.P.: Procedures for Preventing Child Abuse

In order to provide strong and safe ministries to children and prevent child abuse, Calvary Baptist will implement the following procedures:

1. Properly SCREEN: all compensated and/or volunteer workers to avoid negligent hiring and negligent volunteer placement.
2. Effectively TRAIN: all staff persons and volunteers to avoid claims of negligent supervision and failure to train.
3. Efficiently OPERATE: all programs and activities to avoid claims of negligent supervision and operation.
4. Establish a PLAN of Response: to prevent further interaction between the perpetrator and victim; to promptly set a time to listen to the child victim; to quickly assemble a response team; and to timely notify the proper authorities.

§ 1:1 SCREENING

The screening process has been designed to assist Calvary Baptist in filtering out potential perpetrators. Because churches are often-times vulnerable and trusting, a proper screening system is very important.

§ 1:1.1 Screening Filters

Calvary Baptist has instituted a program that requires all employees and/or volunteers to pass through a set of screening filters. Those filters are as follows:

1. Application and Screening Forms.

All employees and/or volunteers of Calvary Baptist will be required to complete and sign a written Standardized Employment (or Volunteer) Application packet, provide three (3) personal references, provide all other information requested in the Application and follow the Church's, then-existing, Volunteer Process guidelines. If a request for information is not applicable it must be marked "n/a". The Application includes a release of the Church from liability regarding any statement made or other information provided.

The screening will consist of the completion of a Standardized Application packet which advises the prospective employee or volunteer that an inquiry will be made concerning their prior employment, activities, character, health, criminal charges and convictions. The Statement of Applicant will constitute an authorization for these inquiries. After the completion of the application and Statement of Applicant Form, the individual in charge of hiring the prospective employee or admitting the volunteer to serve at the church, will conduct a personal interview of the applicant and contact the references listed on the Standardized Application.

Volunteer applicants must be church members and attend Calvary Baptist for six (6) months before being allowed to volunteer as a teacher or worker, or serve in a leadership position with minors or protected persons. Under certain circumstances, an exception to the six month membership rule may occur for a specified planned event but must be authorized by the minister in charge of coordinating the event and subject to the applicant satisfactorily completing all of the Church's screening filters outlined herein.

2. Personal References.

After an application is received, prior employment, volunteer service, and personal references will be checked. It is suggested that, at a minimum, personal references be contacted by telephone. Information gained in these checks should be noted directly on the application. Whenever possible, the three references should include:

- a person who has known the applicant for a minimum of five (5) years;
- a former supervisor (job/ministry); and
- minister from current or previous church.

3. Criminal Background Checks.

Employees and volunteers working with minors or protected persons will be required to provide personal and confidential information necessary to perform security background checks and reference checks on each individual worker. While this process involves delving into one's privacy, the security of the children at Calvary Baptist Church outweighs the personal invasion and disclosures.

Whether disclosed voluntarily or by result of the security background checks that are outlined below, conviction of a crime of a sexual nature demands immediate disqualification from employment or volunteer service with children. Incidents of or arrests for sexual misconduct which did not result in conviction will be evaluated and approved/disapproved by the executive pastor with advice of the area minister,

For each individual desiring to work with minors, the Church must conduct a local and nationwide search of the sex-offender registry for purposes of verifying that applicant is not registered with the sex-offender registry. The Church may use a third-party vendor to conduct the local and nationwide searches. Clearance verification will be noted in applicant's file once obtained.

Local and nationwide criminal background checks, as well as child abuse/neglect history checks, will be performed on each employee and volunteer applicant prior to being enlisted as a worker. A periodic update of criminal and child abuse/neglect history checks will be conducted in accordance with applicable law in Texas. (Only qualified representatives of Calvary Baptist will have access to the criminal background, child abuse/neglect reports). Based on the results of the foregoing, the Church's staff assigned to investigate applicant's background—in consultation with the minister in charge—will make a determination as to the applicant's suitability for being involved in ministries in which contact with children is anticipated.

Furthermore, the arrest or conviction of the following crimes shall automatically disqualify a person from employment or volunteer service with children or protected persons:

- Capital Murder;
- Murder;
- Manslaughter;
- Criminally Negligent Homicide;
- Aggravated Assault;
- Sexual Assault (Rape);
- Aggravated Sexual Assault;
- Injury to a Child, Elderly Individual or Disabled Individual;
- Prohibited Sexual Conduct (Incest);
- Bigamy;
- Indecency With a Child;
- Inducing Sexual Conduct or Sexual Performance by a Child;
- Possession or Promotion of Child Pornography;
- Sale, Distribution, or Display of Harmful Materials to Minor;

- Employment Harmful to Children;
- Abandoning or Endangering Child;
- Prostitution;
- Promotion of Prostitution;
- Aggravated Promotion of Prostitution;
- Compelling Prostitution;
- Kidnapping or Unlawful Restraint;
- Aggravated Kidnapping;
- False Imprisonment;
- Public Lewdness or Indecent Exposure;
- Enticing a Child;
- Deadly Conduct;
- Terrorist Threat;
- Harboring a Runaway Child (under 18 years of age);
- Perjury;
- Criminal Non-Support;
- Interference With Child Custody;
- Sale or Purchase of Child;
- Improper Relationship Between Educator and Student;
- Violation of Protective Order;
- Improper Photography or Visual Recording;
- Solicitation of a Minor; and
- Online Solicitation of a Minor.

All charges for these crimes, or charges or convictions for any other crimes not listed above, will be examined by those approved by the Church for reviewing applicant transcripts.

Only qualified person(s) as designated by the Church may review information obtained on the criminal history record transcript. While the word “conviction,” with regard to criminal conduct, is used herein, other dispositions including “probation” or “deferred adjudication” would require applicant to disclose the underlying arrest or suspicion leading to being charged with the crime(s).

In addition, those applicants who have had criminal charges dropped or dismissed, either due to lack of evidence, at the request of the victim or the victim's family, due to technical or legal deficiencies, or for any other reason, are still obligated to report the initial charges, allegations, or suspicion. Applicants need to report convictions, as well as, initial charges or investigation for allegations of child abuse.

Finally, it should be noted that while certain jurisdictions have limitations on how old a prior conviction can be before it is allowed to be used for punishment or impeachment purposes in a criminal proceeding, the Church's inquiry is unrestricted and applies to instances in which the applicant has ever been alleged to be involved in child abuse, whether yesterday or fifty years ago.

At the applicant's request, Calvary Baptist may allow the applicant to review his/her criminal history record transcript at the Church but the Church is not required to provide a copy of such transcript to the applicant..

4. Classification of Workers.

In order to screen workers appropriately to their responsibilities, the minister in charge of the division will categorize workers into three categories: primary, secondary, and student. These terms refer to the relative levels of responsibility and risk, not to the ages of the children being served. Proper classification of employees and/or volunteers will be established in accordance with the following three (3) levels:

Primary Workers ("Level 1") - Employees and/or volunteers with "primary" access to children, such as children's ministry directors, teachers, parent volunteers, etc. Primary workers must be at least eighteen (18) years of age.

Secondary Workers ("Level 2") - Employees and/or volunteers with "secondary" access to children, such as secretaries, support staff, and janitorial.

Student Workers ("Level 3") – Those workers from 7th grade to 17 years of age who are allowed primary access to children but are not considered primary workers.

5. Observation of Worker.

Applicant's interaction with children shall be observed on an initial evaluation setting by serving with an established primary worker, who will provide feedback to the area minister regarding applicant's performance in the observation setting. If the applicant behaves inappropriately or does not appear comfortable in the observation setting, the minister should reassess applicant's suitability for the position.

6. Minimum Age.

All primary workers must be eighteen (18) years of age or older. Minimum age for paid preschool worker is eighteen (18) years or older. Younger persons may serve as

Student Workers and may assist primary workers but may not take the place of primary workers.

Teenagers under eighteen (18) years of age and wanting to serve as Student Workers in any capacity with activities, studies, or programs for minors or protected persons will need to satisfy the screening methods as outlined herein in Section 1:2.1 and go through the volunteer training. The only step in the process Student Workers are exempt from is the criminal background check. In addition, the Student Workers must comply with the following requirements:

- Must be approved by the minister in charge of the age group that the Student worker will be working with and by the minister in charge of the age group that Student worker attends for Bible study.
- Must regularly attend corporate worship and an age appropriate Bible study during the week.

7. Photographs of Workers.

When an employee or volunteer is engaged to work with minors, they will be photographed and the picture(s) will be kept in the individuals' personnel file. Photographs will be updated as deemed necessary.

8. Occasional Volunteer Workers.

Even those who only volunteer occasionally must go through the entire "Screening Process" outlined herein.

§ 2:1 TRAINING

Training will assist employees and/or volunteers with effectively recognizing, reporting and handling an abuse situation. Training of all employees and/or volunteers shall occur before they have an opportunity to interact with children. All new employees and/or volunteers shall be trained at the time of their orientation. It is mandatory that all staff, including both paid and volunteer workers, shall participate in a child protection training every two (2) years concerning Calvary Baptist Church policies and procedures.

Child Abuse Prevention Training shall be a standard part of the Church's general orientation and additional training should be conducted every two (2) years. The Church, in its discretion, may use a third-party vendor for child protection training, such as MinistrySafe© or other child protection training resource, to train workers on subjects such as how to effectively recognize, report and handle an abuse situation. An extensive presentation of Calvary's Baptist Church's training material is included in Section 7:1.

Effective training is designed to accomplish the following:

- To explain the definition of child abuse according to state law.

- To identify signs and symptoms of child abuse.
- To recognize signs and symptoms of a perpetrator of child abuse.
- To explain general rules for those who work with children.
- To demonstrate appropriate interaction with children.
- To explain how to report abuse.
- To explain the church’s policy concerning abuse.
- To establish content and to train the children.

§ 2:1.1 Levels of Training

There are to be three (3) levels of training. In accordance with each employee and/or volunteer’s proper classification (as outlined in §2:2.1(6)), each employee and/or volunteer will receive one of the following levels of training:

Primary (Level One) Training:

For employees and/or volunteers that have “primary” access to children and are eighteen (18) years or older. These employees and/or volunteers will receive:

- Basic training on how to interact properly with children;
- Information on how to recognize signs of abuse; and
- Specific training on how to supervise children’s ministry activities and report abuse.

Secondary (Level Two) Training:

For employees and/or volunteers that have “secondary” access and limited contact with children. These employees and/or volunteers will receive:

- Basic training on how to interact properly with children;
- Information on how to recognize signs of abuse.

Student Worker (Level Three) Training:

For training purposes, Student Workers—as defined in Section 2.1:1(6 & 8)—shall satisfy the foregoing requirements of Primary Training.

§ 2:1.2 Worker's Training Checklist

Each employee and/or volunteer is required to follow the basic principles outlined below:

- Keep in mind that a child is anyone under the age of eighteen (18).
- Do not be alone with a child.
- Obey the “two-deep” rule.
- Adults who are with children must at all times be able to be observed by another adult.
- Adults must be able to observe the children at all times. Windows on all classroom doors will be free of obstruction for adequate supervision.
- Avoid the appearance of impropriety.
- Persons must not consume alcohol or illegal controlled substances in the facility or in the presence of children, including during transportation and on field trips.
- Avoid secluded areas.
- Discipline a child without resorting to physical punishment.
- Treat all children with dignity.
- Do not invite a child to your home alone.
- Do not let children engage you or another child in behavior that is sexual in nature.
- Do not share sleeping accommodations with a child on any overnight activities.
- Be aware of the conduct of others in relation to the children. Do not allow another person to act inappropriately toward the children.
- Do not embarrass a child in front of a group.
- Be sure to encourage each child, and comment on good behavior.
- Communicate all children's ministry program details to parents.

- Never let a child leave without proper verification of the parent or guardian.
- Always follow safe bathroom procedures.

§ 2:1.3 Worker's Guidelines for Discipline

The following is a non-exclusive list of behaviors prohibited by workers. Any behavior that violates the Statement of Purpose, including but not limited to the following, shall be considered prohibited behavior:

- Corporal punishment or the threats of corporal punishment;
- Shaking, biting, hitting, or placing an object into or on the mouth of a child;
- Humiliating, yelling at, or rejecting a child;
- Subjecting a child to abusive or profane language;
- Associating punishment with food, naps or toilet training;
- Shaming or punishing bed-wetters; and
- Placing a child in a locked room or in a dark room with the door closed.

§ 2:1.4 First Aid Training

Employees, who work with minors and protected persons, will maintain current certification in basic first aid and basic CPR (or the equivalent) as required by applicable licensing requirements or other local regulations. The church will pay the cost of this training. Employees will be paid for attending training.

Volunteer workers are encouraged, but not required, to get training if they frequently accompany children on activities such as recreational activities, camps, retreats, mission trips or any other activity with an element of risk.

§2:1.5 Worker's Training Requirements

Each new employee and/or volunteer will be given the legal definition of child abuse in writing, as well as the Policy of the Church on reporting child abuse (worker's acceptance of a copy of this Policy, as evidenced by his/her signature on the Acknowledgement and Agreement portion of this Policy will satisfy this requirement). New employees and/or volunteers will also be required to view child abuse prevention video(s) and read the written materials available on this subject, when provided, to help them gain an appreciation for the reality of the concern.

All employees and/or volunteers that work with children at Calvary Baptist Church must be familiar with this Child Care Policy for the Prevention of Child Abuse.

To maintain familiarity, all employees and/or volunteers must review this Policy biannually. Documentation of each review will be maintained in the secured files. This Policy requires protecting the privacy of all application materials and related documentation by maintaining those materials in a secured manner. Access to the secured files is limited to designated officials and staff of Calvary Baptist Church that have a ministry-based need to review the files.

The Minister of Education will report to the Executive Pastor regarding any necessary revisions to achieve legal compliance and stronger safeguards for the prevention of child abuse.

§ 3:1 OPERATE

This Policy requires appropriate supervision of all programs and activities involving children to avoid inappropriate conduct, including child abuse.

The Church can be deemed negligent in operating its programs because of its own negligence and/or the negligence of its employees and/or volunteers. Therefore, the Church shall exercise “reasonable care” when implementing its policies and procedures to ensure that operational safeguards are observed.

With that being said, the Church will operate all programs and activities in accordance with the following:

1. Duties of Minister:

Identify a Minister who is responsible for overseeing the program operations follows:

- a. The Minister shall meet regularly with the Pastor and Executive Pastor.
- b. The Minister shall be a paid staff member.
- c. The Minister shall be responsible for administering the daily operation of the Children’s Ministry program.
- d. The Minister shall perform random walking tours of the facility when minors and protected persons are present in the facility for Church related services or activities.
- e. The Minister shall provide staff supervision and assignments.

2. Specific Obligations:

All employees and/or volunteers are required to meet specific obligations and be responsible for:

- a. Reporting suspected abuse and neglect to the proper authorities in a timely manner;
- b. Supervising children at all times;
- c. Demonstrating physical, emotional and intellectual competencies necessary for self-control and good judgment;
- d. Recognizing and respecting the uniqueness and potential of all children;
- e. Interacting frequently with children;

- f. Encouraging developmentally appropriate independence in children; and
- g. Focusing on those activities and programs directly affecting the care and supervision of children.

3. Open View Policy:

All programs and activities involving children must be conducted in full or open view or potential full view of others. As such, where practical, doors to functioning rooms used by children will contain windows. Where that is not practical, the door will be left open if that can be done consistent with maintaining a secure environment. If the door cannot be left open, then the program or activity is to be moved to a location that either has windows or where the door can be safely left open. At no time will an adult meet alone with a child in any room where the door is closed or in an area where they cannot be seen.

4. The “Two-Deep” Rule:

The “two-deep” rule is a procedure that is to be implemented at all times. This rule means that no adult shall be left alone with a child, and requires a reasonable ratio of adult worker to child, to be maintained in each situation involving the supervision of children.

This rule applies regardless of the number of participants, location, or activity. A minor cannot replace an adult worker. At least one of these must be a primary worker. If a worker needs to leave for any reason he should contact the minister in charge of the division, the ministry associate of the division, or division director before doing so. Workers should not accept children until both primary workers arrive.

5. Ratio of Minors to Workers:

It is required that a reasonable ratio of adults to children is maintained at all times involving the supervision of children. The minister in charge for the children’s division shall be primarily responsible for setting and maintain a reasonable ratio of workers to children giving due regard for all factors present, including the number and age of the participants, the nature of the activities and the location where the activities are taking place.

6. Monitoring:

Church employee and/or volunteer directors will supervise and monitor on an ongoing basis and make unannounced visits into classes or other program sites from time to time.

7. Identification System:

A security system will be offered and compliance expected for all activities regarding minors and protected persons. For ministry divisions that require a tag for pick-up, no minor or protected persons will be released without proper tag. No one under the age eighteen (18) may pick up a child unless permission is given by the minister in charge of that division and the child's parent or legal guardian. If the sticker is lost, then the adult that is trying to pick up the minor or protected person will need to give proper ID that will be checked with the security system.

Employees and volunteers will follow the Church's "check-in/check-out" program for identification of children and matching children to parents. All employees and volunteers will be instructed on implementing proper procedures regarding this program.

8. Identification of Workers:

All employees and volunteers working with minors or protected persons are required to wear a pictured name badge whenever they are working or volunteering. These badges will be provided by the Church and shall not be provided until the volunteer or employee has gone through all other aspects of the application process and been accepted as a volunteer or employee.

9. Overnight Trips:

There must be at least one adult male volunteer and one adult female volunteer present on any overnight trip if either male and female minors or protected persons are on an overnight trip. The volunteers must be members of Calvary Baptist Church, and have successfully completed all of the screening methods to accompany minors or protected persons.

10. Vehicle Safety:

Persons who drive either church-owned vehicles or private vehicles for a church sponsored event shall comply with the Church's vehicle transportation policy.

All persons transporting minors and protected persons must comply with all Child Protection Policies, which includes training and background check. All drivers must be approved by minister in charge of the division prior to driving for a church-sponsored

event. Minors should be transported directly to their destination. Adults should never transport only one child. Cell phones should not be used by the driver while transporting children unless it is an emergency.

11. Parental Consent Form:

An *Annual Parental Consent* form will be obtained for all activities that do not involve an overnight trip. This form must be signed by the minor or protected person's parent or legal guardian and is valid for one year. Without the form signed and in the possession of the church, the minor or protected person will not be allowed to participate in church-sponsored activities. A separate *Special Event/Overnight Trip* parental consent form must be completed by the parent or legal guardian of a minor/protected person for each activity that will entail an overnight trip.

12. Pastoral Counseling:

When pastoral counseling sessions occur with minors, parental permission shall be obtained prior to a minister meeting privately with said minor, or the "two-deep" rule shall be used in that instance. Prior permission may be granted by parents to cover a particular time period (i.e., a school year) for their child to receive counseling from a particular minister.

13. Bathroom Policy:

Diapering: Only Primary workers or the child's parent or legal guardian may provide diapering or toilet training efforts of children. Changing of diapers should only be done in plain sight of other Primary or Secondary workers. Infants will never be left unattended on changing tables. Infants should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.

Preschool: Preschoolers will not be taken alone into a bathroom by only one primary worker except when the bathroom door is left open. Younger preschoolers should not be left unattended in bathrooms.

Elementary:

- The child will go into the bathroom by himself/herself
- Workers should never take a single child to the restroom.
- If a worker must go into the restroom to check on an individual child, he/she should seek out another worker to accompany him/her.

- If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance.
- If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. If leaving the door open exposes the child or someone else then the adult should enlist another worker to enter the restroom to keep the two worker rule.
- Any assistance with the straightening of fastening of garment should be done in the presence of another worker.
- Periodic monitoring of restrooms and isolated locations will be conducted whenever practical.

§ 3:1.1 Touching Guidelines

Calvary Baptist will implement the following guidelines regarding any physical interaction between an adult and a child:

- All touching must be based upon the essential needs of the child.
- All necessary touching must take place in public.
- Any necessary physical contact must be age appropriate.
- Any contact that could be construed as sexually stimulating to an adult or child must be avoided at all times.

§ 3:1.2 Posting Guidelines

The following information must be displayed in a designated area and in open view at Calvary Baptist Church:

- Notice of requirement to report suspected child abuse;
- Emergency evacuation and relocation plan;
- *Telephone numbers for emergency medical services, law enforcement, fire department, poison control, child abuse hotline:

Calvary Baptist Church
3650 Dowlen Road
Beaumont, Texas 77706
409-898-7074

** All telephone numbers are to be posted next to each telephone in the various facilities.*

§ 3:1.3 Supervision of Volunteers

1. Parental permission must be obtained in advance when it is anticipated that a child, who is involved in any church-sponsored program, activity, or setting, could be spending time alone with an adult volunteer in an unsupervised situation.
2. A door without windows must remain open at all times.
3. Use a “check-in/check-out” identification procedure for all children 6th Grade and younger.
4. Inform all employees and/or volunteers that are working with children as to the Church’s policies and procedures concerning this matter.

§ 3:1.4 Improper or Inadequate Supervision

You cannot over-supervise. Some states or local governments may have specific requirements on the minimum ratio of supervisors to participants. Probably more litigation results from “failure to properly supervise” than any other cause. If negligence cannot be found for any other reasons, attempts are made to find negligence due to inadequate supervision.

Some of the most common instances where improper or inadequate supervision is likely to be alleged are as follows:

- Accidents on the playground
- In Sunday school
- Church outings
- Sporting events
- Field trips
- Swimming
- In the classroom

Proper placement of supervisors on playgrounds or at swimming pools is as important as the number of supervisors. Governmental authorities should be contacted prior to events on public property to determine any safety requirements and to place authorities on notice of the type of activity planned. Parents should be informed in writing of the exact nature of the planned event, describing the supervision to be given by the Church. Parental consent should be obtained in writing for any special event.

Qualifications required for supervisory personnel should be determined for each event. You need people of mature judgment who are experienced in supervising groups

of children or young people. The supervisor should not have a history of problems with assigned groups.

A thorough check should be made on an individual's background, especially where supervisors are employees of the Church. All states have standards for hiring employees in charge of children. Church officials should be informed of State and local requirements.

§ 4:1 PLAN OF RESPONSE

§ 4:1.1 Compliance Statement

Calvary Baptist Church has **Zero Tolerance for Abuse** in programs and ministry activities. It is the responsibility for all workers—paid or unpaid— at Calvary Baptist Church to act in the best interest of all minors and protected persons in every program. It is Calvary's intention to comply with state law governing the reporting of child abuse/neglect. **Failure to report physical or mental abuse or neglect of a child is a crime punishable by fine, imprisonment or both (a child is a person eighteen (18) years of age or less).**

Any person, including staff, paid workers, and volunteer workers and members who believe that a minor's or protected person's physical and/or mental health or welfare has been or may be adversely affected by abuse or neglect, must promptly report their suspicions to the Texas Department of Protective and Regulatory Services or a local law enforcement agency.

§ 4:1.2 Plan of Response

In the event of an allegation of child abuse, at Calvary Baptist Church, the Church will implement an established plan of response to accomplish the following:

- Prevent further interaction between the perpetrator and victim;
- Promptly set a time to listen to the child victim;
- Timely notify the proper authorities.

Upon the first suspicion of an instance of child abuse or report of child abuse:

1. Secure the safety of the alleged child victim and other children.
2. Remove the alleged perpetrator from his or her position involving children.
3. Listen to the person making the report.
4. A report must be made immediately on learning of the abuse or neglect to the Texas Department of Family and Protective Services. The report should be made by the minister or key leader on site, in consultation with the person or persons

who witnessed the incident and any other person or persons with direct contact with child involved. The procedures outlined on the Texas Department of Family and Protective Service's website for reporting abuse, neglect or exploitation should be followed.

5. The appropriate minister, pastor or church business administrator is to be notified immediately of the allegation by the individual who initially received the reported allegation.
6. The Suspicion of Child Abuse Report Form will be completed by the appropriate minister, pastor or church business administrator.
7. The appropriate minister, pastor or church business administrator will contact the Texas Department of Family and Protective Services.
8. The Senior Pastor, Executive Pastor or other specifically designated pastor will notify the parents of the child or children.
9. The executive pastor or other designated pastor will notify the insurance company and shall seek legal counsel
10. Work to maintain the privacy of all parties. All allegations or reports of abuse should be held in confidence. Facts or information concerning the allegation or report should not be communicated to any person except as necessary to cooperate with an investigation of the facts.
11. All statements to the public, if necessary, will be handled by the Executive Pastor or the designated church representative.

§ 4:1.3 Things to Remember:

1. Upon the first suspicion of an instance of child abuse, a report must be made to the Texas Department of Family and Protective Services. Do not treat the suspicion as frivolous.
2. Failure to report child abuse is a criminal offense.
3. Commence the investigation immediately, and conclude it as soon as possible.
 - a) If an employee and/or volunteer working with minors suspects a case of child abuse, he or she is required by law to report his/her suspicion immediately to the local police department or the DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES. Nothing in this policy shall relieve an individual of this reporting responsibility.

b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense of sexual assault, the professional shall diligently make a report to the proper authorities.

Professionals include teachers, nurses, doctors, day-care employees, attorneys, social workers, mental health professionals, and **members of the clergy**. A professional may not delegate to or rely on another person to make the report.

4. Inform the victim and the victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigations. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take in the matter, and fully cooperate to address their request within the bounds of a legal and prudent response (Church's legal counsel should assist in this determination).
5. In instances where child abuse is confirmed, the Church should immediately dismiss the worker from that position. Consideration of member termination should be deemed appropriate in these circumstances. If such allegation is factual, the relationship with the worker should be terminated. It is unlikely the problem will ever be handled by relying on promises of the employee and/or volunteer to reform. Failure to take remedial action will make a claim difficult to defend.

In instances where the evidence is inconclusive, the Church must take action depending on the strength of the evidence available and after considering the request of the victim's family. Each and every allegation of sexual abuse or molestation should be investigated promptly and thoroughly by officials and reported to the Church's insurance company immediately.

§ 5:1 EMPLOYEE/VOLUNTEER CODE OF ETHICS AND RULES

While acting in the capacity of a Youth, Children, Preschool or Protected Persons employee and/or volunteer of Calvary Baptist Church, the following rules will apply:

1. Employees and/or volunteers are to portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
2. Employees and/or volunteers will be expected to act and react with Christian love and understanding in all situations.
3. Employees and/or volunteers are not to smoke or use tobacco products in the presence of minors.
4. Employees and/or volunteers are not to use, possess, or be under the influence of alcohol, illegal, or illicit drugs.

5. Employees and/or volunteers of minors are not to abuse such minors, including:
 - a. Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
 - b. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
 - c. Sexual advances or sexual activity of any kind between any person and a minor;
 - d. Sexual advances or sexual activity of any kind to a minor(s);
 - e. Infliction of physical abuse or bodily injury to a minor;
 - f. Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Calvary Baptist Church;
 - g. The presence or possession of obscene or pornographic materials at any function of Calvary Baptist Church;
 - h. The presence, possession, or being under the influence of any illegal, illicit drugs; and
 - i. The consumption of, or being under the influence of, alcohol while leading or participating in a function for minors of Calvary Baptist Church.

6. Guidelines for Monitoring Internet Activities

The law recognizes that there are situations in which monitoring the activities of employees and/or volunteers is necessary. The Church has a right to monitor its employees and/or volunteers while those employees and/or volunteers are ministering to the Church children and using the Church equipment.

Monitoring the use of the Church equipment, especially computers, is very important for the reason that the Church can be held liable, civilly and/or even criminally, for the actions of both, workers and/or volunteers.

If an employee and/or volunteer downloads child pornography, the Church may have to respond to a criminal investigation and the Church's computer(s) may be confiscated as evidence. Therefore, to avoid illegal use of the Church's equipment, civil and/or criminal litigation, and, of the utmost importance, to prevent the occurrence of child abuse, the following guidelines shall be implemented:

- a. Employees and/or volunteers may use the Internet to increase productivity. If an employee and/or volunteer is using an Internet site paid by the Church, he/she is expected to use it for business purposes only. Under no circumstances are pornographic or harassing materials to be sent or received using Church facilities and/or equipment, at any time, or using personal facilities and/or equipment during working hours. All use of the Internet is subject to review by the Church.
 - b. Employees and/or volunteers are not to use the computer, equipment and/or any other devices, belonging to the Church, to solicit a minor for sexual contact, sexual conduct, sexual intercourse and/or deviant sexual intercourse.
 - c. Employees and/or volunteers are not to use the computer, equipment and/or any other devices, belonging to the Church, to download pornographic materials.
7. Any violation of this section may be grounds for removal as an employee and/or volunteer with minors.

§ 6:1 CHARACTERISTICS OF A CHILD ABUSER

Although no one profile fits a particular perpetrator, the following characteristics are often noted about child abusers:

A. SEXUAL ABUSE

Men

- Low self-esteem
- Need for power and control
- Poor family relationships, though the relationships often look okay from the outside
- Difficulty in interpersonal relationships (relates to others immaturely, both socially and emotionally; may not be involved with peers or engage in adult group recreational activities)
- Difficulty with impulse control
- History of past physical/sexual victimization (80-95% of child molesters were themselves molested as children)
- Primary interests are in children
- May be involved in youth activities such as group leaders or coaches
- May be single or married; if married, they are often experiencing marital difficulties, as well as developing satisfying, supportive, intimate relationships with adults
- May have a specific age of children they prefer to work with
- May be of any sexual orientation or preference
- May have been insecure in childhood with frequent moves, early physical illnesses and marital difficulties between parents
- Many are not team players
- Difficult time asking for help with his problems
- Does not admit to stress or recognize a need to have a plan to deal with it

- Uses children to fulfill their needs or validate their sense of competence and well-being
- Highly skilled at gaining the trust and confidence of children
- Sensitive to children's needs and have a way of putting children at ease
- Moves frequently and unexpectedly
- Seeks opportunities to be alone with children
- Has an idealistic perspective of children . . . may refer to them as objects
- Often good at convincing others about their competence and caring

Adolescents

- Lack of contact with peers
- Few or no extracurricular activities
- Generally feels powerless and inadequate
- May feel more comfortable with children younger than themselves
- Males, in particular, may be frequently chosen to baby-sit because they make themselves available and relate well to young children
- May come from a family where there has been physical or sexual abuse
- May seem socially immature for his age
- May lack a close relationship with a father figure

Women

- May have married young
- Reared in a very strict home
- Her family was/is very religious
- Her husband is frequently absent and nonsupportive
- Sexually naïve and immature
- Abnormally dependent on the father figure

- Frequently the victim of physical abuse
- Low self-esteem
- The husband exaggerates his masculinity in dress, work, and with peers and usually has drug or alcohol problems that affect his sexual performance
- Lonely
- Lacking tenderness in her life

B. PHYSICAL ABUSE

- Negative attitude about life and people
- Labeled as having a “hot” temper
- Blames others: “he made me,” “it was her fault”
- History of child abuse as a child
- Uses harsh, age-inappropriate, discipline
- Offers illogical or unconvincing excuses for what occurred
- Exhibits out of control behavior

C. EMOTIONAL ABUSE

- Blames and belittles children
- Cold and rejecting
- Withholds love

CAUTION: A profile list such as this can be misleading because many of the characteristics here can describe men/women who do not molest. Having more than one or even all of these items does not necessarily increase the odds of that person being a molester. Although this profile has some value in pointing out particular needs of people and risks associated with them, great caution should be used when assigning this profile to any one individual. Few molesters ever report the characteristics listed here. Neither are interviewers trained to properly elicit this information. Individuals with abusive personalities are often more subtle and skillfully manipulative in their approach to their employers, as well as their approach to children. This makes it essential for those

responsible for hiring or enlisting volunteers to gain information from collateral resources such as employers, friends, families, and criminal background checks.

§ 7:1 IDENTIFYING CHILD ABUSE

Child abuse and neglect transcend all social-economic, cultural and educational groups of people. There are four (4) basic forms of child abuse:

- 1) Physical abuse;
- 2) Physical neglect;
- 3) Emotional abuse and neglect; and
- 4) Sexual abuse.

§ 7:1.1 Physical Abuse

Physical abuse is the non-accidental injury of a child where there is no reasonable explanation for the injury. The most common types of injuries are: abrasions, bruises, burns, fractured bones, lacerations, scars, and welts.

Physical abuse can be:

- a. Physical injury that results in substantial harm to a child, or the genuine threat of substantial harm from physical injury to a child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
- b. Failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to a child;
- c. The unlawful use of a controlled substance as defined under the, then-existing, PENAL CODE for Texas, in such a manner or to the extent that the use results in physical, mental, or emotional injury to a child;
- d. Causing, expressly permitting, or encouraging a child to use an unlawful controlled substance as defined by the, then-existing, PENAL CODE for Texas; or
- e. Placing a child or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that result in bodily injury or a substantial risk of immediate harm to the child.

§ 7:1.2 Physical Neglect

Physical neglect is the failure to provide the necessities of life for a child. Examples of failure to provide the necessities of life include the lack of supervision, inadequate nourishment, inadequate housing, and the lack of medical care.

Physical neglect can be:

- a. Leaving a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child;
- b. Failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;
- c. Failing to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused;
- d. Placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual contact; or
- e. The failure by the person responsible for a child's care, custody, or welfare, to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

§ 7:1.3 Emotional Abuse and Neglect

Emotional abuse and neglect is excessive, aggressive, or unreasonable adult behavior that places demands upon a child to perform beyond his or her capabilities. Unfortunately, emotional abuse, many times, is not what the adult "does" but what the adult "does not" do.

Emotional abuse can be:

- a. Causing or permitting a child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning; or

- b. The mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning.

§ 7:1.4 Sexual Abuse

Sexual abuse is the exploitation of a child for sexual gratification of an adult. It may include sexual assault, aggravated sexual assault, prohibited sexual conduct (incest), indecency with a child, indecency exposure, solicitation of a minor, online solicitation, and possession of child pornography.

Sexual abuse can be:

- a. Compelling or encouraging a child to engage in sexual conduct as defined by the, then-existing, PENAL CODE for Texas;
- b. Causing, permitting, encouraging, promoting, engaging in, or allowing the photographing, filming, or depicting of a child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene or is done with intent to arouse or gratify the sexual desire of any person as defined by the, then-existing, PENAL CODE for Texas;
- c. Causing, permitting, encouraging, engaging in, or allowing a sexual performance by a child as defined by the, then-existing, PENAL CODE for Texas;
- d. Failing to make a reasonable effort to prevent sexual contact, sexual intercourse, and deviant sexual intercourse between a child and another person; or
- e. Placing a child in or failing to remove a child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child.

The NATIONAL CENTER ON CHILD ABUSE AND NEGLECT defines child sexual abuse as: “contacts or interactions between a child and an adult when the child is being used for the sexual stimulation of the perpetrator or another person.” It is “any sexual activity with a child – whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child.

Child abuse is usually a pattern of behavior. It is not usually a single physical attack or a single act of molestation. A child abuser may be an adult, an adolescent, or another child.”

Child sexual abuse may be violent or non-violent and includes touching and non-touching aspects. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the action.

§ 7:2 POSSIBLE INDICATORS OF CHILD ABUSE

§ 7:2.1 Physical Abuse

Behavioral Indicators:

- Wary of adults.
- Either extremely aggressive or withdrawn.
- Dependent and indiscriminate in his/her attachments.
- Uncomfortable when other children cry.
- Generally controls his/her own crying.
- Exhibits a drastic behavior change when not with parents or caregiver.
- Manipulative.
- Poor self-concept.
- Exhibits delinquent behavior, such as running away from home.
- Uses or abuses alcohol and/or other drugs.
- Self-mutilating.
- Frightened of parents or going home.
- Overprotective of or responsible for parents.
- Suicidal gestures and/or attempts.
- Behavioral problems at school.

Physical Indicators:

- Unexplained *bruises or welts, often clustered or in a pattern.
- Unexplained, and/or *unusual burns (cigarette, cigar, doughnut-shaped, immersion-lines, object-patterned).

- Unexplained *bite marks.
- Unexplained *fractures or dislocations.
- Unexplained *abrasions or lacerations.
- Bed wetting.
- Injuries on several surface areas of the body.
- Injuries in various stages of healing.
- Wrap-around injuries.
- The shape of an instrument imprinted on the skin.

** Or explanation is inconsistent or improbable*

§ 7:2.2 Physical Neglect

Behavioral Indicators:

- Truant or tardy often or arrives early and stays late.
- Begs or steals food.
- Attempts suicide.
- Uses or abuses alcohol and/or other drugs.
- Extremely dependent or detached.
- Engages in delinquent behavior, such as prostitution or stealing.
- Appears to be exhausted.
- States frequent or continual absence of parent or guardian.

Physical Indicators:

- Frequently is dirty, unwashed, hungry, or inappropriately dressed.
- Engages in dangerous activities (possibly because he/she generally is unsupervised).

- Tired and listless.
- Unattended physical problems.
- May appear to be overworked and/or exploited.

§ 7:2.3 Emotional Abuse

Behavioral Indicators:

- Overly eager to please.
- Seeks out adult contact.
- Views abuse as being warranted.
- Changes in behavior.
- Excessively anxious.
- Depressed.
- Unwilling to discuss problems.
- Aggressive or bizarre behavior.
- Withdrawn.
- Apathetic.
- Passive.
- Unprovoked fits of yelling or screaming.
- Inconsistent behaviors.
- Feels responsible for the abuser.
- Runs away from home.
- Attempts suicide.
- Low self-esteem.
- Exhibits a gradual impairment of health and/or personality.

- Difficulty sustaining relationships.
- Unrealistic goal setting.
- Impatient.
- Unable to communicate or express his/her feelings, needs, or desires.
- Sabotages his/her chances of success.
- Lacks self-confidence.
- Self-deprecating and has a negative self-image.
- Develops habits of sucking, biting and rocking.
- Phobias.
- Hysterical and/or hypochondriac.

Physical Indicators:

- Sleep disorder (nightmares or restlessness).
- Wets the bed.
- Speech disorders, such as stuttering and stammering.
- Developmental lags (stunting of his/her physical, emotional, and/or mental growth).
- Hyperactive.
- Eating disorders.

§ 7:2.4 Sexual Abuse

Behavioral Indicators:

- Reluctant to change clothes in front of others.
- Withdrawn.

- Unusual sexual behavior and/or knowledge beyond developmental age.
- Poor peer relationships.
- Either avoids or seeks out adults.
- Pseudo-mature.
- Manipulative.
- Self-conscious.
- Problems with authority and rules.
- Eating disorders.
- Self-mutilating.
- Obsessively clean.
- Uses or abuses alcohol and/or other drugs.
- Delinquent behavior such as running away from home.
- Extreme compliant or defiant.
- Fearful or anxious.
- Suicidal gestures and/or attempts suicide.
- Promiscuous.
- Engages in fantasy or infantile behavior.
- Unwilling to participate in sports activities.
- School difficulties.
- Physical Indicators:
 - Pain and/or itching in the genital area.
 - Bruises or bleeding in the genital area.
 - Venereal disease.

- Swollen private parts.
- Difficulty walking or sitting.
- Torn, bloody, and/or stained underclothing.
- Experiences pain when urinating.
- Pregnant.
- Vaginal or penile discharge.
- Wets the bed.

** Note: The lack of these physical indicators does not mean that child abuse did not occur.*

§ 8:1 CONCLUSION

Calvary Baptist Church will work to be prepared! Although there is a legal reason for creating safety policies, the Church recognizes that the protection of our children is the deeper and more significant reason for creating these policies.

Policies are only printed expressions of the value placed on children. If the only reason for safety policies is to protect the organization, then the Church has missed God's love for children.

Calvary Baptist Church desires to be "a church that cares" through the implementation of the above Policy.

Adoption of these provisions will enable Calvary Baptist Church to provide a more safe and secure environment for each individual of the Church's family and its guests.

§ 9:1 ACKNOWLEDGMENT AND AGREEMENT

The undersigned person, by his/her signature below, acknowledges that he/she has received a written copy of the foregoing *Calvary Baptist Church's Policies & Procedures for the Prevention of Child Abuse*, that he/she has read and understood the policies and procedures, that he/she agrees to be bound by and comply with the policies and procedures, that he/she has never engaged in any conduct that would be considered child abuse or been under suspicion for, or investigated for, allegations of child abuse, that if he/she is accused of, or under investigation for, conduct alleged to be child abuse after the date of his/her signature to this Acknowledgment and Agreement, he/she will immediately notify Calvary Baptist Church, cease any involvement or interaction with children at the Church until such charges can be investigated, and that he/she knows of no reason why he/she should not be allowed to work with or interact with children brought to or under the care or supervision of Calvary Baptist Church.

Furthermore, the undersigned person, by his/her signature below, acknowledges that he/she has read and will abide by the *Employee/Volunteer Code of Ethics and Rules* of Calvary Baptist Church.

Signature

Print Name

Position/Title

Date

Calvary Baptist Church Child Abuse Report Form

Date of incident _____

Class/Activity _____

Name of Person Making Report _____

Name(s) and Age(s) of Minor(s) _____

Reason for report _____

Quote the child's first reported words verbatim: _____

Briefly describe what happened: _____

What action did you take? _____

Has the incident been resolved? ___yes ___no Explain: _____

Were there any witnesses? ___yes ___no

Names/ Addresses/ Telephone Numbers of Witnesses: _____

Signatures and printed names of witnesses (if possible):

Report submitted to: _____

Date: _____

Follow-Up: _____