



FOURTH AVENUE
A CHURCH OF CHRIST

Child and Student Protection Policy and Procedures

August 2016

Introduction

Fourth Avenue Church of Christ is committed to children and youth and their care. In order to promote a safe and secure environment for children, the following policy has been developed for all church planned events on and off campus. The sole purpose of this policy is the protection and safety of the children and youth at Fourth Avenue Church.

Policy

Fourth Avenue is committed to creating a wholesome environment where children may grow physically, mentally, emotionally, and spiritually under the direction of dedicated leaders. Thus, Fourth Avenue is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. Fourth Avenue is also committed to complying with legal requirements for reporting child abuse.

For purposes of this policy, child abuse is defined as intentional or negligent physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are volunteers or employees.

All employees and/or volunteers working with children in church or preschool are expected to support this policy and will be required to be familiar with it.

Selection and Screening

To establish a safe environment, Fourth Avenue Church of Christ will conduct a screening process for all individuals involved with children and youth during church planned events on and off campus. This involves training (as defined below), filling out an application form, furnishing references, giving permission for a background check and signing a document indicating you have reviewed, understand, and will comply with the policy.

Training

Training consists of completing the "Stewards of Children" training once a year. If volunteers are brought in during the course of the school year, the training will consist of an online training on child abuse and protection, and reviewing the policy.

Application

Each individual seeking to work with children or youth in any capacity during church planned events on and off campus will be required to complete an application requesting basic information. The information requested will consist of only those items considered vital to child safety standards at Fourth Avenue. The information in the application form will be treated as strictly confidential and access will be restricted to the Child Protection Team.

Background Check

Each person involved with children or youth in any capacity during church planned events on and off campus will undergo a background check through an agency or a website service authorized to do so by Tennessee law. The background check will be at the expense of the church and also will be treated as strictly confidential. Information returned on the background check will be available to the Child Protection Team only. The Child Protection Team will address any problems resulting from the background check. Any applicant with a criminal court conviction, juvenile court adjudication, or Department of Children's Services "indication" for child abuse, physical abuse, sexual or violent crime cannot be engaged in any capacity that would bring them into contact with children or youth. It will be at the discretion of the Child Protection Team to decide if any applicant can work with children or youth. Refusal to consent to the background check will disqualify an applicant from being utilized as a volunteer worker or paid positions that involve contact with children or youth.

Waiting Period

Newcomers to the Fourth Avenue congregation will be subject to a waiting period before being utilized in volunteer positions involving contact with children or youth. They will be subject to the screening process outlined above.

Intern Agreement

Interns will read and sign that they have received a copy and agree to the terms of the Intern Agreement and Child and Youth Protection Policy and Procedures.

Operations

To achieve the goal of maximizing the safety and well-being of children and youth at Fourth Avenue Church of Christ, this policy defines the responsibilities for workers and parents or responsible adults.

General Guidelines for Workers

Two Worker Rule

A minimum of two workers will be with children or youth at all times during church planned events on or off campus. Any worker under the age of sixteen must have an adult worker present during all activities and classes. The “two worker” rule prohibits one worker from being in an isolated setting with a child/youth or group of children/youth without another worker present. Observation of this rule serves not only to protect the child/youth, but also to protect the worker against the possibility of false accusation.

Classroom Doors

Full doors should be left open if there is not a half door or window in the door or wall. All of our classroom and office doors currently have windows.

Visitation

A worker should not visit in seclusion with a child or take a child or youth out from the group in a one-on-one basis. In activities where there is a legitimate reason or parental consent for being alone with a child or youth (for example, pastoral counseling), the visitation must be conducted in a place where there are other people nearby to observe the activity or in a room that observes the classroom door guidelines. Ministers, shepherds, directors, and coordinators may make unannounced visits into classrooms or other program sites.

Releasing

Supervision must be maintained after an event until all children up through 3rd grade are in the custody of the parent or responsible adult. If parents of 4th graders request for teachers to hold their child in the room until parents pick-up, that request will be honored. Two workers must remain until all children are in the custody of the parent or responsible adult.

When children are entrusted into the care of the Fourth Avenue Children's Ministry it is understood that Ministry Leaders have the responsibility to only release them when it is safe to do so. If a parent or responsible adult, comes to pick up a child while showing obvious signs of impairment the

ministry reserves the right to question the parent to see if it is safe to release the child. If the ministry leader has reason to suspect that releasing the child is placing them in an abusive situation they reserve the right to interview the parent to ensure the child's safety. In cases where impairment or abuse is suspected the ministry leaders will follow the rule of law and alert the appropriate authorities.

Health and Safety Issues

Workers or adults in charge will always be present. All incident/accident reports will be completed and kept confidential and on file. Nursery workers will clean all of the toys in each nursery before they are put back in the toy boxes.

There will be two to four adult workers in each nursery. Workers will wash their hands after changing diapers. Diapering will be done in the presence of another worker.

Children that are not capable of using the bathroom without assistance will be assisted by either one worker or the "hall security" member. Children that are capable of using the bathroom will use designated facilities monitored by the worker of the "hall security" member.

Check-In/Check-Out

All children up through 6th grade will be checked in to an activity at a check-in kiosk. Parents of children up through 4th grade will obtain a parent receipt upon check in of their children. This receipt is necessary for children 3rd grade and younger to be released into parent's care.

Responsible Adult Definition for Children 0 years through 6th Grade

A responsible adult is defined to be a legal guardian, grandparent, family member or adult supervisor responsible for a particular child. No children are allowed to be left in a classroom or on church premises without a parent or responsible adult.

General Guidelines for Parents or Responsible Adults of Children 0-24 months (Nursery)

Check In Procedure

Parents or responsible adults will take their babies to the appropriate nursery, but will be asked not to come in. There will be a nursery worker at the door to take the baby and any personal items required for maintaining

the baby. To ensure the safety of our children, a computer security tagging system is used to identify children with their parents. In addition, the parent or responsible adult will leave a cell phone number where they can be reached to alert them of any problems. The baby will also have a name tag placed on them. It is imperative that the nursery workers are informed of any food allergies or medical conditions.

Pick Up Procedure

The parent or responsible adult will return to the nursery drop off area. The parent or responsible adult will present the parent receipt they received at check in to the nursery worker. The nursery worker will then release the child to the parent or responsible adult. Nursery workers have been instructed to release children only to those parents or responsible adults who present the corresponding receipt. Parents or responsible adults are asked not to come into the nursery at pick up time. The child and his or her belongings will be given to the parent or responsible adult at the Nursery desk upon presentation of the receipt. Parents or responsible adults are asked not to send older siblings to pick up babies. The babies will be released to the parent or responsible adult only.

As a reminder, parents or responsible adults are asked to label ALL of their babies' belongings—e.g., bottles, blankets, pacifiers, cups, etc. Tags are available in the nursery for diaper bags. If a parent or responsible adult is in need of a tag, they will be given one by the nursery worker.

Health and Safety Issues

Parents or responsible adults are asked to follow the proceeding health guidelines to help keep the nurseries as germ-free as possible:

- No baby who has a fever, diarrhea, or vomiting within twenty-four hours should be brought to the nursery.
- No baby with excessive coughing, sneezing or runny nose should be brought to the nursery.
- No baby with any contagious virus or infection should be brought to the nursery.
- If a baby needs medication while they are in the nursery, the parent or responsible adult is required to come and administer the medication.

Additional health and safety issues are found on the Nursery check in table.

General Guidelines for Parents or Responsible adults of Children 2 years-4th Grade (Preschool & Elementary)

Check In Procedure

All children age 2 through 3rd grade are required to be dropped off by their parent or responsible adult and checked into class. Age 2's – 4th grade will get a name tag. To ensure the safety of our children, a computer security tagging system is used to identify children with their parents. Visitors must register their child for classes where they will receive a name tag for the child to wear, a parent receipt for the parent or responsible adult, and a form with the child's information including allergies listed. Parents or responsible adults are encouraged to give their children the opportunity to use the bathroom before coming to class.

Pick Up Procedures

Parents or responsible adults of children 3rd grade and below will checkout their child from class. A child cannot be picked up without the correct parent receipt (age 2 years -3rd grade). Children will not be free to leave the room in search of parents or responsible adults. Parents or responsible adults may not give permission to the child or worker for the child to leave the room following class dismissal.

Health and Safety Issues

Parents or responsible adults are asked to follow the proceeding health guidelines to help insure the well being of the other students in the classroom.

- No child who has a fever, diarrhea, or vomiting within twenty four hours should be brought to the classroom.
- No child with excessive coughing, sneezing or runny nose should be brought to the classroom.
- No child with any contagious virus or infection should be brought to the classroom.
- If a child needs medication while they are in the classroom, the parent or responsible adult is required to come and administer the medication.

Chaperone Ratio Requirements

Unless otherwise specified, all Children and Youth overnight trips require at least a 1:5 chaperone to student ratio. If this requirement is not met, the event will be cancelled or postponed. Exceptions to this rule would be for events like Impact, or church camp. At Impact, two counselors are assigned to each youth ministry. Additionally from 1 to 4 adult chaperones

are needed in case of an emergency. At church camp, minimum of two adults are required to stay in each cabin.

Procedures for Student Overnight Activities

These procedures cover student activities which require an overnight stay and are sponsored and/or supervised by the Fourth Avenue Church of Christ and affiliates. These procedures cover any activity sponsored by the church which requires an overnight stay. This includes, but is not limited to, camping, retreats, lock-ins, hotels/motels, and overnight stay in a personal dwelling.

Approval

Any overnight activity requires the prior approval of the appropriate minister to be deemed a Fourth Avenue Student activity.

Rules of Conduct

- None of the students will be allowed away from the designated overnight area without prior permission of the group leader and the parent or legal guardian's signed permission.
- No student (under 18) is to be left alone in a room/house except the restroom.
- No couple of the opposite sex is to be left unsupervised.
- No members of the opposite sex will be allowed to sleep in the same room or sit together on the bus after dark.

Procedures for Children and Student Transportation

The following procedures are for providing transportation for children and students to and from activities sponsored and/or supervised by the Fourth Avenue Church of Christ and affiliates. These procedures are specific to transportation provided by the church, parents or responsible adults of participating children, students, and student workers to activities off the church property.

Vehicle Requirements

- These vehicle requirements pertain to vehicles owned or leased by the church, those provided by parents of participating children, those provided by workers and any external commercial vehicle provided for transportation.
- All vehicles shall be in good running order and possess a current Tennessee license plate, and passenger restraints as required by law.

- All vehicles will have insurance coverage as required by Tennessee law.
- Seat belts will be available and utilized for each passenger as required by law.
- State seatbelt and child seat laws will be followed in all cases. If all car seats are taken or not available on a particular vehicle for a child requiring such, the child will not be allowed to ride in the vehicle.

Qualifications of Drivers

- All drivers will be workers, parents of participating youth and/or licensed commercial drivers.
- All drivers will have a current driver's license with the classification for the vehicle driven and be at least 25 years of age.
- Before driving any Fourth Avenue Church of Christ owned vehicle, all drivers must review and sign the Fourth Avenue Transportation Policy and have a driving record check performed by the Fourth Avenue Church of Christ.
- Fourth Avenue will not be responsible/liable for any youth driving a personal vehicle prior to or following a Fourth Avenue student activity.

General Rules

- Unless otherwise approved by the ministers and the parents so informed, all transportation subject to these procedures will begin and terminate at the church property.
- All drivers will obey the traffic laws.
- No ministry volunteer, staff member, or student worker is to transport any student alone. If possible, two adults should travel in each vehicle. If that is not possible, more than one student will be required with the adult.
- Drivers will make a final pass through a parked vehicle to ensure all youth have exited before the vehicle is locked.

In case of an accident:

1. Do not leave the scene of the accident until released to do so by law enforcement.
2. As soon as practical, report the accident to the church and your insurance company.
3. The person taking the report for the church is to report it to the appropriate individual within church administration, so the accident can also be reported to the appropriate insurance carrier for the church.

4. The facts of the accident are to be reviewed by appropriate church administration to determine whether or not the driver needs to continue driving in connection with any church function.
5. The internal report of the accident is to be maintained for the longer period of either four (4) years from the date of the accident, or one (1) year after the ending of any legal proceedings that may result from the accident, whether those be civil or criminal.

Responding to Allegations of Child Abuse

If an allegation of child abuse occurs, the allegation will be taken seriously and handled legally and forthrightly with due respect for people's privacy and confidentiality. Allegations of child abuse may come from a church worker, a parent or responsible adult, or a child. In each case, response to these allegations will take place immediately.

What is Child Abuse and/or Neglect

According to the State of Tennessee Department of Children's Services:

Physical Abuse - Non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. It also includes a parent's or a caretaker's failure to protect a child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

Neglect - Failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety. This may include, but is not limited to abandonment, lack of supervision, lack of adequate nutrition that places the child below the normal growth curve, lack of shelter, lack of medical or dental that results in health-threatening conditions, and the inability to meet basic clothing needs of a child. In its most severe form, physical neglect may result in great bodily harm or death.

Sexual Abuse - Includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

Psychological Harm - A repeated pattern of caregiver behavior or extreme incident(s) that convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only of value in meeting another's needs and may include both abusive acts against a child and failure to act, or neglectful behavior when age-appropriate action is required for a child's health development. It can occur as part of a one-time incident but is usually chronic.

- See more at: <http://www.tn.gov/dcs/article/tennessee-child-abuse-hotline-faq#sthash.EzgRo3Ww.dpuf>

Who is a “Mandated” reporter of child abuse and neglect?

According to the State of Tennessee:

Everyone in Tennessee is a mandated reporter. Tennessee Code Annotated 37-1-403(i) (1) requires all persons to report suspected cases of child abuse or neglect. “Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality abuse, or neglect or that, on basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect.”

- See more at: <http://www.tn.gov/dcs/article/tennessee-child-abuse-hotline-faq#sthash.EzgRo3Ww.dpuf>

Suspected or Observed Child Abuse

If you have a situation that requires reporting as outlined above, then you are to call:

Department of Children’s Services

877-237-0004

If a report is made to DCS, the reporter is requested to notify a member of the Child Protection Team or ministerial staff so they can take any required actions. If the observation does not warrant a call to DCS or law enforcement, but is something of necessary concern, the observer should report it to a member of the Child Protection Team or ministerial staff who will again take any needed actions to address or resolve the situation. The ministerial staff are mandatory reporters, so if the incident detailed is such that it needs to be reported to the authorities, the ministerial staff will be obligated to make such a report.

If you have a situation where you are not sure as to whether or not it warrants a call to DCS, talk to the Child Protection Team for guidance.

What happens if I don’t report child abuse?

According to the State of Tennessee:

Failure to report abuse is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine or both. Those who report and “act in good faith” are immune from any civil or criminal charges, which may result. The reporter has the right to remain confidential and anonymous.

- See more at: <http://www.tn.gov/dcs/article/tennessee-child-abuse-hotline-faq#sthash.EzgRo3Ww.dpuf>

Is my reporting Confidential? Yes

According to the State of Tennessee:

Tennessee laws protect persons who report abuse or neglect in good faith. Tennessee Code Annotated 37-1-410 provides immunity from civil and criminal liability. Reporters do have the right to remain anonymous.

- See more at: <http://www.tn.gov/dcs/article/tennessee-child-abuse-hotline-faq#sthash.EzgRo3Ww.dpuf>

Allegations of Child Abuse

If anyone makes allegations of inappropriate conduct or child abuse on the part of a parent, responsible adult, church member, volunteer worker or a paid church employee, the incident will be reported as described in the previous section.

In either case above, the following steps will be taken:

1. The report of the incident will be made to Department of Children's Services.
2. There will be no contact with the alleged victim about the allegations until law enforcement or Department of Children's Services have conducted their investigation.
3. Likewise, the alleged perpetrator will only be contacted initially by law enforcement or Department of Children's Services. However, if the alleged perpetrator has any Children or Student Ministry involvement, that will be suspended pending the investigation of the Department of Children's Services, law enforcement and the Child Protection Team.
4. The person who reports the incident will also inform a member of the Child Protection Team. The Child Protection Team will honor the law as described above as it relates to those who report abuse.
5. The Child Protection Team will inform the child's parents of the allegation, so long as he/she/the is/are not the alleged perpetrator(s), of the allegation and that the investigation is being made by law enforcement or Department of Children's Services.
6. Church Administrative staff will make the appropriate report to any applicable insurance company, so they may also make the appropriate investigation.
7. Once the investigation by law enforcement or Department of Children's Services is complete, subsequent action depends on the results of the investigation.

- a. If criminal charges are brought against an accused employee or volunteer, he or she will not be allowed to return to working with children or students, until the court process is completed. If the court process results in a finding by the court related to child abuse or neglect, or there is an indication of abuse or neglect by the Department of Children's Services, the worker will not return to Children's Ministry. If the court process is concluded without a conviction, the return of the worker to Children's Ministry will be subject to review by the Child Protection Team.
 - b. If no criminal charges, juvenile court proceedings or an indication of abuse by the Department of Children's Services are brought against an accused employee or volunteer, the Child Protection Team will determine a course of action dependent upon the results of the investigation. This action can range from talking to the accused and reinforcing the proper conduct for a first offense, to removal from the ministry for repeated offenses. The parents will be informed of the action before it is carried out. If the decision is made not to remove the accused, the situation will be monitored.
 - c. The employee or volunteer will be allowed to return to work with children or students only in cases where the allegations are proven groundless and it is clear that the individual poses no threat to any participant in the children and student programs of this church.
8. Once the allegation has been resolved, a final report will be prepared and kept on file. All information regarding the investigation will be maintained on file until the child, who received the alleged abuse is nineteen (19) years old.

If a child makes an allegation of abuse by someone not affiliated with this church and which did not occur on the premises of this church or at an activity sponsored by this church, the individual to whom the abuse was reported should report it as directed above and then the Child Protection Team.

Follow Up to Allegations, Accusations or Suspected Child Abuse

This policy emphasizes prevention to safeguard our children and youth. However, in the unlikely event that an allegation, accusation, or suspected abuse occurs, the church is committed to a proactive stance in ministering to the victim and the victim's family, the accused, and the family of the accused as well as the congregation, as appropriate.

Also, please note that we do not believe that “trying to minister to the family” is an appropriate excuse to not calling the Department of Children’s Services. We, as a ministry, can’t live in fear of what the Department of Children’s Services or law enforcement does. We had rather minister to a family that has to deal with the Department of Children’s Services or law enforcement than to deal with a family dealing with the abuse, neglect or death of a child.

Typically, follow up will involve the Child Protection Team, shepherds and ministers in the development of a course of action, which provides follow through to the various individuals involved. The general approach will contain the following elements:

1. The shepherds and/or ministers will provide pastoral counsel and ministry to the emotional and spiritual needs of the victim and their family. This may include arrangements for professional therapy as required.
2. The shepherds and/or ministers will provide pastoral counsel and ministry to the spiritual needs of the accused and their family. This may include arrangements for professional treatment and therapy as required.
3. The Shepherds will name an individual who will be responsible for all media inquiries about the alleged incident. See Appendix C for our media response plan.
4. The shepherds will communicate with the congregation, as appropriate, respecting the privacy of the individuals involved.
5. When law enforcement and/or Department of Children’s Services are involved, the shepherds and ministers will cooperate fully with any investigation and legal actions that may result.
6. The shepherds may choose to impose spiritual disciplinary actions on individuals as a result of their investigations and the conclusions reached.

Compliance and Conclusion

Every minister, director, coordinator, shepherd, paid church employee, and volunteer worker assigned in the areas of children and student ministry is responsible for carrying out the provisions set forth in this policy for all church planned events on and off campus. This policy also applies to all paid church personnel whether or not they are specifically assigned to children or student ministries. In order to be compliant with this policy, everyone involved with the children or students must be familiar with this policy and agree to abide by the provisions set forth within this policy.

The goal of this policy is the prevention of abuse, molestation, and exploitation of children and students, and the protection of our workers. Adoption of these provisions will enable Fourth Avenue Church of Christ to provide a more safe and secure environment for each individual of our church family and it's guests.

Definitions

The following definitions are provided to ensure that there is a common understanding of the meaning of these terms.

Adult

As used in this document, “adult” means a person 18 years of age or older.

Child / Student

As used in this document, “child” means a person under the age of 18 years.

Child Abuse

Defined by state law (see Appendix A), but generally includes (1) non-accidental physical injury, (2) sexual contact or exploitation, (3) neglect, or (4) emotional distress.

Child Protection Policy

This document in its entirety.

Child Protection Team

The executive minister, children’s ministers, youth ministers and leader of the Safety Team will be assigned to enforce this policy.

Child Sexual Abuse

Defined by state law (see Appendix A), but generally any sexual contact with or exploitation between an adult, caregiver and a child or youth even if the victim consents.

Church Planned Events On and Off Campus

This includes any classes, devotionals, activities, trips, etc. that involve children or students that are planned through Fourth Avenue Church of Christ. This includes any overseas, typically mission related, trips.

Criminal Liability for Failure to Report

A person failing to report child abuse or neglect commits a Class B Misdemeanor. A civil claim may be imminent in a failure to report incident; therefore all incidents will be investigated and reported to the proper authorities.

Parent

As used in this document, the legal parent and/or legal guardian of a child or youth.

Responsible Adult

As used in this document, a “responsible adult” is defined to be a legal guardian, grandparent, family member holder of a power of attorney, other legal custodian as granted by court order or adult supervisor responsible for a particular child.

Sexual harassment is defined by EEOC as any “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to the conduct enters into employment decisions and or the conduct unreasonable interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment.” Sexual harassment is an illegal offense under civil law, Civil Rights Act of 1964, Title IV. The courts define two types of sexual harassment: (i) Quid pro quo which means something for something, demanding sexual favors in exchange for favors or benefits and (ii) a hostile environment where unwelcome conduct of a sexual nature substantially interferes with someone’s mental or physical health or interferes with job performance. Sexual harassment of children, between children, or adults, will not be tolerated at Fourth Avenue Church of Christ.

Sexual misconduct Is any inappropriate sexual behavior, whether it is defined by the cases, statutes and laws of Tennessee or by scriptural context. Sexual misconduct at Fourth Avenue Church of Christ will be investigated and reported to the proper authorities.

Two worker rule

During any church planned event on campus involving children and students, a minimum of two (2) adult workers should be present.

Waiting Period

Volunteers will be permitted to work with the children and youth after a waiting period. This policy allows people to become familiar with the church and its ministries; it also allows the church additional time to evaluate prospective workers, and their suitability for serving within these ministries.

Worker

A paid or volunteer individual who serves in a position at the church that requires or allows them to be in contact with children or students during a church planned event on or off campus.

Appendix A

Child Sexual Abuse Defined

1. Child Sexual Abuse is a Crime

“Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.” (Church Law & Tax Report, Reducing the Risk of Child Sexual Abuse in Your Church, 1993, p. 13)

2. General Definition

A general definition of child sexual abuse consists of “any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator.” (Church Law & Tax Report, Reducing the Risk of Child Sexual Abuse in Your Church, 1993, p. 13)

3. Common Definition

“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. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.” (National Resource Center on Child Sexual Abuse, 1992)

4. Tennessee State Definition

Sexual Abuse - Includes penetration or external touching of a child's intimate parts, oral sex with a child, indecent exposure or any other sexual act performed in a child's presence for sexual gratification, sexual use of a child for prostitution, and the manufacturing of child pornography. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person. (Tennessee Department of Children's Services website synopsis of the various Tennessee statutes: - <http://www.tn.gov/dcs/article/tennessee-child-abuse-hotline-faq#sthash.EzgRo3Ww.dpuf>)

Appendix B

The State of Tennessee Child Abuse Reporting Requirements

The following information is from the State of Tennessee:

I. MANDATORY REPORTING

Everyone in Tennessee is a mandated reporter under state law. Any person with reasonable cause to believe a child is being abused or neglected must, under the law, immediately report to the Tennessee Department of Children's Services or to local law enforcement. The reporter can remain anonymous. Tennessee law mandates reporting by any person who has knowledge of physical or mental harm to a child if: (1) the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or (2) on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect.

Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether it appears the child has sustained an injury as a result of the abuse.

The Tennessee mandatory reporting laws define a child as a person under 18 years of age. Any person with reasonable cause to believe a child is being abused or neglected must, under the law, immediately report to the Tennessee Department of Children's Services or to local law enforcement. The reporter can remain anonymous.

II. IMMUNITY FROM LIABILITY

Those who report and "act in good faith" are immune from any civil or criminal charges which may result. The reporter has the right to remain confidential and anonymous.

III. PENALTY FOR FAILURE TO MAKE A REQUIRED REPORT

Failure to report abuse is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine or both.

Appendix C

Media Response Plan

I. THE PLAN

- i. Select a single spokesperson, the Senior Pastor or shepherd, to handle dissemination of information to staff, media and congregation. In his or her absence, the Executive Minister will be the spokesperson.
- ii. Have ready for release a clear position statement stating the Church's policy regarding child sexual abuse and established safeguards.
- iii. Select an attorney who will be present with the spokesperson while answering any investigative questions from the police or social service agencies.
- iv. Use the text of the prepared public statement to answer press and inform congregation. **Caution:** Be careful to safeguard the privacy and confidentiality of all involved.
- v. The Church spokesperson should keep in mind that information given to, or obtained by, news media may have a bearing on the Church's liability, so careful judgement should be exercised.
- vi. Anticipate media questions.
- vii. If the spokesperson does not know the answer to a question, he or she should simply say, "I don't know, but I'll find out for you."

II. GUIDELINES FOR SPOKESPERSON

- i. Be prepared.
- ii. Define strategy.
- iii. Be candid and honest.
- iv. Never say no comment.
- v. Be clear, concise and in context. Do not answer more than what is asked. Do not volunteer information.
- vi. Take notes.
- vii. Do not ask for quote review
- viii. Always respond to all calls and questions as quickly as possible.

Forms

Background Check Form

Used to receive the information and authorization required to complete a criminal background check on individuals 16 years of age or older, who applied to work in the children and/or student ministries.

Student Training Permission Form

Used to receive parental authorization required for individuals 18 years of age or younger seeking to work in any capacity with the children or student ministries during church planned events on or off campus. It is also used to receive parental authorization to go through a training program.

Driver Information Form

Used to receive the information required for our insurance for individuals wishing to be a driver for any children or student ministry events.

Incident / Accident Report

Used to document and gather information relating to an incident or accident occurring during any church planned event on or off campus involving children or student.

Intern Policy

Policy given to the interns outlining expectations and responsibilities while at Fourth Avenue

Policy Agreement Form

Used to document that the worker has been through a Child Protection Training Class, has read and understands that Child Protection Policy, and will abide by the provisions set forth in the policy. It is to be signed by all workers and returned to the Children's Minister or Student Minister acknowledging receipt, understanding, and agreement to abide by policies set forth in this document.



FOURTH AVENUE

A CHURCH OF CHRIST

Background Screening Consent

Applicant should complete all relevant information, sign, and date the form.

In the interest of safety and security, I _____, hereby authorize Fourth Avenue Church of Christ, Inc. (FACC) and/or its agents to make an independent investigation of my background including records maintained by both public and private organizations and all public records. I understand that this background check will be used to confirm the character qualifications necessary for working with minors at FACC.

I release FACC and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to FACC, if such is made within a reasonable time from the date it was produced. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

First Name: _____ Last Name: _____

Middle Name: _____ Name Suffix: _____

Social Security Number: _____ Date of Birth: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Signature of Applicant

Date

Office Use: Date Entered: _____

BACKGROUND CHECK INFORMATION

The information requested below is collected solely for the purpose of aiding the Company in running a background check in connection with your application for volunteer work. The organization is requesting that you provide this information to assist in conducting a thorough background check.

Driver's License Number: _____ State Issuing License: _____

Enter Any Other Names Used (including maiden names):

First Name Middle Name Last Name

First Name Middle Name Last Name

Addresses Used Within The Past Seven Years (use a separate sheet as needed)

Current Street Address City/State/Zip

Prior Street Address City/State/Zip

From ____/____/____ (MM/DD/YY) To ____/____/____ (MM/DD/YY)

Check here if you would like a copy of the Background Check Disclosure and Authorization Form.

References

Name: _____ Phone Number: _____

Email: _____ Length of relationship: _____

Nature of your relationship: _____

Name: _____ Phone Number: _____

Email: _____ Length of relationship: _____

Nature of your relationship: _____



Student Training Permission Form

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Ages of children with whom you would like to work:

0-2 years _____

3-5 years _____

K-2nd grade _____

3rd-4th grade _____

Club 56 _____

I, _____ (parent/guardian) hereby give my permission for my son/daughter to participate in a training program for volunteering. This training will allow them to work in a classroom that has at least one adult present. I have received a copy of the Fourth Avenue Child and Youth Protection Policy and Procedures and agree to follow these guidelines and explain them to my child.

Parent/guardian signature

Date

Student signature

Date



Driver

Information Form

Are you willing to transport children or youth in a church vehicle?

Circle one: Yes No

Do you currently have a valid drivers license?

Circle one: Yes No

Do you currently own your vehicle?

Circle one: Yes No

If no, explain

Do you have a good driving record?

Circle one: Yes No

Any violations or traffic accidents in the past five years?

Circle one: Yes No

If yes, explain

Insurance Information for the vehicle you will be driving:

Issuing Company

Policy Period

Policy Number

Claims Reporting Number

Are you an insured driver?

Circle one: Yes No

Driver's License Number

State of Valid License

Class of License

Date of Expiration

Applicant's Printed Name

Applicant's Signature Date



Safety Incident Report

Date of Report: _____

Incident Type:

Injury Theft Disruption Vandalism Suspicious Activity

Threat Other _____

Description of Incident:

Brief Statement: Members and Visistor Involved:

Comments / Outstanding Issues:

Outside Agenceis Called / Involved:

Safety Team Member's Signature: _____

Name: _____

Date: _____



Intern Policy

The Student Ministry Internship at the Fourth Avenue Church of Christ is designed to offer college students an opportunity to work with the student ministry of an active congregation within a multi-staff setting. We see the student ministry intern as a student and an apprentice, with specific responsibilities and training opportunities.

Here are some specifics that will be important to the Student Ministry Intern:

- FACC interns will work under the guidance of the Fourth Avenue leadership, and specifically with the Fourth Avenue student ministry team. Interns will be considered members of the staff and will be a part of most staff activities. Interns will receive and read a copy of the Fourth Avenue Staff policy along with a copy of the Child and Student Protection Policy and Procedures.
- FACC interns will be responsible for planning and carrying out certain specific responsibilities and maintaining the same daily office hours under the supervision of the student ministry team, unless approval of requests to be elsewhere with teenagers is given. Note that the summer schedule is hectic and these hours will change constantly. The interns will be expected to participate in mission trips, summer camps, Wednesday night programs, Sunday morning and Sunday night programs, along with other efforts. It is understood that a portion of the interns' weekly time will be spent with teenagers in developing and strengthening relationships. It is a 24/7, on call at all times job.
- FACC internship is for 8 to 10 weeks (unless otherwise discussed and approved financially) during the months of May, June, and July, ministering to young people grades 6-12 and their families. Start/end dates and any time-off should be worked out in advance with the student minister.
- There will be NO dating between Fourth Avenue interns or any member of our student ministry.
- If interns have family, friends, a boyfriend or girlfriend in town, the expectation must be known that the student ministry is the their #1 priority throughout the entirety of the summer. The teenagers requests and needs take precedence over anything else, including family, friends, boyfriends, or girlfriends. Therefore, if visits are made from family, friends, boyfriends, or girlfriends, plans with these people respectfully need to be discussed with and approved by the student ministry team.

I, _____, agree to the terms of the Fourth Avenue Church of Christ and the Fourth Avenue Student Ministry.

Signature

Date



FOURTH AVENUE
A CHURCH OF CHRIST

Policy Agreement Form

I, _____,
acknowledge that I have received a copy of the Fourth Avenue Church of
Christ Child and Student Protection Policy. I have read the document and
will abide by the policies as set forth.

Signature: _____

Date: _____