



NextGen➔

Safety Policies & Procedures Manual

Adopted March 15, 2026

adapted from

Essentials: Sexual Abuse Prevention and Response

created by

The Abuse Reform Implementation Task Force (ARITF)

&

 MINISTRYSAFE

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Dear Next Gen Volunteer,

At FBC Jonesboro, we take our responsibility to care for children (preschool, elementary, youth) very seriously.

These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for FBC Jonesboro volunteers and staff members. Our policies are intended to create a safe environment for our children, protecting them, you, and the mission of FBC Jonesboro. The following procedures have been adopted and will be enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Next Gen Staff
Preschool, Children, Student, University

FBC Jonesboro is committed to providing a safe, secure environment for children, their families, and vulnerable individuals. To this end, there are 5 **Essential Actions** FBC will take to care for our church family: Train, Screen, Protect, Report, and Care.

TRAIN Sexual Abuse Awareness Training

FBC Jonesboro policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a Staff member. Volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s parent or ‘gatekeeper,’) manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip FBC Jonesboro staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, FBC Jonesboro requires all staff members and volunteers to complete abuse awareness and other leader training.

PAID STAFF:

1. Essentials 2.0
 - a. Employees will successfully complete the online training curriculum, Essentials 2.0. To be completed 1-2 hours/month over the first 5 months of employment.
2. In-Person Training
 - a. Employees will attend NEA Children’s Advocacy Center (NEACAC) Mandated Reporter Training, a minimum of 1 ½ -2 hours once every two years.
3. Online Training
 - a. Employees will complete Protect My Ministry Child Safety Training once every two years. (Online training to take place on years where employee will not receive in-person training. Employees may opt to attend in-person training, if offered, to fulfill the yearly training requirement)

VOLUNTEER & ALL INTERESTED ADULTS:

1. In-Person Training
 - a. Volunteers will attend NEA Children’s Advocacy Center (NEACAC) Mandated Reporter Training, a minimum of 1 ½ -2 hours once every two years.
2. Online Training
 - a. Volunteers will complete Protect My Ministry Child Safety Training once every two years. (Online training to take place on years where volunteers will not receive in-person training. Volunteers may opt to attend in-person training, if offered, to fulfill the yearly training requirement)

STUDENT VOLUNTEERS AGE 13-18 (w/Parent Permission):

1. Volunteers will complete online Protect My Ministry Child Safety Training yearly.

STUDENTS UNDER 13 (w/Parent):

1. Encouraged to attend in-person Prevention Education program when offered.

SCREEN Application & Screening Process

Staff members and volunteers* are required to complete the FBC Jonesboro Application & Screening Process, which includes:

1. **Application:** All employees and volunteers will complete the appropriate application packet. Packet includes a Volunteer or Employee Application, Disclosure Form, Reference Check Release, Background Check Release.
2. **References:** All employees & volunteers will provide at least 3 references
3. **Background Check:** FBC Jonesboro requires all staff members and volunteers working with children, students, or vulnerable populations to undergo a criminal background check. Depending upon position, differing levels or intensity of background checks may be required. Background checks will be repeated every other year for any staff or volunteer over the age of 13.
 - a. If a background check reveals pending charges, these will be reviewed to determine if the specific situation warrants excluding the individual immediately from working with children or waiting to make a decision until a final ruling occurs. Any convictions eliminate a person from employment or volunteer service.
4. **Internet/Social Media Review:** Prior to a face-to-face interview, ministry leadership may review an individual's social media and internet presence.
5. **Interview:** All employees & volunteers will complete a face-to-face interview with ministry leadership

* A volunteer must attend FBC Jonesboro for six months before being eligible to serve in positions providing access to children, students, or vulnerable populations.

PROTECT Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

SEXUAL HARASSMENT & ABUSE POLICY

Prohibited Conduct Under This Policy

FBC Jonesboro enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of FBC Jonesboro's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race (including hairstyle/texture), color, national origin, age, disability status, sex, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws. However, these laws may not apply to FBC Jonesboro. Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

Harassment

FBC Jonesboro prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, volunteer, or any person working for or on behalf of FBC Jonesboro. For instance, no volunteer, leader, teacher or the like should be permitted to engage in such conduct in any FBC activity, program, or interaction.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, age, sex, pregnancy, disability, marital status or other protected status, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, age, gender, pregnancy, disability, marital status or other protected status.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination and is prohibited under FBC Jonesboro's anti-harassment policy. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature ... when ... submission to or rejection of such conduct is used as the basis for employment decisions ... or such conduct has the purpose or effect of ... creating an intimidating, hostile or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for an employment decision.
- Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Because our mission and ministry cause us to work with volunteers and the public, we prohibit such conduct by volunteers, leaders and members of the public. No employee, member, or guest is expected or required to be subject to sexual harassment by anyone.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees, members, and guest that are appropriate in the church and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

BUILDING SAFETY & CHILD SUPERVISION

Staff members and volunteers in NextGen Ministries are expected to provide adequate supervision for children in their care while working in church programs. The Children and Student Pastors will be responsible for ensuring that the FBC Jonesboro LIFE Center is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers, and children in children's classrooms.

No child will ever be left unattended in the LIFE Center or on the children's playground during NextGen ministry programming or classes. NextGen Ministries staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every programming event, NextGen Ministries staff members and volunteers must ensure every room and restroom is checked prior to leaving.

On the children's playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas which are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

WORKER TO CHILD RATIOS

FBC Jonesboro is committed to providing adequate supervision in all Next Gen Ministries programs. Accordingly, the following worker to child ratios will be observed:

Program	Workers	Children
Nursery	2	8
Preschool, 2 and 3 years old	2	12
Preschool, 4 and 5 years old	3	18
Elementary	3	18
Student	3	18

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with Church policy.

COUSELING & One-to-One INTERACTIONS

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in FBC Jonesboro Next Gen Ministry programs. Another adult who has completed the FBC Jonesboro application and screening process should always be present.

To assure the safety of our students, adults, and our church we ask that volunteers follow these policies when counseling students.

1. Observe confidentiality; do not share details of your counseling session with anyone other than a pastor/organization staff, and only do so for the purpose of gaining wisdom on how to best handle the situation.
2. In all situations, men build relationships with young men, women build relationships with young women. Questionable displays of affection should be avoided.
3. Volunteers should work to never be completely alone with one student (minor). Protect your fellow Staff; if you see someone in an awkward situation, it is acceptable and encouraged to offer help (sit down with them, stand nearby, etc..)
4. It is imperative that, when volunteers are made aware of any of the following situations, they are reported to the appropriate staff member within 24 hours:
 - Physical abuse
 - Sexual abuse of any minor
 - Plausible concern that a student is suicidal/harming themselves
 - A student is in a life threatening situation.
 - Confession of pregnancy
 - A runaway situation
 - Confession of a felony
 - Having reason to believe a student is going to commit a crime.
 - Any event that causes you, as a trusted individual, to fear for the safety or wellbeing of a student

DISCIPLINE

It is FBC Jonesboro's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
4. Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
6. Monitor the child through the enter time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
7. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to parents and the appropriate staff member.

PHYSICAL CONTACT

FBC Jonesboro is committed to protecting children in our care. To this end, FBC Jonesboro has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Next Gen Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Next Gen Ministries programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, appropriate staff member or the Minister of Education.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or children's staff members and volunteers. It is much less likely

that touch will be inappropriate or misinterpreted when physical contact is open to observation.

5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Next Gen Ministries must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
7. Next Gen staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, appropriate staff member or the Minister of Education.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Nursery children

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

1. Changing of diapers should be done in plain sight of other nursery workers.
2. Children will never be left unattended on changing tables.
3. Any special instructions given by parents leaving children in the nursery will be recorded on the registration cards or white boards.
4. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
5. Children should be changed on changing stations only.

Toilet training

1. No child will be forced to toilet train.
2. When children are taken into bathrooms the door will be left partially open.
3. Young children will never be left unattended in bathrooms.
4. Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card and/or white boards.
5. Children should be assisted in straightening their clothing before returning to the room with other children.
6. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available from FBC Jonesboro in the preschool area, if the parent has not furnished a clothing change.

School-age children

School-age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or 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.

Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

NUDITY

Staff members and volunteers in FBC Jonesboro's Next Gen Ministries should never be nude in the presence of children in their care. In the event there is a situation that may call for the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff members/volunteers will submit a plan to the appropriate staff member concerning arrangements for showering or changing clothes.

TOBACCO USE

FBC Jonesboro requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during FBC Jonesboro activities or programs. FBC Jonesboro is a tobacco-free facility.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any FBC Jonesboro facility, while traveling with children, or while working with or supervising children.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and children should be positive and uplifting. FBC Jonesboro staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers in Next Gen Ministries at FBC Jonesboro are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

PARENTAL INVOLVEMENT

Parents are encouraged to visit any and all services and programs in which their child is involved at FBC Jonesboro. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at FBC Jonesboro will be required to complete the FBC Jonesboro volunteer application and screening process.

PARENTAL CONTACT

Parents who leave a child in the care of FBC Jonesboro staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Next Gen Ministries programs.

RELEASE OF CHILDREN

At any time that a child has been entrusted to FBC Jonesboro staff members or volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Next Gen Ministries staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child or student has authority to pick up the child.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate supervisor or the appropriate staff member before releasing the child.

REPORT Abuse Reporting Process

As a body of believers, we want to make you aware of some examples of abuse of children and vulnerable adults. Please read the information below carefully and let us know if you have questions or concerns.

ABUSE PROHIBITED

FBC Jonesboro prohibits and has **zero tolerance for abuse** in its buildings, ministry programs and ministry activities. It is the responsibility of every staff and volunteer at FBC Jonesboro to act in the best interest of all children and adults.

In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to their immediate supervisor, the Minister of Children, or the Executive Administrator.

ABUSE, NEGLECT, AND EXPLOITATION

Children

Child sexual abuse is any sexual contact with a child. It can take many forms—including physical and non-physical behaviors. These acts often arise out of grooming by building trust and an emotional connection for the purpose of manipulating, exploiting, or abusing the child. In some instances, the behavior may be different to distinguish from a healthy relationship. Thus, it is important to pay attention to things that may seem innocent at first. Our policy applies to all child abuse, not just sexual abuse.

Adults

Adult abuse, sexual or non-sexual, typically involves an adult who is vulnerable because of a physical or mental disability, age, or both. Adult abuse sometimes presents a distinct set of challenges to identify.

Examples of Abuse, Neglect and Exploitation

Just a few examples of abuse include hitting, slapping, pinching, inflicting physical acts that inflict pain or injury. Failure to provide food, clothing, shelter, or medical treatment is considered neglect. Exploitation is the misuse or theft of powers, funds, or assets.

Retaliation

No hardship, loss, benefit or penalty may be imposed on an employee/volunteer in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee/volunteer or have an adverse impact on the individual's employment/volunteer status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment/volunteer position. Any member, volunteer or other person found to have violated this policy will be subject to safeguards to eliminate the offending conduct. Such action will be taken with consideration of Biblical principles.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the investigator will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation.

Complaint procedure

FBC Jonesboro has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. We will treat all aspects of the procedure confidentially to the extent reasonably possible, except in an instance where abuse is reasonably suspect in which case we reserve the right to provide notification as prudent.

1. Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Executive Administrator may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the Executive Administrator will dictate the verbal complaint.
2. Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may be occurring, the Executive Administrator or Lead Pastor will typically notify legal counsel who will arrange for the hiring of an investigator. The investigator is authorized and expected to communicate with counsel during the investigation for the purposes of obtaining legal advice.
3. An investigation conducted should be directed to determining whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
4. If necessary, the complainant and the respondent may be separated during the course of the investigation, either through internal transfer or administrative leave.
5. During the investigation, the investigator may choose to interview the complainant, the respondent and any witnesses to determine whether the alleged conduct occurred.
6. Upon conclusion of an investigation, the investigator is expected to submit a written report of his or her findings to the designee of the AMT. If it is determined that a violation of this policy has occurred, the appropriate ministerial staff, or the designee will recommend appropriate response and disciplinary action. The appropriate action includes consideration of the following factors:
 - a) the severity, frequency and pervasiveness of the conduct;
 - b) prior complaints made by the complainant;
 - c) prior complaints made against the respondent; and
 - d) the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, appropriate preventive action may be taken.

1. The findings of the investigation must be communicated, to the designee and the appropriate ministerial staff, who are authorized to review any materials they deem fit, and to consult legal counsel as deemed prudent. The complainant and respondent must also be informed to the extent of their interest. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

FBC Jonesboro is committed to providing a safe, secure environment for children, their families and vulnerable individuals. To this end, any report of inappropriate behaviors or suspicions of abuse, neglect or exploitation will be taken seriously and will be reported, in accordance with this policy and state law. Arkansas law mandates that certain individuals are mandated reporters due to their occupation or profession. When a report of child abuse or adult abuse concerns an FBC Jonesboro facility program, or activity by a mandated reporter, we ask that the Minister of Children or the Executive Administrator be notified. The decision to notify the staff member(s) referenced is in the discretion of the individual who made the report. We recognize that there may be legal or prudential concerns against such notification. Nevertheless, we believe our best opportunity to mitigate against abuse involves direct communication.

FBC Jonesboro staff members and volunteers who supervise other staff members or volunteers are tasked with adherence to FBC Jonesboro policies concerning abuse mitigation. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Next Gen Ministry's positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Administrative Ministries Team, or its designee.

CARE PROVIDING RESOURCES AND CARE

FBC JONESBORO SAFETY TEAM

Recognizing the importance of providing and maintaining a safe environment for children, FBC Jonesboro will appoint and maintain a Safety Team, which will meet once each quarter.

MISSION STATEMENT

The purpose of the Safety Team is to enable FBC Jonesboro's Next Gen Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical, or sexual abuse.

COMPOSITION

The Safety Team will be comprised of the following members:

1. the Executive Administrator
2. Next Gen staff (preschool, children, student, university)
3. a member from the Administrative Ministry Team

MEETINGS

The Safety Team Chairperson will lead a meeting on a quarterly basis to discuss risk management practices and updates. The Safety Team will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

RESPONSIBILITIES

The Safety Team will be charged with the following duties:

1. Applying existing FBC Jonesboro policies and procedures related to Next Gen safety and risk management issues.
2. Monitoring all Next Gen Ministries programs for ongoing compliance with safety policies.
3. Making recommendations to the FBC Jonesboro Administrative Ministries Team regarding safety issues.

PROMOTING A SAFE CHURCH

The care and protection of children and adults involved in FBC Jonesboro activities is the responsibility of everyone who participates in the life of the church.

IF YOU ARE CONCERNED...

That someone you know is at risk of being abused or presents a risk to others, please notify a member of the ministerial staff or if necessary, the Department of Children and Family Services, the Crimes Against Children Division, or local law enforcement without delay.

Local Contacts:

Torie White
Executive Administrator
twhite@fbcjonesboro.org
(870) 932-3456

LeAnne Barnett
Preschool & Children's Pastor
lbarnett@fbcjonesboro.org
(870) 932-3456

Mason Jinks
Student Pastor
Mjinks@fbcjonesboro.org
(870) 932-3456

Ric White
University & Associate Pastor
rwhite@fbcjonesboro.org
(870) 932-3456

Child Abuse Emergency Hotlines:

Emergency Imminent Danger	911
Arkansas Child Abuse Hotline (24 hr)	1-800-482-5964
NEA Children's Advocacy Center	(870) 275-7902
National Domestic Violence Hotline	1-800-799-3224

Our Commitments:

- Promote a safe environment and culture
- Recruit & support all persons with a responsibility to minister to children and vulnerable adults
- Respond promptly to concerns and allegations
- Provide pastoral care for all victims, survivors, and their families
- Provide pastoral care for those who are the subject of abuse allegations as appropriate

SUSPECTED CHILD ABUSE INCIDENT REPORT FORM

This form must be used to record details of a child abuse incident or allegation. The information recorded here will be referenced for a mandatory report to Child Protective Services, and local law enforcement. The victim's information on this form must be kept confidential, with the exception of legal authorities.

Date of incident: _____

Child's Name: _____

Parent/Guardian's name(s): _____

Person making report: _____

Role/Relationship to the Child: _____

TYPE OF INCIDENT (Select all that apply)

- ☐ Suspicion or allegation of abuse or neglect of the child based on visible observations
- ☐ Suspicion or allegation of abuse or neglect of the child as told by the child
- ☐ Suspicion of potential harm to the child

ALLEGED PERPETRATOR(S) DETAILS (IF KNOWN)

Name: _____

Connection with the Child: _____

Any other relevant factors: _____

Were there any other witnesses to the incident? YES or NO

If "yes", provide their details below:

Full Name: _____

Involvement as witness: _____

Contact phone number: _____

DETAILS OF THE INCIDENT

(Describe the incident, including alleged behavior of the perpetrator(s), sighted injury, or other indicators of abuse, as well as the conversation with the child. Be as thorough as you can.)

INCIDENT RESPONSE

Please check which of the following have been informed of this incident, and note the date.

EXTERNAL

☐ Police

Department: _____ Date: _____

☐ Child Protective Services,

County: _____ Date: _____

Name of dispatcher: _____ Case #: _____

☐ Other (please specify):

_____ Date: _____

INTERNAL

☐ Children's Pastor: _____ Date: _____

☐ Student Pastor: _____ Date: _____

☐ University Pastor: _____ Date: _____

☐ Executive Administrator _____ Date: _____

☐ Senior Pastor: _____ Date: _____

ADDITIONAL COMMENTS

ACKNOWLEDGEMENT OF FORM COMPLETION

I have completed this form to the best of my knowledge and ability.

Name: _____

Signature: _____ Date: _____

TO BE COMPLETED BY THE EXECUTIVE ADMINSTRATOR OR AMT DESIGEE

Date Pastor/NextGen Ministry Pastor was notified: _____ / _____ / _____

Date Deacons were notified: _____ / _____ / _____

Date report was shared with insurance company: _____ / _____ / _____

Date Pastor attempted to contact family: _____ / _____ / _____

Date Pastor met with family: _____ / _____ / _____

Outcome from meeting with family:

Date Pastor communicated with alleged abuser: _____ / _____ / _____

Outcome from meeting (termination, suspension, etc.)

Policies and Procedures
Statement of Acknowledgement and Agreement

I have received and read a copy of FBC Jonesboro's Next Gen Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at FBC Jonesboro.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by FBC Jonesboro.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at FBC Jonesboro at any time (If possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and FBC Jonesboro. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page to remain attached to the FBC Jonesboro's Next Gen Ministries Policies.]

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Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page to be detached and included in the employment/volunteer file.]