

SAFE CONGREGATION POLICIES AND GUIDELINES



**First Baptist Church
Rutherfordton, North Carolina**

Effective October 1, 2016

Safe Congregation Policies and Guidelines

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Safe Congregation Policies and Guidelines

First Baptist Church, Rutherfordton, NC

I. INTRODUCTION

a. Statement of Covenant

As a Christian community of faith, the First Baptist Church, Rutherfordton, NC (FBCR) pledges to conduct its ministry in ways that assure the safety and spiritual growth of all our members and participants. No policies or guidelines can guarantee the prevention of inappropriate incidents or accidents. This work, however, represents our best effort in doing so. These policies will be monitored by the Safe Congregation Task Force. This group will conduct a periodic review and publish revisions as they are adopted.

b. Purpose

The purpose for establishing these policies and procedures is to demonstrate our commitment to maintaining a holy place of sanctuary where all can come to work, worship, study, serve, and fellowship, with the assurance that they are safe and secure in this community of faith.

c. Goals

- To be welcoming, affirming, and inclusive while providing a safe, life-giving environment for everyone in the FBCR community;
- To protect children and youth in our care from abuse, child molestation or any type of inappropriate sexual behavior;
- To protect our vulnerable adults from abuse by employees, volunteers or members in this church;
- To avoid the appearance of impropriety and reduce the potential risk to employees and volunteers of false accusations;
- To protect the ultimate mission of FBCR by reducing the risk of legal liability to our church.

d. Scope

The Safe Congregation Policies and Guidelines apply to all current and potential FBCR employees and volunteers who will be working in church-sponsored ministries that are being conducted under the auspices of and/or endorsed by FBCR and that involve children, youth and vulnerable adults of this congregation and community.

e. Definitions

Child/Children – infants through grade 5

Youth – children in grades six through twelve

Ministry – church sponsored activities

Staff person – any person employed by FBCR

Volunteer – a person over the age of 18 having interaction with children, youth or vulnerable adults who assists in a leadership or support role and receives no financial compensation

Vulnerable Adult – an adult whose physical, mental, or emotional health, or life circumstances renders him or her especially susceptible to abuse or inappropriate treatment by others

Youth Volunteer – a person under the age of 18 having supervised interaction with children or youth and who receives non financial compensation

Abuse – is defined as a non-accidental injury or pattern of injuries to a child, youth, or adult. Specific types of abuse include but are not limited to:

Physical – abuse in which a person deliberately and intentionally causes bodily harm to another person

Sexual – is any sexual behavior imposed on a juvenile or an adult. This involves a range of activities, including inappropriate physical contact, suggestive behavior or comments, romantic involvement with any participant, or any behavior prohibited by law even if the victim gives consent

Emotional – abuse in which a person exposes another to spoken and/or unspoken violence or emotional cruelty

Ritual – abuse in which a physical, sexual or psychological violation of a child, youth or vulnerable adult is inflicted regularly, intentionally and in a stylized way as part of ceremonies of rites by a person or persons responsible for the child, youth or vulnerable adult's welfare

Sexual Harassment – intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. It includes behavior directed at another person with the intent of intimidating, bullying, humiliating or embarrassing the other person or subjecting the person to public discrimination

Neglect – abuse in which a person endangers another's health, safety or welfare through negligence

Financial exploitation – illegal or inappropriate use of the person or his/her resources for another's profit or advantage

Negligence – refers to conduct that fails to use reasonable care commensurate with the reasonably foreseeable risk of harm to others

Near or nearby – shall mean within such proximity that the adult leader is in either visible or audible contact with youth for the purpose of conducting adequate supervision of youth

Perpetrator – Person allegedly responsible for reported incident

Victim – Injured person

FBCR – First Baptist Church, Rutherfordton, NC

Safe Congregation Task Force (SC Task Force) – A small team approved by the Deacon Council consisting of representatives of the Personnel Committee, Ministerial Staff, and one additional member with expertise in this area

Limited Access Agreement – a written covenant between FBCR and an individual currently suspected of abuse or who has a previous history of abuse to another. It is a signed contract which allows the individual to attend FBCR while, at the same time, specifically defining the individual's access by setting limitations on the individual's conduct and/or physical location. Such individuals will be prohibited from participating as a chaperone at events which include the participation of children, youth, and vulnerable adults. The Agreement may include the assignment of a FBCR Support Person in whose presence the individual is required to remain while on FBCR property

II. INJURY AND ILLNESS

a. Injury or Illness

i. First Aid/CPR Training

First Aid/CPR Training is encouraged for all volunteers. FBCR may from time to time offer First Aid and CPR training.

ii. First Aid Supplies Location and Stocking

First aid supplies are stored in the church office, in the nursery, and in the youth room. Supplies will be restocked quarterly or as needed. The emergency defibrillator (AED) is stored in entrance way to the sanctuary beside the organ close to the entrance to the baptistery, next to the main floor of the sanctuary.

iii. Injury

Any volunteer who becomes aware of an injury to another person shall take steps to ensure proper medical attention is given to the injured person.

All persons who have received a minor injury shall be given first aid as needed at the time of injury. A child's or youth's parent or guardian shall be notified of the minor injury when the injured child or youth is picked up, or sooner, if deemed appropriate.

Any injury which may require medical treatment beyond simple first aid shall be given immediate attention. If warranted by the injury, 9-1-1 shall be called promptly. The parent or guardian of an injured child or youth also shall be immediately notified, along with a ministerial staff member. Once appropriate care has been provided, an Injury Report Form (Appendix 1) should be completed.

iv. Illness

Volunteers who are ill with a fever or communicable disease shall not participate in any church activity where others might be exposed.

Children or youth who are ill shall be returned to their parent or guardian as soon as illness is discovered. If this is not possible, then the child or youth who is ill shall be isolated in a manner that shall allow supervision to continue until the child or youth can be returned to his/her parent or guardian.

Volunteers shall take all reasonable steps to avoid contact by a child or youth with another person's body fluids.

b. Reporting

A written injury report form shall be completed by volunteers whenever an injury requiring medical treatment beyond simple first aid occurs during a church function. The injury report shall be forwarded promptly to the parents and a ministerial staff member.

A written Incident Report Form (Appendix 3) shall be completed by volunteers whenever unusual circumstances occur. The report shall be forwarded promptly to the parents and a ministerial staff member.

A central file of injury and incident reports shall be maintained in the church office.

III. VIOLATIONS OF POLICIES AND PROCEDURES

Volunteers shall promptly notify the minister in charge of the particular event of any violation of these policies or procedures. If a member of the ministerial staff is the person against whom the allegation of inappropriate conduct is made, the volunteer shall notify other ministerial staff members. If the minister deems necessary, the minister will report to the **SC Task Force**.

Any volunteer who becomes aware of a violation of the policy or procedures shall take appropriate steps to ensure immediate compliance with the policy and procedures. Alleged perpetrator(s) shall be removed from their respective positions or immediate vicinity if such removal is warranted or if they pose a threat to others.

IV. PROTECTION OF CHILDREN AND YOUTH

a. Supervision

During FBCR children and youth program activities, paid or volunteer staff program leaders are responsible for oversight of participants and will follow **Safe Congregation Policies and Guidelines**.

For all other FBCR gatherings or family events, children 0 – 5th grade must be supervised by a parent/guardian and youth 6th – 12th grade are the responsibility of a parent/guardian.

Ministerial staff and/or volunteer will announce whether or not chaperones will be provided or parental participation is required.

b. Screening

The Ministerial Staff is responsible for screening potential workers. They will process applications and evaluate background checks for volunteers. Ministerial staff may interview candidates and contact references.

Background checks may be re-evaluated periodically.

The FBCR Personnel Committee is responsible for doing a thorough reference and background check on candidates for all staff positions prior to their recommendation to the congregation for hiring.

c. Training

The Safe Congregation Task Force is responsible for developing the content and schedule for trainings and for overseeing the implementation of the provisions of these policies with regard to Risk Management, record keeping and initiating incident reports as they apply to children and youth.

d. Oversight

i. Safe Congregation Task Force

The SC Task Force will oversee a periodic review of these policies and procedures, making changes as needed to protect all FBCR children, youth and vulnerable adults.

Additionally, The Safe Congregation Task Force is responsible for investigation, case review, and oversight once an allegation of abuse or otherwise inappropriate behavior is reported or a history of misconduct is discovered. At least one male and one female member of the SC Task Force must be present to respond to any allegations.

ii. FBCR congregation

Persons who are directly or indirectly associated with the ministries of FBCR shall immediately report a suspected incident of physical, verbal, emotional or sexual abuse to a member of the church staff or the chair of the Safe Congregation Task Force using the Incident Report Form. See Appendix 6 for “Mandated Reporting” in the North Carolina General Statute 7B-301

V. VOLUNTEERS WITH CHILDREN AND YOUTH

a. General Rule

Persons who are deemed a threat to children or youth based on a criminal record check, application response or reference feedback will not be permitted to volunteer in any FBCR program for children, youth, or any member of the FBCR community and will be referred to the SC Task Force.

Volunteers and participants may not possess illegal drugs, alcohol, or weapons during any FBCR activity involving children, youth, and vulnerable adults. Sexual activity, sexual harassment, and violence by children, youth, and adult volunteers are prohibited. Tobacco use is prohibited for children and youth. Adults may not use tobacco products in the presence of children or youth.

All adult and youth volunteers must abide by the policies and procedures of FBCR in working with children or youth, including, but not limited to the following:

b. Qualifications

All volunteers must:

- i. Be at least 18 years of age or, if under the age of 18, be at least five years older than the oldest child or youth in the group.
- ii. Actively participate in regularly scheduled programs at FBCR.

c. Screening

In order to volunteer with children and youth, all adult volunteers will be carefully screened to ensure compliance with these policies and guidelines. Youth volunteers will not be required to comply with the screening procedures. However, they must be supervised by an adult volunteer or staff person.

The screening process will include:

1. Completion of a volunteer application (Appendix 2)
2. Authorization of a criminal background check
3. A request that the applicant share any limitations or conditions which may limit or affect your participation or activities performed as a volunteer
4. Verification that the applicant has read these policies and guidelines and agrees to follow them
5. Each volunteer shall confirm their application is accurate and provide appropriate updates every three years or in the event of a change of status.

d. Criminal Background Check

FBCR will employ an agency to perform criminal background checks on all volunteer applicants. To the degree that FBCR has access to private information provided to the agency by applicants or access to the results of criminal background checks, this information will be kept confidential. Applicants have the right to review the outcome of any criminal background check that raises questions regarding the applicant's suitability to become a volunteer. Applications, background checks, and other submitted personal information will be kept confidential and in a locked filing cabinet accessible only to the **ministerial staff**. If an allegation of inappropriate

conduct or a history of misconduct is referred to the SC Task Force for investigation, the SC Task Force will also have access to the applications, background checks, and other submitted personal information of any person involved in the incident or situation being investigated.

e. Interview with the appropriate staff member

Before volunteering, volunteer applicants who have been screened successfully will meet with the appropriate ministerial staff member to learn about volunteer opportunities and to express their preferences for volunteer tasks.

f. Respect

Volunteers working with children and youth in programs sponsored by FBCR and its affiliated groups are in a position of stewardship and play a key role in fostering spiritual development of both individual participants and the FBCR community. Volunteers are expected to nurture the physical, emotional, and spiritual growth of children and youth by fostering an environment of kindness, trust, and respect. Volunteers must refrain from derogatory language. Volunteers must foster positive self-esteem. This includes getting adequate rest before and during events, so that they may be alert and clear thinking, and able to maintain good judgment and perform their duties in a competent and professional manner.

g. Discipline

- a. Any form of physical punishment, such as spanking, is not permitted by FBCR staff or volunteers.
- b. Ministerial staff and volunteers will use praise and positive methods of discipline and guidance to encourage self-expression and self-direction of children, youth and vulnerable adults.
- c. If children, youth, or vulnerable adults continue with disruptive or harmful behavior, parents and/or guardians should be notified immediately.

h. Confidentiality

Volunteers working with children and youth are often privy to information of a personal, private or troubling nature. It is important that volunteers keep such disclosures confidential. Children and youth show trust in volunteers or sometimes little awareness of appropriate sharing when they tell volunteers these types of things. Should a volunteer feel that intervention of some kind is desirable or necessary after hearing such comments, he or she should immediately contact a ministerial staff to voice this concern.

i. Support

ii. Training

Training will be updated annually to assure that volunteers have information needed to feel competent in serving.

iii. Feedback and Supervision

Volunteers will be able to give and receive feedback about concerns that are important to the operation of FBCR's programs for children and youth. This would include suggestions that volunteers might have. Ministers might likewise have suggestions for volunteers.

iv. Policies

FBCR will have clear written policies and guidelines for volunteers working with FBCR children and youth.

j. Training

Volunteers are required to read the Safe Congregation Policy and sign the Volunteer Covenant before beginning service. Volunteers are encouraged to update their knowledge of FBCR procedures. Volunteers are expected to participate in periodic training when offered to enhance the skills needed in their roles as volunteers. CPR, first aid, and defibrillator training are also encouraged for regular volunteers.

VI. RISK MANAGEMENT FOR CHILDREN AND YOUTH

a. General Rule

FBCR realizes that all behavior cannot be regulated by specific policies. Therefore, the Safe Congregation Task Force has developed a combination of policies and guidelines to manage the risk involved in ministry with children and youth. Guidelines provide a general sense of direction while policies guide behavior under specific circumstances. The general principle of Risk Management is that as risk increases, supervision should also increase. To assess the level of risk, three risk factors will be evaluated. These factors are:

Isolation: Risk increases as isolation increases.

Accountability: Risk increases as accountability decreases.

Power and Control: Risk increases when there is an imbalance of power, authority, influence and control between a potential abuser and a potential victim.

b. Two Adult Rule

All reasonable efforts shall be made to ensure that at least two approved volunteers are present at every church activity with children and youth, including in each meeting room, classroom, vehicle, or other enclosed area.

Exceptions: Written permission by the custodial parent or guardian to permit named volunteer to escort their child(ren) to or from church sponsored activity.

c. Relatives Working Together

Spouses and immediate family members are not encouraged to serve in the same classroom setting. For family activities and events, spouses and immediate family members are permitted to chaperone the same event. In this context, "immediate family" means people who identify themselves as part of the same family unit.

d. Overnight Activities and Trips

Two unrelated leaders should be present at any overnight activity or trip. Such activities should be cleared in advance with the appropriate church staff. If the group is of mixed gender, the leaders must include at least one male and one female. The ideal ratio of children/youth to adults would be one adult per six children/youth. At events that require overnight accommodations, leaders shall sleep nearby in a separate room or other lodging.

e. Drop Off/Pick Up Procedures

i. Pre-school

Volunteers shall arrive at least 10 minutes before a scheduled activity to supervise early arrivals.

Volunteers shall keep watch over those in their care until all have been picked up by an authorized adult after the activity. Volunteers are to release children in their care only to parents, guardians, or other appropriate adults.

ii. Kindergarten to Fifth Grade

Volunteers shall arrive at least 10 minutes before a scheduled activity to supervise early arrivals and shall keep watch over those in their care until all have been picked up by an authorized adult after the activity. Volunteers are to release children in their care only to parents, guardians, or other appropriate adults.

iii. Youth

Volunteers shall arrive at least 10 minutes before a scheduled activity to supervise early arrivals and shall keep watch over those in their care until all have departed. Youth are released on their own recognizance; volunteers are not expected to ensure that youth have been picked up by any particular person.

f. Restroom Procedure

Whenever possible, an adult shall escort any child in grades ages 2 through 5th grade to the restroom and wait outside unless the child needs assistance in the restroom. Volunteers shall not touch a child's genitals except when necessary, as in the case of changing a diaper or assisting with toileting.

g. Discipline

Volunteers are never to spank, hit, shake, grab, or otherwise physically discipline anyone. Instances of physical discipline shall be promptly reported to the staff member's or volunteer's supervisor, the child's or youth's parent or guardian, and the pastor.

Disciplinary problems of children and youth that have not been resolved shall be promptly reported to the child's or youth's parent or guardian and to the appropriate staff member.

h. Relationships with Youth

It is natural for youth and adults to develop a genuine fondness for one another, but it is not appropriate for adults to look to youth for "friendship." Volunteers must understand the power differentials in their relationships with youth and must be able to maintain healthy and appropriate boundaries with youth and other adults. While mentoring relationships can be healthy and even transformative for both adults and youth, any exclusive relationship developed with a FBCR youth that includes activities outside of FBCR-sponsored events must be with the full knowledge and consent of the parents and the knowledge of church staff.

VII. PROTECTION OF VULNERABLE ADULTS

a. General Rule

Persons who are deemed a threat to vulnerable adults based on a criminal record check, application response, or reference feedback will not be permitted to volunteer in any FBCR program and will be referred to the Safe Congregation Task Force.

b. Respect

Volunteers working with vulnerable adults in programs sponsored by FBCR and its affiliated groups are in a position of stewardship and play a key role in fostering spiritual development of both individual participants and the FBCR community. Volunteers are expected to nurture the physical,

emotional, and spiritual growth of vulnerable adults by fostering an environment of kindness, trust, and respect. This includes getting adequate rest before and during events, so that they may be alert and clear thinking, and able to maintain good judgment and perform their duties in a competent and professional manner.

c. Confidentiality

Volunteers working with vulnerable adults are often privy to information of a personal or private nature. It is important that volunteers keep such disclosures confidential. Sometimes vulnerable adults possess limited awareness of appropriate sharing when speaking with volunteers. Should a volunteer feel that intervention of some kind is desirable or necessary after hearing such comments, he or she should immediately contact the appropriate staff person.

d. Training

Volunteers are required to be trained on these policies and guidelines when they begin service and as needed to update their knowledge of FBCR procedures. Volunteers are expected to participate in periodic training when offered to enhance the skills needed in their roles as volunteers. CPR, first aid, and defibrillator training are also encouraged for regular volunteers.

e. Risk Management

As is the case with children and youth, FBCR is aware that reducing the risk of harm to vulnerable adults is essential to their full, safe participation in the life of the church. Therefore, policies regarding vulnerable adults will take into account these factors:

Isolation: Risk increases as isolation increases.

Accountability: Risk increases as accountability decreases.

Power and Control: Risk increases when there is an imbalance of power, authority, influence and control between a potential abuser and a potential victim.

f. Restroom Procedure

Whenever adults need assistance with use of the restroom, the assistance will be limited to that which is necessary for the safety and well-being of the adult. Care will be taken to carefully guard the privacy and dignity of the adult.

VIII. SUPPORT FOR VULNERABLE ADULTS

a. General Rule

To the extent of its resources, FBCR will provide support for vulnerable adults as it is requested and/or needed when family members, close friends, or community services are unable to meet the need. Meals, transportation, in-person visits, telephone calls, financial counseling, and assistance in moving are among the kinds of support church members have provided in the past and may be called upon to provide in the future. Whenever these or other support services are provided by the church staff or the FBCR family at the request of the staff, these activities will be undertaken as ministry in the spirit of love and compassion. The persons called upon by the church to assist vulnerable adults will be well-known to the community as caring persons of integrity.

b. Transportation

i. Safety

When a FBCR staff member or a member of the FBCR community transports a vulnerable adult, all traffic regulations, especially those that might reduce the risk to the vulnerable adult, must be followed.

ii. No Charging for Services

Unless specifically approved by a staff member, persons who provide transportation may not ask a vulnerable adult for reimbursement for gas, time, or other travel expenses when transporting him or her on behalf of the church.

iii. Repeated Services v. Emergencies

Unless otherwise warranted, the church will not make it a practice to check driving records of persons who provide transportation infrequently or on an emergency or one-time basis. However, those who regularly transport vulnerable members of the FBCR family may be asked to sign a statement indicating that their record is free of convictions for driving while impaired, repeated convictions for speeding, and driving at excessive speeds. In special circumstances, a driving record check may be obtained by the church with the authorization of the volunteer driver.

c. Financial Exploitation

Assisting a vulnerable adult provides many opportunities to take financial advantage of the adult. Visiting in the home or hospital, providing transportation and meals, and frequent supportive contact generally can build a trusting relationship that may be used for the advantage of the helper and the disadvantage of the vulnerable adult. Therefore, persons assisting on behalf of the church must take great care to protect the resources of the person in their care by refraining from asking for money or gifts; insuring to the degree possible that homes, valuables within the home, and computer passwords are secured; listening for remarks about unscrupulous persons who might be attempting to take advantage of the adult; and suggesting to appropriate staff member other steps that appear warranted under the circumstances to protect the adult.

IX. REPORTING OF INCIDENTS

a. General Philosophy

In our efforts to ensure the safety of all members of the FBCR community, especially children, youth, and vulnerable adults, all recording, investigating, and reporting of incidents that raise concern about safety will include the following:

- We will err on the side of reporting incidents of concern to any available ministerial staff member.
- Every reasonable effort will be made to bring any misconduct to an end.
- Every report of misconduct will be taken seriously.
- All persons involved in an allegation will be treated with compassion, sensitivity, and care.
- In so far as possible, the identities of all persons involved in an incident will be maintained in confidence and shared only on a strict need-to-know basis as outlined in these policies and guidelines.

b. Reporting of incidents

Whenever an incident of concern occurs, whether the behavior occurs at a FBCR activity or elsewhere, the individual with this information will initiate the following procedure:

- i. As soon as possible after the incident, tell any available minister what happened to determine if a written record of the incident is warranted. If so, the reporter completes an Incident Report Form (Appendix 3) as soon as possible. If the incident involved behavior by a minister, then report to a member of the Personnel Committee, who then will report to the SC Task Force.
- ii. If an Incident Report Form has been completed, the available minister will then inform the remainder of the ministerial staff, who will immediately make plans to meet as soon as possible. The ministerial staff members will determine if more information is needed at that point and if the incident warrants the involvement of the SC Task Force. If an Incident Report

Form has been completed, the available minister will also notify the parents of the child or youth involved unless the parent is the offender.

- iii. If the incident warrants involvement by the SC Task Force, the ministerial staff will contact the chair of the SC Task Force.
- iv. Together the available minister and the SC Task Force will collectively determine how to proceed with the reported information.

c. Responding to Incidents

Because there is such a wide variety of possible abuse situations ranging from small infringements to catastrophic abuses that cannot all be specifically addressed, the following procedures will be followed when the SC Task Force becomes involved in responding to a reported incident:

- i. The SC Task Force members will meet separately with the alleged abuser and with the individual bringing the complaint, and in the case of a child or youth, the parent(s).
- ii. The SC Task Force will determine whether or not law enforcement, e.g. police, Child Protective Services, Adult Protective Services, etc., should be notified by a FBCR representative. *Parents and adults can choose to report the event whether or not FBCR elects to report the incident.*
- iii. Even if the church elects not to report an incident to legal authorities SC Task Force will determine a plan of action concerning all involved.
- iv. A record of the process, timeline, actions taken will be completed by the SC Task Force and kept in a locked file for a minimum of three years. Incident reports regarding criminal activity may be kept for a longer period of time.

X. LIMITING ACCESS IN CASE OF ALLEGATION OF ABUSE OR MISCONDUCT

a. Procedure for Limiting Access

This procedure for limiting access to FBCR people, programs, and events will be followed whenever there is an allegation of misconduct or it becomes known that a person with a history of misconduct is present at or involved in FBCR worship or ministries:

- i. The SC Task Force will meet together with the person of concern. The meeting shall be confidential and is intended to discuss the history, accusation or case. This conversation shall be documented by the SC Task Force representative and kept on file in the locked SC Task Force File Cabinet at the church. Those who are meeting with the person may elect to utilize an initial Limited Access Agreement at that time. The Limited Access Agreement shall establish and enforce clear boundaries for the protection of children, youth and other potentially vulnerable individuals and to reduce the likelihood of false allegations or suspicions.
- ii. After meeting with the person, if it has been determined that there is a valid concern, there shall be a briefing of the SC Task Force, and other relevant individuals as determined by the circumstances, and further plans shall be formulated. If a Limited Access Agreement is deemed appropriate and has not yet been utilized, an additional meeting with the person shall be arranged to complete that process. The SC Task Force members may also decide to recruit individuals who will agree to accompany the person in worship and/or other church activities as

deemed necessary and outlined in the signed Limited Access Agreement (Appendix 4 and 5). The Limited Access Agreement shall continue to be utilized and revised as necessary as long as the circumstances which warranted its establishment are still applicable.

- iii. If the person refuses or fails to comply with the terms of the Limited Access Agreement the SC Task Force shall consider denying the person access to any FBCR-sponsored activity.
- iv. During this process, supportive care and assistance will be provided to the individual who has made the allegation, and/or his or her parent or guardian. This service will be offered by the Ministerial Staff and will vary depending on the needs of the individual involved.
- v. It is understood that all proceedings are held in confidence and that only those individuals deemed necessary by the SC Task Force shall be provided with information about the person in question.

XI. The goal of this document is to protect and minister to all individuals involved in the ministries in the life of the congregation. We desire to provide a safe environment where all may find and follow Jesus Christ.

Appendix 1

INJURY REPORT FORM
First Baptist Church, Rutherfordton, NC

Use this form to make a report of an injury that occurred while attending a FBCR-sponsored activity.

Today's Date: _____ Date & Time of Injury _____

Location of the Injury: _____

Activity attending _____

Name of the person injured _____

Name of child/youth's parent, guardian, caretaker, _____

Address _____ Phone _____

Date and time contacted parent/guardian contacted about injury _____

Copy of report given to them _____ yes _____ no

Describe the injury _____

Witness to the injury:

Name _____ Phone _____

Name _____ Phone _____

Condition of person, including the nature and extent of the injury _____

Name of person making report _____ Signature _____

Follow up recommended _____

Received by _____ Follow-up date _____

Comments:

Follow-up:

Appendix 2

VOLUNTEER APPLICATION

First Baptist Church, Rutherfordton, NC

Each year this form should be completed and signed by all volunteers who work with children and youth. Please read the form carefully and provide all of the information requested. If you have questions or concerns about this application, please contact the ministerial staff.

LAST NAME

FIRST

MIDDLE

STREET ADDRESS

CITY/STATE

ZIP CODE

DAYTIME PHONE

EVENING PHONE

EMAIL

I have been a participant at FBCR since _____

Non-member

Member

If member, year joined: _____

Are you aware of any limitations or conditions which may limit or affect your participation or activities performed as a volunteer?

Have you been convicted of, been adjudicated, or pled guilty or no contest, to a crime?

YES

NO

If yes, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case.

Have you ever terminated your employment, professional credentials, or service in a volunteer position or had your employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; or child abuse?

YES

NO

If yes, give a short explanation. Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of incident(s) leading to your termination.

Is there any fact or circumstance in your past or present that would call into question your being entrusted with the responsibilities of a volunteer with children, youth, or vulnerable adults?

YES

NO

If yes, please explain.

If there is a possibility that you will be driving children or youth in your volunteer role, please answer the question below:

With respect to your driving record, have you had your license suspended or revoked within the last seven years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance?

YES

NO

If yes, please explain

VOLUNTEER COVENANT

Persons in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is especially important, therefore, that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between children, youth, and vulnerable adults and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity. Volunteers play a key role in assisting with these areas of growth. In addition, the covenants between persons seeking to volunteer in the church require honesty, integrity, and truthfulness.

Therefore:

- I attest that the information set forth in this application is true and complete. I understand any misrepresentation or omission may be grounds for rejection of my application.
- I will refrain from engaging in sexual, seductive, or erotic behavior with children, youth, or vulnerable adults. Neither shall I sexually harass children, youth, or vulnerable adults or engage in behavior that constitutes verbal, emotional, or physical abuse.
- I hereby authorize the FBCR and/or its agents to conduct a criminal background check. I understand that FBCR will share with me information it has gathered about me in response to this application if I request such information.
- I acknowledge that I have received and understand the Safe Congregation Policies and Guidelines of FBCR.

SIGNATURE

PRINT NAME

DATE

Appendix 3

INCIDENT REPORT FORM

First Baptist Church, Rutherfordton, NC

(CONFIDENTIAL)

Use this form to make a report of any extremely unusual, potentially dangerous or otherwise disturbing activity.

It is the intention of the Safe Congregation Committee that any viable, serious complaint of an incident which has occurred at FBCR will be reported for investigation by legal authorities.

Today's Date: _____ Date & Time of Incident _____

Where did the incident occur? _____

Activity/Program in process? ____yes ____no If yes, name of program _____

Describe the incident (Use back of page if needed)

Did you know the person(s) involved in the incident? ____yes ____no

If yes, please name _____

Other witness to the incident:

Name _____ Phone _____

Name _____ Phone _____

Name of person making report _____ Signature _____

Follow up recommended _____

Received by _____ Follow up date _____

Comments:

Contact Information for parties involved in incident:

Name _____ Phone _____

Address _____

Is this person a regular participant in programs at FBCR? Yes No

Name _____ Phone _____

Address _____

Is this person a regular participant in programs at FBCR? Yes No

Name _____ Phone _____

Address _____

Is this person a regular participant at FBCR? Yes No

First Baptist Church, Rutherfordton, NC Limited Access Agreement in Cases of Allegation of Abuse

(Adopted unanimously by the FBCR Safe Congregation Task Force on September 1, 2015.)

A serious complaint or allegation about you, now under review, has been reported to the Safe Congregation Task Force. In order to assure the protection of the children, youth and other persons who may be specified in this agreement from risk while this complaint is being investigated, and in order to protect you from further suspicion, we ask you to abide by this interim agreement.

Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances.

This document will be made known only to the members of the ministerial staff and members of the Safe Congregation Task Force and other persons that may be deemed appropriate. It will be kept in a locked file in the church office.

By signing this agreement you agree to the following limitations on your conduct and physical location until such time as the agreement is terminated:

1. You must avoid all contact, including verbal, with all children, youth, vulnerable adults and other persons who may be specified in this agreement while on church property or at congregation-sponsored events.
2. You must not volunteer or agree to lead, chaperone, transport or participate in events specifically for children, youth, vulnerable adults and other persons who may be specified.
3. You must remain in the presence of an adult who has been advised of your situation at all times when children, youth, vulnerable adults and other persons who may be specified are present.
4. If a child, youth, vulnerable adult or other person who may be specified in the church approaches you, either at church or in a community place, you must immediately excuse yourself from the situation.
5. You must avoid being in the building unsupervised when activities involving children, youth, vulnerable adults or other persons who may be specified are in session, such as nursery school or youth group.
6. You must not possess or attempt to possess a key to the FBCR facility.
7. You accept that the following people will be told of your circumstances in order for them to assist in the protection of the children, youth, vulnerable adults and other persons who may be specified for whom they care:

-
8. In addition to all children, youth, and vulnerable adults you must avoid the following persons:
-

9. You must limit your attendance at FBCR to the following activities for which the box below has been checked and avoid all other activities:

- Worship services – Support person(s)* required? No () Yes ()
- Social gatherings in the church – Support person(s)* required? No () Yes ()
- Adult meetings with minors present at the facility, such as choir – Support person(s)* required? No () Yes ()
- Adult meetings without minors present at the facility – Support person(s)* required? No () Yes ()
- Intergenerational church activities – Support person(s)* required? No () Yes ()
- Intergenerational group outings such as ice skating, baseball games, etc. – Support person(s)* required? No () Yes ()
- Alone in building with minister or other staff – Support person(s)* required? No () Yes ()
- Social activities in other member’s homes with minors present – Support person(s)* required? No () Yes ()
- Other:
 - _____: Support person(s)* required? No () Yes ()
 - _____: Support person(s)* required? No () Yes ()
 - _____: Support person(s)* Required? No () Yes ()

*Your support person/persons is an individual (or group of individuals) who knows about your history/situation and has been approved by the Safe Congregations Response Team to accompany you to activities where children and youth or other specified persons may be present.

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to all church functions and church property.

I understand that this contract will be reviewed regularly and will remain in effect until such time as it is terminated by the Safe Congregations Response Team.

Signature Date

Pastor Date

Safe Congregation Task Force Chair Date

First Baptist Church, Rutherfordton, NC Limited Access Agreement in Cases Involving a Convicted Sex Offender

First Baptist Church affirms the dignity and worth of all persons. We are committed to being a religious community that is open to those who are in need of worshiping with us, especially in times of serious personal troubles. However, based on your conviction as a sex offender, we have concerns about your contact with children, youth, vulnerable adults and other persons who may be specified in our congregation.

The following guidelines are designed to reduce the risk (both to you and others) of an incident or accusation. We welcome you into our church, but your participation will be limited as spelled out below in order to ensure the safety of all persons and to help assure that you will not be subject to future accusations.

This document will be made known only to the Safe Congregation Task Force and other persons that may be deemed appropriate. It will be kept in a locked file in the church office.

By signing this agreement you agree to the following limitations on your conduct and physical location until such time as the agreement is terminated:

1. You must avoid all contact, including verbal, with all children, youth, vulnerable adults and other persons who may be specified in this agreement while on church property or at congregation-sponsored events.
2. You must not volunteer or agree to lead, chaperone, transport or participate in events for children, youth, vulnerable adults and other persons who may be specified.
3. You must remain in the presence of an adult who has been advised of your situation at all times when children, youth, vulnerable adults and other persons who may be specified are present.
4. If a child, youth, vulnerable adult or other person who may be specified in the church approaches you, either at church or in a community place, you must politely and immediately excuse yourself from the situation.
5. You must avoid being in the building unsupervised when activities involving children, youth, vulnerable adults or other persons who may be specified are in session, such as nursery school or youth group.
6. You must not possess or attempt to possess a key to the FBCR facility.
7. You accept that the following people will be told of your circumstances in order for them to assist in the protection of the children, youth, vulnerable adults and other persons who may be specified for whom they care:

8. In addition to all children, youth and vulnerable adults you must avoid the following persons:

9. You must limit your attendance at FBCR to the following activities for which the box below has been checked and avoid all other activities:

- Worship services** – Support person(s)* required? No () Yes ()
- Social gatherings** – Support person(s)* required? No () Yes ()
- Adult meetings with minors present at the facility, such as choir** – Support person(s)* required?
No () Yes ()
- Adult meetings without minors present at the facility** - Support person(s)* required? No () Yes ()
- Intergenerational church activities** - Support person(s)* required? No () Yes ()
- Intergenerational group outings such as ice skating, baseball games, etc.** - Support person(s)* required? No () Yes ()
- Alone in building with minister or other staff** – Support person(s)* required? No () Yes ()
- Social activities in other member’s homes with minors present** – Support person(s)* required? No () Yes ()

Other:

- _____: Support person(s)* required? No () Yes ()
- _____: Support person(s)* required? No () Yes ()
- _____: Support person(s)* required? No () Yes ()
-

*Your support person/persons are someone who knows about your history/situation and has been approved by the Safe Congregation Task Force to accompany you to activities where children and youth or other vulnerable persons may be present.

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to all church functions and church property.

I understand that this contract will be reviewed regularly and will remain in effect until such time as it is terminated by the Safe Congregations Response Team.

Signature

Date

Pastor

Date

Safe Congregation Task Force Chair

Date

§ 7B-301. Duty to report abuse, neglect, dependency, or death due to maltreatment.

(a) Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.

Upon receipt of any report of sexual abuse of the juvenile in a child care facility, the director shall notify the State Bureau of Investigation within 24 hours or on the next workday. If sexual abuse in a child care facility is not alleged in the initial report, but during the course of the assessment there is reason to suspect that sexual abuse has occurred, the director shall immediately notify the State Bureau of Investigation. Upon notification that sexual abuse may have occurred in a child care facility, the State Bureau of Investigation may form a task force to investigate the report.

(b) Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor.

(c) A director of social services who receives a report of sexual abuse of a juvenile in a child care facility and who knowingly fails to notify the State Bureau of Investigation of the report pursuant to subsection (a) of this section is guilty of a Class 1 misdemeanor. (1979, c. 815, s. 1; 1991 (Reg. Sess., 1992), c. 923, s. 2; 1993, c. 516, s. 4; 1997-506, s. 32; 1998-202, s. 6; 1999-456, s. 60; 2005-55, s. 3; 2013-52, s. 7.)