

Safety Policies And Procedures For Preschool, Children and Student Ministry

Dear Crestview Volunteer or Employee,

At Crestview, we take our responsibility to care for children 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 volunteers and employees. Our policies are intended to create a safe environment for children, protecting them, you, and the mission of Crestview. The following procedures have been adopted and will be diligently enforced.

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

Sincerely,
Child Safety Committee

Ministry Safety Policies and Procedures

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For the purposes of this policy manual a child refers to anyone under the age of 18, the developmentally disabled, and anyone 18 years old who is still enrolled in secondary school.

OVERVIEW OF SAFETY SYSTEM

Because we desire to protect children involved in our ministry, Crestview requires employees and volunteers working with children or the developmentally disabled to complete the **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Screening Process

Employees and volunteers working or serving with children are required to complete Crestview's Screening Process, which includes:

- an Employment Application (employees only);
- a Screening Application (volunteers only);
- an interview for those who don't meet the 6 month membership rule;
- Reference check (employees and regular, on-going volunteers and those going on mission trips).

The church endeavors to provide opportunities for our youth to serve with children. Realizing that the church has a responsibility to protect all children, including youth serving in the capacity of volunteer, the following guidelines are set forward:

- Training will be provided for all youth interested in serving.
- Youth wishing to volunteer need to be regular attenders of our youth ministry or may serve only upon the approval of the appropriate age group minister.
- Youth will be supervised by an adult leader.
- Youth volunteers will be trained and expected to adhere to the Safety Policies and Procedures for Preschool, Children's and Student Ministry.

Generally, a volunteer must be a Crestview church member for six months before being eligible to serve in positions providing ministry services to children. A volunteer who does not meet these membership requirements may serve only upon the approval of the appropriate age group minister.

STEP TWO: Sexual Abuse Awareness Training

Crestview's policies and procedures require that employees and volunteers avoid abusive behavior of any kind and are required to report any policy violations to an appropriate age group minister or Associate Pastor. Employees and 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 staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Crestview requires employees and volunteers (16 years old and older) to complete sexual abuse awareness training. This training will be renewed every three years.

STEP THREE: Policies & Procedures

Employees 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.

STEP FOUR: Criminal Background Check

Crestview requires that all employees and volunteers working or volunteering in preschool, children's or youth ministry activities undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required. An applicant with a criminal background that poses a risk to children or other church members would be disqualified for service.

CRESTVIEW BAPTIST CHURCH CHILD SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children, Crestview Baptist Church will appoint and maintain a Child Safety Committee which will meet once each quarter. The Associate Pastor will chair the meeting of the Safety Committee on a quarterly basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

MISSION STATEMENT

The purpose of the Child Safety Committee is to enable Crestview Baptist Church Preschool, Children's and Student Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The Child Safety Committee will be comprised of the following members:

1. Associate Pastor
2. Preschool Minister
3. Children's Minister
4. Student Minister
5. Child Protection Policy Administrator
6. Trustee

RESPONSIBILITIES

The Child Safety Committee will be charged with the following duties:

1. Applying existing church policies and procedures related to children's safety and risk management issues.
2. Monitoring all Preschool, Children's and Student Ministry programs for ongoing compliance with safety policies.
3. Making recommendations to the Personnel Committee regarding safety issues.

PRESCHOOL, CHILDREN'S & STUDENT STAFF MONITORING PLAN

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interaction with children.

1. **Each supervisor or appropriate age group minister** conducts an unscheduled observation at least once each week for programs that occur weekly.
2. **Associate Pastor** conducts an unscheduled observation of a Preschool, Children's or Student Ministry program at least once a quarter.
3. **Associate Pastor** meets with the Preschool, Children's and Student Ministers at least once a quarter to discuss ministry areas, including safety training and procedures.

CHILD SAFETY POLICY

Crestview Baptist Church is committed to creating a safe and secure church operating environment. This manual formalizes our procedures to prevent the physical, emotional and sexual abuse of children while in our care and at the same time protect those who work with children from unfounded accusations. Prevention is a priority for the protection and safety of our children.

Within this safe and secure environment, we can accomplish our mission of partnering with parents to instill biblical values into the hearts of children as a foundation for a personal, growing relationship with Jesus Christ.

SUPERVISION AND ACCOUNTABILITY GUIDELINES

1. Two adults (non-relatives, preferred) per classroom are required in all preschool and nursery situations. Two adults (non-relatives, preferred) are not mandatory in the elementary and teen programs; however, team teaching is the ideal situation for classes at all levels. It is recommended that three individuals be present with at least one being a screened adult employee or volunteer when the Two Adult Rule cannot be implemented.

2. Always work in an open environment avoiding private or unobserved situations. If a leader must be alone with a child for a brief time, he/she must provide visual access (open area, open door or door with a window).
3. Avoid situations that involve unsupervised access to children.
4. Only under the rarest and most unusual circumstances should an adult be alone in a car, room or other accommodation with a child. This might include a case where a child is ill or in a bona fide medical emergency. In this case, the adult should inform their immediate supervisor and seek their assistance in taking whatever action is necessary and appropriate.
5. If there is a unique need for an adult to talk with or supervise a child alone, the adult should choose a quiet place that is in plain, public view. Examples of this may include open areas around the church (courtyards or hotel lobbies if on a trip), short walks down a sidewalk, a restaurant or other location where people are present in the area.
6. Only parents (dropping off children), screened ministry volunteers, church staff members, and children are allowed in areas where ministry to children is occurring. All other adults should be asked for identification and immediately escorted out of the area. If questions or concerns arise related to any person in the area, a ministry supervisor or security team member should be notified immediately.
7. Adult workers must monitor each other, not to accuse, but to protect the children and each other in case of allegations.

BUILDING SAFETY

No child will ever be left unattended in the Preschool, Children's or Student Ministry areas or on the playground during preschool, children's or student ministry programming or classes.

After every programming event, Preschool, Children's and Student Ministry staff members and volunteers must ensure every room and restroom in their ministry area is checked prior to leaving.

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

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

DISCIPLINE

All staff members and volunteers are responsible for providing a safe, loving and orderly environment maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behavior and, when necessary, correcting and redirecting inappropriate behavior.

Acceptable means of correcting inappropriate behavior may include:

- Correcting the child verbally
- Separating the child from the situation or problem for a brief time
- Redirecting the child to a new activity
- Helping the child to reconcile with the offended children when appropriate
- Inappropriate behavior or repeat offenses by a child should be reported to the appropriate age group minister and the age group minister will talk to parents.
- Uncontrollable or unusual behavior should be reported immediately to the appropriate age group minister and age group minister will talk to parents.

It is our policy that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation, correction or inappropriate behaviors by children.

In addition, in the student ministry, if a student is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff/volunteer will verbally redirect students involved and will try to avoid physical intervention unless the student poses a danger to others or himself/herself. In these instances, staff/leaders are allowed to restrain a student with appropriate physical force as needed. Uncontrollable or unusual behavior should be reported immediately to parents and a student ministry staff member.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Nursery/Preschool children

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

Diapering

- 1) Only paid female childcare staff or the child's parent or legal guardian will undertake the diapering of children of either sex.

- 2) Changing of diapers should be done in plain sight of other nursery staff/volunteers.
- 3) Children will never be left unattended on changing tables.
- 4) Any special instructions given by parents leaving children in childcare will be recorded on child's name tag or check in sheet at the child's classroom.
- 5) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- 6) Children should be changed on changing stations only.

Toilet training

- 1) No child will be forced to toilet train.
- 2) Only paid female childcare staff or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- 3) When children are taken into bathrooms the door will be left partially open.
- 4) Young children will never be left unattended in bathrooms.
- 5) 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 child's name tag or check in sheet by child's classroom.
- 6) Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present, when possible.
- 7) "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. After the age of 4, parents or legal guardians will be called to assist children.

School age children

Restrooms pose increased risk; therefore, heightened awareness of your surroundings should be observed. Exterior restroom doors should always remain open.

Avoid situations where you are alone with a child when the restroom door is closed and never be in a closed stall with a child. When possible, group restroom breaks are recommended. Mixed ages in the restroom pose additional risk; therefore, additional supervision and precaution should be exercised. It is recommended that only females take children to the restroom.

School age children may be accompanied to the restroom for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities. If the child requires assistance, 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 whenever possible. Parents will be called to assist children 4 years and older.

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.

APPROPRIATE/INAPPROPRIATE TOUCH

Crestview is committed to protecting children in its care, so be wise in your physical contact with them. It is important that all staff members and volunteer leaders understand the difference between appropriate/inappropriate touch with children. The reality is that appropriate touch is needed and encouraged, but it is vital that staff/volunteer leaders do not blur or cross the lines.

Using good judgment, the following are appropriate ways to touch children:

- Holding, cradling, rocking an infant or toddler
- Lap sitting is appropriate for infants-5 years
- Short reassuring side hugs for nurturing or developing a sense of security
- Handshakes, high-fives, and fist bumps

The following are actions a volunteer or staff member should never take:

- Never have a child over the age of 5 sit in your lap or give piggyback rides
- Never touch a child in anger or frustration
- Never touch a child in areas considered private areas of the body (except for diaper changing and toilet training – see guidelines on page 8)

In addition, the following guidelines should be observed:

1. Physical expressions of affection must not be excessive or imposed upon another person. A child's preference not to be touched must be respected.
2. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
3. Physical contact and affection should be given only in observable places or when in the presence of other children or staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.

4. The adult is always responsible for maintaining an appropriate relationship even if the child behaves inappropriately. Adults should not place themselves in compromising or vulnerable positions.
5. Staff/volunteer leaders should be guarded to never be overly rough with children during informal interactions, games, etc. to where children may be unintentionally injured.
6. Staff/volunteer leaders should not touch a child on their sensitive areas (breasts, buttocks, genitals) even when they are hurt in one of these areas nor allow casual contact to these areas over the clothes.
7. Any inappropriate behavior or suspected abuse must be reported immediately to your supervisor, appropriate age group minister or the Associate Pastor.

ONE-TO-ONE INTERACTIONS WITH STUDENTS

In general, Crestview Student Ministry staff and volunteer leaders should never be alone with students of the same or opposite gender. However, we recognize that meeting the emotional needs of students may occasionally require staff/volunteer leaders to minister to them on an individual basis. Staff/volunteer leaders should observe the following guidelines when planning to hold a counseling session or any one-to-one meeting with a student:

1. Staff members and volunteer leaders should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed unless prior approval is obtained from a student ministry staff member.
2. If a closed-door meeting must occur with a student, this should be done in a room/office with a window at the church (never in a private residence) and the staff/volunteer member must inform a staff member and ensure the door remains unlocked.
3. Never hold a counseling meeting or any other one-on-one meeting with a member of the opposite gender. You may discuss this with a staff member to make alternative plans.
4. Any ongoing meetings with students (such as counseling, one-on-one discipleship, etc.) should be discussed with a student ministry staff member for approval.

5. Staff/volunteer leaders are not permitted to date students in the student ministry. No staff/volunteer leader is allowed to have a sexual relationship with a student.

RELEASE OF CHILDREN

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

Staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, older sibling 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 has authority to pick up that child and a child in Middle School or High School knows who they are to be released to.

In the event 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 age group minister before releasing the child.

MEDICATIONS

It is our policy not to administer either prescription or non-prescription medication to the children under our care. Medications should be administered by a parent at home.

Exceptions to the medications policy may be considered with permission of a parent in the case of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the appropriate age group minister to develop a plan of action specifically for their child.

In the case of camp/overnight events, medications can be administered by sponsors with written consent of the parent or guardian along with detailed instructions on how to administer it. See appropriate age group minister for medication form, if needed.

Parents are responsible for informing leaders of allergies pertaining to their children at each drop-off.

PARENTAL CONTACT

Parents who leave a child in the care of Crestview staff members and volunteers during church services or activities will be contacted if a child becomes ill, injured, or has a severe disciplinary problem while participating in our ministry programs.

ACCIDENTAL INJURIES TO CHILDREN

In the event a child is injured while under our care, the following steps should be followed:

- For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
- For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the appropriate age group minister. If warranted by circumstances, EMS will be called.
- In the case of camp/overnight events where an injury requires medical treatment, the appropriate age group minister or trip supervisor must be contacted prior to a child being taken to an ER/Urgent Care. If warranted by circumstances, EMS will be called. The appropriate age group minister/trip supervisor will contact parents.

TRANSPORTATION

When transporting one or more children in a Crestview sponsored activity, a written permission form must be obtained from the child's parent or legal guardian. The following guidelines should be strictly observed when leaders are involved in the transportation of students:

1. Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. The Two Adult rule should be observed with the preference that at least one of those adults is female. In limited circumstances where the Two Adult Rule cannot be implemented then one adult and at least two children is permissible provided the children are dropped off at the same location and prior approval of the appropriate age group minister.
2. Staff members and volunteers should avoid physical contact with students while in vehicles.
3. The use of all cell phone or electronic communication devices while driving is prohibited. The driver should exit the road and park the vehicle before use.
4. Drivers should not transport more children than the vehicle has seatbelts. Seatbelts should always be worn while in the vehicle. No one should be double buckled. Extra caution should be used when driving children.
5. Anyone who will be driving a church vehicle must possess a valid driver's license and be at least 21 years of age.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteer leaders 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.

However, in our student ministry area, it is expected that from time to time discussions and lessons may address issues related to purity, dating, sex and human sexuality. In addition, we are aware that students may have questions/struggles in this area and desire to confide in a trusted adult leader for guidance. In light of that, here are some guidelines to follow:

1. Staff and leaders should proceed with great caution when teaching anything of a sexual nature. Be sure to teach with sensitivity and from a Biblical perspective. Staff and volunteer leaders are not to discuss anything of a sexual nature with students of the opposite gender unless another adult who is the same gender of the student is present.
2. It is recommended that when possible, adults have another adult present when talking with students about sensitive issues concerning biblical definitions of sex (such as in a small group setting). Staff and Volunteer Leaders are asked to convey to students the biblical views on these topics.
3. If a student's questions or comments on a sexual matter become too detailed or explicit in a group setting, the leader should use discretion and set up another time to meet with this student.
4. For volunteer leaders who set up a time to meet with a student about sexual matters, they are asked to first inform a student ministry staff member.
5. If there is a question as to whether your conversation could possibly be interpreted as a "sexually oriented conversation," you are required to treat the conversation as if it is unquestionably a sexually oriented conversation and follow this policy accordingly. Then, clarify the question with a student ministry staff member.

EMERGENCY WEATHER/LOCK-DOWN PROCEDURES

In the case that a severe weather alert is given for the area or a lockdown is needed to protect the children in our care, the Preschool, Children's and Student ministry staff and volunteers will escort children to the appropriate safe area and children will only be dismissed to a parent or guardian. We will remain in the safe location until the threat has subsided.

SOCIAL MEDIA

When using social media (i.e. Instagram, Snapchat, Facebook, Twitter, etc.), all staff members and volunteers should conduct themselves in a respectful manner when posting and not list comments that could defame another person or provoke inappropriate statements, or include confidential, sensitive or personal information about others. It is important that our staff/volunteer leaders maintain healthy boundaries with children that are “above reproach.”

Specifically, staff members and volunteers serving in the student ministry should observe the following guidelines when it comes to communicating with students over technology:

1. Staff members and volunteer leaders should never one-on-one DM “direct message” with students of the opposite sex. Leaders should also be cautious to avoid ongoing, in-depth message chains with students of the same gender. These online chats should be used to encourage students and to make connections but not for extended dialogue which may blur the lines between leader and friend for students.
2. Staff members and volunteer leaders should avoid talking about anything of a sexual nature when talking with students over social media/texts/etc. Even over the phone, staff and leaders should proceed with caution.
3. For communicating with students by text, volunteer leaders should never send a private (non-group) text to a student of the opposite gender. Staff members may occasionally text a student of the opposite gender for reasons such as: remind them about an event, rehearsal, meeting, or ongoing ministry tasks (with interns, student leaders, etc.). All staff and volunteer leaders should still be cautious when communicating with students of the same gender and avoid ongoing, in-depth conversations over texts.
4. Staff members and volunteer leaders should be cautious about what they post on their personal social media websites if any of their followers/friends are students. Our personal lives should be a positive role model for others.
5. It is recommended that staff and volunteer leaders not follow/friend students they do not already know and have an established relationship with. Even for students that staff/volunteer leaders know, it is recommended that they allow students to initiate the friend/follow request.

PLANNING EVENTS FOR GROUPS

In planning any events for a group (Sunday morning Bible study class, Wednesday Night Groups, etc.), volunteer leaders should keep parents/staff informed of details and abide by all the guidelines in this document. For overnight and offsite activities, the approval of the appropriate age group minister is required. In addition, some events may require a parental consent and medical release form.

OVERNIGHT EVENTS

It is anticipated that certain activities/events will require overnight sleeping arrangements to be made for children and staff/volunteers (i.e. camp, mission trips, etc.). Care needs to be taken to ensure that there is a clean, safe environment provided for sleeping, showering, bathing, dressing and all other aspects of being away for a period of time. Adults must always respect the privacy of children and each other. Likewise, children must respect the privacy of adults and each other.

In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. Overnight sleeping arrangements must be discussed with the appropriate age group minister (prior to the activity) and approved.
2. When the overnight event includes both males and females, both male and female adults must be present.
3. Sleeping areas and access to bathroom facilities should be segregated between males and females. Every sleeping unit (hotel room, dorm room, cabin, tent, etc.) should have either two adults of the same gender as the child, no adults, or one adult and more than one child. No sleeping units will have one adult and one child (unless that is their own child). If separate bathroom facilities are not available, times for male and female and children/adults use should be scheduled.
4. Staff and volunteers should never be nude in the presence of children in their care. If there is a situation where staff and volunteers will be showering or changing clothes when children are nearby, proper precautions should be taken. Any questions or concerns should be discussed with the ministry staff member.
5. As long as any children are awake, one of the leaders must also be awake and monitoring children, to ensure safe behavior.

6. Leaders should use good judgment regarding PG movies. Any PG-13 movie must have parental/guardian approval. No R-rated movies are permitted. Any questions should be discussed with the ministry staff member. Leaders should never view any form of pornography with children.
7. Appropriately modest sleeping attire must be worn.
8. No staff/volunteer leader should sleep in the same bed with a child unless it is their own child. No staff/volunteer leader should be alone in a room with a child unless the door is open.
9. In the event that overnight arrangements do not include standard beds, each staff, volunteer, and student will use single sleeping bags or blankets. In these instances, a “one-person-to-one bag or blanket” rule will be observed.
10. In booking hotel rooms, reservations should be made, if possible, with all rooms on the same floor or location in the hotel. Adjacent rooms allow for enhanced supervision and safety. No children should be allowed to leave the premises without authorized and appropriate adult supervision. Curfews must be established and adhered to by all participants.
11. Adults need to acknowledge that there is potential for sexual abuse and/or harassment by outside parties and must take reasonable and appropriate steps to ensure the safety and well-being of all children.

SIGNS OF ABUSE AND/OR NEGLECT

The following is a list of different forms of abuse/neglect.

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

CRESTVIEW CHURCH REPORTING PROTOCOL FOR REPORTING CHILD ABUSE AND/OR NEGLECT

1. By law, our church and everyone in service/employment is a mandatory reporter of any suspicion of abuse and/or neglect of a minor.
2. Volunteer leaders and staff members should never make promises to a child that they will “keep it confidential” as we are mandated reporters. When children say, “I have to tell you something but you must first promise not to tell anyone else,” our response should be something to the effect of “if you trust me enough to tell me, then please trust me enough to do what is best.”
3. Volunteers/staff member are not to investigate the allegation or contact the suspected offender. They are to report the allegations as soon as possible to the proper authorities (listed below) and then follow all instructions given. Everyone involved with the report must keep all information in strict confidence.
4. The official spokesperson for the church in any of these matters will be the Pastor or his appointee. No other staff members or church members shall speak to the media in an official capacity. All questions and inquiries should be referred to this individual.
5. The church will notify insurance carriers and seek legal counsel with every report of suspected abuse we are made aware of and will cooperate with law enforcement in the course of any investigation.

TEXAS STATE LAW REQUIREMENTS FOR REPORTING CHILD ABUSE AND/OR NEGLECT

State law requires all citizens to report suspected abuse to local or state law enforcement or the Department of Family and Protective Services. You may call the Texas Abuse Hotline toll free 24 hours a day, 7 days a week, nationwide at (800) 252-5400 to report abuse or neglect. You may report your allegations to the Texas Abuse Hotline online if the victim is not in immediate danger at <http://www.txabusehotline.org>. This secure website provides a way to explain your concerns in writing. If the person is in immediate danger call 911 or local police first. Then call the Texas Abuse Hotline.

Crestview Baptist Church

Safety Policies and Procedures for Preschool, Children's and Student Ministry

Statement of Acknowledgment and Agreement

I have received and read a copy of the Crestview Safety Policies and Procedures for Preschool, Children's and Student Ministry Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Crestview Baptist Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by Crestview Baptist Church. I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the Safety Policies and Procedures for Preschool, Children's and Student Ministry.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

[This page is to remain attached to Safety Policies and Procedures for Children.]

Crestview Baptist Church

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I hereby acknowledge receipt of the Safety Policies and Procedures for Preschool, Children's and Student Ministry.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date of Birth

Date: _____

[This page is to be signed, detached, and delivered to Child Protection Policy Administrator.]