



**CHILD
PROTECTION
POLICY
AND
PROCEDURES**

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INTRODUCTION

The safety and well being of children is a priority at Grace Life Baptist Church (GLBC). As a body of believers, we believe it is our moral and spiritual responsibility to protect our children from sexual abuse/molestation. We recognize a higher liability due to social trends. We also realize that we as a church are not immune from it happening here. Because of our desire and commitment to provide a safer and more risk-free environment for our children we follow a screening process required of anyone who desires to work in our preschool, children and student ministries.

PURPOSE

It is the purpose and intent of GLBC to provide a safe, secure environment to teach and care for the children and students of our church family as well as our guests.

GOALS

Our goals are...

1. To protect our children from abduction, sexual abuse, child molestation or any type of inappropriate sexual behavior by church employees or volunteers and guests.
2. To protect employees and volunteers from false accusations.

DEFINITION OF CHILD SEXUAL ABUSE

The National Resource Center on Child Sexual Abuse defines child sexual abuse as:

“Any sexual activity with a child, whether in the home by a caretaker, in a day-care situation, in any organized ministry, whether in the main facility (church) or away or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent or another child.”

Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children in sexual behavior. Child sexual abuse can involve fondling, penetration of the oral, genital, and anal areas; intercourse and forcible rape. Other forms of abuse can include verbal comments, any exposure to pornographic material, inappropriate internet activity, obscene phone calls, exhibitionism or allowing children to witness sexual activity.

DEFINITION OF A MINOR:

A minor is any individual under the age of 19 years.

The policy and procedures set forth below will apply to all people who:

- Give supervision to minors, or
- Have custody of minors, or
- Have opportunity to be in contact with minors

in the church facilities of GLBC or GLBC sponsored activities.

CHILD ABUSE RISK REDUCTION POLICY FOUR (4) AREAS CRITICAL FOR EFFECTIVE PROTECTION

This policy will address four (4) areas critical for the protection of the children, church employees, church members and church attendees: selection process, protection policy, reporting procedures, and responses to allegations.

I. SELECTION PROCESS

A. **Employee** - anyone who is paid by GLBC on a full-time or part-time basis. This does not include persons who work for a short period of time. (*Example: weekend conference leaders and special events coordinators - who will not have direct supervision responsibilities with minors.*) BEFORE being placed in a position of working with children at Grace Life, church employees will be required to:

- Complete a **Employee Application Form**
- Provide a **Consent to Release of Confidential Information Form** for a criminal and DHR record check
- Be interviewed by the Personnel Committee and the Senior Pastor
- Have references checked and verified
- Complete MinistrySafe video training.

B. **Volunteer** - anyone (*age 19+*) who is not paid by GLBC on a full-time or part-time basis, and is serving in any position involving the supervision, care or custody of minors. Example: nursery, preschool, grade school, middle school and high school. BEFORE being placed in a position of working with children at Grace Life, the volunteer will be required to:

- Complete a **Volunteer Application Form**,
- Provide a **Consent to Release of Confidential Information Form** for a possible criminal and DHR records check,
- Be interviewed by his/her age group pastor/minister,
- Have references checked and verified, and
- Complete MinistrySafe online video training.

SIX MONTH RULE: In addition to the above requirements, a volunteer must be a member of Grace Life Baptist Church for at least six (6) months before he/she is allowed to serve in any position that involves supervision of preschoolers, children, youth and students. The six (6) month requirement rule may be waived by the approval of the age-group pastor and Child Protection Administrator.

C. **Minors** - in addition to the above requirements, a minor volunteer must also submit a separate **Minor Volunteer Parental Approval Form (Appendix I)** from his or her parent or guardian, that the parent or guardian:

“Knows no reason why the minor should not be allowed to work directly or indirectly with other minors.”

II. PROTECTION POLICY

- A. **Supervision Practices:** In order to ensure the safety and well-being of children in the care and supervision of GLBC, one of the following practices will be observed by each class or group during all church activities:
1. Two adults, who are not spouses, present and supervising the class or group (*Two Adult Rule*); or
 2. Two adult spouses with regular unannounced visits to the room by the ministry director, age group pastor, or other adult so designated by the ministry director or age group pastor; or
 3. One adult present and supervising the class or group with classroom door always remaining open and with regular unannounced visits to the room by the ministry director, age group pastor or other adult so designated by the ministry director or age group pastor; or
 4. An adult and a student helper present and supervising the class or group with the door always remaining open and with regular unannounced visits to the room by the ministry director, age group pastor or other adult so designated by the ministry director or age group pastor.
- Any student helper must:**
- Be at least eighteen (18) years old to help in preschool classes (*age 3 and younger*)
 - Be at least sixteen (16) years old to help in children's classes (*age 4 - 5th Grade*),
 - Be approved by the Student Pastor and Children's Minister and,
 - Provide a signed **Minor Volunteer Parental Approval Form** (*Appendix I*) from his or her parent or guardian.

III. REPORTING PROCEDURES

Observed or reported child sexual abuse or child molestation must be reported immediately to the age group pastor or ministry director and the *Senior Pastor. Reporting will be made as required to the Alabama Department of Human Resources. The reporting individual will complete the **Abuse/Molestation Incident Report Form** (*Appendix F*) found in the policies and procedures manual. (*Refer also to Reporting Procedures, P. 11*)

() In the event the Senior Pastor becomes the subject of the investigation the chairman of deacons, with the assistance from legal counsel, would become the spokesperson for GLBC.*

IV. RESPONSES TO ALLEGATIONS

- A. All allegations will be taken seriously. The GLBC staff will take appropriate action in accordance with the laws of the State of Alabama, insurance policy requirements and based upon advice of legal counsel.
- B. The official spokesperson for GLBC in any of these matters will be the Senior Pastor or his appointee. No other staff member or GLBC member will speak to the media in an official capacity.
- C. The GLBC staff will document (*in writing, with date and signature*) all efforts in the handling of any incident.

- D. The GLBC staff will not deny, minimize or blame any individual involved in allegations. GLBC will minister to all involved, as well as cooperate with authorities.

THE SCREENING PROCESS

All information acquired through the Employee/ Volunteer screening process will be treated as confidential and will not be disclosed to others outside the necessary personnel.

I. Confidential Application

- A. Every employee and volunteer must complete the **Volunteer Application** (*Appendix J*) or **Employment Application** (*Appendix K*) and the **Consent to Release of Confidential Information** (*Appendix L*). The first step in the child protection screening process is for both forms to be fully completed, signed and returned to the pastor/director of the ministry area of service or the GLBC office.
- B. Once the completed application and consent form is received:
 - 1. The background check will be processed (*nationwide criminal, sex offender, and driving history - as needed*)
 - 2. The applicant will receive a web link via email to complete the **MinistrySafe Online Video Training Program** (*about 90min. of video & a 25 question quiz*). A **Certification of Completion** from MinistrySafe will be generated.

II. Contacting Personal References

- A. Personal references will be contacted by email, mail and/or by phone as necessary, as an appropriate measure of accountability.
- B. A copy of the completed **Consent to Release of Confidential Information Form** (*Appendix L*) and a **Reference Response Form** (*Appendix N*) will be included in the initial mailing.

III. Personal Interview

- A. Once the background screening feedback is received and references have been contacted, an interview between a pastor or approved designated interviewer and the volunteer applicant will be scheduled.
- B. The interview is an opportunity for the interviewer to get to know potential volunteers better, affirm their heart for working with kids/students, explore any concerns in the process, confirm service eligibility and discuss additional ministry practices that volunteers will need to fulfill.
- C. Following the interview, the interviewer or pastor will complete a full review of the **Volunteer Application, MinistrySafe Certificate, Reference Response Form** and approve or disapprove the application. The ministry area pastor/minister will submit the file to the Child Protection Administrator for final approval/denial, data entry and response to the applicant.
- D. We will conduct this process with God's love and grace, assisting believers interested in serving to find the most appropriate places among the Body of Christ, regardless of their history.
- E. Background checks will need to be repeated every three (3) years for those continuing to volunteer with minors (*age 18 and below*) at GLBC.

MINISTRY PROCEDURES AND GUIDELINES

Accountability and supervision are two important ingredients to reducing the risk of improper behavior.

I. Guidelines for All Ministries Involving Minors (*birth - age 18*)

- A. Person(s) working with minors must be a member in good standing with GLBC and approved through the child protection screening process.
- B. In addition to the guidelines set forth previously, volunteers must have no records of conviction for child abuse or any crime dealing with the welfare of a child, and must be free of any and all accusations or allegations of child abuse. Arrest without conviction will be reviewed on an individual basis.
- C. Ministry directors and/or their assistants should be available to make certain that all classes/activities are operating according to guidelines.
- D. Ministry directors and/or their assigned helpers will make occasional classroom visits.
- E. Assistance by ministry leaders should be provided to guest parents and their children in finding their proper classroom(s) and understanding the drop-off/pick-up policy. (*Children K5 and younger should be directed to the Preschool CheckPoint Station for registration and security passes.*)
- F. Staff and volunteers are never to release a child to any person(s), other than to parents of the child or preauthorized person (*Appendix H*).
- G. Parents are to deliver and pick-up children to and from their classroom for children 4th Grade and younger.
- H. Staff and volunteers are subject to the **Supervision Practices** as set forth on page 5 of this policy. In addition,
 - a. At no time should a child be left alone in a classroom.
 - b. No staff or volunteer may touch a child for disciplinary reasons at any time. If a child needs disciplinary attention, the age group pastor/minister and/or parents should be contacted as soon as possible.
 - c. Talking down or degrading a child is never permitted.

II. PRESCHOOL MINISTRY GUIDELINES (*Birth through K-5*)

In addition to the requirements set forth in this policy manual:

- A. Any person working with the Preschool Ministry must be a member in good standing with GLBC and approved through the child protection screening process.
- B. Children should be checked-in by a parent or a preauthorized person (*Appendix H*) at the CheckPoint Station.
- C. Parents are to deliver and pick-up children to and from their classroom for **all children 4th grade or younger**.
- D. Nursery/preschool volunteers are not to release children to any person(s), other than those adults or pre-authorized person who have the child's matching security badge-sticker.
- E. Bed babies and crawlers are to be checked in at the CheckPoint Station and delivered to the appropriate classroom by parents to provide any care instructions.
- F. If child is taking medication, parents are to notify volunteers at the point of check in. Medication is to be administered by parents only.
- G. No one will be allowed in the preschool/nursery rooms except the scheduled volunteers and preschoolers.
- H. Badge numbers will be assigned to each child at the CheckPoint Station.
- I. Diaper bags and drinking cups must be clearly identified with child's name.
- J. Every effort will be made to provide at least two adults for each preschool / nursery room.
- K. Student "extra helpers" must be at least sixteen (16) and are limited to helping in four (4) year-old classes on the Preschool Hall; eighteen (18) for helping with three (3) year olds and younger.
- L. All volunteers should be clearly identified.

III. CHILDREN'S MINISTRY GUIDELINES (*K5 - 5th Grade*)

In addition to the requirements set forth in this policy manual:

- A. Any person working with the Children's Ministry must be a member in good standing with GLBC and approved through the child protection screening process.
- B. All children, K-5 through 4th grade, must be dropped off and picked up in the classroom by their parents or by someone previously approved for pickup (*Appendix H*).
- C. No child should be left in a classroom unless a teacher is present.
- D. If child is taking medication, parents are to notify workers at the point of check in. Medication is to be administered by parents only.
- E. Parents should notify volunteers of any allergies, special needs or sensory sensitivities.
- F. Student volunteers, at least sixteen (16) years old, may serve as extra helpers in children's classes (*K4-5th grade*) in addition to the two adult volunteers required by the **Supervision Standard Practices** set forth in this policy on page 5.
- G. All volunteers should be clearly identified.

IV. STUDENT MINISTRY LEADER BEHAVIOR GUIDELINES (6th-12th Grades)

In addition to the requirements set forth in this policy manual...

- A. Student Ministry volunteers must be out of High School for at least one full year.
- B. A Student Ministry volunteer must be a member in good standing with Grace Life Baptist Church and approved through the Child Protection Process.
- C. Student Ministry volunteers must have no record of convictions for child abuse, or any crime dealing with the welfare of a child. Arrest without conviction will be reviewed on an individual basis.
- D. Dating any student is inappropriate.
- E. Any verbal or non-verbal sexual interaction with a student is inappropriate.
- F. Sexual gestures by a Student Ministry volunteer should be reported to the Student Pastor immediately.
- G. Romantic/sexual attraction for a student should be discussed with the Student Pastor or other ministerial staff for prayer and guidance.
- H. When working with students, every effort will be made to have two adults present, especially when working with the opposite sex. The Student Pastor or ministry volunteer should make unannounced visits to the student rooms.
- I. Counseling students should always be done in a public place or a room with windows or with other adults present. Never alone in a private location.
- J. Whenever transporting students every effort will be made to observe the **“Two Adult Rule”**.
- K. In the event circumstances require that a Student Ministry volunteer must travel alone with a student, the following precautions are to be strictly followed.
 - a. Prior to leaving, contact the student’s parent/guardian and a Grace Life Pastor to create proper accountability. Document with a text the time you leave your location and the time you arrive at your next destination.
 - b. Avoid physical contact with students.
 - c. Do not linger in the car to talk. If necessary, get out of the car to talk.
 - d. Park in a lighted location when possible.
 - e. Do not sit close to the student while in the vehicle.
 - f. Always remember who you are and Who you represent...Jesus!
- L. All suspicions of child abuse/sexual abuse must be reported immediately to the Senior Pastor or other Ministerial Staff followed by completing an **Abuse/Molestation Incident Report Form** (Appendix F).
- M. The guidelines for appropriate behavior must be read and *signed by all returning and new Student Ministry volunteers.

** Copies of this form to sign are available through the Student Pastor.*

HANDLING ABUSE/MOLESTATION INCIDENTS

I. THE CHURCH INVOLVEMENT

- A. The accused party will be presumed innocent until proven guilty. In an appropriate case, an accused party may be placed on paid or non- paid leave if there are no witnesses other than the accused and the accuser. However, if two adults were present at the time of the alleged incident, one of whom was the accused, and the other adult states in writing that he or she observed no incident to occur, then the accused employee or volunteer shall remain as a GLBC employee or volunteer throughout the investigative process.
- B. Upon an accusation being made (*Appendix F*):
 - a. A representative of the GLBC staff will notify and consult with the Senior Pastor, the GLBC attorney, and the liability insurance carrier representative for GLBC.
 - b. A report will be made to the **Alabama Department of Human Resources (DHR)** immediately if required by statute.
 - c. The validity of any accusation is to be determined by DHR.
 - d. It is the intention of GLBC to comply with all child abuse reporting laws.
- C. Besides any other investigative process that may ensue, GLBC will implement the following procedures for investigation of the incident:
 - a. GLBC will contact the Alabama DHR and conduct any investigation in full cooperation with DHR. DHR will serve as the leading agency in providing information and direction to GLBC as DHR conducts its investigation.
 - b. GLBC staff or volunteers should not attempt to personally interview anyone before seeking legal counsel or checking with DHR (*This may cause harm to the investigation the individuals involved and requires professional skills*).
 - c. GLBC may take any action deemed necessary by the Senior Pastor, deacons, GLBC attorney, or GLBC insurer.
 - d. GLBC will, on a regular basis, keep all interested parties notified of the progress in the investigation and other matters, subject to counsel from the GLBC's lawyer, insurance company and DHR.
- D. The GLBC staff will do everything possible to minister to all involved during the investigative process.

II. REPORTING PROCEDURES

Observed or reported child sexual abuse or child molestation should be reported immediately to the ministry pastor/director and the Senior Pastor. Reporting will be made, as required by law, to the Alabama Department of Human Resources (DHR). The reporting person will complete the **Abuse/Molestation Incident Report Form** (*Appendix F*).

- A. No single indicator of abuse or neglect is necessarily cause for alarm, but it may be cause to observe a given person or situation more closely. When multiple indicators appear together, however, it is appropriate to discuss the situation with one of the GLCB's pastors, and to make an actual report to the Senior Pastor and ministry area pastor/director.
- B. Indications of sexual abuse: (*Appendix D/E*)
 - Child reports abuse by others
 - Has difficulty walking or sitting
 - Torn, stained, or bloody underclothing
 - Complaints of pain or itching in genital area
 - Bruises or bleeding in the external genitalia, vaginal or anal area
 - Unusual interest in or knowledge of sexual matters
 - Other unusual and excessive behavior inappropriate for a child of that age.
- C. Indications of physical abuse: (*Appendix D/E*)
 - child reports injury by others
 - unexplained bruises, welts, lacerations, burns, fractures, abdominal injuries, or human bites
 - child is unusually wary of physical contact with adults
 - demonstrates extremes in behavior
 - seems frightened of parents or caretaker.
- D. Reporting abuse can precipitate severe consequence to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect abuse, you should talk with the Senior Pastor to see what steps should be taken to protect the child and help the family. When circumstances permit, the report should first be made to the appropriate age-group pastor/minister and the Senior Pastor, who will proceed with the correct and thorough process.
- E. Indications of abuse or neglect that may have occurred outside of GLBC activities, but discovered during GLBC activities, should be reported to the age group pastor/director and the Senior Pastor.

III. RESPONDING TO THE CHURCH, MEDIA, AND THE PUBLIC

- A. All allegations will be taken seriously. GLBC staff will take appropriate action in accordance with the laws of the State of Alabama, insurance policy requirements and advice of legal counsel.
- B. The official spokesperson for GLBC in any of these matters will be the Senior Pastor or his appointee. No other GLBC staff members or GLBC members shall speak to the media in an official capacity. (*Refer to Reporting Procedures page 5*).
- C. An official written statement will be prepared by the GLBC attorney and given by the Senior Pastor or his appointee. (*Refer to Reporting Procedures page 5*).
- D. The GLBC staff will document (*in writing, with date and signature*) all efforts in the handling of any incident.
- E. The GLBC staff will not deny, minimize, or blame any individual involved in allegations.
- F. GLBC will cooperate with authorities as necessary.
- G. Confidentiality will be a high priority. All precautions possible shall be taken to protect everyone involved.
- H. All verbal and written questions shall be directed to the Senior Pastor. After, conferring with the GLBC attorney, a response will be given to the GLBC family by the Senior Pastor. (*Refer to Reporting Procedures page 5*).

IV. PROCESS OF RESTORING AN INDIVIDUAL

- A. The biblical task of the staff and GLBC is to restore fellowship & promote healing for all involved.
- B. A forgiving spirit is to be exercised as we seek to restore all involved persons who have been injured back into fellowship.
- C. Biblical principles will be the method used to restore all parties back into the fellowship of the church.

V. DISPUTE RESOLUTION AGREEMENT (*Christian Conciliation*)

GLBC believes that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (Matthew 18:15-20; I Corinthians 6:1-8). GLBC members are dedicated to restoring fellowship and helping bring healing to all of its members and others involved. Therefore, any dispute arising from or related to allegations by or against GLBC employees, volunteers, members or their families, will be submitted to biblically based conciliation in accordance with the *Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker Ministries*.

SICK CHILD POLICY

In effort to protect the health of ALL children at Grace Life, this Sick Child Policy will be strictly enforced to prevent the spread of contagious diseases.

Please READ and comply with the following procedures & guidelines:

- A. Please do NOT bring your child to the nursery, preschool, or children's programming if he/she is ill.

A child should remain at home if any ONE of the following is true:

- a. Child has a fever or has had a fever (a temperature greater than 99.5 degree orally) in the past 24 hours
- b. Child has vomited or had diarrhea in the past 24 hours
- c. Child has a rash on any part of the body in the past 24 hours
- d. Child has any facial secretions that are not clear (Eyes or nose)
- e. Child has any behaviors that indicate any illness
- f. Child has any coughing, sneezing and/or other cold/flu symptom in the past 24 hours

A quick health check will be conducted when a child arrives for a program, activity, or for child-care. A child will not be admitted or allowed to remain if any of the above symptoms are detected or occur while in the care of GLBC.

- B. If a child develops **any** of the symptoms listed above while in our care, we will contact the parents immediately. Parents please **promptly** pick up your child in the case of suspected contagious illnesses. Occasionally, a child develops symptoms of illness while in our care. If any of the above symptoms appear, the caregiver will page or contact the parent and request that the child is taken home for his or her own comfort and health; as well as the health of others. *Children with a contagious illness should be on an antibiotic for at least 24 hours and free of any other symptoms before he or she is no longer contagious.

Medications:

Please note that if a child has recently been ill and is no longer *contagious, but still receiving medication, **ONLY PARENTS** are to administer medications. Medications should be stored properly with the ministry director, away from the reach of children, or kept with the parents.

The final decision on whether a child may remain in the facility is at the discretion the ministry director or appointed leader for that area of ministry. The health and safety of all children is always our number one priority and concern.

Sanitation Procedures:

These sanitation procedures will be followed in all children's ministry areas as applicable:

- a. Nursery sheets are changed for each child after each use.
- b. Nursery workers use new gloves and discard for each diaper change.
- c. Hand sanitizer is available in children's ministry areas/rooms for workers and children.
- d. Toys and tables are disinfected after each use.
- e. Workers wash hands before and after serving with children.

Parents, grandparents, and guardians, please help us keep our ministry environments as germ-free as possible by adhering to these procedures when you are in the facility, particularly the diaper changing area. Thank you for letting us care for and love your child. Please feel free to contact us if you have any questions or concerns regarding the above.

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NOTE: The following Appendix forms are available in the church office and/or as indicated and are used in the management of the Child Protection Process.

- F. Abuse/Molestation Incident Report Form *(In Ministry Areas Wall Trays)*
- G. Parental Consent, Certification, And Medical Authorization
- H. Child Pick-Up/Drop Off Permission Slip *(Located in Classrooms)*
- I. Minor Volunteer Parental Approval Certificate *(Student Pastor)*
- J. Volunteer Application *(See ministry pastor/director or website)*
- K. Employment Application
- L. Consent To Release Confidential Information *(See ministry pastor/director or website)*
- M. Student Ministry Behavior Guidelines *(Student Ministry Office)*
- N. Recommendation Report/Reference Response Form *(In ministry areas or office)*
- O. How To Conduct The Child Protection Screening Process *(For Staff Members)*
- P. Child Protection Approval Interest Email
- Q. Child Protection Approval Interest Letter
- R. Child Protection Process Check List

APPENDIX A

**Child Protection Administrator
Job Description**

Oversee the Child Protection Screening Process:

- Process all completed application forms, and maintain confidential file system with privacy safeguards.
- Ensure the individuals listed as personal references by applicants are contacted by phone or email, and previous churches are contacted for any red flags.
- Provide necessary information on each individual applicant to the company selected to conduct criminal background and sex offender screening.
- Coordinate MinistrySafe online video training.
- Provide appropriate information concerning the applicants as requested by ministerial staff.
- Maintain an adequate supply of all forms and updated packets of material.
- Respond to requests for materials and information from sources outside the office, i.e. other churches.
- Work under the supervision of the Senior Pastor.

APPENDIX B

The State of Alabama Child Abuse Reporting Requirements

The following information is from the Alabama State Code:

I. MANDATORY REPORTING

(a) “All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, **members of the clergy** as defined in *Rule 505 of the Alabama Rules of Evidence*, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, **shall be required to report** or cause a report to be made of the same, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority.

(f) Subsection (a) to the contrary notwithstanding, a member of the clergy shall not be required to report information gained solely in a confidential communication privileged pursuant to *Rule 505 of the Alabama Rules of Evidence* which communication shall continue to be privileged as provided by law.”

Ala. Code § 26-14-3(a) (Cum. Supp. 1966) as amended by Act Number 2003-273 of the 2003 Legislative Session

II. PERMISSIVE REPORTING

In addition to those persons, firms, corporations and officials required by Section 26-14-3 to report child abuse and neglect, **any person may make such a report** if such person has reasonable cause to suspect that a child is being abused or neglected.

Ala. Code § 26-14-4 (1975).

III. IMMUNITY FROM LIABILITY

Any person, firm corporation or official participating in the making of a report or the removal of a child pursuant to this chapter, or participating in a judicial proceeding resulting there from, shall, in so doing, be immune from any liability, civil or criminal, that might otherwise be incurred or imposed.

Ala. Code § 26-14-9 (1975).

IV. PENALTY FOR FAILURE TO MAKE A REQUIRED REPORT

Any person who shall knowingly fail to make the report required by this chapter shall be guilty of a misdemeanor and shall be punished by a sentence of not more than six months' imprisonment or a fine of not more than \$500.00.

Ala. Code § 26-14-13 (1975).

If you have questions about reporting obligations, contact a member of the pastoral staff or Senior Pastor.

APPENDIX C

What Is Child Sexual Abuse?

1. **Child Sexual Abuse is a Crime:**

“Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.”

(Church Law & Tax Report, *Reducing the Risk of Child Sexual Abuse in Your Church*, 1993, p. 13)

2. **General Definition:**

A general definition of child sexual abuse consists of “any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator.”

(Church Law & Tax Report, *Reducing the Risk of Child Sexual Abuse in Your Church*, 1993, p. 13)

3. **Common Definition:**

“Any sexual activity with a child—whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.”

(National Resource Center on Child Sexual Abuse, 1992)

4. **Alabama State Definition:**

“Sexual abuse includes the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in any sexually explicit conduct or any simulation of the conduct for the purpose of producing any visual depiction of the conduct; or the rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children as those acts are defined by Alabama law. Sexual exploitation includes allowing, permitting, or encouraging a child to engage in prostitution and allowing, permitting, encouraging or engaging in the obscene or pornographic photographing, filming, or depicting of a child for commercial purposes.”

Ala. Code § 26-14-1 (1) (Cum. Supp. 1996).

APPENDIX D

**Types Of Child Sexual Abuse:
Touching And Non-Touching**

Touching*:

- Fondling
- Sexual gratification
- Oral, genital, or anal penetration
- Intercourse
- Forcible rape

Non-Touching*:

- Verbal comments
- Pornographic videos
- Obscene phone calls
- Exhibitionism
- Allowing children to witness sexual activity

APPENDIX E

Common Symptoms Of Abuse

Physical*:

- Lacerations and bruises
- Nightmares
- Irritation, pain or injury to the genital area
- Difficulty sitting
- Torn or bloody underclothing
- Venereal disease

Emotional*:

- Anxiety when approaching church or nursery area
- Nervous or hostile behavior toward adults
- Sexual self-consciousness
- Withdrawal from church activities and friends

Verbal*:

- “I don’t like [the name of a particular worker].”
- “[A church worker] does things to me when we’re alone.”
- “I don’t like to be alone with [a church worker].”
- “[A church worker] fooled around with me.”

**May include but are not limited to.*

****CONFIDENTIAL ****

APPENDIX F

****CONFIDENTIAL ****

Abuse/Molestation Incident Report Form

Reporting abuse can precipitate severe consequences to an individual and family. It should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect abuse by anyone toward a minor, you should document and report incidents to the appropriate age-group pastor/minister and the Senior Pastor.

DEFINITION OF CHILD SEXUAL ABUSE: The National Resource Center on Child Sexual Abuse defines child sexual abuse as:

“any sexual activity with a child, whether in the home by a caretaker, in a day-care situation, in any organized ministry, whether at the main facility (church) or away, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child provided the child is four (4) years older than the victim.”

Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children in sexual behavior. Child sexual abuse can involve fondling; penetration of the oral, genital and anal areas; intercourse; and forcible rape. Other forms of abuse can include: verbal comments, pornographic videos, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

I have observed conduct that I feel would fall under the definition of sexual abuse as defined in Grace Life Baptist Church policy. I understand that this material is to be treated as highly confidential and that I am not to discuss it with anyone else other than the age-group pastor/minister and the Senior Pastor to whom I make this report.

Your Name: _____

Date of report: _____

REPORT OF THE INCIDENT:

Date of Incident: _____ Time Incident Occurred:

Suspected Abuser’s Name: _____

Minor’s Name (victim): _____

Describe the nature of the incident:

Personal observations of indications of suspected abuse that are not readily explained:
(check any or all that apply)

Physical Abuse

- Unexplained bruises
- Welts
- Lacerations
- Burns
- Fractures
- Abdominal injuries
- Human bites
- Child unusually wary of physical contact with adults
- Demonstrates extremes in behavior
- Seems frightened by parents or caretaker

Sexual Abuse

- Child reports abuse by others
- Has difficulty walking or sitting
- Torn, stained or bloody underclothing
- Complains of pain or itching in genital area
- Bruises or bleeding in external genitalia, vaginal or anal area
- Unusual interest in or knowledge of sexual matters
- Unusual and excessive behaviors inappropriate to the age/development of the child.

Provide a complete description for the personal observations of indications of suspected abuse you have checked above: _____

The above report is true and correct, based on my personal observations.

Signature of reporter

Date

Received by: _____

Staff Member

Date

Submit completed reports to the appropriate age-group pastor/minister and/or Senior Pastor.

APPENDIX G

Grace Life Baptist Church | Parental Consent and Medical Authorization

Event: _____ Date: _____

Child's Name: _____ Birthdate: _____

Address: _____ Female

Male

City: _____ State: _____ Zip: _____ Phone: _____

PARENT/GUARDIAN INFO: *(Need two contacts)*

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Cell #: _____

Email: _____ Work #: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Cell #: _____

Email: _____ Work #: _____

INSURANCE INFO:

Insurance Company: _____ Policy #: _____

Family Physician: _____ Phone: _____

Subscriber's Name: _____ Relationship to Participant: _____

MEDICAL HISTORY: *(check box to indicate appropriate information)*

Immunizations: Tetanus Polio Booster Measles Mumps Other: _____

Health Concerns: Asthma Sinusitis Bronchitis Kidney Trouble

Diabetes Dizziness

Heart Trouble Upset Stomach Hay Fever Other: _____

Childhood Diseases: Chickenpox Measles Mumps Other: _____

Allergies: Food: _____

Poison sumac, oak, or ivy *Insect stings/bites *(*Bee sting kit required if person is allergic to bee stings.)*

Medications: _____

Other Allergies:

Previous Serious Illnesses/Surgeries: _____

Current Medications: _____

Additional info helpful to event leaders regarding your child:

Permission to Participate in Grace Life Baptist Church Activities

As the parent (or legal guardian), I the undersigned, certify that my child, named above, has my express permission to participate in activities, sponsored by Grace Life Baptist Church.

Assumption of Risk

I acknowledge that there are certain risks associated with participation in any activity or program, including transportation accidents, injuries, loss of personal items, criminal actions beyond the control of Grace Life Baptist Church or other harm that may occur to my child. I assume the risk associated with such activities and release Grace Life Baptist Church of any liability for such.

In Case of a Medical Emergency

It is my understanding that a church representative will attempt to notify me in case of a medical emergency involving my child. If the church cannot reach me, then I authorize the church representative to hire a doctor or other health-care professional to provide the medical services he or she deem necessary. I will pay for any medical expenses so incurred. I will notify the church if I feel there are any health considerations that would prevent my child's participation in an activity. I also give my permission for church leaders to restrict my child from participation in any activity, which they have any question about for health or other reasons.

_____ (Signature) _____ (Printed Name)

Parent or Legal Guardian

Date

_____ (Signature) _____ (Printed Name)

Witness (of above signature)

Date

Witness Contact Info

Photocopy Health Insurance Card Here:

APPENDIX H

Grace Life Child Pick-Up/Drop Off Permission Slip

(4th Grade & Younger)

I hereby authorize my child, _____, to leave:

- Sunday School
- Made To Worship
- Wednesday Evening Activities

- A separate permission slip is needed for each activity/ time slot and for each child.
- Forms should be kept in the activity

.....with the following persons:

Relationship: _____

Relationship: _____

Relationship: _____

Parent/Guardian: _____ (Signature)

(Printed)

Date: _____

[This form must be renewed annually.]

APPENDIX I

Minor Volunteer Parental Approval Form

From the Child Protection Policy...

- **Definition Of A Minor:** A minor is any individual under the age of 19 years.
- **Minors** - in addition to the policy requirements a minor who is an employee or volunteer must also submit a separate **Parental Approval Certificate (Appendix I)** from his or her parent or guardian, that the parent or guardian “*knows no reason why the minor should not be allowed to work directly or indirectly with other minors.*”
- **Any student helper must:**
 - a. Be at least eighteen (18) years old to help in preschool classes (age 3 and younger),
 - b. Be at least sixteen (16) years old to help in children’s classes (4 yrs. old -5th Grade),
 - c. Be approved by the Student Pastor and Children’s Minister and,
 - d. Provide a signed **Minor Volunteer Parental Approval Form (Appendix I)** from his or her parent(s) or guardian(s).

Minor Volunteer Parental Approval Form

(Student’s Name)

(Age)

has my full approval and permission to serve as a volunteer in a children’s class/activity at Grace Life Baptist as needed. As stated in the Child Protection Policy and Procedures...

“I know of no reason why my student should not be allowed to work directly or indirectly with other minors”.

Parent Signature

Date

Student Pastor Signature

Date

Children’s Minister Signature

Date

PARENT: Please return this form to the Church Office, Student Pastor or Children’s Minister

Grace Life Baptist Church | Child Protection Policy & Procedures

YES! I have fully read this policy, and this is my ticket to prove it!

Signature

Date

Print Name: _____

After reading the policy, check yes, copy or clip this ticket, sign, date and give to Ms. Roberta Parker in the Church Office.

