

Calvary Baptist Church

A Congregation Growing in Christ

Child Safety Policy



Child-Supervision Policy

- A. Children must always stay under adult supervision during children's ministry programming or special events.
- B. When traveling throughout the facility during scheduled children's ministry programs, children should stay in a group at the direction of an adult.
- C. Children are not allowed in the parking lots unattended at any time.
- D. Children must not leave the supervision of Calvary staff and volunteers until they have been received by their parents, guardians or designated pick-up persons.
- E. Children checked into the nursery will stay in the nursery until they are checked out.

Staff and Volunteer Policy

- A. Staff members and volunteers serving in the nursery will arrive 15 minutes early and remain until all children in the nursery have been picked up.
- B. Staff members and volunteers are prohibited from using physical punishment for behavior management of non-family member children and youth.
- C. Staff members and volunteers will not withhold basic necessities as a form of discipline.
- D. One-to-one discussion or counseling will be done in a public area where private conversations are possible but occur in full view of others.
- F. No classroom or office doors will be locked for any reason while children are present.
- E. Any child-safety incident must be recorded in an incident report and communicated to the Associate Pastor or Senior Pastor.

Child Abuse Prevention Policy

Applicability

This policy shall apply to any paid or voluntary church worker who has regular, close contact with minors; including teachers, teacher's helpers, nursery workers, Awana leaders, and people who transport minors to and from church events.

Purpose

It is the purpose and intent of the Children's Ministry of Calvary Baptist Church to provide a safe, secure environment to teach and care for the children and youth involved in the programs at our church.

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, and adolescent or another child.”

Child 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 materials, inappropriate internet activity, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

I. Selection Process

A. **Employee** – anyone who is paid by the church on a full-time or part-time basis, whether or not they work directly with preschoolers, children, and students.

- Complete a confidential application form
- Complete authorization for background check form
- Criminal records check
- Kansas Sex Offender Registry check
- Interview by appropriate church member
- References checked and verified

B. **Volunteer** – anyone who is not paid by the church on a full-time or part-time basis and is serving in any position involving the supervision or custody of minors.

- Complete Child Safety Policy Training
- Complete Authorization for background check form

C. **Minors** – teenagers who work with children on a regular basis will do so with adult supervision.

II. Protection policy

A. Two Adults

Reasonable effort will be made to have two (2) adult workers present, or nearby, with preschoolers, children and students during church activities. Staff members and volunteers will avoid being alone with a single child where other adults cannot easily observe them. If a situation arises requiring a one-to-one ratio, such as in the event that only a single child is present for a class, the volunteer or staff member will keep classroom doors propped open.

B. Remaining visible/ bathroom procedures

- Reasonable effort shall be made to remain visible to others while with preschoolers, children, and students.
- Remain outside of bathroom if possible (hall downstairs or Foyer upstairs)

- If adult assistance is required in the bathroom, the bathroom door and stall door must remain open at all times, until the adult(s) depart the bathroom.

C. Nursery and Awana

- In nursery and Awana infants, preschoolers, and children are required to be checked-in and checked-out by parents, guardians, or approved adults on the approved pick-up list.

III. Reporting Procedures

Observed or otherwise disclosed child abuse should be reported immediately to the Associate Pastor or Senior Pastor.

IV. Response to Allegations

- A. All allegations will be taken seriously, and church staff will take appropriate action in accordance with the laws of the State of Kansas, insurance policy requirements, and based upon the advice of legal counsel.
- B. The official spokesperson for the church in any of these matters will be the Senior Pastor or his appointee. No other staff members or church members shall speak to the media in an official capacity.
- C. The church staff will document (in writing, with date and signature) all efforts in the handling of any incident.
- D. Church staff will minister to those affected and will cooperate with the local authorities.