

CIRCLEVILLE FIRST BAPTIST CHURCH CHILDCARE PROTECTION POLICY

PURPOSE AND OBJECTIVE

We, the members of Circleville First Baptist Church, affirm our spiritual and moral responsibility to nurture and guide children under age 18 placed in our care. Precaution dictates that we develop policies that will reduce potential problems through a structured selection process, training program, worker supervision, reporting obligations, and allegations response plan for staff and volunteers serving in the areas of childcare.

WORKER SELECTION

1. All volunteers include adults and youth, grades 7-12.
2. All volunteers working with children and youth are required to have regularly attended Circleville First Baptist Church for a minimum of **six months**.
3. All volunteers will complete an "Application for Work with Children or Youth" before serving in Children's Ministries. These applications will be reviewed and approved by the Child Protection Screening Team comprised of the Pastor, Sunday School Director, Nursery Director, and Youth Director.
4. Background checks will be required of all adult volunteers and updated every five years.
5. The volunteer may begin working with minors only after completion and approval of application, background check and childcare protection training.
6. Individuals who have been convicted of either child sexual, physical, or emotional abuse will not serve in any church-sponsored activity/program for children or youth.

TRAINING

1. All new volunteers who chaperone or work with children will be required to complete a training seminar that will equip them with an understanding of our childcare policies.
2. Each person who works with minors will review and sign this policy annually during the church recruiting season.
3. This training will provide information and skills to help them prevent as well as respond to any behavior prohibited in our childcare policies.

WORKER SUPERVISION

1. All efforts will be made to adhere to a **two person** (leader, teacher, or chaperone) policy for ministry activities at the church. Special events away from the church or outside regular scheduled events will require two screened individuals. For mixed gender activities, we require at least one male and one female chaperone. Married couples or family members count as one person.
2. Two adults are required in each vehicle when transporting minors.
3. An open setting must be maintained. Classrooms should have windows in the classroom door and they should never be covered. This will permit supervision of the ministry activities by a separate person.
4. Adequate supervisors must be provided for all ministry activities. A ministry worker should avoid any appearance of impropriety. Contact should be governed by the age and development of the child/youth. Photography of children may only be done in open, visible areas. Church publicity photographs will not be taken of children whose parents or guardians do not give their consent.
5. Security Team Members and/or appointed leaders will monitor the church facilities during regular scheduled services and programs.
6. An adult must be present when minors are used as volunteers. When minors become 18, they can be scheduled as an adult childcare worker.
7. Diapers are only to be changed when two volunteers are present. When taking children to the restroom, the door will be left completely open.

8. In the rare instance where a church-wide event involves all of our church members, outside volunteers may be used provided that they have completed their home church's volunteer screening process.
9. Digital communication with minors should only be done in group settings and with other adults copied on all communications.
10. All minors 5th grade or younger who are under our care must participate in our nametag/claim check procedure so that children are released to the proper adult.
11. If pastoral care is needed for minors, it should never be one on one.

REPORTING OBLIGATIONS

1. In the event of an incident, workers will protect the victim and separate the victim from the accused.
2. Volunteers should immediately report any abusive or inappropriate behavior to the Pastor. If the Pastor is not available, the report should immediately be made to the appropriate person on the Child Protection Screening Team.
3. If the Pastor is accused of childcare misbehavior, the chairman of the Deacons will assume the role in reporting the incident to appropriate authorities.
4. If a convicted sexual offender should attend our church, find out if their presence is legally allowed. If they are legally allowed to attend our church, they must be accompanied by a church mentor or adult buddy at all times.

ALLEGATIONS RESPONSE PLAN

1. Maintain accurate records of our Childcare Protection Policy, the Applications for Work with Children or Youth, and our Training Programs.
2. No report of child abuse will be ignored.
3. Do not deny or minimize the situation, and do not blame the victim.
4. Understand the reporting requirements. Immediate action must be taken.
5. Our Pastor will be our only spokesperson. By law, we must report any suspected case of child abuse to Pickaway County Children's Services and the police.
6. An incident report must be prepared and given to our Pastor. This report should be reviewed by an attorney. We will work with civil officials and our insurance company.
7. The alleged offender will be informed of the accusations and appropriate church leaders will discuss them with him/her.
8. Alleged offenders will be treated with dignity and support, and suspended immediately from all ministries while a confidential investigation is being conducted. Paid staff will be suspended with pay.
9. Every action taken during our response must be documented in detail.
10. We will make a godly effort to meet the child's parents, together with appropriate authorities, and, with their permission and in their presence, discuss the alleged offense with the child.
11. Children will be reassured they have done nothing wrong, and that he/she has the right to report the incident. The purpose of this meeting is to learn more fully the nature of the allegations, including who, what, how, when, and where of the alleged offense. Children will be allowed to speak freely.
12. The privacy of all parties involved will be protected. No information will be divulged that may jeopardize legal proceedings. Extreme caution will be taken in what is said about the alleged offender, or his/her family, so that nothing could be construed as libelous.
13. Any church discipline issues resulting from this policy will be handled by the Deacons.

I have read and agree with this Childcare Protection Policy:

Signature of Volunteer _____ Date _____
5/2019