

**SAFETY POLICIES
FOR
PRESCHOOL/CHILDREN/YOUTH MINISTRIES**

Presented and adopted 3/6/2005

For the safety of our children and youth and for the protection of Rolling Hills Baptist Church, the following procedures will be followed in all ministry related to preschool, children, and youth.

For the purpose of this document, the following are to be understood:

Preschoolers are considered birth-kindergarten

Children are considered 1st-6th grade

Youth are considered 7th-12th grade

- I. No person will serve in the Preschool, Children, and Youth ministries of RHBC who do not meet the following conditions:
 - A. Be an active member of the Rolling Hills Baptist Church. (An active member constitutes one who attends weekly worship services or serves as a RHBC volunteer during said services fifty (50) percent of the time).
 - B. Satisfactorily complete an application, interview, and background check.
 - C. Satisfactorily complete the “Discovering Church Membership” class.
 - D. Satisfactorily complete a “Volunteer Orientation” session with that ministry’s director.
 - E. Be at least 18 years old and determined to be responsible by a ministry director.
 - F. Participate in the annual Child Abuse Prevention Training Workshop or related workshops provided by RHBC or ministry director.

NOTE: The Ministry Director or Pastor reserve the right to prohibit without detailed explanation anyone they deem a risk from serving in the Preschool, Children, and Youth ministry areas.

II. Procedure for any incident of Abuse or Molestation

- A. **Workers** who become aware of any abuse or molestation connected with any ministry activity will immediately inform their coordinator/supervisor (i.e. workers in children’s church would report to the children’s church director) of such abuse or molestation.
- B. **Ministry Director** that becomes aware of any abuse or molestation connected with any ministry activity will immediately inform the pastor of such abuse or molestation and will complete an “Incident/Discipline” form. (See attached sample).

- C. A *Pastor* or paid staff person who becomes aware of possible abuse or molestation of a participant will:
 - a. Contact parent or guardian of victim immediately and inform that possible abuse or molestation has occurred.
 - b. Inform the chairman of the trustees who will immediately secure an attorney for legal counsel.
 - c. Report the possible abuse or molestation to civil authorities in compliance with the current state laws.
 - d. Notify church's insurance carrier (general or professional liability insurance)

III. When a discipline problem arises, the ministry director should be informed of situation, parents are to be contacted as soon as is practical, an "Incident/Discipline" form should be filled out and then signed by the parent/guardian. A copy of the completed form is to be given to the parent/guardian and the original is to be given to the youth minister to be filed in his office. When an individual has acquired three (3) of these written disciplinary forms, the issue should be addressed with the deacon chairman for deacon action.

IV. Dealing with Law Enforcement/Media

- A. The pastor, employees, and volunteers will all cooperate fully with any law enforcement or governmental agency that may be investigating allegations of abuse or molestation in connection with activities of the organization.
- B. RHBC's insurance carrier and legal counsel will be contacted for advice and guidance as soon as possible after the organization receives notice of possible abuse or molestation. Decisions concerning RHBC's response to the allegations will be made in accordance with such advice.
- C. The chairman of the trustees (or other at the discretion of the pastor) will be designated as spokesperson for the organization. This spokesperson will be the only person to convey information and (to avoid compromising any ongoing investigation) will convey only such information as is necessary under the circumstances.

V. Internal Investigation

The Children Safety Team of the Church will conduct an internal investigation to discover if policy was followed in the incident of alleged abuse/molestation, and to correct any violations or make any corrections to policy as need be discovered.

VI. Possible exceptions/variations from above procedures

- A. If the pastor is the accused or confessed perpetrator, then the Chairman of Deacons will assume the pastor's responsibilities as spelled out above.

- B. If any other paid staff members are involved, accused, or have confessed to the incident, they are to be dealt with according to RHBC's Ethics section of the Personnel Handbook.
- C. If in the course of ministry to or counseling of a child or youth, incidents of abuse or molestation *not related to* Rolling Hills Baptist Church is discovered or revealed, the appropriate ministry director is to be immediately informed, and the above procedures are to be put into motion.
- D. If a volunteer or worker in the Preschool, Children, and Youth areas is accused of abuse or molestation *apart from and not related* to any ministry he or she performs at RHBC, that person will be removed from any ministry in the Preschool, Children, and Youth areas until investigation can be made and/or trial is completed. At that time, RHBC will determine that person's continuation of ministry as it deems in the best interest of the church.

VII. Ongoing Implementation of these Procedures

- A. Ministry Protection Team or Child Safety Team. A RHBC staff person and 3 volunteers appointed by the pastor will serve on this team to help implement and oversee these procedures and to investigate any report of abuse or molestation according to above procedure. This team will be responsible for screening potential workers and paid nursery workers in conjunction with the personnel committee. This staff person is responsible for overseeing/expediting the screening process. This staff person is also responsible for filing and keeping any sensitive paperwork in a secure location. This committee is empowered to implement the minor details of the policy and oversee the enactment of the policy without needing church approval each time. This committee should be formed and operating early enough to have potential workers approved prior to a new church year.
- B. Monitors: a designated person (pastor, deacon, trustee, usher or teacher) will patrol the facility when children or youth's activities are scheduled during the Sunday school and worship hours.
- C. Cancellation or delay of Ministry Event: Any church activity where minors are present will be cancelled or postponed until the "two adult" rule can be met. Parents or guardians are not to leave minors at activities when the two adults are not present. Adults responsible for an activity are not to accept minors until the two adults are present.
- D. Children's Ministry Parent Communique on a monthly basis done by either Preschool or Children Ministry Leader.
- E. Addition of "Staff Ethics/In the Event of Staff Impropriety" section in Church Constitution/Bylaws.

VIII. Violation of RHBC Children/Youth Protection Policy or Procedures

- A. Workers must promptly notify their ministry director of any activity undertaken on their own behalf or by others, which violates this policy or procedures.
- B. Any ministry director or pastor who becomes aware of a violation of the policy or procedures will take necessary steps to ensure future compliance with the policy and procedures by all workers; and will remove workers from their position if such removal is warranted, or if the workers pose a potential threat to others.
- C. If, in the investigation of abuse or molestation, policy violation is discovered, the offending worker(s) will be removed from ministry in Preschool, Children, and Youth area and returned only at the discretion of the ministry director and pastor.

GENERAL INFORMATION FOR ALL WORKERS IN PRESCHOOL, CHILDREN, AND YOUTH AREAS

Intro: Any accusation of abuse or molestation will be taken seriously and will be investigated by the pastor and others chosen at his discretion. This is not to be an investigation of the accused. The purpose of a church investigation is to discover if policy procedures were being followed in that ministry's area where said abuse was to have taken place, and if not, to correct such violations immediately. If the investigation reveals that stricter procedure is necessary for the safety of our children, the "Protection Policy" committee will oversee that process.

PRESCHOOL RELATED POLICIES

- 1 For all classes meeting in classrooms with no visual access from the hallway) there should be two (2) unrelated adults in the room at all times.
- 2 Teenagers and trainees will only be used in conjunction with two (2) present adults.
- 3 Only approved (screened) personnel are permitted to help with or take over any class or activity (church related) at the Rolling Hills Baptist Church either on or off campus.
- 4 Workers should arrive at least 10 minutes before a scheduled activity and should keep watch over those in their care until an authorized person has picked up the child/children. Do not send children out to find their parents, and do not release any child or youth to await transportation.
- 5 Only assigned workers or their approved substitutes are permitted in the classrooms, with the exception of nursing mothers or a parent/guardian calming a child.
- 6 All preschool children birth through kindergarten should be received and welcomed at the door and be given a security tag. One will be placed on the child and the other part will be given to the parent/guardian who drops off the child.
- 7 Only a parent/guardian with the proper security tag may pick up the child. No child under __ may pick up another child. The parents are encouraged to pick up their children promptly at the end of the service or scheduled activity.
- 8 Children are not permitted unsupervised in the hallways, classrooms, or parking area. They should be escorted to restrooms by parents or approved church workers.
- 9 Children with aggressive or behavioral problems will be remanded to the parent or the person who was responsible in bringing them to the church grounds.
- 10 Preschool workers with weeping sores, or recent sickness or fever within last 24 hours, will not be permitted to work in the Preschool/children areas until the sores or illness are completely healed.
- 11 No medications are to be administered by a RHBC volunteer unless that volunteer is the parent/guardian of said minor.

- 12 All children that are determined to have communicable diseases will not be permitted to attend church functions.
- 13 When a preschooler receives a minor scratch, cut, bump, or bruise, or other physical injury, the ministry director should be informed, first aid given as appropriate, the parent/guardian to be notified as soon as is practical, and an "Incident/Discipline" form should be filled out. The parent/guardian should sign the form and then receive a copy. The original should be given to that ministry's director.
- 14 When a discipline problem arises and causes a dangerous situation, the ministry director should be informed of the problem who will then contact the parent/guardian, and an "Incident/Discipline" form is to be filled out and signed by the parent/guardian. A copy should be given to the parent/guardian and the original given to that ministry's director. When a child receives three of these written disciplinary forms, the issue should be referred to the deacons.
- 15 Two adults should be present in the room when a diaper is being changed. Latex gloves will be worn when changing diapers or dealing with any bodily fluids. The area should be disinfected after each use.
- 16 Sheets and blankets used by Sunday School Department should be removed from beds after use.
- 17 Parents of preschool children shall label all belongings with the child's first and last names. If unlabeled, a preschool worker shall label all unlabeled belongings with masking tape.

CHILDREN RELATED POLICIES

1. For all classes meeting in classrooms with no visual access from the hallway) there should be two (2) unrelated adults in the room at all times.
2. Teenagers and trainees will only be used in conjunction with two (2) present adults.
3. Only approved (screened) personnel are permitted to help with or take over any class or activity (church related) at the Rolling Hills Baptist Church either on or off campus.
4. Workers should arrive at least 10 minutes before a scheduled activity and should keep watch over those in their care until an authorized person has picked up the child/children. Do not send children out to find their parents, and do not release any child or youth to await transportation.
5. Only assigned workers or their approved substitutes are permitted in the classrooms.
6. All children, first grade through sixth grade, should be received and welcomed at the door of the classroom. At end of class, a parent/guardian, or approved worker, should pick them up at the door. No child under __ may pick up another child. The parents are encouraged to pick up their children promptly at the end of the service or scheduled activity.
7. Children are not permitted unsupervised in the hallways, classrooms, or parking area. They should be escorted to restrooms by parents or approved church workers.
8. Children with aggressive or behavioral problems will be remanded to the parent or the person who was responsible in bringing them to the church grounds.
9. Children workers with weeping sores, or recent sickness or fever within last 24 hours, will not be permitted to work in the Preschool/children areas until the sores or illness are completely healed.
10. No medications are to be administered by a RHBC volunteer unless that volunteer is the parent/guardian of said minor.
11. All children that are determined to have communicable diseases will not be permitted to attend church functions.
12. When any child receives a scratch, bump, bruise, or any other physical injury, the ministry director should be informed, first aid given as appropriate, the parent/guardian to

be notified as soon as is practical, and an “Incident/Discipline” form should be filled out. The parent/guardian should sign the form and then receive a copy. The original should be given to that ministry’s director.

13. When a discipline problem arises and causes a dangerous situation, the ministry director should be informed of the problem who will then contact the parent/guardian, and an “Incident/Discipline” form is to be filled out and signed by the parent/guardian. A copy should be given to the parent/guardian and the original given to that ministry’s director. When a child receives three of these written disciplinary forms, the issue should be referred to the deacons.
14. A teacher or assistant should avoid wiping a child, pulling up tights or underwear, or zipping the zippers of a school-age child in their care. If assistance is required, then a parent or guardian should be contacted to come and do the assisting.
15. All children (first grade through sixth grade) who participate in an off church grounds activity should have written permission from the parent/guardian before they will be permitted to attend.
16. For activities off campus, there should be two (2) adults for the first ten (10) children and one (1) adult for each additional five (5) children.

YOUTH RELATED POLICIES

1. For all classes meeting in classrooms with no visual access from the hallway) there should be two (2) unrelated adults in the room at all times.
2. Teenagers and trainees will only be used in conjunction with two (2) present adults.
3. Only approved (screened) personnel are permitted to help with or take over any class or activity (church related) at the Rolling Hills Baptist Church either on or off campus.
4. Workers should arrive at least 10 minutes before a scheduled activity and should keep watch over those in their care until an authorized person has picked up the child/children. Do not send children out to find their parents, and do not release any child or youth to await transportation.
5. Only assigned workers or their approved substitutes are permitted in the classrooms.
6. Youth seventh-twelfth grade are only permitted to go to the restroom one at a time during class sessions.
7. A notarized medical release/permission form should be completed and filed with the youth minister before a youth participates in any church-related activity. These forms will be active for one year (January 1st to December 31st). The youth parents are responsible for notifying the youth minister of any changes to the information contained on the medical release/permission form as soon as possible. The youth minister or person in charge of an activity should take a copy of these forms on any off campus activity.
8. For the youth, there should be two (2) adults with the students at all times. Any exception to the “two adult” rule would be after the worker has received written consent from the child’s parents granting their permission to that adult.
9. When a discipline problem arises and causes a dangerous situation, the ministry director should be informed of the problem who will then contact the parent/guardian, and an “Incident/Discipline” form is to be filled out and signed by the parent/guardian. A copy should be given to the parent/guardian and the original given to that ministry’s director. When a child receives three of these written disciplinary forms, the issue should be referred to the deacons.

RHBC CONFIDENTIAL **VOLUNTEER APPLICATION**

Your department of interest: _____
e.g. Nursery, Preschool, Elementary, Activities, Youth

Please print all information and do not omit any answers. Please be sure to read and sign the back.

Name: _____
Last First Middle Initial
Maiden/Other Names: _____ SS# _____ - _____ - _____
Sex _____ Date of Birth _____ Home Phone# _____
Current Full Address: _____
Street City State Zip
Email Address: _____
Current Employer: _____

Church History

How long have you attended services at Rolling Hills Baptist Church? _____
Are you a member of Rolling Hills Baptist Church? _____ How long a member of RHBC? _____
Please list any previous work involving children, any gifts or education that has prepared you to work in your department of interest:

References

Please give two (2) character references with whom you have had sufficient contact over the past five (5) years.
Please do not use Rolling Hills Baptist staff members or relatives.
If you are under the age of 18, please keep in mind that your references must be an adult.

1. Name: _____ Relationship: _____
Address: _____
Street City State Zip
Home Phone: _____ Work Phone: _____
Email Address: _____
2. Name: _____ Relationship: _____
Address: _____
Street City State Zip
Home Phone: _____ Work Phone: _____
Email Address: _____

PLEASE SEE REVERSE SIDE

Personal Background

1. When working in your area of interest, are there any medical conditions that would prevent you from performing certain types of activity? _____

If yes, please explain:

2. Are you a carrier of any infectious disease (e.g. hepatitis, AIDS, syphilis, other STDs, etc.)?
_____ If yes, be specific. _____
3. Have you ever been accused, arrested, tried, or convicted of domestic violence, pornography, child abuse, molestation or any other sexual or assaultive crime related to persons?

4. Have you ever been accused, arrested, tried, or convicted of the use or sale of drugs?

5. Have you ever been counseled for any of the situations described in number 3 above:

6. Would you like a staff member to call you to discuss your answers regarding the above questions? _____

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I, the undersigned, give my authorization to Rolling Hills Baptist Church or its representatives access to any and all records and information relating to my working with minors. The church may also contact my references. I authorize any references listed to give you any information they may have regarding my character and fitness for work with minors. I release all such references from liability from any damage that may result from such evaluations to you and I waive any right to inspect these references.

I authorize Rolling Hills Baptist Church to perform a criminal background records check now and as needed in the future to update my records for arrests, convictions, or other information the County Department of Corrections, the State Justice Cabinet, and any other local, state, or federal criminal enforcement agency may have regarding me and release such information to Rolling Hills Baptist Church.

I release Rolling Hills Baptist Church and the above mentioned agencies from any liability or damages resulting from the release of this information. I waive any present or future claims of privacy resulting from this information for qualifications of volunteer work at Rolling Hills Baptist Church.

Applicant's Signature

Date

Rolling Hills Baptist Church
Incident/Discipline Form

Type of incident/discipline (circle one or more):

Physical abuse of a child

Theft

Verbal abuse of a child

Property damage

Accident resulting in injury

Violation of RHBC childcare policy rules

Disciplinary action

Other:

.....
Date: _____ Time: _____

Program/Ministry: _____

Adult(s) present: _____

Names of individuals involved: _____

Description of problem: _____

Actions taken: _____

Reported to: _____ By: _____

Parent/Guardian Signature _____

Ministry Director/Other Signature _____

Discussed with parent/guardian ____ yes, ____ no. By: _____

Additional Comments _____

Rolling Hills Baptist Church
Medical Release/Permission Form

Participant's Full Name _____ Birthday _____ Age _____ Sex _____

Parent or Guardian Name _____ Phone (H) _____ (W) _____

Address _____ City _____ State _____ Zip _____

Does the participant have any of the following allergies: Penicillin _____, Other drugs _____, Insect Stings _____, Poison Ivy _____, Hay Fever _____, Other _____, Food Allergies _____

List of restricted activities: _____

List of medications presently being taken: _____

Are there dietary restrictions? _____ yes, _____ no If YES, please explain _____

Please list the name and phone number of family physician and dentist:

Family Physician _____ Phone # _____

Dentist _____ Phone # _____

Please complete the following information about insurance provided by participant:

Name of Insurance Company _____

Address _____ Phone # _____

Policy Number _____ Name of Policy Holder _____

I hereby approve this application and waive all claims against Rolling Hills Baptist Church and its members from any incident related to this activity. I understand that, in the event my child requires medical or dental treatment while engaged in this trip, reasonable efforts will be made to contact me, to consent to any emergency X-ray examination; injections; anesthesia; medical, dental or surgical diagnosis and practice under the laws of the state where the services are rendered, either as an outpatient or in any hospital. I, the undersigned, have medical insurance for the above named child. If there is no insurance, I assume all financial-medical responsibilities, and release Rolling Hills Baptist Church and its personnel from any responsibility or liability. To the best of my knowledge, I have listed all of my child's medical allergies, medications being taken, medical problems and other pertinent information. My permission is given for participation in all prescribed activities as noted by me.

I also give permission for my child to be transported during the trip and returned after the activity in the transportation provided y the church.

Signature of Parent/Guardian

Date

Participant

Date