

North Addison Baptist Church  
Child Protection Program Updated 2018

DEFINITIONS

CPC - the child protection coordinator selected by the Shepherds. In the absence of a CPC, the Shepherds can select a willing individual to act in that role to handle specific situations.

Child - Anyone under the age of 18.

Worker - Anyone working at an official church function that has responsibility for the care or supervision of children. They must be at least 12 years old.

Pastor - Any ordained minister who is a member of the church.

SCREENING

All workers require screening: Paid employees (including pastors) as well as volunteers who work with and around children.

The following must be completed and on file at the church:

- Screening form
- A criminal records check authorization form
- The results of a criminal background check

If the worker is a resident of the State of Washington, this will be a background check through the State of Washington

If the worker has recently moved to Washington from another state this will be a FBI background check.

If the background check reveals any results, a letter signed by the CPC and a pastor or Shepherd will be placed in the file explaining the decision to allow the worker to work with children.

If the applicant is an adult survivor of child abuse, they will be invited to meet with a pastor, the CPC, or a leader of the ministry they will be serving in prior to working with children.

CHILD PROTECTION TRAINING

Training shall be provided to all current and new workers. Updated training will be provided on a regular basis.

The training program shall include the following components:

PERSONNEL JOB DESCRIPTIONS

Child Protection Coordinator (CPC):

- The CPC shall be a member of NABC, at least 21 years of age, who has submitted to the same background checks and training expected of children's workers.
- The CPC shall be responsible for the oversight of all components of the Child Protection Program.
- The CPC shall ensure that proper screening procedures are in place and are being followed. (The CPC can perform the screening or delegate it to a person(s) approved by the administrative team leader and the pastor.)
- The CPC shall ensure background checks are updated every two years.
- The CPC shall be responsible for scheduling training to include all workers, current staff, new staff, and retraining (to include updated training) on an annual basis.
- The CPC shall evaluate the physical environment (e.g. grounds, classrooms, bathrooms) and personnel needs on a regular basis and report to Shepherds as necessary.
- The CPC shall ensure that all children's workers follow Child Protection Procedures. Violations shall be reported to the appropriate leaders.
- The CPC in consultation with the Shepherds shall be responsible for responding to allegations.
- In the event the Child Protection Program and/or policies require review or updating, the CPC shall reconvene the Child Protection Team and act as team leader.

## PROCEDURES FOR CHILD PROTECTION

### General:

- Two adult workers should be present at any church activity unless approved by the CPC, Pastor, and Team Leader for the appropriate area.
- Parents shall sign consent forms when it is known vehicular transportation will be necessary to/from special events or the child will be riding alone with the worker.
- Prior to departure every attempt should be made to communicate with parents for permission in the absence of a signed consent form and as to time of arrival when the child will be riding alone with the worker.
- Doors in children's rooms shall either be half doors or include windows to allow observation from outside the room.
- Parents shall be advised to pick up their children, through grade four, immediately after their class is dismissed.
- Sign in and out procedures shall be used for preschool children.
- All chaperones of overnight church sponsored children's activities shall have prior background checks completed.
- There shall be at least one male and one female chaperone for all co-ed overnight and two adult chaperones for all church sponsored children's activities.
- At activities where children under the age of 12 are divided into separate classrooms there will be at least two workers per classroom with a minimum of one worker aged 18 or older and one worker aged 12 or older per classroom.
- Classrooms with children 12 and older will have a minimum of one worker aged 18 or

older as long as there is at least two children present. If only one child is present, then two workers aged 18 or older are required.

- Workers are not allowed to be alone with a child except in the following circumstances:
  1. A worker removes a child from the classroom to discuss a discipline issue with the child.
  2. A child expresses a desire to talk to a worker one-on-one about a spiritual or personal issue.

If this is done, another worker should be made aware of what is happening, the discussion should be brief (no more than 10 minutes), the location of the discussion should be easily observed to allow other workers to periodically look at the location.

- In the event that a worker needs to do extended counseling with a child, the worker should secure parent/guardian permission. If the parent/guardian is not going to be present in the room or building during the counseling, written permission should be secured from the parent/guardian and a second worker aged 12 or over should be present in the room or nearby in the building with the door to the room open.

#### Bathroom:

- When a group of children is escorted to the bathroom:
  - A worker shall ensure the bathroom is not in use prior to the children entering.
  - The door shall remain open.
  - The worker shall stand in the doorway unless the child asks for assistance.
- Only children shall use the preschool bathrooms during Sunday School and Childrens' Worship.
- A changing table, wipes, disinfectant, and gloves shall be provided in the preschool girls' bathroom.
- Doors shall remain open during diaper changing.

#### Room Procedures:

- During class, children are to remain in their respective classrooms unless released by the teacher.
- During class, children grades 1-6 shall check in and out of the classroom for bathroom use, errands, etc.
- Children are not allowed in unused rooms such as storage areas and clothes closets, supply rooms, and the youth ministry areas unless authorized for a specific purpose.
- Children are not allowed to wander during worship service.

#### Moving from one area to another:

- Parents are responsible for their child's whereabouts after a child is released from class.
- There shall be a worker in front of and one in back of the procession when children are moving in a group.

- Workers shall discourage interaction with other adults or children during transition times.

Reporting of observed misconduct:

- The observer will make an immediate verbal report to the CPC, a pastor, or a delegated individual followed up by the submission of a written report to the CPC or a pastor.

### **North Addison Baptist Church Position Statement**

Our strategy for prevention has included the implementation of the following policies and actions:

All allegations will be taken seriously. Each situation will be dealt with promptly and forthrightly, with due respect for people's privacy and confidentiality for all involved parties. Full cooperation will be given to civil authorities under the guidance of church counsel.

The pastor, CPC, or an appointed person by the Shepherds will be the spokesperson for the church.