

# **CHILD PROTECTION POLICY**

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## **MISSION STATEMENT**

**Loris First Baptist Church is a Southern Baptist Church of the Waccamaw Baptist Association and is a church on mission with Christ to connect people to God.**

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## **Child Protection Policy**

### **Policies and Procedures**

#### **PURPOSE**

It is the purpose of Loris First Baptist Church to provide a safe and secure environment for preschoolers, children, youth and special needs persons entrusted to our care. The following policy and procedures are for the protection of our preschoolers, children, youth, employees, volunteers and our entire church family.

#### **SCOPE**

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, youth and special needs persons.

#### **DEFINITIONS**

For the purpose of this policy the following definitions shall apply:

1. "Preschooler," "child," "children," "youth," and "minor" shall be defined as any individual under the age of eighteen (18) years, or (or whose mental capacity is that of a minor).
2. "Adult" shall be defined as any individual at least eighteen (18) years of age.
3. "Child Abuse"  
For purposes of this Policy, child abuse is defined as any of the following:
  - a. Physical Abuse:  
Violent non-accidental contacts that result in injury. This includes, but is not limited to, striking, biting, or shaking. Injuries include bruises, fractures, cuts, and burns. The abuser may be an adult, an adolescent, or another minor.
  - b. Sexual Abuse:  
Any form of inappropriate touch, verbal exchange or sexual activity with a child/youth whether at one of our facilities, at home, or in any other setting. The abuser may be an adult, an adolescent, or another minor.
  - c. Emotional Abuse:  
A pattern of intentional conduct which crushes a child's spirit or attacks his/her self-worth through rejection, threats, terrorizing, isolating, or belittling. This abuse can occur in private or public settings (such as the playground). The abuser may be an adult, an adolescent, or another minor.

## **WHAT IS CHILD SEXUAL ABUSE?**

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 known or unknown to the child. The abuser may be an adult, an adolescent, or another child.

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the action.

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

Child sexual abuse includes behaviors that involve touching and non-touching aspects.

### **Requirement:**

**All employees and volunteers of Loris First Baptist Church are required to read and comply with the Loris First Baptist Church "Child Protection Policy".**

### **Implementation/Administration:**

**The Child Protection Team, that will consist of the Children's Council, Staff and Deacons as called upon,** have the responsibility to implement this Policy, respond to reports of suspected incidents of child abuse, ensure periodic Prevention/Intervention trainings of all employees and volunteers are conducted, and to monitor the ongoing effectiveness of this Policy.

### **Suggested Team Members:**

- a. Youth and Children's Pastor
- b. Children's Council Members
- c. Senior Pastor as called upon
- d. Deacons as called upon

### **Training Objectives:**

1. Address critical aspects of Loris First Baptist Church Child Protection Policy.
2. Ensure all employees and volunteers understand and are in compliance with policy.
3. Employees and volunteers will participate in interactive discussions to address all questions, needs for clarification, resources, helps, or concerns.
4. Include awareness training on issues related to child abuse, an overview of statistics and probabilities of occurrences and strategies for protection of children.

**100 - ASSESSING THE RISK RELATIONSHIP OF VOLUNTEER and EMPLOYEE POSITIONS**

**101 - LEVEL 1 Relationships** include volunteering with no contact with children and having no care, guidance, leadership or supervision of minor children (under 18). Requirements include the following:

**101.1** Complete and sign the Volunteer Application (Form E-001).

**102 - LEVEL 2 Relationships** include volunteering with limited contact with children and having no care, guidance, leadership or supervision of minor children (under 18). Requirements include the following:

**102.1** Complete and sign the Volunteer Application (Form E-001).

**102.2** Sign the Authorization for Release of Background Information (Form E-005), Authorization and Request for Criminal Records Check (Form E-006) for appropriate authorities (local, state or federal law enforcement agencies) to release any records. This will include permission for the State Law Enforcement Division (S.L.E.D) check and any other background checks deemed necessary which may include South Carolina Sex Offenders Registry and/or South Carolina Child Abuse Registry.

**103 - LEVEL 3 Relationships** include those individuals volunteering to provide care, guidance or serve as a leader or supervisor of children/youth. Requirements include the following:

**103.1** Complete and sign the Volunteer Application (Form E-001).

**103.2** Successfully complete a Prevention/Intervention training arranged by Loris First Baptist Church.

**103.3** Sign the Authorization for Release of Background Information Authorization and Request for Criminal Records Check (Form E-006) for appropriate authorities (local, state or federal law enforcement agencies) to release any records. This will include permission for the State Law Enforcement Division (S.L.E.D) check and any other background checks deemed necessary which may include South Carolina Sex Offenders Registry and/or South Carolina Child Abuse Registry.

**103.4** Sign the Code of Ethics and Rules (Form E-007).

**103.5** Sign the Child Protection Policy Agreement (Form E-008).

**104 - LEVEL 4 Relationships** include those individuals volunteering in a position that involves driving or transporting a minor off campus in either a personal or church vehicle. Requirements include:

Steps 103.1 -103.7 of Level 3 with the addition of Step 104.1 below

**104.1** Provide a copy of a valid driver's license, proof of auto insurance and permission to obtain a current Driving Record.

**200 - CHILD PROTECTION GUIDELINES AND PROCEDURES****201 - Screening and Selection of Staff and Volunteers**

**201.1** It will be the responsibility of the Children's Council to review applications. Required forms will be completed as outlined in Section 100 of this Policy prior to an individual beginning service.

**202 - Ongoing Education of Persons Who Work With Children/Youth**

The organization shall ensure that annual training focused on current issues of child/youth protection is available to and received by those working with children or youth. Attendance at this training shall be required of all paid staff members and volunteers who work with children/youth. This training will include:

**202.1** The definition and recognition of child abuse.

**202.2** The organization's policy and procedures on child abuse and the reasons for having them.

**202.3** The appropriate behavior for those charged with the care and supervision of children and youth.

**202.4** Abuse reporting responsibilities and procedures.

**202.5** Definition of appropriate interpersonal boundaries.

**203 - General Guidelines and Procedures for All Activities Involving Children and Youth.**

**203.1** If an applicant (either paid or volunteer) is found to have been involved in any activity in which the applicant abused or exploited a minor, the applicant will not be hired and shall not serve as a volunteer in any activity or program that involves minors. Any conviction of crime against a minor will disqualify the applicant. Volunteer Disqualifiers are listed in Section 500 of this Policy. When it has been determined that an individual should not work with minors, Loris First Baptist Church will make every effort to handle such a decision in a confidential manner which is sensitive to that person.

**203.2** One employee or volunteer shall not be alone with a child or youth unless the contact occurs in a public place or other persons are able to clearly witness the interaction by being in and out of the area where an employee or volunteer is working with the child or youth. If a situation unexpectedly does not meet this criteria of the Policy, then alternatives must be put into place so that the event is in compliance. Sunday School classes that only possess one teacher, said class must keep door open while children are present in the room.

- 203.3** Loris First Baptist Church will adopt the "Two Adult Rule", which means no adult shall be left alone with a child or youth, and requires a reasonable ratio of adult workers to be maintained in each situation involving supervision of children/youth.
- 203.4** While recognizing the important role of youth volunteers in children/youth ministries, youth volunteers should be under the supervision of a staff member or an adult volunteer (as defined above). Regular youth volunteers and their parents/legal guardians are also required to sign the Child Protection Policy Agreement for Volunteers Under the Age of 18 Years (Form E-010). Regular youth volunteers will take part in a training designed for youth volunteers.
- 203.5** When a private meeting is deemed necessary, the "Two Adult Rule" shall be used.
- 203.6** Staff members and volunteer leaders will supervise activities on an on-going basis and make unannounced visits to activities and other program sites from time to time.
- 203.7** Displays of affection (i.e. hug, etc.) show our love and concern and should only be done in public areas with other adults present. All staff and volunteers will undergo training regarding appropriate touch with children and youth.
- 203.8** No physical discipline (i.e. spanking, shaking, etc.) will be tolerated. All staff and volunteers will undergo training regarding appropriate discipline methods for children and youth.
- 203.9** Volunteers and employees must read the "Child Protection Policy" and agree to it by completing and signing the appropriate application form(s), and submitting to the appropriate level of screening and training as listed in Section 100 of this Policy.
- 203.10** In order to assure proper attention is given to an injury or accident involving a child or youth, an Accident/Injury Report (Form 020) is to be completed by the adult supervisor before they leave the church premises. Injuries requiring medical treatment (Band-Aids, cleaning, or any other first aid) should be verbally reported to the appropriate staff member of the activity within 2 hours. Injuries requiring EMS notification should be verbally reported immediately. Completed Accident/Injury Report Form should be filed with the Loris First Baptist Church Office and will be kept for 5 years. The parent(s)/legal guardian(s) of the injured child/youth should be promptly notified.
- 203.11** Loris First Baptist Church Office will keep sufficient quantities of all forms and policies for employees and volunteers.

- 203.12** In accordance with Section 300 of this Policy, employees and volunteers are required to report immediately any suspicious or inappropriate behavior that suggests (1) sexual abuse or exploitation, (2) neglect, (3) physical abuse, or (4) emotional abuse.
- 203.13** Children and youth must be under care, guidance, leadership, and supervision at all times.
- 203.14** Restroom Supervision Policy
- 203.14.a** Staff will make sure the restroom is not occupied by unknown individuals before allowing children to use the facilities.
- 203.14.b** Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child.)
- 203.15.c** Staff should conduct and supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
- 203.16** Males and Females shall be segregated during sleeping time. A minimum of two adults, the same sex as the children or youth being chaperoned, shall sleep in each area.
- 203.17** All volunteer and staff persons who drive and/or chaperone off-site trips involving minors shall be in conformance with all aspects of the Child Protection Policy.
- 203.18** Written parental permission is required for transporting minors offsite. (Form 030)
- 203.19** Staff will respect children's/youth's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
- 203.20** Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the LFBC).

**300 - REPORTING AND RESPONDING TO REPORTS OF SUSPICIOUS OR INAPPROPRIATE ACTIVITY**

**All** allegations of incidents involving improper touching, physical abuse, or sexual abuse of a child or youth shall be brought to the attention of the Senior Pastor or the Youth and Children's Pastor. It is imperative that these issues of Reporting and Responding be handled with graciousness and CONFIDENTIALITY.

**301 - Definitions of Child Abuse and Neglect According to Federal and State Law Are Available in the Loris First Baptist Church Office.****302 - Initial Reporting of Suspicious or Inappropriate Activity**

- 302.1** Everyone in the organization has a moral responsibility and a legal duty to report suspected abuse whenever it comes to their attention, regardless of where that abuse takes place.
- 302.2** Suspicious or Inappropriate activity brought to the attention of an employee or volunteer must be reported immediately to the Senior Pastor and the Youth and Children's Pastor. If the Pastors are not present, you must contact the head of the deacons.
- 302.3** Each person who receives knowledge of the incident must complete and submit the Knowledge of Suspected Incident of Child Abuse (Form 040) to a member of the Child Protection Team.
- 302.4** The Child Protection Team member receiving report (Form 040) shall then document the date, time and circumstances of the alleged incident on the attached Report of Suspected Incident of Child Abuse (Form 041) and submit to the Child Protection Team.

**303 - Responding to the Initial Report of Suspicious or Inappropriate Activity**

- 303.1** The Child Protection Team member responsible for completing Form 041 will report immediately to the Child Protection Team.
- 303.2** The Child Protection Team will determine if they have reasonable suspicion that abuse or neglect to a child or youth may have occurred. If the allegation involves an employee, the chair of the Personnel Committee shall be involved in that determination. The Child Protection Team shall see that the appropriate notifications are made.
- 303.3** The Child Protection Team must comply with all State laws and shall not further investigate the reported incident to avoid compromising, interfering with, or delaying a legal investigation.

**303.4** All allegations shall be regarded as serious, and due consideration shall be given to the rights and privacy of both the alleged victim and the person being accused. The accused individual, whether staff or volunteer, will be required to refrain from participating in all child/youth activities until it is determined if further action shall be taken. Care shall be taken to respond to all allegations in a professional manner.

#### **304 - Response to Allegations of Abuse or Neglect:**

If the Child Protection Team determines there is reasonable cause to suspect child abuse or neglect, then the following actions shall be taken:

**304.1** A report will be made immediately to the proper authorities, both law enforcement officials and the South Carolina Department of Social Services<sup>1</sup>.

**304.2** All reports of allegations of misconduct will be confidential, and reporting agents will maintain the confidentiality of all parties, to the extent allowed by law, with the exception of required reporting to parental, legal, and social welfare authorities, and the Loris First Baptist Church's insurance and legal counsel.

**304.3** If appropriate under the law, under the strict guidance of the Loris First Baptist Church's legal counsel and insurance carrier, the Child Protection Team:

:

**304.3.a** Notify the parents of the victim and take whatever steps are necessary to assure the safety and well being of the child/youth until the parent(s) arrive. (NOTE: If one or both of the parents is the alleged abuser, follow the advice of the authorities concerning notification of others.)

**304.3.b** Maintain documents of all efforts to handle the situation.

**304.3.c** After the Child Protection Team has fulfilled its legal reporting requirements (see 900, Community Resources for Responding to Child Sexual Abuse in Horry County), a designated spokesperson (*preferably non-staff member*) shall be assigned. This person will be the sole individual communicating to outside authorities or other persons (including the media) regarding the incident.

**304.4** As this short-term response plan (listed in 304.3.a.- 304.3.c) reaches full implementation, the Child Protection Team will meet to review the case and develop a plan for long-term response, as they deem necessary.

### **305 - Care of Documents**

**305.1** All information shall be treated in a confidential manner, except as required by legal reporting requirements or legal process.

**305.2** The documents shall be kept in secure storage.

**305.2.a** Locked Filing Cabinet in the office of the Youth and Children's Pastor.

**305.2.b** Digital back up of documents kept in main office safe.

**305.3** Volunteers with Level 1-4 Relationships, Sections 101 – 104, will be required to complete a Volunteer/Employee - Short Form (E-011) every year to verify that the information provided in their original application is still accurate and truthful, and attend the educational, training event every year.

**400 – CHILDREN/YOUTH VOLUNTEER DISQUALIFIERS**

Whether disclosed voluntarily or by result of the security background check, the following items listed but not limited to will automatically disqualify a volunteer from participating in the leadership, sponsorship, or supervision of any activities or programs with minors:

Any conviction for:

- Criminal homicide
- Aggravated assault (assault with a deadly weapon)
- Crimes related to the possession, use, or sale of drugs or controlled substances within the previous five years (proof of a rehabilitation program will be required)
- Sexual abuse
- Sexual assault (rape)
- Aggravated sexual assault
- Injury to a child
- Incest
- Indecency with a child
- Inducing sexual conduct or sexual performance of a child
- Possession or promotion of child pornography
- The sale, distribution, or display of material harmful to a child
- Employment harmful to a child
- Abandonment or endangerment of a child
- Kidnapping or unlawful restraint
- Public lewdness or indecent exposure
- Enticing a child

**500 – SPECIFIC ACTS AND OMISSIONS IN VIOLATION OF THE POLICY**

The following acts or omissions are violations of this policy and will not be tolerated or accepted during any activity or program, and are to be immediately reported to the Senior Pastor and Youth and Children's Pastor **after the safety of the minor involved has been assured.**

- Any direct observations or evidence of sexual activity in the presence of, or association with, a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction of physically abusive behavior or bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Loris First Baptist Church.
- Mental or emotional injury to a minor caused or exacerbated by a worker.
- The presence or possession of obscene or pornographic material at any function of Loris First Baptist Church.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at Loris First Baptist Church.

**600 – CHILD PROTECTION POLICY FORMS**

**601 – VOLUNTEER APPLICATION**

**Form E-001**

This application is to be completed by all applicants for any position involving the supervision or custody of minors. It is being used to help Loris First Baptist Church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name: \_\_\_\_\_  
Last First Middle

Present address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Work number: \_\_\_\_\_  
(If applicable)

Social Networks utilized: \_\_\_\_\_  
(These networks will be checked periodically)

Identity must be confirmed with a state driver’s license or other photographic identification. Date confirmed/copied: \_\_\_\_\_

I.D. or Driver’s License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

The following information must be completed and will be kept confidential in a secured file:

- \_\_\_ Volunteer Application (Form E-001) Date received: \_\_\_\_\_
- \_\_\_ Child Protection Policy Agreement read (Form E-008) Date signed: \_\_\_\_\_
- \_\_\_ Authorization for Release for Background Information (Form E- 005) Date signed: \_\_\_\_\_
- \_\_\_ Authorization for Criminal Records Check (Form E-006) Date signed: \_\_\_\_\_
- \_\_\_ Code of Ethics and Rules (Form E-007) Date signed: \_\_\_\_\_
- \_\_\_ Training session scheduled and completed Date completed: \_\_\_\_\_

When did you start attending Loris First Baptist Church: \_\_\_\_\_

\_\_\_ I understand that it is strongly encouraged that I be attending LFBC for at least 6 months to work with the children/youth unless approved by the discretion of the Children’s Council.

Have you ever been accused, arrested for, charged with, convicted of, or pleaded guilty to a crime, either misdemeanor or a felony (including but not limited to drug related charges, child abuse, and other crimes of violence, theft, or motor vehicle violations)? Answering “yes” to this question does not automatically disqualify you from service.  
No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, please explain fully–attach a separate page if necessary. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Supervisor

Date

**602 – APPLICANT’S STATEMENT****Form E-005****AUTHORIZATION FOR RELEASE OF BACKGROUND INFORMATION**

**In connection with my application for volunteer service or employment with Loris First Baptist Church, I authorize Loris First Baptist Church to solicit background information relative to my criminal record history. I understand that Loris First Baptist Church may conduct inquiries into my background that may include criminal records, personal references and other public record reports pertaining to me.**

The information contained in this application is current to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this application by Loris First Baptist Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including collectively and individually, from any and all liability for damages of any kind or nature which may at anytime result to me, my heirs, or family on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THE RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement, which I have read and understand.

Name: \_\_\_\_\_, \_\_\_\_\_  
Last First Middle

Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

How long at this address: \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**Form E-006**

**603 – AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK**

I, \_\_\_\_\_, hereby authorize the Loris First Baptist Church to request the appropriate authorities (local, state or federal law enforcement agencies) to release information regarding any record of charges or convictions contained in its files, or any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I release law enforcement departments from all liability that may result from any such disclosure made in response to this request.

Print Full Name:

\_\_\_\_\_

Print all other names that have been used by applicant (if any):

\_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Sex: \_\_\_M \_\_\_F

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

Date Driver's License confirmed and copied \_\_\_\_\_

The above information is correct

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

Request sent to:

**604 – CODE OF ETHICS AND RULES****Form E-007**

While acting in our capacity as Employees or Volunteers of Children/Youth activities of Loris First Baptist Church, the following rules shall apply:

1. Using tobacco products in the presence of our minors (under 18) prohibited.
2. Using alcohol or being under the influence in the presence of our minors (under 18) is prohibited.
3. Alcohol usage is strongly discouraged for the volunteers of LFBC as you are setting a Christian example for the children/youth you work with.
4. Using, possessing, or being under the influence illegal, or illicit drugs will lead to immediate dismissal.
5. Employees or volunteers responsible for minors shall not abuse such minors including:
  - a. Any direct observations or evidence of sexual activity in the presence or in association with a minor;
  - b. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
  - c. Sexual advances or sexual activity of any kind between any person and a minor;
  - d. Sexual advances or sexual activity of any kind to a minor(s);
  - e. Infliction of physically abusive behavior or bodily injury to a minor;
  - f. Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Loris First Baptist Church;
  - g. Mental or emotional injury to a minor;
  - h. The presence or possession of obscene or pornographic materials at any function of Loris First Baptist Church;
  - i. The presence, possession, or being under the influence of any illegal, illicit drugs;
  - j. The consumption of, or being under the influence of alcohol while leading or participating in a function for minors of Loris First Baptist Church.
6. Limit access to the locked records related to the Child Protection Policy to the individual(s) designated by the Children's Council.
7. Update Volunteer Application Forms yearly.
8. Employees and volunteers must treat all people of all races, religions, and cultures with respect and consideration.
9. Employees and volunteers shall not use or tolerate the use of profanity in the presence of minors.
10. Employees and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy and maturity.
11. Employees and volunteers will be expected to act and react with Christian love and understanding in all situations.
12. Employees and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor.
13. I understand as an employee or volunteer with minors for Loris First Baptist Church I will be subject to a background check, including criminal history.
14. I understand that any violation of this code may be grounds for removal as an employee or volunteer with minors.

14.1 If an action occurs in which I, a volunteer, has to be removed for drug or alcohol usage, I understand that I may be subject to a drug test to return and continue working with our children.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

**605 – CHILD PROTECTION POLICY AGREEMENT**

**Form E-008**

Loris First Baptist Church is committed to providing a safe and secure environment for all children, youth, volunteers, and staff who participate in ministries and activities. The following policy statements reflect our commitment to protection.

1. All adult volunteers and employees will be screened to assure their suitability for work with children. No adult who has been convicted of child abuse (sexual, physical, or emotional) should volunteer to work with children or youth.
2. Adult survivors of child abuse need love and support. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with the director before accepting an assignment.
3. Adult volunteers and employees who work with children and youth shall observe the "Two-Adult Rule" except in the circumstances outlined in Section 2, 203.3 of the *Child Protection Policy*.
4. Adult volunteers and employees shall attend training and educational events provided by the Loris First Baptist Church both to learn effective ways to work with children and youth and to become informed of the policies and state laws regarding child abuse.
5. Adult volunteers and employees shall immediately report any behavior that seems abusive or inappropriate as outlined Section 300 of the *Child Protection Policy*.

I have read this *Child Protection Policy* Agreement and attached policies and agree to observe and abide by the Agreement and all policies pertaining to and regarding working with children and youth.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Youth and Children's Pastor Signature

**606 – AGREEMENT FOR VOLUNTEERS UNDER THE AGE OF 18 YEARS**

Loris First Baptist Church is committed to providing a safe and secure environment for all children, youth, volunteers, and staff who participate in ministries and activities. The following policy statements reflect our commitment to protection.

1. Any volunteer who has been convicted of either child sexual or physical abuse should not volunteer service in any activity or program for children or youth.
2. Survivors of childhood sexual or physical abuse need love and acceptance. Being a survivor of childhood abuse does not necessarily disqualify a youth or adult from volunteering to work with children or youth, but a survivor of any form of abuse should talk to the pastor before working with children or youth.
3. Youth Volunteers shall read and understand the Child Protection Policy that governs adult volunteers and employees who work with children and youth. Youth volunteers serve under the supervision of qualified adult volunteers or staff members. Youth volunteers do not constitute the "second person" in the "Two-Adult Rule" unless approved by the Children's Council as outlined in the Policy Section of the Child Protection Policy document.
4. Youth volunteers may be required to attend training and educational events provided by Loris First Baptist Church both to learn effective ways to work with children and youth and to become informed of the policies and state laws regarding child abuse.
5. Youth volunteers shall immediately report any behavior that seems abusive or inappropriate to the supervising adult volunteer, a staff member, or Director.

I have read this "Child Protection Policy" Agreement for Volunteers under the Age of 18 Years and attached policies and agree to observe and abide by the Agreement and all policies pertaining to it regarding working with children and youth.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Youth and Children's Pastor Signature

I understand my young person will abide by the  
Child Protection Policy of LFBC

\_\_\_\_\_  
Signature of Parent

**607 – VOLUNTEER/EMPLOYEE – SHORT FORM**

**Form: E-011**

This form is to be completed by volunteers if they have sufficiently completed an application within the past 3 – 5 years.

I have read and understand Loris First Baptist Church’s Child Protection Policy.

Yes \_\_\_\_\_ No \_\_\_\_\_

I have completed the Volunteer in the past 3 – 5 years.

Yes \_\_\_\_\_ No \_\_\_\_\_

I verify that all the information I provided on the Child Protection Policy Application is still correct and truthful. Since the completion of my Child Protection Policy Application dated above, I certify that there have been no changes to my motor vehicle report or my Criminal Background Check (where applicable to my volunteer service or employment) that would prohibit me from volunteering or working with minors.

\_\_\_\_\_ Date: \_\_\_\_\_  
Volunteer’s/Employee’s Signature

\_\_\_\_\_  
Volunteer’s/Employee’s Name (please print)

<p>For Office Use Only:</p> <p>Date of completed application on file: _____</p> <p>Date of last completed training course: _____</p>
--

**608 – ACCIDENT/INJURY REPORT FORM  
(General)**

**Form 020**

Date of accident/injury: \_\_\_\_\_

Time of accident/injury: \_\_\_\_\_

Name of participant injured: \_\_\_\_\_

Address of participant injured: \_\_\_\_\_

\_\_\_\_\_

Location of accident/injury:

\_\_\_\_\_

Parent, guardian or emergency contact notified: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Names of person(s) who witnessed the accident:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe accident/injury:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

First aid treatment:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EMS contacted? \_\_\_\_\_

\_\_\_\_\_ Date & Time of Report

\_\_\_\_\_ Signature of person submitting report

**609 – PARENTAL PERMISSION AND RELEASE****Form 030**

The undersigned represent that we are the parent(s) or legal guardian(s) of \_\_\_\_\_ (“Child/youth”) and that we have the authority to enter into this Release on Child’s/youth’s behalf. In consideration for Child’s/youth’s participation in \_\_\_\_\_ (the “Activity”) we agree as follows:

1. We grant permission for Child/youth to fully participate in the Activity;
2. We release, discharge and hold harmless the Loris First Baptist Church (LFBC), its members, employees and program volunteers, from any and all claims, liabilities or demands whatsoever for personal injury, sickness, death, property damage or expense, of any nature whatsoever, which may be incurred by the undersigned or Child/youth in connection with Child’s/youth’s participation in the Activity, except to the extent that such injury, sickness, death, property damage or expense is incurred as the result of the gross negligence or intentional misconduct of LFBC;
3. We grant LFBC permission to seek medical treatment it deems necessary for Child/youth while engaged in the Activity.
4. We grant permission to LFBC to furnish transportation, food, and lodging to Child/youth as it deems appropriate;
5. We agree to assume all transportation costs incurred on behalf of Child/youth in the event that LFBC determines, for any reason, that it is necessary or advisable for Child/youth to return home;

**PARENTAL PERMISSION AND RELEASE, Form 030 (continued)**

6. We agree to defend, indemnify and hold the LFBC harmless from and against any and all claims, demands, liabilities, and damages whatsoever resulting, directly or indirectly, from the negligence or intentional conduct of Child/youth.

Child's/youth's name: \_\_\_\_\_ DOB: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (Optional)

Home Address: \_\_\_\_\_ Preferred Hospital: \_\_\_\_\_

\_\_\_\_\_ Medical Insurance: \_\_\_ Yes \_\_\_ No

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Child/youth: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Child/youth: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

(Both parents, if applicable, must sign unless separated or divorced. In such case the custodial parent must sign.)

\_\_\_\_\_ Dated: \_\_\_\_\_  
Father

\_\_\_\_\_ Dated: \_\_\_\_\_  
Mother

\_\_\_\_\_ Dated: \_\_\_\_\_  
Legal Guardian

(List all allergies, special medical needs or problems below. Attach additional pages if necessary.)

Prescribed Medicine: \_\_\_\_\_ OTC Medicine: \_\_\_\_\_

**610 – KNOWLEDGE OF SUSPECTED INCIDENT OF CHILD ABUSE**

1. Name of worker (paid or volunteer) observing, receiving disclosure or any information of suspected abuse of a minor: \_\_\_\_\_

2. Minor’s name: \_\_\_\_\_

Minor’s age/date of birth: \_\_\_\_\_

3. Informant’s name (if applicable): \_\_\_\_\_

4. Date/Place of initial conversation with/report from minor or informant:  
\_\_\_\_\_  
\_\_\_\_\_

5. Minor’s or informant’s statement (give detailed summary here): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Does minor appear to be injured? No \_\_\_\_\_ Yes \_\_\_\_\_  
If yes, the *Accident/Injury Report Form 020* must be completed and attached to this *Knowledge of Suspected Abuse Form*.

7. Name of person accused of abuse: \_\_\_\_\_

Relationship of accused to minor (paid staff, volunteer, family member, other):  
\_\_\_\_\_

8. Report to Child Protection Team: \_\_\_\_\_  
Date/Time: \_\_\_\_\_

\_\_\_\_\_  
Signature of person submitting report

\_\_\_\_\_  
Date/Time

**Form 041**

**611 – REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE**  
***To be completed by Child Protection Team/Director***

1. Name of worker (paid or volunteer) observing or receiving disclosure of suspected abuse of a minor:

\_\_\_\_\_

2. Minor’s name: \_\_\_\_\_

Minor’s age/ date of birth: \_\_\_\_\_

3. Date/Place of initial conversation with/report from minor: \_\_\_\_\_

\_\_\_\_\_

4. Minor’s statement (give detailed summary here): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Does the minor appear to have an injury? No \_\_\_\_ Yes \_\_\_\_  
If yes, the *Accident/Injury Report Form020* must be completed and attached to this *Report of Suspected Abuse*.

6. Name of person accused of abuse: \_\_\_\_\_

Relationship of accused to victim (paid staff, volunteer, family member, other):

\_\_\_\_\_

7. Report to Senior Pastor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Report to Youth & Children’s Pastor: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

**REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE, Form 41 (continued)**

8. Call to minor's parent/guardian: \_\_\_\_\_

Date/time: \_\_\_\_\_ Spoke to: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Call to local children and family service agency (name): \_\_\_\_\_

Date/time: \_\_\_\_\_ Spoke to: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

10. Call to local law enforcement agency: \_\_\_\_\_

Date/ time: \_\_\_\_\_ Spoke to: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

11. Other contacts: \_\_\_\_\_

Date/time: \_\_\_\_\_ Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of person submitting report

\_\_\_\_\_  
Date/Time

## **700 – Rules and Procedures**

### **701 - Wednesday night Children's Ministry:**

#### **Rules for Wednesday night meal time:**

- Children are requested to stay with their age groups and their assigned tables.
- Children are encouraged to sit with their age group, unless given permission by their teacher.
- Children are requested to stay seated while the meal is in progress (Exception, child is going to the restroom or throwing away their trash).
- Children may visit with friends at other tables for brief periods of time with permission from their teacher. (Too many children congregating on one side of the table can cause a safety issue as well as leave others out.)
- The parent/guardian may sit with the child during the meal. However, if the child of the parent/guardian does not follow the rules we, as Children's Pastor, Children's Council and Team Kid Leadership, expect you to help the child obey the rules.
- As we are constantly receiving new children and families into our ministry we want to make sure parents feel their children are in a safe and loving environment. Please help us to maintain a safe and loving environment within the Fellowship Hall.
- Children are requested to eat first, then go outside and play. Once they go outside to play there will no longer be food available for them.
- Children that do not sit down and eat their meals, but instead are up and down and running around, will be asked to either finish their food or to go outside and play on the playground.
- Children that get up and are running around will be given a verbal warning and asked to sit back down. Further infractions may constitute in the child not being allowed in the Fellowship Hall during meal times. (Discretion of the Children's Pastor, Children's Council and Team Kid Leadership)
- **Food will stop being served at 5:50pm, unless otherwise approved by the Team Kid Co-Chairs.**

#### **Rules for Play Ground usage:**

- **Absolutely no throwing rocks or any other dangerous or hazardous materials!**  
**1<sup>st</sup> offense child will lose playground privileges for that day and parent/guardian will be notified.**  
**2<sup>nd</sup> offense child loses playground privileges for a month and parent/guardian will be notified.**  
**3<sup>rd</sup> offense child loses the playground for the semester and parent/guardian will be notified.**
- Children 1<sup>st</sup> grade and younger are to play on the right side of the cones on the playground - *right side being defined as looking at the playground from the rear of the Fellowship Hall.*

- Children 2<sup>nd</sup> grade and older are to play on the left side of the cones - *left side being defined as looking at the playground from the rear of the Fellowship Hall*
- Any children playing on the wrong side will receive a verbal warning and asked to move to the correct side. Children that have to be constantly reminded will lose playground privileges.  
**1<sup>st</sup> offense child will lose playground privileges for that day and parent/guardian will be notified.**  
**2<sup>nd</sup> offense child loses playground privileges for a month and parent/guardian will be notified.**  
**3<sup>rd</sup> offense child loses the playground for the semester and parent/guardian will be notified.**
- While the children are playing outside, there will be at least 3 adults outside to monitor the playground area, with at least one of those people being a male.
- Children will stay inside of the fence area while playing on the playground.
- Children must ask permission to go outside and play on the playground.
- If any issues arise on the playground, supervising adults will immediately get the Team Kid Co-Chairs to make the final decision regarding the situation.

### **Classroom Expectations:**

- Children are requested to respect classmates and teachers.
- Children are requested to respect the mentors that are in the rooms.
- **During a single class period**, children not following the rules within the classroom and are being disruptive will have the following punishments administered to them:  
**1<sup>st</sup> offense – 1 warning will be given to the student about their behavior.**  
**2<sup>nd</sup> offense – student will be removed from the class for 5 minutes and must sit upstairs by the security table with the Team Kid Co-Chairs. After the 5 minutes is over said student will be returned to the classroom.**  
**3<sup>rd</sup> offense – If the student has to be reprimanded again about behavior, said student will be removed from the classroom and be taken to their parent/guardian in the sanctuary or if said parent/guardian is not currently at church, the parent/guardian will be contacted to come and retrieve the child. If the parent has to be contacted said student will sit at the security desk for the remainder of the Team Kid time.**
- If the child has used all 3 offenses and has to be removed from the class, that child will not be allowed back in the Team Kid Ministry until the parent/guardian of said child meets with the Team Kid Teacher, Children's Council and Staff on the following Sunday at 4:00pm. If the parent/guardian are not available for a meeting, said child may not return to the Team Kid Ministry activities until said meeting has taken place.
- If the child has to be removed from the class 3 times in a semester, said child will have to sit out of the Team Kids Ministry for 1 month beginning from the date of the last offense.

**702 – Children’s Church Ministry:****Classroom Expectations:**

- Children are requested to respect classmates and teachers.
- Children are requested to respect the mentors that are in the rooms.
- **During a single class period**, children not following the rules within the classroom and are being disruptive will have the following punishments administered to them:
  - 1<sup>st</sup> offense – 1 warning will be given to the student about their behavior.**
  - 2<sup>nd</sup> offense –student will be removed from the class for 5 minutes and must sit upstairs with the Youth and Children’s Pastor. After the 5 minutes is over said student will be returned to the classroom.**
  - 3<sup>rd</sup> offense – If the student has to be reprimanded again about behavior, said student will be removed from the classroom and be taken to their parent/guardian in the sanctuary or if said parent/guardian is not currently at church, the parent/guardian will be contacted to come and retrieve the child. If the parent has to be contacted said student will sit upstairs with the Youth and Children’s Pastor for the remainder of the Children’s Church time.**
- If the child has used all 3 offenses and has to be removed from the class, that child will not be allowed back in Children’s Church until the parent/guardian of said child meets with the Children’s Church Teacher, Children’s Council and Staff on the following Sunday at 4:00pm. If the parent/guardian are not available for a meeting, said child may not return to Children’s Church until said meeting has taken place.
- If the child has to be removed from the class 3 times in a semester, said child will have to sit out of Children’s Church for 1 month beginning from the date of the last offense.

**703 – Sunday School Ministry:****Classroom Expectations:**

- Children are requested to respect classmates and teachers.
- Children are requested to respect the mentors that are in the rooms.
- **During a single class period**, children not following the rules within the classroom and are being disruptive will have the following punishments administered to them:
  - 1<sup>st</sup> offense – 1 warning will be given to the student about their behavior.**
  - 2<sup>nd</sup> offense – student will be removed from the class for 5 minutes and must sit upstairs/downstairs with the Youth and Children’s Pastor. After the 5 minutes is over said student will be returned to the classroom.**
  - 3<sup>rd</sup> offense – If the student has to be reprimanded again about behavior, said student will be removed from the classroom and be taken to their parent/guardian in their Sunday School class or if said parent/guardian is not currently at church, the parent/guardian will be contacted to come and retrieve the child. If the parent has to be contacted said student will sit upstairs/downstairs with the Youth and Children’s Pastor for the remainder of the Sunday School time.**
- If the child has used all 3 offenses and has to be removed from the class, that child will not be allowed back in Sunday School until the parent/guardian of said child meets with the Sunday School Teacher, Children’s Council and Staff on the following Sunday at 4:00pm. If the parent/guardian are not available for a meeting, said child may not return to Sunday School until said meeting has taken place.
- If the child has to be removed from the class 3 times in a semester, said child will have to sit out of Sunday School for 1 month beginning from the date of the last offense.

**704 – Children’s Choir Ministry:****Classroom Expectations:**

- Children are requested to respect classmates and teachers.
- Children are requested to respect the mentors that are in the rooms.
- **During a single class period**, children not following the rules within the classroom and are being disruptive will have the following punishments administered to them:
  - 1<sup>st</sup> offense – 1 warning will be given to the student about their behavior.**
  - 2<sup>nd</sup> offense –student will be removed from the class for 5 minutes and must sit upstairs/downstairs with the Youth and Children’s Pastor. After the 5 minutes is over said student will be returned to the classroom.**
  - 3<sup>rd</sup> offense – If the student has to be reprimanded again about behavior, said student will be removed from the classroom and be taken to their parent/guardian, if said parent/guardian is not currently at church, the parent/guardian will be contacted to come and retrieve the child. If the parent has to be contacted said student will sit upstairs/downstairs with the Youth and Children’s Pastor for the remainder of the Sunday School time.**
- If the child has used all 3 offenses and has to be removed from the class, that child will not be allowed back in Children’s Choir until the parent/guardian of said child meets with the Children’s Choir Teacher, Children’s Council and Staff on the following Sunday at 4:00pm. If the parent/guardian are not available for a meeting, said child may not return to Sunday School until said meeting has taken place.
- If the child has to be removed from the class 3 times in a semester, said child will have to sit out of Children’s Choir for 1 month beginning from the date of the last offense.

**705 – Nursery Ministry:****Nursery Ministry Introduction**

This policy and procedures manual is for the nursery staff, volunteers and parents and describes the strategy, structure and policies of the Nursery Ministry of Loris First Baptist Church and is led by the direction of the Nursery Committee, Children's Council and Staff. In this document, the term "staff" refers to paid personnel, "volunteer" refers to non-paid personnel (including parent volunteers) and the term "worker" refers to both paid and non-paid personnel.

**Nursery Ministry Vision**

To provide an environment of safety, love and respect where the child learns about the love of God and the importance of Scripture; the parent feels respected, loved and feels that their child is loved and well cared for; and the volunteers and staff feel valued and supported as a part of a ministry team that is serving our young families.

**Nursery Ministry Missions**

- To teach children about God, His love and Scripture;
- To create an environment of love and compassion for children to feel safe;
- To be welcoming to visitors;
- To provide quality service and respect to our parents so that they trust the environment in which they are leaving their children;
- To protect children from harm; and
- To protect FBC, its staff and volunteers from potential litigation.

**Nursery Ministry Personnel Structure**

- Nursery Committee Chair/Co-Chair
- Nursery Volunteers
- Parent Volunteers

# **Nursery Policies and Procedures for Staff and Volunteers**

## Nursery Personnel Guidelines

- All paid staff and non-paid volunteers must fill out an application and consent to a background check.
- All paid staff and non-paid volunteers must agree to abide by the policies and procedures before they can volunteer in any of the Nursery Ministry areas.
- All paid staff and non-paid volunteers must agree to serve under the direction of the Nursery Committee Chair/Co-Chair and follow her/their leadership and instruction while in the nursery.
- Background checks are to be completed for every person working with children to protect the children from harm and the church from litigation.
- Background checks will only be seen by the Church Secretary and filed for legal purposes. No one else will see the background checks. If issues on a background check show a history of violence or child-related offenses, the Nursery Director will only be told that the applicant is not eligible to serve, but details will not be given.
- Minors applying to volunteer must be at least 15-years-old.
- The Nursery Committee Chair/Co-Chair will work to encourage the staff and volunteers as they serve. This includes making sure expectations are clearly communicated and policies and procedures are enforced.

## Nursery Service Guidelines

- Please consider this a ministry to our young families and an opportunity to show parents and children the love of Christ in every situation.
- All nursery volunteers and staff must be in the classroom ready to receive children 15 minutes before the start time of a church event (for example, 9:00 AM on Sunday mornings before Sunday School at 9:15 AM, 10:00am on Sunday mornings before Service at 10:15, 5:45pm on Sunday evenings before service at 6:00pm).

- Only children from birth through 3-years-old will be allowed in the nursery. Any child that is 4-years-old by September 1 will be moved to the next age class.
- No children or adults from outside the nursery are allowed to use the nursery bathroom, as this is a security risk as well as a sanitation issue.
- Parents should be kept outside the nursery to prevent accidents with little ones getting under foot and to keep the nursery sanitary. Exceptions can be made for feeding/nursing needs in designated areas only.
  - All nursery staff and volunteers must stay in their assigned area for the duration of their shift. Always let another worker know if you need to leave the area or use the restroom so that your area can be covered during your absence.
  - Have a positive and energetic attitude towards the parents and children. Always letting them know that their child is loved and happy here.
  - Nursery staff and volunteers should NEVER give parenting advice, opinions or judgments about a parent's instructions or a child's attitude or behavior (or that of the parents) unless it is explicitly requested by the parents. No matter how much you disagree with the parents' parenting style, it is disrespectful to express this or ignore the parents' wishes. All parents are shown respect and courtesy - no exceptions.
  - Everything that transpires in the nursery is confidential. This includes the emotional, physical, medical and intellectual condition of every child and should not be discussed outside the nursery or gossiped about inside the nursery.
  - DO NOT tell a parent that their child behaved badly unless the parent asks. If a problem with the child persists with each visit, inform the Nursery Committee Chair/Co-Chair and she/they will address the issue with the parent.
  - If child abuse in the home is suspected, the pastor should be told in confidence. The pastor will then handle addressing the situation with the parents. This is a legal matter and should not be handled by a volunteer.
  - No cell phone use is permitted while on duty, unless contacting a parent with an inconsolable child. All other cell phone use (including texting, e-mailing and any other activity on a cell phone) is prohibited. If parents need to be contacted, the worker/volunteer will make this decision.
  - If a parent needs to be contacted because of an inconsolable child, the first contact should be a text message. If no response is received within a few minutes, 2<sup>nd</sup> try to contact the Youth and Children's Pastor, if he cannot be reached then an available worker should discretely find the parent in his or her

classroom or from the back of the sanctuary so as to not draw attention and ask the parent for a next step to calm the child.

- Staff and parent volunteers are permitted to prepare bottles and change diapers. Rockers will be handed prepared bottles to feed babies and are not expected to change diapers.
- Friends, visitors and family of the workers are not permitted in the nursery rooms.

### Absences and Issue Reporting

- If a volunteer is unable to work on their assigned week, she should contact other volunteers on the schedule to find a replacement and let the Nursery Committee Chair/Co-Chair know of the change.
- If a staff member or volunteer has concerns with a parent/guardian who refuses to comply with the policies and procedures or has any other issue, the Nursery Committee, Children's Council, and Staff should be contacted to handle the issue.
  - If a parent/guardian has an issue with how they were treated, whether their instructions were followed or how their child was cared for they should contact the Nursery Committee, Children's Council, and Staff.

### Safety and Security

Creating an environment where parents feel comfortable to leave their children is one of our highest priorities.

- The top half of classroom doors (unless they have a window in them) must remain open at all times that children are in the classroom. Even when infants are sleeping, the top half of classroom doors must remain unlocked.
- There should be a roster of children kept in each classroom and updated each service. This is an invaluable piece of information in the event of an evacuation.
- Adults are not to toss or throw children in the air when playing with them.
- Adults are not to lift a baby or toddler up by holding their hands and lifting their arms in the air as this can cause shoulder dislocation in many children.
- Adults are not to poke, prod, or tickle children. Many children do not like this and cannot communicate their dislike to an adult.

- Children should not be taken out of the nursery rooms for any reason during their time of care, except in the case of an emergency.
- The nursery doors are an emergency exit only, no entrance or exit before or after services will be permitted, unless it is a mother that does not feel comfortable taking the stairs while carrying their child, and their child's belongings. Such exceptions will be agreed upon by the Nursery Committee.

### Parents are Primary

- It is important that the nursery cares for children in the best manner possible to offer the parents the opportunity to worship and Loris First without concern for their children. Because of this, parents may only be contacted if the Nursery volunteer deems the situation warrants it.
- The parent is always right and they know what is best for the child. If they have requested that they are to be notified if the child is upset, then we should do so. Otherwise, as long as the child is content and can be re-engaged, parents are not to be notified.
- Nursery workers should work to engage the child in activities and play by getting down to eye-level with the child while moving them away from the door after arrival.

### Classroom Check-in and Check-out

- Each classroom is to have a sign-in sheet where parents sign-in each child. The sheet should include the child's name, the parent's name, the parent's cell phone number, location and instructions for eating and sleeping routines.
- Workers must make every effort to do all that the parents have instructed, unless the instructions violate a policy or procedure. If their request violates a policy or procedure, the parents should be told respectfully and kindly that we will not be able to fulfill their request and why at the time they drop off their children so they have the opportunity to decide how they want to provide that need for their child.
- In lieu of pagers, we will use parent's cell phones to contact them during church activities if they are needed. For this reason, parents are asked to place their cell phones on vibrate so they do not disturb others.
- All children must be signed in and have an information sheet completed or have one on file that remains in a binder within the nursery.

- The information sheet should include any allergies and food restrictions, and everyone who is allowed to pick up the child from the nursery. These should be updated by the parents as this information changes.
- All children's belongings must have name identification (diaper bags, cups, etc.). LFBC identification tags will be provided for bags without name identification.
- A parent or adult guardian listed on the information sheet must pick up the child. A child will not be released to siblings, relatives or other adults not listed on the information sheet.
- The worker should meet parents at the door when the child is being checked in and always maintain a Christ-like attitude when serving our children and their parents. Many times you are providing the first impression of our church. Smile, be friendly, and treat all parents and their children with respect.
- All children should be returned to the parents in as clean or cleaner condition than the child arrived. Faces, hands and clothing should be clean (clothing should be as clean as possible, unless child arrived in dirty clothing).
- Diapered children should be returned to parents in a clean diaper, unless the child was changed within the past hour.

### Disciplinary Policy

- Always maintain a Christ-like attitude when instructing the child and model the love and respect you are asking the child to show you and others. As a nursery worker your goal is to engage the child relationally, which will give you an opportunity to influence the child's life.
- A child is usually disruptive because they either crave attention, they are bored or they are confused. The solution:
  1. Don't reinforce misbehavior with too much attention, briefly address it and move on. Create a positive culture by proactively giving attention to positive behaviors.
  2. Keep children from being bored by preparing activities and materials prior to class time. Trying to figure out as you go creates space and down time for children to misbehave.
  3. Fuzzy rules and no consequences are a guarantee for misbehavior. Set clear expectations and consequences and enforce them fairly and

consistently. When possible use topic or lesson to reinforce proper behavior.

- **Physical punishment is forbidden** for all nursery staff and volunteers, including parents who serve in a room with their own children. Parents are not allowed to scold or physically punish their own children during their time in the nursery as this is upsetting to other children in the room.
- Disruptive behavior should always be handled in the room, not in isolation with the worker and a child alone. Never humiliate a child in front of others or in private.
- The only discipline allowed in the nursery is time-out which should be limited to the age of the child (for example, 2 minutes for a 2-year-old). **Scolding, harsh words and physical punishment of any kind is forbidden.**
- If a child needs correction, it should be done in a firm, but calm tone and should address only the behavior ("no hitting") and never the character of the child ("bad boy"). Also, tell the child the behavior you want to see when giving correction ("no hitting, please use your words to say what you want").
- When it is evident that you have an extreme case which cannot be handled with time-out, parents should be contacted by the Nursery worker/volunteer.

### Diaper Changing and Bathroom Trips

- Parents should supply diapers, wipes, a burp pad and a change of clothing for their child each time they drop off their child. FBC will supply extra diapers and wipes as backup.
- Workers should check periodically for wet or soiled diapers.
- Workers should have diaper bag, diaper and all materials at changing table prior to laying the child down for a change. A child should never be left alone while on the changing table -- not even for a second.
- Wet wipes, hand sanitizer, and sanitizing surface spray are to be provided at each diaper-changing table for the safety of the child and the worker.
- Only apply powder, lotion, or medicated cream if provided in the child's bag and with the parent's permission/instruction.
- Keep all items (cleaners, wipes, etc.) out of the reach of children.
- The changing table should be covered with a disposable pad that is changed after soiling to prevent germs from spreading.

- For toddlers, an adult is to walk children to the bathroom and never leave children alone in the bathroom, classroom or hallway.
- Potty training activities may be done with children whose parents are notified and have approved of such activities for their child. Do not attempt to potty train a child without the parent's consent.

## Food

- Parents must write down feeding and nap instructions on the sign in sheet.
- Parents must label all bottles and sippy cups with the child's name.
- Bottles may be fed to babies by staff or volunteers only according to the instructions given by the parents. If a child becomes inconsolable, their parent should be contacted before feeding the child at a time other than the time requested by the parent.
- Loris First Baptist does NOT provide formula, bottles or baby food for infants.
- Loris First Baptist DOES provide snacks for toddlers.
- Meals will NOT be fed to children, even if parents provide the food (this does not apply to infants who are on breast milk or formula - these may be given by the staff or volunteers at the times designated by the parents). Nursery workers do not have the ability to feed each child a meal and continue to supervise the other children safely. Normally, children should be fed at home before entering the nursery.
- Snacks should not be given to children after 11:00 AM on Sundays. Drinks are fine at any time. This is so children's appetites are not spoiled for lunch after church.
- The food in the nursery is for the nursery children only and older children should not be allowed to raid these supplies.
- If parents request dietary restrictions (for example, no sugar), these should be respected and followed without question or judgment. If the parents do not provide alternative snacks, the child should NOT be given any food in the classroom. Parents need to know that their requests are being honored even when they are not watching.

## Activities

- Children should not bring their own toys into the nursery, unless it is a special “security” item. This prevents children from losing toys or having them damaged by another child.
- All activities for children over 12-months-old should include a lesson about Jesus, the Bible, character building, loving God or loving others.
  - Crafts should not dirty children’s clothing or skin (or it should be completely cleaned off before returning children to parents).

## Accidents and Incidents

- In the event a child is injured or injures another child (and the incident leaves a mark or bump or worse), the Nursery worker/volunteer will contact the parents and file an Incident Report. (Form 020)
- A first-aid kit stocked regularly is kept in each room.
- In the event of an emergency, volunteers should secure the scene and contact the Nursery Committee Chair/Co-Chair and the Youth and Children’s Pastor to handle the situation.
- Fire escape and evacuation routes should be posted in each room, and the nursery volunteers should follow evacuation procedures.

## Room Cleanliness

- Furnishings and toys should be age-appropriate, having no sharp edges, missing or loose wheels or broken areas. All broken toys must be discarded and/or replaced.
- Walls, counters, shelves, drawers, cabinets, tables and floors should be free of clutter and cleaned up after each day the nursery is used. All supplies should be put away at the end of each day the nursery is used. This should be done by all workers as a team effort at the end of each day.
- Toys used are to be sprayed with sanitizer or wiped down with Clorox wipes at the end of each day the nursery is used. This should be done by all workers as a team effort at the end of each day.
- Bedding should be covered with disposable pads and changed after soiled to prevent germs from spreading to other children.

- Stuffed toys are NOT permitted in the nursery. This is to prevent the spread of germs with toys that cannot be properly sanitized.
- Soiled bedding should be washed after use. All other bedding should be washed monthly by nursery staff using unscented, liquid laundry detergent.
- Toys and teethers placed in a child's mouth should be placed in the bin labeled "To Be Washed" after the child is done playing with it. The Nursery Committee Chair/Co-Chair is responsible to make sure that the toys and teethers in this bin are sanitized each week.
- Cleaned toys and teethers are placed in the bin labeled "Clean" and workers must be sure that children are only given toys from this bin.

### Wellness Policy

For the protection of all children and workers, neither children nor workers nor volunteers with any of the following symptoms will be admitted into the nursery:

- Fever within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Untreated Pink Eye or other eye infection
- Symptoms of childhood diseases – chicken pox, fifth disease, hand foot and mouth disease, etc.
- Sore throat
- Any communicable disease
- Croup
- Common Cold, including colored runny nose
- Lice, including the presence of eggs or nits

These are the guidelines that we follow and we expect children, staff and volunteers to be free of these symptoms for 24 hours prior to coming back to the nursery. In the case a Nursery Ministry worker suspects a child is sick or does not meet the standards of the Wellness Policy, they should contact the Nursery Committee Chair/Co-Chair who will contact the parents. An ill child may not stay in the classroom.

## Medications

- The nursery staff and volunteers WILL NOT administer any medication except in life threatening situations when there is not enough time for a parent to come to the room and administer it.
- In a situation where a child has a known potentially life-threatening condition and medication may need to be given, a Medication Authorization form should be completed and signed by the parent.

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**800 – INSURANCE**

The church shall obtain a sufficient level of liability insurance coverage that would cover child abuse and sexual misconduct claims. If available, the church should have the levels of coverage, which are required for limited immunity.

**900 – COMMUNITY RESOURCES for RESPONDING to CHILD SEXUAL****ABUSE IN THE HORRY COUNTY AREA****Call to Report Abuse**

Contact the DSS/CPS Program at [843-915-4700](tel:843-915-4700) or any Law Enforcement Agency at 911. You are not required to provide proof. Anyone who makes a good faith report based on reasonable grounds is immune from prosecution. If the abuse occurred within the past 72 hours, a medical evaluation by a Sexual Assault Nurse Examiner is available by going to the Emergency Department at Our County Medical Center or by going to the nearest child advocacy center.

**Helplines**

United Way Crisis Helpline (24 hour)	211 or <a href="tel:1-800-922-2283">1-800-922-2283</a>
Children's Recovery Center	<a href="tel:(843)448-3400">(843)448-3400</a>
Pee Dee Coalition Against Domestic and Sexual Assault	<a href="tel:1-800-273-1820">1-800-273-1820</a>
Domestic Violence and Rape Helpline (24 hour)	<a href="tel:1-800-241-7273">1-800-241-7273</a>

**Additional Resources****Legal Help**

Horry County area Legal Aid	<a href="tel:(843)381-8260">(843)381-8260</a>
Our State Bar	<a href="tel:(803)799-6653">(803)799-6653</a>
Regional Legal Services Agency	<a href="tel:(843)381-8182">(843)381-8182</a>
Neighborhood Legal Assistance Program	<a href="tel:(843)248-6376">(843)248-6376</a>
SC Center for Equal Justice	<a href="tel:(888)346-5592">(888)346-5592</a>

**Victim Advocacy**

State Office of Victim Assistance	<a href="tel:1-800-220-5370">1-800-220-5370</a>
State Guardian ad Litem Program	<a href="tel:1-800-277-0113">1-800-277-0113</a>

**Resources for Healing****Treatment Providers**

S.C. Department of Mental Health	<a href="tel:(803)898-8581">(803)898-8581</a>
Lighthouse Care Center of Conway	<a href="tel:(843)347-8871">(843)347-8871</a>
Coastal Samaritan Counseling Ctr	<a href="tel:(843)448-4820">(843)448-4820</a>
Waccamaw Center for Mental Health	<a href="tel:(843)347-4888">(843)347-4888</a>

**Support groups for survivors and for parents and families of children who have been abused:**

Call Dept. of Mental Health for current group listings in your area	<a href="tel:(803)898-8581">(803)898-8581</a>
Call Sexual Assault Hotline for current group listings in your area	<a href="tel:1-800-656-4673">1-800-656-4673</a>

Websites for more information on child sexual abuse and/or trauma

[www.darkness2light.org](http://www.darkness2light.org)  
[www.trauma-pages.com](http://www.trauma-pages.com)  
[www.stopitnow.com](http://www.stopitnow.com)