

**CHILD AND YOUTH
ABUSE PREVENTION PROGRAM
FOR FIRST CALVARY BAPTIST CHURCH**

Adopted May 13, 2011

CHILD AND YOUTH ABUSE PREVENTION PROGRAM FOR FIRST CALVARY BAPTIST CHURCH

Introduction

To help protect children, First Calvary Baptist Church has adopted the following Child and Youth Abuse Prevention Program. It is important that all First Calvary Baptist Church paid staff and volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following document(s) includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those people working with children.

Purpose

These procedures are designed to reduce the risk of child sexual abuse in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
2. Assist First Calvary Baptist Church in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.

Definitions

The following terms used herein and are defined as follows:

1. *Paid Staff*: Any pastor, minister, preacher, cleric, or employee who is paid.
2. *Children/Youth/Minor*: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
3. *Adult*: Any person who has reached his/her 18th birthday or as defined by state law.
4. *Volunteer*: Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.

5. *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
6. *Child Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

Protection and Prevention

Volunteer and Employee Screening Procedures

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

1. *Pastoral Interview*: All volunteers will conduct an interview with a pastoral staff member. The pastoral staff member may ask any question deemed pertinent to the interview process including, but not limited to, information regarding past service experience, pending criminal charges, and/or criminal history information.
2. *Criminal Background Check*: First Calvary Baptist Church reserves the right to conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors.
3. *Six-Month Rule*: All volunteers will be required to have been in regular attendance at First Calvary Baptist Church for six months and have reviewed and signed the ***Child and Youth Abuse Prevention Program***.
4. *Training*: All volunteers shall attend a yearly training session covering information such as the blessings of working with children in a local church setting, potential dangers while working with children, and to review and sign the ***Child and Youth Abuse Prevention Program***.

Confidentiality

Information obtained through the screening, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

Supervision Procedures

Unless an extenuating situation exists, First Calvary Baptist Church:

1. Will have adequate number of screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will release minors only to a parent or guardian and utilize sign-in and sign-out sheets (when deemed appropriate).
4. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and will provide information regarding the trip.
5. Will ensure that no driver will be alone in a church vehicle with a minor. Staff and/or volunteers will transport minors only when another adult is present or when multiple students (more than 1) are in the vehicle.
6. Will encourage minors to use a "buddy system" whenever minors go on trips off of First Calvary Baptist Church property.
7. Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities.
8. Will designate a "confidential counselor" to whom any minor can go at any time, without special permission, to discuss any problems he or she is having.

Behavioral Guidelines for First Calvary Baptist Church Paid Staff and Volunteers

All volunteers and paid staff will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, First Calvary Baptist Church events that are co-educational will have both male and female chaperones.
3. Whenever possible, at least two unrelated paid staff or volunteers will be in the room when minors are present. The Sunday School, Children's ministries during regular Sunday services, Wednesday Children's Ministry, and the Nursery Ministry are structured such that a single teacher or worker is often used. However, measures have been taken (such as windows in classroom doors) that are designed to minimize risk. Speaking to a minor or minors one-on-one should be done in public settings where paid staff or volunteers are in sight of other people.

4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor.
6. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
7. If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
8. If one-on-one pastoral care is necessary, avoid meeting in isolated environments.
9. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to your immediate ministry supervisor or a pastor of First Calvary Baptist Church for handling.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
3. A prior criminal history of an offense against minors.

Sexual Offender at First Calvary Baptist Church

First Calvary Baptist Church may allow a person known to be a sexual offender to remain or become a member of the congregation but they must adhere to specific guidelines. However, First Calvary Baptist Church will first check with the offender's probation/parole officer for any restrictions regarding attending services or other functions where children are present. First Calvary Baptist Church will ask the probation/parole officer to put any restrictions in writing. If restrictions don't prohibit participation, First Calvary Baptist Church will implement the following four guidelines:

1. A known sexual offender cannot participate in any of the child or youth programs in any way;
 2. A known sexual offender can only participate in predetermined services each week; and
 3. At the discretion of the church leadership, a known sexual offender may be asked to report in and be assigned to an escort who would accompany him or her at all times.
 4. The identity of the sexual offender will be disclosed to all pastors, deacons, youth ministries, and children's ministries directors.
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Response to Sexual Abuse

First Calvary Baptist Church will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. A pastor or an appointed person will begin investigating the allegations and may use the assistance of legal counsel or other consultants. If a pastor is the individual accused of sexual abuse, then another pastor or the current lead deacon will conduct the investigation. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
2. Report the matter to First Calvary Baptist Church insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. First Calvary Baptist Church may suspend (with pay for paid staff) the alleged offender while a confidential investigation is being conducted.
5. An official of First Calvary Baptist Church (and legal counsel or other consultants) will then meet with the governing body of First Calvary Baptist Church and present a report on their investigation, which will include findings and recommendations of actions.
6. An official of First Calvary Baptist Church will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
7. An official of First Calvary Baptist Church will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.

8. During the investigation, an official of First Calvary Baptist Church shall maintain contact with the alleged victim and his/her parents or legal guardian, and inform them of the actions taken and assist them in their process of healing.
9. An official of First Calvary Baptist Church (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
10. Communicate with criminal and civil legal counsel of First Calvary Baptist Church.
11. Communicate with those affected by the ministry of the alleged perpetrator.
12. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of First Calvary Baptist Church's attorney.

Child and Youth Abuse Prevention Program Acknowledgment

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. First Calvary Baptist Church reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

The terms defined herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with the First Calvary Baptist Church or any related or associated entity and instead are to be used with this document.

Statement of Adherence

I have received a copy of the First Calvary Baptist Church's Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of the First Calvary Baptist Church.

Print Name

Signature

Date