

PROTECTING OUR CHILDREN

A Child Abuse Prevention Policy for Children's Ministries

Colonial Hills Baptist Church
NextGen Children's Ministries
Indianapolis, IN

That they might set their hope in God, and not forget the works of God, but keep His commandments. Psalm 78:7

I. OUR POLICY REGARDING CHILD ABUSE PREVENTION FOR CHILDREN'S MINISTRIES

Child abuse or neglect is unacceptable behavior for any Christian and, therefore, for any member of Colonial Hills Baptist Church.

Child abuse, as defined by state law, generally includes (1) non-accidental physical injury, (2) sexual contact or exploitation, (3) neglect, and (4) emotional distress. In most states child abuse may be inflicted by an adult.

1. Colonial Hills Baptist Church shall screen all employees pursuant to its employee hiring policies prior to employment.
2. Colonial Hills Baptist Church shall select all volunteers who might work with minors pursuant to its volunteer selection policies prior to their use as a volunteer.
3. Colonial Hills Baptist Church shall provide proper supervision in its ministries to minors.
4. Colonial Hills Baptist Church shall properly report child abuse and neglect.
5. Colonial Hills Baptist Church shall properly respond to allegations of child abuse or neglect.

II. OUR POLICY REGARDING VOLUNTEER SELECTION

1. Every volunteer for services involving children at Colonial Hills Baptist Church shall complete a volunteer service form.
2. Only members or regular attenders in good standing of Colonial Hills Baptist Church may serve as volunteers in service involving minors.
3. The Senior Pastor, or his representative, may check all references given by the applicant, record the results of his check, and place a copy in the volunteer's file.
4. The Senior Pastor, or his representative, may check all churches at which applicant was a member during the previous five (5) years, record the results of

his check, and place a copy in the volunteer's file.

5. The Senior Pastor, or his representative, shall conduct a criminal history check upon receipt of each volunteer's service form and as well as every five years thereafter.
6. All volunteers, prior to approval, shall agree to abide by all church policies including, but not limited to, its policies on child abuse.
7. All volunteers, prior to approval, shall review all church policies, including, but not limited to, its policies on child abuse.
8. No one ever convicted of child abuse or neglect, any crime involving a minor if committed while an adult, or any sex crimes regardless of when committed, may be a volunteer which serves with minors at Colonial Hills Baptist Church.
9. No one who ever pled guilty to, or nolo contendere, or in such a manner that he admits or does not deny, a charge of child abuse or neglect, any crime involving a minor if committed while an adult, or any sex crimes regardless of when committed, may be a volunteer which serves with children at Colonial Hills Baptist Church.
10. No one, against whom a charge of child abuse or neglect, any crime involving a minor if committed while an adult, or any sex crimes regardless of when committed, is pending, may be a volunteer which serves with minors at Colonial Hills Baptist Church.
11. No one, against whom a charge of child abuse or neglect, any crime involving a minor if committed while an adult, or any sex crimes regardless of when committed has been reported or charged, may be a volunteer which serves with minors at Colonial Hills Baptist Church, until such report or charge has been thoroughly investigated by the Senior Pastor or his representative.
12. No one, who was the victim of child abuse or neglect or a sex crime, may be a volunteer which serves with minors at Colonial Hills Baptist Church, until a criminal records check has been run. The Senior Pastor, or his representative, may also interview the applicant regarding those events.

13. Colonial Hills Baptist Church shall maintain each volunteer's records confidentially.
14. Each volunteer shall complete a volunteer service form annually.
15. Volunteers who refuse to complete the volunteer service form will be ineligible to minister in any area involving minors.

III. OUR POLICY REGARDING SUPERVISION

1. Adult workers will strive to avoid being alone with a minor - remembering that a 2-worker policy is best.
2. In all preschool departments, including the nursery, there shall always be at least two (2) adults or one (1) adult and one (1) high school student in the room.
3. No volunteer of Colonial Hills Baptist Church may be entrusted with the responsibility of caring for minors until he shall have been a member or attended regularly for at least three (3) months.
4. If feasible, all rooms used for conducting meetings with minors shall have windows. If a room does not have a window, then the meeting should be moved if possible, and, if not, then the door should be left open.
5. Any employee or volunteer who observes conduct that is not child abuse or neglect but seems inappropriate shall immediately report that behavior to his supervisor and/or to Child Protective Services and the police.
6. Any employee or volunteer who observes conduct that he has reason to believe is child abuse or neglect, in addition to his reporting requirements, shall immediately stop such conduct, shall protect the minor from further conduct, and shall immediately comply with his reporting requirements.
7. It often becomes necessary to take minors to the bathroom. If minors are able to use the restroom by themselves one (1) adult will accompany the minors to the restroom and allow them to use it one at a time while remaining outside the restroom. If minors need assistance in using the restroom, then one (1) adult should assist the minor, leaving the door open, while another adult remains in

position to view conduct in the bathroom.

8. On overnight trips involving minors, boys and girls shall be separated when sleeping.
9. Each person who leaves a minor in the nursery department shall be given an identification number or a badge. A minor may be released only to the person bearing the appropriate identification.
10. Each visiting minor left in the children's church department shall be released to their parent or an authorized person.

IV. OUR POLICY REGARDING REPORTING CHILD ABUSE

1. Any member of Colonial Hills Baptist Church who has reason to believe that a minor is a victim of child abuse or neglect shall immediately make an oral report to the local child protection service or law enforcement agency.
2. Such member shall also immediately report such belief to his immediate supervisor, if any, and if he has none, then to the highest ranking employee or officer of Colonial Hills Baptist Church he can reasonably locate.
3. Any church employee or officer who receives such a report shall immediately forward that report to the Senior Pastor or his representative (i.e. assistant pastor, ministry director, etc.).
4. The Senior Pastor, or his representative if he is unavailable, shall determine whether the person who initiated the report has complied with Indiana law. If that person has not, then the Senior Pastor or his representative shall remind him of this policy and the law which requires such a report.

V. OUR POLICY REGARDING RESPONSE TO A REPORT OF CHILD ABUSE

1. Colonial Hills Baptist Church shall respond immediately to any report of child abuse or neglect.
2. The Senior Pastor, or his representative or appropriate ministry head, shall be

responsible for responding to the report.

3. The Senior Pastor, or his representative or appropriate ministry head, shall talk with the victim in the presence of the victim's parents unless the victim or his parents refuse.
4. The Senior Pastor, or his representative or appropriate ministry head, shall talk with the alleged perpetrator unless he refuses. If the alleged perpetrator is a minor, then the Senior Pastor shall talk with him in the presence of his parents unless they refuse.
5. The Senior Pastor, or his representative or appropriate ministry head, shall talk with the witness unless he refuses. If the witness is a minor, then the Senior Pastor shall talk with him in the presence of his parents unless they refuse.
6. The Senior Pastor, or his appointed representative, is the sole person authorized to talk to authorities or the press regarding the report.
7. If the Senior Pastor or his appointed representative is unavailable, then the highest ranking assistant pastor shall perform all the duties delegated above to the Senior Pastor.

First-Time Volunteer Service Form for NextGen Children's Ministries

1. The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. The following policies reflect our commitment to provide protective care of all minors and volunteers who participate in church ministries.
2. Adult workers will strive to avoid being alone with minors - remembering that a 2-worker policy is best.
3. In all nursery and preschool departments there shall always be at least two (2) adults or one (1) adult and one (1) high school student in the room.
4. If feasible, all rooms used for conducting meetings with minors shall have windows. If a room does not have a window, then the meeting should be moved if possible, and, if not, then the door should be left open.
5. Only members and active attenders in good standing of Colonial Hills Baptist Church may serve with minors.
6. The Senior Pastor, or his delegate, shall conduct a criminal history check upon receipt of volunteer service form and randomly thereafter.
7. No volunteer of Colonial Hills Baptist Church may be entrusted with the responsibility of caring for minors until he has completed the approval process as outlined in "Our Policy Regarding Volunteer Selection."
8. Any employee or volunteer who observes conduct that is not child abuse or neglect but seems inappropriate shall immediately report that behavior to his supervisor.
9. Any employee or volunteer who observes conduct that he has reason to believe is child abuse or neglect, in addition to his reporting requirements, shall immediately stop such conduct, shall protect the minor from further conduct, and shall immediately comply with his reporting requirements.
10. It often becomes necessary to take minors to the bathroom. If minors are able to use the restroom by themselves one (1) adult will accompany the minors to the restroom and allow them to use it one at a time while remaining outside the restroom. If minors need assistance in using the restroom, then one (1) adult should assist the minor, leaving the door open, while another adult remains in position to view conduct in the bathroom.
11. On overnight trips involving minors, boys and girls shall be separated when sleeping.
12. Each person who leaves a minor in the nursery department shall be given an identification number or badge. A minor may be released only to the person bearing the appropriate identification number.
13. Each visiting minor left in the junior church department shall be released to their parent or an authorized person.

Please answer each question. Your response will be kept confidential and reviewed only by those responsible for ministry oversight.

- 1. Do you agree to observe all church policies regarding working with minors? _____ Yes _____ No

- 2. Have you ever been convicted of or pled guilty or *nolo contendere* to a crime or are any criminal charges pending against you? _____ Yes (Please describe on a separate sheet of paper.) _____ No

- 3. Were you a victim of abuse or molestation while a minor? _____ Yes _____ No

(If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the Senior Pastor rather than answering it on the form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work.)

I have read the above policy and agree to observe the safeguards listed.

Signature

CHBC Supervisor / Representative

Please Print Name

Date

Email

Repeat Volunteer Service Form for NextGen Children's Ministries

1. The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. The following policies reflect our commitment to provide protective care of all minors and volunteers who participate in church ministries.
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3. In all nursery and preschool departments there shall always be at least two (2) adults or one (1) adult and one (1) high school student in the room.
4. If feasible, all rooms used for conducting meetings with minors shall have windows. If a room does not have a window, then the meeting should be moved if possible, and, if not, then the door should be left open.
5. Only members and active attenders in good standing of Colonial Hills Baptist Church may serve with minors.
6. The Senior Pastor, or his delegate, shall conduct a criminal history check upon receipt of volunteer service form and randomly thereafter.
7. No volunteer of Colonial Hills Baptist Church may be entrusted with the responsibility of caring for minors until he has completed the approval process as outlined in "Our Policy Regarding Volunteer Selection."
8. Any employee or volunteer who observes conduct that is not child abuse or neglect but seems inappropriate shall immediately report that behavior to his supervisor.
9. Any employee or volunteer who observes conduct that he has reason to believe is child abuse or neglect, in addition to his reporting requirements, shall immediately stop such conduct, shall protect the minor from further conduct, and shall immediately comply with his reporting requirements.
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11. On overnight trips involving minors, boys and girls shall be separated when sleeping.
12. Each person who leaves a minor in the nursery department shall be given an identification number or badge. A minor may be released only to the person bearing the appropriate identification number.
13. Each visiting minor left in the junior church department shall be released to their parent or an authorized person.

Do you agree to observe all church policies regarding working with minors? _____ Yes _____ No

I have read the above policy and agree to observe the safeguards listed.

Signature

CHBC Supervisor / Representative

Please Print Name

Date

Email