



***Children & Youth Ministry  
Policies & Procedures***  
*(including risk management  
for the prevention of child  
abuse and sexual misconduct)*

***Annual Review***

## *Purpose Statement*

It is the purpose of the members and staff of Grace Baptist Church to provide a safe and secure environment for preschoolers, children, youth, and mentally handicapped persons entrusted to our care. We do this so that those preschoolers, children, and youth and their families can grow in their relationship with God and one another. Grace Baptist Church desires to be “a church that cares” through the implementation of the following policy.

A safe and secure environment includes a formal, written policy to help prevent the occurrence of child abuse. The following policy and procedures are for the protection of our preschoolers, children, youth, employees, volunteers and our entire church family at Grace Baptist Church.

## *Discipline*

Workers are never to spank, hit, grab, shake, or otherwise physically discipline anyone. Disciplinary problems should be reported to the worker’s coordinator / supervisor or to a parent or guardian.

## *Supervision*

The church will adopt the “two adult” rule, which means no adult shall be left secluded with a child.

Workers should arrive at least 15 minutes before a scheduled activity and should keep watch over those in their care until all have been released. An identification system shall be used for nursery thru pre-school age children so that a child is released only to parents, guardians, or persons specifically authorized to pick up the child.

Parental permission shall be obtained in advance for involvement in church sponsored overnight or off campus programs/activities. An attendance list should also be kept for such programs/activities. The date of the function, along with the names of all participants and coordinators/supervisors should be recorded.

A door without windows shall remain open at all times.

At least one adult should take children over the age of five to the restroom. The adult should check to make sure the facility is safe, and then wait outside the restroom until the children come out.

Children five years of age or younger should be assisted as needed in the restrooms by an adult female.

Church staff and volunteer directors will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time

## *Injuries or Illness*

Workers must be free of physical and psychological conditions that might adversely affect any minor's health, including, but not limited to, contagious disease.

2. Persons who are ill (with a fever, or having a communicable disease which can be transmitted by cough or by touch) will not be permitted to participate in any ministry activity.

A suitable substitute (who has been approved as a volunteer worker through the above screening process) must be used to take the place of workers who are ill.

Participants should be returned to their parent or guardian as soon as illness is discovered. If this is not possible, then the person who is ill should be isolated in a manner that will allow supervision to continue until the person can be returned to their parent or guardian.

5. Reasonable steps should be taken to avoid contact by anyone with body fluids of any kind.

Any coordinator / supervisor who becomes aware of an injury to a worker or participant will take steps to ensure proper medical attention is given to the injured person.

Persons who have received an injury which is obviously minor, should be given first aid as needed at the time of injury. The person's parent or guardian should be notified of the minor injury when pick up the injured person.

Any injury which may require medical treatment beyond simple first aid should be given immediate attention: the parent or guardian of the injured person should be immediately notified, along with the worker's coordinator / supervisor. An ambulance should also be called immediately if warranted by the injury.

## *Notice of Injury, Abuse or Molestation*

Any worker who become aware of any injury, abuse, or molestation connected with any ministry activity will immediately inform their coordinator/supervisor or ministry leader of such injury, abuse, or molestation.

Any coordinator/supervisor who becomes aware of any injury, abuse, or molestation connected with any ministry activity will immediately inform a ministry leader of such injury, abuse, or molestation and will complete a **Incident/Injury Report** form.

Any allegation of abuse or molestation will be taken seriously and will be investigated by ministry leaders.

Any ministry leader who becomes aware of possible abuse or molestation of a participant will ensure that the participant's parent or guardian is immediately informed that possible abuse or molestation has occurred.

5. Any ministry leader who becomes aware of possible abuse or molestation of a participant will contact legal counsel for advice and guidance as soon as possible after the organization receives notice of possible abuse or molestation in connection with organization activities. Decisions concerning the ministry's response to the allegations will be made in accordance with such advice and state laws.

Any ministry leader who becomes aware of possible abuse or molestation of a participant will contact the ministry's insurance carrier (general or professional liability).

All ministry, employees, and volunteers will cooperate with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, or molestation in connection with activities of the organization.

A single organizational leader will be designated as spokesperson following notice of any abuse or molestation in connection with activities of the ministry. This spokesperson will be the only person to convey information concerning the situation, and (to avoid compromising any ongoing investigation) will convey only such information as is necessary under the circumstances.

Any employee of the ministry who is the subject of an investigation will be removed from their position, with pay, pending completion of the investigation (unless the employee has admitted to the abuse or molestation, in which case they will be terminated in accordance with organizational employment practices).

Any volunteer worker who is the subject of the investigation will be removed from their position pending completion of the investigation.

Any person who is not found innocent of alleged abuse or molestation will be removed from work with children, youth, or the disabled within the organization. The church will consult with legal counsel for advice if termination of employment is indicated.

## *Violation of Policy & Procedures*

Workers must promptly notify their coordinator/supervisor of any activity undertaken on their own behalf or by others which violates this policy or procedures.

Any coordinator/supervisor or ministry leader who becomes aware of a violation of the policy or procedures will take all necessary steps to ensure future compliance with the policy and procedures by all workers; and will remove workers from their position if such removal is warranted, or if the worker poses a potential threat to others.

## *Other Reminders:*

Workers should avoid the appearance of impropriety, such as sitting older children on their lap, kissing, etc.

## *Revision of Policies & Procedures*

This policies and procedures will be regularly reviewed and can be modified in accordance with the bylaws of the organization. Any such modification should be promptly conveyed to all persons affected by the modification.

**PAGES 5 and 6 MUST BE PRINTED/SIGNED AND TURNED INTO THE CHURCH OFFICE BY JANUARY 29, 2012**

## *Working with Minors Renewal Application*

Name \_\_\_\_\_ Daytime  
Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Age Range:     Under 18                       18-25                       Over 25

In which children/youth program(s) are you currently involved? \_\_\_\_\_  
\_\_\_\_\_

In what other children/youth program(s), if any, do you plan to become involved? \_\_\_\_\_  
\_\_\_\_\_

Have you at any time ever:

Been arrested for any reason?

Yes     No

Been convicted of, or pleaded no contest to, any crime?

Yes     No

Engaged in any act of child molestation, exploitation, or abuse?     Yes     No

Been accused of any child molestation, exploitation, or abuse?     Yes

No

Are you aware of:

Having any traits/tendencies that could pose any threat to minors or others?     Yes

No

Any reason why you should not work with minors or others?

Yes     No

If the answer to any of these questions is "yes," please explain in detail: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Please attach additional pages if more space is needed)*

## **Applicant Verification and Release**

I recognize that the organization to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all the information that I have provided is absolutely true and correct.

I have carefully reviewed the Policies & Procedures of this organization, and agree to abide by these Policies & Procedures, to refrain from any unscriptural conduct in the performance of my services on behalf of Grace Baptist Church, and to protect the health and safety of the children or youth at all times.

Printed

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

I have reviewed this renewal application and do not know of any reason my child should not serve as a Teen Worker with Minors. They do not demonstrate any signs of being a potential risk to the church.

\_\_\_\_\_  
Date \_\_\_\_\_

Signature of Parent / Guardian (*required for any applicant under 18*)