

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

CHAPTER 1

INTRODUCTION

1.0 PREAMBLE

Jesus said, "Let the little children come to Me, and do not forbid them; for of such is the kingdom of heaven." (Matt. 19:14) It is the desire of Greenridge Baptist Church (GBC) to help children know Jesus personally and grow in Him. This is a privilege and an awesome responsibility. In order to help accomplish this goal, GBC has established Child Protection Policies.

2.0 PURPOSE

The purpose of these Child Protection Policies is to provide rules regarding the handling of children while they are under the supervision of GBC provided childcare by screened adults while on church property or during church sponsored activities. GBC has both a moral and legal obligation to provide a safe environment for children. This policy is an attempt to balance biblical doctrine with current law. GBC is responsible for complying with all applicable laws. These policies will establish rules for both paid and volunteer worker screening, childcare, reporting, injuries or illness, and outside groups.

2.1 Why We Need Such Policies

Child Protection Policies have been developed as a three-part mission in order to best serve and protect the children and youth as well as our workers at GBC.

- 1) **To protect children:** The creation of a secure, safe environment for our children and youth is of utmost importance. The Child Protection Policies have been established to help assure the safety of all our children and youth.
- 2) **To protect workers:** Equally important, the staff and volunteers must be protected from false accusations.
- 3) **To protect Greenridge Baptist Church:** It is GBC's goal to reduce risk and liability by screening all workers and to enhance the reputation of the church in the community.

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

3.0 REVISION OF POLICIES

The policies will be regularly reviewed and can be modified in accordance with the bylaws of the church. Legal counsel will be consulted on any modification to the policies. Any such changes shall be properly conveyed to all persons affected by the modification(s).

4.0 DEFINITIONS

For the purpose of this document, the following words have the meanings indicated.

- *Child* — According to Maryland law the term "child" means any individual under the age of 18 years. For the purpose of this document, the term "child" refers to any person from birth through grade 5.
- *Youth* — The term "youth" means any person in grades 6 through 12. For the purpose of this document, the term "youth" shall also apply to all persons 18 years of age or older who are participants in youth ministry.
- *Minor* — For the purpose of this policy, the term "minor" means any person under 18 years of age.
- *Adult* — According to Maryland law the term "adult" means any person 18 years of age or older.
- *Worker* — The term "worker" means any person, volunteers or paid, who comes in contact with children or youth to instruct, supervise, or counsel them as part of a ministry or program sponsored by GBC.
- *Employee* — The term "employee" means **ALL** GBC paid staff.
- *Ministry Leader* — The term "Ministry Leader" means volunteers who have oversight of children and youth activities.
- *Ministry Director* — The term "Ministry Director" means paid staff with oversight of children and youth activities.
- *Church Sponsored Activities* — The term "Church Sponsored Activities" means events promoted by the church where financial resources are made available by GBC and the events are under the direction of church leadership.

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

- *Church Member* — The term "Church Member" means an individual who has publicly professed Jesus Christ as their personal Lord and Savior, who has been baptized by believers' baptism (as defined by "The Baptist Faith and Message,"), who has completed Discovering Church Membership 101, and who has signed the membership covenant and been affirmed by the congregation. Children and youth are not required to take Discovering Church Membership 101.

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

This page intentionally left blank.

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

CHAPTER 2

WORKER SCREENING AND SELECTION POLICY

1.0 WORKER SCREENING

The main goal of a worker-screening program is to ward off individuals who have an intent or history of abusing children. From a legal perspective, a church must engage in the same duty of care in the selection of volunteers who work with children and youth as it does in the selection of paid staff members. In both cases, the selection process shall reflect the standard of reasonable care. All information shall be maintained as confidential.

In order to provide a safe and secure environment for our ministry participants, and to minimize the ministry and worker vulnerability to unwarranted accusations, all paid and unpaid workers shall be screened. The screening process shall include the use of a statement of faith, covenant, completion of a written application, reference checks, a personal interview; and for staff/employees, fingerprinting and a criminal background check. Screeners shall document in writing all efforts in contacting references and the information received. The screeners shall note information they tried to secure but could not verify or obtain. All screening forms and notes shall be kept with the application and stored at the church in a secure file accessible only to those designated by the Senior Pastor.

- **Statement of Faith.** All workers shall affirm an edition of “*The Baptist Faith and Message.*”
- **Covenant.** All workers shall sign a covenant consistent with GBC doctrine.
- **Written application.** All applicants (paid or volunteer) shall complete an initial application when the supervision or custody of children and youth will be involved. The written application must be carefully reviewed to make certain that the applicant will be appropriate for the ministry position based on the information provided. For youth desiring to work with children, a parent’s signature will be required.
- **Reference checks.** The application shall contain a *release form*. In Maryland, a signed release form authorizes the collection of information from references, and enables the references to share legitimate concerns about the applicant without fear of legal liability. Normally, for prospective job applicants, the references should include former employers as well as personal and professional references. Volunteers must provide at least three references, preferably one from a former church. Information requested from references shall include, but not be limited to, input concerning the

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

person's qualifications for working with children or youth. This may be done either in person, over the phone, or by mail.

- ***Personal interview.*** Once reference checks are complete, a personal interview shall be conducted. Two Ministry Directors, Pastors, or designees shall jointly interview first time applicants. The interview should explore why an applicant wants to work with children or youth. Individuals shall be informed of the church's policies and procedures regarding supervision of children and youth.
- ***Background check.*** Employees ONLY shall be required to be fingerprinted and have a criminal background check performed through a state/federal law enforcement agency. A background check may be performed at any time during a volunteer's assignment with his or her approval. Fees associated with criminal background checks will be paid by the church.

Information reviewed by GBC leaders indicating that a candidate poses a violent threat to others or has any prior history of physical or sexual abuse shall result in the immediate removal of the individual candidate from consideration for a position working with children or youth.

2.0 WORKER SELECTION

The following are requirements that must be met before an individual can serve in a position working with children or youth.

- ***The six-month rule.*** The volunteer must regularly attend the church for six months before he or she can apply to work with children or youth.
- ***Membership or equivalent.*** Only church members are eligible to serve in children and youth leadership positions. Nonmembers who meet the six-month rule stated above may serve at the discretion of a Ministry Director or Pastor.

This requirement focuses on the individual's commitment to and involvement in the congregation. Volunteers who work with children and youth should be involved in the church and be able to list a minimum of two other GBC church members who can serve as informed references concerning that involvement. It is not enough for a person to have attended the congregation for six months. He or she should also be active enough in the life of the church that other members can provide a reference.

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

2.1 Exceptions

On occasion a worker who has not been previously screened as required by this policy may be permitted to work with children or youth. These incidents will be rare and are on a case-by-case basis only.

Examples:

- 1) Visiting missionaries or special children's ministry workers may work with children provided there is one adult screened worker from GBC present at all times.
- 2) Parents who wish to stay with their children during portions of the activities will be allowed to do so and may help in the classroom. When such a person is in the room, at least one unrelated adult screened worker from GBC must be present at all times.
- 3) When GBC works with or receives volunteers from other churches of orthodox Christian doctrine for a specific activity or outreach, the workers of that church do not need to be screened for such a "one time event," provided a letter attesting to their character and involvement in other children's ministries is received from the pastor of that church.

3.0 ANNUAL EMPLOYEE/WORKER REVIEW

The Child Protection Policies shall be reviewed annually with all workers to whom they apply.

All employees and volunteers shall complete a brief renewal application each year.

Should the renewal application show that any employee or volunteer worker has become unsuitable for working with children or youth, he or she will be immediately removed from his or her current position, and will not be considered for other positions involving work with children and youth.

4.0 ANNUAL CERTIFICATION

The Senior Pastor or his designee shall certify annually with the congregation that GBC is in compliance with the requirement to screen all children and youth workers.

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

This page intentionally left blank.

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

CHAPTER 3

CHILDCARE POLICY

1.0 GENERAL

In order to protect employees and volunteers from accusations, GBC shall educate workers about appropriate behavior between adults, children, and youth. Employees and volunteers will be instructed to report potentially harmful situations.

2.0 RESTRICTIONS

The following work restrictions shall be adhered to in all situations where adults are caring for or supervising children and/or youth:

- Two deep leadership shall be the standard at GBC. At least two approved adults (at least one over the age of 21) should be present at every church sponsored event, and in each classroom, or other enclosed area, during all children and youth programs. (For large groups of children, the number of approved adults will be increased in accordance with state student/teacher ratio requirements.)
- The two adult workers must be unrelated to each other. However, two related adults might work together when there is at least one unrelated adult screened worker from GBC present at all times.
- Parental permission shall be obtained for a child to be alone with a youth or adult worker as part of a church activity. Such a situation should be avoided as much as possible. If the meeting takes place in the church building, it should be scheduled when other people are in the building. When meeting one-on-one, doors and window coverings should be open so participants are in plain view as much as possible.
- Rooms with windows in the door must be used or the door must be kept fully open during children or youth activities.
- For elementary school children over the age of five, at least one screened adult female shall take girls to the restroom and one screened adult male shall take boys to the restroom. The adult shall check to make sure the facility is safe and then wait outside the restroom until the children come out.

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

- Children five years of age or younger shall be assisted as needed in the restroom by a screened adult female.
- A person's private areas shall never be touched except when necessary, as in the case of changing a diaper.
- Workers shall avoid the appearance of impropriety, such as sitting children 5 years or older on their laps, kissing or embracing others, etc. Physical contact of any kind that is done for the pleasure or satisfaction of care providers is forbidden.
- Workers shall release children second grade and under only to parents, guardians, and siblings 13 years old or older, or persons specifically authorized to pick up the child.
- "Open-door policy" means that parents, pastors, leaders, and other appropriate adults are free to attend, drop-in, or observe any activity at anytime. If logistically possible, parents or non-church persons shall be required to check-in before being allowed to attend, drop-in, or observe an activity.

3.0 DISCIPLINE POLICY

All interaction regarding discipline needs to carefully consider the child or youth. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training, and correction. No corporal punishment is appropriate under any circumstances. Workers are never to spank, hit, grab, shake, or otherwise physically discipline anyone. No abusive verbal punishment is permitted.

4.0 RECORD KEEPING

An attendance list shall be kept for all ministry functions involving children and youth. The date of the function, along with the names of all participants and Ministry Leaders, Ministry Directors, or Pastors shall be recorded. Attendance lists shall be retained for at least one (1) year.

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

5.0 INJURY REPORTING

Workers shall prepare a written Accident/Injury Report whenever an injury occurs during a ministry function. The report shall be forwarded to the worker's Ministry Director or Pastor promptly upon completion. A copy of the Accident/Injury Report shall be given to parents at the end of the event.

6.0 MEDICAL AUTHORIZATION

The parents of any minor or youth 18 years old or older must complete a Medical Authorization Form in order to participate in any activity other than the normal weekly program. (This would include anytime the parents dropped off their children and/or youth and then returned at a later time to pick them up.) This form will remain on file in the church office for a period of one (1) year. This form must be renewed annually and upon changes in any information.

7.0 SECURITY SYSTEM

A claim check security system shall be used, updated, and changed as needed to ensure the safety of a child. The security system must ensure that a child will only be released to a parent or responsible adult authorized by the parent, guardian, or sibling (13 years old or older) presenting a security card.

8.0 PARENT RESPONSIBILITY

Parents are to be responsible for their children and youth when they are not under the supervision of GBC provided workers. No child or youth shall be allowed to roam inside or outside the church buildings. They must be in the immediate care of their parents, responsible person, or participating in a program.

9.0 SUPERVISION POLICIES

The following are supervision policies for paid and volunteer workers with children and youth:

- Adequate staffing for each age group shall be ensured.

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

- There must be at least two approved adult leaders at all times in the classroom, on trips, outings, and overnight activities with children and youth. There must be at least one unrelated adult screened worker from GBC present at all times.
- The Ministry Leader, Ministry Director, Pastor, or approved individual appointed by same shall be deemed responsible while conducting any activity, whether inside, outside, or away from the church building.
- At every program or activity in the church building, a Ministry Leader, Ministry Director, Pastor, or approved individual appointed by same shall be responsible for checking in on each classroom activity at various times during the duration of the meeting or activity.
- All doors where children and youth meet shall have windows.
- Workers should avoid being alone with any individual child or youth especially while driving, disciplining, counseling, during outings or trips, and during overnight activities.
- Appointments made by the workers with children and youth must only be made with parental permission, making sure the parent knows the beginning and ending time of the meeting. The meeting should only take place in a public setting.
- In counseling with children and youth, the counselor shall make sure at least one other adult is aware of the meeting and will make periodic checks. Rooms with windows in the door must be used or the door must be kept open during counseling.
- At no time shall a volunteer or paid youth worker pursue a dating relationship with a youth.
- The display of affection must be monitored. The display of affection should only be utilized for pure, genuine, and positive displays of God's love.
- All trips, outings, and any activities beyond the normal weekly program will require a signed "Parental Consent Form" for each child or youth attending. This form must be in the possession of the activity leader before the child or youth may participate. At the end of the trip, outing, or activity these forms will be turned into the church office to be filed and retained for at least one (1) year.
- All workers, for any overnight activity, must have on file a completed and approved employee or volunteer application in order to participate, unless the activity is for all

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

parents and their children or youth. In this case, the adult leader in charge must meet this requirement.

- During any overnight activity, individuals shall not be allowed to enter the sleeping accommodations of the opposite sex.
- When transporting children or youth, the use of safety seats, safety belts, and shoulder straps must be in compliance with State law.
- The driver of any vehicle transporting children or youth must have a valid drivers license, be at least 21 years of age, and if using their own vehicle, properly insured.

10.0 TRAINING

The church, in conjunction with individual age group departments, is responsible to develop written guidelines and procedures to be followed by each worker. Periodic training sessions to address the issues of child and worker protection must take place. Anyone wishing to become or remain a worker must attend a training session.

11.0 VIOLATION OF POLICIES

Workers must promptly notify their Ministry Leader, Ministry Director, or Pastor of any activity undertaken on their own behalf or by others that violates these policies.

Any Ministry Director or Pastor who becomes aware of a violation of these policies shall take all reasonable steps to ensure future compliance with these policies by all workers; and will remove workers from their positions if such removal is warranted, or if the worker poses a potential threat to others.

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

This page intentionally left blank.

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

CHAPTER 4

REPORTING POLICY

1.0 GENERAL

Abuse and neglect are punishable crimes under Maryland Family Law 5-704. If neglect or abuse, in any form, of a child or youth is suspected, this law requires that it be reported. If a worker suspects or observes that neglect or abuse is taking place, it shall be reported. The worker shall contact the Child Welfare Services Screening Unit of Montgomery County and/or the Montgomery County Police Department. The worker may discuss the situation with a Ministry Director or Pastor. It is neither the worker's nor GBC's responsibility to investigate incidents. The obligation of GBC is to report any suspected incident of abuse or neglect.

The following types of allegations may originate from a parent, teacher, worker, youth, child, or other party:

- Abuse or neglect is observed on church property or during other church related activity;
- Abuse or neglect is reported, but not directly observed; or
- Observations of a child or youth indicate that abuse or neglect may have occurred either on or off church property or during a church activity.

2.0 CHILD ABUSE AND NEGLECT

Maryland State Family Law (Code 5-701) provides the following definitions:

- **ABUSE:** "Abuse" means (1) the physical or mental injury of a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed; or (2) sexual abuse of a child, whether physical injuries are sustained or not.
- **SEXUAL ABUSE:** (1) "Sexual abuse" means any act that involves sexual molestation or exploitation of a child by a parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member. (2) "Sexual abuse" includes incest, rape, or sexual offense in any degree; sodomy, and unnatural or perverted sexual practices.

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

- **NEGLECT:** "Neglect" means the leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that include: (1) that the child's health or welfare is harmed or placed at substantial risk of harm; or (2) mental injury to the child or substantial risk of mental injury.

In addition to the definition of neglect, Maryland State Family Law (Code 5-801) states the following: "A person who is charged with the care of a child under the age of 8 years may not allow the child to be locked or confined in a dwelling, building, enclosure, or motor vehicle while the person charged is absent or the dwelling, building, enclosure, or motor vehicle is out of the sight of the person charged unless the person charged provides a reliable person at least 13 years old to remain with the child to protect the child."

3.0 WHEN TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT

A report should be made when there is reason to believe that a child has been abused or neglected. A report of suspected child abuse or neglect is only a request for an investigation. The person making the report does not need to prove the abuse or neglect. Investigation and validation are the responsibility of Child Protection Service workers and the police. A person may make an anonymous report. If a report of child abuse or neglect is made "in good faith," the reporting source is immune from both civil and criminal liability.

An important point to remember is that the laws of the State of Maryland concerning abuse and neglect govern any parent and protect any child who resides in the State of Maryland, regardless of the cultural tradition from which they come. Therefore, implementing accepted cultural traditions or practices is not legally an excuse for behavior that the State of Maryland deems abuse or neglect. When reporting a suspected abuse or neglect case where you believe that cultural traditions are a factor, mention this to Child Protective Services and request that a culturally sensitive or appropriate social worker be assigned.

To make a report, telephone the Child Welfare Services Screening Unit of Montgomery County. Figure 4.1, "Making a Report of Child Abuse or Neglect" at the end of this chapter contains a list of the information they want provided.

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

3.1 General Requirements

The following requirements shall be adhered to in all situations where workers are caring for or supervising children and/or youth and have reason to believe abuse or neglect has occurred:

- Secure the immediate safety of the person if in danger.
- It is the responsibility of all workers to report any suspicions of illegal or inappropriate behavior to a Ministry Director or Pastor.
- Workers who become aware of any injury, abuse, or molestation connected with any ministry activity shall inform a Ministry Director or Pastor of such injury, abuse, or molestation.
- A Ministry Director or Pastor may support the worker in reporting the incident to the Montgomery County Department of Social Services and/or Montgomery County Police Department.
- Document all efforts reporting the incident.
- Do not confront the accused.

4.0 CHURCH RESPONSIBILITY

The responsibility of GBC is to provide a safe and loving atmosphere for our children and youth to grow in the Lord. In order to protect that environment and all parties involved, any and all allegations of abuse **MUST** be taken seriously and be dealt with immediately.

4.1 General Requirements

The following shall be adhered to in all situations where adults are caring for or supervising children or youth:

- Any person who becomes aware of any injury requiring professional medical treatment, or any abuse or molestation connected with any ministry activity shall immediately inform the Senior Pastor or his designee of such injury, abuse, or molestation and shall complete an "Accident/Injury Report Form". The Senior Pastor or his designee also shall be informed when the incident is reported to the appropriate authorities.

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

- Legal counsel shall be contacted for advice and guidance as soon as possible after notification of alleged incidents.
- Any employee of the ministry who is the subject of an investigation shall be asked to work away from the church campus, with pay, pending completion of the investigation by the governmental agency. When an employee has admitted to abusing or neglecting a child or youth, or is found responsible for abuse or neglect of a child or youth by the investigating authorities, they will be terminated in accordance GBC's Personnel Policies and Procedures. The Personnel Team reserves the right to take administrative action to remove the employee if it is deemed necessary.
- Any worker who is the subject of the investigation shall be removed from his or her position pending completion of the investigation.
- No employee, volunteer, or Pastor shall investigate or attempt to "solve the problem." GBC shall have NO investigatory involvement in the investigation being conducted by the governmental agencies.
- All employees, volunteers, and Pastors shall cooperate fully with any law enforcement or governmental agency that may be investigating the allegations of abuse.
- The Senior Pastor or his designee shall appoint a liaison to support the investigative process.
- In an effort to maintain confidentiality, ALL possible efforts shall be used to limit the number of individuals with knowledge of the incident to safeguard the privacy and confidentiality of all involved.

5.0 COMPLETION OF INVESTIGATION

5.1 General Requirements

Upon notification of the results of the investigation by Montgomery County Department of Social Services and/or the Montgomery County Police Department, the following shall be adhered to in all situations where adults are caring for or supervising children or youth.

- The church's legal counsel shall be notified of the results.

GREENRIDGE BAPTIST CHURCH CHILD PROTECTION POLICIES

- The Senior Pastor or his designee shall determine how best to minister to those affected individuals and families showing care and support to prevent further hurt and taking into consideration the impact of such actions on any ongoing governmental administrative and legal proceedings.
- Any person who is found guilty of child abuse or neglect, admits to abusing or neglecting a child or youth, or is found responsible for indicated abuse or neglect by a governmental agency that investigated a report of abuse or neglect shall NOT be allowed to work with children or youth in the future. The church shall consult with the Personnel Team and legal counsel for advice if termination of employment is indicated.
- It shall be the discretion of the Senior Pastor or his designee to determine the necessity for informing the GBC membership in regard to the investigation and the results thereof.
- If for any reason the media becomes involved, the Senior Pastor or his designee shall designate a media liaison. This shall be the only person to convey information concerning the situation and shall convey only such information as necessary under the circumstances

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

**MAKING A REPORT OF CHILD ABUSE OR NEGLECT
CALL 240-777-4417**

When you telephone the Child Welfare Services Screening Unit to make a report of suspected child abuse and/or neglect, you will be asked to provide the following information:

- * Name, address, sex, and date of birth or approximate age of the reported child or children and of any other children in the household.
- * Names, addresses, and telephone numbers of the child's parents or other persons responsible for the child's care.
- * Child's current location.
- * Language spoken by the child and the child's caretaker.
- * Your name, address, telephone number, profession, and relationship to the child (Non-mandated reporters may request anonymity.)
- * Full nature and extent of the child's maltreatment, injuries, abuse or neglect factors.
- * Indication of prior maltreatment, injuries, abuse or neglect.
- * Direct knowledge, observations of the maltreatment.
- * Circumstances under which you first became aware of the child's alleged injuries, abuse or neglect.
- * Statements made by the child pertaining to the maltreatment, abuse, or neglect.

REMEMBER: Those mandated by law to report must follow-up a verbal report by a written report within 48 hours.

**FAMILY LAW
Immunity of person making report.**

5-708. Any person who makes or participates in making a report of abuse or neglect under 5-704 or 5-705 of this subtitle or participates in an investigation or a resulting judicial proceeding shall have the immunity described under 5-362 of the Courts and Judicial Proceedings Article from civil liability or criminal penalty. (1987, ch. 635, 2; 1990, ch. 546, 3.)

Figure 4-1: Making a Report of Child Abuse or Neglect

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

CHAPTER 5

INJURY OR ILLNESS POLICY

1.0 GENERAL

Protecting people from injuries or illness is not always possible, but it is our responsibility to help children and youth avoid them as much as possible. The following policies reflect our commitment to provide protective care for all children, youth, and workers who participate in church sponsored activities.

1.1 General Requirements

The following requirements shall be adhered to in cases involving injuries or illness:

- Persons who are ill (with a fever, or having a communicable disease which can be transmitted by cough, sneeze, or by touch) shall not be permitted to participate in any ministry activity. Participants should be returned to their parents or guardians 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 his or her parent or guardian. Persons must be symptom and fever free for 24 hours without the use of fever reducers in order to participate in ministry activities.
- A suitable substitute (who has been approved as a volunteer worker through GBC's screening process) must be used to take the place of workers who are ill.
- Any person who becomes aware of an injury to a worker, child, or youth shall take steps to ensure that proper medical attention is given to the injured person. An Accident/Injury Report shall be completed by the reporting party and parent(s) notified.
- Children or youth, who have received an injury that 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 injury when they 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 Ministry Director or Pastor. An ambulance should be called immediately if warranted by the injury.

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

- Reasonable steps should be taken to avoid contact with body fluids of any kind.
- All employees and Ministry Leaders shall be encouraged to be certified in infant, child, and adult Cardiac Pulmonary Resuscitation (CPR) and first aid. The church shall provide the classes necessary for certification.
- Designated first aid station areas shall be identified.

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

CHAPTER 6

OUTSIDE GROUP POLICY

1.0 GENERAL

GBC is meant to be used and enjoyed for worship, various ministries, Christian education, outreach, mission, and social events. It is GBC's desire to be a good neighbor and provide a community based facility with organizations that have the same biblical values. This outside group policy is to be used to communicate to users and event sponsors the requirements that must be met in order to use or rent GBC facilities.

1.1 General Requirements

The following requirements shall be adhered to when the facilities of GBC are to be used by other organizations:

- Any user requesting the use of the premises of GBC shall complete an "Agreement For Use of Building" application. The agreement shall contain a hold-harmless, indemnity, and defense clause for any liability claim arising from the user's activities on GBC's premises. Legal counsel should review this agreement.
- Users shall provide a "Certificate of Insurance" to GBC giving evidence that the user is insured. Additionally, GBC shall be named as an "additional insured" on the policy for liability damages arising out of their activities on GBC's premises.
- Organizations and/or individuals that use the facilities of GBC must have their own public liability insurance policy that meets or exceeds GBC limits of liability coverage. The liability policy shall also contain premises medical coverage with at least a \$5,000 limit.
- Outside groups, wedding parties, and family gatherings, while understandably not having the required liability insurance, shall sign a waiver of liability.
- GBC shall reserve the right to require outside groups to obtain the proper insurance.
- GBC has the right to deny outside groups the use of the facility.

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

TABLE OF CONTENTS

Chapter 1

INTRODUCTION

1.0 PREAMBLE	1-1
2.0 PURPOSE	1-1
2.1 Why We Need Such Policies	1-1
3.0 REVISION OF POLICIES	1-2
4.0 DEFINITIONS	1-2

Chapter 2

WORKER SCREENING AND SELECTION POLICY

1.0 WORKER SCREENING	2-1
2.0 WORKER SELECTION	2-2
2.1 Exceptions	2-3
3.0 ANNUAL EMPLOYEE/WORKER REVIEW	2-3
4.0 ANNUAL CERTIFICATION	2-3

Chapter 3

CHILDCARE POLICY

1.0 GENERAL	3-1
2.0 RESTRICTIONS	3-1
3.0 DISCIPLINE POLICY	3-2
4.0 RECORD KEEPING	3-2
5.0 INJURY REPORTING	3-3
6.0 MEDICAL AUTHORIZATION	3-3
7.0 SECURITY SYSTEM	3-3
8.0 PARENT RESPONSIBILITY	3-3
9.0 SUPERVISION POLICIES	3-3

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

10.0 TRAINING 3-5
11.0 VIOLATION OF POLICIES 3-5

Chapter 4

REPORTING POLICY

1.0 GENERAL 4-1
2.0 CHILD ABUSE AND NEGLECT 4-1
3.0 WHEN TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT 4-2
 3.1 General Requirements 4-3
4.0 CHURCH RESPONSIBILITY 4-3
 4.1 General Requirements 4-3
5.0 COMPLETION OF INVESTIGATION 4-4
 5.1 General Requirements 4-4

Chapter 5

INJURY OR ILLNESS POLICY

1.0 GENERAL 5-1
 1.1 General Requirements 5-1

Chapter 6

OUTSIDE GROUP POLICY

1.0 GENERAL 6-1
 1.1 General Requirements 6-1

**GREENRIDGE BAPTIST CHURCH
CHILD PROTECTION POLICIES**

LIST OF FIGURES

Figure 4-1: Making a Report of Child Abuse or Neglect 4-6

LIST OF APPENDICES

Appendix A: Volunteer Application A-1
Appendix B: Volunteer Renewal Application B-1
Appendix C: Volunteer Covenant C-1