

# Safe Haven Child Protection Policy

*(Established June 10, 2000;  
revised April 2007)*

The policy of the Bible Fellowship Church of Ephrata (BFC of E) is to put into practice all procedures which will provide for the maximum safety of all in attendance who are 18 years of age and under. This policy includes the following:

1. The practice of health precautions including:

- a. using disposable gloves when changing diapers
- b. the care of those who are injured
- c. leaders of any activity will ensure for the safety of the child's environment and all involved

2. All volunteers at BFC of E who work with your children are approved by the Safe Haven Committee and the Board of Elders. This process includes:

- a. an application
- b. Pennsylvania and Federal

- background investigations
- c. having attended BFC of E for at least 6 months prior to being approved (reasonable exceptions will be made)
- d. Interviewed by two Elders and the ministry director
- e. a list shall be posted with the names of those who are authorized volunteers. Only authorized volunteers may be used for Church functions.



3. Any activity will have at least two approved volunteers within the vicinity.



4. All volunteers are instructed to report any suspicious activity to the Director in charge of the ministry in which they are working. The Director will then report to the Pastor .



5. Any harm that should come to your child will be documented on an "Incident/Accident Report Form." You will be notified as soon as possi-

ble and this notification will be documented on the "Incident/Accident Report Form." A copy will be given to you. A copy will also be kept on file in the Church office.



6. Infants and pre-school children are to be secured from the assigned rooms IMMEDIATELY following a given activity or church service. They shall not be permitted to roam the halls on their own. The proper parent(s) or individual(s) assigned by the parent(s), prior to releasing the child to the custody of the assigned volunteer(s), shall secure the child at the end of the activity or service. Volunteers are not to release the child to any other person. In the case of custody issues, the child will be released to the parent (s) who delivered the child.



7. When babysitting is conducted by individuals under the age of 18, only those who are approved by the Safe Haven Committee and Board of Elders will be permitted to serve in the name of the Church.



8. The BFC of E is not responsible for supervision of activities which are not expressly conducted in the name of the Church, whether the activity takes place on church property or elsewhere.



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Bible Fellowship Church  
of Ephrata  
PO Box 299,  
491 Peach Road  
Ephrata, PA 17522  
[ebfc@ephratabfc.com](mailto:ebfc@ephratabfc.com)  
[www.ephratabfc.com](http://www.ephratabfc.com)  
(717) 733-2526

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of Ephrata  
491 Peach Road  
Ephrata, PA 17522