



Benson Baptist Church

Children & Youth Safety Policy

Purpose

Benson Baptist Church (hereinafter “BBC”) must always be the safest place possible for children and youth to grow in their faith and for those adults who provide care, teaching and guidance to them. For our church family to achieve that objective and to protect the total church community, this Children & Youth Safety Policy has been established and adopted by BBC.

Definitions

The following definitions apply in this Policy, whether the individual is a member of BBC or not, and mean and refer to the following when used throughout this policy:

1. Minor - Individuals under 18 years of age including all preschoolers, children & youth
2. Preschooler - Individuals from birth through kindergarten.
3. Child - Individuals in the 1st through 5th grades.
4. Youth - Individuals in the 6th through 12th grades.
5. Adult - Individual 18 years or older.
6. Member - Individuals who are members of BBC, in accordance with our By-Laws.
7. Worker - Adults who work with minors, including both paid and volunteer workers.

Worker Eligibility

The eligibility of all individuals to serve as workers (excluding ministerial staff) shall be determined and assessed through the process and requirements set forth below. There will be an initial determination of eligibility of all workers. Eligibility of all workers is continuing in nature and is subject to re-assessment as needed.

1. All BBC workers must be an adult. All BBC workers must have been active at BBC for at least six months as determined by a ministerial staff member and the church secretary.
 - a. When deemed appropriate by the Senior Pastor, Minister of Youth and Children, and Youth and Children Committee: anyone 18 or older, who attends BBC and who express a passion for youth and children's ministry may be granted opportunities to serve in a second adult capacity with BBC's youth and children contingent upon a satisfactory background check after having been active for at least three months. Second adults are defined as supporting team members who are not the primary leaders of a youth or children's event. They must always be supervised by a BBC member who has been active for at least six months and whose background check is satisfactory. This allows BBC's college students,

- graduate students, and new members an opportunity to explore their gifts and calling while recognizing the unique place in life they find themselves.
2. All workers must complete a criminal background check. Criminal background checks will be conducted by an outside agency. The church secretary will maintain all background checks in a secure and confidential manner. BBC reserves the right to update criminal background checks for any worker every two years or as needed.
 - a. Any individual desiring to become a worker who has been previously charged with or has a pending criminal charge or convicted of a crime with the exception of a minor motor vehicle violation has an affirmative duty to report this charge or conviction immediately to a ministerial staff member.
 - b. Any approved worker charged with a crime except for a minor motor vehicle violation has an affirmative duty to report this charge immediately to a ministerial staff member.
 3. Any worker deemed eligible through the process set forth herein shall receive a copy of this policy as well as a copy of the Children & Youth Safety Procedures. The worker shall sign a form acknowledging the following:
 - a. Receipt of the policy and procedures.
 - b. Has read and understands the policy and procedures.
 - c. Agrees to always follow the policy and procedures.
 4. BBC reserves the right to implement and require any additional process or requirement that is deemed necessary by appropriate church staff to determine or assess whether an individual is eligible to serve or to continue to serve as a worker for the furtherance of the stated purpose of this policy.

General Policies

1. The procedures must be always followed.
2. There must be two workers always present with minors. The two workers should not be related.
3. There may be rare exceptions when less than two workers will be present with minors.
 - a. If there is one worker present, there must be a floating worker who checks in with the class while they are meeting.
 - b. If mentoring one-to-one is necessary, mentoring will be done in a room with open door for participant and mentor to be always visible. Under these circumstances the appropriate church staff will obtain written permission from a parent/guardian in advance.
4. There shall be no inappropriate behavior between workers and minors. Inappropriate behavior includes, but is not limited to:
 - a. Massaging a minor
 - b. Youth sitting in the lap of a worker
 - c. Kissing
 - d. Sexual contact of any nature
 - e. Inappropriate touching
 - f. Relating stories or jokes of a sexual nature
 - g. Unusual or inappropriate attention paid to any minor by a worker

- h. Allowing a minor to view videos or written material with sexual content or overtones
- i. Obscene or harassing communication (including phone calls, text messages, emails, etc.)
- j. Exhibitionism
- k. Verbal comments of a sexual nature or innuendos
- l. Striking a minor
- m. Corporal Punishment

Reporting Procedures

1. Any violation of the policy and procedures must be reported immediately to a ministerial staff member and the Senior Pastor.
2. An incident report form must be completed and filed in the church secretary's office for documentation of any reported violations of the policy and procedures.
3. Once a violation has been reported, a ministerial staff member, assigned by the Senior Pastor will immediately investigate the matter and take the appropriate action.
4. The investigating ministerial staff member will meet with a worker accused of a violation of the policy and procedures. Upon completion of the investigation substantiating a violation of the policy and procedures by the investigating staff members, any of the following actions may occur:
 - a. A warning will be issued to the worker, if warranted.
 - b. If warranted, additional training, supervision, or monitoring may be required.
 - c. A violation of sufficient gravity will result in immediate suspension/termination of the worker's eligibility.
5. If necessary, instances will be reported to the appropriate authorities as required by law.
6. BBC reserves the right to implement and require any additional process or requirement that is deemed necessary by appropriate church staff to determine or assess whether an individual is eligible to serve or to continue to serve as a worker for the furtherance of the stated purpose of this policy.



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Children & Youth Safety Procedures

Purpose

BBC must always be the safest place possible for minors to grow in their faith and for those adults who provide care, teaching, and guidance to them. For our church family to achieve that objective and to protect the total church community, a Children & Youth Safety Policy has been established and adopted by BBC. One stipulation is that workers will receive copies of the Children & Youth Safety Policy, the Children & Youth Safety Procedures, and acknowledge their receipt of these documents and willingness to follow their guidelines.

Arrival

1. Arrive 15 minutes before your class start time.
2. Be sure the room is inviting and safe.
 - a. Open blinds and turn on lights.
 - b. Check the tables, chairs and other items are in good repair.
 - c. Wash your hands.
 - d. Set up any needed equipment and activates.
3. Greet parents and children at the door.
4. Nursery Area:
 - a. Hang personal items in designated area.
 - b. Welcome child to the classroom.
5. Update attendance sheet.

Departure

1. If no one is using the room immediately after you:
 - a. Be sure the room is secure and safe.
 - b. Clean up any spills and residue from activates.
 - c. Spray all toys with disinfectant or place in "dirty toys" bin.

Changing Diapers

1. Wash hands.
2. Never leave child on a changing table unattended.
3. Put on gloves.
4. Change diaper and place soiled diaper and gloves in the trash bin.

5. Wash hands again.

Using Cribs

1. Place the baby on his or her back in the crib.
2. Do not have other objects in crib (such as toys, blankets, etc.)
3. After taking child from crib, place the used sheet in the designated basket to be washed.

Snacks

1. If providing a snack or food item for the lesson, an allergy notice should be placed on the door prior to the start of the Sunday School hour.
2. Discard all items in the wastebasket and clean any spills.

Security (Nursery Area)

1. Only approved teachers are to be in the classroom.
2. Two approved adults must always be with minors.
3. If one teacher must step out, another approved worker should be asked to help temporarily.
4. When taking children to the restroom:
 - a. An adult should NOT be in the stall with the child.
 - b. The door should be left open if only one adult is present.
 - c. A group restroom time may be appropriate at the beginning of the session.
 - d. Encourage parents to take children to the restroom before classes and/or worship.
5. Preschoolers must be dropped off and picked up at the classroom (not outside or at another location.)
6. If the class leaves the room (to go to the playground or to another site in the building) a sign should be placed on the door indicating location.
7. Only appropriately aged preschoolers should be in the classroom.

Security (Children's Sunday School Area)

1. Children in 5th grade and younger must be escorted by a parent to their classroom.
2. Children in 5th grade and younger must be picked up by a parent at their classroom or escorted down to the nursery before worship by an approved adult.
3. An adult should accompany all children to the restroom and remain outside.
 - a. An adult should NOT be in the stall with the child.
 - b. The door should be left open if only one adult is present.
 - c. A group restroom time may be appropriate at the beginning of the session.
 - d. Encourage parents to take children to the restroom before classes and/or worship.
4. Only appropriately aged children should be in the classroom.



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Children & Youth Safety Policy Acknowledgement Form

By signing this form, I indicate that I have reviewed the BBC Children & Youth Safety Policy and Procedures and understand them. I acknowledge that I will follow them in my interaction with minors through the ministries of BBC. I acknowledge that failure to do so may result in my not being able to serve with minors at BBC.

Your Name (Printed)

Your Name (Signed)

Date

Staff Member (Printed)

Staff Member (Signed)

Staff Member Role at Benson Baptist Church