

Broadway Church of Christ Child Safety Policies and Procedures

A. Prologue

The Broadway Church of Christ desires to provide a safe and healthy environment for our children to learn and grow in the “nurture and admonition of the Lord,” free from anything that may endanger their physical, emotional, social, and spiritual well-being. Therefore, the following policy has been put into effect applicable to employees of the church, volunteer teachers/helpers, youth and children’s ministry workers, activity leaders, and other members working with children and youth entrusted to our care. This policy reflects our commitment to provide quality care and a safe environment for all children, youth, volunteers and employees who participate in church sponsored activities.

Be careful to do what is right in the eyes of everybody. (Romans 12:17)

*Now it is required that those who have been given a trust must prove faithful.
(1 Corinthians 4:2)*

But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people. (Ephesians 5:3)

The disturbing and traumatic rise of physical and sexual abuse of children in our nation has touched all areas of society. Not only is child abuse criminal behavior, but it also goes against everything that God desires for us in His Son.

This policy will be reviewed on a regular basis and amended as necessary.

B. Definitions

This policy affects several groups of persons in the Children and Youth Ministries of the Broadway Church of Christ. Unless specifically stated otherwise, the following definitions apply throughout this policy.

1. “Child” and “Children” refers to minors under the age of eighteen years.
2. “Volunteers” refers to adults who work with children in the programs and activities of the Broadway Church of Christ without receiving monetary compensation. This includes teachers, classroom helpers, sponsors and leaders of activities, coordinators, and other various youth and children’s ministry workers.
3. “Employees” refers to persons who receive monetary compensation for work with children performed for the Broadway Church of Christ, whether it be full-time, part-time, or contract employment. Those employed by the Sonshine School program are to be considered employees in this document.
4. “Staff” refers to ministers employed by the Broadway Church of Christ.
5. “Safety Administration Team” The team appointed by the Eldership to administer and enforce this policy.

Section I: Staffing of Children's and Youth Ministry Programs

In order to provide a safe and healthy environment for children and youth while under our care, the Broadway Church of Christ strives to select qualified and responsible teachers, helpers, and other workers to staff our ministry. This, now, is the concern that this policy seeks to address.

A. Selection of Teachers, Helpers, and Other Workers

1. Persons desiring to work with children and youth will complete a Staff Application Form. Applications will be kept on file and confidential. Applications will be reviewed by the Safety Administration Team (Appendix A)
2. Criminal records checks will be made through appropriate agencies on church staff, employees and volunteers who work with children and youth. Any applicant with a conviction for any kind of abusive behavior cannot be engaged in any capacity that would bring them into contact with children or youth. The background check will be conducted at the expense of the Broadway Church of Christ and will be confidential to the extent permitted by law and consistent with the purposes and interest of the affected children. Refusal to consent to the background check will disqualify an individual from working with children. While this process understandably intrudes into the privacy of our lives, the security of our children and youth outweighs the personal invasion inherent with such investigation and disclosures. The safety of children outweighs any other consideration and no jury will tolerate any excuse, especially one that merely protests that screening is inconvenient. Additionally, character references will be checked as needed by the Safety Administration Team.

B. Training

1. Volunteers and employees will be required to attend an orientation meeting to the Children's and/or Youth Ministries of the Broadway Church of Christ.
2. Volunteers and employees will be made familiar with Broadway Safety Policies
3. Additional training will be provided for volunteers on an ongoing basis.

Section II: Procedures for the Classroom and Other Activities

A. General Guidelines

1. Volunteers and employees staffing the teaching/learning settings and other activities planned for children and youth by the Broadway Church of Christ will be selected according to criteria described in Section I of these policy guidelines. A person whose screening process has not been completed may assist only if in a room with a screened volunteer and only if approved by a member of the ministerial staff.
2. Whenever possible and appropriate, adults working with children or youth will observe a “Two Adult Rule.” During church activities – whether in church facilities or at other locations – no adult, other than a parent, grandparent, approved or legal guardian, or family member, will be alone with a child in a non-public place without approval. Adults working with minors will work alongside and be accompanied by another adult. Observation of this rule serves to protect the children and adult workers.
3. Church leaders will endeavor to be aware of any children who come to the Church or participate in Church activities after having suffered physical or sexual abuse in order to better minister to them, and to be able to raise awareness of the staff and volunteers helping any such children.
4. Any outside speaker or teacher brought in for any classes, VBS, or church activity and program, must have appropriate supervision by trained adult employees or volunteers, and may not be left with any child/children alone.
5. During Bible classes, worship assemblies, and other church activities, children will not be allowed to wander through the building or outdoor area unaccompanied by an adult. If a child is found to be wandering around, he/she will be taken and/or directed to the appropriate class/location or to the child’s parents.
6. Minor injuries to a child will be treated, and the person treating the child will complete an incident report to be kept on file. Parents or guardians will be notified of the injury and how it was treated.
 - a. As a general rule, Broadway staff, employees and volunteers are not permitted to dispense any internally administered over-the-counter or prescription medications, unless written consent and instructions have been received from a child’s parent or guardian. Topical treatment to cuts and scrapes are permissible.
 - b. In the event that a child needs more attention than a teacher or worker can provide, a coordinator or staff member should be informed. The parent or guardian will be contacted, and 911 will be called if needed.

B. Classroom Guidelines and Procedures

1. A worker must accompany children under the age of 5 years to the restroom when restrooms are located down the hall from the classroom.

- a. Only children of the same gender will be allowed in a rest room together unless supervised by a trained volunteer/staff/employee.
 - b. Children will be given as much privacy as possible in the rest room.
 - c. Children in Grades K through 5 may be sent alone or in same-gendered groups to the rest room without adult supervision.
 - d. Diapers are only to be changed in designated areas, and in the presence or line of sight of other workers.
2. Children in Birth through 1st grade groups may not leave a classroom after the class session concludes until picked up by a parent or guardian, or by someone designated by the parent or guardian.
 3. Children attending Sonshine PreSchool may not leave a classroom at the end of the day and may not leave “extended care” at the conclusion of the session until picked up by a parent, guardian, or designated other, as identified to the Sonshine PreSchool director and/or assistant director.
 4. Parents of children in nursery/cradleroll will receive a Parent Pager as they drop off their child to class or to an attended nursery. Parents will be paged if the child becomes ill, cries excessively, sustains an injury requiring the parent’s attention, or is needed in the child’s class for some other reason.
 5. Volunteers and employees in classrooms of children birth through Grade 5 will wear name tags as a means of identifying them as a person authorized to be in the classroom.
 - a. Parents and guardians should always feel free to visit, attend, and/or observe their child(ren)’s class at any time.
 - b. Unauthorized individuals are not allowed in the classrooms. Any individual that is not a trained volunteer, employee, staff or parent/guardian who has not received prior permission by a parent/guardian to pick up a child is considered unauthorized.
 - c. Departmental coordinators, staff members, or persons designated to monitor classroom areas should be notified of adults wandering in the children’s class areas. Adults wandering in children’s class areas will be approached and asked if they are in need of assistance.
 6. Every effort will be made to have a window in every classroom door. Where a window is not present, the door will be left open while activities are conducted in the room.
 7. An infectious disease kit will be kept in departments for handling cuts, bloody noses, vomiting, etc. Each kit should contain a pair of latex gloves, disinfectant towelettes, gauze pads for blood absorption, and band-aids. A standard first aid kit will be located in each children’s department as well as the resource/workroom.
 8. A child who is ill and could therefore expose other children and workers to the illness will not be received in the classroom. Some signs of illness are excessive coughing, sneezing, runny nose, fever, vomiting, diarrhea and sore throat. This determination will be made by the department leader.

9. We believe the classroom environment affects every child in the classroom. It is also our policy not to permit a few children to disrupt the learning environment for the rest of the class. This discipline policy was developed so that workers will be able to deal with behavior difficulties in a caring and consistent manner. A hands-off approach is a must. Proper discipline includes both preventative care and corrective action. Guidelines include the following:
 - a. Reward good behavior.
 - b. Remind child of proper behavior.
 - c. When inappropriate or disruptive behavior occurs, redirect the child.
 - d. Remove the child from the group, e.g. supervised time out (Standard time out will be 1 minute per year of age)
 - e. If steps a-d fail to change behavior, return child to parent/guardian. Communicate with the parent about the child's behavior. Remain positive and hopeful while still being truthful. The situation will then be reported to the supervisor.
 - f. A worker must not touch a child in anger. Hitting, squeezing, slapping, pushing or shaking will result in immediate removal from Children's ministry.
10. Teenagers and other children assisting in a classroom setting must have appropriate supervision by an adult employee or volunteer, and may not be left with a child alone.

C. Supervision Outside the Classroom

1. Adults who have completed the Child Safety Training, in sufficient numbers to properly manage the group, will accompany any minors/group involved in Church activities.
2. Designated trained supervisors will monitor all activities.
3. Activities or outings sponsored by the Broadway children and/or Youth Ministries must be pre-approved by the appropriate minister.
4. A Parental Consent Form must be completed and signed by a child's parent or guardian, and given to an appropriate sponsor of an Children and/or Youth Ministry activity, before the child will be allowed to participate in activities described below.
 - a. Children through the 5th Grade must have Parental Consent Forms in order to participate in any activity that (1) takes place away from the Broadway building and (2) leaves the children in the care of Broadway workers unaccompanied by the children's parents or guardians.
 - b. Children participating in Youth Ministry activities (6th through 12th Grades) must have Parental Consent Forms in order to participate in any activity that involves an overnight stay away from home.
5. Volunteers are not to take a child to the child's home without another adult accompanying them without prior approval by the child's parent(s).

Section III

Abuse Prevention and Intervention

A. Abuse Prevention

1. Child abuse, for the purposes of this policy, is defined by Chapter 261 of the Texas Family Code. A copy of Section 261.001 of the Texas Family Code, marked as Exhibit “A,” is attached hereto and incorporated herein by reference.
2. Volunteers and employees staffing teaching/learning settings and activities planned by the Broadway Church of Christ will be selected according to criteria described in Section I of these policy guidelines.
3. Guidelines and procedures as outlined in Section II of these policy guidelines will be the primary means of preventing child abuse and maltreatment.

B. Abuse Intervention

1. Volunteers and employees will be trained to be aware of and make appropriate response to the problems of physical and sexual abuse.
2. Any adult working with children and youth must report recognizable signs of abuse on the persons of children, any acts of abuse or molestation, any suspicion of these acts, and any behaviors which seem abusive or inappropriate on the part of an adult, according to the following procedures.
 - a. A written incident report must be filled out and given to the appropriate supervisor, ministry leader, or minister (Appendix B).
 - b. The report will be reviewed by the Security Administration Team (SAT). The Elders will be appropriately notified of the incident. They in turn will follow up in an appropriate manner according to the procedures described in Section IV.
 - c. Raising questions about abuse are within the rights of the worker, and are indeed required by law.
 - d. The privacy of all parties in an accusation should be carefully respected and observed to the full extent allowed by law.
 - e. As provided for in the Texas Family Code (Sec. 261.106.(a)), “a person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed.”

Section IV Response Plan

A. Reporting Procedures

Persons who suspect acts or behaviors of abuse or molestation will make reports to the Broadway leadership following guidelines outlined in Section III.

B. Responding to Incidents

1. In the event an allegation of child abuse or molestation is reported, the following considerations will guide the response by church leaders.
 - a. The safety and welfare of children should be the first and paramount consideration following an allegation of abuse or molestation.
 - b. The response made by the church should be one that is focused on that which is spiritual, decisive, and candid. Legalities of the response should be guided by legal counsel and proper civil authorities.
 - c. Each situation is unique and demands that judgment and discretion be carefully exercised in the implementation of these response procedures. Therefore the response to allegations of inappropriate conduct will be applied as the situation warrants.
 - d. The privacy of all parties in an accusation should be carefully respected and observed to the full extent allowed by law.
 - e. Church leaders will not engage in denial, blame or minimalization of the allegation, nor be accusatory of the alleged victim or the accused person.
 - f. Adequate positive steps should be taken to restore the good name and reputation of one who has been wrongly accused.
2. When an allegation of child abuse or molestation by a trained volunteer, employee, or staff has been reported, the following procedures will shape the response of church leadership.
 - a. The report will be reviewed by elders and ministers.
 - b. A designated person will contact the church attorney and the church's insurance carrier.
 - c. If guided to do so by the church attorney and/or insurance carrier's representative, the following steps will be taken.
 - i. Designated persons will meet with the victim in the presence of the victim's parents or guardians.
 - ii. Designated persons will meet with the accused perpetrator (and the perpetrator's parents or guardians if a minor).
 - iii. A designated person will contact and fully cooperate with appropriate authorities.
 - d. All efforts to handle the matter will be documented.

- e. The text of a prepared public statement will be used to answer the press and to convey news to the church and Lubbock community, being careful to safeguard the privacy and confidentiality of all involved.

- f. Two crisis teams will be formed composed of church leaders experienced in legal and psychological matters.
 - i. A Crisis Communications Team will be selected to communicate with the Broadway church family, the Lubbock community, and the media.
 - ii. A Crisis Counseling Team will be selected to counsel the reported victim and his or her family, the alleged perpetrator and his or her family, other potential victims, and others affected in the church family.

Appendix A
Broadway Church of Christ
Involvement Application

Last Name _____ First Name _____

Home Phone _____ Work Phone _____ Cell _____

Address _____

Email _____

Spouse's Name _____

Children's Names and Ages (if applicable): _____

Ages you have taught or are interested in teaching:

_____ Cradle Roll (birth-2)	_____ Primary (K & 1 st)
_____ Beginners (2's & 3's)	_____ Middlers (2 nd & 3 rd)
_____ Preschool (4's turning 5)	_____ Juniors (4 th & 5 th gr.)
_____ Youth Ministry (6 th -12 th gr.)	

Please check below any other areas you are interested in working with:

_____ 1st Tools (Children's worship for 2's & 3's)
_____ Faith Factory (Children's worship for 4's -3rd gr.)
_____ Construction Zone (monthly family worship time)
_____ Leadership Training for Christ
_____ Lock-ins/Retreats
_____ Parties
_____ Children's Musical Camp
_____ VBS
_____ Youth Ministry

Criminal History Check Authorization

I am volunteering for service in the Children's/Youth ministries of the Broadway Church of Christ and authorize and request you to release to Broadway Church of Christ ministry staff personnel information concerning any criminal record or records that I should have on file.

Signature _____

Date _____

Please Print:

Name _____

D.O.B. _____

SS# _____

DL# _____

Current Permanent Address _____

City/State/Zip _____

Name and title of requestor _____

Appendix B
Incident Report Form

Reason for Report: _____

Date of Incident: _____

Time of Incident: _____

Name of Reporter: _____

Title of Reporter: _____

Name(s) of Child(ren): _____

Age(s) of Child(ren): _____

Quote the child's first words verbatim: _____

Briefly describe child's/Youth's demeanor/appearance: _____

What action did you take? _____

Has the incident been resolved? Yes No

Explain:

Were there any witnesses? Yes No

Names:

Signatures (if possible):

Report submitted to:

Exhibit “A”

Child Abuse as Defined by the Texas Family Code

CHAPTER 261 INVESTIGATION OF REPORT OF CHILD ABUSE OR NEGLECT

SUBCHAPTER A GENERAL PROVISIONS

Sec. 261.001. DEFINITIONS.

In this chapter:

- (1) “Abuse” includes the following acts or omissions by a person:
 - (A) mental or emotional injury to a child that results in an observable and material impairment in the child’s growth, development, or psychological functioning;
 - (B) causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child’s growth, development, or psychological functioning;
 - (C) physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
 - (D) failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
 - (E) sexual conduct harmful to a child’s mental, emotional, or physical welfare;
 - (F) failure to make a reasonable effort to prevent sexual conduct harmful to a child;
 - (G) compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code;
 - (H) causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;
 - (I) the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child; or
 - (J) causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code.

- (2) “Department” means the Department of Protective and Regulatory Services.
- (3) “Designated agency” means the agency designated by the court as responsible for the protection of children.
- (4) “Neglect” includes:
 - (A) the leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child;
 - (B) the following acts or omissions by a person:
 - (i) placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child’s level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;
 - (ii) failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;
 - (iii) the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused; or
 - (iv) placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or
 - (C) the failure by the person responsible for a child’s care, custody, or welfare to permit the child to return to the child’s home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.
- (5) “Person responsible for a child’s care, custody, or welfare” means a person who traditionally is responsible for a child’s care, custody, or welfare including:
 - (A) a parent, guardian, managing or possessory conservator, or foster parent of the child;
 - (B) a member of the child’s family or household as defined by Chapter 71;
 - (C) a person with whom the child’s parent cohabits;
 - (D) school personnel or a volunteer at the child’s school; or
 - (E) personnel or a volunteer at a public or private child-care facility that provides services for the child or at a public or private residential institution or facility where the child resides.

- (6) “Report” means a report that alleged or suspected abuse or neglect of a child has occurred or may occur.
- (7) [First Enacted Version as Added by 1997 Ch. 575] “Born addicted to alcohol or a controlled substance” means a child:
- (A) who is born to a mother who during the pregnancy used a controlled substance, as defined by Chapter 481, Health and Safety Code, other than a controlled substance legally obtained by prescription, or alcohol; and
 - (B) who, after birth as a result of the mother’s use of the controlled substance or alcohol:
 - (i) experiences observable withdrawal from the alcohol or controlled substance;
 - (ii) exhibits observable or harmful effects in the child’s physical appearance or functioning;
or
 - (iii) exhibits the demonstrable presence of alcohol or a controlled substance in the child’s bodily fluids.
- (7) [Second Enacted Version as Added by 1997 Ch. 1022] “Board” means the Board of Protective and Regulatory Services.

Legislative History

Leg.H. Stats. 1995 74th Leg. Sess. Chs. 20, 751, effective September 1, 1995; Stats. 1997 75th Leg. Sess. Chs. 575, 10221 effective September 1, 1997.