



Prevention of Child Abuse Policies & Procedures

Table of Contents

Purpose.....	Page 3
Scope.....	Page 3
Definitions.....	Page 3
Worker Enlistment.....	Page 4
Worker Training.....	Page 4
Statement to Applicants	Page 5
Supervision Standards.....	Page 6
Rest Room Policy.....	Page 7
Diaper Changing Policy	Page 8
Child Abuse Prevention Reporting	Page 9-10

Forms: Page 12-23

- **Background Investigation Consent** **Page 12**
- **Criminal Records Check** **Page 13**
- **Approved Worker Code of Ethics and Rules.....** **Page 14**
- **Children & Youth Code of Ethics and Rules** **Page 15**
- **Screening Form for Adult Workers.....** **Page 16**
- **Screening Form for Junior Workers** **Page 17**
- **Reference Contact Form** **Page 18**
- **Five Steps to Protecting Our Children.....** **Page 19**
- **Incident Report Form.....** **Page 20**
- **Accident Report Form.....** **Page 21**
- **Parental Consent Form.....** **Page 22-23**

PURPOSE

It is the desire of the members and staff of Hillcrest Baptist Church to provide a safe and secure environment for preschoolers, children, youth and mentally handicapped persons entrusted to our care. We do this to encourage those preschoolers, children, youth and their families to grow in their relationship with God and one another.

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 Hillcrest.

SCOPE

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, youth, and mentally handicapped persons.

DEFINITIONS

For the purpose of this policy the following definitions shall apply:

1. "Preschoolers," "child," "children," "youth," and "minor" shall be defined as any individual *under* the age of eighteen (18) years of age or whose mental capacity is that of a minor.
2. "Adult" shall be defined as any individual at least eighteen (18) years of age and not in high school.
3. "Approved Adult Volunteer" shall be defined as any paid/unpaid person whose service is identified on an established volunteer list given the responsibility of working with or caring for minors.
4. "Approved Junior Worker" shall be defined as any worker at least thirteen (13) years old or older, but under the age of eighteen (18) enlisted to assist an adult with the care of minors and identified on an established volunteer list.
5. "Boundary violations" shall be defined as touch that is uncomfortable or excessive, speaking in a sexual way, showing sexual media, asking that a secret be kept, isolated or private interactions, and gifts or privileges that are exclusive, excessive, or kept private.
6. "Child Abuse" shall be defined as verbal, physical, emotional, or sexual mistreatment of a preschooler, child, youth, or minor.
 - Child abuse may be violent or non-violent. All child abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the action. The abuser may be an adult, an adolescent, or another minor.
 - Child sexual abuse is the sexual exploitation of a child by a parent, relative, caretaker, paid staff, volunteer, or other person such as exhibitionism to fondling, intercourse, use of child in the production of pornographic materials or permits or encourages such child to engage in acts or conduct which constitute position or a sexual performance.
 - Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.
 - Child sexual abuse includes behaviors that involve touching and non-touching aspects.
7. "Criminal Background Check" (CBC) is the procedure used by a qualified agency to check the background of adult volunteers for criminal activity

HILLCREST BAPTIST CHURCH WORKER ENLISTMENT

1. All paid employees of Hillcrest Baptist Church will be required to complete an application form for those working with minors. Potential employees will have prior employment, volunteer service and personal references checked.
2. All approved volunteers desiring to work with minors will be required to complete a screening form.
3. Any prospective worker (paid or regular volunteer) that has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where he/she would have contact with minors.
4. Criminal background checks will be performed on each applicant for a paid position after the applicant has signed the authorization/waiver/indemnity for, and prior to being employed. The church may conduct a criminal background check on any approved volunteer and reserves the right to perform annual criminal background checks at random on existing regular volunteers as deemed necessary by the CE board or a member of the church's professional staff. A state wide sexual offender search will be conducted on all regular church volunteers working with children and youth. The criminal background check reports will be stored in the church office.
5. No volunteer will be allowed to work with minors until they have been a member of the church for a minimum of six (6) months, or a regular attendee for a minimum of one (1) year. This requirement may be waived upon personal reference by a church member and review by the CE Board.
6. Hillcrest Baptist Church requires approved workers to attend training. Hillcrest Baptist Church highly encourages all paid and volunteers to participate in a certified child abuse prevention course such as Darkness to Light's Stewards of Children course. A copy of the certificate of completion will be kept with the worker's forms on file.
7. At the applicant's request, Hillcrest shall allow the applicant to review his/her criminal history record transcript at the church, but in no event shall the church allow the applicant to retain and/or copy his/her transcript.

WORKER TRAINING

Each new worker will be given the legal definition of child abuse in writing, as well as the policy of the church on reporting of child abuse. The church will encourage and provide periodic education in child abuse prevention to help them gain an appreciation for the reality of the concern. This will help workers identify child abuse in the future if they see signs of it.

HILLCREST BAPTIST CHURCH STATEMENT to APPLICANTS

Employees, teachers of minors, and regular volunteers of activities or programs for minors of Hillcrest Baptist Church will be required to complete an approved Worker Screening Form providing personal and confidential information necessary to perform security background checks and reference checks on each individual worker. This requirement provides protection for the workers and the children. The security of our children outweighs any perceived personal invasion inherent with such investigation and disclosures. All personal information, voluntarily disclosed, the results of all security background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be maintained in confidence.

Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a person from working with children or youth.

Any conviction or self-report for:

- ▶ Criminal homicide;
- ▶ Aggravated assault;
- ▶ Sexual abuse;
- ▶ Sexual assault (rape);
- ▶ Aggravated sexual assault;
- ▶ Injury to a child;
- ▶ Incest;
- ▶ Indecency with a child;
- ▶ Inducing sexual conduct or sexual performance of a child;
- ▶ Possession or promotion of child pornography;
- ▶ The sale, distribution, or display of harmful material to a minor;
- ▶ Employment harmful to children;
- ▶ Abandonment or endangerment of a child;
- ▶ Kidnapping or unlawful restraint;
- ▶ Public lewdness or indecent exposure;
- ▶ Enticing a child

All pertinent charges or convictions for any other crimes not listed above will automatically result in a review by the CE Board prior to the worker participating in the leadership or supervision of any activities or programs with minors. Other criminal convictions may not automatically disqualify the person because such convictions would not necessarily suggest a risk of child abuse or molestation. These would include such things as property offenses, particularly if the offense occurred long ago and the individual has a significant history of impeccable behavior.

HILLCREST BAPTIST CHURCH SUPERVISION STANDARDS

1. The church will minimize the occurrence of an adult left alone with one child, and requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children depending on the ages and activity.
2. Workers or staff will avoid transporting students alone. Either a group of children/youth and/or (preferably) another adult should accompany the driver. If this is impossible or if exceptional circumstances exist which require one adult to transport a student alone, the adult will, if possible, gain approval from the child's parent or guardian or notify another staff member at departure and again at arrival. Youth will need notarized permission to participate in dangerous activities and off campus activities that take place outside of Chautauqua County.
3. 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.
4. An identification tag system shall be adopted for the protection of our children so that the adults who drop off a child are the same adults who pick up the child, or any adult with said ID tag, for children through second grade. Permission slips will be available for adults to sign, authorizing the release of the child(ren) to other adults or to a junior.
5. Standard operating procedure will be to obtain parental permission in advance for involvement in church sponsored programs and activities outside of the church premises.
6. A door without windows shall remain open at all times during children/youth activities.
7. Use a "check-in/check-out" procedure for all second grade aged children and younger.
8. Darkness to Light's "Five Steps to Protecting" and incident reports will be located in each room where activities or programs for minors are conducted. Parental consent forms will be stored in a labeled binder in the church resource room and at the Hillcrest Christian Center.
9. All volunteers, parents, and paid workers with minors will be educated as to the church's policies and procedures concerning their supervision.
10. Members of the same family will minimize the occurrence of serving together in the same room. If family members prefer to work together in the same classroom, additionally an unrelated worker will be scheduled.

HILLCREST BAPTIST CHURCH RESTROOM POLICY

Children ages Two (2) through Five (5) Years

RESPONSIBILITIES OF PARENTS:

Parents should “toilet” their children immediately prior to a scheduled church activity.

1. Not Toilet Trained

Parents must give Parental Consent and Release for a worker to change the diaper of their child.

2. Toilet Trained

Parents must give Parental Consent and Release for workers to escort the child to the restroom

RESPONSIBILITIES OF WORKERS:

- 1) A child is escorted to the bathroom only upon his/her request, or if the child shows obvious signs of needing to go. When possible, a “restroom break” may be considered allowing several children to go at the same time.
- 2) When a child is being escorted to the restroom, the class must be supervised by the other qualified worker(s).
- 3) Spend as little time as possible in the bathroom.
- 4) The worker escorting the child is not to enter the child’s stall unless absolutely necessary. When modesty permits, the worker should stand in the hall or at the hall door entrance with the door ajar. Children should be encouraged to help themselves with the procedure.
- 5) If the child requests a worker’s help in the stall, the worker should explain to the child how to help himself/herself. If the worker’s help is essential, the worker should avoid direct contact with the child, and keep the stall door open. Use the “hand-over-hand” wiping method. This technique enables the worker to place his/her hands over the child’s hands in helping with fastening clothes, wiping skin and the like. The parent(s) should then be informed that extra help is needed at home teaching the child to use the facilities independently.
- 6) Both worker and child should wash their hands thoroughly before and after toileting.
- 7) Worker and child(ren) should return promptly to the classroom.

HILLCREST BAPTIST CHURCH DIAPER CHANGING POLICY

1. A parent should diaper his/her own child if the child is in the obvious need of a diaper change upon arrival in the nursery.
2. Parents will provide permission for diaper changing care.
3. Workers will wash hands before and after each change.
4. Workers will use a fresh pair of sanitary gloves for each diaper change. This is optional for parents diapering their own child.
5. An appropriate disinfectant will be used to wipe the changing area before and after each change or a disposable changing pad will be used and discarded after use.
6. Sanitary gloves should be removed and discarded in the diaper pail with care so that any potential contamination is contained.
7. Baby's bottom will be washed with provided diaper wipes.
8. **A baby is not to be left unattended in the changing area.**
9. Disposable diapers will be discarded in the covered/lined diaper pail in the nursery (not in a waste basket).
10. Soiled cloth diapers (supplied by parents) will be placed in and sealed in a plastic bag for parents to pick up for their home laundering.
11. Parents are asked to supply/replenish disposal diapers used for their child in the nursery.

HILLCREST BAPTIST CHURCH CHILD ABUSE PREVENTION REPORTING

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person's belief in accordance with this procedure. Non-accusatory reports (reports that identify the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made by calling 911 and state central registry (**1-800-342-3720**).

The care and safety of the victim will be given first priority and the victim and the victim's family will be supported in a situation appropriate manner.

- 1) Hillcrest Baptist Church will fully comply with the child abuse report statutes of the State of New York.
 - a) Under state law preschool teachers/staff are required to report incidences of child abuse to Child Protective Services.
 - b) Hillcrest does require members of its pastoral staff to report incidences of child abuse to Child Protective Services (CPS).
- 2) A member of the pastoral staff will immediately contact our insurance company to report the occurrence.
- 3) In instances where child abuse is suspected and a member of the ministerial staff is the perpetrator, his/her immediate supervisor will be contacted and advised.
- 4) This procedure is required by law.
- 5) Upon disclosure, discovery or suspicion of an instance of child abuse, the following steps should be taken immediately:
 - a) Do not treat the information as frivolous. Disclosure of sexual abuse is a significant step in protecting a child.
 - b) Report to authorities immediately.
 - i) If a worker with minors has reasonable cause to suspect a case of child abuse, he or she is required by law to report his/her suspicions within 24 hours to the New York State Central Registry at **1-800-342-3720**. Complete a New York State form DSS-221 "Report of Suspected Child Abuse or Maltreatment." It is the policy of Hillcrest Baptist Church that it also be reported immediately to one of the pastoral staff of the church.
 - ii) Data concerning the child, name, address and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and address of the person responsible for the care of the child will be obtained.
 - c) The pastoral staff will maintain confidentiality of the investigation as much as possible. There will be no retribution upon the person who reports. Emphasize confidentiality of the victim and any accused.
 - d) Hillcrest's pastoral staff members will cooperate fully with law enforcement officials, and CPS.

- e) Suspend any suspected person(s) from the performance of duties involving children until the investigation has been completed.
 - f) In instances where child abuse is discovered or suspected, the church should immediately suspend the worker from the position. Member termination should be considered, as appropriate in the circumstances.
 - g) In instances where the evidence is inconclusive or unfounded, the pastoral staff must take action depending on the strength of the evidence available and after consideration of the victim's family's request. A trust policy will be put into place which may include re-education, counseling, and/or the establishment of an accountability team.
 - h) Keep the church leadership informed of the investigation with respect to matters which are not confidential, so that the congregation can be informed as appropriate about the investigation from within the church rather than from the news media.
- 6) A member of the pastoral staff will notify the parents and/or legal guardians of the report and the steps that have been taken after consulting with the investigating authorities.
- 7) A member of the pastoral staff will promptly take steps to plan for a response to the media and attempt to speak to the media only through one contact person so that the church can emphasize through the media to the public the church's position on child abuse, its concern for the victim, and the extensive steps the church is taking to address the present occurrence and to reduce the risk and provide a safe environment for other children.



In order to process your application, we ask that you carefully read and complete the necessary forms.

If you are an applying adult worker please complete:

- Page 12 Background Investigation Consent
- Page 13 Criminal Records Check
- Page 14 Approved Worker Code of Ethics and Rules
- Page 16 Screening Form for Adult Workers

If you are an applying junior worker please complete:

- Page 14 Approved Worker Code of Ethics and Rules
- Page 17 Screening Form for Junior Workers

**HILLCREST BAPTIST CHURCH
BACKGROUND INVESTIGATION CONSENT**

I, _____ (applicant's complete name), hereby authorize Hillcrest Baptist Church and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications for employment now, and if applicable, during the tenure of my employment with Hillcrest.

I release Hillcrest Baptist Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Full name (printed)

Maiden name or other names used

Present street address How long?

City/State

Zip

Former street address

How long?

City/State

Zip

Signature

Date

**HILLCREST BAPTIST CHURCH
CRIMINAL RECORDS CHECK**

For adult applicants only

Full Names _____
Last First Middle Maiden

Gender: (please indicate) Male _____ Female _____

Race: (please indicate)

W B I A H O
White Black American Indian Asian/Pacific Islander Hispanic Other

Date of Birth: _____ / _____ / _____
Year Month Day

Social Security # _____ - _____ - _____
(helpful in correctly identifying volunteer applicants)

Have you ever been convicted of a crime? _____yes _____ no

Are there any legal charges pending against you? _____yes _____ no

If yes, please explain: _____

The signature represents my current legal name and any previously used names are listed below:

Additional names: _____

Signature of Applicant Date

**HILLCREST BAPTIST CHURCH
APPROVED WORKER
CODE OF ETHICS AND RULES**

As an approved worker, I will:

- Treat all people of all races, religions, and cultures with respect, patience, integrity, and consideration.
- Act and react with Christian love and understanding in all situations.
- Portray a positive role model for minors by maintaining an attitude of maturity, using redirection, encouragement, and positive reinforcement rather than criticism, competition, or comparison when working with children and youths.
- Avoid situations where I am alone with children and/or youth.
- Create situations that are observable and interruptible.
- Use appropriate touch including pats on the back or shoulder, side hugs, handshakes and high fives.
- Refrain from giving gifts or special favors to individual children, or show preferential treatment to a child or group of children to the exclusion others.
- Refrain from intimate displays of affection toward other approved workers.
- Report suspected abuse to a member of the pastoral staff and/or an appropriate supervisor.
- Cooperate fully in any investigation of abuse of children or youths.
- Dress modestly and appropriately for the activity.

As an approved worker, I will not:

- Strike, spank, shake, or slap any child or youth.
- Humiliate, ridicule, threaten, or degrade any child or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Possess obscene or pornographic materials at any Hillcrest function.
- Physically neglect a minor, including failure to provide adequate supervision at Hillcrest activities.
- Smoke or use tobacco products in the presence of minors.
- Use, possess, or be under the influence of alcohol, illegal, or illicit drugs.
- Pose any health risk to children and/or youth including but not limited to contagious disease.
- Use or tolerate the use of profanity, inappropriate jokes, or discuss intimate details of one's personal life in the presence of children and/or youths.
- Recreationally use of electronic devices during the time I am working with children and/or youths.

I understand that as a worker with minors for Hillcrest Baptist Church I may be subject to a background check, including criminal history.

I understand that any violation of this code may be grounds for removal as an approved worker with minors.

Print Name _____ Date _____

Applicant's Signature _____

HILLCREST BAPTIST CHURCH CHILDREN & YOUTH CODE of ETHICS and RULES

The standards listed below are applicable to all children's and youth activities sponsored by Hillcrest Baptist Church whether the activity is on or off church premises. Adult workers have the right to discern if these behavior standards are being violated. If it is determined that there is a policy violation, the worker will notify the ministry leader and/or the pastor. An incident report should be completed and a plan for modification be implemented.

Children and Youth will:

- Treat all people of all races, religions, and cultures with respect, patience, integrity, and consideration.
- Act and react with Christian love and understanding in all situations.
- Dress appropriately avoiding short shorts and skirts, spaghetti straps, low cut shirts or shirts that expose a bare midriff.
- Use appropriate touch including pats on the back or shoulder, side hugs, handshakes, and high fives.
- Refrain from full frontal hugging, touching of personal areas, or patting of the buttocks.

Children and Youth will not:

- Smoke or use tobacco products.
- Use, possess, or be under the influence of alcohol, illegal, or illicit drugs.
- Use or tolerate the use of profanity, inappropriate jokes, or distasteful language, gestures or communication.
- Use or possession of fireworks, firearms, and/or any other weapon.
- Use physical violence, or force by any means.
- Interfere with the regular course of programming by acting out, or disruptive behavior.
- Use sexual innuendo, touch, or overtones, or make sexual advances.
- Intentionally deface, defile, or damage resources or property.
- Use unapproved electronic devices.

Student Signature

Date

Parent Signature

Date

HILLCREST BAPTIST CHURCH

Five Steps to Protecting Our Children

Referenced Darkness to Light, www.D2L.org

1. Learn the facts

1 in 10 children are sexually abused. Over 90% of them know their abuser.

2. Minimize opportunity

Eliminate or reduce isolated, one-on-one situations to decrease risk for abuse.

3. Talk about it

Anticipate conversations with children about our body safety, and boundaries.

4. Recognize the signs

Know the signs of abuse to protect children from further harm.

5. React responsibly

Understand how to respond to risky behaviors and suspicions or reports of sexual abuse.

**HILLCREST BAPTIST CHURCH
INCIDENT REPORT FORM**

Reason for report _____

Date of incident _____ Person Filing Report: _____

Names(s) and Age(s) of Minor(s) _____

Quote the child's first words verbatim: _____

Briefly describe what signs you've seen in the child:

Briefly explain what behaviors you've observed in the alleged offender:

What access does the alleged offender have to the child? _____

What action did you take? _____

Has the incident been resolved? ___ yes ___ no Explain: _____

Were there any witnesses? ___ yes ___ no Signatures of Witnesses _____

Report Submitted to: _____

**HILLCREST BAPTIST CHURCH
ACCIDENT REPORT**

Date of Accident- _____

Location of Accident- _____

Time of Accident- _____

Name of injured- _____ Birthdate: _____

Address: _____ Phone: _____

State exact nature of sustained injury- _____

First aid rendered- _____

Witnesses to accident- _____

When and how were the parents or guardians notified- _____

Circle one-

Child... remained at event

taken to doctor

taken to hospital

Other- _____

Method of transportation: _____

By whom: _____

Other remarks regarding accident: _____

Signature

Date

**HILLCREST BAPTIST CHURCH
PARENTAL CONSENT FORM
Calendar Year 20_____**

Name of Child-_____ Date of Birth- _____

Grade Level-_____ School Attending _____

Parents/Guardians-_____

Email _____

Cell Phone # _____ Alternative Cell # _____

Emergency Contact and phone # _____

Other Adults Allowed to Pick Up Student- _____

Home Street Address _____

City _____ State _____ Zip Code _____

Activities child participates in at Hillcrest-

AWANA Sunday School Kids Church MOPS VBS Youth Group

Does your child have any allergies? Yes No Specify _____

Does your child have a medical condition Yes No Specify _____

Does your child require prescription or non-prescription medication? Yes No

Specify _____

If under age 5, is your child potty trained? _____

Emergency Treatment

I hereby release Hillcrest Baptist Church, its staff and sponsors from liability for any injury or illness that my child may sustain during these activities. In the event of any emergency, I hereby authorize an adult leader of these activities, acting as our agent, to consent to any x-ray, examination, medical, dental, or surgical treatment and/or hospital care advised and supervised by a physician, surgeon, or dentist licensed to practice under the laws of the state where the services are rendered; either in a doctor's office or in the hospital. I understand I am responsible for bills incurred. I expect to be contacted as soon as possible.

Signature of Parent / Guardian

date

Health Insurance ___ Yes ___ No Insurance Company _____

Policy Holder _____ Policy # _____

Primary Physician _____ Phone _____

Signature of Parent / Guardian

date

(See next page)

MEDICATION ADMINISTRATION FORM

If your child requires medication of any kind, prescription or non-prescription, while participating in a Hillcrest sponsored event, activity, or program, please provide specific information regarding the medication, dosage and frequency of administration below. All medication should be given to an adult worker in order that safe administration is assured during the time your child is participating in said event, activity or program. Hillcrest Baptist Church, its staff, and workers will take every reasonable precaution to provide a safe and healthy environment for all children and youth.

Permission to Administer Prescription/Non-Prescription Medication

This requests and I give permission for my child to receive his/her prescribed dose of prescription or no-prescription medication during the course of the event/activity as described in the accompanying information.

Medication and Dosage _____

Exact Instructions (frequency, administration route etc.):

***Please note all medications should be provided in their original pharmaceutical packaging.**

Signature of Parent / Guardian

date

Permission for Restroom Care and Consent to Assist (Age Appropriate)

I hereby grant permission, when necessary, for an adult worker to escort my child to the restroom. I understand that my child should be capable of independently caring for his/her restroom needs, but if requested, the worker may assist with basic tasks for care /hygiene.

Signature of Parent / Guardian

date

Release of Information

Hillcrest Baptist Church may use photographs, reproductions and/or recordings of my child taken during the course of activities and events. Such use may include advertising and publicity.

Signature of Parent / Guardian

date