

Policies and Procedures to Prevent Child Abuse

Wayside Baptist Church
Miami, Florida
Adopted August 2005
Updated March 2008



WAYSIDE BAPTIST CHURCH POLICIES FOR THE PREVENTION OF CHILD ABUSE

Purpose

Members of Wayside Baptist Church of Miami come with various experiences, backgrounds and needs. We have many married and single adults who have children in our preschool and children's areas. Our commitment as a Church is to provide a safe environment for children—defined as all individuals under the age of 18—through preventative measures. We cannot control all the variables related to volunteer led and supported activities, however when children attend the Church or any Church sponsored programs or activities we will endeavor to take the necessary precautions to protect them as well as Church leaders from accusations or suspicions.

We recognize the need to have formal, written policies and guidelines to help prevent the opportunity for abuse as defined by the state of Florida to occur (*see Appendix D*). These procedures are for the protection of our children, employees, volunteers and our entire Church family. For this reason the Church adopts the following procedures:

Volunteer Enlistment Policy and Procedures

1. Individuals considered for a volunteer position in areas of preschool, children or youth ministry must be a member of Wayside Baptist Church with a minimum of six months attendance at a church related activity where attendance is taken. All persons wishing to teach the Bible must be a member in order to comply with our Church by-laws. Extended care volunteers who work no more than 2 hours per month will be required to be a member with a minimum of four months attendance at a church related activity where attendance is taken. Membership to Wayside Baptist Church is not required for para church ministries, however leaders and

teachers will be held to all other requirements.

2. All volunteers with preschool, children, and youth will complete the Confidential Volunteer Application Form (*Appendix B*) which includes a release form for a full background check and the Affidavit of Good Moral Character (*Appendix A*). For the purposes of this policy, a volunteer is a worker who does not receive pay.
3. Names of all potential volunteers will be submitted to the Preschool and Children's Ministry Director and Committee or the Youth Director as a primary screening procedure.
4. A minister or associate responsible for that particular area will interview all preschool, children and youth volunteers.
5. All volunteers will be asked to provide personal references. At least two of these references will be contacted. Those contacted may be asked for additional references.
6. The steps listed above will be completed prior to the person serving in the preschool, children and youth areas of ministry.
7. Individuals who have been arrested for, charged with, under probation for or convicted of either sexual or physical abuse or any violent felony cannot be used to serve nor will they be employed for any Church sponsored activity or program for preschool, children or youth. These individuals may not serve in these areas.
8. Adult survivors of child abuse may be asked to meet with the supervising Pastor who oversees the Preschool and Children's or Youth Divisions and the Director of the Preschool and Children's or Youth division prior to working in these areas.
9. Individuals who have been involved with drug or alcohol abuse within the last five years will be asked to meet with the

supervising Pastor overseeing the Preschool and Children's or Youth division and the Director of the Preschool and Children's or Youth division prior to working in these areas.

10. A Criminal Records Check (*Appendix C*) will be made on applicants who are guilty of a charge listed on the Affidavit of Good Moral Character as well as applicants whose reference checks raise doubt concerning morals or past volunteer experience.

Volunteer Supervision Policy and Procedures

1. Affirmation of personal worth in the Lord Jesus Christ and encouragement from volunteers are always appropriate.
2. Physical punishment of any kind is never appropriate in the church setting.
3. For children from birth to fifth grade, a minimum of two adults will be present at all times in teaching and social situations sponsored by Wayside Baptist Church. In the preschool area two adults will be defined as one female and one male, or two females. Married couples or persons who are engaged or otherwise affiliated are not encouraged to serve together in the same classroom, however in certain instances they may serve together with an adult third party present at all times.

Specifically:

- a) A preschool, children, or youth volunteer may not visit in seclusion with or take a child out on a one-to-one basis. There should always be a second adult present.
- b) One adult volunteer may not take a group of preschoolers or children out socially. Two adult volunteers must be present.

similar facility when given sole responsibility for the care of the child.

C. Description of Harm:

ABUSE: Non-accidental infliction of physical or psychological injury or sexual abuse by a parent, adult household member, or other person responsible for care of the child.

NEGLECT: Failure/omission by a caretaker to provide the care, supervision, services or protection necessary to maintain physical and mental health.

THREATENED HARM: A situation, circumstances or behavior which lead a prudent person to have reasonable cause to suspect abuse or neglect has occurred or may occur in the immediate future if no intervention is provided.

Appendix D

What is Child Abuse and Neglect?

As described in Chapter 415, Florida Statutes, (F.S.), the Florida Department of Children & Families is charged with providing comprehensive protective services for abused or neglected children found in the state by requiring that reports of each abused or neglected child be made to the Florida Abuse Hotline. In taking action to prevent further harm to the child or any other children living in the home, the Department of Children & Families must preserve the family life of the parents and children, to the maximum extent possible, by enhancing the parental capacity for adequate child care. Law enforcement is to take the lead in all criminal investigations and prosecution.

A. The Florida Abuse Hotline will accept a report when:

1. There is reasonable cause to suspect that a child (less than 18 years old)
2. who can be located in Florida, or is temporarily out of the state but expected to return in the immediate future,
3. has been harmed or is believed to be threatened with harm.
4. from a person responsible for the care of the child.

B. Definition of Caretaker Responsible:

Every child should expect to be safe and protected when in the care of:

1. a PARENT, even if the parent is a minor; or
2. an ADULT HOUSEHOLD MEMBER found in the home continually or at regular intervals; or
3. ANOTHER ADULT who has been entrusted with, or voluntarily assumed responsibility for the care of the child; or.
4. ANOTHER CHILD who is an employee or volunteer of a daycare, private school, agency, summer camp or

c) One adult volunteer may not provide transportation for a child to or from a Wayside Baptist Church event. Written permission or permission form must be obtained from the parent or guardian. Two adult volunteers must be present.

d) Information concerning the sleeping accommodations for children at any overnight event is available for parents.

4. Young adults 18-21 are welcome to volunteer, however, if they are to be placed in the nursery area (newborns to walkers) an adult supervisor must be present.

5. Any class having a special needs child must have at least one adult volunteer supervising.

6. Parent chaperones must complete a Volunteer Screening Form and an Affidavit of Good Moral Character (*Appendix A*) before supervising an event sponsored by Wayside Baptist Church located off Church premises.

7. The minister or associate in each area will personally supervise ongoing programs and make unannounced visits into each classroom.

Volunteer Training Policy

1. The various ministry areas of our Church will provide opportunities for training in the prevention and recognition of abuse and neglect of children. Paid workers and volunteers will be encouraged to participate in these training opportunities.

2. Volunteers will be offered training in working with preschoolers and children in every area of service.

Appendix B

Confidential Volunteer Application Form

This application is to be completed by all applicants for any position involving the supervision or custody of minors. It will help our church family provide a safe and secure environment for children.

Personnel

Last Name _____ First Name _____ Middle Initial _____

Date _____ Present Address _____

City _____ State _____ Zip _____

Email _____ Marital Status _____

Home Phone (____) _____ Work Phone (____) _____

Occupation _____

Do you have a current driver's license? No Yes

Have you ever been charged with, indicted for, or pled guilty to an offense involving a minor? No Yes

If yes, please describe all convictions for the past five years. _____

Were you a victim of abuse or molestation while a minor? No Yes

• If you prefer, you may refuse to answer this question.

• You may discuss your answer in confidence with one of the ministers rather than answering on this form.

• Answering yes or leaving the question unanswered will not automatically disqualify you

Church

_____ When did you make your profession of faith in Christ?

_____ When were you baptized? List any gifts, callings, training, education, or other factors that have prepared you for teaching. _____

Are you a Wayside Partner/Member? No Yes If yes, how long have you been a member? _____

1. If no, list your church membership contact information in the first church selection on the back of this form.

2. Please list other churches you have attended regularly during the past five years.

3. Include the type of work involving children that you performed.

Church History

• Church (Membership) Name _____

Church Address _____ Church Phone (____) _____

City/State/Zip _____

Type of work involving children: _____ Dates of Service _____

3. The Office and Facility Administrator will notify the insurance carrier immediately of the allegation.

4. When an allegation is made it will be taken seriously and handled confidentially. Compassion will be shown toward the alleged victim and cooperation will be extended to civil authorities.

5. The individual investigating the allegations on the church's behalf must receive their information directly from the alleged victim or their parent/guardian.

6. No statements will be given to the media without consultation with church counsel first.

RESPONSIBILITIES OF PRESCHOOL AND CHILDREN'S VOLUNTEERS

The Preschool and Children's Director and assistants will continue to teach quality hygiene practices to all volunteer and paid Children's and Preschool leaders.

If a child is known to have AIDS or a communicable disease, an equally efficient room and leader, based upon teacher to student ratio, may be supplied to provide adequate ministering to both child and parent. If all facilities are full and quarantine facilities are unavailable, ministry director for that area will personally speak to the family and attempt to meet their needs in other fashions to be negotiated between the family and the director.

Preschool/Nursery: Our purpose in teaching Preschoolers is to help them gain valuable foundational attitudes and information about God, God's Word, and other spiritual areas of their lives. Perhaps our most effective way of teaching is through our personal relationship with each child. This often requires appropriately touching children and helping them with things

they cannot do for themselves, such as diaper changing, cleaning noses, caring for scratches, bites, etc. These guidelines are designed to be helpful both to the adult and child in our Preschool and Children's Ministries.

Parental Responsibilities: In the interest of every child's well being, parents will be requested to refrain from bringing their children to church functions if the child has been ill within the previous 24 hours. Any child who appears to be ill cannot be accepted into the preschool/nursery department for the protection of the other children. If symptoms of illness are observed the child will be isolated and a parent notified to pick up the child as soon as possible. For descriptions of illness please refer to the Preschool Ministries Handbook which is available in all nursery and preschool classrooms.

For security reasons, all parents of preschoolers will be given a security tag for each child left in our Preschool ministry. If an emergency arises, the parents will be alerted by appropriate individuals. Each parent must show the security tag to pick up his/her child. If a parent has lost the security tag and teachers are not fully aware of the identity of the parent, they must see the appropriate Preschool volunteer or Preschool associate prior to receiving their child.

Each parent is responsible for filling out the security tag completely so if there are any allergies, security alerts, medical problems, etc. the staff will be aware of them and can better meet the parent and the child's needs.

Grade-School Children: Policies appropriate to Preschool would also apply to grade school children, specifically regarding sanitation and the quarantine need for ill children. It is not the policy of Wayside Baptist Church to use security tags with children beginning in the first grade.

Should a grade school child require quarantined facilities, the supervising Division Director for that area will make every effort to provide quarantined facilities which are equal to or



Appendix A
Save Save & Close Rename Cancel Clear
AFFIDAVIT OF GOOD MORAL CHARACTER

State of Florida County of _____

Before me this day personally appeared _____ who, being duly sworn, deposes and says:

I am an applicant for employment or licensure as a caretaker (or similar position requiring level 2 screening under Chapter 435, Florida Statutes), or I am currently employed as a caretaker with:

By signing this form, I am swearing or affirming that I have not been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of the adjudication, to any of the following charges under the provisions of the Florida Statutes or under any similar statute of another jurisdiction. I also attest that I do not have a delinquency record that is similar to any of these offenses.

Go To Page 2

I understand I must acknowledge the existence of any criminal records relating to the following list regardless of whether or not those records have been sealed or expunged. I understand that I am also obligated to notify my employer of any possible disqualifying offenses that may occur while employed in a position subject to background screening under Chapter 435, Florida Statutes.

Sections:	<u>Relating to:</u>
393.135	relating to sexual misconduct with certain developmentally disabled clients
394.4593	relating to sexual misconduct with certain mental health patients
415.111	failure to report adult abuse, neglect, or exploitation of aged persons or disabled adults
741.30	domestic violence and injunction for protection (defined in 741.28) means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, etc. of a family or household member
782.04	murder
782.07	manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child
782.071	vehicular homicide
782.09	killing an unborn child by injury to the mother
784.011	assault, if the victim of offense was a minor
784.021	aggravated assault
784.03	battery, if the victim of offense was a minor
784.045	aggravated battery
784.075	battery on a detention or commitment facility staff
787.01	kidnapping
787.02	false imprisonment
787.04(2)	taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings
787.04(3)	carrying a child beyond the state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
790.115(1)	exhibiting firearms or weapons within 1,000 feet of a school
790.115(2)(b)	possessing an electric weapon or device, destructive device, or other weapon on school property
794.011	sexual battery
794.041	prohibited acts of persons in familial or custodial authority (former)
Chapter: 796	prostitution
Section: 798.02	lewd and lascivious behavior
Chapter: 800	lewdness and indecent exposure
Section: 806.01	arson
Chapter: 812	felony theft and/or robbery and related crimes, if a felony
Sections: 817.563	fraudulent sale of controlled substances, if the offense was a felony
825.102	abuse, aggravated abuse, or neglect of disabled adults or elderly persons
825.1025	lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
825.103	exploitation of disabled adults or elderly persons, if the offense was a felony
826.04	incest
827.03	child abuse, aggravated child abuse, or neglect of a child

CONTINUED ON NEXT PAGE

Observers do not necessarily need to meet any of these requirements, however they are restricted to observing only and cannot teach or supervise children. A Level 1 or II leader must be present at all times with an observer in the room. Observers must be pre-approved by the ministry director.

Privileges: Opportunity to observe a class.

greater than any facilities used for non-infected children. If any child, whether falling within Preschool or Children's guidelines, is suspected to be carrying a communicable disease and/or has any medical needs requiring special attention, the teacher, or appropriate volunteer, is to contact the appropriate staff member, allowing them to determine if medical assistance is needed.

Discipline: Since the goal of Preschool and Children's Ministries is to provide quality learning environments in all programs and since discipline is not the responsibility of the teacher, the following guidelines will be used for a child who is continually causing disruptions in a scheduled program:

1. When the child is picked up the parents will be notified of the behavioral problem.
2. When dropping the child off the next time the parent will let the teacher know where they will be.
3. If another behavioral issue occurs, the child will either be taken to the parent or the parent can sit in the class with the child.
4. If a 3rd behavioral issue occurs, the child and the adult responsible for the child will meet with the Director of Preschool & Children's Ministry to develop a behavioral plan to best minister to this child's needs.
5. If the behavioral plan is unsuccessful, the child will be unable to attend the class for two weeks.
6. After two weeks, the child will be able to return to the class and start the behavioral process over again.

INFECTIOUS DISEASE/AIDS POLICY

INTRODUCTION

In response to the call of Jesus Christ to minister to all people, we are prepared to be obedient to His will as revealed in God's Word. In fulfilling the ministry He has given us, we are called to respond to the needs of all people, both physical and spiritual. We commit ourselves to providing an accepting, loving, and safe environment for all who would come to our church, which includes ministering to persons with various infectious diseases.

We define an infectious disease as any disease that spreads from one person to another person. These diseases include, but are not limited to, HIV, Tuberculosis, Hepatitis B, etc.

To effectively minister to persons with infectious diseases, the following guidelines have been instituted by Wayside Baptist Church of Miami, Florida, to both protect the lives of those who are not infected, while ministering effectively to those who have been infected or exposed to infection.

MEDICAL FACTS ABOUT AIDS

Acquired Immune Deficiency Syndrome (AIDS) is a serious, life-threatening condition. The best scientific evidence indicates that AIDS is caused by a virus known as HIV (Human Immunodeficiency Virus). Medical research indicates that there is no evidence of the HIV disease spreading by casual contact (touching, holding, shaking hands, kissing, sitting next to someone, using someone else's pillow, door handles, toilet seats, etc.) or through routine household contacts (parent to children and siblings to each other), or during the preparation and serving of food, nor is the HIV disease found to be spread by insects (i.e. mosquitoes). HIV is known to be spread by sexual contact with an infected partner, by transfer of infected blood (i.e., contaminated needles,

Child Protection Levels

These levels are the criteria to be eligible to supervise anyone under age 18 in church-sponsored activities.

Level I--Directors

Requirements:

Member of Wayside Baptist Church

Active for 6 months at Wayside

Sign Affidavit of Moral Character

Full Background Check

References Provided

Privileges: Able to plan activities and meet with students and chaperone.

Level II—Teachers, Small Group Leaders and Chaperones

Requirements:

Partner of Wayside Baptist Church*

Active for 6 months at Wayside

Sign Affidavit of Moral Character

Full Background Check

References Provided

*Exception para church ministries

Privileges: Available to teach Sunday School, Small Groups, and Bible Studies and Chaperone, Church Buddy for Special Needs

Level III—Assistants

Requirements:

Member of Wayside Baptist Church*

Sign Affidavit of Moral Character

Permission for Full Background Check

References Provided

*Exception para church ministries

Privileges: Able to assist Teachers and Directors

Level IV—Observers

Staff/Lay Continuing Education: Upon acceptance of these policies and procedures for the Wayside Baptist Church, a designated individual will lead the entire Administrative Staff through this policy, making each staff member aware of the church policies regarding AIDS and communicable disease. Each staff liaison will then, in turn, lead a continuing effort to train all appropriate lay leaders in AIDS awareness, AIDS Policies, our need to reach out in the love of Christ to minister to those infected, and how we can be more effective as a church in protecting our members, prospects, and community.

Though these policies are not all inclusive, they are a beginning for a greater understanding of how we, as Christians and Wayside Baptist Church family, must meet the needs of this growing segment of our population.

CONCLUSIONS

In the midst of individuals suffering from tragic, infectious diseases stands our Lord and Savior Jesus Christ. His arms are out stretched to all those who are afflicted, offering forgiveness to those who need forgiveness, comfort to those who need comfort and healing to those who need healing. Wayside Baptist Church stands ready to assist anyone in need of spiritual guidance in the midst of tragic circumstances.

contaminated blood, and/or blood components), and often from mother to child before or around the time of birth. Not every infant is actually HIV infected. One-half to two-thirds will be completely free from evidence of infection by eighteen months, after antibodies from the mother have dissipated from the infant's blood. Approximately 2% of HIV infection remains unexplained.

WAYSIDE BAPTIST CHURCH'S RESPONSE

Any individual who has been diagnosed with any infectious disease and/or HIV Positive or has AIDS should be treated similarly to any other individual attending Wayside Baptist Church. In general, we will not reject or ostracize anyone who has an infectious disease, is HIV Positive or has AIDS, as long as that individual presents no real threat to the safety of others in the congregation (i.e., open sores or similar medical conditions). Confidentiality regarding individuals who have infectious diseases or are HIV Positive or have AIDS will be respected. Those who may be infected, or who have a family member who is infected, are encouraged to confide in and seek the counsel of one of the Pastors at Wayside Baptist Church for spiritual support and guidance.

United States Public Health Service guidelines for infectious diseases or information from the Centers of Disease Control or information from other organizations or persons considered authoritative can be followed for all individuals including any areas of service that involves children at Wayside Baptist Church. Preschool and Children's and Youth volunteers, and other appropriate individuals, will have training available in the use of Universal Precautions.

SPECIFIC GUIDELINES

AIDS Education: Proper education can dispel fear, instill hope, and enhance ministry.

Confidentiality: As in all personal matters, confidentiality will be maintained by all professional and lay members of our congregation. Because of the unique nature of AIDS and most communicable diseases, we must reaffirm our belief in celibacy outside heterosexual marriage, monogamy within the marriage, and the honoring of the human body as a temple of the Holy Spirit. Knowledge that an individual has a communicable disease or other compromising medical disability will remain confidential outside of the knowledge of those who have a compelling need to know.

Ministry to Children with HIV/AIDS:

A. Children with HIV/AIDS, except for those subject to the conditions described in (C) below, will be permitted to participate in church programs in an unrestricted manner because of the virtually non-existent risk of transmission of HIV/AIDS in normal settings.

B. The benefits of HIV/AIDS children participating in regular church programs outweigh the risks of their transmitting the disease. Assessment of the risk of the HIV/AIDS child participating in normal church functions, in an unrestricted manner, will be made by the child's physician, who is aware of the child's medical status, and/or a physician by Wayside Baptist Church.

C. Children (*whether HIV Positive or not*) who display aggressive behaviors, such as biting, and with communicable medical conditions such as oozing lesions, will not be permitted to participate in normal church functions in an unrestricted manner. Children with these conditions, with questionable behaviors and who have medical conditions (including HIV Positive) or neurological impairments, will be allowed to participate in normal church functions only after a decision is reached by those responsible for that area of ministry. Those involved in making that decision may include the child's parents and physician, the Ministers/Associates

responsible for that area of ministry, the church Business Administrator, the Associate Pastor and the Senior Pastor.

D. If a child is HIV Positive, and shows symptoms of the disease, it is recommended that they remain at home in order to minimize their personal risk of contacting potentially life threatening, communicable illnesses.

E. The policy of Wayside Baptist Church is to use recognized "universal precautions" in handling all blood or bodily fluids. These bodily fluids may contain infections, including HIV/AIDS, therefore all such fluids will be handled by all Preschool/Children's Volunteers in a safe manner.

Universal Precautions: "Universal precautions" refers to the handling of bodily fluids from all preschoolers, children and youth, not just those known to be infected with a communicable disease. Communicable diseases, such as Hepatitis B and HIV, are serious infections that are present in blood and other bodily fluids such as semen, vaginal fluids and breast milk. The risk of HIV transmission during exposure of open wounds or mucous membranes such as eyes, ears, nose and mouth to contaminated blood is not known.

"Universal precautions" focus on the prevention of the transmission of communicable diseases. Exposure is defined as contact with blood or other bodily fluids through percutaneous inoculation (such as needle sticks) or contact with an open wound, non-intact skin or mucous membrane. **BLOOD IS THE SINGLE MOST IMPORTANT SOURCE OF HIV, HEPATITIS B AND OTHER BLOOD-BORNE DISEASES.** Universal precautions require the use of protective barriers such as gloves, protective eye wear, gowns and masks. Precautions beyond the use of gloves would only be required in unusual circumstances in the church setting. Gloves, however, do not prevent possible exposure due to penetrating injuries from needles or sharp instruments.