



# Child Protection Policy

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Capitol Hill Baptist Church

*Revised April 2019*

For the use of Capitol Hill Baptist Church Children's Ministry

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## **Our Vision:** Generations of Godliness

“Hear, O Israel: The Lord our God, the Lord is one. You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates. (Deuteronomy 6:4-9, ESV)

“But as for you, continue in what you have learned and have firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus.” (2 Timothy 3:14-15, ESV)

## **Our Mission:** To Glorify God

The children’s ministry of Capitol Hill Baptist Church (“the church”) exists *to glorify God* by:

- Maintaining a safe and secure environment for our children.
- Supporting and encouraging parents who are primarily responsible for teaching biblical truths to their children (Ephesians 6:4)
- Making the whole counsel of Scripture known to children with special emphasis on the Gospel (Deuteronomy 6:6-9; Romans 1:16-17)
- Praying for the children and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word (Romans 10:17; Ephesians 2:4-10)
- Living faithfully before the children and modeling for them how Christians are called to respond to God, interact with each other, and with the world around us (Matthew 5:16; 1 Corinthians 11:1)
- Encouraging children to learn to serve and to not just be served (Mark 10:43-45).
- Maintaining the highest ethical standards such that volunteers and teachers always live and serve above reproach, protecting the reputation of the gospel of Jesus Christ.
- Preparing children to one day walk with God as adults, which means getting them ready to be a part of the public services and Lord willing, one day, a fully participating adult member.

## **Staff and Volunteer Expectations**

All children's ministry staff and volunteers share a particular responsibility for:

- Loving the children as Christ loves them
- Setting an example of proper Christian conduct in the way we live our lives
- Ministering to the children
- Understanding that the care of children is not a right, but a privilege; and this privilege embodies responsibilities to God for ministering to and caring for the children

## **Child Protection**

Our first concern is that children be safe while they are in our care. To this end we:

- Screen all children's ministry volunteers
- Perform background checks on all full-time church staff, regardless of whether or not they have direct contact with children.
- Require training for all children's ministry staff and volunteers
- Use parent authentication identification system
- Employ scheduling procedures and volunteer/child ratios that optimize safety
- Employ hall monitors to promote and maintain safety in the building.
- Equip each room with a first aid kit
- Educate our staff and volunteers to recognize suspected child abuse and to require them to understand and follow any applicable reporting laws and to encourage them to report suspected abuse to church officials
- Adhere to a healthy child policy for admittance to children's ministry
- Adhere to a two-volunteer room policy whenever possible.
- Equip our volunteers to know how to evacuate children safely in case of an emergency

## **Parameters for the Child Protection Policy**

This child protection policy applies to children (from birth to 6th grade) who are voluntarily placed by parents under the responsibility of the church for the church's public worship services or specific children's ministry-related church-sponsored activities (parenting and marriage seminars, bible studies held at the church with accompanying childcare, Vacation Bible School, Backyard Bible Club). Any form of abuse, harm, neglect or other problems related to children at home, school, or in any bible-study, activity, or venue not directly related to children's ministry at CHBC is not covered by this policy, but instead is covered by the document entitled, "Elder Policy Related to Church Activities That Involve Children Who Are *Not* Under the Responsibility of CHBC's Children's Ministry."

## **Personnel Summary**

*Adults* are individuals eighteen years or older.

*Minors* are individuals under eighteen years of age (under DC law and for most state laws).

*Staff* are the paid employees of the church. All full-time church staff are required to receive a background check regardless of whether or not they have direct contact with children.

*Volunteers* are adults who work with children and are not in the employment of the church. All volunteers who serve in children's ministry are required to go through *both* the children's ministry training and screening procedures before they serve. Volunteers include childcare workers, team leaders, hall monitors, teachers, coaches, coordinators, and anyone else who serves the children. The term 'volunteer' will be used throughout this policy manual as an all-encompassing term for anyone who serves the children and is not church staff.

*Helpers* are minors who are at least one grade older than the children they are assisting and are assisting in some area of children's ministry alongside an adult.

*Deacons/Deaconess* refer to the church's deacons of children's ministry and childcare. They are elected officers of the church who serve the church by assisting in childcare and children's ministry. Just like the volunteers, all deacons are required to go through both the children's ministry training and screening procedures.

*Pastors/elders* are elected officers of the church who serve the church by providing teaching and leadership to the congregational as a whole. They must go through both the children's ministry training and screening procedures if they are to serve in children's ministry, just like any other volunteer.

## **Protecting the Children Before They Arrive**

Ensuring a safe environment begins long before Sunday or Wednesday services. Every applicant who wishes to serve in children's ministry is required to go through a screening process and attend childcare training.

### **Screening Procedure**

To ensure safe and quality care, CHBC has established a screening procedure to approve all volunteers to work with our children:

- All volunteers must be members of CHBC in good standing for at least six months.
- All volunteers must be eighteen years of age or older.
- Children or youth who are at least one grade older than the children they are assisting are welcome to help (subject to the approval and direction of the Children's Ministry Administrator), but they are always in addition to the adult volunteers.
- All volunteers must have completed CHBC's childcare training.
- All volunteers must have completed the volunteer application and been recommended by or in consultation with the pastor responsible for children's ministry.
- At least one reference check must be satisfactorily completed prior to beginning of service. Criminal records checks and other appropriate screening checks will be completed.

- All completed records of screening procedures will be kept securely along with the original application.
- Volunteers are to be approved by the Children’s Ministry Administrator in consultation with one of the pastors.
- All volunteers must repeat the screening procedures and criminal background checks every five years.

CHBC reserves the right to reject any applicant for volunteer service or dismiss an existing volunteer for any reason, including, but not limited to, refusing or failing to complete screening; failing to provide requested information; providing information that is subsequently determined as false or misleading; sin or suffering issues that compromise the applicant or volunteer’s ability to care for children; any criminal report or charge; obtaining information from references or criminal record checks that suggest that the applicant is not suitable to help with children.

Any volunteer, helper, deacon, staff or elder (or any CHBC member) who learns of or has knowledge of misconduct by an applicant must report that knowledge to the Children’s Ministry Administrator and/or the pastor who oversees children’s ministry. He or she also must be personally responsible for any legal obligation that he or she may have to disclose such information to the authorities.

### **Training**

All children’s ministry staff and volunteers must attend CHBC’s childcare training before they are allowed to work with the children. Additional training sessions will be scheduled for existing volunteers to update them on policies and procedures. Full-time staff who do not have direct contact with children will receive training on child protection policies. Parents with questions about childcare training are welcome to attend these sessions.

## **Protecting the Children As They Arrive and Depart**

### **Arrival and Departure Times**

Volunteers should be ready to accept children 15 minutes prior to the start of any session, so that parents have enough time to transition their children before the session begins.

Parents are encouraged to pick up their children immediately after the conclusion of the session. In the event that a child is not picked up within 15 minutes of the end of the session, volunteers will ask the Hall Monitor or Deaconess of Childcare to locate the parents.

### **Signing a Child in to Children’s Ministry**

Any parent who would like his/her child to participate in a children’s ministry program will sign the child in to the appropriate classroom, nursery, or activity when he/she arrives, granting permission for the child to participate in that CHBC event or program. The parent should also use this opportunity to note any allergies or special needs the child may have. For more details on our procedures for caring for children with allergies, please see the “Snacks and Food” section below. Check-in and check-out of children applies to all children birth through 6<sup>th</sup> grade.

Deacons, team-leaders, and staff have the right to refuse any child at check-in. Some reasons might include potential illness, behavior that endangers other children, the room being closed because the adult child ratio, or anything else that might impair our ability to maintain a safe and secure environment for the children.

A parent or designated guardian must be in the church building at all times while their children are checked-in.

### **Parental Authentication Identification System**

In order to protect the children in our care, each child must be signed into his/her class by a parent or guardian.

Parent/guardian will receive a parent ID card with a family-specific identification code. Visitors will receive this at their first visitor check-in. Members will receive it after they become a parent.

Upon signing the child in, the child will receive a label with the family-specific identification code. The intent is for the family number to be used to match the parent with child.

At the end of the session when the parent/guardian comes to pick up the child:

1. The children's ministry volunteer will bring the child to the door and remove the child's label before releasing the child to the parent.
  - a. For children of visitors, volunteers must check the visitor ID card and the child's label to ensure that the numbers match. If a visitor does not have their ID card, send them to the 2<sup>nd</sup> floor to get a replacement card. Only after the visitor parent has obtained a replacement card can their child be checked out.
  - b. For member parents, if the child or parent is unknown to the volunteer, the volunteer will match the number on the member parent ID card and the child's label. If the parent does not have their ID card, the volunteer will use the parent ID booklet in the classroom to make the match between parent and child.
2. Volunteers will REMOVE & DESTROY child labels before children leave their room. This will prevent strangers from referring to the child by name and potentially luring them away from their parents.

Only the parent/guardian who signed the child into the class is authorized to pick up the child. The exceptions to this are:

1. In the event of an emergency that would result in neither parent/guardian being available to sign out the child at the end of a session, the child will be released to the care of an elder, deacon, or staff member of CHBC.
2. A member can send their spouse to pick up their children.

3. A member parent may make prior arrangements with the Children's Ministry Administrator (or any deacon/deaconess) to allow for someone other than him/herself or his/her spouse to pick up the child at the end of a session.

### **Divorce, Separation or Custody Visitation**

In a situation where the parents are divorced or separated, the volunteers should only release the child to the parent who brought this child to check-in. If the other parent or anyone else attempts to check-out the child, the volunteer or staff should immediately contact the pastor responsible for children's ministry or the Children's Ministry Administrator. If a parent presents a court order for a child, the police must also be present and we are to release the child to police custody. In any of these circumstances, the volunteer or staff should immediately contact the Children's Ministry Administrator and an elder.

## **Protecting the Children While They Are In Our Care**

### **Two Volunteer Rule**

For all children's classes and programs, at least two qualified, unrelated adult volunteers must be present in each classroom at all times.

Helpers are always in addition to and supervised by the two adults. Helpers are never to be left alone at any time with children without the presence of the two adult volunteers.

Staff, deacons and volunteers must never leave a child alone in a classroom.

The exception to the two volunteer rule is CHBC's Praise Factory and Great Commission Club programs, where at least one adult volunteer must be present in each classroom at all times, and that adult should be highly visible to other adults at all times. In this situation, doors must be open any time there is only one adult present; and the class should be conducted in a room with a window in the door or wall.

Two male volunteers may not serve together in the same room without a female volunteer also being present. The only exception to this rule is when a male Hall Monitor temporarily substitutes for a female volunteer who is taking children to the rest room.

A staff member, deacon or volunteer may take children out of the nursery or classroom only for a compelling reason, such as to use the bathroom or in cases of illness, emergency, or evacuation.

Staff or volunteers should not have private one-on-one meetings with a children. When a meeting on the church premises is necessary, it should be done with at least one other adult present, and held with the knowledge and consent of the staff and the parents.

### **Visibility**

When children's classes or programs are in session, the interior doors and windows should allow for unobstructed views from the outside of everyone inside the room.

## **Hall Monitors**

The Hall Monitor is a qualified male or female volunteer whose duties are not limited to any one classroom. Hall Monitors generally move about the hallways and buildings during scheduled session times to observe any unusual activity and be of service to volunteers (e.g., locating parents or substituting temporarily for another volunteer.) The Hall Monitor and each classroom are equipped with a walkie-talkie to facilitate communication. A Hall Monitor is on duty during Sunday morning and evening services.

## **Child-to-Volunteer Ratios**

In addition to always having at least two volunteers present, the following ratios are maintained during the three regularly scheduled weekly meetings of the church:

- Children 0-11 months: One adult for every three children
- Children 12 – 35 months: One adult for every four children
- Children ages 3-5: One adult for every eight children
- Children ages 6-12: One adult for every twelve children

Once a ratio is met, additional children should not be accepted into a classroom if doing so would exceed the ratio unless and until additional volunteers are added. If for any reason the ratio is exceeded, deacon(s)/deaconess(es) of Childcare, Children's Ministry Administrator or the Hall Monitor should be notified and asked for more volunteers in order to maintain these ratios. Whenever age-groups are combined, the ratio is determined by the age of the youngest child.

## **Diaper Changing and Rest Room Procedure**

### ***0 Months through 2 Years Old***

Parents of children with dirty diapers are asked to change their children *prior to* signing them into the classroom. Volunteers will change diapers at least once or as need during service. Both men and women are allowed to change diapers. Diapers must be changed in the presence of at least two other volunteers.

### ***2 Years Old through Pre-K***

Parents should take their children to the restroom prior to signing them into a class. At check-in and drop-off, parents should let the volunteers know if their child is potty training. In the event that a child needs to use the rest room, the volunteers will call the Hall Monitors. One hall monitor will step into the classroom (to maintain appropriate child to volunteer ratios). The other hall monitor accompanies a female volunteer and waits outside the door. The female volunteer takes the child and at least one other child to the rest room (but no more than the adult child ratio allows). The volunteer should wait outside the closed restroom stall door unless the child requires assistance. The child and the volunteer must wash their hands with soap and water (or anti-bacterial hand sanitizer) before returning to the classroom.

### ***K to 4<sup>th</sup> Grade***

For all other classes up to 4<sup>th</sup> grade, any child needing to use the rest room shall go with another child of the same age and sex. A female volunteer will accompany the pair to the rest room and wait outside the closed bathroom door until the children are finished. The children must wash

their hands with soap and water (or anti-bacterial sanitizer) and return with the volunteer to their classroom. The Hall Monitor will be available to step into a classroom temporarily if necessary to maintain appropriate child to volunteer ratios.

### ***5<sup>th</sup> to 6<sup>th</sup> Grade***

For 5<sup>th</sup> to 6<sup>th</sup> grade, any child needing to use the rest room may go on his or her own. Children must wash their hands with soap and water (or anti-bacterial sanitizer) and return immediately to their classroom.

### **Appropriate Discipline**

All children's ministry volunteers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.

Acceptable means of redirecting inappropriate behavior may include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the situation or problem for a brief time (particularly if his behavior is endangering or upsetting other children). During correction, a child should never be removed from the classroom. Correction should be discrete; in the classroom (not in the hallway); and never outside of the sight of others.

Steps of correction might include (depending on the age of the child): (1) removing the child from the situation or problem; (2) pointing out the problematic behavior; talking to the child about his/her sin and need for Christ; (3) praying for the child and redirecting to a new activity; (4) helping the child to reconcile with the offended children when appropriate. Volunteers should view misbehavior as an opportunity to introduce children to the gospel.

Children's ministry volunteers and staff members are strictly prohibited from using any form of corporal punishment such as slapping, kicking, punching, spanking, or hitting. They should never speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation to children.

If a child's behavior is uncontrollable or the child does not respond to the acceptable means of discipline indicated above, volunteer or staff should ask the Hall Monitor to call the parents. If the child assaults, harasses or bullies other children, misbehaves beyond minor correction, or has a pattern of misbehavior, the parents should be immediately called so the child can be removed. Volunteers, staff or deacons are allowed to physically restrain a child if he/she is physically endangering other children. Please report any of these problems (as well as the appropriate response taken to deal with the behavior) to a children's ministry deacon or the Children's Ministry Administrator. Once a child is removed from children's ministry, reinstatement is possible at the determination of the pastor who oversees children's ministry and the Children's Ministry Administrator. A child may be reinstated if the risk of re-offense has been adequately reduced.

For further information regarding discipline, please speak with the Children's Ministry Administrator.

## **Physical Touch Policy**

Two types of relationships are important to consider: volunteer-to-child and child/teen-to-child.

### ***Volunteer-to-Child***

While appropriate physical contact with children can be an effective means of aiding in communication, redirecting attention, calming restlessness, or showing godly love and care, it can also be misinterpreted. Particularly in our interaction with children, we want to be blameless and above reproach. The following will help workers to avoid any compromise or concerns in this area.

- Always remain in open sight of other adults.
- Appropriate touch is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults. Appropriate touch is applied to meet the needs of children and not the adults.
- Appropriate physical contact will vary according to the age of the child. What is appropriate for nursery children (holding, rocking, sitting on laps, etc.) will not be appropriate for grade school children.
- Inappropriate touch involves, but is not limited to coercion or other forms of physical contact which exploits the child's lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, and any attempt to modify child behavior with physical force.
- For ages 2 thru 5, only women can take children to the restroom.
- Sitting on laps is only appropriate for ages 0 to 5.
- In general, a man will need to limit physical contact more than a woman in the same situation, especially when working with older children.
- Volunteers should refrain from rough-housing, wrestling, shoulder or piggy-back rides, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.
- Only touch children in "safe" areas and for brief time. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head. Never touch a child on or near any region that is private or personal, unless when necessary while assisting in a diaper change or restroom visit.
- Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of correcting someone else's child.

### ***Child/Teen-to-Child***

- No male or female under eighteen should ever be alone together while in children's ministry.
- No inappropriate touching (as defined above and in the appendix) of any kind will be accepted.
- Fighting will not be tolerated and any child participating in violent action will be dismissed from a class/program and placed into his or her parent's care.

Further guidelines on appropriate and inappropriate touch can be found in Appendix 1.

## **Children or Teenagers in the Classroom**

*Helpers* are minors who are at least one grade older than the children they are assisting and are assisting in some area of children's ministry alongside an adult.

These helpers fall into three categories:

1. **Auxiliary Helpers - helpers who are coming with their parent to a serve alongside of them.** These helpers do not count towards the adult-to-child ratios. Helpers must be children of members; are not themselves a member the church; will not go through childcare training, but will be vetted by the children's ministry staff. Helpers will be supervised by the adult volunteers in the same room.
2. **Qualified Helper - Helpers who are teenage girls who have been recruited by the staff to serve in children's ministry.** These helpers may count towards the adult-to-child ratios if designated by the staff. Helpers must be children of members; are not themselves a member of the church; will go through childcare training, and will be vetted by the children's ministry staff. A teenage girl cannot be a substitute for a female adult volunteer, and will serve in addition to the two adult volunteers in the room. Helpers will be supervised by the adult volunteers in the same room. Teenagers cannot take younger children to the rest room. Qualified helpers can serve *without* their parents present.
3. **Teenage Members - Helpers who are members of the church and go through the normal screening process for all adult volunteers,** which includes child-care training and vetting by the children's ministry staff.

## **Parents in the Classroom**

If a child would feel more at ease with a parent in the classroom, this is allowed temporarily (for a few minutes), especially for visitors or children who are going through separation anxiety. If this goes beyond a few minutes and the child cannot remain without the parents, the parents should remove the child from the classroom and are encouraged to relocate to the family rooms in the basement. While accompanying their children, a parent should be kindly but firmly dismissed if the parent is causing difficulty or presenting concerns for the welfare of the class.

## **Food and Drink Policy**

The primary mission of Children's Ministry at CHBC is to provide a safe and loving environment for the children entrusted to our care so that their parents may be fed spiritually without undue concern.

One of the ways we protect children is to limit the food and drink allowed in classrooms. Volunteers may not bring food or drink with them when they serve.

In most classrooms, an allergen free cereal and water are supplied for snack time. In Praise Factory, children will receive a snack in accordance with that day's lesson. We get parental consent to provide story-related snacks as part of the Praise Factory curriculum. Outside of these three things (an allergen free cereal, water, or a Praise Factory snack), volunteers will not provide any food to children EVEN with parental consent.

*Why do we do this?* The nature of childcare is very hectic and dynamic so we cannot guarantee that:

- (1) a child's bag will be properly marked at all times
- (2) the childcare volunteer will reach into the correct bag
- (3) another child won't grab food/drink and eat it
- (4) a child won't share his food/drink with other children

Also, some children will struggle with allergies or react adversely even to mere exposure to certain foods (like peanuts). So we need to limit the types of foods and drinks used on the children's ministry floors.

*Why don't we allow children to bring their own food with them and feed themselves?* For the same reasons: we can't guarantee that volunteers will find/give the right food to the right child or that a child won't grab and eat another child's food or that a child won't share his food with other children.

*So what do we do?* If a parent wants to feed their child something other than an allergen free cereal, water, or a Praise Factory snack, that parent may check out their child, feed him outside the room then return him to the childcare room. This is the policy throughout the building.

### ***Administering Snacks and Food***

#### Ages 0-17 Month-Olds

Deacons/deaconesses, staff and volunteers will not serve food to children while they are in the care of our Infant and Crawler nurseries. If a parent desires to feed their child at a certain time during the services, we ask that the parent to administer the food personally to their individual child. Parents who would like to feed their children while they are in our care should alert the Team Leader that they are temporarily checking their child out of class. Parents are welcome to make use of the Nursing Moms Room or the high chairs in the 2<sup>nd</sup> floor kitchen to feed their children.

#### 12-17 Month –Olds

Volunteers may offer properly labeled sippy cups **containing only water**, as provided by the parents upon signing the child in.

#### 18 - 23 Month-Olds to 5 Years-Old

An allergen free cereal and water will be offered to the children 18 Months-Old thru pre-kindergarten (4s/5s classroom).

If a child should not be given a snack of this nature, the parent should do the following:

- Verbally notify the team leader on duty
- Place a red Allergy Alert wristband on the child's ankle or wrist.
- Note the nature of the allergy and how to respond to an allergic reaction in the appropriate spot in the sign in book

Volunteers may offer properly labeled sippy cups containing only water, as provided by the parents upon signing the child in.

#### Ongoing Care for Children with Allergies

Parents of children with allergies should talk with the Children's Ministry Administrator about how to handle any allergic reactions. Upon parental request, allergy information about children of members may be posted in the child's classroom.

***No food except for the church-supplied an allergen free cereal and water will be permitted to be eaten anywhere in the classrooms.***

If a parent desires to feed their child anything other than the provided snack at any time during the services, we ask that they administer the food personally to their individual child in designated locations such as the Nursing Moms Room or the 2<sup>nd</sup> floor kitchenette.

#### Serving Snacks

Volunteers should always check each child's label for allergy information before serving a snack. If instructions are not clear, no food should be given to the child without clarification from the parent/guardian. The volunteer may send to clarify with the child's parent or guardian.

Normally no snacks will be offered to the children in Sunday School classes for grades K and above.

Snacks of various kinds WILL regularly be offered as part of Praise Factory and the Sunday evening children's classes. Parents should verbally notify teachers upon check-in about the nature of any allergy or food limitations.

## **Security and Emergency Response**

#### ***Emergency Situations***

In emergency situations, if appropriate, 911 will be called to secure help and/or the display monitors will be used to summon staff and volunteers to the children's ministry floors to assist with the emergency.

#### ***Accidents, First Aid and Medical Emergencies***

All classrooms are equipped with basic first aid kits. In the event of life-threatening injury or illness, emergency medical services will be called and parents should be located and informed immediately. Volunteers should complete an Accident Report Form for all injuries, whether major or minor prior to leaving the premises on the day of the accident.

In the case of a medical emergency, a deacon, team leader or staff will post "888" on the digital display monitors to summon medical volunteers to the children's ministry floors. Depending the severity of the situation, someone may also call 911.

#### ***Evacuation Procedures***

A team of key responders has been recruited by the Children's Ministry Administrator. The team practices evacuation procedures at least once a year.

In the event of a fire, a deacon/deaconess, staff, or volunteer should call 911 and also assist all children in immediately evacuating the building. Deacon/deaconess, team leader or staff will also summon the key responders to the children's floors using "999" on the digital display monitors to assist staff, deacons, volunteers and teachers with evacuation. Staff and key responders will help keep parents away from the children's floors. Parents should not report to the children's floors because they risk creating chaos and blocking the exit stairwells for children. Instead, parents will meet their children in the designated areas outside of the church building. Evacuation information is located on all of the floors. Volunteers and parents should familiarize themselves with this information.

### ***A Live Threat***

A live threat includes a shooting or some other type of security hazard.

#### **Step 1: Volunteers and Staff Evacuate Children**

- As soon as staff, deacon/deaconess or a volunteer is confronted with a real threat, they respond immediately.
- If it is safe to do so, the first course of action should be to evacuate the building. Refer to the evacuation procedures above.

#### **Step 2: Volunteers and Staff Communicate the Danger**

- When it is safe to do so, whoever sees or hears the live threat should notify the deacon/deaconess, team leader, or staff about the problem. Staff, the team leader or deacon/deaconess will then notify the remaining volunteers about the live threat.
- Staff, deacon/deaconess should post "555" on the digital display monitor.
- Staff, deacon/deaconess or volunteer should call 911. Give the following information:
  - Location and the nature of the threat.
  - If shots have been fired tell police we have an "active shooter." DC Police are trained specifically to respond to an active shooter.

#### **Step 3: Hide.**

- If running or evacuation is not a safe option, hide in as safe a place as possible.
- Close the door, including the top portion of each door and pull the latch down.
- Barricade the doors with heavy furniture.
- Close and lock windows and close blinds.
- Turn off the lights.
- Silence all electronic devices.
- Maintain silence.
- Have children lie or sit on the floor away from the door. If possible, stay out of sight of any interior windows.

#### **Step 4: Staff or Volunteers fight the Live Threat**

- If neither running or hiding is a safe option, as a last resort, when confronted by a shooter or some other danger, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as a fire extinguisher or chairs.
- Under no circumstances will a child be allowed to confront the potential danger.

After the area has been made safe and secure by police, the Children’s Ministry Administrator, the pastor who oversees children, or staff will communicate an “all clear” sign to anyone who is in lock-down mode.

### ***Missing Child or Kidnapping***

In the case of a missing child, the staff will first do a thorough check of the children’s ministry floors to make sure the child is not in another part of the building. If the child is not found after a thorough check of the children’s ministry floors then post “777” on the digital monitors to summon the key responders, each of whom will then block their assigned door until otherwise notified by staff or the pastor who oversees children. Hall monitors and other volunteers will continue to search for the child until they are found. If the child is not found, the staff or elders will call police to secure further help.

In the case of a kidnapping, staff, deacon/deaconess or the team leader should call 911 to secure help from the police and post “777” on the digital monitors to summon the key responders, each of whom will then block their assigned door until otherwise notified by staff or an elder.

### ***Parent involvement in Emergency Procedures***

The pastor who oversees children and/or the Children’s Ministry Administrator will decide how and when to notify parents about security or emergency situations. Involving parents too early might cause unnecessary fears or panic. If an emergency does happen, parents will need guidance, pastoral care and counseling, so we rely on an elder or staff to walk with parents through difficult situations.

### **Use of Technology While Serving in Children’s Ministry**

Volunteers and helpers will only use technology that has been previously approved by the Children’s Ministry Administrator or the Pastor overseeing children’s ministry. Out of respect for parents and their personal decisions related to technology, volunteers and helpers will refrain from any use of unauthorized technology in the classroom.

Volunteers are prohibited from photographing children while serving in children’s ministry. This is for the protection of children and privacy of families.

## **Healthy Child Policy**

### **Communicable Disease Policy**

In order to prevent the spread of communicable diseases among the children, several guidelines are in place concerning disease.

1. Children with infectious diseases should be kept home until they are no longer contagious. If a child is exhibiting symptoms of illness such as fever, diarrhea, open skin lesions or blisters (as in chicken pox), or persistent nasal discharge, the parent should keep the child home.
2. Volunteers will use disposable latex gloves and proper hygiene procedures to change diapers, wipe noses, and handle blood spills.
3. Hand washing or use of anti-bacterial hand sanitizer must be a regular habit for both children and Volunteers.
4. Toys and equipment should be washed and disinfected regularly.
5. CHBC is dedicated to preventing the spread of disease among the children. Team Leaders and the Deacon/Deaconess have the right to refuse a child on the basis of questionable symptoms. To prevent this, parents are asked to comply with the *Healthy Child Policy* guidelines.

A child should not participate in a class if and when any of the following exist:

- Fever, vomiting or diarrhea (Note: Children should be free of a fever, vomiting or diarrhea for 24 hours before coming to children's ministry.)
- Any symptom of scarlet fever, German measles, mumps, chicken pox, or whooping cough
- Common cold – from onset of symptoms and one week thereafter
- Sore throat
- Croup
- Lice
- Any unexplained rash
- Any skin infection such as boils, ringworm, impetigo
- Pink eye or other eye infection
- Thick green, yellow or constant nasal discharge
- Any other communicable disease

Children who appear ill during a class will be kept at the nursery sign-in desk with a volunteer while the Hall Monitor locates the parents.

Please inform the Children's Ministry Administrator if your child appears to have contracted an illness while attending a CHBC event so that other parents may be notified if necessary. If a child contracts an illness and has been in contact with other children while at CHBC, it is the responsibility of parents to notify the Children Ministry Administrator.

Neither volunteers nor church staff may give any medication to any child.

Parents of children with special needs are encouraged to contact the Children's Ministry Administrator *before* signing the child into class. This allows the staff to assess the needs of the child and assist parents in transitioning their child into a classroom setting.

## **Universal Precautions**

Universal precautions are very effective for protecting both the children and volunteers from illness. These methods are employed such that all human bodily fluids are treated as if they carried infectious diseases. Universal precautions are applicable in any setting and should always be used.

Important Points of Universal Precautions:

- Wash hands before and after any contact with bodily fluids, including wiping noses, changing diapers, cleaning vomit, and treating a blood spill.
- Always wear disposable gloves when dealing with any bodily fluids.
- Treat all soiled linen (i.e. sheets, clothing) as potential infectious agents.
- In rooms with children ages 23 months and below, remove toys that children have mouthed from the general play area. Set them in the container by the sink and wash.
- At the end of the session, disinfect the room with Lysol disinfectant spray.

## **Neglect & Abuse Prevention, Reporting & Response**

### **Definitions**

What is child neglect and abuse? It is important to define our terms.

*Child neglect* is failure, whether intentional or not, of the person responsible for the child's care to provide for the child's basic needs such as adequate feed, clothing, medical and dental care, supervision, and/or proper education, or the failure to protect the child from harm.

*Child abuse* is any recent act or failure to act resulting in imminent risk or serious harm, death, serious physical or emotional harm, sexual harm or exploitation of a child by a parent or a caretaker who is responsible for the child's welfare.

*Sexual abuse perpetrated by an adult* is any contact or activity of a sexual nature that occurs between a child and an adult. This includes activity which is meant to arouse or gratify the sexual desires of the adult or child. Sexual behavior between a child and an adult is always considered to be forced whether or not the child consents to it.

*Sexual abuse perpetrated by a child* is any contact or activity of a sexual nature that occurs between children, with or without the consent of either child, when one child has power or perceived authority over the other child. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children.

*Sexual exploitation* includes forcing a child or soliciting a child for the purposes of prostitution; and using a child to videotape or photograph pornography.

*Child sexual abuse* is any form of sexual contact with a minor, non-touching offenses, or sexual exploitation of a minor. This is criminal behavior that involves children in sexual behaviors for which they cannot be personally, socially, and developmentally ready.

*Child spiritual abuse* the use of spiritual authority (the Bible or church authority) to emotionally, physically, and/or sexually abuse a child.

## **Prevention**

CHBC takes protection against and reporting of neglect and abuse very seriously. In an effort to prevent abuse and neglect, we:

- Educate and equip staff, deacons and volunteers about neglect and abuse
- Adhere to the procedures and guidelines as set out in this policy manual. Many of the policies are written to protect children, including the two adult rule, visibility guidelines, and diaper and bathroom policy.
- Train and screen volunteers prior to contact with any children. Screening includes filling out an application, getting feedback from references and requiring a criminal background check.
- Require all full-time staff to submit to a criminal background check within a month of joining staff.
- Repeat screening procedures and criminal background checks for full-time staff and volunteers every five years.
- Require volunteers and staff to be members for at least six months prior to serving in children's ministry.

Any instance of suspected or observed abuse or neglect should be handled with the following guidelines.

### ***Child Protection Committee***

The Child Protection Committee (CPC) consists of the pastor overseeing children's ministry, the pastor of administration, the Children's Ministry Administrator, and any CHBC member who has been designated by the chairman of the elders. All members of the CPC stand ready to address all allegations of neglect and abuse in accordance with the CHBC church covenant and the laws of the District of Columbia and surrounding jurisdictions.

## **Reporting of Neglect & Abuse**

### ***Point of Contact for Reporting***

Anyone who suspects, witnesses, or has any reason to believe that a child has been or is likely to be neglected and/or harmed or threatened with abuse in any form should contact the Children's Ministry Administrator, the pastor who oversees children's ministry, or any elder at CHBC. This reporting includes questionable behavior (overly flirtatious behavior, shoulder massages or other intimate acts, etc.) and/or possible offenses (volunteers observing actual abuse or possible evidence of abuse, like abrasions, lacerations, etc.).

Any person who serves as the initial point of contact is required to report *all* allegations and/or eye-witness accounts to the entire Child Protection Committee.

### ***Guidelines for Mandatory and Permissive Reporters***

In reporting of neglect or abuse to the authorities, it is important to distinguish between permissive and mandatory reporters. A mandatory reporter may include social workers, teachers and other school personnel, physicians and other health care workers, mental health professionals, childcare providers, law enforcement officers, and domestic violence workers. Permissive reporters include anyone who is not a mandatory reporter, which will be the majority of CHBC's volunteers and staff.

The church has a moral and ethical obligation to report any neglect and abuse, so if the person suspects or witnessed or has knowledge of neglect or abuse, the person *must* talk to the point of contact for reporting—the Children's Ministry Administrator, or the pastor who oversees children's ministry, or any elder at CHBC.

If the person who suspects or witnessed or has knowledge of neglect or abuse is a mandatory reporter, he or she must follow the guidelines and laws set out for mandatory reporters. He or she must fulfill his/her obligations to the law, including reporting to Child Protective Services or the police. At no time will the mandatory reporter be prohibited or discouraged from reporting, even if their consultation with staff or leadership in the church results in a disagreement. If you are a mandatory reporter, it is important that you know whether you must report only in the context of your professional duties or whether the obligation to report also applies when you're away from your professional duties or functioning as a volunteer at our church.

If the person who suspects or witnessed or has knowledge of neglect or abuse is a permissive reporter, they should contact the Children's Ministry Administrator and/or the pastor who oversees children, or any CHBC elder. Because permissive reporters do not have professional training or experience in recognizing abuse, and because many of CHBC's volunteers are single adults with very little or no experience with children, they are **asked** to report first to the Children's Ministry Administrator, the pastor who oversees children, and/or any CHBC elder. If reporting to Child Protective Services or police is deemed as warranted by the Child Protection Committee and the elders of CHBC then this person who suspects or witnessed abuse *must* report. At all times, this person will be required to fulfill their obligations to the law. **The goal is to help volunteers who have no training or experience in recognizing abuse and little to no experience with children get guidance on what's best to do. At no time will the permissive reporter be prohibited from reporting, even if their consultation with staff or leadership in the church results in a disagreement.**

District and federal laws authorize civil or criminal penalties or civil liability for failing to report a reasonable suspicion of child abuse. In addition, obstructing or interfering with an investigation of child abuse can result in criminal charges.

The church will not tolerate any retaliation against a reporter who has a reasonable suspicion of neglect or abuse.

### ***More Guidelines on Reporting***

When available, the following information will be documented and reported when helpful:

- The name, age, gender and address of the victim(s).
- The name, age, gender and address of the alleged perpetrator/offender(s).

- The nature, frequency, date(s) and location(s) of the abuse alleged to have occurred.
- The relationship between the victim and the alleged perpetrator/offender.
- Other evidence that supports the allegations (eyewitness, medical exams, confessions, etc.)

What should a volunteer, staff, deacon or elder do when they suspect, hear about or observe what appears to be a sign or symptom of neglect or abuse? Talk immediately with the Children's Ministry Administrator and/or the pastor who oversees children. The volunteer, staff, deacon or elder should document this information on the *Child Abuse Reporting* form, which is available in every classroom. After the Children's Ministry Administrator or the pastor who oversees children serve as an initial point of contact, they are required to report *all* allegations and/or eyewitness accounts to the entire Child Protection Committee.

What should the Children's Ministry Administrator or the pastor who oversees children say or do with the child who is allegedly neglected or abused? Talk with the child and find out how the injury happened, though be careful of the level of detail you pursue. Asking for too much detail might be harmful for a child as it causes them to relive the abusive experience. If the child is describing what might be abuse, the objective is to obtain very general information that may help substantiate or alleviate the suspicion. Ask the child open-ended questions and get them to relay the event in their own words. Be careful to not suggest answers to the child and be sensitive to the fact that the child will be scared to tell the story, sometimes out of fear that it will upset adults or will not be believed. Write out a report that should include signs or symptoms observed, notations about bruises or injuries that are visible, a summary of the conversation with the child, and a description of any emotions expressed by the child. Do not ask the child to undress in order to show bruises or injuries that are not visible. Include all of this information on the *Child Abuse Reporting* form, which is available in every classroom.

What should volunteers or staff report when they hear of a story of abuse? Note *what* the child said happened, *who* the child was with when it happened, *where* it happened, and *when* it happened. All of this should be documented.

What should a volunteer or staff do when they observe an incident that may be abusive? Immediately intervene to protect the child; follow-up immediately with Children's Ministry Administrator or the pastor who oversees children; write out a report about the incident; and act in accordance with all reporting laws. The volunteer or staff should keep an on-going log of the suspected person's behavior and anything else that is relevant concerning the person or the child or their relationship.

### ***How Can We Learn About the Different Laws, Regulations, and Guidelines in Maryland, DC or Virginia?***

Laws, regulations, and guidelines for reporting child neglect and abuse differ from state to state. For general information on guidelines for mandatory or permissive reporters in Maryland, DC or Virginia, ask the Children's Ministry Administrator for the summary page entitled *Child Abuse & Neglect Reporting Guidelines in MD, DC & VA*. For specific questions regarding your legal obligation under one or more of these laws, please consult with an attorney.

## **Response to Neglect & Abuse**

CHBC will ensure that a caring response is always provided to any suspicion or witnessing of neglect or abuse. Every allegation of neglect or abuse will be taken seriously. Proper guidelines for handling such complaints will be followed diligently and exhaustively. The victim(s) and victim's family will be cared for by the church in whatever way is available. Situations will be handled forthrightly with due respect for all parties' privacy and confidentiality.

### ***Who Should be Notified?***

The church will seek professional assistance when deemed appropriate by the Child Protection Committee and the elder board of CHBC. Notification will be limited to those who need to know about the allegation and to those who can provide assistance in responding to neglect or abuse. The church may:

- Report suspicions or firsthand accounts or any knowledge of abuse to civil authorities. Full cooperation must be given to civil authorities.
- Notify church disciplers, counselors or medical personnel in order to obtain ongoing care for the victim(s) and victim's families.
- Notify an insurance agent, denominational leaders, or any other outside officials.
- Notify and consult with a church attorney.

### ***How Will CHBC Respond to Allegations, Admission or Criminal Conviction?***

Allegations of neglect or abuse, admission of child abuse by staff, elder, deacon, volunteer, helper, or any member of CHBC, or criminal conviction of abuse should:

- be reported to CHBC's elder board. This disclosure of abuse is to be done regardless of the source of the information and should be conveyed to the elders board within 48 hours of the allegation being made or the admission of child abuse or criminal conviction.
- immediately result in removal of the alleged perpetrator or criminal offender from any activity or program involving children;
- result in immediate ineligibility of the alleged perpetrator or criminal offender from being granted approval to participate in any activity or program involving children.

The Child Protection Committee and the elders of CHBC will decide on other appropriate responses to allegations, self-admission of guilt, or criminal conviction, some of which may include:

- Contacting police or CPS.
- Notification of staff, deacons and any volunteers.
- Reporting allegations, self-admission or criminal conviction to the congregation during CHBC's public services or members' meeting.
- Barring from any activities or church programs with children or the children's ministry floors at the church building.
- The Child Protection Committee will designate CHBC members or staff who will accompany the alleged perpetrator or criminal offender at all times while he or she is on CHBC's property or anywhere in CHBC's buildings. The alleged perpetrator will be notified of this requirement immediately after allegations are made known to staff or elders.
- Disciplining (removal from membership) of the alleged perpetrator or criminal offender in a public members' meeting by the congregation.

- Barring the alleged perpetrator or criminal offender from any and all church property.
- Suspension or termination of a paid staff member or volunteer position.
- Acknowledging to another organization about allegations against or termination of staff, an elder, deacon, volunteer, helper, or any member of CHBC for misconduct or abuse against children.

If staff, CHBC elders, or a member of the Child Protection Committee learns from CPS or police that allegations of neglect or abuse are being investigated or criminal charges have been filed, the CHBC elders should:

- Be careful to not interfere with the investigation by police or CPS;
- Prevent contact between the accused and the accuser if appropriate;
- Remove the accused from activities or programs involving children, pending the outcome of the investigation.
- Appoint a member of the Child Protection Committee or the elder board to be a liaison with CPS and the police.

If an adult alleges an incident of neglect or abuse that happened when he was a child in a CHBC program, then:

- Members of the Child Protection Committee should hire a trained mental health professional (preferably who is not associated with the church) who can provide the Child Protection Committee with an assessment. The victim will have to provide consent for such an interview and to have the assessment released to the Child Protection Committee in confidence.
- If the accused is no longer a part of CHBC then the Child Protection Committee should consult with the elders and legal counsel to determine legal and moral need to report to police or CPS and any other organization that the accused may be a part of since his departure from CHBC.
- Even if government officials are no longer bound to investigate due to a statute of limitations, CHBC should respond to *all* allegations with the care and diligence traced out in this policy manual.

### ***Confidentiality***

The church, as well as permissive or mandatory reporters, will maintain confidentiality to the extent that it deems appropriate for the care of its members and consistent with applicable law. Allegations and suspicion should be reported only to the persons specified in this policy manual.

### ***Response to Media***

If appropriate, the CHBC elders will respond to the media. Normally, one elder or member will be designated by the elder board to speak to the media on behalf of the church. A written statement should be distributed at the time of media disclosure. Great care should be taken to disclose only facts and not suspicion. Disclosed facts might include the nature of the abuse allegation and when the alleged abuse happened. Great care should be taken to protect the identity of all parties involved (the alleged abuser and victim). Alerting the media lets the alleged victim know that allegations will be taken seriously and gives other vulnerable members of the community a chance to be protected.

## **Response to Child Pornography**

If an elder, staff member, deacon, volunteer, helper or any member of CHBC is suspected of or admits viewing, producing or distributing child pornography:

- He or she will be immediately removed from all children's ministry related activities or programs;
- Allegations or self-admission will be immediately reported to the pastor who oversees children's ministry, the children's ministry administrator, or any elder of CHBC;
- Appropriate response steps will be outlined and implemented by the Child Protection Committee and the Elders at CHBC.

## **Sexual Offenders in the Church**

### ***When An Alleged or Convicted Offender Attends CHBC or a CHBC Related Activity***

If CHBC's elders or children's ministry staff learn *in advance* that an alleged or convicted sexual offender is wanting to attend a CHBC service:

- The Child Protection Committee must decide whether to admit him or her to church services or CHBC related activities. Admission of the offender will be based on factors such as extent of prior convictions, and his or her willingness to follow guidelines set out by this policy. This is not a comprehensive list of admission criteria.
- A member of the Child Protection Committee (or a designated member of CHBC) will contact the offender letting him or her know that he or she must be accompanied at all time while on CHBC's property or anywhere in CHBC's buildings.

If an alleged or convicted sexual offender participates in any CHBC related activity or public service that has the possibility of children being present:

- The pastor overseeing children's ministry, children's ministry staff, children's ministry deacons, the nursery team leader serving on that day, and hall monitors should be notified.
- The Child Protection Committee will designate CHBC members or staff, who will accompany the alleged perpetrator or criminal offender at all times while he or she is on CHBC's property or anywhere in CHBC's buildings.
- He or she will not be allowed beyond the basement and first floor of the church. He or she must stay away from the second, third, and fourth floors, where the nursery and children's classes meet.
- The Child Protection Committee will work with members to come up with guidelines for CHBC related activities that are not on church property, but elsewhere.

### ***When An Alleged or Convicted Offender Attends Regularly***

If he/she chooses to attend regularly:

- The elders will be notified.
- The congregation will be notified in a public service of the church, most likely the members' meeting. CHBC reserves the right to forbid someone from coming to the

church for worship services, programs or activities. When participating in church activities outside of the church building, the same guidelines apply.

- The sexual offender should provide a member of the Child Protection Committee with the name of his/her probation officer. Someone from the Child Protection Committee will contact the probation officer and find out 1) more about the underlying offense – offenders tend to minimize their offenses, and 2) the specific terms of the probation in order to make sure the offender stays in compliance while at the church.

### ***When A Sexual Offender Seeks Membership at CHBC***

If the offender seeks membership at CHBC, the elders retain a right to refuse membership. If the elders offer membership to an offender, it will be conditional on his or her agreement to:

- Verify the history of offenses, convictions, and adjudication of sexual offenses and disclose them to the CHBC elders and the members of the Child Protection Committee.
- A member of the Child Protection Committee contacting his/her probation officer to find out the underlying offense and the specific terms of probation.
- The Children’s Ministry Administrator doing a thorough criminal background check. If the information provided by the offender differs from the information given by the probation officer or gathered by the Children’s Ministry Administrator that will be grounds for denying membership.
- Disclosure of information to parents and the congregation. The information released to the church is at the discretion of the elders. A letter detailing this information will be sent directly to all member parents.
- Refrain from any form of communication (including phone, IM, texting, email, social media or any type of technology), social fellowship, physical contact, mentoring, baby-sitting, or coaching with children or youth or participate in any activities or programs related to children or youth both inside and outside of the church.
- The Child Protection Committee will designate CHBC members or staff, who will accompany the alleged perpetrator or criminal offender at all times while he or she is on CHBC’s property or anywhere in CHBC’s buildings or in attendance at any church related services, activities or gatherings that has the possibility of children being present.
- Any restrictions that elders determine.
- Permission to notify the leadership, congregation, and parents of anything that the elders deem significant for these groups to know.
- A warning that the church will report any suspected activity to civil authorities.
- A warning that any violation of the code of conduct (including allegations or suspicion of abusive behavior) can result in discipline and banning from the church facilities or any church related programs and activities.
- Sign a written document that details all of these items, plus anything else that the elders or the Child Protection Committee deems important to include.

### ***Other Guidelines About Sexual Offenders***

If a convicted sexual offender applies for a volunteer or staff position, he or she will be denied by the church. Exceptions may only be made upon the approval of the elders, full-disclosure to the congregation and a congregational vote.

If a sexual offender does not disclose a former allegation, conviction or adjudication, and it is revealed later, the offender will be removed from any paid or volunteer position immediately and may be removed from membership as well.

If a sexual offender is a minor, the church reserves the right to bar that minor from any children or youth activities, and will follow the guidelines set out above for any sexual offender who seeks participation in church-related public services, programs or activities.

If a sexual offender leaves CHBC (as a member or regular attender) and begins attending another church, the elders will disclose allegations or self-admission or criminal conviction of neglect or abuse to the leadership at the next church.

## **APPENDIX 1:**

### **Inappropriate and Appropriate Touch**

#### **Inappropriate Touching**

- Shoving, hair pulling, shaking, slapping, pinching, biting, kicking, hitting, or spanking a child for any reasons.
- Squeezing of arm, neck, face, or any parts of the body.
- Tickling children over 5 years old. It is over stimulating and is considered by some professionals to be a deceptive device that could lead to inappropriate touching.
- Children sitting on laps of adults is inappropriate for ages 6 and older.
- Holding or restraining children on the lap. However, holding a child 5 years and younger is appropriate for short time spans when comfort is needed by the child or the child's behavior is out-of-control or endangering other children.
- Touching a child in the genital areas except for younger and developmentally delayed children requiring a diaper change, bathing/washing and assistance with toileting procedures. Otherwise, touch in the genital area is only permitted by medical personnel in case of injury or suspected injury.
- Kissing a child on the lips, neck, or anywhere else. A child should never be allowed to kiss a staff member, volunteer, deacon or another child on the lips, neck, or anywhere else. Children are also not allowed to kiss one another. (Note: A kiss is appropriate on the cheek when it is included in a greeting).
- Slapping a child on the behind, even when playing.
- Fondling children, even in non-private areas.
- Carrying a child on the back unless the child is unable to walk.

#### **Appropriate Touching**

- A comforting pat on the shoulder and back, or allowing an emotionally distressed child to lean their head on your shoulder is appropriate.
- Back rub to help comfort, or put an irritable child to sleep is appropriate.
- High-Fives, handshakes, or the touching of two fists are appropriate and recommended touch, especially when interacting with older children.
- Holding hands is permitted with children 10 years and under when initiated by the child, or when helping a child to walk, climb stairs, etc.
- Holding a child firmly with your hands to restrain him/her is appropriate when it is used to prevent a child from an accident, injury, hurting self, others, or you.

## **APPENDIX 2:** **Child Abuse Reporting Form**

*Instructions: If a volunteer, staff, deacon or elder suspect, hear about or observe signs or symptoms of abuse, please: (1) Talk immediately with the Children's Ministry Administrator or the Pastor who oversees children; and (2) document any relevant information on this form.*

*This report should include signs or symptoms observed, notations about bruises or injuries that are visible, a summary of what the child said, and a description of any emotions expressed by the child. Do not go back and interview the child. Fill this form out based on whatever information has already been obtained.*

Today's Date: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of Volunteer: \_\_\_\_\_

Check all that apply:

- Team Leader Notified
- Deacon(ess) Notified
- CMA Notified
- CM Elder Notified

Signs or Symptoms of Abuse Observed:

Bruises or Injuries that are Visible:

Emotions expressed by the Child:

Summary of the Conversation with the Child:

Anything Else that is Relevant:

## **APPENDIX 3:**

### **Child Abuse & Neglect Reporting Guidelines in DC, MD &VA**

*U.S. Department of Health and Human Services Administration for Children and Families Administration on Children, Youth and Families Children's Bureau*

*[http://www.childwelfare.gov/systemwide/laws\\_policies/statutes/manda.cfm](http://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm)*

#### **Introduction**

The laws and regulations of the District of Columbia, Maryland, and Virginia differ on their requirements and definitions of persons required and/or permitted to report child abuse and neglect. Therefore, the following guidelines are only intended to serve general educational purposes, and is not intended as a substitute for competent legal advice from an attorney familiar with the laws and regulations regarding child abuse and neglect in the District, Maryland, and Virginia. Each individual CHBC employee and volunteer is responsible for fulfilling his or her personal obligation to comply with the laws and regulations applicable to him or her with respect to reporting child abuse and neglect, and may need to consult with a legal professional in order to understand and comply with applicable laws and regulations. However, in determining any legal obligations that CHBC may have with respect to reporting child abuse or neglect, it may need the assistance of a staff person or volunteer to determine relevant facts and circumstances.

#### **District of Columbia**

##### **Professionals Required to Report**

###### **Ann. Code § 4-1321.02**

Persons required to report include:

- Child and Family Services Agency employees, agents, and contractors
- Physicians, psychologists, medical examiners, dentists, chiropractors, registered nurses, licensed practical nurses, or persons involved in the care and treatment of patients
- Law enforcement officers or humane officer of any agency charged with the enforcement of animal cruelty laws
- School officials, teachers, or athletic coaches
- Department of Parks and Recreation employees, public housing resident managers, social service workers, or daycare workers
- Domestic violence counselors or mental health professionals

##### **Reporting by Other Persons**

###### **Ann. Code § 4-1321.02**

Any other person who knows or has reason to suspect that a child is being abused or neglected may report.

##### **Standards for Making a Report**

###### **Ann. Code § 4-1321.02**

A report is required when:

- A mandated reporter knows or has reasonable cause to suspect that a child known to him or her in his or her professional or official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child.

- A health professional, law enforcement officer, or humane officer, except an undercover officer whose identity or investigation might be jeopardized, has reasonable cause to believe that a child is abused as a result of inadequate care, control, or subsistence in the home environment due to exposure to drug-related activity.
- A mandated reporter knows or has reasonable cause to suspect that a child known to him or her in his or her professional or official capacity has been, or is in immediate danger of being, the victim of sexual abuse or attempted sexual abuse; the child was assisted, supported, caused, encouraged, commanded, enabled, induced, facilitated, or permitted to become a prostitute; the child has an injury caused by a bullet; or the child has an injury caused by a knife or other sharp object that was caused by other than accidental means.

### **Privileged Communications**

#### **Ann. Code §§ 4-1321.02(b); 4-1321.05**

A mandated reporter is not required to report when employed by a lawyer who is providing representation in a criminal, civil, including family law, or delinquency matter, and the basis for the suspicion arises solely in the course of that representation.

Neither the husband-wife nor the physician-patient privilege is permitted.

### **Inclusion of Reporter's Name in Report**

#### **Ann. Code § 4-1321.03**

Mandated reporters are required to provide their names, occupations, and contact information.

### **Disclosure of Reporter Identity**

#### **Ann. Code § 4-1302.03**

The Child Protection Register staff shall not release any information that identifies the source of a report or the witnesses to the incident referred to in a report to the alleged perpetrator of the abuse, the child's parent or guardian, or a child-placing agency investigating a foster or adoptive placement, unless said staff first obtains permission from the source of the report or from the witnesses named in the report.

## **Maryland**

### **Professionals Required to Report**

#### **Fam. Law § 5-704**

Persons required to report include:

- Health practitioners
- Educators or human service workers
- Police officers

### **Reporting by Other Persons**

#### **Fam. Law § 5-705**

Any other person who has reason to believe that a child has been subjected to abuse or neglect must report.

### **Standards for Making a Report**

#### **Fam. Law §§ 5-704; 5-705**

A report is required when, acting in a professional capacity, the person has reason to believe that a child has been subjected to abuse or neglect.

### **Privileged Communications**

#### **Fam. Law § 5-705**

Only attorney-client and clergy-penitent privileges are permitted.

### **Inclusion of Reporter's Name in Report**

The reporter is not specifically required by statute to provide his or her name in the report.

### **Disclosure of Reporter Identity**

This issue is not addressed in the statutes reviewed.

## **Virginia**

### **Professionals Required to Report Ann. Code § 63.2-1509**

The following professionals are required to report:

- Persons licensed to practice medicine or any of the healing arts
- Hospital residents, interns, or nurses
- Social workers or probation officers
- Teachers or other persons employed in a public or private school, kindergarten, or nursery school
- Persons providing full-time or part-time child care for pay on a regular basis
- Mental health professionals
- Law enforcement officers, animal control officers, or mediators
- All professional staff persons, not previously enumerated, employed by a private or State-operated hospital, institution, or facility to which children have been committed or where children have been placed for care and treatment
- Persons associated with or employed by any private organization responsible for the care, custody, or control of children
- Court-appointed special advocates
- Persons, over age 18, who have received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect
- Any person employed by a local department who determines eligibility for public assistance
- Emergency medical services personnel

### **Reporting by Other Persons**

#### **Ann. Code § 63.2-1510**

Any person who suspects that a child is abused or neglected may report.

### **Standards for Making a Report**

#### **Ann. Code § 63.2-1509**

A report is required when, in his or her professional or official capacity, a reporter has reason to suspect that a child is abused or neglected. For purposes of this section, 'reason to suspect that a child is abused or neglected' shall include:

- A finding made by an attending physician within 7 days of a child's birth that the results of a blood or urine test conducted within 48 hours of the birth of the child indicate the presence of a controlled substance not prescribed for the mother by a physician

- A finding by an attending physician made within 48 hours of a child's birth that the child was born dependent on a controlled substance that was not prescribed by a physician for the mother and has demonstrated withdrawal symptoms
- A diagnosis by an attending physician made within 7 days of a child's birth that the child has an illness, disease, or condition that, to a reasonable degree of medical certainty, is attributable to in utero exposure to a controlled substance that was not prescribed by a physician for the mother or the child
- A diagnosis by an attending physician made within 7 days of a child's birth that the child has fetal alcohol syndrome attributable to in utero exposure to alcohol

### **Privileged Communications**

#### **Ann. Code §§ 63.2-1509; 63.2-1519**

The requirement to report shall not apply to any regular minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church as it relates to information required by the doctrine of the religious organization or denomination to be kept in a confidential manner.

The physician-patient or husband-wife privilege is not permitted.

#### **Inclusion of Reporter's Name in Report**

The reporter is not specifically required by statute to provide his or her name in the report.

#### **Disclosure of Reporter Identity**

##### **Ann. Code § 63.2-1514**

Any person who is the subject of an unfounded report who believes that the report was made in bad faith or with malicious intent may petition the court for the release of the records of the investigation or family assessment. If the court determines that there is a reasonable question of fact as to whether the report was made in bad faith or with malicious intent and that disclosure of the identity of the reporter would not be likely to endanger the life or safety of the reporter, it shall provide to the petitioner a copy of the records of the investigation or family assessment.