



3724 W. TRUMAN BLVD.  
JEFFERSON CITY, MISSOURI 65109

# **CHILD AND WORKER PROTECTION MANUAL**

**Revised 11/12/15**

**CHILD AND WORKER PROTECTION MANUAL**  
**CONCORD BAPTIST CHURCH**  
**3724 WEST TRUMAN BLVD.**  
**JEFFERSON CITY, MISSOURI**

Churches should be a safe place for all children and adults who attend any activity. Unfortunately, each year children are victimized by individuals whom they know and trust. The church is not immune to such abuse of children, either by its members or by those in leadership positions. Incidents of child abuse or neglect cut across racial, social, economic and religious boundaries. Although no organization or individual can assure complete protection, this *Child and Worker Protection Manual* reflects Concord Baptist Church's commitment to help to protect children from harm. This manual applies to all volunteer and compensated workers of Concord Baptist Church.

Your cooperation in this commitment not only reflects your concern about children's safety, but also your willingness to take steps toward eliminating child abuse in a church setting, and its detrimental effects.

In this manual the following definitions apply:

**Definitions**

1. **Child** – Any person 18 or younger.
2. **Adult** – Any person age 19 or older.
3. **Student** – A youth, a person in the 7<sup>th</sup> grade through age 18.
4. **Child Abuse and Neglect** - Physical or mental injury, sexual abuse, negligent treatment or maltreatment of a child by an adult or adolescent care giver responsible for the child's welfare.
5. **Physical Abuse** – Abuse which results in physical injury, including but not limited to bruises, burns, cuts, welts, fractures and internal injuries.
6. **Emotional Abuse** – Abuse which results in impaired psychological growth and development, including belittling, rejection, constant unequal treatment, verbal assaults, excessive demands on a child or youth's performance and isolation from normal social activities.
7. **Sexual Abuse** – Abuse which consists of sexual contact or interactions with a child, including physical contact (fondling, genital/oral stimulation, sexual intercourse) and non-physical contact (exhibitionism, child prostitution, pornography, voyeurism).
8. **Neglect** – Failure or inattention on the part of the care giver to provide for a child's basic needs such as food, clothing, shelter, cleanliness, medical care and supervision.
9. **Compensated Worker** – Hourly, salaried, part-time or full-time employee who works with children at any church-sponsored activity. Compensated workers must be at least sixteen-years-old.
10. **Volunteer Worker** – Any non-compensated individual who works with children at any church-sponsored activity.
11. **Care Giver** – Any compensated or volunteer worker, eighth grade or older.
12. **Corporal Punishment** – Any punishment applied to the body including but not limited to slapping, spanking, pinching, pulling or squeezing.

### **3-Step Application Process**

In order to ensure the safe and secure environment for our children and students, Concord Baptist Church requires that all volunteers working with students complete a **3-STEP APPLICATION PROCESS** before ministry work or volunteer placement begins.

#### **STEP ONE: Screening Process**

Any adult working with children or youth are required to complete the Concord Baptist Church Screening Process, which requires a staff member or volunteer to:

- complete a Volunteer Application
- complete a staff review

#### **STEP TWO: Policies & Procedures**

All adult workers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

#### **STEP THREE: Criminal Background Check**

Concord Baptist Church requires that all any adult working or volunteering in children's or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

### **Screening for Volunteers and Compensated Workers**

The following procedures reflect Concord Baptist Church's commitment to provide protective care for all children and workers who participate in church-sponsored activities.

1. Volunteer workers must have been members of Concord Baptist Church for at least six months prior to the time they begin serving with children in church-sponsored activities. (Please Note: Most ministry-related positions of service require church membership, only a few do not.) There is an exception to the six-month guideline. If a volunteer worker:
  - a. has served in a ministry with children for at least six months in the church he or she attended prior to coming to Concord Baptist Church.
  - b. can provide a copy of his or her volunteer application form on file at the former church, and
  - c. can provide a reference from the staff person with whom they worked at that church, they may be considered for service prior to six months of regular attendance at Concord Baptist Church.
2. All volunteer and compensated workers must do the following before participating in any church sponsored child or student activities:
  - a. Complete a standard application. References will be checked.
  - b. Attend orientation/training activities appropriate to the level of the volunteer or compensated worker involvement.
  - c. Sign a written acknowledgement stating they have received and reviewed a copy of the *Child and Worker Protection Manual* of Concord Baptist Church.

3. Any person who has been convicted of a felony, a crime against a child or a violent crime against another adult, will not provide service in any church-sponsored activity or program for children or students.
4. All volunteer and compensated workers are subject to background checks for the purpose of obtaining information regarding criminal history or child abuse findings.
5. A nationwide screening will be conducted initially on all adult volunteers and compensated workers. For those who continue to volunteer in subsequent years, a nationwide screening will be done every three years. A screening will be done on individuals who return to volunteering after a three year or longer absence.
6. Applications and the results of any screening will be kept confidential by authorized church staff.

### **Appropriate Touch**

“Good touch” is important to each of us. Children do not grow and thrive without the good touch of others. Touch was important to Jesus as he healed people and comforted them. Our Christian tradition shares love with each other through hugs, placing an arm around another’s shoulder or squeezing a hand to express “you are loved.”

With good touch, children feel as if they have received, rather than as if something has been taken from them. Children should never be forced to kiss or hug if they do not wish to do so. Often children pull away from people outside of their own families who attempt to hug or kiss them. It is best to ask, “May I give you a hug?” before doing so. Children then are given permission to refuse the gesture if they feel uncomfortable.

It is imperative that the Christian community not lose the importance of good touch. We need to continue to express Christian love in appropriate ways with children. To a child who is upset, a warm hug or kind word can be most comforting. In the midst of our caution, we should not forget that good touch is just that – good!

### **Reporting Abuse**

In reporting possible occurrences of child abuse or neglect, it is Concord Baptist's Church's policy to comply with Missouri law. A report based upon reasonable suspicion does not require proof that abuse or neglect has actually occurred or that the reporter has witnessed a particular incident. Reporting is not a determination that child abuse or neglect has occurred; rather it is a request for assessment of the condition of the child.

Both staff and laity should follow these guidelines in a case of suspected abuse:

1. If possible, make certain the child's safety and comfort are secured and all parents are notified, as appropriate.
2. If possible, make certain the suspected abuser is safely away from the children.
3. Report the abuse immediately to the Ministry Director serving over the area in which the abuse occurred. If the Ministry Director is unable to be located, then the Executive Pastor should be notified of the abuse. If the specific Ministry Director and the Executive Pastor are unable to be contacted, then the abuse should be reported to another Ministry Director or Pastor.
4. The following are those who may be contacted:
  - a. Senior Pastor—Monte Shinkle
  - b. Executive Pastor—Peter Livingston
  - c. Director of Education—Jake Taggart
  - d. Director of Student Ministry —Jason Grubbs
  - e. Director of Children's/Family Ministry —Chris Thomson

5. Upon receiving a report of suspected abuse, the Ministry Director will report the allegation to the Executive Pastor. If the Ministry Director serving over the area in which the abuse occurred has not yet been notified, the Executive Pastor will then notify that Ministry Director.
6. Upon receiving a report of suspected abuse, the following steps will also be taken:
  - a. Per Missouri statute, the organization that the potential abuse should be reported to is the Children's Division's Child Abuse/Neglect Hotline. The Hotline is staffed 24 hours a day, 7 days a week. The Hotline number is 800-392-3738.
  - b. One of the Ministry Directors who has knowledge of the suspected abuse should make a confidential, written record of the date, time, and contents of the report. The records shall be kept by the Executive Pastor in a locked and safe area.
  - c. To stay in compliance with Missouri statutes, any suspected child abuse/neglect will be reported to the Children's Division's Child Abuse/Neglect Hotline. All Ministry Directors and Pastors with knowledge of the incident shall be present when the report is made to the Hotline.
  - d. The incident should not be discussed with any but the necessary individuals.
7. No statements should be made to the press under any circumstances. Any inquiries from the press should be directed to the Senior Pastor or Executive Pastor.

### **Response of Concord Baptist Church**

Concord Baptist Church's primary functions in responding to allegations of sexual misconduct are to:

1. Prevent any abuse or neglect.
2. Attempt to provide pastoral care to all who are affected.
3. Attempt to assure the safety and protection of all persons involved.
4. Seek healing by providing pastoral care and other needed assistance to all who are affected.
5. Respect the privacy and rights of the parties involved and the confidentiality of communications, to the extent possible.

If Concord Baptist Church receives an allegation of child abuse, the program staff will respond with the utmost concern to the victim, parent, or other party making such an allegation. The accused will be treated with dignity and support. Without clear and convincing evidence to the contrary, Concord Baptist Church personnel will assume that such complaints are made in good faith. Persons making such complaints should have no doubt that Concord Baptist Church takes them seriously and will take appropriate action.

### **Consequences of Violation**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in student and children's ministry activities. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at Concord Baptist Church. If the person is a staff member or employee, such conduct may also result in termination of employment from Concord Baptist Church.

It is mandatory to report any violation. Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at Concord Baptist Church.

## **Policy Implementation and Review**

The Director of Children's Ministry, the Director of Student Ministry and the Executive Pastor shall be responsible for overseeing the implementation, review and revisions of this Child and Worker Protection Manual.

**After reviewing this manual, please sign the following page and return to the church office.**

