

CHILD SAFETY PROGRAM

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Contents

Introduction

4

Overview

4

Child Safety Team

5

Objectives

5

Protection of the Children

5

Protection of the Volunteers

5

Protection of the Church

5

Ministry Support

6

Main Components

6

Screening

6

Policies and Procedures

6

Reporting

6

Application

7

Definitions

7

Volunteer Selection and Screening Process

9

Examples of Approved Adults:

9

Examples of Approved Secondary Adults:

9
Six-Month Rule

9
Application Forms

9
Interviews

9
References

10
Criminal Background Check

10
Sexual Offenders Registry

10
Auto Safety

10
First Aid Kit

10
Signatures on Policies

10
Confidentiality of Information

10
Delays in Receiving Information

10
Summary chart for requirements

10

Preschool and Elementary Ministries Guidelines

Two-Adult Rule

12

Ratios

12

Security

12

Behavior Management/Discipline

13

Physical Contact

13

Bathroom/Diapering Policies

14

Minor Injury or Accident

14

First Aid Kit

14

Student Ministries Guidelines

16

Team Leadership

16

Group Activities

16

Individual Counseling

16

Long-Term Counseling

17

Transportation To and From Meetings

17
Reporting Requirements

17
Youth Supervising Youth

17
Corporal Punishment

17
Open Door Policy

17
Dating or Sexual Involvement

18
Incidents of Abuse/Neglect: Identifying, Reporting and Responding to

19
Identifying Abuse

19
Legal Requirement

19
Reporter Immunity

20
Reporting Procedures

20
The Church's Response

22
General Guidelines

23
Forms

Confidential Report of Suspected Abuse

20

Child Safety Program Volunteer Application

23

Personal Interview Questions

..... 27

Reference Check Questions

..... 28

Incident/Accident Report

Form.....30

Auto Safety Certification

..... 29

Fusion Activity/Trip Permission

Form 31

Child Safety Program Semi-Annual Report

.....32

Child Safety Training Form

.....34

KidZone Registration

Form.....35

Introduction

Overview

The goal of the Child Safety Program is to provide an emotionally and physically safe and healthy environment in which children and youth can learn about God and in which they can begin to experience Christian community. Taking a proactive stand for child protection is an important way to meet the needs of both families and their children who are investigating matters of faith or who are committed Christians looking to the church as an important part of their family life.

The Bible and the current cultural/social conditions, in which we live, give support to implementing a child safety program. The following Bible verses tell us Jesus' heart for the safety, care and love children should receive.

Matthew 18:5-6

“And whoever welcomes a little child like this in my name welcomes me. But if anyone causes one of these little ones who believe to sin, it would be better for him

to have large millstone hung around his neck and to be drowned in the depths of the sea.”

Matthew 19:14

Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

While the topic of child abuse is uncomfortable, especially child sexual abuse, it is important to understand that child abuse is wide spread in our society. Children are at risk for being neglected and abused sexually, physically, and emotionally/mentally by the adults in their lives. Abuse occurs in every economic, social, racial, ethnic, and religious group and most of the time the abuser is someone the child and his/her family know and trusts. Churches are assumed to be a place of safety and trust; yet that trust has been violated in many churches throughout our society. We have a biblical and societal responsibility to do whatever we can to reduce the risk of any form of abuse or neglect of the children at CrossRoads Community Church. This Child Safety Program outlines policies and procedures that provides the best protection of children and reduces the risk of any form of abuse or neglect from occurring.

In addition, CrossRoads Community Church values the staff and volunteers who serve in our ministries and are committed to equipping them with the information, guidelines, resources and support they need for effective and safe ministry.

Child Safety Team

The overall responsibility for the Child Safety Program (CSP) rests with the Children's Minister (CM). If there is no CM, the Administrative Pastor (AP) will assume that responsibility. The CM or AP will assure the CSP is effected with the assistance of the ministry leaders from Kidzone, Kidtricity, and Fusion. The Child Safety Team will consist of the CM or AP and the ministry leaders from Kidzone, Kidtricity, and Fusion. The ministry leaders from Kidzone, Kidtricity, and Fusion will assure that:

- ❑ All adult volunteers both primary and secondary in their ministry areas are screened prior to working with children. This process entails submittal of a Volunteer Application, obtaining a criminal background check, a personal interview by the CM or AP, and, then formally approving the volunteer.
- ❑ All volunteers are trained about child abuse, the church CSP, and what to do in case child abuse is noticed or suspected. This training needs to be done prior to volunteer approval, and documented by signature and date by the volunteer and ministry leader.
- ❑ All documentation for volunteers and activities for children (i.e., permission slips) is maintained in the church office.
- ❑ Noticed or suspected abuse of children is promptly reported to the CM and/or AP.
- ❑ The confidentiality of information of volunteers and any noticed or suspected

child abuse is safeguarded and not discussed with anyone other than the CM and/or AP.

The CM or AP will give a report to the Trustees every 6 months on the status of the CSP. A form for reporting is located in Forms section of this document.

Objectives

As a church, we believe that the spiritual, emotional, and physical well-being of children is vital. This policy is intended to ensure that the treatment of the children in church activities is consistent with the teachings and example of our Lord Jesus Christ and with the Christian tradition of nurturing children. The Child Safety Program will provide protection in the following ways:

Protection of the Children:

The creation of a safe environment is of utmost importance. Children and parents need to know that when they come to CrossRoads Community Church, all children are well cared for. This policy will cover all children's ministries in which minors are serving or present. For children and youth to grow in Christ through their service, safe and nurturing adults need to be their mentors and examples.

Protection of the Volunteers:

By providing volunteers with the guidelines and procedures for working with minors, they are more informed and equipped to respond to the children and focus on ministry purposes. Completing the reference checks and criminal background checks provides necessary background information to determine a person's appropriateness for working with children. Finally, CRCC and the volunteers are in a better position to ward off false accusations.

Protection of the Church:

We want CrossRoads Community Church to continue its positive reputation with the community in which God has called us to share His grace and love. Should an incident occur that we could have prevented, our reputation and trust with the community we want to reach for Christ, would be compromised. As we follow the procedures in this policy, we minimize the risk of an occurrence of abuse and are prepared to respond to any concerns or possible false accusations. This will enable our current ministries to continue reaching the lost with order and safety.

Ministry Support:

The Child safety Program helps ministry leaders gain a level of trust in each volunteer, which permits them to focus on their purpose. The policies provide greater

objectivity for serving and relating to each other. Staff and volunteers are not in the position of deciding for themselves what works. Also, when a concern arises about the behavior or actions of a volunteer there is direction and support for addressing it.

Main Components

Screening:

Through the use of an application, reference checks, interview and criminal background check, volunteers will be screened for their appropriateness for working with and around children.

Policies and Procedures:

Through initial and on-going training all volunteers will learn what to do and what not to do while ministering with the children so that the risk for harm to children and the risk for false accusations or error in judgement is minimized.

Reporting:

Identification of abuse and required procedures for reporting a suspected or witnessed occurrence of abuse/neglect is required by law. This program provides the legal definitions of abuse (physical, emotional/mental and sexual) and neglect along with the legally required reporting procedures.

Application

The Child Safety Program applies to the following CrossRoads Community Church Ministries:

- All programs and ministries designed for children or youth.
- Community Groups are a sanctioned event for which CRCC does not provide child care.
- All programs and ministries in which youth serve as volunteers.

Definitions

Abuse of any kind can cause serious and long lasting emotional harm to an individual. The consequences of abuse for the individual, family, and community

can be devastating. Our goal in providing information about child abuse is to do everything we can to prevent it from occurring at CrossRoads Community Church. And, as required by law, provide staff and volunteers with a plan of action if abuse is suspected or observed in their interaction with children. For the purposes of this program the following legal definitions will be considered. In many respects, the policies in this program go beyond the law and provide the necessary supports to not only protect the children, but also to provide an environment for ministry. (Definitions are from the Annotated Code of Maryland Family Law Section 5-701. Definitions)

Child:

Any individual considered a minor, that is, under 18 years of age. A person who is incompetent is also considered a child under this policy irrespective of his/her age.

Incompetent:

Referring to a person who is not able to manage his/her affairs due to mental deficiency (lack of I.Q., deterioration, illness or psychosis) or sometimes physical disability.

Child Abuse includes the following:

- Physical injury not necessarily visible of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed.
- The failure to give proper care and attention to a child including leaving a child unattended where the child's health or welfare is harmed or a child is placed in substantial risk of harm.
- An act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not.
- Identifiable or substantial impairment of a child's mental or physiological ability to function.
- Finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect, or sexual abuse occurred.

Child Sexual Abuse or Exploitation:

The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in any sexually explicit conduct or any simulation of any sexually explicit conduct for the purpose of producing any visual depiction, including photographing, videotaping, computer, depicting or filming, of any sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure,

prostitution, statutory sexual assault, or other form of sexual exploitation of children.

Sexual Abuse:

Any interaction between a child and an adult when the child is being used for the sexual stimulation or gratification of the adult or a third person. Sexual abuse and harassment can include verbal sexual suggestions, innuendos, or jokes; leering or ogling; intrusive touching including pats, squeezes, hugs, pinches, kissing, brushing against someone's body; the use of pornography; sexual assault or attempted sexual assault.

Approved Adult:

Anyone over 18 years of age who has satisfied all the requirements of this Child Safety Policy including the application procedure. An Approved Adult can be a volunteer or an employee of CrossRoads Community Church.

Neglect: The leaving of a child unattended or other failure to give proper care and attention to a child by any parent or other person who has permanent or temporary care or custody or responsibility for supervision of the child under circumstances that indicate:

1. That the child's health or welfare is harmed or placed at substantial risk of harm; or
2. Mental injury to the child or a substantial risk of mental injury.

Mental Injury: The observable, identifiable and substantial impairment of a child's mental or psychological ability to function.

Social Media:

Forms of electronic communication, such as web sites for social networking and micro blogging, through which users create online communities to share information, ideas, personal messages, photographs, videos, and other content.

Volunteer Selection and Screening Process

In providing a safe and secure environment for the children, CrossRoads Community Church has decided the following volunteer screening procedures will be used to screen adult and youth volunteers serving in children's or youth ministry.

CrossRoads Community Church will not allow anyone convicted of child abuse or individuals with current drug or alcohol problems, to serve with children or youth. In order to screen volunteers according to their responsibilities, CrossRoads Community Church categorizes them into two categories: Approved Adult Volunteers and Approved Secondary Volunteers. These categories refer to a volunteer's level of responsibility, risk and accessibility to minors. Only Staff, Elders, and Child Safety Team Ministry members are authorized to screen volunteers.

Examples of Approved Adults:

Staff members, Elders, Children's Ministry leaders, teachers, children's small group leaders, youth leaders, and any others with access to children more often than once a month.

Examples of Approved Secondary Volunteers:

Volunteers who serve once a month or less often, support role volunteers, children's small group helpers, youth group parent hosts (see Student Ministry Guidelines)

Approved Adults: are 18 years of age or older and are competent to serve.

Youth Volunteer: Youth between the ages of 11 and 17 may serve as a secondary volunteer under the immediate supervision and mentoring of adults.

Application Forms:

All volunteers must complete and sign an application, giving permission to check references and background information. One completed application will cover all ministries. As volunteers move from one ministry to another, or between secondary and primary roles, the application will need to be reviewed and may need to be updated. New reference checks may be asked for if the original information is outdated or not applicable to another ministry.

Interviews:

Applicants for approved adult or secondary volunteer roles will be interviewed by a member of the Child Safety Team. Interviews may be conducted over the phone and be brief for secondary volunteers. A more extensive interview will need to be done for primary volunteer. The interview will be documented on the Personal Interview Form.

References:

Two references should be checked for each approved adult volunteer. Each reference must be an adult (over 18 years old), not related to the applicant, has seen the applicant around minors, and can make a reasonable assessment of the applicant's character. The reference checks will be done by phone or in person. The Reference Check Questions form will be completed by the person conducting the reference check(s). Additional references may be completed if necessary. At least one reference check will be completed for secondary volunteers.

Criminal Background Check:

A criminal background check will be completed for primary volunteers and is optional for secondary volunteers at the discretion of the leader of the program in which they will work and/or the Child Safety Team. CrossRoads Community Church will cover the entire cost for all volunteers and staff. The results will be returned to CRCC and will be kept confidential.

The application contains various questions regarding a person's background. The answers to these questions will be compared with the results of the criminal background check. Discrepancies will be discussed with the volunteer by a member of the Child Safety Team.

Teachers, Health Care workers, Child Care providers, etc. who have been investigated as a requirement for their profession and who can produce proof of clearance valid within three (3) years may be exempt from an additional background check.

Sexual Offenders Registry:

This registry provides a list of the known sexual offenders living in Harford County and is accessible to the public via the internet at www.harfordsheriff.org. From this site, the Maryland State registry may also be accessed. The CRCC office manager will regularly monitor the registry to ensure volunteers are not offenders. Names of registered offenders attending or visiting CrossRoads will be emailed to all ministry leaders and posted in children's areas and security measures will be initiated. Offenders will be made aware that they are forbidden to enter areas where minors are present. Offenders will be discreetly "shadowed" by a CrossRoads member. This guidance is also applicable to any person who is the subject of any pertinent court action.

Auto Safety:

Persons who drive any designated vehicles for conducting church business or transporting children/youth in any vehicle must complete an Auto Safety Certification form. Additional screening may be necessary at the discretion of the appropriate ministry leader. This clearance is not necessary for volunteers who will not be driving youth or CRCC vehicles.

First Aid Kit:

A general first aid kit shall be maintained and centrally located in the main children’s area, conspicuously labeled for quick access and use.

Signatures on Policies:

All approved adults and secondary volunteers must agree by signature and date that they understand the church’s CSP pertaining to their volunteer position and that they agree to abide by them. Staff members or volunteers who work in several ministry areas must sign the appropriate guidelines for each ministry area.

Child Safety Training:

All workers with children – paid staff, ministry leaders, and volunteers – must complete a church authorized training session/module on child safety. This must be accomplished before they work with children. Children ministry leaders are responsible to assure this is accomplished and documented via signature and date of the worker and ministry leader.

Confidentiality of Information:

The church will keep all information confidential. The application and other forms will be stored at the church office in a locked file cabinet with limited access given only to Child Safety Team members.

Delays in Receiving Information:

While the church is waiting for background information and references, volunteers may begin working in contact with children assuming they have completed the child safety training. During this time, only closely supervised work should be done by the volunteer.

Summary chart for requirements

	Approved Adult	Approved Secondary Adult
Application	Yes	Yes
Reference	2	1+
Confidential Interview	In-depth	Brief
Check Sexual Offenders Registry*	Yes	Yes
Auto Safety Form**	Yes	Yes
Child Safety Policy Training	Yes	Yes

*County and State Registries
**If operating any vehicle for church business

Preschool and Elementary Ministries Guidelines

The greatest priority of CrossRoads Community Church's children's programs is to share the Gospel of Jesus Christ with children. It is obvious that any abuse or endangerment of children directly contradicts this priority and our values. As ambassadors of Jesus Christ, we must strive to be worthy of a very high standard of trust. For this reason, every worker at CrossRoads Community Church must diligently avoid any conduct that appears wrong to a reasonable observer, even if no actual misconduct takes place. (1Thess. 5:22.) The following guidelines will help workers care for and interact appropriately with children while ministering to them.

Two-Adult Rule:

Two adults must be present in a classroom **at all times**. Open common areas may share adult supervision duties if no other guidelines are compromised. The Ministry Director must be advised of the need for another volunteer. Where possible, doors should be left open or a window should allow easy observation of the room. Consideration should be taken that open doors should not create a safety or security situation.

Ratios:

For infants (under 2) there should be 1 worker for 2 children. For 2 years old through five years old, there should be 2 workers for every 10 children. For elementary programs, the ratio should be 2 workers for every 20 children. These are recommended ratios and may be waived as necessary; however, the two-adult rule must be followed regardless of the number of children in the classroom.

Security:

Infants - 5 years old

- a. A registration form must be completed for all children by their parent/responsible adult.
- b. All children must have a name tag and a numbered tag; which is clipped onto them.
- c. The child's parent/responsible adult receives a matching numbered tag.
- d. The number is documented on the attendance sheet next to the child's name.
- e. Only an adult with the matching tag may receive the child.
- f. All workers should wear a name tag.
- g. Only authorized individuals are allowed in a classroom except for nursing

mothers or if a child needs an older sibling or parent for comfort. The Preschool Director must be advised of their presence. These individuals are not to be considered "volunteers" and should not be counted in the ratios or given any responsibilities for the other children

Elementary Age (1st grade- 5th grade)

- a. A registration form is to be completed for all children by their parent/ responsible adult.
- b. All children should be issued a name tag.
- c. A system for connecting each child safely with his/her guardian at any time must be followed.
- d. All authorized adults should wear a name tag.
- e. All children must be signed out by a parent or authorized person (12 years old and older).

Behavior Management/Discipline:

CrossRoads Community Church strictly forbids corporal punishment (anything that inflicts physical pain on a child such as spanking, slapping a hand, squeezing an arm etc,) as a form of discipline. Acceptable responses to misbehavior are outlined in the ministry guidelines for KidZone and KidTricity.

Physical Contact:

We live in an age where child abuse is a reality in our society. CrossRoads Community Church has the following guidelines regarding touching that will safeguard our children while promoting a positive, nurturing environment for ministering to them and their families.

1. Hugging, kissing and other forms of appropriate physical affection between volunteers and children are important for a child's development and are generally suitable in our church setting. Physical affection of any kind should never be forced on a child. A child's preference not to be touched should be respected.
1. Physical affection should be non-demanding and appropriate to the age of the child. For children five and under, it is appropriate to sit on volunteer's lap and give a hug or kiss on the cheek. For elementary age children, a gentle touch on the shoulder, back, hand or arm is appropriate.
1. Physical contact should be a response to the child's need for comfort, encouragement, or affection. It should not be based upon the adult's emotional need or used to express power or control over the child.
1. Touching and affection should only be given when in the presence of others. It is much less likely that touches will be inappropriate or misconstrued as such when two adult volunteers are present and the

touching is open to observation.

1. Volunteers must avoid even the appearance of wrongdoing. As ministry volunteers our behavior must foster trust at all times; it should be above reproach.
1. Volunteers are responsible to protect children under their supervision from inappropriate touching by others.
1. Volunteers must promptly discuss inappropriate touching or other questionable behavior of other workers with their ministry leader.

Bathroom/Diapering Policies:

All diapering should be done in the designated area in close proximity to other workers. Volunteers must wash their hands or clean their hands with sanitary wipes after changing diapers and dispose of diapers in bags and thrown in the garbage cans. For toddlers, the bathroom doors should remain open and two volunteers present to help if needed. For elementary age children, a helper must be in the hallway until the child is done and is escorted back to the classroom.

Injury or Accident:

If a child receives an injury, the parent(s) should be immediately notified. Any observations must also be shared with the director of the ministry and a CrossRoads Community Church Incident Form must be completed and given to the Director of the ministry as soon as possible, but no later than the end of the volunteer's shift. In the event of a serious injury (i.e., fall causing a head injury or possible bone break), emergency personal may have to be contacted. Blank incident forms should be maintained at each childcare station. Completed forms should be filed securely at the church office. All reports must remain confidential.

First Aid Kit:

A well-stocked first aid kit must be easily accessible and identifiable and located in a common area. 911 is the standard Emergency Number to be used and secondarily, Emergency and Poison control numbers must be readily available.

Training:

All Preschool and Kidtricity workers must read this Child Safety Policy and agree to follow all ministry specific guidelines.

Student Ministries Guidelines

These guidelines are designed to assist Student Ministry leaders and volunteers in knowing how to best protect the youth involved in Fusion (6th grade through 12th grade). However, the training for youth volunteers is not limited to these guidelines. The Student Ministry leaders and volunteers, through regular ongoing training and supervision, should understand the general principals of safety and continually develop their wisdom and discernment in ministering to the students at CrossRoads Community Church.

Team Leadership:

A minimum of two unrelated adults will supervise all activities. This policy has three purposes: it provides for more than one adult to help ensure appropriate levels of supervision, it protects adults from unfounded allegations, and it lessens the possibility of an adult becoming a "guru" who thrives on the dependency of youth as well as an adult having undue influence over an individual youth.

Alcohol use is strictly prohibited by volunteers and youth at any CRCC sponsored activities.

Group Activities :

1. At least two unrelated adults will supervise overnight activities. If the participants are male and female, then male and female chaperons must be present. Experienced volunteers need to be present with new volunteers. The ideal ratio is 1 adult for every 8 students.
2. Males and females attending events must not share the same sleeping quarters. Same gender leaders must supervise each group.
3. Modest sleeping attire must be worn for overnight activities.
4. The Fusion Activity/Trip Permission Form must be completed by each student's parent/guardian and kept in leaders' possession during the event.
5. Entertainment selections must be approved by the Youth Leader. No R rated movies are to be shown. (See the Youth Ministry Guidelines for further information)
6. The youth leader(s) assigned to the activity must review with the host home adults these policies and check for any potentially harmful activities: fireworks, access to pornographic material on T.V., videos or internet, access to fire arms, alcohol, or tobacco, etc.
7. When students are awake, an adult must remain awake.

Individual Counseling:

Team counseling is preferable whenever possible. When team counseling

sessions are not feasible, notify another adult of the location and with whom you are meeting. Counseling should be done in a public place where private conversations are possible but occur in full view of others. Female adults counsel female youths and male adults counsel male youths. A male/female team is appropriate for counseling either gender.

Long-Term Counseling:

Youth workers should not meet with youth more than three times to discuss the same issue. It is not the role of youth volunteers to provide long term counseling or formal therapy.

Informal Contact (Independent of Church Activities)

Informal contact refers to phone calls, letters, or face-to-face contact between an adult worker and an individual youth or small group of youth that is not connected to official church activities. All arrangements are between the youth, their parents and the adult or adults involved.

Social Media – Best Practices for Online Presence:

We live in a digital age, and many of the young people and their parents with whom we interact have a presence in online communities (Facebook, Twitter, Google Plus, Tumblr, etc.). We encourage our child safety team to also be present on these communities. However, it is equally important to remember that the pages and materials that we post to those pages may be viewed by our young people and need to be consistent with the ministry we do with them. Our pages should not have inappropriate postings, photographs, etc, on them. We also will occasionally come across content on social networking sites that the young people and/or volunteers in our programs post that might be considered inappropriate. If we do, and if in our judgement, it will jeopardize the relational ministry we do with that young person, it is our best practice to contact them about the appropriateness of the posting. It is also important to note information posted or sent online, our general practices on confidentiality apply. Our best practice for an adult presence on social media is to not friend request a young person, but upon accepting a friend request from a young person, they will abide by the guidelines stated above. Relationships with young people, whether hosted with social media or not, are precarious and therefore should be handled in the same appropriate manner.

Transportation for Meetings:

Parents/Guardians are responsible for providing or arranging for transportation to and from meetings or events. If a leader or someone other than a child's parent/guardian transports a child at the parent's request, this is considered an informal contact (not a part of church activities), and the guidelines for informal contact apply.

Transportation as a Part of Church Programs:

The church may from time to time provide transportation as an official part of church activities. The two-adult rule will be followed and all drivers will be approved to drive through the church's auto safety certification process and be an approved adult.

Permission Slips:

Children and youth must have permission to participate in overnight church activities or any activity that takes place away from normal church environment. That permission must be in writing, and signed by a parent or guardian. The permission slip must identify the activity in which the child or youth will be participating, and list approved adults who will serve as chaperons.

Reporting Requirements:

Youth workers must report if a youth discusses harming himself or others, committing a crime, or being abused. If a youth shares this kind of information it is a desperate cry for help and must be taken seriously. All guidelines for reporting suspected abuse should be followed. (Need more information for legal, but possibly harmful or rebellious behavior).

Youth Supervising Youth:

Youth may help adults lead youth activities only under the direct leadership of adults.

Corporal Punishment:

Corporal punishment (hitting or spanking) and other forms of punishment involving physical pain are forbidden forms of discipline. Youth volunteers must follow ministry guidelines for addressing misbehavior and use of discipline.

Open Door Policy:

All youth events are open door. This means that workers, parents, and church members have the right to observe any youth activity.

Dating or Sexual Involvement:

No adult youth worker is to date a youth or be romantically or sexually involved with a youth. **Any adult convicted of prior incidents of sexual misconduct may not be a youth worker or serve in any capacity with the youth ministry at CrossRoads Community Church. There are no exceptions to this**

guideline.

Volunteer Reporting Requirements: Volunteers and staff must report suspected or observed misconduct by other workers to the Youth Ministry Director immediately.

Consequences for not Following These Guidelines: Volunteers and staff who fail to follow these guidelines may be reassigned or relieved from youth program duty at the discretion of church leaders.

Incidents of Abuse/Neglect: Identifying, Reporting and Responding to

Identifying Abuse:

Any of the volunteers at CrossRoads Community Church could possibly observe the occurrence of abuse or may receive a report from a minor that they are being abused. Staff and volunteers need to know when to make a report and the reporting procedures to be followed. (See CRCC Incident/Accident Report)

While the signs of physical abuse are more readily apparent in unusual bruises or marks on the child's body, the symptoms of sexual abuse are usually subtler. Some signs of physical or sexual abuse are:

- Lacerations or bruises, difficulty urinating or discomfort when sitting.
 - Nervous, hostile or anxious behavior toward adults, self-consciousness, acting out sexual behavior.
 - Withdrawal from activities and friends.
 - Verbal signs may include statements like, "I don't like to be alone with (so and so).
 - A direct statement saying someone is abusing them.
 - Besides a direct self-disclosure of abuse, the above "signs" may also be signs for other problems or difficulties (i.e. divorce or death of a close relative) in a child's life instead of abuse. By asking open ended questions and showing concern, a child may confirm what is going on in their life.
- All concerns must be brought to the attention of the volunteer's Ministry Director or a member of the Child Safety Team.

Legal Requirement:

According to the Annotated Maryland Code Family Law section 5.704 and 5.705,

all persons, including health practitioners, educators, human services worker, and all other persons who have reason to believe that a minor has been subjected to abuse notwithstanding any other law (including laws on privileged communication), must report that information to the local police department. While any church representative who suspects child abuse or neglect must follow these reporting procedures. An individual may choose to file their own report with the local police department separate from the response of CrossRoads Community Church. *Maryland Code, Family Law Article, Section 5-704 and 5-705, states that it remains the responsibility of the individual who witnesses the abuse incident or has reason to believe that a minor has been subjected to abuse to report the incident to the local police department.*

Reporter Immunity:

Section 5-708 Immunity of Person Making Report from the Annotated Code of Maryland and section 5-620 of the Courts and Judicial Proceeding Articles, provides immunity from civil

liability or criminal penalty for individuals reporting suspected child abuse or neglect if it was reported in "good faith," or with sincere concern for the welfare of a child. The identity of the reporter is protected as well.

Suspicions of abuse may take several forms; however, these reporting procedures must be followed in all situations.

1. Witnessed by the reporter.
2. Suspicion based on the physical or behavioral symptoms exhibited by a child.
3. An accusation made by a child against a church worker occurring during a church activity/ministry.
4. An accusation made by a child against a person not associated with church.

Reporting Procedures:

Guidelines for making a report:

If abuse is observed, observations must be shared with the director of the ministry or a member of the Child Safety Team and the Incident Report Form must be completed.

1. If a minor makes an allegation of abuse or neglect against someone, take it seriously.
2. While making the report attempt to have a private conversation while remaining in view of other adults.
 4. If writing information down as it is received would be distracting, listen attentively and then write down what was heard as a soon as possible. Complete the Report of Suspected Abuse form.
1. Listen attentively to a minor's allegations, asking only clarifying questions. Repeat what was heard for accuracy.

2. Do not blame the victim. Do not dismiss the alleged behavior of the accused or make excuses for it.
3. Do not conduct your own investigation or come to your own conclusions prior to involving the ministry director.
4. Allegations should be handled with sensitivity for people's privacy and confidentiality. Do not discuss reports or suspicions with anyone other than the ministry leader, the member of the Child Safety Ministry or an elder.

Note: The Report of Suspected Abuse form requests all of the information that is required by law.

The Church's Response:

Once a report is made, the Ministry Director involved will immediately notify the Children's Minister or Administrative Pastor who will then notify the Senior Pastor. The volunteer who made the report must be available for questioning and must cooperate with any police investigation.

1. Church representatives are not to conduct their own investigation. Asking clarifying questions and confirming information is not the same as conducting an investigation.
 2. CrossRoads Community Church and its representatives are required by law to cooperate with any police investigation.
 3. A verbal report must be made immediately to the local police department or Child Advocacy Center by calling 410-838-6600, or 410-836-5449 after hours and on holidays.
 4. A written report must be given to the police department within 48 hours. The Report of Suspected Abuse form asks for all the legally required information.
 5. An elder or appointed person from the Child Safety Team will meet with the victim and family to determine how they can be supported.
 6. Any person who has been accused or is suspected of child abuse or neglect shall be removed from active service. Further action will be determined by the elders.
 7. The appropriate Ministry Director and the appointed Child Safety Team member or elder will inform and support all of those involved. They are to
 - a. Speak truthfully and with all possible candor and sensitivity.
 - b. Protect the rights and feelings of the victim and family and accused perpetrator.
 - c. Remind others of the confidentiality of those involved.
-
1. An appointed person will make any necessary statements to the church body
 2. An appointed person will make any necessary statements to the press; all others are to say, "I'm not in a position to comment; please call the church."

3. An elder will make a report to our insurance company.
4. All documents regarding the incident will remain in a confidential file. If the allegations are unfounded, all documents will be destroyed and a statement made that says, "the allegations with respect to the possible minor abuse made (date, time) were found to be without foundation and the records destroyed."

General Guidelines

We thank the Lord for providing C. Milton Wright High School for our Sunday morning worship service and CrossTraining classes. Although we rent the school, it is also open to others while we are using the building. This gives us the opportunity to minister to whoever may come to the school, yet poses a possible safety risk to our children. The school is very large and has many unsupervised areas. We advise that these guidelines be followed for the safety of everyone, but mostly for the children.

1. Volunteer security personnel are to be stationed on the first and second floors during the Worship Service.
1. During the CrossTraining hour and the Worship Service, all minors must be with their parents, in their age appropriate class or volunteering in the children's ministry. They are not to be unsupervised outside or in the hallways. This supervision should be done primary by parents but may be appropriately done by ushers, security, leadership members, and staff.
1. Before and after CrossTraining and the Worship Service, parents must supervise their children.
1. The elevator and stairs are not to be played on.
1. Children must walk and not climb on any of the school property (i.e. lockers, banisters, furnishings, etc.)
1. The third floor is off limits.
1. During the Worship Service, the second floor is a secured area. Only authorized volunteers may remain on that level. Once children are safely in their classrooms or common areas, all others must return to the first

level. Parents who want to remain in their children's class to observe or comfort their child are welcome to do so.

1. Parents must escort children under age 9 to the bathroom during the Worship Service, if the children are not in the ministry for their age.
1. Empty room monitoring and facility supervision should be conducted by all members and staff.

Forms

Confidential Report of Suspected Abuse

The information requested on this form is required by law (Annotated Code of Maryland Family Law Section 5-704)

To: CrossRoads Community Church, Child Safety Team

From: _____

Date: _____

Name of Minor _____

Address _____

Age or Birth Date _____

Name of the Child's Parent/ Guardian

Address _____

Relationship to the minor _____

Name of person(s) suspected of abuse

Address _____

Relationship to the minor _____

Please write the child's whereabouts, the nature and extent of the abuse, the circumstances leading to the suspicion that the minor is a victim of abuse and any evidence or information concerning possible previous instances of abuse or neglect (continue on the back if necessary):

Signature and Title of Person Making the Report (Mandated Reporter) Date

Signature of Senior Pastor or Child Safety Team Member
Date

CROSSROADS COMMUNITY CHURCH

Confidential Child Safety Program Volunteer Application

This application will be asking some very personal and private questions. It is our intention to find out more about the people that we are entrusting with minors. These questions are not intended to offend or to pass judgment, but rather to create an environment where a person's past or present will not hinder a ministry in carrying out their mission in a safe, fun and productive way. The information contained in this application will be treated with utmost confidentiality and respect. Our Elders have mandated strict criteria for the treatment and storage of Confidential Documents. The completed forms will be stored in a locked file cabinet.

The application is to be completed by all applicants for any position involving supervision of minors in conjunction with CRCC new member assimilation.

CURRENT INFORMATION

Name: _____ DOB: _____

Date: _____

Address:

Home phone: _____ Work phone: _____

E-mail address: _____

Driver's License# (for youth work only): _____

Circle all that apply: ___ single ___ married ___ parent ___ male ___ female

If applicable, list children with ages:

Are you a member of CrossRoads Community Church? _____ How long?

If you are not a member, how long have you been attending?

Have you attended a Membership Orientation Class?

Do you attend a Community Group?

If yes, who is your leader?

List current and past CRCC ministries in which you have been involved.

What role does God (Jesus Christ) play in your life?

Why are you interested in serving with children or youth and where are you in the CRCC induction process?

BACKGROUND AND TRAINING

Date of CPR or First Aid Training Certification? (if applicable)

What other training or certification do you possess that may enhance the safety and well-being of the children at CrossRoads Community Church?

For Fusion volunteers: Are you active on social media? ____ If so, what are your screen names for each media?

REFERENCES

PERSONAL REFERENCES

Please list two people who meet the following criteria:

- 1) Is over 18 years old
- 2) Has seen you around minors
- 3) Is not related to you
- 4) Has a definite knowledge of your character

1. Name

Mailing
address _____

Home Phone _____ Work Phone _____

E-mail

Length of time known _____ Relationship _____

2. Name _____

Mailing
address _____

Home Phone _____ Work Phone _____

E-mail

Length of time known _____ Relationship

CHURCH REFERENCES

Please list other churches you have attended over the past five years and the ministries in which you were involved (If applicable).

1. Church Name _____ Contact Person:
_____ Phone/ e -mail #'s:

_____ Ministries involved in

2. Church Name _____ Contact Person:
_____ Phone/ e -mail #'s:

_____ Ministries involved in

Are there any circumstances regarding your departure from the church(es) that we should be aware of?

OTHER

Please list previous volunteer or paid work in a church or non-church organization involving children or youth within the past 10 years.

1. Organization Name: _____ Contact person

_____ Phone/e-mail #'s _____ type of work

2. Organization Name: _____ Contact person

_____ Phone/e-mail #'s _____ type of work

BACKGROUND AND PERSONAL SITUATIONS

If you prefer, you may write over these questions with the statement, "I would prefer to privately discuss these questions with a member of the Child Safety Team."

1	Y	N	Are there any health issues that would preclude service?
---	---	---	--

2	Y	N	Have you ever been convicted of a felony?
3	Y	N	Have you ever been convicted of any crime involving a minor?
4	Y	N	Have you ever been investigated, disciplined or dismissed from employment or a volunteer position, following an allegation of sexual misconduct, sexual harassment, violence or other immoral or inappropriate behavior or conduct involving adults or children?
5	Y	N	Is there any circumstance or pattern in your life, which would make it inappropriate for you to serve with minors or would compromise the integrity of CrossRoads Community Church?

Answering yes to some of these questions may not preclude you from serving with minors. However, if answering these questions has led you to conclude that it would be inappropriate for you to serve around children at this time, we would like to encourage you to not cut yourself off from the church or other Christians.

Also, there are other areas in the church that need help, that do not require direct supervision of minors, and your help would be most welcome! We want to remind you that whatever may be in your life now, or in your past, Jesus Christ offers forgiveness and healing-forgiveness is immediate, but healing is usually a process. "Now to him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, to him be glory in the church and in Christ Jesus throughout all generations, for ever and ever!" (Ephesians 3:20-21).

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application (personal references, organizations, and churches) to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. I authorize the release of the information contained in this application, on a confidential, need to know basis, to any Ministry Leader in which I seek a position. I release all such references from any liability for furnishing such evaluations to you provided they do so in good faith and without malice.

I understand and agree that it is critical to the mission and ministry of CrossRoads Community Church that all employees and volunteers conform to the highest standards of safety, interpersonal conduct, and sexual morality. Should my application be accepted, I affirm that I will strictly comply with CrossRoads Community Church Child Safety Program and the policies and procedures set forth by the ministry in which I volunteer.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

Applicant's Signature

Date _____ Parent/Guardian Applicant's Signature ___ Date

(If Applicant is a youth volunteer)

I hereby give consent for the processing of my fingerprints in order to access my criminal background information.

Applicant's Signature _____ Date

—

2. Are you in a Community Group? How is that helping you to get connected?

3. Tell me a little about yourself (married, hobbies, career, family life, etc.)

4. Have you served elsewhere at CRCC? How was that experience for you?

Additional comments, impressions or information:

Reference Check Questions

Applicant Name: _____ Date/ Time of
Interview _____ Name of Reference _____ Phone
Number _____
Reference Checker's Name _____ In Person ____ By Phone

This form is a guideline. Please listen to the responses carefully and write down the answers as accurately as possible. Ask clarifying questions.

1. How do you know this person?

1. What is this person's interaction/experience with children/youth?

1. How would you briefly describe the character of this person?

1. Are you aware of any habits or patterns in this person's life that would negatively affect children?

1. Would you recommend this person for a position of trust supervising or interacting with minors? Why or Why Not?

1. Are you aware of any criminal behavior of this applicant that could harm a child or place a child in danger?

1. Is there anything else we should know about this person before putting him/her in a position of trust with youth or children?

Auto Safety Certification

This form is intended for workers who have responsibility to conduct church business or transport youth by personal auto and/or church van or bus. Only approved adult(s) with valid driver's licenses and valid personal auto insurance may be authorized to drive for church activities.

Have you been ticketed for driving violations (parking tickets not included) within the past 2 years? _____ If yes, please explain the nature of the tickets.

Note: Being ticketed for minor offenses does not automatically disqualify you from operating a vehicle for church business.

Agreement to Notify

I agree to immediately inform the Ministry Leader of any of the following:

1. If my driver's license is suspended or revoked.
2. If I am ticketed for a driving offense (excluding parking tickets).
3. If I have DUI or DWI charges pending.
4. If my personal auto insurance is canceled or not renewed. The church will not release this information.

Seat Belt Usage

I agree to transport persons only in passenger seats equipped with appropriate seat belts and child safety seats. I agree to require seat belt usage and child safety seat usage at all times. In buses that are not outfitted with seat belts, this rule does not apply.

Safe Vehicles

I agree to transport persons only in vehicles that are in safe operating condition.

I agree with the information contained here and will abide by these guidelines.

Signature _____ Date _____

Please print name _____

Please provide a copy of your driver's license and auto insurance card.

Note to church staff: *This form, together with a copy of the applicant's driver's license and insurance card, should be filed with the applicant's application.*

My signature below indicates that I give _____
(child's name) permission to attend this activity. I understand the nature of the activity and I agree with the conditions indicated above.

Signature of Parent/Legal Guardian: _____ Date _____

Home telephone number: (____) _____

**CrossRoads Community Church
Incident/Accident Report Form**

Incident Date: _____ Incident Time: _____

Child's Name: _____ Parent's
Name _____

Ministry: Circle the appropriate ministry and indicate the class (i.e.: infants, etc.)

CrossTraining class KidZone class Kidtricity Fusion

Teacher's Name: _____

Description of Incident:

What Happened? How was the child injured? (What was the child doing?)

Nature of injury and treatment given:

Were other children or adults involved? Provide names and phone numbers of those involved and also any witnesses:

How and when was parent notified?

Was Security notified?

Was CRCC Insurer notified?

Attachments:

Teacher _____ Ministry Director _____

CrossRoads Community Church

FUSION Activity/Trip Permission Form

Student's Name _____ DOB _____ Gender _____
Grade _____
Address _____

Student's home telephone number _____
() _____ Emergency Contact Person (s): _____

Number(s) where contact person can be reached (complete all that apply):
Home telephone () _____ Cell phone () _____
_____ Work number () _____ Pager () _____

Please list any allergies (food, medicine, etc.)

Please list any activity restrictions, current medications, medical conditions that need to be considered or supervised during activity.

Physician Name _____ phone _____
() _____

Insurance Company _____ Policy number _____

Name and Company of the insured.

If this activity/trip is more than 24hrs in length, please attach a photocopy of the insurance card.

Trip/Activity Description:

Departure Time _____ Return Time _____

Transportation arrangements:

Parental Agreement:

1. I give permission for medical attention to be given to my son/daughter in case of injury or illness, including major surgery. I understand that I will be contacted as soon as possible in the event of an incident and that the contact numbers above are valid. I release CrossRoads Community Church and any other parties acting for the church from liability in case of an accident.

2. I request that the youth staff carry out discipline in accordance to the Child Safety Policy; if necessary, I will pay the expense of my child being sent home.

3. I take responsibility for transporting my child to and from the activity. If another person transports my child, I understand that it is a personal arrangement between me and the driver. I will make sure that my child arrives on time and has transportation home.

Note: If you disagree with any of the above statements, please speak with the Youth Leader. Disagreement may preclude your child from participating in the event.

CrossRoads Community Church Child Safety Program Semi-Annual Report to Trustees

Report date:

Report period start:

Report period end:

Report prepared by:

CSP Document review complete to date

Documentation of volunteers' background checks status:

Manpower report by department (indicate volunteer shortages & attendance trends)

Legal postings

CSP incidents documents filings

Off-site events

Additional inf

CHILD SAFETY TRAINING VERIFICATION FORM

This form documents completed child safety training which is a requirement to work with children at CrossRoads Community Church. Each person must read this child safety policy and go through a child safety training module specified by the church.

I have read and agree to follow the child safety policies and guidelines for CrossRoads Community Church. I have also completed the child safety training module.

Volunteer's Signature

Date

(please circle one)

Child's name: _____

Child's

birthdate:

Parent's name: —

Phone:

Parent's

email: —

Address: —

Street City, State Zip

Please tell us of any special information we should know in caring for your child.

Allergies: —

Special Needs: —

The KidZone Ministry is dependent on volunteers.

We encourage you to help us minister to the children by volunteering. Please mark where and how you will be willing to serve:

Classes: Nursery

Craft prep

2/3's

4/5's

Prayer team

I am willing to help by teaching a class 3 months out of the year on a rotating basis.

I am willing to help by being a teacher's assistant once a month.

I am willing to be a teacher's assistant when there is a 5th Sunday (approx. 4 times/year)

I am willing to be a substitute teacher on months/days where there is a need.

I am willing to be a substitute teacher's assistant on days where there is a need.

___ As the parent, I am granting permission for CRCC to take pictures of my child for publicity/security purposes.

Signature: _____