



Waterloo Road Baptist Church

Reducing the Risk of Child Abuse

Policy and Procedure Manual

WATERLOO ROAD BAPTIST CHURCH

Revised 5/16/17

Waterloo Road Baptist Church (WRBC) recognizes that child sexual abuse is a serious problem in today's world. Sexual abuse can be physical, verbal, or non-verbal, including unwanted touching, comments about a person's body or offensive gestures. The abuser may be an adult, an adolescent, or another child. To safeguard our children and our volunteers, we will work to prevent child sexual abuse and other types of abuse through the procedures contained in this document.

I. SCREENING PROCESS

Beginning October 13, 2003, all employees and permanent volunteer church workers will be screened according to the guidelines set forth below prior to working with children under the age of 16. Although WRBC prefers that volunteer workers be members of the church, those individuals who are Sunday School members only or approved members of another church will be able to serve after completion of the screening process.

A. Training

All workers will attend a training session led by the Director of Preschool & Children's Ministries or Minister of Education/Administration on the church's policies and procedures to reduce the risk of child sexual abuse as outlined in this document. Volunteers, employees, and staff will attend training approximately once a year in order to equip them to fulfill the necessary safeguards regarding protecting the children in our church.

B. Screening Form

The Screening Form is to be completed prior to an interview with the appropriate staff member. (See Appendix 1)

C. Interview

All new volunteers will be personally interviewed by the appropriate church staff. The interview will take place within thirty days of attending the training session. (See Appendix 3)

D. Reference Checks

All applicants and church workers, compensated or volunteer, who will work with minors (anyone under the age of 18) will be required to provide reference information that will be checked. A written record of each reference check will be kept in a confidential locked file. (See Appendix 2)

E. Waiting Period

An individual must be a church member or Sunday School member of our church or of an approved church for at least six months before serving as a volunteer in the youth or Preschool & Children's ministries. Volunteers will be permitted to begin working with youth or children only after completing the screening process and receiving approval. Every effort will be made to complete the process within 30 days of receiving the written screening form. Approval will be made by the appropriate Director or Minister.

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F. Completion of a Criminal Records Check Authorization Form

All volunteers and employees who will work with minors will be required to complete a detailed authorization and release form authorizing the release of criminal history information. (See Appendix 4) The criminal background check is mandatory for all new employees and volunteers. Background checks will be rerun annually. *All information obtained is to be kept in a confidential locked file.*

G. Employees or Volunteers With Certain Criminal Violations Will Not be Accepted

If the criminal records check shows a criminal history that the applicant or volunteer did not disclose on the screening form or during the interview, his or her services will not be accepted. If the criminal records check reveals criminal convictions that were already disclosed on the screening form and in the interview, the Church will use its discretion in determining whether the individual's services will be utilized. No one with a criminal history of abusing or neglecting children will be permitted to work with children or youth.

II. GUIDELINES FOR CHURCH WORKERS AND FACILITIES

A. Use a Team Approach -- The Two-Person Rule

At least two approved workers must be present during any church activity involving minors in the Preschool & Children's Departments. Approved workers must be at least 16 years of age to work with children. Workers ages 16 to 18 may work in the Preschool & Children's Ministry. Workers who are at least 14 years of age may work as an additional assistant in a Preschool or Children's room but cannot count towards the two-person rule. For the Youth Department, in a Sunday School or similar teaching environment, it is acceptable to have individual groups/classes with one adult leader/teacher provided that another adult is present in the general area. Classes with this scenario should meet the following conditions: either the door to the classroom is left open or there is a window into the classroom. In addition, the event (ie. Sunday School, etc.) must have at least three approved workers. At a mixed gender event, there should be at least one approved worker of each gender. Workers should avoid spending time with children/youth in an unsupervised one-on-one situation.

B. Discuss Inappropriate Behavior Immediately

Any inappropriate conduct or relationship between a church worker or volunteer and a minor should be reported immediately in writing (Appendices 6 & 7) to the appropriate Director/Minister. Any suspicious behavior will be immediately investigated.

Inappropriate behavior of an employee may result in disciplinary action, up to and including termination of employment. Inappropriate behavior of a volunteer may result in the volunteer being dismissed from the program or his or her services no longer being utilized. Depending on the circumstances, the Church may also report the employee's or volunteer's behavior to the proper authorities.

C. Provide Adequate Personnel

Programs that involve minors should always include adequate supervisory personnel. Supervision must be maintained before and after the event until all children are in the custody of their parents or legal guardians.

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D. Observe An Overnight Rule

For same gender groups, at least two approved adults must be present with at least one of the adults being the same gender as the minors. For mixed gender groups, at least three approved adults (at least one of each gender) must be present. For all events, a ratio of at least one worker per eight minors will be maintained.

E. Use of a Church Preschool Identification Procedure

Preschool personnel should clearly identify the child and the child's parent or legal guardian. Children should only be released to a properly identified and pre-authorized adult.

III. UNDERSTANDING AND IDENTIFYING INAPPROPRIATE BEHAVIOR

Church volunteers and employees should lead by example and therefore should not engage in any of the following activities.

A. Bullying

Bullying includes but is not limited to pushing, shoving, forcefully grabbing, verbal comments, or other aggressive behavior.

B. Lap Sitting

Children over the age of 5 should not be allowed to sit on the lap of a volunteer or employee. Volunteers and employees should use discretion when allowing children 5 and under to sit on their laps.

C. Counseling/Mentoring of the Opposite Sex

Under no circumstances should a volunteer or employee counsel/mentor a child of the opposite sex. We require that counseling/mentoring requests be referred to the appropriate Director/Minister. The Director/Minister will then decide the appropriate actions to be taken and set up appropriate counseling/mentoring sessions. All counseling/mentoring should be with the same sex.

IV. UNDERSTANDING AND IDENTIFYING ABUSE

A. Behaviors

Child sexual abuse includes behaviors that involve touching and non-touching aspects. Examples include fondling; oral, genital, and anal penetration; intercourse; forcible rape; verbal comments; inappropriate or pornographic materials; obscene phone calls; exhibitionism; and allowing children to witness sexual activity.

B. Physical Signs

Physical signs of abuse may include lacerations and bruises; nightmares; irritation, pain or injury to the genital area; difficulty with urination; discomfort with sitting; torn or bloody underclothing; or venereal disease.

C. Behavioral Signs

Behavioral signs of abuse may include anxiety when approaching the church or preschool/children's area, nervous or hostile behavior towards adults, sexual self

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consciousness, "acting out" forms of sexual behavior, or withdrawal from church activities and friends.

D. Verbal Signs

Verbal signs of abuse may include phrases like, "I don't like ...(particular church worker)"; "(A church worker) does things to me when we're alone"; "I don't like to be alone with (A church worker)"; or "(A church worker) fooled around with me."

V. REPORTING PROCEDURES FOR CHURCH WORKERS

A. General Reporting Obligations (See Appendix 5)

In all cases where a person has reasonable cause to believe that a child under the age of 18 years is a victim of abuse or neglect, that individual is obligated to report such incidence to the local Child Protection Services (1-800-522-3511) or local police. The report should be made immediately. There are criminal penalties for failure to report. The individual reporting the conduct is protected from legal and civil liability if the report is made in good faith.

B. Line of Reporting for Allegedly Abused Child/Youth

1. When a church worker or any member of the congregation has reasonable cause to suspect that a child/youth is a victim of abuse committed by church staff or a volunteer, whether the abuse occurred on the church property or elsewhere, that person will also immediately report the abuse to the appropriate staff member. Together, they will document the report in writing using the "Child Molestation/Sexual Abuse and Physical/Verbal Abuse Incident Report" form (Appendix 7). This report will be submitted to the church's Ministry Response Team, consisting of the Pastor, the Minister of Education/Administration, the Church Business Manager, the leader/director of the ministry involved, and the Chairman of the Deacons. The leader of the Ministry Team will be the Pastor or a staff member appointed by the Pastor. The purpose of this group is not to conduct an in-depth investigation but to remain unbiased and supportive of all parties involved, recognizing that allegations of abuse are devastating to both the accuser and the accused. The process of reporting will be carried out tactfully, discreetly, and without bias on the part of the reporting agent.
2. The Pastor and/or Ministry Team Leader will immediately contact an attorney and the church's insurance company for advice on how to handle the incident and the appropriate actions to be taken.
3. An allegation of abuse will not be treated as an actual occurrence pending the completion of the investigation. The church will take steps necessary to protect the integrity of the persons involved. The Ministry Team will prepare a brief statement about the allegation of abuse to share with the congregation. This statement will inform the congregation that an allegation of child abuse has been made without giving unnecessary details, placing blame, or revealing the identities of the child, the child's parents, or the alleged abuser.

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4. The Ministry Team shall cooperate fully with state and legal entities for resolution and restitution.

C. Reporting Inappropriate Behavior

There are some behaviors that do not constitute abuse but, nevertheless, could place a child in danger of being abused. When a church worker or any member of the congregation has reasonable cause to suspect someone is engaging in such inappropriate behavior, the individual should document and report such incidences to the appropriate Director/Minister (see Appendix 6).

VI. PREPARING FOR AND RESPONDING TO ALLEGATIONS OF ABUSE

A. Maintain Adequate Records

Up-to-date workers' applications, references, and screening forms will be on record in a confidential locked file. All workers will be rescreened on a yearly basis.

B. Spokesperson

To protect the child and the accused, information regarding the complaint and the investigation will be limited to only those with a need to know in the Church organization. The Pastor will appoint a spokesperson who will be designated as the church person responsible for responding to inquiries from law enforcement, social services, the media and the congregation. The spokesperson will work with legal counsel and the ministry team to develop all communications.

C. Prepare A Position Statement

A clear position statement of our church regarding child sexual abuse will be developed in consultation with legal counsel for public use when an allegation occurs. It will include our policies and established safeguards.

D. Emotional Response

The church will avoid inappropriate responses to allegations including denial, accusations and minimizing the events. The Ministry Team will provide information concerning resources available to help the accused and the alleged victim and family deal with the issue.

E. Use An Attorney

The church's attorney will be contacted immediately to provide legal counsel until the issue is resolved. S/He will be present when the spokesperson is answering any investigational questions from the police or social service agencies. The attorney will also be consulted before the spokesperson talks with the media.

F. Notification

The Ministry Team will provide the appropriate staff, such as the Director of Preschool & Children's Ministries, Youth Pastor, etc., a current copy of the Sexual Offenders Registry for the surrounding areas at least once a year.

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APPENDIX 1

SCREENING FORM FOR WORKERS/VOLUNTEERS
CONFIDENTIAL

THIS FORM IS BEING USED TO HELP THE CHURCH PROVIDE A SAFE AND SECURE ENVIRONMENT FOR THOSE CHILDREN AND YOUTH WHO PARTICIPATE IN OUR PROGRAMS AND USE OUR FACILITIES. THIS FORM IS TO BE COMPLETED BY ALL APPLICANTS FOR ANY POSITION (VOLUNTEER OR COMPENSATED) INVOLVING THE SUPERVISION OR CUSTODY OF MINORS. THIS IS NOT AN EMPLOYMENT APPLICATION FORM.

Name _____ Date _____
Last First Middle Maiden

Alias(es) _____

Address _____ City _____ State _____ Zip _____

Home Phone () _____ Social Security Number: _____

Email address: _____

I have been an active member at WRBC since _____ or I have been an active member at _____ since _____.

Church

Have you ever been accused of abuse, molestation, physically assault, or sexual offenses of any nature? _____

(If yes, please explain (attach a separate page, if necessary) _____

Have you ever been convicted or pled guilty to a crime? ___ No ___ Yes

If yes, please explain (attach a separate page, if necessary) _____

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

If yes, please list your driver's license number _____ Date of Birth: _____

(Only fill this portion out if you are willing to drive for church events)

I give my permission for my Auto Insurance Co., _____, to report to Waterloo Road Baptist Church regarding my insurance record. _____

(Applicant's signature)

List all educational institutions attended in last five years: _____

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APPENDIX 1 (continued)

SCREENING FORM FOR WORKERS/VOLUNTEERS

List the name, address, and phone number(s) of other churches you have attended regularly during the past five years:

List all previous work involving children and/or youth (list each organization's name, address, & phone number; type of work performed; and dates):

Personal References (not former employers and a max of two relatives)

Name _____ Name _____ Name _____

Address _____ Address _____ Address _____

Telephone _____ Telephone _____ Telephone _____

List all places of residence in last five years: _____

List all places of employment for last five years:

Name	Address	Supervisor	Phone Number
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Name	Address	Supervisor	Phone Number
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Name	Address	Supervisor	Phone Number
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Name	Address	Supervisor	Phone Number
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I have read "Reducing the Risk of Child Abuse Policy and Procedure Manual" and agree to observe the safeguards, procedures and protocols listed.

Applicant's Signature _____ Date: _____

(Parent's Signature _____) Witness Signature _____

If applicant is under 18 years old

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APPENDIX 2

REFERENCE CONTACT FORM
CONFIDENTIAL

RECORD OF CONTACT WITH A REFERENCE OR CHURCH IDENTIFIED BY AN APPLICANT FOR
YOUTH OR CHILDREN'S WORK

Name of Applicant _____

Reference or church contacted (if a church, identify both the church and person or minister contacted)

Date and time of contact _____ Person contacting the reference or church _____

Method of contact (e.g., telephone, letter, personal conversation) _____

Summary of conversation (summarize the reference's or minister's remarks concerning the applicant's fitness and suitability for youth or children's work): _____

Printed name of person making the contact

Signature

Church Position

Date

APPENDIX 3

LEADERSHIP INFORMATION FORM

To be used in personal interview after the written screening form has been submitted.

Applicant's Name: _____

1. Please share with me how you became a Christian. _____

2. Please tell me about your interest in this area. _____

3. Can you make a commitment to participate in planning and training? _____

4. What training have you received that would contribute to your serving as a preschool, children's, or youth worker? _____

Staff Member: _____ Date: _____

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APPENDIX 4

AUTHORIZATION, CERTIFICATIONS AND RELEASE FOR BACKGROUND CHECK

I _____ hereby UNCONDITIONALLY AUTHORIZE Waterloo Road Baptist Church, its employees and agents ("Church") to conduct an unrestricted background investigation of me to such extent(s) and in such way(s) as determined in the Church's sole discretion. I UNCONDITIONALLY AUTHORIZE all persons, organizations and entities to release to the Church any information whatsoever that may relate in any way to me. This authorization includes, but is not limited to, any and all information concerning non-civil, criminal or civil matters, driving records, previous employment, educational information, credential verification, personal and professional reference data and opinions. I UNCONDITIONALLY AUTHORIZE the State of Oklahoma, the City of Edmond Police Department, the Oklahoma State Bureau of Investigation, the Federal Bureau of Investigation and any other law enforcement agency or any other person whomsoever to obtain and release to the Church any information about me, including, but not limited to, criminal history record information obtained from the Central Criminal Records Exchange and NCIC.

Without limitation, this authorization embraces all possible information sources, including but not limited to those defined above in this application and specific examples as follows: any law enforcement department; the United States Military Services; any state or federal agency or department, departments of social service, and child protective services units; and any organization or person to which they may refer for release of information pertaining to possible finding(s) of child abuse or neglect investigations involving me or as to any other matter.

I UNCONDITIONALLY CERTIFY that I have never been charged with or convicted of any offenses or determined, even with reason to suspect, to have engaged in any conduct involving the sexual molestation, physical or sexual abuse, or rape of a child.

I FOREVER WAIVE my right of review or access to any reported information and, without limitation, hereby FOREVER RELEASE the Church and any information or data source, including organizations and individuals, from any liability of whatsoever nature in connection with its release or use, even though such individual or organization is unnamed in this authorization. The Church may use and distribute a copy of this authorization for any purpose deemed necessary, and a copy shall operate just as effectively as the original. I agree that this authorization is irrevocable.

Furthermore, I UNCONDITIONALLY CERTIFY that I have carefully reviewed this completed application and have made true, correct, and complete answers and statements with respect to my application, acknowledging that the information will be relied upon in considering my application, and I understand that any omission, misleading or incorrect statement or other representation made or implied by me, or any supplement thereto, whether written or oral, will be sufficient grounds for failure to employ, or for immediate termination by the Church. I acknowledge that any employment offer/appointment made to me by the Church shall be conditioned upon the Church's receipt of background information which discloses no material, adverse report of any kind, as determined in the sole discretion of the Church. In the event the Church determines, in its sole discretion, the existence of a material, adverse report in any background information, I agree that the employment offer/appointment shall be deemed revoked immediately without further action or notice.

SIGNATURE _____ DATE _____

SOCIAL SECURITY NO. _____

Please return this completed application to: Minister of Education/Administration or other Directors/Ministers

APPENDIX 5

OKLAHOMA-Mandatory Reporting

Okla. Stat. Ann. tit. 10, § 7103(A)(1) (West, WESTLAW through 2000 1st Ex. Sess.); tit. 10, § 7104 (West 1998); tit. 21, § 1021.4 (West Supp. 1998)

WHO MUST REPORT

- Physicians or surgeons - including doctors of medicine and dentistry, licensed osteopathic physicians, residents and interns - examining, attending, or treating a child under the age of 18 years;
- Registered nurses examining, attending, or treating such child in the absence of physicians or surgeons;
- Teachers of any child under the age of 18 years;
- Commercial film and photographic print processors;
- **Any other person.**

CIRCUMSTANCES

- When they **have reason to believe** that a child under the age of 18 years is a victim of abuse or neglect;
- When a health care professional examines, attends, or treats the victim of what appears to be criminally injurious conduct, including, but not limited to, child physical or sexual abuse.
- When a health care professional attends the birth of a child who tests positive for alcohol or a controlled dangerous substance;
- When any commercial film and photographic print processor has knowledge of or observes, within the scope of his professional capacity or employment, any film, photograph, video tape, negative, or slide, depicting a child under the age of 18 years engaged in an act of sexual conduct.

PRIVILEGED COMMUNICATIONS

Okla. Stat. Ann. tit. 10, § 7113 (West 1998)

In any proceeding resulting from a report made pursuant to the reporting laws or in any proceeding where such a report or any contents of the report are sought to be introduced into evidence, such report, contents, or other fact related thereto or to the condition of the child or victim who is the subject of the report **shall not be excluded** on the ground that the matter is or may be the subject of a physician-patient privilege or similar privilege or rule against disclosure.

APPENDIX 7

CONFIDENTIAL INCIDENT REPORT FORM

Child Molestation/Sexual Abuse and Physical/Verbal Abuse Incident Report

Reporting inappropriate behavior by a youth worker or other adults should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report inappropriate behavior can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect an adult is getting too close to a child or acting in a way that can put a child in danger, you should document and report incidents to the Minister of Education/Administration.

I have observed conduct that I feel deserves the attention of the church staff. The behavior would violate Waterloo Road Baptist Church's Reducing the Risk policies.

Your Name _____

Date this report was made _____

REPORT OF THE INCIDENT:

Date of incident _____

Time incident occurred _____

Suspect's Name _____

Minor's Name (victim) _____

Describe nature of the incident that occurred in your presence: _____

I have reviewed the above report. It is true and correct, based on my personal observations.

Signature

Date

Witness to Signature

Date

.....
Would you like to be notified of action taken? ____yes ____no