



CENTRAL BAPTIST CROCKETT

Protected Person Ministries Policies and Procedures

Base policy material created with



Abuse Prevention Systems.

Program-specific edits added by Central Baptist Crockett

Revised 8.14.22

LETTER FROM STAFF

Dear Volunteer or Staff Member,

At our church, we take our responsibility to care for children and students. These policies are intended to facilitate a safe and nurturing environment in which children and students can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for our volunteers and staff members. Our policies are intended to create a safe environment for children and students, protecting them, you, and the mission of this church. Therefore, the following procedures have been adopted and will be strictly enforced.

After carefully reading this policy manual, please sign and return the agreement form on the last page.

Sincerely,

Shane Sibley

Senior Pastor

POLICIES & PROCEDURES FOR MINISTRIES WITH PROTECTED PERSONS

DEFINITIONS.....	6
OVERVIEW OF THE SAFETY SYSTEM.....	7
ABUSE TEXAS FAMILY CODE DEFINITION.....	8
ABUSE TOLERANCE.....	9
NEGLECT TEXAS FAMILY CODE DEFINITION.....	9
NEGLECT TOLERANCE.....	10
ENFORCEMENT OF POLICIES.....	10
POLICY REVIEW AND REVISIONS.....	10
REPORTING ABUSE OR SUSPICIONS OF ABUSE.....	11
REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS.....	11
CONSEQUENCES OF VIOLATION.....	11
REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES.....	11
LICENSED PROFESSIONALS.....	12
CBC REPORTING PROCEDURES.....	13
CBC ABUSE RESPONSE.....	13
MINISTRY DIRECTOR/PASTOR RESPONSE.....	13
ADMINISTRATIVE REVIEW.....	14
MONITORING AND SAFETY.....	14
MONITORING AND SUPERVISION.....	15
DISCIPLINE.....	15
USE OF RESTRAINT AND SECLUSION.....	15
ELECTRONIC DEVICE POLICY.....	18
CBC DISCIPLINE REPORTING.....	18
BATHROOM SUPERVISION AND ASSISTANCE.....	18
NURSERY CHILDREN.....	18
ELEMENTARY AGE CHILDREN.....	19
STUDENTS.....	19
SPECIAL NEEDS.....	19

© MinistrySafe 2019. All Rights Reserved.

Base policy material created with MinistrySafe/Abuse Prevention Systems. Program-specific edits added by Central Baptist Church
Revised 8.14.22

ADULT BATHROOM.....	19
WORKER AND PROTECTED PERSON INTERACTION POLICIES	20
VERBAL INTERACTIONS	20
PHYSICAL CONTACT.....	20
ONE-TO-ONE INTERACTIONS WITH PROTECTED PERSONS	21
SOCIAL MEDIA AND DIGITAL COMMUNICATION.....	21
SEXUALLY ORIENTED CONVERSATIONS	22
MEDICATION	22
TRANSPORTATION	23
SLEEPING ARRANGEMENTS.....	23
FEEDING OF CHILDREN AND STUDENTS.....	24
Illness.....	24
DROP-OFF AND RELEASE OF CHILDREN/STUDENT.....	24
NURSEY INFORMATION AND POLICIES	25
PRESCHOOL USES AND SCHEDULING	25
DROP-OFF AND PICKUP POLICIES	25
CHILD CARE AND NEEDS.....	25
CLEANING AND CLOSING	26
PARENT/GUARDIAN CONTACT OR INVOLVEMENT.....	26
PARENTAL CONTACT	26
PARENTAL INVOLVEMENT.....	26
EMERGENCY PLANS AND PROCEDURES	27
MEDICAL EMERGENCY	27
WEATHER EMERGENCY	27
SOFT LOCKDOWN/LOCKOUT PROCEDURES	27
HARD LOCKDOWN PROCEDURES	27
EVACUATION	27
CBC WORKER REQUIREMENTS AND EXPECTATIONS	28
REQUIREMENTS.....	28
MINISTRY OPERATIONS	28

Illness.....	29
APPROPRIATE MATERIALS	29
INTOXICANTS.....	29
NUDITY.....	29
TOBACCO USE AND VAPING.....	30
MINISTRYSAFE KEY STAFF/VOLUNTEERS.....	31
POLICIES AND PROCEDURES STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT	32

DEFINITIONS

Protected Persons, when used herein, shall be defined as all children and students who meet the definition of "Child" under Texas family code, chapter 101.

Sec. 101.003. CHILD OR MINOR; ADULT.

(a) "Child" or "minor" means a person under 18 years of age who is not and has not been married or who has not had the disabilities of minority removed for general purposes.

Any student of the age 18 or but still a student in a Protected Person Ministry

Child, when used herein, shall be defined as anyone age birth through sixth grade.

Student, when used herein, shall be defined as anyone in seventh through twelfth grades.

Nurse, when used herein, shall be defined as any child ages birth through 3.

Senior Pastor, when used herein, shall be defined as the head pastor of the church.

Director, when used herein, shall be defined as the person in charge of a particular ministry.

Workers, when used herein, shall be defined as all ministers, employees, program directors, and volunteers involved in programs and activities of the church that are a part of any of the ministries with Protected Persons. Workers may be paid or unpaid.

Abuse, by definition, as defined in Texas Family Code CHAPTER 261. INVESTIGATION OF REPORT OF CHILD ABUSE OR NEGLECT

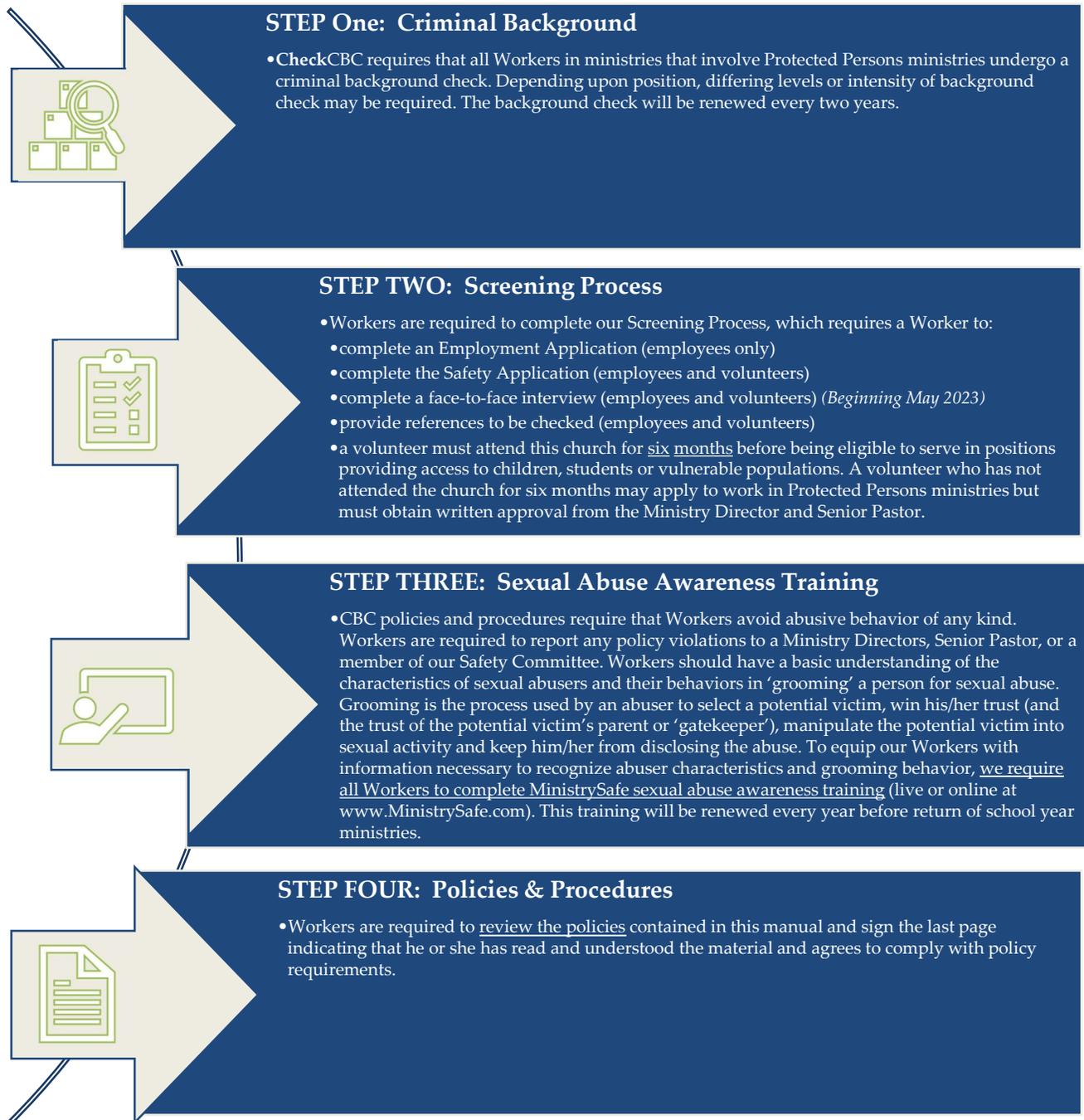
Act of Abuse, by definition, as defined in Texas Family Code CHAPTER 261. INVESTIGATION OF REPORT OF CHILD ABUSE OR NEGLECT

Neglect, as defined in Texas Family Code CHAPTER 261. INVESTIGATION OF REPORT OF CHILD ABUSE OR NEGLECT

CBC, when used herein, shall be defined as Central Baptist Church, Crockett, Texas.

OVERVIEW OF THE SAFETY SYSTEM

Because we desire to protect people under our care, CBC requires all Workers to complete all **SAFETY STEPS** before working or volunteering in ministries with Protected Persons. This includes all pastors under appointment, whether they work directly with Protected Persons.



ABUSE TEXAS FAMILY CODE DEFINITION

Sec. 261.001. DEFINITIONS. In this chapter:

- (1) "Abuse" includes the following acts or omissions by a person:
 - (A) mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
 - (B) causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
 - (C) physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
 - (D) failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
 - (E) sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or disabled individual under Section 21.02, Penal Code, indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
 - (F) failure to make a reasonable effort to prevent sexual conduct harmful to a child;
 - (G) compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code, including compelling or encouraging the child in a manner that constitutes an offense of trafficking of persons under Section 20A.02(a)(7) or (8), Penal Code, solicitation of prostitution under Section 43.021, Penal Code, or compelling prostitution under Section 43.05(a)(2), Penal Code;
 - (H) causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;
 - (I) the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child;
 - (J) causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code;
 - (K) causing, permitting, encouraging, engaging in, or allowing a sexual performance by a child as defined by Section 43.25, Penal Code;
 - (L) knowingly causing, permitting, encouraging, engaging in, or allowing a child to be trafficked in a manner punishable as an offense under Section 20A.02(a)(5), (6), (7), or (8), Penal Code, or the failure to make a reasonable effort to prevent a child from being trafficked in a manner punishable as an offense under any of those sections; or
 - (M) forcing or coercing a child to enter into a marriage.

ABUSE TOLERANCE

CBC has **zero-tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every Worker to act in the best interest of all Protected Persons in every program.

If Workers observe any inappropriate behaviors (i.e., policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual), it is their responsibility to immediately report their observations in accordance with this policy.

NEGLECT TEXAS FAMILY CODE DEFINITION

Sec. 261.001. DEFINITIONS. In this chapter:

(4) "Neglect":

(A) includes:

- (i) the leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child;
- (ii) the following acts or omissions by a person:
 - (a) placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;
 - (b) failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;
 - (c) the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused;
 - (d) placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child;
 - or
 - (e) placing a child in or failing to remove the child from a situation in which the child would be exposed to acts or omissions that constitute abuse under Subdivision (1)(E), (F), (G), (H), or (K) committed against another child;
- (iii) the failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away; or
- (iv) a negligent act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program, including failure to comply with an individual treatment plan, plan of care, or individualized service plan, that causes or may cause

substantial emotional harm or physical injury to, or the death of, a child served by the facility or program as further described by rule or policy; and

(B) does not include:

- (i) the refusal by a person responsible for a child's care, custody, or welfare to permit the child to remain in or return to the child's home resulting in the placement of the child in the conservatorship of the department if:
 - (a) the child has a severe emotional disturbance;
 - (b) the person's refusal is based solely on the person's inability to obtain mental health services necessary to protect the safety and well-being of the child; and
 - (c) the person has exhausted all reasonable means available to the person to obtain the mental health services described by Sub-subparagraph (b); or
- (ii) a decision by a person responsible for a child's care, custody, or welfare to:
 - (a) obtain an opinion from more than one medical provider relating to the child's medical care;
 - (b) transfer the child's medical care to a new medical provider; or
 - (c) transfer the child to another health care facility.

NEGLECT TOLERANCE

CBC has **zero-tolerance for neglect** in ministry programs and ministry activities. It is the responsibility of every Worker to act in the best interest of all Protected Persons in every program.

If workers suspect neglect, it is their responsibility to immediately report their observations in accordance with this policy.

ENFORCEMENT OF POLICIES

CBC Workers who supervise other Workers are charged with the diligent enforcement of all our policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from ministries with Protected Persons. Final decisions related to policy violations will be the responsibility of the Senior Pastor and the Church Council.

(* See page #33 for Key Staff/Volunteer List for our Church)

POLICY REVIEW AND REVISIONS

CBC Ministry Staff and Leader should review ministry policies annually for the effectiveness of policies and procedures on ministerial activities, and compliance with standard Protected Person program procedures.

REPORTING ABUSE OR SUSPICIONS OF ABUSE

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

CBC is committed to providing a safe, secure environment for Protected Persons and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes fostering a culture of reporting relevant information to a Ministry Directors. Because **sexual abusers 'groom' children for abuse**, it is possible a Worker may witness behavior intended to '**groom**' a Protected Person for sexual abuse. Workers are asked to report '**grooming**' behavior, any policy violations, or any suspicious behaviors to a Director or Senior Pastor.

(* See page #33 for Key Staff/Volunteer List for our Church)

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the CBC to be harmful to a Protected Person will be immediately suspended from participation in ministries with Protected Persons. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act will be prohibited from future participation as a Worker in all activities and programming that involves Protected Persons at CBC. If the person is a staff member or employee, such conduct may also result in termination of employment from CBC.

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 participating in any activities involving Protected Persons at our church.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Under Texas law (Texas Family Code — Chapter 261), all adults are required to report suspicions of child abuse or neglect to the appropriate authorities. This responsibility is not discharged until the matter is reported. Accordingly, all Workers of CBC are required to report suspicions of child abuse or neglect.

A Worker must report to an immediate Ministry Director, or Senior Pastor, and may allow supervisory personnel to make the appropriate report to law enforcement agencies on their behalf. In no way is any provision in this policy meant to discourage any Worker from personally reporting a suspicion of abuse or neglect to the appropriate law enforcement agencies. If the matter is communicated to a supervisor, **it remains the underlying Worker's responsibility to ensure the matter is reported to the appropriate authority.**

© MinistrySafe 2019. All Rights Reserved.

Base policy material created with MinistrySafe/Abuse Prevention Systems. Program-specific edits added by Central Baptist Church
Revised 8.14.22

Workers at CBC are required to report any inappropriate behavior or policy violation by a colleague or co-worker to the Ministry Director, or Senior Pastor. These are behaviors that **DO NOT** necessarily rise to the level of a suspicion of abuse or neglect but **DO** constitute behaviors that should be communicated to leadership.

LICENSED PROFESSIONALS

Different obligations may exist if the Worker is a 'professional'. Under Texas law, a professional who has cause to believe that a child has been or may be abused or neglected must make a report no later than 48 hours after the professional first suspects that the child has been or may be abused or neglected and may not delegate to or rely on another person to make the report. Under Texas law, a "professional" includes any individual who is licensed or certified by the state, and who, in the normal course of his or her duties for which licensure is required, has direct contact with children. Professionals include:

- Teachers or daycare employees
- Nurses, doctors, or employees of a clinic or healthcare facility that provides reproductive services
- Juvenile probation officers or juvenile detention or correctional officers.

If the Worker is a 'professional', that Worker is required to make the report to the appropriate authorities (the 'professional' cannot delegate the report).

CBC REPORTING PROCEDURES

CBC provides all workers training on reporting any suspicious or concerning activity. In addition, workers are provided methods for non-immediate and immediate reporting.

Non-Immediate

- Minor Incident Reporting - Protected Person related incident or discipline which **DOES NOT** require major medical (*hospital or doctor visit*) or law enforcement intervention
- Parent Contact Logs - Record of parent communication and concerns.
- Worker Concerns - Allows the named and anonymous reporting of concern regarding Protective Persons, Ministry Directors, and/or Workers in regards to Worker and/or Leader conduct, failure of policies and procedures, safety, mental wellbeing, or CPS concerns.

Immediate

- Major Incident Report
- Protected Person incidents **WHICH REQUIRES** major medical intervention (*Hospital or doctor visit*)
- Protected Person incidents **WHICH REQUIRES** immediate law enforcement intervention. (*suspected physical/sexual abuse, or fear for one's safety*)

The person making a report must identify, if known:

- The name and address of the Protected Person
- The name and address of the person responsible for the care, custody, or welfare of the Protected Person, and
- Any other pertinent information concerning the alleged abuse or neglect.

CBC ABUSE RESPONSE

MINISTRY DIRECTOR/PASTOR RESPONSE

Workers — whether or not a professional — are required to verbally report any Immediate incident to Ministry Director and/or Pastor as soon as possible after the incident. Non-Immediate must be reported within 48 hours of the incident.

After receiving a report from a Worker in a ministry with Protected Persons, the Ministry Director or the Pastor will speak with the person or volunteer to whom the Protected Person spoke to order to get detailed information about the entire conversation. The Pastor will be notified as soon as reasonably possible.

If appropriate, the Ministry Director or the Senior Pastor will inform the appropriate law enforcement agencies or Child Protective Services. Church leadership will take appropriate action on behalf of the church when a report of abuse occurs.

Texas Department of Family and Protective Services: 1-800-252-5400
www.dfps.state.tx.us/Contact_Us/report_abuse.asp

If immediate action is required by law enforcement the following steps will be followed to protect the Protected Persons right to privacy and maintain the integrity of the investigation.

1. The Protected Person will continue to participate in ministry activities if doing so does not place the Protected Person at greater risk of abuse or danger. If the Protected Person cannot continue in ministry activities, then the Protected Person will be assigned to the Ministry Director.
2. Ministry Director or the Senior Pastor will inform the appropriate law enforcement agencies or Child Protective Services. The call will be made from the CBC office, away from other CBC personnel, workers, and visitors.
3. **NO Ministry Director, Worker, or Pastor shall interview or question** the Protected Person about their statements. All conversations with the Protected Person should be directed to general discussion.
4. Law enforcement agencies responding to the church shall be directed to a CBC office to which the Protected Person will be brought. The criminal investigation is handled by law enforcement.
5. All CBC Workers will cooperate fully with law enforcement authorities during an investigation.
6. Any contact with a family concerning abuse will be kept confidential.

ADMINISTRATIVE REVIEW

Our Ministry Directors, Safety Team, and Senior Pastor will take appropriate action on behalf of the CBC when a report of abuse occurs. The criminal investigation is handled by law enforcement. An administrative review will be initiated

- If the allegation involves a Layperson, Worker, or Ministry Director, the complaint is forwarded to the Pastor.
- If the allegation involves a pastor, the complaint is forwarded to the chairperson of the personnel committee.

MONITORING AND SAFETY

The Ministry Director will be responsible for ensuring that any area designated for ministries with Protected Persons is monitored during programming or classes. This will include unobserved monitoring of Workers and Protected Persons. After every programming event, Workers must ensure every room and restroom is checked prior to leaving.

MONITORING AND SUPERVISION

No Protected Person will ever be left unattended during ministry programming or classes, which is understood to include 15 minutes before and until reunited with a parent/after scheduled times. CBC Workers are prohibited from being alone with an individual child in any room or building. In the event a Worker finds they are alone with children after the departure of other adults, that Worker will take the child to a room or building occupied by others, or to a location easily observed by others.

Example:

- If a Protected Person is the last in a class to be picked up by a parent, move to an adjoining room where other Workers are present.
- If a Protected Person desires additional conversation or counsel with a Worker after regular programming has concluded, move to an adjoining room where other Workers are present.

Workers are to circulate, watching children giving particular attention to the areas which are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures). Any two Protected Persons together in an unseen or less easily viewed area should be redirected to another (more open) area.

DISCIPLINE

*It is the policy of CBC that Workers are prohibited from using physical discipline in any manner for behavioral management of Protected Persons. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by Protected Persons. Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the Ministry Director. Therefore, Workers must always have contact information for each Protected Person.*

USE OF RESTRAINT AND SECLUSION

CBC follows the Texas School Discipline Laws and Regulations regarding the definition and use of restraint and seclusion for a Protected Person.

Provided from [EDUCATION CODE CHAPTER 37. DISCIPLINE; LAW AND ORDER \(texas.gov\)](https://www.texas.gov/education-code-chapter-37-discipline-law-and-order)

37.0021. Use of confinement, restraint, seclusion, and time-out.

(b) In this section:

(1) "Restraint" means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student's body.

(3) "Time-out" means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting:

- (A) that is not locked; and
- (B) from which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

37.0023. Prohibited aversive techniques.

(a) In this section, "aversive technique" means a technique or intervention that is intended to reduce the likelihood of a behavior reoccurring by intentionally inflicting on a student significant physical or emotional discomfort or pain. The term includes a technique or intervention that:

- (1) is designed to or likely to cause physical pain, other than an intervention or technique permitted under Section 37.0011;
- (2) notwithstanding Section 37.0011, is designed to or likely to cause physical pain through the use of electric shock or any procedure that involves the use of pressure points or joint locks;
- (3) involves the directed release of a noxious, toxic, or otherwise unpleasant spray, mist, or substance near the student's face;
- (4) denies adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility;
- (5) ridicules or demeans the student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse;
- (6) employs a device, material, or object that simultaneously immobilizes all four extremities, including any procedure that results in such immobilization known as prone or supine floor restraint;
- (7) impairs the student's breathing, including any procedure that involves:
 - (A) applying pressure to the student's torso or neck; or
 - (B) obstructing the student's airway, including placing an object in, on, or over the student's mouth or nose or placing a bag, cover, or mask over the student's face;
- (8) restricts the student's circulation;
- (9) secures the student to a stationary object while the student is in a sitting or standing position;
- (10) inhibits, reduces, or hinders the student's ability to communicate;
- (11) involves the use of a chemical restraint;
- (12) constitutes a use of timeout that precludes the student from being able to be involved in and progress appropriately in the required curriculum and, if applicable, toward the annual goals included in the student's individualized education program, including isolating the student by the use of physical barriers; or
- (13) except as provided by Subsection (c), deprives the student of the use of one or more of the student's senses.

(b) A school district or school district employee or volunteer or an independent contractor of a school district may not apply an aversive technique, or by authorization, order, or consent, cause an aversive technique to be applied, to a student.

(c) Notwithstanding Subsection (a)(13), an aversive technique described by Subsection (a)(13) may be used if the technique is executed in a manner that:

- (1) does not cause the student pain or discomfort; or
- (2) complies with the student's individualized education program or behavior intervention plan.

(d) Nothing in this section may be construed to prohibit a teacher from removing a student from class under Section 37.002.

(e) In adopting procedures under this section, the commissioner shall provide guidance to school district employees, volunteers, and independent contractors of school districts in avoiding a violation of Subsection (b).

19 TAC 89.1053. Procedures for use of restraint and time-out.

(a) Requirement to implement. In addition to the requirements of 34 Code of Federal Regulations (CFR), § 300.324(a)(2)(i), school districts and charter schools must implement the provisions of this section regarding the use of restraint and time-out. In accordance with the provisions of Texas Education Code (TEC), § 37.0021 (Use of Confinement, Restraint, Seclusion, and Time-Out), it is the policy of the state to treat with dignity and respect all students, including students with disabilities who receive special education services under TEC, Chapter 29, Subchapter A.

(b) Definitions.

(1) Emergency means a situation in which a student's behavior poses a threat of:

(A) imminent, serious physical harm to the student or others; or

(B) imminent, serious property destruction.

(2) Restraint means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of the student's body.

(3) Time-out means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting:

(A) that is not locked; and

(B) from which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

(c) Use of restraint. A school employee, volunteer, or independent contractor may use restraint only in an emergency as defined in subsection (b) of this section and with the following limitations.

(1) Restraint must be limited to the use of such reasonable force as is necessary to address the emergency.

(2) Restraint must be discontinued at the point at which the emergency no longer exists.

(3) Restraint must be implemented in such a way as to protect the health and safety of the student and others.

(4) Restraint must not deprive the student of basic human necessities.

(e) Documentation and notification on use of restraint. In a case in which restraint is used, school employees, volunteers, or independent contractors must implement the following documentation requirements.

(1) On the day restraint is utilized, the campus administrator or designee must be notified verbally or in writing regarding the use of restraint.

(2) On the day restraint is utilized, a good faith effort must be made to verbally notify the parent(s) regarding the use of restraint.

(3) Written notification of the use of restraint must be placed in the mail or otherwise provided to the parent within one school day of the use of restraint.

(5) Written notification to the parent(s) and documentation to the student's special education eligibility folder must include the following:

(A) name of the student;

(B) name of the staff member(s) administering the restraint;

(C) date of the restraint and the time the restraint began and ended;

(D) location of the restraint;

(E) nature of the restraint;

- (F) a description of the activity in which the student was engaged immediately preceding the use of restraint;*
- (G) the behavior that prompted the restraint;*
- (H) the efforts made to de-escalate the situation and alternatives to restraint that were attempted; and*
- (I) information documenting parent contact and notification.*

ELECTRONIC DEVICE POLICY

CBC does not allow any Ministry Director or Workers the right to remove any electronic device from another person. CBC reserves the right to regulate electronic device use during ministry activities.

CBC DISCIPLINE REPORTING

CBC provides Workers the training on reporting discipline issues using the CBC reporting system. See page 9 for information.

BATHROOM SUPERVISION AND ASSISTANCE

NURSERY CHILDREN

Nursery children are defined as any child ages birth through 3. Because nursery children may require complete assistance with their bathroom activities, all Workers will observe the following policies:

DIAPERING

- Changing of diapers should be done in plain sight of other nursery Workers.
- Children will never be left unattended on changing tables.
- Any special instructions given by parents leaving children in nursery will be recorded (“Seth Adams has a medicine in the bag for rash.”).
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Children should be changed on changing stations or diaper mats only.

TOILET TRAINING

- No child will be forced to toilet train.
- When children are taken into bathrooms, the door will be left partially open.
- Young children will never be left unmonitored in bathrooms.

- Parents should be consulted on each child’s progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded (“Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.”).

It is understood that following bathroom activities all Workers will wash hands and sanitize all necessary surfaces.

ELEMENTARY AGE CHILDREN

Elementary-age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Workers should never be unmonitored with a child in the restroom.

If a Worker must go into the restroom to check on an individual child, they should seek out another Worker to accompany them. If another Worker is not available to accompany, they should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the Worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments should be done in the presence of another Worker.

STUDENTS

No CBC Worker or Director shall accompany a student in the bathroom. If a Worker must go into the restroom to check on an individual student, they should seek out another Worker to accompany them. If another Worker is not available to accompany, they should go to the exterior bathroom door, knock, and ask if the student needs assistance.

SPECIAL NEEDS

Parents will offer instruction to Workers on changing the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

ADULT BATHROOM

CBC Worker/Director may use any facility restroom in which a child or student is not currently present.

VERBAL INTERACTIONS

Verbal interactions between Workers and Protected Persons should be positive and uplifting. Our Workers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of Protected Persons.

To this end, Workers should not talk to Protected Persons in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, Workers are expected to refrain from swearing in the presence of Protected Persons.

PHYSICAL CONTACT

CBC is committed to protecting those in its care. To this end, CBC has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our ministries with Protected Persons. The following practices are to be carefully followed by anyone working in ministries with Protected Persons:

1. Side hugs, pats on the back and other forms of appropriate physical affection between Workers and Protected Persons are important for healthy development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to the Ministry Director or the Senior Pastor.
3. Physical contact should be for the benefit of the Protected Person, and never be based upon the emotional needs of a Worker.
4. Physical contact and affection should be given only in observable places or when in the presence of other Protected Persons or Workers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of Workers in ministries with Protected Persons must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant Protected Person. A Protected Person's preference not to be touched must be respected.
7. Workers are responsible for safeguarding Protected Persons under their supervision from inappropriate or unwanted touch by others.

8. Any inappropriate behavior or suspected abuse by a Worker must be reported immediately to the ministry director or the Pastor.

ONE-TO-ONE INTERACTIONS WITH PROTECTED PERSONS

Workers should never conduct one-to-one, unobserved meetings or interaction with **children**. Another Worker who has completed the application and screening process should always be present.

We recognize that meeting the emotional needs of **students** may occasionally require Workers to minister to them on an individual basis. Workers should conduct any one-to-one meetings at a time when others are present and where interactions can be easily observed. Privacy should be respected but not secrecy.

No Worker shall at any time provide counseling outside of spiritual guidance to child/student and/or their families about personal family situations such as domestic violence, abuse, or other personal family crises. This does not apply to matters of salvation in leading the child or family member to a saving knowledge of Jesus Christ.

SOCIAL MEDIA AND DIGITAL COMMUNICATION

Social Media is defined as social networking websites or applications that foster interactions in a virtual environment, including, but not limited to, Facebook, Instagram, Twitter, Snapchat, Flickr, blogs, dating websites and apps, and video calling services such as FaceTime or Skype, as well as email, instant messaging, texting and phone calls.

Seeking to provide a safe environment for Protected Persons, it shall be within the scope of our ministry to educate parents/guardians, student, and children on the safe use of social media platforms. It is recommended that parents/guardians always monitor their child's/student's social media interactions.

To the best of their ability, church Workers shall NOT:

1. Use social media of any type to share photographs or video of Protected Persons anywhere on the internet except with specific written permission, given to the church, by their parents/guardians to post on official church pages/groups. In certain limited circumstances, a partner organization may invite church staff and volunteers to share photos of children from their organization on the church staff and volunteer's personal social media account. In this case, church staff and volunteers may defer to the partner organization's guidelines. This DOES NOT apply to Protected Persons from our church.
2. Posting personal or identifying information of Protected Persons with or without photos or videos, anywhere on the internet without specific written permission, given to the church, by their parents/guardians. For example, pictures of Protected Persons will not have names posted or have parents "tagged."

3. Ask a Protected Person to be a “friend” using any type of social media, such as Facebook. Adults may accept a “friend” request from Protected Persons with the knowledge and permission of their parents/guardians.
4. Ignore or fail to act upon any material that raises suspicion that a Protected Person has been or will be abused/neglected/exploited. The Senior Pastor should be contacted immediately in compliance with Texas law and this policy.
5. Use email, texting, phone calls, or other social media to communicate with Protected Persons in inappropriate ways. Inappropriate communication may involve, but is not limited to, discussions of a sexual nature, sexting, sharing inappropriate pictures, manipulation, harassment, intimidation, or grooming issues. Prolonged private discussions between an adult and a Protected Person are also inappropriate, much like it is inappropriate for a face to face discussion of this type to take place with no additional supervision. Conversations through social media should always be conducted by means that can be recoverable (e.g. email, text message, voicemail, Facebook). It is always strongly recommended that parents/guardians be aware of communication that exists between their child and any adult.

SEXUALLY ORIENTED CONVERSATIONS

Workers are prohibited from engaging in any sexually oriented conversations with Protected Persons and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any Protected Person in the program. However, it is expected that from time-to-time ministry discussions and lessons may address age appropriate issues related to purity, dating, sex, and human sexuality. These lessons will convey the church’s view on these topics. Student’s parents will be notified in advance of these lessons. For children, a parent/guardian signature is required.

MEDICATION

Prescription medication may be given to a Protected Person by a designated Worker with a doctor’s prescription. All medication must be in the original packaging, including over the counter medication, and a health information sheet must be signed by a parent or guardian. The only exceptions to this policy are diaper ointment and insect bite cream.

TRANSPORTATION

Workers may provide transportation for Protected Persons for CBC ministry-related activities. The following requirements must be strictly observed when Workers are involved in the transportation of Protected Persons:

1. Protected Persons may only be transported with prior authorization from parents or guardians.
2. Drivers must be MinistrySafe compliant.
3. Protected Persons should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Best practices of ministry recommend two Workers in every car.
4. Workers should avoid physical contact with Protected Persons while in vehicles.
5. Only hands-free, voice-activated, driving mode cell phone features may be utilized by the driver while transporting Protective Persons for CBC ministry-related activities, unless in an emergency.
6. Drivers must meet the age requirement of their local church insurance policy.
7. Students who can self-transport must provide written approval from a parent or guardian to transport themselves. Students with written approval may only transport themselves or household relatives.

SLEEPING ARRANGEMENTS

It is anticipated that certain ministry activities may occasionally require that overnight sleeping arrangements be made for Protected Persons and Workers (i.e., lock-ins, mission trips, etc.). In the event an activity requires sleeping arrangements, Workers will strictly observe the following rules:

1. The 2-adult rule is suggested. The adult Workers present must have previously completed our church's application and screening process.
2. Overnight sleeping arrangements must be submitted in writing to and approved by the Senior Pastor **prior to the activity** and have signed approval by parents/guardians. It is recommended that this information be included in the permission slip for the event and signed by the parent/guardian.
3. As long as any Protected Persons are awake, one of the Workers must also be awake and monitoring the Protected Persons to ensure safe behavior.
4. Appropriately modest sleeping attire must be worn.

© MinistrySafe 2019. All Rights Reserved.

Base policy material created with MinistrySafe/Abuse Prevention Systems. Program-specific edits added by Central Baptist Church
Revised 8.14.22

5. In the event of a sleepover that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by Workers of the same gender.
6. Workers will monitor sleeping Protected Persons by periodically conducting visual bed checks to ensure that sleeping Protected Persons remain in designated sleeping places. During bed checks, Workers should never physically touch a Protected Person.
7. In the event that overnight arrangements do not include standard beds, each Worker and Protected Person will use single sleeping bags or blankets. In these instances, a “one-person-to-one bag or blanket” rule will be observed.

FEEDING OF CHILDREN AND STUDENTS

CBC ministry activities can provide snack and food to children and students. CBC will notify parents of these events before the event date and include a response for parents to address individual child or student dietary needs. CBC will make all reasonable accommodations to known dietary needs.

It is recommended that children eat only food provided by the church to ensure their safety.

ILLNESS

If a child or student becomes ill with a contagious disease within 24 hours of participating in CBC ministry activities, the parent is requested to telephone the church office. CBC requires any child or student who exhibits any signs of illness to be 24 hours fever free before returning to CBC ministry activities.

If a child or student exhibits any signs of illness, that student must be removed from ministry activities. The Ministry Director will notify the parents or guardians for pickup.

DROP-OFF AND RELEASE OF CHILDREN/STUDENT

CBC incurs responsibility for the safety and well-being of the child/student left in our care. Workers must act to ensure the safety of children during their discharge.

Workers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

In the event that Workers are uncertain about the release of a child/student, they should immediately locate or contact their Ministry Director before releasing the child/student.

NURSEY INFORMATION AND POLICIES

CBC defines nursesey and preschool as birth through age 3.

PRESCHOOL USES AND SCHEDULING

- Nursey to open during Sunday morning and evening activities.
- Reservations for the nursery should be cleared through the church office and placed on the calendar at least two weeks in advance. The Nursey Director will be notified by the church office.
- Nursey Director will coordinate the appropriate number of Workers and reserve an adequate amount of space.
- CBC nursery will not be available for parties or meetings when the church office is closed for holidays.
- It is desired that the nursey facilities are not requested following worship service.
- No one shall leave a child in the nursery for any other reason than attending church functions.
- The following is recommended if the nursery is reserved for use during non-children ministry events.
 - It is recommended that children bring their own activities to do.
 - Children can watch “G” rated movies.

DROP-OFF AND PICKUP POLICIES

At any time that a child has been entrusted to our Workers, CBC incurs responsibility for the safety and well-being of the child. Workers must act to ensure the appropriate supervision and safety of children in their discharge.

Drop-off Policies

- The nursey will be open 15 minutes before the meeting time.
- No one is to enter the nursery rooms except CBC-approved workers and nursery children.
- Workers will receive the child at the door.
- Parents must leave contact information for their child.
- In order to avoid congestion, is it recommended that only one parent drops off or pick up their child.
- Teachers will not release a nursery child to another child under 12 years of age.

CHILD CARE AND NEEDS

- Parents should provide the following item marked properly with their child's name.
 - Ample diapers
 - A change of clothing for babies
 - Formula in plastic bottles

© MinistrySafe 2019. All Rights Reserved.

Base policy material created with MinistrySafe/Abuse Prevention Systems. Program-specific edits added by Central Baptist Church
Revised 8.14.22

- Any other needed necessities
- Special provisions will be made for breastfeeding children.

CLEANING AND CLOSING

- Toys and tables are to be washed after each session.
- Crib sheets will be removed and cribs sprayed with Lysol at the end of each session.
- Rooms must be left in an orderly condition. Toys and furniture should be put away neatly.

PARENT/GUARDIAN CONTACT OR INVOLVEMENT

PARENTAL CONTACT

Parents/guardians who leave a Protected Person in the care of our Workers will be contacted if their child/student becomes ill, injured, or has a severe disciplinary problem while participating in ministry programs. Therefore, you must always have contact information for each Protected Person.

CBC requires all parent/guardian contact to be documented.

PARENTAL INVOLVEMENT

Parents/guardians have an open invitation to observe all programs and activities in which their Protected Person is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's/student's programs will be required to be MinistrySafe compliant.

These plans need to be coordinated and developed with current ministry leader and safety team.

MEDICAL EMERGENCY

Medical emergency means any incident resulting in Bodily Injury or Acute Illness as defined herein, where, in the opinion of Specialty Emergency Services, the Member requires urgent hospitalization and treatment.

WEATHER EMERGENCY

A weather emergency is defined as imminent approaching weather conditions which could effect or present a danger to ministry activities.

SOFT LOCKDOWN/LOCKOUT PROCEDURES

A soft lockdown/lockout is issued when there is no specific, confirmed, or imminent threat at a facility, but there is a need to increase the security threat level. Examples of a soft lockdown/lockout include a police manhunt that is nearby, an unconfirmed report of visitors or parents who are not authorized to be there, an unconfirmed weapon, a report of a robbery or other crime that took place nearby, or even a vicious animal on the campus.

During a soft lockdown/lockout CBC move all ministry activities to indoor facilities. Facilities' exterior doors and windows are closed and locked and their perimeters are secured. Ministry activities may continue, but they may not leave the build. Access to buildings is restricted until the alert is lifted.

HARD LOCKDOWN PROCEDURES

A hard lockdown is issued when there is a specific and imminent threat of violence. Examples of a hard lockdown include a confirmed active shooter; a hostage situation; hostile, unauthorized visitors that are physically on the campus; an individual who is on a Watch List who is on campus; or gunfire that is heard, on or near the campus.

During a hard lockdown, all doors and windows, including interior classroom doors, are locked and secured, and there is no outside access. Any students who are outside are immediately brought inside, and any students in hallways or other common areas are taken to a locked area or are sheltered in place inside locked classrooms. In this instance, parents and visitors are not allowed physical access into the facility.

EVACUATION

© MinistrySafe 2019. All Rights Reserved.

Base policy material created with MinistrySafe/Abuse Prevention Systems. Program-specific edits added by Central Baptist Church
Revised 8.14.22

REQUIREMENTS

CBC requires all Directors/Workers in Protective Person ministries to meet the following requirements.

1. Be over the age of 18.
2. Pass a criminal background check every 2 years.
3. Complete a Worker screening process which includes:
 - a. An Employment Application (Employed Directors Only)
 - b. A Safety Application (Employees and Volunteers)
 - c. A Face-to-Face interview (Employees and Volunteers) (New volunteers starting 2023)
 - d. Reference to be checked (Employee and Volunteers)
4. A volunteer must continuously attend CBC for six months before being eligible to serve in positions interacting with children or students. A volunteer who has not attended the church for six months may apply to work in Protected Person ministries but must obtain written approval from the Ministry Director and Senior Pastor.
5. Must complete Sexual Abuse Awareness Training each year.
6. Must sign POLICIES AND PROCEDURES STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT form and follow all CBC Protected Person ministry policies and procedures.

CBC requirement for all Students or Student assisting in Protective Person ministries to meet the following.

1. Be active in CBC Student Ministry for 3 continuous months.
2. Have the approval of the Student Ministry Director and Children's Ministry Director
3. Complete a screening process that includes:
 - a. A Safety Application
 - b. A Face-to-Face interview
 - c. Reference to be checked
7. Must sign POLICIES AND PROCEDURES STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT form and follow all CBC Protected Person ministry policies and procedures.

MINISTRY OPERATIONS

CBC requires all Protected Person Workers to adhere to the following ministry operations

1. All Workers should arrive early and be ready to accept children at the beginning of class time.
2. Any Worker unable to lead their class or activity should notify their Ministry Director as soon as possible.
3. Ministry Director and/or staff members will make unannounced visits to classes and activities to ensure that church policies are being adhered to.
4. CBC Ministry Workers and Director will adhere to all CBC restroom use policies.

Illness

- CBC Workers should provide their Ministry Director 5 hours of absence due to illness if possible.
- If a Worker becomes ill with a contagious disease within 24 hours of participating in CBC ministry activities, it is requested that they notify their Ministry Director.
- CBC requires any Worker who exhibits any signs of illness to be 24 hours fever free before returning to CBC ministry activities.
- If a Worker exhibits any signs of illness, they will be asked to leave.
- If a Ministry Director is absent, they must appoint a ministry leader to serve in their absence. This leader will take on all the duties and roles of the Ministry Director during their absence.

APPROPRIATE MATERIALS

Workers are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of Protected Persons except for lesson material approved by Ministry Director. Workers should check with parents and use good judgment regarding media used in programming and during events including movies, TV shows, and images. No R-rated movies are permitted.

INTOXICANTS

Workers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any of our church facilities, while traveling with Protected Persons, or while working with or supervising Protected Persons.

NUDITY

Workers should never be nude in the presence of Protected Persons in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the lead Worker must arrange for individual and private spaces for showering and changing clothes for all participants.

TOBACCO USE AND VAPING

Our church requires Workers to abstain from the use or possession of tobacco or vaping products in church facilities, while in the presence of Protected Persons or their parents, or during any activities or programs. Our church is a tobacco-free facility.

MINISTRYSAFE KEY STAFF/VOLUNTEERS

Indicated below are the names of people who hold key areas of leadership (whether staff or volunteer) and their contact information. This list will be updated on an annual basis or when changes occur and provided to all active volunteers. It will be maintained with the official policy document.

Job Title	Name	Phone #	Email
Senior Pastor			
MinistrySafe Lead / Student Pastor			
Children’s Director			
Nursery Director			
Church Secretary			

Other Supervisors in Children/ Student Ministries:

Chairman Student Council			
Facility Coordinator			

Please Initial By Each Statement

- I have read and review the Texas Family Code on abuse and neglect.

- I have received and read a copy of the Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at this church.

- I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by this church. Any changes will be made public.

- I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at any time. (If possible, I will provide two weeks notice to my supervisor).

- I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and CBC. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

- I understand it is my responsibility to review new guidelines which may be created and distributed as well as manual guidelines that are changed or deleted.

- I acknowledge receipt of the policies and procedures manual.

Worker's Name (Please Print)

Worker's Signature

Date