



# Protected Person Ministries Policies and Procedures

Base policy material created with



Abuse Prevention Systems.

Program-specific edits added by Central Baptist Crockett

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## 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 foster a safe, nurturing environment in which children and students can grow in their 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 this church's mission. 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

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## DEFINITIONS

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**Protected Persons**, when used herein, shall be defined as all children and students who meet the definition of "Child" under the 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 age 18 or older who is still participating in a Protected Person Ministry.

**Child**, when used herein, shall be defined as anyone aged birth through fifth grade.

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

**Nursery**, 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.

**Associate Pastor(s)**, when used herein, shall be defined as the associate/assistant 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, is defined in Texas Family Code CHAPTER 261. INVESTIGATION OF REPORT OF CHILD ABUSE OR NEGLECT

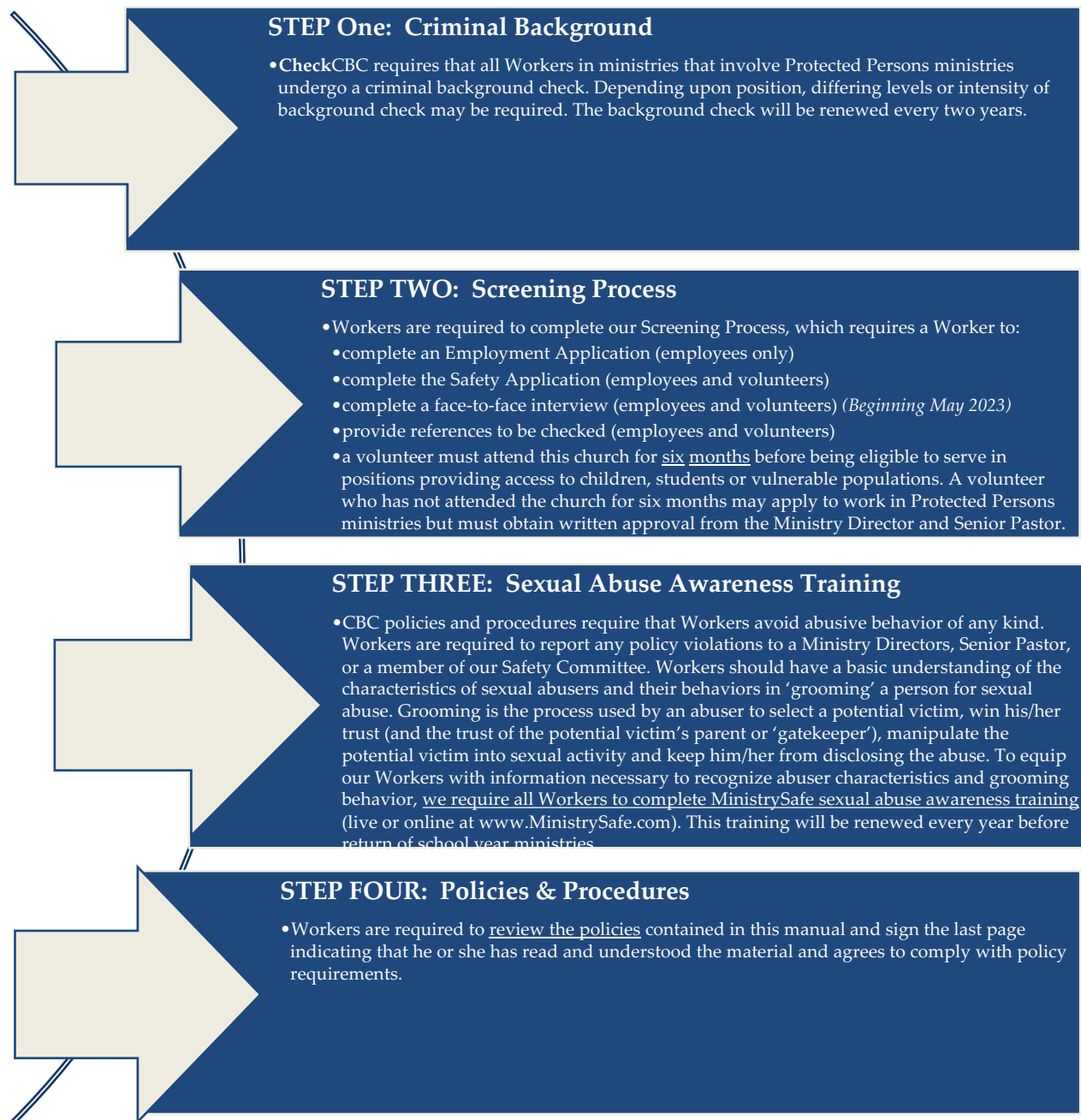
**Act of Abuse**, by definition, as defined in Texas Family Code CHAPTER 261. INVESTIGATION OF REPORT OF CHILD ABUSE OR NEGLECT

**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 on appointment, whether or not 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 (e.g., policy violations, neglectful supervision, poor role modeling, etc.) or suspect 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, they are responsible for immediately reporting their observations in accordance with this policy.

## ENFORCEMENT OF POLICIES

CBC Workers who supervise other Workers are charged with diligently enforcing 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 to assess 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 behavior or suspicion of abuse will be taken seriously and, in accordance with this policy and state law, reported to 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**, policy violations, or suspicious behavior 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.

### REGISTERED SEX OFFENDER POLICY

Any individual known to be a registered sex offender may attend worship services only under a written safety agreement approved by church leadership.

Such individuals shall be prohibited from serving in any ministry involving Protected Persons and shall not access areas designated primarily for children or students unless specifically authorized and supervised under the safety agreement.

Church leadership reserves the right to establish restrictions necessary to protect Protected Persons and the church body.

## 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, Associate Pastor, or Senior Pastor, and may allow supervisory personnel to make the appropriate report to law enforcement agencies on their behalf. Reporting to a supervisor does not satisfy a Worker's personal legal obligation to report suspected abuse or neglect under Texas law. Any Worker who suspects abuse or neglect must ensure a report is made to the appropriate governmental authority. 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.**

Workers at CBC are required to report any inappropriate behavior or policy violation by a colleague or co-worker to the Ministry Director, Associate Pastor, 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, 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

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

### Non-Immediate

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- 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

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- 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.

All incident reports, discipline reports, screening documents, and abuse-related records shall be maintained securely by church administration with access limited to authorized personnel.

## CBC ABUSE RESPONSE

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### MINISTRY DIRECTOR/PASTOR RESPONSE

Workers — whether or not a professional — are required to verbally report any Immediate incident to the Ministry Director, Associate Pastor, 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 obtain detailed information about the entire conversation. The Pastor will be notified as soon as reasonably possible.

If appropriate, the Ministry Director, Associate Pastor, 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](http://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. The Ministry Director, Associate Pastor, 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 Pastor(s) will take appropriate action on behalf of the CBC when a report of abuse occurs. The criminal investigation will be 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

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*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 that every room and restroom is checked before 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/guardian 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/guardian, 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, and give particular attention to areas that 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

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*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.

CBC permits physical restraint only when reasonably necessary to prevent imminent harm to a Protected Person, another individual, or serious property damage. Any restraint must use the minimum force necessary and must immediately cease once the danger has passed.

Workers shall never use physical force as punishment, intimidation, retaliation, or behavioral control.

Any use of restraint must immediately be reported to the Ministry Director and Senior Pastor and documented in writing. Parents/guardians must be notified as soon as reasonably possible.

## ELECTRONIC DEVICE POLICY

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

Workers shall not photograph, record, or video Protected Persons on personal devices without church authorization and, where required, parental consent. Recording devices are strictly prohibited in bathrooms, changing areas, or sleeping areas.

## CBC DISCIPLINE REPORTING

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

## BATHROOM SUPERVISION AND ASSISTANCE

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### NURSERY CHILDREN

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

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#### 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 the nursery will be recorded (“Seth Adams has a medicine in the bag for rash.”).
- Children should be re-diapered and re-clothed immediately after their soiled diaper is changed.
- Children should be changed only on changing stations or diaper mats.

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#### 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 about each child’s progress in toilet training 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 their 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 bathroom stall door.

Any assistance with straightening or fastening garments should be provided 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 provide instruction to Workers on changing the diapers of individuals with special needs. 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.

## WORKER AND PROTECTED PERSON INTERACTION POLICIES

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### 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 a Pastor.
3. Physical contact should be for the benefit of the Protected Person and should never be based on 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 a Pastor.

## ONE-TO-ONE INTERACTIONS WITH PROTECTED PERSONS

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

All one-to-one interactions must occur in environments that are observable and interruptible. Whenever reasonably possible, meetings should occur in rooms with windows, open doors, or in visible public settings.

We recognize that meeting students' emotional needs may occasionally require Workers to minister to them individually. Workers should conduct any one-to-one meetings when others are present, and interactions can be easily observed. Privacy should be respected, but not secrecy.

Workers shall not meet alone with Protected Persons in private residences, isolated locations, or parked vehicles unless a parent/guardian is physically present or prior written approval has been obtained from the Senior Pastor.

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, our ministry shall educate parents/guardians, students, 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.

All digital communication between Workers and Protected Persons must remain transparent, appropriate, and accessible to parents/guardians and church leadership.

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

1. Use social media of any type to share photographs or videos 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 volunteers' personal social media accounts. 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 recovered (e.g., email, text message, voicemail, Facebook). It is always strongly recommended that parents/guardians be aware of the communication that exists between their child and any adult.
6. Workers shall not use disappearing-message applications or features (including Snapchat disappearing messages or similar applications/features) for communication with Protected Persons.

## 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. Students' 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 medications, including over-the-counter medications, must be in their original packaging, 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. Drivers must possess a valid driver's license and maintain automobile liability insurance as required by Texas law.
4. Seat belts must be worn by all occupants whenever the vehicle is in motion.
5. Workers should avoid transporting a single unrelated Protected Person alone whenever reasonably possible. If unavoidable, parental permission and notification to the Ministry Director are required.
6. Protected Persons should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. The ministry's best practices recommend two Workers in every car.
7. Workers should avoid physical contact with Protected Persons while in vehicles.
8. Only hands-free, voice-activated, driving-mode cell phone features may be used by the driver while transporting Protective Persons for CBC ministry-related activities, unless in an emergency.
9. Drivers must meet the age requirement of their local church insurance policy.
10. Students who can self-transport must provide written approval from a parent or guardian. Students with written approval may only transport themselves or household relatives.

## SLEEPING ARRANGEMENTS

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

1. The 2-adult rule is required whenever reasonably possible. At least two unrelated approved adult Workers should be present during overnight activities. The adult Workers present must have previously completed CBC'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 on the event permission slip 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 them to ensure safe behavior.
4. Appropriately modest sleeping attire must be worn.

5. In the event of a sleepover involving both boys and girls, they 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 they remain in designated sleeping places. During bed checks, Workers should never physically touch a Protected Person.
7. If overnight arrangements do not include standard beds, each Worker and Protected Person will use a single sleeping bag or blanket. 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 snacks 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/STUDENTS

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

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*CBC defines nursery and preschool as birth through age 3.*

### PRESCHOOL USES AND SCHEDULING

- Nursery 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 Nursery Director will be notified by the church office.
- The Nursery Director will coordinate the appropriate number of Workers and reserve sufficient space.
- CBC nursery will not be available for parties or meetings when the church office is closed for holidays.
- It is desired that the nursery facilities are not requested following the worship service.
- No one shall leave a child in the nursery for any other reason than attending church functions.
- The following applies when the nursery is reserved for use during non-children's ministry events.
  - It is recommended that children bring their own activities.
  - Children can watch "G-rated" movies.

### DROP-OFF AND PICKUP POLICIES

At any time a child is entrusted to our Workers, CBC assumes responsibility for the child's safety and well-being. Workers must ensure appropriate supervision and safety for children during discharge.

CBC may utilize a check-in/check-out security system, including matching identification tags or authorized pickup lists, to ensure children are released only to approved individuals.

#### **Drop-off Policies**

- The nursery 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.
- To avoid congestion, it is recommended that only one parent drop 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 items, properly marked with their child's name.
  - Ample diapers
  - A change of clothing for babies
  - Formula in plastic bottles
  - 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

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### PARENTAL CONTACT

Parents/guardians who leave a Protected Person in the care of our Workers will be contacted if their child/student becomes ill or 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 contacts 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.

## EMERGENCY PLANS AND PROCEDURES

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These plans need to be coordinated and developed with the current ministry leader and the 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 that could affect 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 a need exists to increase the security threat level. Examples of a soft lockdown/lockout include a nearby police manhunt, an unconfirmed report of visitors or parents who are not authorized to be there, an unconfirmed report of a weapon, a report of a robbery or other nearby crime, or even a vicious animal on campus.

During a soft lockdown/lockout, CBC moves 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 building. 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 to the facility.

## EVACUATION

### CBC WORKER REQUIREMENTS AND EXPECTATIONS

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#### 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. CBC reserves the right to deny, restrict, or revoke eligibility for employment or volunteer service based upon criminal history, allegations of abuse or misconduct, violent behavior, sexual misconduct, or other conduct inconsistent with the mission and safety standards of the church.
4. 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)
5. A volunteer must consistently attend CBC for 6 months before being eligible to serve in positions that involve working 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.
6. Must complete Sexual Abuse Awareness Training each year.
7. Must sign the 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 students assisting in Protective Person ministries to meet the following.

1. Be active in the 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
8. Must sign the 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 start of class.
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 Directors will adhere to all CBC restroom use policies.

## Illness

- CBC Workers should provide their Ministry Director with 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, they are requested to notify their Ministry Director.
- CBC requires any Worker who exhibits signs of illness to be fever-free for 24 hours 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 assume all duties and responsibilities 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 the 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 nudity (e.g., changing clothes during a pool party, weekend, or overnight retreat), the lead Worker must arrange individual, private showering and changing spaces for all participants.

## TOBACCO USE AND VAPING

Our church requires Workers to abstain from using or possessing tobacco or vaping products in church facilities, 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

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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 annually or when changes occur, and will be provided to all active volunteers. It will be maintained with the official policy document.

<b>Job Title</b>	<b>Name</b>	<b>Phone #</b>	<b>Email</b>
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 reviewed 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 do not constitute 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 the hours I work.
- I understand it is my responsibility to review new guidelines that may be created and distributed, as well as manual guidelines that are changed or deleted.
- I acknowledge receipt of the policies and procedures manual.

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Worker's Name (Please Print)

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Worker's Signature

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Date