

SAFETY 360

CODE OF CONDUCT HANDBOOK



SAFETY 360 POLICY

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I. General Overview

As Community Bible (CB) staff and volunteers, we require compliance with CB policies and procedures when interacting with kids and students. CB requires staff and volunteers to keep their actions and intentions pure and honoring to Christ. CB requires staff and volunteers to treat others with respect in all verbal and physical interactions. The subject of conduct with kids and students is so fragile and should be taken with the utmost concern and seriousness by every CB staff member and volunteer. Abuse of the CB policy or state and federal laws will not be tolerated.

We understand that building relationships with kids and students is foundational to the ministry of CB. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the staff and volunteers to demonstrate their love and compassion for kids and students in genuine, healthy relationships.

The following Code of Conduct has been adopted by CB to help the staff create safe environments for kids and students and for those who minister to them. All Personnel are asked to carefully consider each statement in this policy before agreeing to adhere to the statements. The Safety 360 Policies will be available to access on our website - CommunityChurch.com.

Please Note: *If you or someone you know is struggling with a sexual attraction to kids and/or students, please opt out of serving and call “**Hope for the Heart**” (800) 488-4673.*

Please Note: *If you choose to serve with CB and break the law, CB will participate fully in your prosecution with the proper authorities.*

A. General Definitions

1. Kid and Student

- a. A **Kid** is defined as anyone under the age of 12 years.
- b. A **Student** is defined as anyone who is at least 12 years old, but not yet 18 years old. A student may also be an individual who is 18 years old or older, but still in high school.

2. **CB Personnel** - For the purposes of this policy, the following are included in the definition of CB Personnel when they are functioning in their respective roles for CB:

- a. **CB Staff** - those employed by Community Bible Church.
- b. **High Access Volunteers** - those who serve at CB around kids or students, or have any access to kids and students ministry areas apart from approved pick-up or drop-off family members.
- c. **Mid Access Volunteers** - those who serve at CB but may still be around kids or students at any time.

- d. **Low Access Volunteers** - those who serve at CB but have extremely limited access to kids or students at any time.
3. **Contractors** - Those who are not associated with the church but may be around kids or students to perform a service requested by CB Personnel.
4. **Abuse/Neglect** – The following definitions are generalized. For state-specific definitions and statutes see below.
- a. **Physical abuse** is non-accidental injury, which is intentionally inflicted upon a kid or student.
 - b. **Sexual abuse perpetrated by an adult** is any contact or activity of a sexual nature that occurs between a kid or student and an adult. This includes any activity which is meant to arouse or gratify the sexual desires of the adult, kid, or student.
 - c. **Sexual abuse perpetrated by another kid or student** is any contact or activity of a sexual nature that occurs between a kid or student and another kid or student when there is no consent, when consent is not possible, or when one kid or student has power over the other kid or student. This includes any activity which is meant to arouse or gratify the sexual desires of any of the kid or student.
 - d. **Emotional abuse** is the mental or emotional injury to a kid or student that results in an observable and material impairment in the kid or student's growth, development, or psychological functioning.
 - e. **Neglect** is the failure to protect a kid or student from harm.

Arkansas State kids and students Abuse/Neglect Statutes – The following sections are the actual Arkansas State Statutes defining abuse and neglect of kids and students. If you need to know the statutes in other states visit this website:

<https://www.childwelfare.gov/pubPDFs/define.pdf#page=5&view=Summaries%20of%20State%20laws>

B. Onboarding Processes

1. Screening and Selection Process

- a. **CB Staff** shall be screened and selected utilizing at least the following:
 1. Potential Staff read the Safety 360 Policy and have the opportunity to Self-Select Out before completing an application.
 2. A standard application completed by the applicant includes authorization for the release of information to conduct a background check and the applicant's acknowledgment of the Safety 360 Policies.
 3. Criminal records check in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by CB.
 4. Sexual offender registry checks in any state where the applicant resided for the past seven (7) years.

5. Individual interview of the applicant by the CB Pastor and/or Ministry Leader that will supervise the applicant for the position.
 6. 3 Reference checks of persons who know the applicant, giving special attention to how the applicant interacts with kids or students. (Professional, Ministry, and Peer/Family References.)
- b. High Access Volunteers** shall be screened and selected utilizing at least the following:
1. Potential Volunteers read the Safety 360 Policy and have the opportunity to **Self-Select Out** prior to completing an application.
 2. A standard application completed by the applicant includes authorization for the release of information to conduct background checks and the applicant's acknowledgment of the Safety 360 Policies.
 3. Individual interview with the applicant by the local CB staff.
 4. 2 Reference Checks of persons who know the applicant, giving special attention to how the applicant interacts with kids and students. (Peer/Family and Ministry/Professional References)
 5. Criminal records check in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by CB.
 6. Sexual offender registry checks in any state where the applicant resided for the past seven (7) years.
- c. Mid and Low Access Volunteers**
1. Criminal records check in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by CB.
 2. Sexual offender registry checks in any state where the applicant resided for the past seven (7) years.

All information gathered about an applicant will be carefully reviewed and evaluated by the CB Admin team (for staff) and by the Ministry Leader (for volunteers) to make a determination, in consultation with others as necessary, of whether or not the person is appropriate to work with CB Personnel who work with or around kids or students. All staff and volunteers must have a personnel file at the CB HR office for staff and at the campus office for volunteers.

2. Training

- a. CB Staff and High Access Volunteers**
 1. Complete the High Access Training Module
- b. Mid and Low Access Volunteers**
 1. Complete the Low Access Training Module

II. Code of Conduct

CB is committed to creating and promoting a positive, nurturing environment that protects our kids and students from abuse and our CB Personnel from misunderstandings. When creating safe boundaries for kids and students, it is important to establish what types of affection are appropriate and inappropriate; otherwise, that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows CB Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with kids or students. These guidelines are based, in large part, on avoiding behaviors known to be used by kid and student molesters to groom them and their parents for future abuse. The following guidelines are to be carefully followed by all CB Personnel. Violations of these policies will not be tolerated.

The following are guidelines for kids, students, and CB personnel conduct and interactions as they pertain to dress code, touch, and talk should be strictly followed:

- A. Modesty** – Private body parts should be covered at all times. No exceptions. Dress code of kids, students, and CB personnel is to be modest, as to not draw attention to our bodies and thus become a distraction in any way. CB strives to teach the heart of modesty and respect for ourselves and others.
- B. No Bullying** – No tolerance. If someone asks you to stop...you must stop. If you ever feel like someone is picking on you or being mean to you...report it immediately to the CB staff or another adult.
- C. No Private One-on-ones** – All CB one-on-one interactions should be conducted in public places that allow for private conversations while remaining in the clear sight of others.
- D. The 3 T's:**

Touch

Good Touch– Touch similar to these examples

- Handshakes and high-fives
- Short, congratulatory or greeting hugs
- Arm around the shoulders
- Holding hands as a part of prayer or activities
- Pats on the shoulder or back
- Changing Diapers w/ Supervision
- Holding babies

Bad Touch– Touch similar to these examples

- Private back rubs, arm tickles, massages, etc
- Touching legs, bottoms or private parts (no exceptions!)
- Touching a kid or student in anger, disgust, or frustration
- Long/Lingering frontal hugs.
- Lap sitting (4-year-olds and up)
- Kissing
- Intimate wrestling or tickling
- Any unwanted affection that is communicated
- Piggy back rides of non-immediate family

Talk

Good Talk – Talk similar to these examples

- Verbal praise for achievement or behavior
- Verbal encouragement
- Scripturally based teaching

Bad Talk– Talk similar to these examples

- Compliments or comments that relate to physique or body development (example: “You sure are developing”, or “You look really hot in those jeans”)
- Sexual jokes, innuendos, or bathroom humor
- Swearing or vulgar language
- Verbal harassment or abuse
- Individual secrets or special gifts
- Sexual coaching or conversation
- Insensitive terms/language

Territory

Appropriate - Places and situations similar to these examples

- Public one-to-one interaction
- Group or public environments

Inappropriate – Places and situations similar to these examples

- Private one-to-one interaction
- Sitting or lying on any bed with any CB kids and students
- Lying anywhere with a CB kids and students

III. Communication Guidelines

In addition to establishing safe boundaries for appropriate *affection* towards kids and students, it is also important to set guidelines for *communication and interactions* with kids and students as well. The following guidelines are to be carefully followed by all CB Personnel.

A. General Guidelines:

1. All personal communication with kids or students will be done with the consent of the legal guardian/parents and all available communication will be provided upon a legal guardian/parent's request.
2. Ensure all communication is appropriate, spiritual, and encouraging.
3. If legal guardians/parents do not want you to communicate with their kid or student, you must honor their request.
4. Private communication of an intimate nature with kids and students is prohibited.

B. Phone Calls & Texting/Messaging:

1. Electronic communication with **kids** on their personal devices is prohibited.
2. Contacting **kids** electronically must be through a phone call or text message to the legal guardian/parent's device.

3. **Rule of Three** - Electronic communication with a **student** should always involve a third-party adult. Messages between a student and a leader should include another Safety 360 trained person or legal guardian/parent.
4. Phone calls and texting/messaging should adhere to all Safety 360 policies and should be understood that you are their leader first and their friend second. The goal is to ensure that all communication is promoting CB ministry goals.
5. Don't delete any texts/messages involving kids or students.
6. In the event of endangerment, the adult involved can continue the conversation but must report the conversation to their direct supervisor and send them screenshots of the conversation if through text message. See Section IX. Exceptions Process.
7. Be considerate. All phone calls/texts must be during the following hours:
 - a. High School - 8:00am-10:00pm
 - b. Middle School - 8:00am-8:00pm

C. **Electronic Communication (Email/social media)**

1. Following **kids** with your personal profile on social media is prohibited until they are 12 years of age.
2. Any communication with a **student** via social media must follow the **Rule of Three** as noted above.

D. **Written Communication (Cards/Letters)**

1. Written communication to kids and students must be on a CB branded postcard and not enclosed within an envelope

E. **Small Groups**

1. Small groups must have at least 2 adult leaders per group.
2. Leaders of the group must communicate the details of small group meetings with parents.
3. Meeting locations are to be approved by the Ministry Director in accordance with CB policies.
4. Small group gatherings with kids are prohibited unless it is a CB-sanctioned event with a CB-Kids staff member present.
5. Private gatherings must be approved by the supervising ministry's CB Staff.

IV. One-on-One Conversations

In light of the increasing number of tragedies that have shocked the Christian community, it is our desire to set in place a policy in regard to CB staff and volunteers having one-to-one interaction with a student. We know that “our adversary, the devil, prowls about like a roaring lion, seeking someone to devour” (1 Peter 5:8). Our desire, then, is to build into our lives and our ministry safeguards of accountability that would help to keep us from situations that could damage the integrity of our ministry. We want to be sure that our policies and procedures not only set up a framework where inappropriate behavior is difficult to happen but also where any appearance of impropriety is avoided. It’s important that we set expectations and requirements that protect kids and students and families on all fronts. As such, the following policy calls for:

- A. Professional counseling should be left to the professionals.
- B. Personal conversations should be encouraging, uplifting, and Christ-centered.
- C. No private one-on-one situations.
 1. Legal guardians/parents need to initiate and be involved. Encourage legal guardian/parent involvement.
 2. Have the kid or student’s legal guardian/parent or a second CB Personnel/Adult present with 100% visibility for the entirety of any one-on-one meeting.
 3. If no legal guardian/parent is present then a meeting needs 2 CB Personnel who have been screened and trained in the Safety 360 Policy.
 4. **Always** encourage same-gender conversations/discipling relationships. Steer those members of the opposite gender who are seeking one-on-one help to an appropriate same-gendered staff member or volunteer leader.
 5. Please choose an appropriate place (a public place or in a place with clear lines of sight to the public.) and setting for conversations.
 6. A staff member or volunteer leader is never to be involved in a discipling/counseling relationship one-to-one with a kid or student of the opposite gender.
- D. A staff member who is alone at any CB facility is to **never** be alone with a kid or student inside the facility. Always make sure there are others present. Always keep the doors open within the facility, making sure there are others present in the room. If a kid arrives unannounced, immediately move/escort the kid outside to a publicly viewed place or in sight of cameras until someone else arrives. If the circumstance doesn’t allow for this, get creative. Add a CB Personnel to a video chat of some form and thus give accountability to the situation and then use the **Exceptions Process. See Section IX.**
- E. **Always** be careful! Remember that the moment you start believing that you are above temptation is the moment you are the most vulnerable. A mere accusation could cause serious problems. Build safeguards of accountability into your life and ministry!
- F. For policies and procedures for phone calls and any form of electronic communication see **Section III. Communication Guidelines.**

V. Discipline

As in any situation where kids or students are involved, there is sometimes the need for discipline. Our policy in these situations is as follows: First, we never — **ever** — strike a kid or student physically in a disciplining situation. Secondly, we consider involvement with CB and its activities a privilege. Should an “out of control” situation arise, the leader of the ministry should contact the parents of the kids and students involved, along with the appropriate campus pastor, and seek a resolution to the situation (while at the same time restricting that young person’s access to CB activities until the matter has been resolved).

A. CB kids and students Behavior

1. Every kid and student is expected to be respectful of themselves, others, and the environment. **See Section II. Code of Conduct.** We will all build each other up and encourage one another in love at all times!
2. Therefore, when kids or students continue to be disrespectful after being corrected by CB Personnel, the supervising ministry staff must be notified and legal guardian/parent need to be informed.
3. If problems continue to persist, then the supervising ministry staff and parents must agree to a set time away before the kid or student can return.

B. Abusive Behavior and Defiant Disobedience

1. Abusive behavior and defiant disobedience will not be tolerated at CB and will be potential grounds for a CB kid or student's dismissal from CB. This includes abusive behavior to self (drugs, alcohol, self-mutilation) and others (bullying, fighting, verbal abuse). If abusive behavior or defiant disobedience becomes apparent, please notify your Ministry Leader or CB Staff member immediately.

C. Sexual Misconduct or Abuse

1. Sexual misconduct or abuse will not be tolerated at CB. Sexual misconduct or abuse will be grounds for a kid or student’s dismissal and will require a meeting with the Campus Pastor and notification of the Lead Pastor and Ministry Directors. If sexual misconduct or abuse becomes apparent, please notify your Campus Pastor immediately.

D. CB kids and students Relationships – peer to peer

1. CB will not be a place for physical relationships between kids and students. All CB personnel should be aware of inappropriate conduct between any CB kids or students. Kids or student of the opposite sex should never be alone together.
2. Kids and Students must follow the 3 T’s as outlined in **Section II: Code of Conduct.**

VI. Transportation

- A. An activity officially begins at check-in for the activity and ends at completion or check-out for the activity. Transportation to the activity before it begins and after completion of the activity is not part of the official activity.
- B. All transportation to the location following the start of registration is part of the activity and must be approved by the supervising ministry staff.
- C. When Community Bible offers transportation, it will be done through a licensed professional transportation company. No staff or volunteers can drive kids or students.
- D. If adherence to these policies seems impossible in a particular situation **see Section IX**.

VII. Overnight Events

In certain situations, such as camps and retreats, the sanctioned activity may include overnight stays. The following guidelines should be strictly observed when anyone is involved in the overnight stay of a kid or student during a Community Bible sanctioned activity.

- A. A written permission/consent must be obtained from the custodial parent(s) or legal guardian.
- B. All adults, kids and students sharing a room will be of the same sex.
- C. No kids or students will share a bed with an adult unless the adult is their parent/guardian.
- D. Two or more screened adults must be present if sleeping in the same room with kids and students.
- E. At NO TIME should an adult be alone with a kid or student in any private situation, or in private accommodations. Also, no adult should stay alone with a kid or student during any aspect of the event or activity.
- F. The adult leaders shall designate at least one adult of each gender to act as an Activity Monitor.
 - a. The Activity Monitor must provide for both regular and unscheduled check-ins as may be appropriate for the activity including room checks by adult leaders as appropriate.

- G. We recognize that the facilities applicable to any overnight activity will vary and that each location may have specific guidelines relating to kids and students. The supervising ministry staff responsible for the overnight activity shall consider the location-specific guidelines and shall make any necessary adjustments in a manner to maintain the health and safety of the kids and students. Any such accommodations or limitations shall be disclosed to the parents/guardian, the kids and students, and the adult leaders participating in the activity before departure.

VIII. Responding to Problems / Chain of Command

- A. When CB Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the Guidelines for Appropriate Affection, or which may violate any provision of these policies, they must immediately report their observations so that their observations can be documented. Examples of inappropriate behaviors or policy violations would be seeking private time with a kid or student that violate our policies re: one-on-one time as seen in **Code of Conduct**, taking kids or students on overnight trips alone, swearing or making suggestive comments to kids or student, or selecting or using staff or volunteers without the required screening.
- B. Such inappropriate behaviors or possible policy violations that relate to interactions with kids or students should be reported in one or more of the following ways:
1. Tell a CB Staff member or trusted adult.
 2. CB Report Email: report@communitychurch.com
 3. Scan QR code to fill out the [report form](#).
 4. Call the NATIONAL CHILD ABUSE HOTLINE (1.800.4.A.CHILD)
 - a. If calling the hotline, you must also let the campus pastor know that the call has been made.
 - b. If calling about the campus pastor, then let the supervising director or lead pastor know of the situation.

(All of these reporting options must be posted in all CB offices and CB campus locations.)

- C. All reports of inappropriate behavior or policy violations with kids or students will be taken seriously as there is a “**zero-tolerance policy**”.
- D. As required by law, CB will report an indication of illegal activity to the police and other civil authorities and instruct all CB personnel to know their legal duty as mandatory reporters as well.

IX. Exceptions Process

CB is aware that some circumstances will make it difficult or impossible to both minister to kids and families and also uphold every aspect of the “Safety 360 Policy”. In rare situations when kids and families are in danger of serious harm, CB personnel are permitted to use the “**Exception Process**”.

********This process is “**NOT**” **permission to break** any of the “Safety 360” policies that pertain to **Modesty, Bullying, Touch, and Talk**.

A. Guidelines for when the Exception Process is necessary.

1. Text or call your ministry supervisor ASAP (Immediately when the danger has passed).
2. Complete the Exception Process within 12 hours of the incident.
3. Use the Exception Process only when someone is at high risk of harm or following the policy is completely unavoidable.
 - a. Examples: Suicidal, Abuse risk, Substance abuse, Neglect
4. Types of policies that may be broken in these instances:
 - a. Communication outside of the hours allowed.
 - b. Private 1 on 1 interactions (including car rides).
 - c. Private electronic or telephone communication.

B. Risk of using the Exception Process

1. The Exception Process is for emergency situations and is to be used sparingly.
2. Please take it extremely seriously and work extremely hard to abide by the Safety 360 Policy. The Exception Process is to be used only when the safety of kids and families requires you to step outside of the Safety 360 policies.
3. If the Safety 360 Team deems that your decision to not follow the Safety 360 Policy wasn't warranted by the circumstances, it is within their purview to remove you from your role as CB Personnel that has a leadership role with CB kids and students. Potential reasons for your removal from kids and students's ministry:
 - a. Other options were available to you.
 - b. You use the Exception Process too frequently.
 - c. The Exception Process was used to break an aspect of the Code of Conduct that isn't allowed as “Exceptions”. (Modesty, Bullying, Touch, Talk, etc)

C. The Exception Process is as follows.

1. Text or call your ministry supervisor ASAP. (Immediately when the danger has passed).
2. Complete the "[Exception Process Form](#)".
3. Follow up with the Safety 360 Team.
4. Complete any next steps agreed upon by the Safety 360 Team such as:
 - a. Documentation of the incident
 - b. Follow up with kids or families

X. Agreement To Abide

- A. I agree to do my best to prevent abuse and neglect among kids and students involved in CB activities and services.
- B. I agree to not physically, sexually, or emotionally abuse or neglect a kid or student.
- C. I agree to comply with the *Guidelines for Appropriate Affection with kids and students*.

In the event that I observe any inappropriate behavior or possible policy violations, I will report my observations via one or more of the CB Reporting Options.

Options for reporting inappropriate behavior or the breaking of the Safety 360 Policy:

- D. Tell a CB Staff member or trusted adult.
- E. CB Report Email: report@communitychurch.com
- F. Scan QR code to fill out the [report form](#).
- G. Call the NATIONAL CHILD ABUSE HOTLINE (1.800.4.A.CHILD)
 - If calling the hotline, you must also let the campus pastor know that the call has been made.
 - If calling about the campus pastor, then let the supervising director or lead pastor know of the situation.
- H. I acknowledge my obligation and responsibility to protect kids and students and agree to report known or suspected abuse of kids or students to the Campus Pastor, Student Pastor, Kids Pastor, or the CB Reporting Form.
- I. In addition, I understand that I am required to report to state authorities any suspected kid or student abuse or neglect in accordance with the state-specific statutes.
- J. I understand that CB will not tolerate the abuse of kids or students and agree to comply in spirit and in action with this position.

I have read CB's Code of Conduct and I agree to observe and abide by the policies set forth above as long as I am involved with CB.

Print Name

Signature of Applicant

Date