

Children & Youth Protection Policy

I. General Purpose Statement:

Calvary Chapel Greensboro seeks to provide a safe and secure environment for children and youth who participate in our programs and activities. By implementing the below practices, our goal is to protect our children and youth from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

II. Definitions:

For purposes of this policy, the terms “child,” “children,” “minor” or “youth” include all persons under the age of eighteen (18) years.

III. Child Safety Policies:

A. Background Checks

All employees and volunteers who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

- Social Security Trace with Address History Report
- Multi-State Sex Offender Registry Search (Nationwide search includes all 50 states, plus US territories, and Native American Registries).
- Security Watch List Search (includes OFCA, FBI’s most wanted, Dept. of Home Land Security, ATF, DEA, & over 68 more Federal, State, & International Agencies).
- Comprehensive Criminal Search (A nationwide criminal database search of available records from all 50 states, territories, and other agencies for felonies and violent misdemeanors).
- Where and when appropriate additional checks may be performed as outlined in the disclosure and release form signed by each applicant.

A background check is required for all employees (regardless of position) and for all volunteers who interact with children or youth in an official church related capacity. Before a background check is run, the staff or volunteer will be asked to sign a disclosure and authorization form permitting the church and/or its agents to run a comprehensive background check as often as deemed necessary for as long as the staff or volunteer remains active in the church. If an individual declines to sign the authorization form, he/she will be unable to work with children or youth.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by Calvary Chapel Greensboro on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to accurately disclose a criminal conviction on the application form will also be a disqualifying event. The background check authorization form and results will be maintained in confidence on file at the Calvary Chapel Greensboro Office and is only accessible by authorized individuals.

B. Responding to Allegations of Child Abuse:

For purposes of this policy, “child abuse” is any action (or lack of action) which endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- Physical abuse – any physical injury to a child which is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- Sexual abuse – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at Calvary Chapel Greensboro becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to a Children’s Ministry Director and/or the Senior Pastor for further action including reporting to authorities as may be mandated by state law. In the event that an incident of abuse or neglect is alleged to have occurred at Calvary Chapel Greensboro or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
3. We will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists.
4. Our insurance company will be notified, and we will complete an incident report.
5. We will cooperate with any investigation of the incident by state or local authorities.
6. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children or youth.
8. A Staff Pastor will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers and volunteers should refrain from speaking to the media.
9. A pastoral visit will be arranged for those who desire it.

C. Teenage Workers:

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to such workers:

- Teenage workers must be at least in the 6th grade level or higher.
- Teenage workers must be under the supervision of an adult and must never be left alone in an isolated situation with individual children.

D. Two Adult Rule:

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities; however, due to scheduling conflicts and availability of volunteers, some classes may have only one adult teacher in attendance during the class session. In these instances, doors to the classroom should remain open and there should be no fewer than three minors with the adult teacher and a roving monitor will periodically check in on the class. We do not allow unrelated individual minors to be alone in a concealed location with one adult on our premises or in any sponsored activity unless in a counseling situation and then only with prior notification and approval by church staff.

E. Restroom Guidelines:

Children five years of age and younger should utilize a classroom bathroom, if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door and leave the stall door open as he/she assists the child.

For children over the age of five, at least one adult female should take boys or girls to the restroom. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom. For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. ***Parents are strongly encouraged to have their children visit the bathroom prior to each class.***

Additionally, men serving in any capacity in the children's ministry are NEVER allowed to change the diapers of unrelated children. Diaper changes are always to be handled by the child's parents or a female volunteer.

IV. Sickness, Medications, & Injury Policy:

A. Sickness:

It is our desire to provide a healthy and safe environment for all of the children at Calvary Chapel Greensboro. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours, green or yellow runny nose, eye or skin infections, and any other symptoms of communicable or infectious disease
- Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

B. Medications Policy:

It is the policy of Calvary Chapel Greensboro not to administer either prescription or nonprescription medications to the children under our care. Medications should be administered by a parent at home.

Exceptions to the medications policy may be granted to parents of children with potentially life threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Children's Ministry Director to develop a plan of action.

C. Accidental Injuries to Children:

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor.
3. If warranted by circumstances, an ambulance or emergency personnel will be called.
4. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

V. Access to the Children's Ministry & Classrooms:

All staff and volunteers serving with children and youth are required to wear their official church identification badge for the entire time they are serving in the ministry or carrying for children or youth.

It is our desire to provide a healthy and safe environment for all of the children at Calvary Chapel Greensboro. Therefore, only authorized staff and volunteers are allowed in the secured Children's Ministry areas. Parents are welcome to accompany their children, check on, or attend any class as long as they check in at the check-in counter and are accompanied by an authorized staff member or volunteer. Under NO circumstances will an unrelated adult be allowed in the Children's Ministry areas, allowed to speak with a child or check a child out of the Children's Ministry without prior notification directly from a parent as to the relation of the adult to the child and the reason for the deviation.

VI. Discipline Policy:

It is the policy of Calvary Chapel Greensboro not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the Children's Ministry Director if assistance is needed with disciplinary issues.

VII. Training:

Calvary Chapel Greensboro will provide training on this child protection policy, safety policies, first-aid, and lock-down and evacuation guidelines to all new Children's Ministry and Youth workers and will strive to provide opportunities for additional training classes or events as the opportunities arise on an annual basis.

VIII. Questions:

If a parent or volunteer have questions concerning our policy or procedures the first point of contact is the Children's Ministry Director. If the question or concern cannot be resolved by first discussing with the Children's Ministry Director, a meeting will be arranged with the Senior Pastor with the Children's Ministry Director in attendance.