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# Minor Safety Policies

Second Baptist Church, Springfield, MO



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## General Purpose Statement

Second Baptist Church seeks to provide a safe and secure environment for the minors who participate in our programs and activities. By implementing the below practices and procedures, our goal is to protect the minors of Second Baptist Church from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

## Definitions

For the purpose of this policy, “minor” or “minors” include all persons under the age of eighteen (18) years. The term “staff” or “staff member” refers to employees of Second Baptist Church. “Leaders”, “Adult Leaders”, “Volunteers”, and “Sunday School Workers” are terms referring to non-staff adults over the age of eighteen (18) assigned to work with children.

## Age-Graded Ministry Staff Contact List

For the purpose of reporting a safety issue or concern, or inquiring about matters concerning this policy, the following list should be contacted in the following order:

### **First Contact: Ministry Staff Members**

Second Baptist Church Preschool Minister: Tabitha Atkisson

Second Baptist Church Children’s Minister: Denise Schriver

Second Baptist Church Students & College Minister: Josh Phillips

Tiny Town Director: Tabitha Atkisson

### **Second Contact: Supervisor *Ministry staff will contact supervisors.***

Administrative Pastor: Dan MacLachlan (Tiny Town)

Sr. Assoc. Pastor of Ministries: Mike Watson (All Other Ministries)

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## Reporting Mechanisms for Staff & Leaders

While we hope that our staff and members feel that they can openly communicate any suspicions, observations, or disclosures of abuse directly to someone in the organization, we understand that doing so can often be difficult. Because it is important to us that everyone be able to share their concerns, we provide an online form found at [secondbaptist.org/minorsafety](http://secondbaptist.org/minorsafety) through which anyone can make an anonymous report.

Please keep in mind that our ability to respond quickly and adequately may be affected if the information provided is limited. However, we are committed to responding to all anonymous concerns to the fullest extent possible.

## 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 minor’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 minor which is not accidental, such as beating, shaking, burns, and biting.
- **EMOTIONAL ABUSE**- emotional injury when the minor 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 minor and an adult or between a minor and another minor, including activities such as fondling, exhibitionism, intercourse, incest, and viewing pornography.
- **NEGLECT**- purposefully depriving a minor of his/her essential needs, such as adequate food, water, shelter, and medical care.
- **SPIRITUAL ABUSE**- any abuse administered under the guise of religion, such as use of religious ideology, precepts, tradition, or sacred texts to harm a minor; abuse that occurs in a religious context; abuse perpetrated by a religious leader; or invocation of divine authority to manipulate a minor into meeting the needs of an abuser.

Persons working with minors may have the opportunity to become aware of abuse or neglect of the minors under our care. In the event that an individual involved in the care of minors at Second Baptist Church becomes aware of suspected abuse or neglect, he/she should report the abuse immediately to their ministry staff leader for further action including reporting to authorities as mandated by Missouri state law.

In the event that an incident of abuse or neglect is alleged to have occurred at Second Baptist Church or during our sponsored programs and activities, the following procedures shall be followed:

1. The parent or guardian of the minor will be notified.

2. Second Baptist Church will comply with Missouri Mandated Reporter Law (Sections 210.115 and 352.400 RSMo.) that reports be made to the Missouri Child Abuse & Neglect Hotline or Online System for Child Abuse & Neglect Reporting (OSCR) immediately. <sup>1</sup>
3. The staff or volunteer leader alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with minors pending an investigation.
4. GuideOne Insurance will be notified and an incident report will be completed.
5. Second Baptist Church will fully cooperate with any investigation of the incident by state and local authorities.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from his/her position serving or in proximity to minors at Second Baptist Church.
7. Dan MacLachlan will serve as spokesman to the media concerning incidents of abuse or neglect. If Dan MacLachlan is unable to fulfill his duty for any reason, another spokesman shall be chosen by the Senior Leadership Team of Second Baptist Church. All other workers should refrain from speaking to the media.
8. Second Baptist Church staff and leaders will offer continued support to survivors of abuse and their families including, but not limited to, the following methods:
  - a. Assigning a pastor or staff member to offer ongoing support to the survivor of child abuse and family members through listening, affirming, prayer, and availability. This person will also offer to accompany the minor/family in filing a police report, meeting with Child Protective Services, various court appearances, and/or other related meetings or hearings.
  - b. Offering financial assistance and guidance in connecting the survivor of child abuse with a professional mental health practitioner with experience treating victims of abuse and family members.
  - c. Offering public support for the survivor of abuse and his/her family. Second Baptist Church commits to protecting the privacy of all survivors of child abuse. However, we recognize that abuse victims are often marginalized while communities believe and protect abusers. If a survivor of abuse is ever publicly attacked for alleged abuse or the response to alleged abuse, Second Baptist Church will, **with the survivor's permission**, make a public statement denouncing such treatment and urge support from the community.

In order to follow Missouri state mandatory requirements, staff and volunteers will be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of maltreatment and abuse. Staff and volunteers will:

1. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, emotional, and spiritual abuse;
2. Know and follow Second Baptist Church policies and procedures that protect minors from abuse;
3. Report suspected child abuse or neglect to the appropriate authorities as required by Missouri mandated reporter laws; and
4. Follow up to ensure that appropriate action has been taken.

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<sup>1</sup> Missouri Child Abuse & Neglect Hotline: 800-392-3738; OSCR: [www.health.mo.gov/abuse/](http://www.health.mo.gov/abuse/)

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The following information should be collected and conveyed when making a report concerning a suspicion of child abuse to the Missouri Department of Social Services:

1. Name of minor
2. Name of parents and siblings living in the minor's home
3. Brief description of minor
4. Where the minor can be located
5. Name of alleged abuser
6. Where the alleged abuser can be located
7. A complete, honest account of what was observed that led to suspicion of child abuse

**Please note that if some of the above information is unknown, a report should still be filed with the Missouri Department of Social Services with all known information regarding the minor, the alleged abuser, and the circumstances that led to the suspicion of abuse.**

Please read the below statement. If you agree, please sign and date:

I have read and understand that I am legally and ethically required to report any incident of abuse or suspected abuse to the leadership of Second Baptist Church and the Missouri Department of Social Services.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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## Confidentiality of Reports

Second Baptist Church will protect the confidentiality of anyone who reports allegations or disclosures of abuse, or other violations of the law or policy to the extent possible under law. Legal and civil authorities (police, child or adult protective services) may require confidential information in order to investigate any report of illegal conduct, but this does not eliminate the requirement to maintain confidentiality within the organization and its staff, volunteers, and minors.

## Follow-Up with Individuals Who Report Concerns or Complaints

Second Baptist Church is committed to creating a safe environment for our staff, volunteers, and especially our minors and their parent/guardians. For that reason, we will treat every concern or complaint with the utmost seriousness and provide a timely, thorough, and objective response in every instance. When an individual shares a concern or complaint:

1. The individual will be given the time and attention necessary to share his/her thoughts in person.
2. The individual will be thanked for sharing his/her concerns and for contributing to maintaining a healthy and safe environment for everyone.
3. The individual will be advised that his/her concern is being taken seriously and that action will be taken.
4. The individual will be assured that he/she has done the right thing by reporting and that his/her communication is valued.
5. The individual will be informed, in general statements, of the steps Second Baptist Church will take in addressing the matter.
6. The individual will be given contact information for someone on Second Baptist Church staff with whom he/she can contact should he/she become aware of additional information.
7. The individual will be provided with regular updates of how the process is advancing.
8. Second Baptist Church will protect him/her, to the best of their ability, from any form of retaliation.

## Selection of Workers

All employees and all persons over the age of eighteen (18) who desire to work with minors participating in our programs and activities will be screened. This screening includes the following:

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## **A. Six-Month Rule**

No worker will be considered for any position involving contact with minors until he/she has been involved<sup>2</sup> with Second Baptist Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with minors. Until Second Baptist's pipeline is fully developed, we will consider individual exceptions to the 6-month rule (e.g. VBS recruitment).

## **B. Application**

All persons seeking to work with minors must complete and sign a written application supplied by Second Baptist Church. The application will request basic information from the applicant and will inquire into previous experience with minors, previous church affiliations, reference and employment information, as well as a disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at Second Baptist Church.

## **C. Personal Interview**

Upon completion of the application, a face-to-face interview with behaviorally-based questions may be scheduled with the applicant to discuss his/her suitability for the position. Second Baptist Church reserves the right to turn away any potential worker at our discretion.

## **D. Reference Checks**

Before an applicant is permitted to work with minors, at least three provided references will be checked. These references will be referred to as "character witnesses" and they will include a mixture of personal and professional relationships. Documentation of the reference checks will be maintained in confidence on file at Second Baptist Church.

## **E. Criminal Background Check**

A local, county, statewide, and national criminal background check, as well as a National Sex Offender Registry check is required for all employees (regardless of position) and for the following categories of volunteer::

- Those, eighteen (18) years and older, who serve minors in any capacity during Second Baptist Church programming;

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<sup>2</sup> Demonstrated participation or attendance in a ministry of Second Baptist Church



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- All employees and volunteers on Sunday mornings and Wednesday evenings serving in Tiny Town, Weekday Preschool, Children's Ministry (including Second Generation, Generations 412 and VBS), and Second Students.
  - Those involved in overnight activities with minors
  - Those who counsel minors
  - Those involved in one-on-one mentorship of minors; and
  - Those having occasional contact with minors, such as members of the children's hospitality team, safety team, and vehicle drivers.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing Second Baptist Church to run the check. If an individual declines to sign the authorization form, he/she will be unable to work with minors.

What constitutes a disqualifying offense that will keep an individual from working with minors will be determined by Second Baptist Church on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions of an offense involving minors and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary with Second Baptist Church's mission and vision will preclude someone from being permitted to work with minors. Failure to 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 Second Baptist Church administrative offices.

## Training

Second Baptist Church will provide training on this minor protection policy to all new persons working with minors and will provide opportunities for additional child abuse prevention training on an annual basis. All workers are required to participate in training provided by Second Baptist Church.

First-time staff and volunteers will be trained in the following minor safety topics:

- The scope of the issue
- Types of offenders
- How offenders operate
- How to prevent false allegations
- How to recognize red-flag behaviors and boundary violations
- High-risk opportunities for boundary violations
- Steps leaders should take to respond to boundary violations
- Definitions of abuse
- Mandated reporter requirements
- What to do if a minor discloses abuse
- Examples of minor-to-minor sexual abuse
- Characteristics of minors more likely to act out sexually
- Characteristics of minors more likely to be abused

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- Steps for preventing sexual activity between minors
  - How to respond to incidents of sexual activity between minors

Ongoing training will be provided to all leaders and staff on an annual basis on the following topics:

- How to prevent false allegations
- How to recognize red-flag behaviors and boundary violations
- Steps leaders should take to respond to boundary violations
- Mandated reporter requirements
- What to do if a minor discloses abuse
- High-risk opportunities for boundary violations
- How to respond to incidents of sexual activity between minors.

## **Two Adult Rule**

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when minors are being supervised in our programs and activities. Some small groups may have only one adult worker in attendance during a teaching session. On those occurrences, groups will either be held in large open rooms in the presence of other groups or in classrooms with open doors or open half-doors. Also in those instances, there should be no fewer than two minors with an adult worker and hallways should have adults patrolling to ensure every staff member and volunteer is both observable and interruptible. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

## **Policy for Managing Risk When One Staff Member or Volunteer is Alone with One Minor**

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

- When meeting one-on-one with a minor, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other staff and volunteers that you are alone with a minor and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

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## Check-In/Check-Out

In order to maintain secure ministry areas, Second Baptist Church requires all minors in fifth grade and under to participate in check-in/check-out procedures.

### Check-In Procedures

- The minor must be accompanied by an adult into secure ministry areas where check-in kiosks are located. There, the adult must enter a phone number into provided computers and indicate his/her children are present. If help is needed, volunteers are located at check-in desks for assistance.
- At check-in, two tags are printed for every minor: a nametag and a pick-up tag. The nametag features the minor's name and an alphanumeric code. The pick-up tag features two sets of the same alphanumeric code.
- The nametag should be worn by the minor at all times during ministry programming. If the minor is an infant, the nametag may be placed on the minor's diaper bag.
- The pick-up tag is given to the responsible adult to bring back for check-out procedures.
- In the event the check-in computers do not function, temporary pre-made tags will be distributed. Each child and parent is given a corresponding tag to use during pick-up.

### Check-Out Procedures

- Upon return, adults with pick-up tags may enter secure ministry areas.
- When the adult enters a minor's classroom a teacher, caregiver, or volunteer will check the pick-up tag of the individual wanting to retrieve the minor and make sure that the alphanumeric code matches the alphanumeric code on the minor's nametag.
- If the codes match, the teacher, caregiver, or volunteer must take the minor's nametag and the adult's pick-up tag and place them on the provided form in each classroom.
  - At times, adults may leave with a pick-up tag if more than two children must be picked up using the tag. In those instances, alphanumeric codes on corresponding tags will be visually verified and adults will be allowed to leave the room with the pick-up tag.
- At the end of ministry programming, pick-up forms will be returned to ministry staff who will confirm all minors have been properly checked out.

### Lost Nametags/Pick-Up Tags

- If an adult loses a pick-up tag, he or she must return to a check-in desk and show a photo ID. Once a staff or volunteer verifies the adult is authorized to pick up the child, a new tag will be printed.

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## Special Event Exception

Some special events, such as Vacation Bible School, may require different check-in/check-out procedures in order to accommodate a larger number of participants. In these situations, secure check-in/check-out will be accomplished through online event registration, creation of an approved adult pick-up list, and verification of adults through photo ID checks at secure pick-up locations.

## Missing Minor

In the event that a minor is discovered missing that has been checked into ministry programming, the following procedure will be followed:

- The worker who becomes aware a minor is missing will communicate to the appropriate ministry staff member. That staff member will immediately begin collecting and dispersing identifying characteristics of the child to staff and safety team members.
- The staff member will communicate to the safety team to lock down appropriate children's ministry areas (they need to be specific about why, who they are looking for, and best location to their knowledge of where the minor might be). Check-out procedures may be temporarily halted at this time.
- Designated Safety Team members will respond to the area the minor is supposed to be located. Other safety team members and staff may need to be dispatched to locations inside and outside the building.
- Once the minor has been located and his/her safety ensured, the Children's ministry staff will communicate to the entire team to resume normal check-out procedures.

In the event that a minor is missing that has already been checked-out or has not yet been checked into our ministry, the following procedures will be followed:

- Designated Safety Team members will respond to the area the minor is supposed to be located. Other safety team members and staff may need to be dispatched to locations inside and outside the building.
- Once the minor is found and secure the Safety Team leader will communicate to the entire team to resume normal ministry procedures.

In the event a missing minor is not located after a reasonable amount of time, law enforcement will be called.

## Endangered Minor

Parents or guardians who are concerned that a non-custodial parent or person may pose a threat to a minor during ministry programming are urged to let Second Baptist Church staff know immediately. In these cases, guardians might be asked to not leave their minor in our care. This is for the safety of the

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other minors in our care, the individual minor, and all the Children's Ministry staff, volunteers, and childcare workers.

In the event that an endangered minor does participate in programs hosted by Second Baptist Church, a picture will be requested of the person who poses a threat to the child. That picture will be posted at greeter stations and disseminated to safety team members.

If, at any time, a minor under the care of Second Baptist Church is threatened by the presence of anyone in attendance, that person may be asked to leave by any staff member in accordance with safety team personnel or security officers.

## Health Policy

We ask minors who have had any of the below symptoms in the past 24 hours to stay home from Second Baptist Church ministries until symptoms resolve without medication to relieve symptom(s).

- Fever – temperature 100.4 degrees or greater.
- Cough
- Rash
- Sore throat/swollen glands
- Shortness of breath
- Runny nose or congestion
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Muscle pain
- Lack of appetite
- Loss of taste or smell
- Red, itchy, watery eyes
- Persistent earache

We ask minors who have taken any fever-reducing medications such as Tylenol or Ibuprofen in the past 24 hours to stay home until they are fever-free without the use of medication for 24 hours.

Minors who develop an infectious disease following a session at Second Baptist Church will be encouraged to contact the church immediately. Minors who are observed to be sick by our staff or volunteers during church programming will be separated from the other minors and the parent or guardian will be contacted to request that the minors be picked up for the day.

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## Medications Policy

It is the policy of Second Baptist Church not to administer either prescription or non-prescription medications to the minors under our care during weekly ministry programs. Medications should be administered by caregivers at home.

Exceptions to the medications policy may be granted to parents or guardians of minors with potentially life-threatening conditions (such as asthma or severe allergic reactions). Guardians of such minors should address their situation with children's ministry staff to develop a plan of action.

Medication distribution (prescription, over the counter, and essential oils) for overnight activities will follow strict guidelines communicated to parents before the event. Those guidelines include, but are not limited to, filling out a medical information form detailing proper dosage times and amount, mandatory collection and dispensing of all medicines by the acting event nurse, and a requirement of permission from a parent or guardian for the use of basic medicines (Tylenol, Benadryl, etc.) included in basic First Aid supplies.

## Discipline Policy

Second Baptist Church will not tolerate the mistreatment or abuse of minors in its programs. Any mistreatment or abuse by a staff member or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service.

It is the policy of Second Baptist Church not to administer corporal punishment, even if parents or guardians have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of minors. Staff and volunteers should consult with the age-graded ministry staff if assistance is needed with disciplinary issues.

## Diaper Changing Guidelines

Female care workers should take care of diapering needs. When changing an infant's diaper, all staff and volunteers must follow the following procedures

- Wash your hands.
- Keep babies and toddlers in full view while changing their diapers.
- Talk to the babies as you change their diapers. Look into their eyes with a smile on your face and they'll know you're happy to be taking care of them.
- Lay the baby or toddler on the padded changing table.
- Put on a clean pair of disposable gloves and change the baby. Don't use any creams or powders.

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- Place the soiled diaper, gloves, and wipes in a childproof wastebasket lined with a disposable liner. If a diaper is badly soiled, it should be put in a smaller plastic bag, sealed, and put with the other diapers.
  - Put the baby or toddler down.
  - Clean the changing surface with three step cleaning process noted above the changing area.
  - Wash your hands again.

## **Restroom Guidelines for Young Children**

- Young children should utilize classroom bathroom facilities when available.
- If a bathroom is not available in the Children's Ministry area, volunteers and staff should escort a group of children to the hallway bathroom.
- Children should always go in a group. Volunteers and staff should never take a child to the bathroom alone.
- The volunteer or staff member should check the bathroom first to make sure it 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.
- If a child takes longer than seems necessary, the worker should open the bathroom door and call the child's name.
- If a child requires assistance, the worker should prop open the bathroom door and leave the stall open as he/she assists the child.

## **Accidental Injuries to Minors**

In the event that a minor is injured while under the care of Second Baptist Church, the following steps should be followed:

- For minor injuries, scrapes, and bruises workers will provide First Aid (Band-Aids, cold compresses, etc.) as appropriate and will notify the minor's parent or guardian of the injury at the time the minor is picked up from our care.
- For injuries requiring medical treatment beyond simple first aid, the parent or guardian will immediately be summoned in addition to ministry staff and volunteer medical teams. If warranted by circumstances, an ambulance will be called.
- Once the minor has received appropriate medical attention, an incident report will be completed for injury cases requiring treatment by a medical professional.
- Parents or guardians will be called immediately if a minor suffers a head injury of any type.
- All accident reports will be filed in a secure location.

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## Policy Governing Electronic Communication between Staff or Volunteers & Minors

Any private electronic communication between staff or volunteers and minors in any form, including texts, emails, and social media sites such as Facebook, Instagram, Snapchat, or any instant message platform is prohibited.

Ministry-wide group emails to minors and parents or guardians of minors participating in student ministry will be sent from the account [students@secondbaptist.org](mailto:students@secondbaptist.org) which directs all replies to multiple staff accounts. If a reply to a minor is warranted, staff members will carbon copy another staff member or volunteer.

All communication between staff or volunteers and minors must be transparent. The following are examples of appropriate and inappropriate electronic communication:

Appropriate Electronic Communication	Inappropriate Electronic Communication
<ul style="list-style-type: none"><li>• Sending and replying to emails, texts, or messages from minors ONLY when copying in a supervisor, parent/guardian, or trusted third party such as another servant leader or student ministry staff member</li><li>• Communicating through “organization group pages” on Facebook or other approved public forums</li></ul>	<ul style="list-style-type: none"><li>• Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating comments</li><li>• Sexually-oriented conversations</li><li>• Private messages between staff or leaders with minors</li><li>• Posting inappropriate comments on social media pictures</li><li>• Private online voice-chatting between an adult and minor while gaming</li></ul>

\*Note: In order to influence and model good behavior on social media, encourage students, and “meet them where they are,” staff and leaders will be allowed to “friend” or “follow” minors over the age of 14 on social media sites. However, these sites must not be used to private messages or post inappropriate comments to minors at any time.

In addition, these guidelines will be provided to all minors and their parents or guardians so that they know what interactions are appropriate and inappropriate from staff and leaders.



# Policy Defining Appropriate & Inappropriate Physical Contact

Second Baptist Church’s physical contact policy promotes a positive, nurturing environment while protecting minors and leaders. Second Baptist Church encourages appropriate physical contact with minors and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff or leaders toward minors in Second Baptist Church programming will result in disciplinary action, up to and including termination of employment.

Second Baptist Church policies for appropriate and inappropriate physical interactions include:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> <li>• Side-hugs</li> <li>• Shoulder-to-shoulder hugs</li> <li>• Pats on the shoulder or back</li> <li>• Handshakes</li> <li>• High-fives, fist bumps, hand-slapping</li> <li>• Pats on the head (when culturally appropriate)</li> <li>• Touching hands, shoulders, and arms</li> <li>• Arms around shoulders</li> <li>• Holding hands (with young minors in escorting situations)</li> </ul>	<ul style="list-style-type: none"> <li>• Full-frontal hugs</li> <li>• Kisses</li> <li>• Showing affection in an isolated location away from others</li> <li>• Lap-sitting (for minors age 4 and over)</li> <li>• Wrestling</li> <li>• Piggyback rides</li> <li>• Tickling</li> <li>• Any type of massage given by or to a minor</li> <li>• Any form of affection that is unwanted by the minor, staff, or volunteer</li> </ul>

# Policy Defining Appropriate & Inappropriate Verbal Contact

Staff and leaders are prohibited from speaking to minors in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Staff and leaders must not initiate sexually-oriented conversations with minors. Staff and leaders are not permitted to discuss their own sexual activities with minors.<sup>3</sup>

Second Baptist Church’s policies for appropriate and inappropriate verbal interactions include:

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<sup>3</sup> There will be times when it is appropriate to teach minors about God’s Biblical design for sex, sexual identity, and personal purity. In every instance this subject is covered, minors and parents or guardians will be allowed to opt out of the discussion. At no time should staff or leaders speak explicitly about their own sexual history or give details about specific sexual encounters.

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Discussing sexual encounters</li> <li>• Secrets</li> <li>• Cursing</li> <li>• Off-color or sexual jokes</li> <li>• Shaming</li> <li>• Belittling</li> <li>• Derogatory jokes</li> <li>• Harsh language intended to frighten, threaten, or humiliate minors</li> <li>• Derogatory remarks about the minor and his/her family</li> </ul>

## Gift-Giving Policy

Offenders routinely groom minors by giving gifts, thereby endearing themselves to the minor. They might instruct the minor to keep the gifts a secret, which then encourages keeping other bigger or more harmful secrets from trusted adults.

For this reason, staff and leaders are not allowed to give gifts, including money, to minors, except when the gift is authorized by a supervisor and given to all minors in a particular group (i.e., celebration of special events/holidays or group recognition). Staff and leaders are prohibited from giving gifts to individual minors, unless directly related to the minor’s spiritual growth and approved by a ministry leader and the parent or guardian.

Group gifts to minors may only be given under the following circumstances:

1. Gift-giving requests must be submitted to an age-graded ministry staff member prior to being purchased.
2. The ministry leader will determine a cost limit regarding how much can be spent on a gift; and
3. Parents or guardians of minors must be notified about the gift item and why the minors are receiving the gift.

For all questions regarding gifts, please contact your ministry staff member.

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## Policy Prohibiting the Abuse or Mistreatment of One Minor by Another Minor

Second Baptist Church is committed to providing all minors with a safe environment. Our church family will not tolerate the mistreatment or abuse of one minor by another minor. In addition, Second Baptist Church will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take the necessary steps to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

1. Physical bullying—when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. Verbal bullying—when someone uses their words to hurt another person, such as belittling or calling someone hurtful names.
3. Nonverbal or relational bullying—when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. Cyberbullying—the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
  - a. Sending mean, vulgar, or threatening messages or images;
  - b. Posting sensitive, private information about another person;
  - c. Pretending to be someone else in order to make that person look bad; and
  - d. Intentionally excluding someone from an online group.
5. Hazing—an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
6. Sexualized bullying—when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposure of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying and who encourages it is engaging in bullying. The consequences of bullying behavior or abuse will result in disciplinary action, up to and including exclusion from participation in ministry.

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## Emergency Procedures

The following protocols will be followed in the event of an emergency situation.

### Lock Down:

An announcement will be made from walkie talkies with one of these four instructions. Staff and volunteers will respond accordingly:

- Intruder inside building. Lock door/secure area. 911 is called
- Intruder on campus. Secure all doors; do not leave building unescorted. 911 is called
- Help needed at (indicate what area)
- Safety drill in progress
- Return to normal activity

### Earthquake:

Earthquakes can occur anywhere at any time, but most frequently occur in the western United States. Should an earthquake occur, take the following actions.

- Don't Panic
- If Inside:
  1. Don't run outside. Stand in a doorway, get under heavy furniture, or sit or stand against an inside wall.
  2. If time permits, turn off gas and power.
  3. Keep away from windows.
  4. Do not use elevators.
- If Outside:
  1. Stay away from the building and power lines.
  2. If in your car, park in the safest possible spot and stay low in the car.
  3. Listen to local radio/TV. Follow instructions (you may have to evacuate the area).

After An Earthquake:

1. Report any injured persons to Staff or Security.
2. Report broken gas or power lines to Emergency Services (911)
3. Don't drive unless absolutely necessary.
4. Keep listening to radio/TV for instructions.

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## Fire

1. Know the location of fire extinguishers in your area and how to use them.
2. On a minor fire that appears controllable, IMMEDIATELY have someone contact Staff or Security, then direct the charge of a fire extinguisher toward the base of the flame. If Staff or Security is not immediately available, notify emergency 911.
3. If necessary, instruct someone to activate the building alarm. Note: The building alarm rings only in the building.
4. On large fires that do not appear controllable, immediately contact your Team Leader who will notify a Staff member and emergency 911. Evacuate all affected rooms and close all doors to confine the fire. Do not lock doors!
5. When the building evacuation alarm is sounded, begin evacuating the facility to the nearest exit. Instruct attendees to walk quickly to the nearest marked exit and alert others to do the same.
6. Assist the disabled and children in exiting the building! Do not use elevators during fire. Smoke is the greatest danger in a fire so stay near the floor where the air is more breathable.
7. Once outside, move to a clear area away from the building. Keep the streets and walkways clear for emergency vehicles and personnel.
8. Do not allow anyone to return to the evacuated building unless directed to do so by the emergency personnel in charge.

NOTE: If you become trapped in the building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for emergency personnel. If there is no window, stay near the floor, where the air will be more breathable. Shout at regular intervals to alert personnel of your location.

## Utility Failure

In the event of a utility failure, immediately notify the Team Leader. The Team Leader is responsible for contacting Staff and Maintenance.

1. In the rare case that there is potential danger to the attendees due to loss of electricity, evacuate the building and alert others to do the same. Assist the handicapped in exiting the building

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2. Once outside, move everyone to a clear area away from the building. Keep the walkways clear for emergency vehicles and personnel.
  3. Do not return to the evacuated building unless directed to do so by the emergency personnel in charge.

## **Tornado / Thunderstorm**

Tornado Watch: When conditions are right for tornadoes to form in the watch area, be on the lookout for changing weather conditions and be ready to move quickly if the “warning signal” is given. If a worship service is in progress, contact an available senior staff member to give instruction to vacate.

During the “Tornado Watch” normal routine will not be interrupted until a “Tornado Warning” is issued.

Tornado Warning: Means a tornado or funnel cloud has been sighted/confirmed. Take immediate protective actions.

In the event of a “Tornado Warning,” an alert siren will sound for 3 to 5 minutes. The alert will consist of a loud, steady tone city wide. A radio should be tuned to KTTS 1260 AM radio station which is the Emergency Broadcast Station for our area. You may not always hear the warning sirens. Also have a team member monitor the emergency weather radio.

### **PROCEDURES:**

1. Instruct persons to move to The Summit (basement). Ensure all persons proceed in a calm, orderly, but quick manner. Instruct persons to protect themselves by standing or sitting against the wall and protect their heads with their arms. Move as close together as possible to allow others to enter the area.
2. If time does not permit or there is not enough room in the Summit, move to the lowest level of the building, instruct persons to move to the nearest internal wall/hallway, kneel and protect their heads with arms and hands.
3. There is no “all clear” siren signal given at the end of a tornado warning. Have a radio available to listen for the “all clear.” People should be instructed not to leave the building.

### **AFTER THE TORNADO:**

In case of a tornado strike on the facility, evaluate the situation and if medical assistance is needed, contact a staff member. Be aware at all times of dangerous structural conditions around you and report damage to your Team Leader. Evacuate the facility in an orderly fashion via the closest available exit.

**DO NOT RETURN TO THE EVACUATED BUILDING.**

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## Investigative Statement

Second Baptist Church cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or servant leader shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the church. Failure to cooperate fully may be grounds for termination.

Please read the below statement. If you agree, please sign and date:

As a person entrusted with the care and safety of minors by Second Baptist Church, I will cooperate fully with any and all investigations. I understand that failure to do so may be grounds for termination.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

Please read the below statements. If you agree please sign and date:

I have read and agree to comply with ALL of the minor safety policies of Second Baptist Church.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_