

Child Protection Policy



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STATEMENT OF INTENT

Carmel Baptist Church is committed to maintaining a safe environment in which children and youth¹ are protected from sexual/physical abuse and neglect. Our goals are to protect children and youth in church programs and activities, to educate workers and caregivers concerning abuse issues, and to protect staff and volunteers, as well as the church as a whole, from potential allegations of abuse and neglect.

Implementation includes:

- Selection of staff, teachers, caregivers and others involved in activities with children and youth
- Orientation and training of these individuals
- Supervision of these individuals
- Responding to incidents or allegations of abuse or neglect as stated in the CBC Child Protection Policy
- Monitoring the policy and procedures to ensure compliance

We recognize that children and youth are entrusted to the care of responsible persons in church programs and activities, both on and off the campus, and also in programs and activities operated by others on church property. We want children and youth to be able to participate in these programs and activities without intimidation, coercion, or abuse of any type. This general policy is applicable to all persons whether compensated staff, volunteers, church members, visitors or guests.

¹ Refer to "children and youth" on Definitions page

Procedures for the Screening of Teachers, Staff and Volunteers

1. All paid staff and teachers of Carmel Baptist Church shall complete the Employee Screening Form for children or youth workers and an authorization for Criminal Background Check.
2. All volunteers who work with children or youth, even in a limited capacity are required to be active constituents² of Carmel Baptist Church for a minimum of six months and to complete and sign the Screening Form for Volunteer Children and Youth Workers.
3. All volunteers who chaperone or participate in an overnight event or trip with children or youth are required to complete an authorization form allowing Carmel Baptist to obtain a criminal background check.
4. Reference checks will be required for employees and for volunteers where questions are raised. Reference checks will be conducted by phone, e-mail or mail.
5. The confidential files of all employees and volunteers shall include the Employee Screening Form or Screening Form for Volunteer Children and Youth Workers, the criminal background check results, and the personal references as required or deemed appropriate, as well as the results of any investigations or inquiries made pursuant to the information on these forms.
6. In order to maintain confidentiality, access to these filed forms will be kept in the office of the Office/HR Administrator.
7. If information is found in the course of reviewing the various screening forms or background checks that would preclude a volunteer from working with children or youth, the applicant will be notified by a pastor or Ministry Head.
8. Adult survivors of childhood sexual or physical abuse as disclosed in the screening forms need the love and acceptance of the family of Carmel Baptist Church. Individuals who have such a history will be required to discuss their desire to work with children and youth with the Care & Counseling Senior Pastor, or one of his designees, prior to being employed in a paid position or engaging in any volunteer service. If that person has a private counselor, he/she must sign a release so that the Care & Counseling Senior Pastor may consult with that person. These consultations shall also be held in confidence unless the results of such consultations need to be released to others in connection with the discipline process referenced in the Procedure for Reporting & Responding to Incidents section.
9. Those who have been the subject of a Department of Social Services investigation regarding sexual/physical abuse of a child(ren), where the case

² Refer to "constituents" on Definitions page

was substantiated, will be required to discuss their desire to work with children or youth with the Care & Counseling Senior Pastor prior to being employed in a paid position or engaging in any volunteer service. If that person has a private counselor, he/she must sign a release so that the Care & Counseling Senior Pastor may consult with that person. These consultations shall also be held in confidence unless the results of such consultations need to be released to others in connection with the discipline process referenced on pages 6 and 7.

10. Those who have been the subject of a criminal investigation of sexual/physical abuse may serve in other areas of ministry at CBC, but they will be prohibited from serving in the children and youth ministries.
11. Those who have been convicted of either sexual or physical abuse can be forgiven for, and cleansed of, their sin.³ However, sin does have consequences, and while such persons may serve in certain other areas of ministry at CBC, they will be prohibited from serving in the children and youth ministries.
12. Other persons and organizations that provide services to children or youth on/off campus must either agree to abide by this policy or operate under similar hiring and screening procedures. Such similar procedures must be submitted to the Church Administrator for approval.

³ I Corinthians 6:11; I John 1:9

Training and Supervision Procedures

1. It shall be the responsibility of the Carmel Baptist Church Senior Staff member accountable for any CBC program or activity that involves children or youth to implement appropriate practices within those programs and activities to reduce the risk of abuse. The specific circumstances of each program shall be considered in the development of those program-specific practices.
2. An education program on abuse issues involving children and youth shall be used at CBC that addresses these goals.
 - Protection of children and youth in CBC programs and activities provided at or sponsored by CBC.
 - Protection of employees and volunteers from exposure to “high-risk” situations and false accusations.
 - Aware of the symptoms of abuse.
 - Understanding of the incidents or reasonably suspected incidents of abuse.
3. This educational program is available to all adult members of CBC and is required training for all workers and constituents.
4. Workers and constituents shall observe the “two adult/visual access” rules at all times, which requires an adult working with children or youth to be accompanied by an adult partner or to provide visual access to the room. Exception: Youth workers may have a closed door if the “counseling” is taking place in the office area where observation is mandatory and during regular office hours. Unless prior written permission is obtained from the youth’s parent, at no time shall a youth worker be in the office with a youth during off hours.
5. Workers and constituents shall have no one-on-one contact with children or youth. Exception: Youth workers shall be allowed one-on-one time with a youth for the purposes of discipleship/activity under the following guidelines:
 - a. The youth worker shall obtain written permission from the parent.
 - b. Under No circumstances will one-on-one be done by a worker of the opposite sex at any time or any place.
 - c. Meetings shall take place at church or in a public place during day-time hours with people in close proximity.

Exception: With prior written permission from the student’s parent, one-on-one instruction will be allowed in CCS classes for special instruction such as

the Academic Resource & Research Center. These classes will be subject to regular, random checks at any time by the school administration.

6. Whenever practical, the “two-adult” rule applies to vehicles used to transport children or youth to and from children or youth activities that are not conducted on the property of CBC. In those situations, where two adults are not present in each vehicle, in no case shall only one youth be present in the same vehicle (to prevent a one adult/one youth situation). Also, that solo adult driver must try to establish a caravan with at least one other driver with the understanding that the two or more vehicles are always within eyesight of each other. (This is intended to prevent a solo adult from getting lost or placed in a high-risk situation during transit to or from a youth activity). Exception: In those cases where two adults cannot be present, a youth worker may be one-on-one for the purpose of picking up the first youth or dropping off the last one during an event. Written permission from a parent must be obtained for the youth to ride in the car with the worker. The same sex rule (item 5B) applies here with no exceptions.
7. CBC Pastoral Staff/Ministry Heads or their designees shall make random visits to all scheduled classroom situations.
8. If a worker or constituent is found to be in violation of these policies and procedures, the matter will be reviewed by the Ministry Head for appropriate action.
9. Whenever possible, all workers must be screened before being involved in any activity or program.
10. The parent or guardian is responsible for ensuring that the child is not left alone in an unsupervised area. Drop off and pick up of children up to and including 2nd grade shall only be by the parent or guardian unless written, signed notification is provided for other arrangements. PLEASE NOTE: The drop off and pick up arrangements for the children involved in the various ministries are described on the last page of this manual.
11. Counselors of the Carmel Counseling Center are exempt from the “two adult” rule provided that he/she has obtained the written consult of the child or youth’s parent/guardian prior to beginning any counseling.

Procedure for Reporting and Responding to Incidents and Allegations of Abuse of Children & Youth

I. By a Parent, Guardian, Custodian or Caretaker

1. If a worker suspects that a child/youth has been abused or neglected by his/her parent, guardian, custodian or caretaker, the worker will contact the CBC Pastoral Staff or Ministry Head directly responsible for the area of ministry or education where the incident occurred. The Pastoral staff or Ministry Head shall apply the guidelines set forth in Matthew 18. The safety and protection of the child remains paramount.
2. If the CBC Pastoral Staff or Ministry Head determines that an incident has occurred, an attitude of Christian kindness and forbearance, guided by a concern for redemption rather than punishment, will be used. An oral report shall be made to the civil authorities advising them of the incident. A written report describing the incident shall be forwarded within 24 hours to the Church Administrator.
3. If the incident or reasonably suspected incident of abuse, or neglect is against a parent, guardian, custodian or caretaker, based upon the reporter's and Ministry Head's conversation with the civil authorities, the Church Administrator shall make decisions to ensure the child's safety.
4. The action of the CBC Pastoral Staff or Ministry Head shall not prohibit the worker who observes the child from making a report to the civil authorities.

II. By a Worker or Constituent

5. If the incident or reasonably suspected incident of abuse is by a worker or constituent, the incident shall be reported as soon as possible and at least within 24 hours to the CBC Pastoral Staff or Ministry Head directly responsible for the area of ministry or education where the incident occurred and the Church Administrator. The Church Administrator shall, upon making a reasonable investigation, determine if such incident occurred. If an incident of abuse is believed to have occurred, the Church Administrator shall contact the parent, guardian, custodian or caretaker of the child and upon further discussion with the parent, guardian, custodian or caretaker, shall make a report to the police if deemed necessary.

III. General Procedures

6. If the incident involves a worker/constituent, the person accused shall be immediately relieved of further responsibilities involving direct contact with children or youth until the investigation is completed and allegations are cleared.
7. All adult members of CBC, staff and other adults participating in programs of CBC are to be sensitive to the potential for abuse of children or youth. They are to caution others if activities they observe are, or appear to be, inappropriate.
8. Organizations that use CBC facilities that have reporting procedures of their own shall follow those established reporting practices. In addition to following their notification procedures, the organization that uses CBC facilities shall also notify the Church Administrator within 24 hours of any incident or suspected incident involving any person affiliated with that arm of the organization that uses CBC facilities.
9. Incidents/reasonably suspected incidents shall be reported by the Church Administrator to church legal counsel and to the liability insurer for the church.
10. All steps taken in the course of handling the incident or report shall be documented.
11. The Executive Pastor or Church Administrator shall be the spokesmen for the church insofar as media inquiries are concerned.

ADDENDUM

Children Drop-Off/Pick-Up Policy

WEE School – Each child will be signed in upon arrival and signed out at pick-up time. Parents will indicate on sign-in sheet the party responsible for picking up the child. Proper identification will have to be shown by parties we cannot identify.

Carmel Christian School – Students are picked up at their designated central location. Students are to stay with a teacher until released to parents or responsible parties. Written notes are required if pick-up arrangements are changed. Proper identification must be shown by parties we cannot identify.

Preschool Department:

Sundays & Wednesdays: Every preschool child, birth through kindergarten, will be checked in at the Preschool check-in station and brought to their classroom by their parents. Parents will print a security badge which will be required for pick-up.

Other events where childcare is provided: Parents will take the child to the classroom and sign them in. They will be required to sign the child out when they return to pick them up. If someone other than the parent who dropped the child off comes to pick the child up, they will be required to show identification.

Children's Department:

Sundays: All children, grades 1-6 check in at the CarmelKidz check-in stations and print a nametag. Parents are to take their children to their classes during the first month of the new school year. Parents of children, grades 1-4, also need to print a security badge at the check-in stations to present to the teacher when they pick up their child. Parents of fifth and sixth graders do not need a security badge. After the first month, fifth and sixth graders do not need to be escorted to class and are dismissed on their own. Third and fourth graders may be released on their own, after the first month, with permission from their parents. First and second graders must be picked up by a parent with a security tag from all activities.

Wednesday Nights: All children, grades 1-5 must be brought to and picked up from classes by their parents. Children are to check in at the CarmelKidz check-in stations and parents are to print a security badge for pick-up. Parents of sixth grade students are not required to check in or pick up their students.

Definitions

Children and Youth: Any person under 18 years of age, involved in programs provided at or sponsored by Carmel Baptist Church.

Worker: Any paid staff person or teacher involved with leadership of programs provided at or sponsored by Carmel Baptist Church.

Constituent: A volunteer who works with children or youth, who is a member of Carmel Baptist Church and has been attending for minimum of 6 months or a person who is a parent, guardian, custodian or caretaker of a student in WEE School or Carmel Christian School and has been here for a minimum of 6 months.