

University Baptist Church **1**
Youth-Child Protection Policy **1**

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University Baptist Church Youth-Child Protection Policy

Introduction

He took a little child whom he placed among them. Taking the child in his arms, he said to them, "Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me. If anyone causes one of these little ones—those who believe in me—to stumble, it would be better for them if a large millstone were hung around their neck and they were thrown into the sea.- Mark 9:36-37, 42

Our church's goal is to provide a sacred and secure environment for all our children. Effective policies and procedures, faithfully followed, can greatly reduce the risk of abuse in the church environment. This policy seeks to limit the opportunity for an abuser to victimize children/youth involved in the ministries of University Baptist Church through the implementation of the following plan:

- a screening process for all who will work with children or youth;
- general and area-specific safety guidelines for all church-sponsored children and youth events;
- a policy governing response and reporting for any incident, allegation, or disclosure of abuse;
- training requirements for all who work with children or youth;
- training for the congregation regarding the policy and abuse prevention;
- and other general safety guidelines.

Definition of Abuse of Children/Youth

Louisiana state law says, '**Abuse**' means any [act] that seriously endangers the physical, mental, or emotional health, welfare, and safety of the child." This includes but is not limited to "The infliction, attempted infliction, or, as a result of inadequate supervision, the allowance of the infliction or attempted infliction of physical or mental injury upon the child by a parent or any other person." and "The involvement of the child in any sexual act with a parent or any other person." (LA Law Article 603 CHC 603) [https://codes.findlaw.com/la/childrens-code/la-ch-code-tit-vi-art-603/#:~:text=\(a\)%20The%20infliction%2C%20attempted,parent%20or%20any%20other%20person.](https://codes.findlaw.com/la/childrens-code/la-ch-code-tit-vi-art-603/#:~:text=(a)%20The%20infliction%2C%20attempted,parent%20or%20any%20other%20person.)

Sexual abuse may include the following non-touching abuse:

- harassing comments;

- exposure to, or participating in, pornographic material;
- obscene phone, text, or other communication;
- exhibitionism (exposing oneself);
- allowing children to witness sexual activity.¹

Spiritual abuse of child/youth is any harmful action taken against them under the guise of religion. Spiritual abuse may be:

- use of religious ideology, language, precepts, traditions, or sacred texts to harm a child;
- compelling a child to engage in religious acts against their will;
- abuse that occurs in the religious context;
- abuse perpetrated by a religious leader/authority;
- invocation of divine authority to manipulate and harm a child.

Eligibility to Work with Youth or Children

Any person serving the children or youth of University Baptist Church in a setting of instruction, control, or supervision is required to complete the child/youth leader application (Appendix 1) and background screening. (see Louisiana Revised Statute 15:587.3.A, *Volunteers and employees in youth-serving institutions or organizations; other youth coaches; criminal background information*)

The Senior Pastor or his/her designee in each ministry area will be responsible for ensuring that all church workers have completed applications and screening. The church will maintain a file containing the records of application and screening for each ministry worker in a secure cabinet/location. Information collected for application and screening will be considered confidential and used only for the purposes stated in the policy. Any person who is requested to comply with the application and background screening, and refuses to do so, shall be prohibited from working with children or youth as a volunteer or as a paid employee (see Louisiana Revised Statute 15:587.3.C).

Eligibility to apply to serve youth or children is limited to persons over eighteen (18) years of age who have been active in the ministry of University Baptist Church for a minimum of six (6) months. Persons under eighteen (18) years of age may serve with adult supervision and should not be considered a second adult under the “two-adult rule” (see below).

Staff ministers called for work with youth or children will not be required to submit additional application data beyond their initial application for employment or personnel records. Staff ministers are subject to the same screening requirements as lay ministry

¹ Adapted from “Protecting our Children: Reducing the Risk of Child Sexual Abuse in our Church,” First Baptist Greenville, South Carolina. 3rd Edition: October 2015.

workers. The church Personnel Committee shall review and maintain records of screenings for church staff on the same schedule as lay workers.

Application

Any non-ministerial staff members serving children or youth of University Baptist Church must submit the application supplied by the minister / lay leader. Upon completion of the application, the Senior Pastor or their designee will create a folder for the applicant to contain all relevant materials from the application and screening process. The application will include at least the following information:

- full legal name(s);
- current and former address(es);
- place of birth;
- phone number;
- email address;
- date of birth;
- current employer
- 3 non-family references (with permission/release to contact). Need for references will be waived if the applicant has been a church member/regular attender for more than 5 years);
- any additional information required for criminal and/or sex offender background check with appropriate release forms;
- the name of their prior church (if having joined in the past 3 years); and
- a covenant of conduct in accordance with University Baptist Church policy.

Screening

Upon completion of the application, the Senior Pastor or his/her designee will:

- contact references to ask about the applicant's appropriateness for leading children (see Reference Response Form, Appendix 2);
- submit background screening information to the appropriate company/organization for the following checks:
- social security number match;
- national/state sex offender registry; and
- federal/state criminal history.
- review completed background screenings and references and determine if applicant is approved for service, denied for service, or more information is required;
- inform the applicant of their status for working with children or youth.

Screenings for all approved staff and workers with youth or children will be repeated on a regular basis. Staff ministers or lay leaders responsible for ministry with youth or children will submit to searches of the East Baton Rouge Parish Sheriff's Office sex offender registry on an annual basis. Ministry leaders will conduct federal/state criminal history searches on at least a triennial basis.

General and Area-Specific Guidelines for Working with Youth or Children

For the safety and care of children and youth, the following guidelines are the policy of University Baptist Church and should be observed by all staff and leaders. Ministries or organizations external to University Baptist Church must provide proof of child protection policies that comply with the church policy before being granted use of the church campus facilities. The child protection policies of University Baptist's Mother's Day Out (MDO) will also be accountable to these policies.

University Baptist Church members, regular attenders, and all approved ministry workers share responsibility for maintaining these guidelines, including reporting violations to the ministry staff or Governing Board. Breach of these policies will result in disciplinary action up to and including termination of staff ministers and loss of leadership privileges for lay leaders.

Staff ministers, lay leaders of ministry areas, and appropriate University Baptist committees or teams are responsible for maintaining safe, age-appropriate procedures for children and youth as they transition between ministry areas. Procedures should include check-in/check-out protocols, drop off instructions, and guidelines for freedom of movement on the University Baptist campus. All procedures should incorporate the safety guidelines of this policy.

This policy is not applicable to events where parents are present the entire time and the event is outdoors for the duration of the event such as Soccer Academy events or UBC/Community Gatherings.

The Two-Adult Rule

During University Baptist Church events or service times, no child should be left unsupervised nor in the care of a singular adult, except for that child's parent, guardian, or parent-approved sibling. Two adults who have successfully completed the application and screening processes for working with youth or children should be present in each classroom and at every activity. This includes transitional moments and movements between venues, classes, and buildings. When possible, an approved adult should monitor hallways and observe classrooms to support the "two-adult rule."

To prevent even brief interruptions of the "two-adult rule" visibility must be maintained by opened doors, uncovered windows, and the presence of other adults. Another approved/screened adult or minister in the hall should be notified when interruption of the "two-adult rule" is possible, and other leaders or staff ministers enlisted for assistance.

Whenever possible, the “two-adult rule” should be applied in a manner that separates spouses or other family members. When spouses or family members choose to serve together care should be taken to minimize the risk to University Baptist Church children/youth by:

- having staff or other approved adults serving in the vicinity who have the job of checking in on the singular adult; and
- maintaining open doors and/or uncovered windows.

Adult-Child Ratios

Infants - 8 children per two adults (4 per adult in a rotating/floating adult situation)

Preschool - 14 children per two adults (7 per adult in a rotating/floating adult situation)

Elementary Age - 20 children per two adults (10 in a rotating/floating adult situation)

Youth - 30 youth per two adults (15 in a rotating/floating adult situation)

Bathroom Guidelines

1. Program leaders are to encourage parents to deal with their infant’s toileting needs and to take their children to the bathroom prior to each program session.
2. Infants through elementary-aged children:
 - a. All diaper changing is to be done in the presence and visibility of another screened adult, but not in view of the cameras.
 - b. All diaper changing should follow hygienic protocols including the use of latex/vinyl/nitrile gloves.
 - c. Preschool children are not to go to the bathroom alone.
 - d. One of the following will be adhered to when accompanying preschool children to the bathroom:
 - Two leaders will escort a group of children to the bathroom, or,
 - One leader will escort a group of children to the bathroom with one hall monitor appointed to assist with bathroom and security duties.
3. No leader will ever be alone with a child in an unsupervised bathroom.

Transportation

Recognizing that the transportation of children to/from activities and events is necessary to achieve mission program goals, University Baptist Church adopts the following guidelines to ensure safety:

- Only adults licensed, authorized, and insured within the jurisdiction of travel and for the appropriate vehicle may drive children in UBC-related programs/activities. Drivers must be over the age of 21.
- The transportation of children during UBC-related programs/activities requires the supervision of two unrelated adults per vehicle who have fulfilled the application, screening, and training requirements to serve with children.
- The number of children and adults being transported should never exceed the number of seats or safe occupancy limits of the vehicle. The use of safety belts is required in vehicles so equipped.
- As much as practical, children should be seated with others their own age. Adults should sit so that supervision of children is maintained.

Off Campus / Overnight Activities

When youth/children events occur away from the University Baptist Church campus, extreme care should be taken to protect participants from abuse. Activities and accommodations should be arranged to maximize the accountability of adults, minimize adult ability to isolate children, and to make all facets of the event observable and interruptible.

Off campus activities that do not require an overnight stay require the same application of the “two-adult rule” as events at University Baptist Church. The “two-adult rule” should be considered in force when transporting children/youth for these events.

Off campus activities that include overnight accommodations must include two adults. Rooming assignments should observe the following protocols:

- no adults should room with children in a dormitory/hotel setting;
- children/youth of same sex and similar ages should room together in a dormitory/hotel setting;
- the “two-adult rule” applies for room/bed checks and all other activities;
- privacy for showering/bathroom use should be maintained;
- the “two-adult rule” applies for lodging in a bunkhouse setting;
- privacy and modesty should be maintained in a bunkhouse setting.
- an up-to-date and well-stocked First Aid Kit should be taken on all off-campus events/trips.

Pastoral Care of Children/Youth

Unless licensed by the State of Louisiana as professional counselors, staff ministers of University Baptist Church should not engage in therapeutic or pastoral counseling. Staff ministers should engage in pastoral care of the congregation related to spiritual matters and personal crises to the extent of their training and expertise. Ministers must refer

congregants to licensed counselors for matters requiring extended counseling or psychological evaluation. For staff ministers meeting with children or youth for spiritual care requiring confidentiality, the following protocols should be in place:

- either a parent, ministry supervisor, or staff colleague will be informed prior to one-on-one meetings with child/youth;
- meetings held on the University Baptist Church campus
- will occur during regular office hours or service/event times; or
- if scheduled outside of regular office hours, service times, or event times, with the presence of parent, supervisor, or colleague in the vicinity; and
- will occur with doors open and/or windows uncovered;
- meetings held off the University Baptist Church campus should be in public settings (eg. coffee shop, restaurant, etc.) and with visibility from a parent, supervisor, or colleague.

Contact/Communication not during programming hours

Contact and communication between children engaged in University Baptist programming and employees or volunteers should adhere to the fundamentals of the Child Safety Protection Policy. All interaction or direct communication should be observable by another adult and requires notification of parents/supervisor. UBC-related adults should not “friend” or “follow” children on social media and should never use “direct messages” to communicate with children/youth.

Photography and Video Recording Policy

With a desire to capture on film memorable moments, photography and video recording will be closely monitored by church leadership. Leaders must abide by the following guidelines:

1. For all children and youth activities and programs, parental/guardian permission must be secured in writing prior to taking photographs/videos of children and young people. Parental permission will be secured on the registration forms.
2. No photographs will be posted on the church’s or on UBC personnel’s personal website, Facebook, Instagram, or other online social networks without written parental/guardian permission and only on sites monitored closely by church leadership.
3. Children or youth will not be named or tagged in any post.
4. Photographs of children changing or in any state of undress, toileting, bathing, in swimwear, or wet should never be taken, posted, or shared.

Other Safety Guidelines for Children and Youth

For the safety and protection of children and youth, University Baptist Church adopts the following general safety guidelines for areas designated for use by minors.

Fire Safety

The church shall maintain working and accessible fire extinguishers in each area regularly occupied by children and/or youth. Each room in a child/youth designated area should have prominently placed notices of evacuation routes in the event of a fire.

Tornado Safety

The church shall identify “tornado safe shelters” in proximity to each area regularly occupied by children and/or youth. Each room in a child/youth designated area should have prominently placed notices for the location of the “tornado safe shelters.” The church shall conduct an annual tornado drill during a regular service time.

Allergen Safety

To prevent accidental exposure to food allergens, no person shall be allowed to distribute food, candy, or other snacks to children without prior approval of a University Baptist Church minister or lay ministry leader. The Children’s Minister is responsible for establishing a snack protocol for all services/events involving children. At church-wide gatherings, food will be labeled with common allergens. Parents will be responsible for their own child’s consumption of food.

Social Media Safety

University Baptist Church will only post to social media images containing children with the consent of a parent or guardian. Ministry workers and volunteers should take no photos of children or post to social media without the consent of a parent or guardian.

Services or activities of University Baptist Church that are broadcast live or live-streamed should protect the privacy of children and others desiring not to be shown. The exit used for “KidsWorship” and a section of identified pews should be declared “broadcast free zones.” Children who are on the platform will have a signed photo release by the parent or guardian.

Cell Phone and Screen Safety

Cell phones will be used in moderation around children. Adults will be responsible for the usage and viewing of screens and other things connected to the internet, ensuring that they are being used safely.

Training For the Church and for Those Who Work with Children/Youth

Each person approved as a ministry worker with children/youth must undergo training regarding the recognition, prevention, and reporting of child abuse. This training will be offered in a manner that invites and includes the congregation. The training will include:

- the physical and emotional signs of physical abuse, sexual abuse, and neglect;
- procedures for reporting abuse;

- the identification of the grooming and predatory behaviors of abusers;
- guidelines for appropriate and inappropriate behaviors with youth/children;
- methods for evaluating the risks of abuse and mitigating factors; and
- review of the University Baptist Church policies and procedures.

Training for the congregation, all approved ministry workers and staff will be repeated on at least a triennial basis.

All ministerial staff of University Baptist Church shall be required to maintain first aid and CPR with AED certification. Lay leaders and ministry workers are encouraged to maintain first aid and CPR with AED (Defibrillator) certification.

University Baptist Church ministers and lay leaders should host periodic educational events for parents and caregivers of children/youth related to child development. The events should include material related to physical, emotional, and spiritual growth including sexual development, cultivating a safe community, and preventing abuse.

Response to a Violation of This Policy

Protecting children is the responsibility of adults. All University Baptist members, staff, and volunteers agree to follow the Youth-Child Protection Policy and to report violations of the policy. Additionally, members, employees, and volunteers should report environments, situations, or incidents that raise safety concerns for children whether or not explicitly provided for in the Policy and Practices.

Upon the reception of a report of a Policy violation, the church Child Protection Committee will:

1. seek assurance that the policy violation or concern has been corrected, if possible;
2. investigate the circumstances of the violation and correction and/or contract an independent, third-party to investigate serious or repeated violations or concerns;
3. recommend to senior pastor, or other leader, appropriate disciplinary or other remediating response to the violation or concern;
4. review, when necessary, the Youth-Child Protection Policy guides and trainings to reduce future violations or concerns;
5. record in volunteer and/or personnel records the individual(s) involved in the violation and its resolution.

Guidelines for Violations Not Involving Suspected Abuse.

When an individual observes an act or environment in violation of the Policy or any concern regarding child safety not involving abuse, they must:

1. seek to correct the policy violation and bring the environment or person into compliance, if possible;

2. note the date, time, and individuals (both adults and children) involved in the violation or concerning activity;
3. report at the earliest convenience the violation events and any remedial actions taken or concerns to senior pastor, associate pastor, ministry area leader, or Child Protection Committee. If the report is offered verbally it should be transcribed by the church leader as reported.

Guidelines for Violations Involving Suspected Abuse

Any person having reason to believe that a child/youth has been abused in any setting, church or otherwise, should follow these guidelines for reporting abuse. A “reason to believe” does not rise to the level of proof or certainty regarding abuse but suggests there is evidence that a reasonable person could conclude abuse occurred. Observation of physical signs of abuse, a trustworthy person suspecting abuse, or the disclosure of a child regarding abuse all satisfy “a reason to believe” for reporting abuse.

Louisiana law considers clergy, acting in the regular course of their work, mandatory reporters for incidents of child abuse. The state enacts penalties for clergy who fail to report. Teachers, child care providers, and any volunteer working with children or youth are also mandatory reporters by law. Therefore, all youth/children workers of University Baptist Church shall be considered mandatory reporters by this policy and the covenant of conduct.²

In the event a child/youth discloses abuse or abuse is suspected, **DO NOT QUESTION THE CHILD/YOUTH** regarding events. Do all of the following:

- Act to ensure that the child/youth is safe.
- Record their exact words or the cause for belief abuse occurred.
- Call 855-4LA-KIDS (855-452-5437) to speak with a trained specialist 24 hours a day, 7 days a week.
- Make verbal contact with senior pastor, staff clergy with area responsibilities, and/or lay leaders; and
- Submit a written report of the incident within 24 hours to the senior pastor(s). The minister can provide demographic information as needed to assist in making the report.
- Submit a written report to the Louisiana Department of Children and Family Services within 5 days. Written reports may be submitted online at https://mr.dcf.la.gov/c/MR_PortalApp.app

Protecting the child/youth from abuse is the priority when making a report. Following the instructions received from law enforcement/Social Services and **MAINTAIN STRICT CONFIDENTIALITY** following the report of abuse. Allow law enforcement/Social Services

² Louisiana Law, Citation 4 Article 603, CHS 603.

to contact parents or others involved in the disclosure and/or investigation. DO NOT CONTACT PARENTS OR OTHERS INVOLVED IN THE INCIDENT.

Local law enforcement and/or the Department of Children and Family Services will investigate the allegation of abuse and make recommendations for further action in accordance with their authority. The staff and ministry workers of University Baptist Church shall cooperate with the investigation by local authorities.

The senior pastor shall, as soon as practical, consult with the following:

- appropriate legal counsel, for help in determining a complete and legal course of action in regard to the suspected abuse;
- the church's insurance company, to notify them that a report has been filed and what actions taken.

The senior pastor(s) shall act as, or designate, the official spokesperson for the church. Additionally the senior pastor shall perform or delegate all other actions necessary to bring the matter to a satisfactory conclusion, including but not limited to, providing spiritual care and emotional support for those involved in the incident and their families. If the abuse occurred at church or during a church event, evaluating policies and procedures to ascertain if deficiencies in policy abetted the abuse.

Abuse Reported Against a University Baptist Employee/Ministry Worker

Any allegation of abuse by a church employee or ministry worker shall be taken seriously and reported as outlined in this policy. Additionally, the employee or ministry worker will be removed from his/her position, with pay if applicable, pending the completion of the investigation. Any person who admits or is found guilty of abuse will be terminated from employment by University Baptist Church and/or dismissed from their duties with children/youth.

Practices for Convicted Sex Offenders

Convicted sex offenders shall not be permitted to interact directly with children and youth in any capacity.

Partners and others using church property for ongoing events

1. "Space Partners" will be required to follow this policy, with the exception of events on the fields, where parents are present the entire time and the event is outdoors for the duration of the event. (This includes field rental by sports groups.) One-time events such as weddings and birthday parties will not be expected to comply.
2. The representative of "Space Partners" partners will sign Appendix 5, acknowledging that they are adhering to this policy. University Baptist Church will not police this, but if an infraction is found, it is cause for dismissal of the group and their contract, at the discretion of the pastoral staff. A list of approved adults (with background checks

and reference checks) must be submitted to UBC prior to use. Each year, UBC will charge a Space Usage fee. Up to 8 background checks can be run by the church within this fee. Any additional can be run by the church for an additional cost, or the Space Partner may choose to get this background check from another agency.

3. Grandfathering references - If a person has worked or volunteered for the Space Partner for more than 5 years, the references can be waived.

Appendix 1: Application to Serve with Children and Youth

Please attach a copy of your valid driver's license or other form of picture identification (passport, military I.D., Louisiana I.D. card).

Date:_____

Full Name:_____

Preferred Name:_____

Previous Names / Aliases: _____

Date of Birth:_____

Place of Birth: _____

Address:_____

City:_____

State:_____ Zip:_____

Prior Addresses (past 10 Years)

Phone: (H) _____ (W) _____ (Cell) _____

E-mail:_____

Present Employer:_____

May we call you at work?_____

Covenant of Conduct

It is our goal for all children and youth to experience Christ's love. As they grow, we want them to apply God's Word and love to their lives. We also want to provide them opportunities to share God's love.

The Children and Youth Ministries need workers who have a passion for Christ and a heart for children and youth. People are needed who will work in unity, with a thankful heart and serving spirit. All workers are expected to be examples in faith, conduct, and business affairs.

To maintain a high standard for workers is one of the best ways to present a faithful life to the people of our church and community. Anyone who works in the Children and Youth Ministries at University Baptist Church should meet the following guidelines:

Be in agreement with the policies of University Baptist Church.

Be faithful to my assigned position.

Be a role model for children in line with the values of the UBC faith community, including my online presence.

Strive to attend all workers' meetings.

Have regularly attended University Baptist Church for at least six months (except paid employees).

Be on time to my assigned area.

Strive to be neat and dress appropriately for my position.

I meet the above qualifications and am willing to faithfully adhere to them. I enthusiastically support these ministries. I also clearly understand that failure to keep any of the above qualifications could mean I will be relieved of this position.

Signature _____

Background Check Release Form

Please read the following carefully before signing:

The information contained in this form is correct to the best of my knowledge. I understand that University Baptist Church desires to protect those who participate in its programs. I understand that University Baptist Church has the right to conduct a background check on any adult volunteer or paid staff and I may be asked to complete and sign another form that will be used for this purpose. I hereby release any employee or representative of University Baptist Church, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family because of a criminal background check conducted on me. I authorize University Baptist Church to contact any person or entity listed in this application, and I further authorize any such person or entity to provide University Baptist Church with information, opinions, and impressions relating to my background or qualifications.

Signature: _____ Date: _____

Photo Release Form

Someone with University Baptist Church may be taking pictures at events and activities that could be posted on the University Baptist Church website and/or used in future University Baptist Church promotional materials. My signature below gives my permission for University Baptist Church to post my image on the web site and/or use it in University Baptist Church promotional materials.

I further state that I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act.

Signature: _____ Date: _____

Appendix 2: Reference Response Form

REFERENCES WILL NOT BE NECESSARY FOR PEOPLE WHO HAVE BEEN MEMBERS OVER 5 YEARS.

Please list three (3) non-family references below:

References for _____.

Name: _____

Relationship: _____

Address: _____

Phone: _____ E-mail: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____ E-mail: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____ E-mail: _____

Appendix 3: Reference Check Guidelines

The following are suggestions for conducting reference checks regarding the Children & Youth Protection Policy. Reference checks may be conducted in person, by phone, or by email.

Be Professional

Remember that the reference check is an important part of the application process. We are doing this to ensure the safety of our children, so the utmost care is needed as you interview the reference.

Many of the references given will likely be church members. Your speaking to them in this capacity is not a problem. You may talk to them as casually as you always would, but when you begin the interview process, let the reference know that you are beginning and ask him/her to give serious and honest answers to the questions you ask. If necessary, remind the reference of the seriousness of the topic throughout the interview.

When the interview begins, inform the reference that the conversation is not being recorded, but that you are taking notes of the conversation for your own use, and that this record will be kept strictly confidential.

Be Brief

Remember that the reference is doing you a favor by granting you this time. Before you begin, ask them if this is a good time to talk. If it is not, ask when a better time to call would be. Conduct the interview as thoroughly but as quickly as possible. Thank him/her for their time, and ask if it would be fine to call should you have any more questions.

Be Thorough

It is important to obtain all the information on the reference report form, but it is not necessary to ask the questions exactly as stated. In fact, in the interest of getting honest answers from people who may have had this interview before, it may benefit you to ask these questions in a different way. If you hear any hesitation or sense that there is something more behind the answer given, delve into it and urge the person to be honest. Remind him/her of the confidentiality of the conversation.

Take Good Notes

Be thorough in writing your answers to each question, and also jot down anything that comes to mind as you conduct the interview. When you are finished with the form, decide whether anything in the interview gives you reason to doubt the ability of the applicant to serve in the capacity indicated.

Once you are completely finished with the Reference Check Record, place it in an envelope marked "CONFIDENTIAL" and place in the applicant's file, located in the locked file cabinet reserved for this purpose in the church office.

Appendix 4: Reference Check Record

APPLICANT'S NAME: _____

Reference Name: _____

Method of Contact: _____ Date: _____

(Beginning of interview – use the back of this form for notes if more space is needed)

What is your relationship to the applicant?

How long have you known him/her? _____

What is your opinion of the applicant's character?

What is your opinion of the applicant's trustworthiness?

If you are/were a parent, would you trust this person with your child?

Do you know of any reason this person should not be allowed to work with children or youth?

Other comments (from interviewee):

(End of interview)

Comments on the interview: _____

Did this interview give you any reason to question the applicant's qualifications? YES NO
If so, explain:

Signed: _____ Date: _____

Youth-Child Protection Policy Summary

The University Baptist Church Youth-Child Protection policy contains:

- a screening process for all who will work with children or youth;
- general and area-specific safety guidelines for all church-sponsored children and youth events;
- a policy governing response and reporting for any incident, allegation, or disclosure of abuse;
- training requirements for the church and for all who work with children or youth;
- and other general safety guidelines.

Definition of Abuse of Children/Youth

Physical abuse of a child is non-accidental injury inflicted on a child by a parent, caregiver, or other person having responsibility for the child. *Neglect* is abuse that is the failure of a parent, guardian, or other caregiver to provide for a child's basic needs. *Sexual abuse* of a child/youth is any sexual activity with a child. The abuser may be an adult, an adolescent, or a child.

Application and Screening Process

- Everyone serving youth/children must have participated at University BC for at least 6 months and must submit an application with references. "6 month rule" does not include paid workers.
- Screening will include Social Security number match, national/state sex offender registry check, federal/state criminal history, and Louisiana DSS Central Registry check.
- Application and screening information will be maintained in confidentiality and security.
- Screenings will be repeated on a regular basis for all ministry workers.

Safety Guidelines for Working with Youth or Children

- Guidelines for safety approved for University BC also apply to all organizations that use University Baptist Church facilities, excluding rental of the outdoor space.
- "Two-Adult Rule" — no child shall be left in the care of a singular adult that is not their parent/guardian.
- Interruptions in "Two-Adult Rule" should be mitigated by other adults present in the area, for instance a floater between classrooms.

- “Two-Adult Rule” should be applied in a manner that separates spouses/family members when possible and with mitigation when impossible.
- Off campus activities that do not include an overnight stay require the same application of the “Two-Adult Rule” as on campus activities.
- Off campus activities that require an overnight stay must include 2 adults and observe specific rooming guidelines (*as outlined in the policy*).
- Confidential pastoral care of children/youth must occur with notice to supervisor/parent/colleague, during regular office/service hours or in a public setting.
- Adult-Child Ratios
 - Infants - 4 children to each adult
 - Preschool - 7 children to each adult
 - Elementary Age - 20 children if 2 adults are present in the classroom at all times, 10 if there is one adult with a rotating/floating adult
 - Youth - 30 youth if 2 adults are present in the classroom at all times, 15 if there is one adult with a rotating/floating adult

Guidelines for Reporting Abuse

- Clergy, teachers, and childcare workers are “mandatory reporters” of abuse but everyone has a moral obligation to make a report when they have a “reason to believe” someone abused a child;
- When abuse is suspected:
- DO NOT question the child or ask for more details;
- Act to ensure the child’s immediate safety, if necessary;
- Record the child’s exact words or actions that gave reason to believe abuse occurred;
- Call 855-4LA-KIDS (855-452-5437) to speak with a trained specialist 24 hours a day, 7 days a week.
- Make verbal contact with senior pastor, staff clergy with area responsibilities, and/or lay leaders; and
- Submit a written report of the incident within 24 hours to the senior pastor(s).
- Submit a written report to the Louisiana Department of Children and Family Services within 5 days. Written reports may be submitted online at https://mr.dcf.la.gov/c/MR_PortalApp.app
- Maintain confidentiality within the bounds of this policy and DO NOT DISCUSS THE DISCLOSURE / REPORT WITH THE CHILD’S PARENT/GUARDIAN;

- Senior Pastor or designee will contact legal counsel, insurance agencies, and serve as spokesperson for the church.

Training Those Who Work with Children/Youth

- Each person approved as a ministry worker with children/youth must undergo training, provided by UBC.
- Ministerial staff will maintain first aid / CPR - AED certification;
- University BC should host training events for parents related to youth/child physical, emotional, sexual, and spiritual development;
- University BC will invite the whole church to participate in policy and abuse prevention training.

General Safety Guidelines for Children and Youth

- Fire escape routes should be posted
- Tornado safe room locations should be posted and an annual tornado drill conducted
- To prevent accidental exposure to food allergens, no person shall be allowed to distribute food, candy, or other snacks to children without prior approval of a University Baptist Church minister or lay ministry leader.
- Pictures, video, or live-streamed images should not be captured or posted to social media without parental/guardian consent.

Procedure for Reporting Violations of the Youth-Child Protection Policy

Protecting children is the responsibility of adults. All University Baptist members, staff, and volunteers agree to follow the Child-Youth Protection Policy and to report violations of the policy. Additionally, members, employees, and volunteers should report environments, situations, or incidents that raise safety concerns for children whether or not explicitly provided for in the Policy and Practices.