

PROCEDURES FOR CHILD AND YOUTH PROTECTION POLICY, SECOND BAPTIST CHURCH, BOWLING GREEN, MO

Pursuant to the CHILD AND YOUTH PROTECTION POLICY FOR SECOND BAPTIST CHURCH, BOWLING GREEN, MO, the following procedures are hereby established as standard procedures.

DEFINITIONS

- 2BC: Second Baptist Church
- Responsible adult/authorized person: any person approved by the parent or legal guardian to be allowed to care for a minor, including drop-off and pick-up from any church activity.
- Nursery age: any person from birth to 3 years old.
- Student: any person in grades Kindergarten through 12th.
- Child: any person from 4 years old through 5th grade
- Youth: any person from 6th through 12th grade
- Worker: individual adult (paid staff or volunteer) who has completed the 2BC application and approval process

SUPERVISORY STRUCTURE

The following structure will be followed as much as possible for the supervision of children and youth activities at Second Baptist Church, Bowling Green, MO.

Director of Sunday School, as established by the Constitution and Bylaws

- Ultimately responsible for the implementation and on-going compliance to the Child and Youth Protection Policy and procedures adopted pursuant to such program as applies to the programs provided for nursery age, children, and youth.

Nursery Coordinator:

- Ultimately responsible for the implementation and on-going compliance to the Child and Youth Protection Policy and procedures adopted pursuant to such program as applies to the programs provided for the nursery age group.

Children's Director:

- Ultimately responsible for the implementation and on-going compliance to the Child and Youth Protection Policy and procedures adopted pursuant to such program as applies to the children's program, including but not limited to, mid-week activity and any and all other children's activities sponsored by Second Baptist Church, Bowling Green, MO.

Youth Director:

- Ultimately responsible for the implementation and on-going compliance to the Child and Youth Protection Policy and procedures adopted pursuant to such program as applies to the youth program, including but not limited to, mid-week activity and any and all other youth activities sponsored by Second Baptist Church, Bowling Green, MO.

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Safety Worker:

- Ultimately responsible for the monitoring and assisting nursery age, children, and youth programs in keeping compliance to the Child and Youth Protection Policy and procedures adopted.

REGISTRATION, CHECK-IN, AND PICK-UP PROCEDURES

SUNDAY SCHOOL AND WEDNESDAY NIGHT

NURSERY-AGE AND CHILDREN PROCEDURES

REGISTRATION for first-time

- Complete information, including, but not limited to child's full name, parent or legal guardian name, emergency contact phone number, authorized responsible adults & phone numbers, any people not authorized to take child, known allergies, special needs.
- Visitors without parents or guardians will not be required to complete paperwork, but the information from the host child will be used for the visitor. If visitor child returns, leadership will require host family or parent/guardian to provide the information required above.

CHECK-IN

- Responsible adult or authorized person is to bring child to sign-in location and sign in the check-In system.
- Responsible adult or authorized person is given identification/recognition device or slip.

PICK-UP

- An authorized responsible adult or authorized person is to bring the identification/recognition slip or device to pick-up the child from the designated pick-up area. If slip or device is lost, approval for release must come from Nursery Coordinator, Sunday School Director, Children's Director, or Pastor.
- Responsible adult or authorized person must sign out the child in the Checkout System.
- A minimum of two workers must stay until all the children are picked up.

RECORD RETENTION

- Student registration forms will be retained by 2BC's Church management system.

RESTROOM PROCEDURES

CHILDREN

- Must be accompanied by worker (same sex if possible), who waits outside the door.
- Worker verifies restroom is clear before entering and after use that the toilet is flushed and water not running (sink or toilet).
- Safety Worker may be called to assist in keeping with procedures to help maintain classroom worker quota or walk children to restrooms.

SUNDAY SCHOOL and WEDNESDAY NIGHT YOUTH PROCEDURES

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REGISTRATION for first-time

- Complete paperwork, including, but not limited to: youth's full name, parent or legal guardian name, emergency contact phone number, authorized responsible adults & phone numbers, any people not authorized to take youth, known allergies, special needs

CHECK-IN

- Youth arrive at check in location.
- Each youth is to sign themselves in on sign-in or computer application.
- A visitor will fill out their information through the visitor information online form or visitor card.

PICK-UP

- At the end of Sunday School, each student is to check themselves out before leaving.

RECORD RETENTION

- Student registration forms will be retained by 2BC's Church management system.

RESTROOM PROCEDURES

Youth

- Youth will be allowed to leave class one at a time and no other youth may go until they return. Safety Worker should be notified if youth is taking longer than expected.
- If restroom is needed for illness or injury, Safety Worker must be notified immediately to assist.

CHILDREN AND YOUTH SPECIAL ACTIVITIES

PRE-ACTIVITY

- Activity leader is to designate a responsible adult as the Confidential Counselor.
- Each student must have permission slip completed, signed by Responsible Adult, and returned to participate in any special activity.
- Permission slip includes permission to treat (if needed), permission to use pictures in advertising, and emergency contact information.
- All trips will be required to have an adult to student ratio of 1 adult to no more than 4 students.

ACTIVITY DAY

- Students are checked in on checklist by workers.
- Worker verifies for each student: completed permission slip, any other required paperwork, and payment of all fees.

BEFORE AND DURING TRAVEL

- Students will be counted once all vehicles are loaded at the beginning of the trip and after each reloading.

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- The count must match that of the checklist. If different, recount. If a student in a vehicle is not on the checklist, a worker will attempt to clarify and verify if that student is to be participating.
- If the difference happens during travel, workers will attempt to locate the missing student in the most recently visited location.
 - If the missing student cannot be located, appropriate authorities and the student's responsible adult will be contacted immediately.

OVERNIGHT STAYS

- Males and females will not share a room.
- Males and females will not have rooms with adjoining doors.
- Adults and students may not be alone in a room with another student (exception being their own children)
- Adults and students may not share bed or bedding. (Exception being their own children)
- Every room must have a minimum of 2 students to 1 adult and a maximum of 4 students to 1 adult.

SAFETY SPEECH:

- The safety speech should be read at the beginning of overnight or extended length activities.

Everyone here is a special creation of God and is to be treated with respect and dignity as God commands. As a special creation of God, you are valuable and have the right to be safe from others.

If anyone, student or adult, touches you inappropriately or in ways that make you feel uncomfortable, you are to immediately talk to (*Name of Designated Confidential Counselor*). If (*Name of Confidential Counselor*) is not available talk to (*Lead worker*). You are a special creation of God and do not deserve to be touched like that.

If anyone, student or adult, asks you to expose yourself, if they expose themselves to you, or if they show you inappropriate pictures, you are to immediately talk to (*Name of Designated Confidential Counselor*). If (*Name of Confidential Counselor*) is not available talk to (*Lead worker*). You are a special creation of God and you do not deserve to have to see those things.

If anyone, student or adult, tells you inappropriate things, tells you secrets that make you uncomfortable or tells you things that puts others in danger. You are to immediately talk to (*Name of Designated Confidential Counselor*). If (*Name of Confidential Counselor*) is not available talk to (*Lead worker*). You are a special creation of God and do not deserve to have to hear those things.

Remember if something happens to you, you are to immediately talk to (*Name of Designated Confidential Counselor*). If (*Name of Confidential Counselor*) is not available talk to (*Lead*).