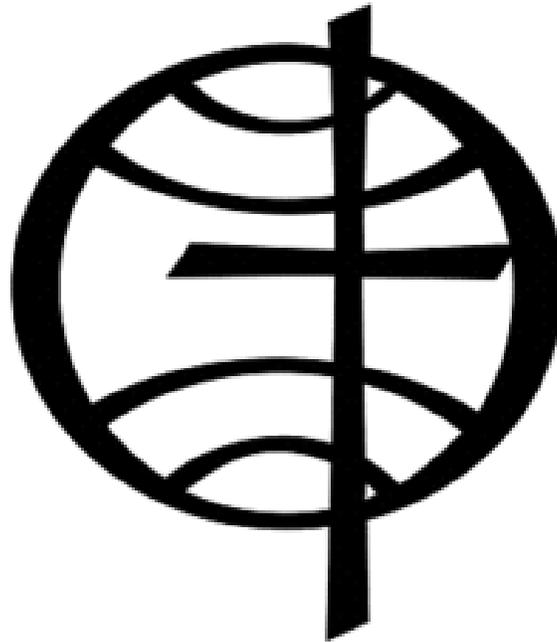


CHILD PROTECTION POLICY & PROCEDURES

First Baptist Church
505 N C Street
Fremont, NE 68025



Purpose Statement

The Church family of First Baptist Church is committed to providing a safe environment for their children, youth, and adults. We are committed to ensuring that the Church and its programs are safe and provide a joyful experience for those involved to learn to love and follow Jesus Christ.

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FREMONT FIRST BAPTIST CHURCH ABUSE PREVENTION AND POLICY PROCEDURES

POLICY AND PURPOSE STATEMENT

In accordance with the recommendations of the Christian Education Committee and the Church Council, Fremont First Baptist Church adopts the following guidelines on abuse prevention. The congregation and staff of First Baptist Church are committed to providing a safe environment to help the church family learn to love and follow Jesus Christ. At this time, the disturbing and traumatic rise and recognition of physical and sexual abuse of children has claimed the attention of our nation, our society and this church. Churches with programs are not insulated from those who abuse. Therefore, First Baptist Church believes that it is vitally important to take decisive steps to ensure that the church and its programs are safe and provide a joyful experience for all involved. The following policies have been established and reflect our commitment to provide protective care of all children when they are attending any church sponsored programs or activities. First Baptist Church is committed to creating and maintaining a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. It is the intention and responsibility of the church to take whatever action may be needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

VOLUNTEER/EMPLOYEE CONDUCT

All persons engaged in the ministry of First Baptist Church (including leaders, employees, volunteers, and pastors) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment or exploitation of parishioners or other individuals is unethical and unprofessional. This type of behavior will not be tolerated within this congregation. Because ministers (including leaders, employees, volunteers, and pastors) often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of this church maintain their own psychological, emotional, or spiritual health and that they have adequate preparation and education for helping those individuals they seek to serve in ministry. It is the policy of First Baptist Church to encourage its leaders, pastors, employees, and volunteers to nurture safety within ministerial relationships by being attentive to self-care, education, and the importance of referring those in need to supportive and helpful resources.

CHILDREN/YOUTH PROTECTION POLICY

VOLUNTEER REQUIREMENTS

Fremont First Baptist Church is committed to creating a safe and healthy environment in which children/youth can learn about and experience God's love. In order to ensure this, we expect:

1. That all people applying to be volunteers who work with minors will have been members for at least six months or friends of First Baptist Church for one year. It is further expected that all new volunteers will spend 3 months teaching alongside a veteran teacher at which time a recommendation will be made regarding the volunteer's ability to work independently with students.
2. We also expect all employees or volunteers who work with minors to complete and submit an application. References must be obtained from potential volunteers and the Christian Education committee will check all references.
3. All volunteers with children or youth should observe the two person rule which means that volunteers must avoid one on one situations with children whenever possible. It is required that there are circulating adults to check on situations when only one adult is present to supervise children and youth.
4. Many opportunities for training in the prevention and recognition of abuse of children will be provided by our church. Volunteers will be mandated to participate in such training.
5. Volunteers should immediately report to the Senior or Associate Pastor any behaviors or other incidents that seem abusive or inappropriate. Upon notification, appropriate actions will be taken and reports made in compliance with the operating procedure of these policies.
6. Individuals who have been convicted of sexual or physical abuse may not work in any church-sponsored activity or program with children or youth.
7. Individuals who have been convicted of felonies will be handled on a case by case basis by the Christian Education Committee.
8. Individuals with multiple driving offenses may be limited in their capacity to transport youth or children in church related functions. The final decision will be made by the Christian Education Committee.

Special speakers and guests are welcome at the invitation and/or foreknowledge of the program director and the Christian Education Committee and/or Pastors and are not subject to the background checks. Guests are to be accompanied at all times by an authorized staff person, volunteer, or program director and are to observe the two-person rule at all times. Special speakers and guests who will be attending more than two (2) times in any given program year must be cleared by the Christian Education Committee and/or the Pastors and may be subject to a background check.

MANDATED TRAINING

The Abuse Prevention Committee will provide opportunities for training in the prevention and recognition of abuse as needed. New volunteers must complete the full training and policy review before starting their ministry. Volunteers will be refreshed on existing policies at least annually at volunteer meetings that precede the start of the program year. Volunteers will be informed and, if necessary, trained in changes to the policy immediately upon approval of the Abuse Prevention Committee. Updates of such training will be made available via the church bulletin and monthly newsletters.

TRAINING OBJECTIVES

- † To establish a familiarity with the problem of child abuse as a general problem in society and in the church.
- † To increase awareness of the symptoms and consequences of child abuse.
- † To create an understanding of liability concerns and church policy guidelines pertaining to screening, supervision, and reporting.
- † To provide instruction on volunteer selection and volunteer training.

TRAINING TARGET GROUP

All paid or volunteer ministry leaders who oversee children and youth activities including but not limited to the following: transportation providers, nursery workers, teachers, leaders, helpers with children and youth, VBS director, Sunday school superintendent, youth ministers and other ministry leaders working with children or youth.

STANDARDS OF CONDUCT

PROHIBITED CONDUCT

To achieve the goal of preventing any forms of abuse or the potential of false accusations of abuse, staff members, volunteer leaders or any church member providing care for children whether paid or volunteer shall not engage in any of the following conduct with program participants whether consensual or non-consensual:

1. Abuse of any kind, including sexual abuse.
2. Sexual exploitation or molestation.
3. Disseminating, exhibiting, or displaying pornographic material.
4. Hitting, kicking, slapping, or shoving.
5. Selling, giving, or furnishing any child with any tobacco substance, alcohol, or controlled drug.
6. Swear or use obscene, foul, or sexually explicit languages.
7. Demonstrate any romantic or sexual interest in a child.
8. Remove any dress clothing from another person, except when appropriately required under necessary circumstances.
9. Wear anything but appropriate attire in the presence of others, especially children. –See *attached policy*
10. Kiss any child or non-family member on the lips or in an intimate area.
11. Extended or inappropriate hugging or embracing.
12. Sleep in the same bed or bedding with any child.
13. Classroom doors shall never be locked while in use.
14. Always observe the two-person rule while using the elevator.
15. Remain in any building, room, motor vehicle, or private place with a child except as permitted in this policy. *Please refer to the two-person rule with floating adult on page 5.*
16. Assist any child in the restroom except as permitted by this policy.
17. Allow anyone, who is a threat to a child, access into a room, vehicle, or other place in which you are present with a child.

PERMITTED CONDUCT

It is quite natural, appropriate and desirable for Christians to express and share their love for each other and Christ. This sharing is essential for healthy emotional and spiritual well-being of individuals. This sharing of love is especially important to children for their normal, healthy, and happy growth and development. The expressing and sharing of one's Christian love to a child or another adult member shall not be considered abuse or be in any way prohibited, restricted, or limited by this policy. The following conduct by a staff member, volunteer leader or any other church member whether paid or volunteer shall be considered to be an expression of this Christian love and not abuse or even creating the appearance of child abuse:

1. Verbally expressing one's Christian love and affection to another.
2. Appropriately holding and comforting another person
3. Occasionally and appropriately hugging or embracing another person, especially when initiated by the other
4. Sharing emotional and spiritual concerns with another person
5. Providing necessary medical care and attention to another person
6. Encouraging another member to appropriately express and share Christian love

RESTROOM POLICY

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents should be strongly encouraged to have their children visit the bathroom prior to each scheduled program.

If classrooms are not equipped with bathrooms for small children who require assistance, an approved volunteer should escort a group of children to the hallway bathroom. It should be the aim to always go in a group. At a minimum, have at least one other child go along as "a buddy." Avoid taking a child to the bathroom alone.

DRESS CODE

Paid staff and volunteers should not wear:

1. Clothing that is too tight (form fitting) or that exposes midriffs, backs, undergarments, revealing necklines, etc.
2. As a rule of thumb, shirt sleeves should come to the outer edge of the shoulder. During warmer months, modest tank tops are permitted, No spaghetti straps.
3. Pants with low waist lines or that have holes on or around inappropriate areas.
4. Shorts should cover at least half of the length of the thigh.
5. Clothing with writing, slogans, pictures or symbols that are objectionable.
6. Tank tops that reveal the chest and/or stomach areas.
7. Men must have swimwear that covers a minimum of half of the length of the thigh.
8. Women must wear modest swimming attire. Modest tankinis are acceptable; however, any other form of bikini is prohibited.

INCIDENT REPORTING

In the event of an injury, It is required that the incident is reported to the program director and an incident report be filled out at the time of the accident. The student or child's parent must be notified of the incident. The report must be given to the Senior or Associate Pastor and the report will then be filed in the church office. Incident reports may be obtained in the Sunday School Superintendent's office.

PRIVATE CONVERSATIONS

Before engaging in a private conversation with another member, whether child or adult, every staff member, volunteer leader or other member engaged in ministry should weigh and balance the following considerations:

1. **Location** - private conversations can be conducted more safely in public and populated locations. If possible, all conversations should be conducted in a public place, easily accessible to others or in a room specifically set apart and equipped for such conversations. In such a case, another adult must be notified of the conversation and asked to conduct periodic checks throughout the course of the conversation.
2. **Necessity** - if the conversation does not involve confidential matters, but is generally "small talk", it is not necessary to be alone in a private location.
3. **Relationship** - be sure you have a good, healthy relationship with the other person. Private conversations and meetings should be avoided if any romantic interests start to develop.
4. **Gender** - private meetings and conversations with members of the opposite gender are more prone to abuse and the appearance of impropriety.
5. **Frequency** - frequent private conversations can create difficulties in a child's healthy development or lead to dangerous relationship dynamics among adults.
6. **Ability of the Care Giver** - if a person's spiritual or emotional needs are significant, the caregiver should refer him or her to the pastor or counselor. **DO NOT OVERESTIMATE YOUR OWN COUNSELING ABILITIES.**
7. **Reliability** - consider the emotional stability and maturity of the individual. If lacking, private meetings with that person may be dangerous because such individuals may create the highest risk of false accusations.
8. **Appearance** - maintain an appropriate appearance at all times. Remember, words and conduct that may be inappropriate, physical contact in a private, isolated location creates a very high risk of being misconstrued and should be avoided.
9. **Substance of conversation** - the substance of the conversation should be appropriate at all times.
10. **Touching** - although hugging another person in a public location when several others are present may be appropriate, physical contact in a private, isolated location creates a very high risk of being misconstrued and should be avoided.
11. **Safeguard** - as an extra precaution, consider keeping records of all private meetings, and let some other adult besides his or her spouse know that the conversations are occurring, as well as the reasons for the conversations.

DISCIPLINE GUIDELINES

The primary means of discipline is the development of a healthy and respectful relationship between the adults leading the program and the children or young people involved. Therefore, adults should do all they can to foster respect and care in their program, and treat the youth, as they would like to be treated. But there are times when the usual methods of maintaining order appropriate to the setting fail. If this is the case, then the following procedure should be used:

1. A misbehaving child should not be restrained unless he or she is about to harm another person in the program.
2. If someone is disrupting a program, he or she should be warned verbally. If he or she has to be warned a second time during the session of the program, the teacher/leader should speak to the youth one-on-one when the session is finished.
3. If the youth persists in being disruptive, at the discretion of the program director, the student's parent or guardian should be contacted to remove the student from the classroom. The program director will then contact the parent or guardian in a timely manner to discuss the incident and agree on possible behavioral management or disciplinary actions.
4. If the youth persists in being disruptive in succeeding weeks, he or she shall be forbidden to attend the program until after he or she, his or her parents/guardian, the pastor and program director(s) have met to work through the problem.
5. If the youth violates the terms of the agreement, consequences for violation shall be enacted including expulsion from the program for a period of time to be determined at the discretion of the Pastor and CE Board.

ABUSE REPORTING

CHILD/YOUTH ABUSE REPORTING NEBRASKA STATE LAW STATUTES

Nebraska State Law states in LB557 Sec. 28-711 that it is the legal obligation for any person who has reasonable cause to suspect child abuse or neglect to report, or cause a report to be filed, with the local Law Enforcement Agency or Health and Human Services. If you are aware of child abuse and do not report it, you are liable to a fine or jail sentence. The church that does not do everything they reasonably can to protect their children may be subjected to a lawsuit. Not only is this a legal obligation, but a moral obligation for our First Baptist Church family. We wish to protect the children/youth of our church, and also the paid and volunteer workers that care for them.

REPORTING ABUSE WITHIN THE CHURCH: Any child/youth worker or any other person who observes inappropriate or suspicious conduct between any adult worker and child/youth, must report this to the Senior Pastor, unless the Senior Pastor is involved in the incident, in which case the report will be made to the Moderator, orally and by written documentation. *DO NOT* interview the child regarding suspected abuse. Leave this to the trained professionals. *DO NOT* discuss the abuse with other workers, parents, etc.

1. When you first notice or suspect child abuse and/or when the child first comes to you, be sure to take the child seriously. Don't deny the problem. Stay calm, and listen to the child, but leave the interviewing to the professionals.
2. Remind the child that he or she is not at fault and that the child was right in telling you about the problem.
3. **Do not promise the child that you will not tell anyone!**
4. Immediately report such a case to the Senior Pastor or Moderator if the Senior Pastor is involved.
5. After reporting, remember to keep this information confidential.

The Senior Pastor or Associate/Youth Pastor or the Moderator will contact the Response Team as soon as possible. The Response Team will be required to investigate within 24 hours with written documentation including the following criteria: *Who is involved, When and Where the incident occurred, and What occurred.* **ALL INFORMATION IS TO REMAIN CONFIDENTIAL!**

REPORTING ABUSE IN THE COMMUNITY: In the case of suspected child abuse or neglect originating outside the church, our response is to follow the state law by contacting the local Law Enforcement Agency. *DO NOT* interview the child regarding suspected abuse. Leave this to trained professionals. *DO NOT* discuss the suspected abuse with other workers, parents, etc. **ALL INFORMATION IS TO REMAIN CONFIDENTIAL!**

ADULT ABUSE REPORTING: Any accusation of adult abuse or harassment originating in the Church ministry will be reported with written documentation to the Senior Pastor, unless the Senior Pastor is involved in the incident, in which case it will be reported to the Associate/Youth Pastor or the Moderator. The Senior Pastor or Moderator will report the matter as soon as possible. The Response Team will evaluate the accusation within 24 hours and respond appropriately, which may include reporting to the Denomination, Church Attorney, and Insurance Company.

CHURCH ABUSE PREVENTION RESPONSIBILITIES

ABUSE PREVENTION

The Senior or Associate Pastor, the Christian Education Committee, the Youth Coordinator, Children's Ministry Coordinator and the Sunday School Superintendent will:

1. Be called together as needed to review and/or make changes to the Child Protection Policies and Procedures. Minutes of the meeting should be kept.
2. Know and understand the Abuse Prevention Policy and ensure that the church and its programs adhere to its guidelines.
3. Provide opportunities, as needed, for training in the prevention and recognition of abuse. Updates of such training will be made available via the church bulletin and monthly newsletters. Additional training materials will be made available in the church office.
4. Provide applications, policies, and training materials for potential children and youth volunteers and assure all volunteers in their area are screened by the Screening Committee.

APPLICANT SCREENING

1. The FBC office staff will submit background checks and make recommendation to the Christian Education Board regarding the status of an applicant's ability to volunteer within our youth and children's ministries.
2. The office staff will keep an updated screening list to provide to the program staff and Christian Education Committee when an individual has been approved by the Nebraska Adult Protective Services Central Registry and keep a copy of the list in the church office.
3. Volunteer background information will be updated every year and background checks will be executed as needed according to regulations set forth by the DHHS.

Questionable situations may require the assembly of a screening committee consisting of the presiding Pastor, a member of the Staff Relations Committee and a member of the Christian Education Committee.

The Screening Committee will:

1. Realize the confidential and responsible nature of their duties.
2. Meet promptly as needed to allow the completion of all potential screening.
3. If necessary, the committee will review applications, review references, and may request additional information and/or documentation.
4. For the safeguard of the Church family, all findings in the screening process will be recorded, put into applicant's folder and stored in a confidential file in a locked cabinet in the church office.

RESPONSE TEAM

In the event of a report of abuse, a Response Team consisting of the Senior Pastor, the church Moderator, and the Chairperson of the Christian Education Committee will be immediately notified. In the event that the Senior Pastor is involved in the accusation, the Chairperson of the Worship and Ministry Committee will serve in their place.

The Response Team will:

1. Realize the confidential and responsible nature of their duties.
2. Be required to investigate any possible allegations within 24 hours with written documentation including the following criteria: Who is involved, When and Where the incident occurred, and What occurred. Please review the sections entitled, "Reporting Response, Response Team Job Description, and Adult Abuse Reporting", in the Abuse Prevention Policy.
3. Evaluate all accusations and respond appropriately, which may include reporting to the Denomination, Church Attorney, and Insurance Company. All accusations and findings in the case of any suspected abuse or neglect will be recorded and kept in a confidential file under lock and key.
4. Know and understand the Abuse Prevention Policy and ensure that the church and its programs adhere to its guidelines.
5. Carry out the duties stated in the Child/Youth Abuse Reporting and the Adult Abuse Reporting guidelines.
6. In the case of adverse publicity arising, with any abuse allegation, the Response Team will designate a spokesperson to make any and all comments regarding the incident.

APPENDIX

RECOGNIZING ABUSE

Possible Indicators of Child Abuse and Neglect - the following list includes general token characteristics of abused children. Any one indicator does not necessarily mean that abuse has occurred. They may also indicate stress or anxiety in a young child. However, if a number of indicators are present, it is wise to consider the possibility of abuse.

Physical Abuse:

- † Unexplained bruises or welts
- † Unexplained burns
- † Unexplained broken bones
- † Unexplained cuts or scrapes
- † Unexplained stomach injuries
- † Unbelievable explanations of injuries or claiming no knowledge of the source of injury
- † Exhibits habit disorders: sucking, biting, eating disorders
- † Fears adults; shrinks away from touch
- † Afraid to go home
- † Bald spots and scalp bruises
- † Human bite marks
- † Fears parents or caregiver
- † Overly aggressive or withdrawn
- † Seeks more than average amounts of affection from other adults
- † Lags in emotional and intellectual development

Neglect:

- † Under-fed or constantly hungry
- † Constantly unclean/poor hygiene
- † Unattended medical needs
- † Growth rate below normal
- † Begging or stealing food
- † Lack of supervision
- † Constantly fatigued or listless

Emotional Abuse/Neglect:

- † Speech problems
- † Slow mental and emotional growth
- † Antisocial or destructive behavior
- † Dramatic emotional swings
- † Low self-esteem
- † Slow physical growth
- † Habit of sucking, biting, or rocking
- † Long-term depression
- † Loss of appetite

Sexual Abuse:

- † Difficulty in walking or sitting
- † Unusual knowledge of or interest in private parts
- † Bed-wetting
- † Depression or withdrawn behavior
- † Poor relationships with other children
- † Acting out adult sexual behaviors
- † Indirect hints that allude to problems
- † Pain or itching around private parts
- † Stomach-aches
- † Sleep problems
- † Sudden behavior changes
- † Reluctance to go to the bathroom
- † Anxiety, irritability, constant inattentiveness

DEFINITIONS

Adult - a person at least 18 years of age and in a supervisory capacity.

Appropriate Conduct - conduct that one could reasonably assume would be acceptable and permissible by the child's parent or guardian.

Child or Youth - a person 18 years of age or under that is not in a supervisory capacity.

Child Abuse - refers to an act committed by a person in a position of trust which is not accidental and which harms or threatens to harm a child's welfare.

Child Neglect - refers to an act of omission, specifically the failure of a person in a position of trust to provide for the child's basic needs and proper level of care with respect to food, clothing, shelter, hygiene, medical attention or supervision.

Discipline - is helping children develop self-control. Discipline is setting limits and correcting misbehavior. It helps a child learn a lesson that will carry over and positively affect future behavior. Discipline is taught by example.

Emotional Abuse - is any attempt to control another person's life through words, threats, fears, and/or deprivation in such a way that it impairs a person's God-given sense of self-worth.

Ministerial Relationship - the relationship between one who carries out the ministry of the church and the one being served by that ministry.

Pastor - a person who holds ordained ministerial standing or has been commissioned or licensed by the First Baptist Church.

Physical Abuse - occurs when a person injures another and it is not an accident. It includes assault with an implement and other actions, such as shaking, slapping, burning, kicking, scalding or strangling, which leads to possible injury of a child.

Program Director(s) – Youth Pastor/Director and/or Children's Ministry Coordinator.

Sexual Abuse - involves sexual contact between a child or teenager and an adult or significantly older, more powerful person. Sexual abuse can include other exploitive behaviors such as inappropriate verbal stimulation, taking or showing explicit photographs, or exposing a child/youth to pornography or sexual activity.

Sexual Exploitation - sexual activity or contact (not limited to sexual intercourse) in which a minister engaged in the work of the church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the volunteer or employee.

Sexual Harassment - repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- † Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity;
- † Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual;
- † Such conduct has the purpose or effect of unreasonably interfering with an individual's participation in church activities or creating an intimidating, hostile, or offensive work or church environment;
- † Written contact, such as sexually suggestive or obscene letters, notes, or invitations;
- † Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, jokes about gender-specific traits or sexual orientation, sexual prepositions;
- † Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing, sexual intercourse; and
- † Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another.

Sexual Misconduct - any sexualized behavior with a volunteer or employee.

Special Speakers / Presenters – Anyone pre-approved by the Program Director for a one-time presentation in a group setting and is not required to undergo a background check. This person is to be in the company of an authorized staff member, program director, or adult volunteer at all times in observance of the two-person rule.

Staff - any person serving at First Baptist Church in an official paid capacity.

Volunteer – all unpaid persons giving leadership in any of First Baptist's ministries including but not limited to nursery helpers, Sunday school teachers/helpers, Wednesday night club teachers/helpers, youth group leaders, transportation providers.

APPROPRIATE BEHAVIOR TOWARDS ADULTS, YOUTH AND CHILDREN

The First Baptist Church of Fremont exists to love and to serve. The safety of all people is absolutely basic to the understanding of our mission. When these people are children and youth, the responsibility for safety is an even higher priority.

Staff and Volunteers will recognize that:

- ✚ The children who come to our ministries are children of the living God.
- ✚ Each child is uniquely gifted by God. Therefore, we will seek to be Christ-like in our attitude toward each child or youth by:
 - ✚ Respecting each one as we wish to be respected
 - ✚ Caring
 - ✚ Listening
 - ✚ Encouraging
 - ✚ Affirming
- ✚ While children and youth are involved in our ministries, we are their care-takers.
- ✚ Sexual abuse of children is widespread. We understand that inappropriate sexual contact with or physical abuse of a camper can have severe emotional and psychological effects on that camper that can last a lifetime.

Physical Contact

Touch is good when appropriate. Be mindful that everyone has boundaries. When touching children and youth, the following guidelines will be followed:

- ✚ Touch only on the shoulder, upper back or hand. Know how to give A-line and side-to-side hugs.
- ✚ Do not touch against a child's will unless it is a case of clear and present danger to the child.
- ✚ Do not touch a child if there is any verbal or non-verbal indication of discomfort on the part of the child. [A child may simply not want to be touched and we must respect this.]
- ✚ Do not touch a child if doing so will have the effect of over stimulating a child.
- ✚ Do not touch any place on a child's body that is normally covered by a very conservative bathing suit unless for a clear medical necessity and then only with supervision by another adult. If a doctor or nurse is available, that person should handle the situation.
- ✚ Establish limits with children who "cling" or hang on you.
- ✚ Never hit a child or youth.

Public Conduct Guidelines

- ✚ Do not spend time alone with a child or youth. Private conversations should be in places with easy public observation.
 - ✚ “Respond” to children and youth rather than “reacting” to them.
 - ✚ Seek the assistance of an authority figure for any situation with which you are having trouble.
-
- ✚ Fremont FBC will not tolerate any staff or volunteer:
 - ✚ who touches inappropriately
 - ✚ who ridicules or disparages
 - ✚ who sexualizes a situation by:
 1. engaging in sexually suggestive behavior
 2. speaking in a sexually suggestive manner
 3. discussing their own sexual experiences
 - ✚ who participates in or permits hazing of children, youth or staff

Definitions:

Child sexual abuse – any contact or interaction between a child and an adult in which the child is being used for the sexual stimulation of the adult or another person.

Sexual harassment – this includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual misconduct – includes child sexual abuse, sexual harassment, rape or sexual contact by force, threat, or intimidation; and, sexual intercourse between persons not married to each other.

The Pastors and Program Directors are responsible for the safety of all ministries and programs at the First Baptist Church of Fremont, NE. The Pastors and Program Directors can remove anyone from the property at any time that he/she determines appropriate.

NEBRASKA LAW

(Revised Statutes of the State of Nebraska Reissue 1985)

Section 28 – 711 DUTY TO REPORT:

If any physician, medical institution, nurse, school employee, social worker or any other person has reasonable cause to believe that a child or an incompetent or disabled person has been subjected to abuse or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report to be made to proper law enforcement agencies or to the Department of Public Welfare on the toll free number established by statute.

Section 28 – 710 ABUSE OR NEGLECT DEFINED:

Nebraska law defines abuse or neglect as follows: Knowingly, intentionally or negligently causing or permitting a minor child or an incompetent or disabled person to be:

- A. Placed in a situation that endangers his or her life or physical or mental health;
- B. Cruelly confined or cruelly punished;
- C. Deprived of necessary food, clothing, shelter or care;
- D. Left unattended in a motor vehicle if such minor child is six years of age or younger;
- E. Sexually abused; or
- F. Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency or obscene or pornographic photography, films or depictions.

Section 28 – 717 FAILURE TO REPORT:

Any person who willfully fails to make any report required by the provisions of Sections 28 – 710 to 28 – 717 or knowingly releases confidential information other than as provided by Sections 28 – 710 to 28 – 717 shall be guilty of a Class III misdemeanor.

Section 28 – 716 REPORTING INDIVIDUAL IMMUNITY FROM LIABILITY:

Any person participating in an investigation or making a report pursuant to the provisions of Sections 28 – 710 to 28 – 717 or participating in a judicial proceeding resulting therefrom shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements.

APPLICATION PROCESS

Any individual desiring to work with youth or children's ministries in the First Baptist Church of Fremont, NE must follow the outline application process:

1. Anyone applying to work with minors in the church must be a member in good standing for a minimum of six (6) months or a friend of First Baptist for a minimum of one (1) year and must be willing to teach alongside a veteran teacher for a minimum of three (3) months as outlined in the Child Protection guidelines.
2. At the end of the three (3) month teaching period, a recommendation will be made regarding the volunteer's ability to work independently with students.
3. Anyone applying to work with minors in the church is required to review the Child Protection Policies and Procedures manual in its entirety and completely fill-out the confidential data survey at the end of the policy and turn it in to the program director.
4. After handing in the confidential data survey, the applicant will be given the Application for Children's and Youth Ministry, Applicants Statement, Personal Reference Form, and Department of Health and Human Services Background Check Authorization forms which must be filled out in their entirety.
5. All forms should be returned to the church office or program coordinator as soon as possible.
6. Background checks will be submitted and reviewed by the church office. In the event that there is an issue with the results, the volunteer will be contacted immediately for clarification and if necessary, the screening committee will be notified unless the volunteer wishes to withdraw their application.
7. The Program Directors and Christian Education Committee will review all applications and contact all references.
8. At the completion of this process, the applicant will be notified of the outcome.
9. All applicants must take part in the child and youth protection training **before beginning** work with their approved area of ministry.
10. Bus drivers may be submitted to additional screenings for driving records.

The First Baptist Church realizes that all individuals are gifted in different areas of ministry. We also realize that youth and children's ministries require a balanced ratio of students to adult leaders in order to maintain an effective program. Therefore, individual program directors along with the Christian Education Committee maintain the right to final approval of all volunteers based on the needs of the programs.

CONFIDENTIAL DATA SURVEY

The questions listed below are a part of our process in order to help provide a safe and secure environment for our children. All information is held strictly confidential and will be reviewed only by the Screening Committee. Answering yes to any of the questions may not necessarily prevent your involvement in Children's/Youth Ministries. Thank you for your understanding.

First Baptist Church checks references and may conduct criminal background investigations on potential volunteers. Is there anything this process might disclose that you may need to explain?

Yes _____ No _____

Have you ever been convicted of a crime (misdemeanor or felony) including child abuse, child neglect, or an unlawful sexual offense?

Yes _____ No _____

Do you have any physical or mental conditions that may restrict your leading or participating in activities with children or youth?

Yes _____ No _____

Have you had any painful experiences in your life that may hinder you from a productive ministry with children /youth?

Yes _____ No _____

If you have ever experienced physical or sexual abuse, do you feel that could affect your ability to work with children or youth?

Yes _____ No _____

If you answered yes to any of the above questions please explain:

Would you like to meet with the Senior Pastor regarding any of these circumstances?

Yes _____ No _____

Is there anything else you would like to share with us at this time?

Printed Name: _____

Signature: _____ Date: _____