

Safe Sanctuary Guidelines

— AND —

Safe Ministry Practices

IMMANUEL BAPTIST CHURCH | LITTLE ROCK, AR

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SAFE SANCTUARY GUIDELINES

Purpose:

To demonstrate Immanuel's total and unwavering commitment to the physical and emotional safety of all children, helpers, volunteers and staff at Immanuel Baptist Church.

Definitions:

1. **Child or children-** person(s) under the age of eighteen (18) years.
2. **Adult-** person(s) over the age of eighteen (18) years.
3. **Child abuse-** any non-accidental physical injury, mental injury, sexual abuse, or sexual exploitation inflicted by those legally responsible for the care and maintenance of the child, or an injury, which is at variance with the history given. This term encompasses both acts and omissions.
4. **Physical abuse-** abuse in which a person deliberately and intentionally causes abuse of a child.
5. **Emotional abuse-** abuse in which a person exposes a child to spoken and/or unspoken violence or emotional cruelty.
6. **Neglect-** abuse in which a person endangers a child's health, safety, or welfare through negligence.
7. **Sexual abuse-** abuse in which sexual contact between a child and an adult (or other more powerful child) occurs. Sexual abuse also includes non-contact acts toward a child, such as sexual verbal comments; exposure to pornographic material; obscene telephone calls, emails, text messages, or social media messages; exhibitionism; or allowing children to witness sexual activity.
8. **Ritual abuse-** abuse in which physical, sexual, or psychological violations of a child are inflicted regularly, intentionally, and in a stylized way by a person or persons responsible for the child's welfare
9. **Staff-** any employee of Immanuel, whether full-time or part-time.
10. **Participants-** children who are registered, enrolled, attending, or otherwise involved in an event.
11. **Certified Volunteer-** adults charged with the care or supervision of children who have completed all requirements for certification.
12. **Certified Volunteer Leaders-** certified volunteer leading a certain event, who meet Volunteer Requirements to have access to participant, certified volunteer, and helper contact information.
13. **Recreation Volunteer-** adults charged with the care or supervision of children who have completed a background check and will have access to personal contact information.

14. **Helpers-** volunteers who are charged with the care or supervision of children at an event who have not completed the requirements for certification.
15. **Roamer-** a certified volunteer specifically designated to walk preschool/children's department halls during events to assist other certified volunteers when the two (2) certified volunteer rule cannot be met.
16. **Event-** any activity which is planned for children and intended to involve children and which is funded, in whole or in part, by Immanuel and which is planned and implemented by persons representing Immanuel, whether the activities take place on or off the campus of Immanuel.

Safe Sanctuary Committee

The Immanuel Safe Sanctuary Committee (“the Committee”) will be comprised of lay members (suggested: attorney (2), professional counselor (1), trustee (1)) selected by the Immanuel Nominating Committee on an annual basis. Age-graded staff will also be on the Committee. The Committee will be responsible for evaluation and/or improvement of the quality of care rendered by Immanuel staff, certified volunteer, and helpers to participants. The Committee will make determinations as to whether Immanuel staff, certified volunteers, and helpers provided care to participants in compliance with the Immanuel Safe Sanctuary Guidelines. The Committee will be responsible for updating the Safe Sanctuary Guidelines annually, or as otherwise needed. Meeting minutes, documents, incident reports, or other records created by or at the direction/request of the Committee, if any, shall be absolutely confidential.

Application Process and Confidentiality of Records

Staff will be responsible for assisting applicants with the application process and the completion of the Certified Volunteer Packet. The Business Office of the Church will be responsible for processing all criminal background checks and Child Maltreatment Registry checks. After processing, all records will be stored in a confidential manner under the care of the Business Office of the Church. Access to these records will be limited to the members of the Committee and the Executive Pastor to determine certification of a volunteer after initial processing. Under special circumstances, access to the records may be granted by the Committee to law enforcement, mental health professionals, and/or legal advisors. All files may be retained indefinitely from the date of their origination.

Approval of Certification

After submission, review, and approval of the Certified Volunteer Packet, the applicant will interview with a program staff member and/or Committee member. Upon completion

of the interview and training, a volunteer will be classified as a certified volunteer to serve at Immanuel events.

The Business Office of the Church shall perform background checks and Child Maltreatment Registry checks on a monthly basis, unless there are no checks waiting to be run. Certification shall be for a period of three (3) years, at which time it may be renewed based on new criminal background checks, Child Maltreatment Registry checks, and the requirements established by the Committee.

Disapproval of Certification

PERSON WITH CRIMINAL HISTORY OF VIOLENCE AND ABUSE

Under **no circumstance** will an individual who is reported to be on the Child Maltreatment Registry be approved as a certified volunteer or helper.

In the event it is determined that an individual may be a registered sex offender under the Sex and Child Offender Registration Act, the Executive Pastor, shall be immediately notified in order to insure compliance with Immanuel's Policies and Procedures Regarding Community Notifications Pursuant to the Sex and Child Offender Registration Act.

When a report is received that an individual has a criminal history, the Committee shall be immediately notified and shall direct the following course of action:

1. The office of the Director of Administration will report to the Executive Pastor, that the individual has a criminal history.
2. The Executive Pastor will notify the program staff member in charge of the event in question, if any, and the staff member who interviewed and recommended the applicant.
3. After a discussion between the Executive Pastor the event staff member, and the applicant, the applicant may choose to appeal the disapproval of certification to the Committee.
4. The Executive Pastor or the event staff member will notify the applicant of the determination and provide written documentation of the decision, which will be added to the applicant's confidential file kept by the Business Office of the Church.

PERSON WITH CRIMINAL HISTORY OF NON-VIOLENCE/ABUSE

An individual who is reported to have any criminal history may not be approved as a certified volunteer or helper, unless it is determined that a non-violent/non-abusive exception should be made.

When a report is received that an individual has a criminal history, the Committee shall be immediately notified and shall direct the following course of action:

5. The office of the Director of Administration will report to the Executive Pastor that the individual has a criminal history.
6. The Executive Pastor will notify the program staff member in charge of the event in

- question, if any, and the staff member who interviewed and recommended the applicant.
7. After a discussion between the Executive Pastor, the event staff member, and the applicant, the applicant may choose to appeal the disapproval of certification to the Committee.
 8. The Executive Pastor or the event staff member will notify the applicant of the determination and provide written documentation of the decision, which will be added to the applicant's confidential file kept by the Business Office of the Church.

Revocation of Certification

If an allegation of child abuse or other violent crime is brought against a certified volunteer, the Committee shall be immediately notified and shall direct the following procedure:

1. Executive Pastor will be responsible for following mandatory reporting protocol.
2. The certified volunteer will be suspended immediately and removed from service as a certified volunteer or helper until an investigation is completed.
3. The Committee will direct the Executive Pastor and program staff member to investigate the complaint.
4. The Committee will direct the Executive Pastor and program staff member to review all available information and decide whether to dismiss the allegation or refer the allegation to the Committee for further review.
5. If the allegation is referred to the Committee for further review, the Committee shall promptly review and one of the following will occur:
 - a. If the Committee, in its discretion, determines that the allegation has sufficient merit, certification will be revoked. Individuals who have a "revoked certification" will not be allowed to serve as a certified volunteer or helper during any event at Immanuel, or
 - b. If the Committee, in its discretion, determines that the allegation has no merit, the suspension will be lifted, and the individual will be allowed to resume serving in the same capacity as he/she served before the allegation was made (certified volunteer or helper).

Responses by Staff, Certified Volunteers, and Helpers to Allegations of Abuse

If abuse occurs, it is our intention to act as an advocate for all affected persons, providing support, information, assistance, and intervention. If abuse is suspected by, observed by, or disclosed to a certified volunteer, helper, or staff, that person shall immediately notify the Committee who shall direct the following course of action:

1. Ensure the protection of and tend to the immediate needs of the child, as the situation requires, and

2. IMMEDIATELY notify Executive Pastor (501-376-3071) who will work with the reporting person to facilitate notification to:
 - a. the Arkansas Child Abuse Hotline (1-800-482-5964). This is a requirement of the law. (Note: Do not attempt an investigation. This should be left to professionals who are familiar with these cases);
 - b. the appropriate pastors at Immanuel. If a pastor or staff is the accused party, the chairperson of the Personnel Committee should also be immediately contacted;
 - c. the parent(s)/guardian(s) of the alleged victim. When talking with the parent(s), it is important to emphasize that the proper authorities must be notified, even if the parent does not wish the incident to be reported. (Note: if one or both of the parents is the alleged abuser, contact the proper authorities listed above. Follow their advice about notification of the parents); and
 - d. Immanuel's insurance company, if the alleged abuse occurred during an Immanuel event.
3. Begin documenting in writing the abuse suspected by, observed by, or disclosed to a certified volunteer, helper, or staff. Include as much written detail of suspicions, observations, and/or conversations with all affected persons. This document is to remain confidential except for the reporting of abuse.

****DO NOT ATTEMPT TO HANDLE ANY PORTION OF THE NOTIFICATION OR INVESTIGATION PROCESS WITHOUT THE ASSISTANCE OF THE EXECUTIVE PASTOR.**

Other Important Information Regarding Allegations of Abuse

1. A list of emergency telephone numbers will be available to the staff at all times.
2. If the accused abuser is working in a volunteer position with children at Immanuel, immediately, yet with dignity and respect, remove the accused from further involvement with children.
3. Any contact with the media will be handled by a pre-determined spokesperson determined by the Committee. Care will be taken to safeguard the privacy and confidentiality of all involved. The spokesperson will generally convey that the matter is under investigation and any comment made prior to the conclusion of the investigation would be premature.

Operating Procedures for Events

All events will be governed by the following guidelines:

1. **Abuse Expressly Prohibited-** Any and all child abuse is strictly prohibited, including but not limited to: physical abuse, emotional abuse, neglect, sexual abuse, and/or ritual abuse.

2. **Two Certified Volunteers Rule-** At least two (2), unmarried certified volunteers must be present at any event. If a certified volunteer needs to leave a classroom, leaving the other certified volunteer alone with children, the classroom door should be left open until a roamer can step in, or until the other certified volunteer returns.
3. **Four Year Rule-** A certified volunteer must be at least four (4) years older than the child with whom he/she works.
4. **Preschool and Children Security Procedure-** All parents/guardians utilizing the Immanuel nursery will observe the check-in/check-out procedure as outlined by the preschool and children's ministries.
5. **Open Door Procedure-** The parents/guardians of the children served, Committee members, and/or staff members have the right to visit and observe events or classrooms at any time, unannounced.
6. **Windows in All Classrooms-** It is recommended that all rooms used for children have a window in or near the door, or have a Dutch door. All windows viewing into rooms used for children's events should remain unobstructed at all times. No decorations or signs are permitted to cover door windows.
7. **Being Alone with a Child-** If in the course of his/her duties on behalf of Immanuel, a certified volunteer knows of a legitimate reason for being alone with a child, the certified volunteer shall notify program staff in advance of being alone with the child. If an emergency situation arises and the certified volunteer cannot notify program staff in advance of being alone with a child, the certified volunteer should quickly conduct necessary business with the child in a public space, in a room with a window in the door, or in a room with the door open. The certified volunteer must then notify program staff as soon as possible following the emergency situation. Helpers are not permitted to be alone with children.
8. **Individual Counseling-** One-to-one interactions generally discouraged, but are sometimes necessary and appropriate. However, care must be taken so that one-to-one activities are conducted in an environment that provides visibility by other adults. Before one-to-one counseling, the certified volunteer must notify program staff. During counseling of children, doors may be closed if there is an unobstructed window viewing into the room. If there is no window, the door must remain open for the entire counseling session. Helpers are not permitted to provide one-to-one counseling to children.
9. **Classroom Discipline-** All certified volunteers and helpers will work to protect the dignity of a child. The Preschool, Children's, and Student Ministries has suggested protocol in disciplining children. This can be found in the Safe Ministry Practices section.

10. Gifts- No certified volunteer or helper should give gifts to an individual child without the prior knowledge of the parent(s)/guardian(s) and responsible staff. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion.

11. Bathroom Procedures- No staff, certified volunteers or helpers should enter restrooms, toilets, shower rooms, locker rooms, or changing rooms occupied by children when hands-on supervision is not required or appropriate (this does not apply to the parent/child relationship).

All children ages ten (10) and under must be escorted to the restroom by a certified volunteer. If the child does not require assistance in the restroom, the certified volunteer should check the restroom before the child enters to ensure the restroom is clear of any adults. Once cleared, the child should enter the restroom while the certified volunteer waits in the hallway.

If the child is in the preschool area and requires assistance in the restroom, assistance must be rendered by a certified volunteer, not a helper. The certified volunteer must leave the restroom door ajar and should alert the other certified volunteer that he/she is providing restroom assistance. Adults should never use the restrooms in the preschool area that adjoin the preschool classrooms.

12. Events Away from Immanuel Property- All children participating in out-of-town or over-night events must have written consent and a medical release form.

There must be access to a telephone when children are at an event away from Immanuel property.

There must be two (2) unmarried certified volunteers on any over-night event. Under no circumstance is one adult to supervise a child or children on an over-night event.

Female certified volunteers shall supervise female children in their sleeping quarters and male certified volunteers shall supervise male children in their sleeping quarters.

With the exception of a parent/child combination, an adult and a child are not to occupy the same bed or sleeping bag. One certified volunteer/helper may not share a room with only one child, with the exception of the parent/child combination.

SAFE MINISTRY PRACTICES

Best Practices

- A. Preschool Ministry
- B. Children's Ministry
- C. Student Ministry
- D. Adult Ministry
- E. Recreation Ministry

Preschool Ministry

For the safety and security of all children, the Preschool Ministry has provided guidelines to be followed each time a child is in our care. Our aim is for all volunteers to be a reflection of Christ and to aid in nourishing their spiritual growth so when they reach the age of accountability they will accept Jesus into their heart.

1. Private Conversations-

They are to take place where others are present.

2. Communication-

Communication is vital in the life of preschoolers and their parents. Listed are some guidelines for communication.

Social Media

- When sending a message to a parent or volunteer, make it a practice to include another adult in the message (spouse, volunteer, additional parent, etc.)
- Volunteers should not post pictures of children on social media. Staff are the only approved people to take photos in the classroom and/or events and post. This is for legal reasons protecting the church and the children. Some parents do not wish for their children to be photographed.

Call/Text/Email

- Use wise judgment in calling any persons of the opposite sex.
- Use wise judgment in responding to individual texts initiated by parents or volunteers of the opposite sex.
- Use wise judgment in initiating or responding to email(s) with parents or volunteers of the opposite sex.

3. Appropriate Touch-

Appropriate touch is part of a healthy ministry. These are safe ministry practices for when, where, and how to use appropriate touch:

- Walking hand in hand with small children.
- Carrying small children (no piggy back rides, children on shoulders).
- Short hugs.
- Brief, assuring pat on the back or shoulder.
- High-fives.
- Honor a child's personal space by not getting close to their face or using force of any kind when showing affection.
- Avoid tickling or wrestling.
- No kissing small children.

The safe ministry practices for actions you should never take as a volunteer are listed below.

- Never touch a child in anger or disgust.
- Never touch a child or parent/volunteer in any manner that may be construed as sexually suggestive.
- Never touch a child between the belly button and the knees, with your body or any object.
- Never touch a child's private parts (with exception of diaper changes following the diaper policy or assisting a preschooler in the restroom).
- Playing rough with children or letting children play rough with each other is not appropriate. This is for the safety of everyone involved.
- Never threaten children, even as a joke.
- Never allow children to be mean to other children.
- Never allow children to kiss other children.
- Physical punishment is prohibited for discipline of children and students, including but not limited to spanking, slapping, pinching, hitting, or any other physical force.
- Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth, or others.
- Leaders/volunteers are prohibited from possessing any sexually-oriented materials (magazines, cards, videos, films, clothing, etc.) on property or in the presence of children.

4. Classroom Procedures:

- Two adults should always be present in classrooms with children. If a volunteer finds themselves alone, they should notify the Director of Preschool Ministries for assistance, move to a more visible area with their class and make sure the dutch door is open.
- Never cover the glass part of the dutch door where you cannot look inside the room.
- When taking a preschooler to the restroom leave the door partially open; never close the door completely.
- Only women are to change diapers, or take preschoolers to the restroom.
- When a child becomes disruptive begin with these steps:
 - Take the child to another part of the classroom away from the other children.
 - Gain eye contact with him/her.
 - Let the child know their inappropriate behavior.
 - Redirect the child's actions.
- When it is evident that you have an extreme case which cannot be handled in the classroom, contact the Director of Preschool Ministries for assistance.
- If there is a complaint from a parent, adult or child, notify the Director of Preschool Ministries immediately.
- ALL instances of abuse (hitting, biting, sexual misconduct, etc.) must be reported to the Director of Preschool Ministries. There are times where it may be required that the abuse is reported to the proper authorities.
- If an accident occurs at the church and a child is hurt, please notify the Director of Preschool Ministries. An Incident Report will typically need to be filled out and filed. We will need to communicate the incident to the parent(s).

I understand and acknowledge these safe ministry practices. I commit to practicing these to the best of my ability to protect the safety and integrity of this ministry and all those involved.

Printed Name:

Signature:

Date:

Office Use Only:

Church Staff:

Date:

Children's Ministry

Our goal is to create and sustain a nurturing environment where kids can thrive. These Safe Ministry Practices will help in accomplishing that goal each week.

1. Private Conversations-

Private conversations should take place in public settings where others can observe but not hear.

2. Communication-

Appropriate communication with children, students, parents, and volunteers is necessary for an effective and healthy ministry. Older children are in communication more and more. These are safe ministry practices for communication.

Social Media

- Volunteers should not be “friends” on social media with children 11 years of age and younger.
- Do not “direct message” children on any social media platform.
- When sending a message to a parent or volunteer, make it a practice to include another adult in the message (spouse, volunteer, additional parent, etc.).
- Volunteers should not post pictures of children on social media. Staff are the only approved people to take photos in the classroom and/or events and post. This is for legal reasons protecting the church and the children. Some parents do not wish for their children to be photographed.
- Volunteers should not show kids their own social media accounts, as it could lead to other issues.

Call/Text/Email

- Use wise judgment in calling any persons of the opposite sex.
- Use wise judgment in responding to individual texts initiated by any child such as notifying staff and/or other parents/volunteers.
- Use wise judgment in initiating text messages with parents/volunteers of the opposite sex such as including spouses or other parents/volunteers.
- Use wise judgment in initiating or responding to email(s) with parents/volunteers of the opposite sex such as utilizing the use of including another person into your response.

3. Appropriate Touch-

Appropriate touch is part of a healthy ministry. These are safe ministry practices for when, where, and how to use appropriate touch:

- Walking hand in hand with small children
- Carrying small children (no piggy back rides, children on shoulders or carrying school age children)
- Short congratulatory or greeting hugs
- Brief, assuring pat on the back or shoulder
- Handshakes and high-fives
- Honor a child's personal space by not getting close to their face or using force of any kind when showing affection
- Avoid tickling school age children

The safe ministry practices for actions you should never take as a volunteer are listed below.

- Never touch a child in anger or disgust.
- Never touch a child or parent/volunteer of the opposite sex in any manner that may be construed as sexually suggestive.
- Never touch a child between the belly button and the knees, with your body or any object.
- Never touch a child's private parts (with exception of diaper changes following the diaper policy).
- Never let a child sit in your lap.
- Playing rough with children or letting children play rough with each other is not appropriate. The safety of everyone is of utmost importance.
- Never threaten children, even as a joke.
- Never allow children to discipline or humiliate another child.
- Never be alone in a vehicle with a child, unless you are related to the child.

4. Appropriateness-

- Physical punishment is prohibited for discipline of children and students, including but not limited to spanking, slapping, pinching, hitting, or any other physical force.
- Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth, or others.
- Leaders are prohibited from possessing any sexually-oriented materials (magazines, cards, videos, films, clothing, etc.) on property or in the presence of children.

5. Classroom Procedures:

- Two adults should always be present in classrooms with children. If a volunteer finds themselves alone, they should notify the Children’s Director for assistance, move to a more visible area with their class and/or open the door to the room.
- If there are more than two teachers, please escort each child to the restroom. Check the restroom before the child enters and wait outside until the child returns. If there are only two teachers, stand at the door and watch the child in the hallway and wait there until he/she returns.
- When a child becomes disruptive begin with these steps:
 - Restate the rules to the entire class
 - Gain eye contact with him/her
 - Walk in the child’s direction, standing near him/her
 - Redirect the child’s actions
 - Move the child to a different seat or location in the classroom
- When it is evident that you have an extreme case, which cannot be handled in the classroom, contact the Children’s Ministry Director for assistance.
- If there is a complaint from a parent, adult or child, notify the Children’s Director immediately.
- ALL instances of abuse (hitting, biting, sexual misconduct, etc.) must be reported to the Children’s Director. There are times where it may be required that the abuse is reported to the proper authorities.
- If an accident occurs at the church and a child is hurt, please notify the Children’s Director. An Incident Report will typically need to be filled out and filed. We will need to communicate the incident to the parent(s).

I understand and acknowledge these safe ministry practices. I commit to practicing these to the best of my ability to protect the safety and integrity of this ministry and all those involved.

Printed Name:

Signature:

Date:

Office Use Only:

Church Staff:

Date:

Student Ministry

Our goal is to create and sustain a nurturing environment where students can thrive. These Safe Ministry Practices will help in accomplishing that goal each week.

1. Private Conversations-

Private conversations should take place in public settings where others can observe but not hear.

2. Communication-

Appropriate communication with students, parents, and volunteers is necessary for an effective and healthy ministry. These are safe ministry practices for communication.

Social Media

- Do not initiate “friending or following” students on any social media platform.
- Use wise judgment in accepting “friending or following” from students and/or parents/volunteers of the opposite sex on personal social media platforms.
- Use wise judgment in replying to or commenting on students’ social media posts.
- Do not “direct message” individual students on any social media platform.
- Only “direct message” parents/volunteers of the opposite sex on personal social media platforms if spouses or other parents/volunteers are included on the message.
- Use wise judgment in content posted on personal social media accounts. Be considerate of modesty, use of alcohol, and activities that might be illegal or prohibited for students to do (ex. movies, smoking, etc.).
- Volunteers should not post pictures of students on social media. Staff are the only approved people to take photos in the classroom and/or events and post. This is for legal reasons protecting the church and the children. Some parents do not wish for their children to be photographed.

Call/Text

- Use wise judgment in calling any persons of the opposite sex.
- Do not initiate individual text messages with students of the opposite sex.
- Use wise judgment in responding to individual texts initiated by any persons of the opposite sex such as notifying staff and/or other parents/volunteers.
- Use wise judgment in initiating text messages with parents/volunteers of the opposite sex such as the use of group messaging including spouses or other parents/volunteers.

Email

- Use wise judgment in initiating or responding to email(s) with students and/or parents/volunteers of the opposite sex such as utilizing the use of Carbon Copying (CC) to other appropriate staff and/or parents/volunteers.

3. Appropriate Touch-

Appropriate touch is part of a healthy ministry. These are safe ministry practices for when, where, and how to use appropriate touch. Using good judgment, the following are examples of appropriate touch:

- An arm around the shoulder (except for those of opposite sex).
- Walking hand in hand with small children.
- Carrying small children (no piggy back rides or carrying elementary-aged children).
- Short congratulatory or greeting hugs...side hugs if possible.
- Brief, assuring pat on the back or shoulder (except for those of opposite sex).
- Handshakes and high-fives.
- Honor a child's personal space by not getting close to their face or using force of any kind when showing affection.

The safe ministry practices for actions you should never take as a volunteer are listed below.

- Avoid tickling school age children.
- Never touch a child in anger or disgust.
- Never touch a student or parent/volunteer of the opposite sex in any manner that may be construed as sexually suggestive.
- Never touch a child between the belly button and the shins.
- Never touch a child's private parts (with exception of diaper changes following the diaper policy).
- Children over the age of first grade should not sit in the laps of volunteers.
- Never threaten children, even as a joke.
- Never allow children to discipline or humiliate another child.
- Playing rough with children or letting children play rough with each other is not appropriate. The safety of everyone is of utmost importance.

4. Transportation-

There may be times where students and/or parents/volunteers of the opposite sex may need to be transported to and from ministry events. These are safe ministry practices for when these times occur:

- At no time should staff or parent/volunteers be in a car alone with an unrelated student.
- When transportation is needed, the Rule of Three (3) should be applied.
 - Rule of Three (3):
 - At least two (2) related persons and/or persons of the same gender in the car at all times.
 - Parents of student are to be notified when they leave origin and arrive at destination.
- At no time should staff be in a car alone with other staff and/or parent/volunteer of the opposite sex.
- Parents/volunteers should use wise judgment when travelling with other parents/ adult volunteers of the opposite sex.

5. Other-

- Physical punishment is prohibited for discipline of children and students, including but not limited to spanking, slapping, pinching, hitting, or any other physical force.
- Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, student, or others.
- Leaders are prohibited from possessing any sexually-oriented materials (magazines, cards, videos, films, clothing, etc.) on property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.

I understand and acknowledge these safe ministry practices. I commit to practicing these to the best of my ability to protect the safety and integrity of this ministry and all those involved.

Printed Name:

Office Use Only:

Signature:

Church Staff:

Date:

Date:

Adult Ministry

This information is to be shared to all adult volunteer leadership by your specific minister and/or Immanuel Ministry Team.

Although these practices are not policy, they are “safe ministry practices” put in place to protect volunteer leadership, those who attend its ministry programming/events, and Immanuel Baptist Church.

1. Private Conversations/Transportation-

- Private conversations should take place in public settings where others can observe but not hear. Do not meet with anyone of the opposite sex alone where you cannot be seen and accounted for by making your spouse/co-workers/others aware of meeting (time and place).
- Do not travel alone with opposite sex.

2. Communication-

In communication through text messages, social media messages, and emails make sure to add others (i.e. spouse, other leaders) in those messages to those of the opposite sex.

3. Appropriate Touch-

Appropriate touch is part of a healthy ministry. These are safe ministry practices for when, where, and how to use appropriate touch:

- Be careful in any physical encounters such as hugging, touching, etc.
- Short side hugs for greeting and congratulatory are appropriate.
- Honor a person’s personal space by not getting close to their face or using force of any kind when showing affection.
- Handshakes and high-fives are fine.
- Brief, assuring pat on shoulder is appropriate, but be sensitive to how it could be received.

I understand and acknowledge these safe ministry practices. I commit to practicing these to the best of my ability to protect the safety and integrity of this ministry and all those involved.

Printed Name: _____

Office Use Only: _____

Signature: _____

Church Staff: _____

Date: _____

Date: _____

Recreation Ministry

Our goal is to create and sustain a fun, nurturing environment where children and adults can thrive. These Safe Ministry Practices will help in accomplishing that goal each week.

1. Private Conversations-

Private conversations should take place in public settings where others can observe but not hear.

2. Communication-

Appropriate communication with students, parents, and volunteers is necessary for an effective and healthy ministry. These are safe ministry practices for communication.

Social Media

- Do not initiate “friending or following” children on any social media platform.
- Use wise judgment in accepting “friending or following” from children and/or parents/volunteers of the opposite sex on personal social media platforms.
- Use wise judgment in replying to or commenting on children’s social media posts.
- Do not “direct message” individual children on any social media platform.
- Only “direct message” parents/volunteers of the opposite sex on personal social media platforms if spouses or other parents/volunteers are included on the message.
- Use wise judgment in content posted on personal social media accounts. Be considerate of modesty, use of alcohol, and activities that might be illegal or prohibited for students to do (ex. movies, smoking, etc.).

Call/Text

- Use wise judgment in calling any child/parent of the opposite sex,.
- Do not initiate individual text messages with students of the opposite sex, group messages work best.
- Use wise judgment in responding to individual texts initiated by any persons of the opposite sex such as notifying staff and/or other parents/volunteers.
- Use wise judgment in initiating text messages with parents/volunteers of the opposite sex such as the use of group messaging including spouses or other parents/volunteers.

Email

- Use wise judgment in initiating or responding to email(s) with students and/or parents/volunteers of the opposite sex such as utilizing the use of Carbon Copying (CC) to other appropriate staff and/or parents/volunteers.

3. Appropriate Touch-

Appropriate touch is part of a healthy ministry. These are safe ministry practices for when, where, and how to use appropriate touch. Using good judgment, the following are examples of appropriate touch:

- An arm around the shoulder (except for those of opposite sex).
- Walking hand in hand with small children.
- Carrying small children (no piggy back rides or carrying elementary-aged children).
- Short congratulatory or greeting hugs...side hugs if possible.
- Brief, assuring pat on the back or shoulder (except for those of opposite sex).
- Handshakes and high-fives.
- Honor a child's personal space by not getting close to their face or using force of any kind when showing affection.

The safe ministry practices for actions you should **never** take as a volunteer are listed below.

- Avoid tickling school age children.
- Never touch a child in anger or disgust.
- Never touch a student or parent/volunteer of the opposite sex in any manner that may be construed as sexually suggestive.
- Never touch a child between the belly button and the shins.
- Never touch a child's private parts (with exception of diaper changes following the diaper policy).
- Children over the age of first grade should not sit in the laps of volunteers.
- Never threaten children, even as a joke.
- Never allow children to discipline or humiliate another child.
- Playing rough with children or letting children play rough with each other is not appropriate. The safety of everyone is of utmost importance.

4. Transportation-

There may be times where students and/or parents/volunteers of the opposite sex may need to be transported to and from ministry events. These are safe ministry practices for when these times occur:

- At no time should staff or parent/volunteers be in a car alone with an unrelated student.
- When transportation is needed, the Rule of Three (3) should be applied.

- Rule of Three (3):
 - At least two (2) related persons and/or persons of the same gender in the car at all times.
 - Parents of students are to be notified when they leave origin and arrive at destination.
- At no time should staff be in a car alone with other staff and/or parent/volunteer of the opposite sex.
- Parents/volunteers should use wise judgment when travelling with other parents/ adult volunteers of the opposite sex.

5. Other-

- Physical punishment is prohibited for discipline of children and students, including but not limited to spanking, slapping, pinching, hitting, or any other physical force.
- Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, student, or others.
- Leaders are prohibited from possessing any sexually-oriented materials (magazines, cards, videos, films, clothing, etc.) on property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.

I understand and acknowledge these safe ministry practices. I commit to practicing these to the best of my ability to protect the safety and integrity of this ministry and all those involved.

Printed Name:

Office Use Only:

Signature:

Church Staff:

Date:

Date:

APPENDICES

Appendices

- A. Certified Volunteer Requirements
- B. Recreation Volunteer Requirements
- C. Student Volunteer Requirements
- D. Certified Volunteer Application
- E. Disclosure and Authorization for a Criminal Background Check
- F. Child Maltreatment Registry Check
- G. Possible Indicators of Abuse and Neglect
- H. Safe Sanctuary Training Guidelines
- I. Outside Group Waiver
- J. Participant Health and Media Release Form

Appendix A

CERTIFIED VOLUNTEER REQUIREMENTS

In order to be approved as a certified volunteer, an applicant must complete each of the following:

1. Be eighteen (18) years of age or older.
2. Be a member or involved with Immanuel for six (6) months or more.
3. Interview with a staff member in charge of the event at which the applicant seeks to serve, or with a Committee member.
4. Receive a recommendation from the event staff or Committee member based on the interview.
5. Complete a Certified Volunteer Packet. By completing these forms, the applicant grants Immanuel permission to undertake the inquiries necessary to complete the review of the application. The applicant grants Immanuel permission to perform criminal background checks and Child Maltreatment Registry checks in perpetuity unless and until the applicant revokes such permission, in writing, to the office of the Director of Administration. The Certified Volunteer Packet consists of the following:
 - Certified Volunteer Application
 - See, Appendix C.
 - Criminal Background Check

- Criminal background checks shall be completed for applicants who are to be considered as certified workers or certified leaders. The background check includes criminal history involving offenses classified as felonies or Class A misdemeanors under Arkansas law. Immanuel reserves the right to conduct a more comprehensive background check, at the discretion of the Committee. See, Appendix C; and
 - Arkansas Department of Human Services Child Maltreatment Registry Check
 - This check will allow for applicants' names to be checked in the Child Maltreatment Registry. This registry will notify Immanuel in writing if there have been any reports of child abuse, neglect, or abandonment for the applicant. See, Appendix D.
6. Complete Certified Volunteer Training. Immanuel will be responsible for providing all acceptable training, as designated by the Committee. The mandatory training must be completed, including testing, prior to certification as a certified volunteer See, Appendix E for the Training Guidelines.

Appendix B

RECREATION VOLUNTEER REQUIREMENTS

In order to be approved as a certified volunteer, an applicant must complete each of the following:

1. Be eighteen (18) years of age or older.
2. Be a member or involved with Immanuel for six (6) months or a member in good standing at a church of similar faith and values.
3. Interview with a staff member in charge of the event at which the applicant seeks to serve, or with a Committee member.
4. Receive a recommendation from the event staff or Committee member based on the interview.
5. Complete a Certified Volunteer Packet. By completing these forms, the applicant grants Immanuel permission to undertake the inquiries necessary to complete the review of the application. The applicant grants Immanuel permission to perform criminal background checks and Child Maltreatment Registry checks in perpetuity unless and until the applicant revokes such permission, in writing, to the office of the Director of Administration. The Certified Volunteer Packet consists of the following:
 - Certified Volunteer Application
 - See, Appendix C. (NOTE: Unless volunteer has already completed an application in another ministry area.)

- Criminal Background Check
 - Criminal background checks shall be completed for applicants who are to be considered as certified workers or certified leaders. The background check includes criminal history involving offenses classified as felonies or Class A misdemeanors under Arkansas law. Immanuel reserves the right to conduct a more comprehensive background check, at the discretion of the Committee. See, Appendix D; and
 - Arkansas Department of Human Services Child Maltreatment Registry Check
 - This check will allow for applicants' names to be checked in the Child Maltreatment Registry. This registry will notify Immanuel in writing if there have been any reports of child abuse, neglect, or abandonment for the applicant. See, Appendix E.
6. Complete Certified Volunteer Training. Immanuel will be responsible for providing all acceptable training, as designated by the Committee. The mandatory training must be completed, including testing, prior to certification as a certified volunteer See, Appendix E for the Training Guidelines.

Appendix C

STUDENT VOLUNTEER REQUIREMENTS

Students may serve in Immanuel Kids beginning in the 5th grade as a Helper. If at any time the student is no longer helpful to the certified volunteers in the room, we may revoke the right for that student to serve at any time for any reason.

Students 13-17 years old will undergo a student volunteer application process similar to the adult process, which requires parental permission and reference checks for those who are not members of Immanuel. These additional guidelines apply to students:

- Students must follow the instruction and leadership of adult leaders at all times.
- There must be at least a five-year age difference between the age of the child or student volunteer and the age of children they are serving.
- Students must be 16 years old to serve with children under 2 years old, unless working with a parent.
- Students should not bring unapproved friends to volunteer with them.
- Students should not escort children to the bathroom alone.
- Students may not change diapers in the nursery.

Appendix D

CERTIFIED VOLUNTEER APPLICATION

We are so excited that you are interested in serving at Immanuel Baptist Church! Due to the nature of this ministry, we ask that volunteers complete an application process. We are excited about your desire to be on this incredible team of people who proudly serve Immanuel.

Application Process:

- Complete/Submit Application.
- Contact References.
- Interview with Ministry Staff Leader.
- Complete Background Check.

PERSONAL INFORMATION

FIRST NAME

LAST NAME

EMAIL

MOBILE PHONE (***) ***_****

MOBILE CARRIER

ADDRESS

CITY/STATE/ZIP

BIRTHDAY (MM/DD/YYYY)

GENDER

MARITAL STATUS

CHURCH MEMBERSHIP INFORMATION

Are you a member of Immanuel Baptist Church? yes no

How long have you attended Immanuel? _____

MINISTRY SERVICE AREA

Please select which ministry areas you are interested in serving:

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Adults |
| <input type="checkbox"/> Kids | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Students | <input type="checkbox"/> Other |

If you selected "Other", please indicate any areas you would like to serve:

SPIRITUAL WALK INFORMATION

Please briefly describe your spiritual journey as a Christ follower:

Though it is not required to serve, please list any gifts, talents, trainings, previous experience, education, or other factors that have prepared you to serve in these areas:

PERSONAL REFERENCE INFORMATION

NAME	NAME
EMAIL	EMAIL
MOBILE PHONE (***) ***_****	MOBILE PHONE (***) ***_****
RELATIONSHIP TO APPLICANT	RELATIONSHIP TO APPLICANT

Statement of Disclosure

Immanuel Baptist Church, Little Rock cares about the children and adults participating in our events, and desires to promote their safety. Because we care, we ask each person who provides supervision of children to complete the following background information.

- 1. Have you ever been charged with or convicted of any offense classified as a felony or Class A misdemeanor under Arkansas law or the law of another state?
.....Yes No
- 2. Have you ever been found by a court in any juvenile court proceeding to have sexually assaulted or exploited any minor or to have abused a minor?
.....Yes No
- 3. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor, or to have abused a minor?
.....Yes No
- 4. Have you been convicted of the possession, use, or sale of drugs within the last seven (7) years?.....Yes No
- 5. Have you been released from incarceration for a conviction of the possession, use, or sale of drugs within the last seven (7) years?.....Yes No
- 6. Within the past thirty (30) days, have you abused alcohol, legal, or illegal drugs?
.....Yes No
- 7. Has your driver’s license been suspended or revoked within the last seven (7) years?
.....Yes No
- 8. Have you ever been licensed by a board that licenses businesses/ professionals?.....Yes No
If yes, what board or agency?_____
- 9. Have you ever been found by a board that licenses businesses/professionals, or any other disciplinary board, to have sexually or physically abused or exploited any minor?
.....Yes No

If the response to any question is “yes,” please explain (use reverse side, if necessary):

Signature _____ Date _____

Appendix E

Consent to Perform Background Check Disclosures

Immanuel Baptist Church
501 N. Shackleford Rd.
Little Rock, Arkansas 72211

Thank you for working with the children of Immanuel. We are happy to have you as a part of our program and appreciate your willingness to undergo a criminal background check in order to help assure the safety of our children and the volunteers who work with them.

In the event that any negative information is found through the background check, you have the right to review and challenge the information. You also have an opportunity to clear up any false or mistaken information that is reported in the background check within a time frame that will be agreed upon by Immanuel and you.

Under the Fair Credit Reporting Act, you have the right to request the name, address, and telephone number of the agency used to conduct all background checks. You may also request the nature, substance, and source of all information.

You may be assured that your information is treated as confidential and is kept in a minimally accessed and locked office in order to maintain your privacy and safety. Please contact the office of the Director of Administration if you have any questions.

Upon completion of this document, you will be sent an email containing a link to fill out a secured, online Background Check.

Signature

Date

Appendix F

Authorization for Release of Confidential Information Contained within the Arkansas Child Maltreatment Central Registry

I hereby request that the Arkansas Child Maltreatment Central Registry, P.O. Box 1437, Slot S 566, Little Rock, Arkansas 72203, release any information their files may contain indicating the undersigned applicant as an offender of true report of child maltreatment.

Arkansas law now permits Central Registry to charge a fee for child maltreatment background checks, investigative files, photos, audio and video recordings. This fee applies to everyone except potential employees, non-profit organizations, and indigent persons. This request will be processed if you return it to us with a check or money order for \$10.00 made payable to the Department of Human Services. **We are unable to accept cash.** If you feel that you should not have to pay this fee, please provide us with your proof or 501C3. **Please allow 7-10 business days for processing. Please make sure all information is legible. All forms that are illegible will be returned.**

(PLEASE DO NOT ATTACH STAPLES TO THIS FORM)

This information should be addressed to:

Name of Person Making Request: Amy Golden
Company Name: Immanuel Baptist Church, Little Rock
Address: 501 N. Shackleford Rd., Little Rock, AR 72211
Telephone Number: (501) 376-3071

I understand that the name of any confidential informants, or other information which does not pertain to the applicant as alleged perpetrator, will not be released.

Applicant's Name (print or type)	Social Security Number		
Maiden Name/Aliases	Race	Age	DOB

Child's Full Name DOB Social Security Number

(Please provide the last ten (10) years)

Present Address: _____

From _____ To _____

(Please provide the last ten (10) years)

Present Address: _____

From _____ To _____

(Please provide the last ten (10) years)

Present Address: _____

From _____ To _____

Applicant's Signature

County of _____ State of Arkansas Acknowledges before me this _____
day of _____, 20____. My commission expires: _____.

Notary Public

Appendix G

Possible Indicators of Abuse and Neglect

These signs can indicate something is wrong but do not necessarily indicate abuse or neglect.

- The child has repeated injuries that are not properly treated or adequately explained.
- The child begins acting in unusual ways, ranging from disruptive and aggressive to passive and withdrawn.
- The child acts as a parent toward his or her brothers and sisters or even toward their own parents.
- The child may have disturbed sleep (nightmares, bed wetting, fear of sleeping alone, and needing a nightlight).
- The child loses his/her appetite, overeats, or may report being hungry.
- There is a sudden drop in school grades or participation in activities.
- The child may act in ways that are developmentally inappropriate, such as sexual behavior that is not normal for his/her age group.
- The child may report abusive or neglectful acts.

Appendix H

Safe Sanctuary Training Guidelines

Immanuel Baptist Church
501 N. Shackleford Rd.
Little Rock, Arkansas 72211

Safe Sanctuary training must consist of, but is not limited to, the following:

1. A complete review of the guidelines, safe ministry practices, and all forms required to be completed to become a certified volunteer.
2. A specific review of the job description expected to be fulfilled by the prospective certified volunteer.
3. The answer to any questions the prospective certified volunteer may have about the Safe Sanctuary guidelines and/or procedures.
4. Information about the ways to recognize and respond to the physical, emotional, or sexual abuse of children.

Appendix I

Outside Group Waiver

Immanuel Baptist Church
501 N. Shackleford Rd.
Little Rock, Arkansas 72211

Immanuel Baptist Church (“Immanuel”) is committed to providing a safe and secure environment for all children and adults who participate in ministries and activities that take place at the church.

As a representative of a group using the facilities of Immanuel, I understand that Immanuel has enacted and upholds Safe Sanctuary guidelines. I certify that I have been provided an opportunity to receive the policy and understand all statements contained therein. As a representative of a group using the facilities of Immanuel, I commit that the members of my group will adhere to Immanuel’s Safe Sanctuary guidelines while using Immanuel facilities.

Signature _____ Date _____

Printed Name _____

Group or Organization _____

Appendix J

Participant Health and Media Release Form

PARTICIPANT INFORMATION:

First Name	Last Name
------------	-----------

DOB	Gender
-----	--------

Home Phone	Mobile Phone
------------	--------------

Street Address	
----------------	--

City/State/Zip	
----------------	--

Father's Name	Mother's Name
---------------	---------------

INSURANCE AND DOCTOR INFORMATION

Do you have health insurance?	
-------------------------------	--

Name of Insurance Company	
---------------------------	--

Policy Number	
---------------	--

Name Listed on Policy	
-----------------------	--

Doctor's Name	Doctor's Phone Number
---------------	-----------------------

HEALTH INFORMATION

Please list any medications taken by participant and dosage:

Please list any known pre-existing conditions:

Please list all known allergies:

Date of last Tetanus shot:

List any known restrictions or other special physical and/or dietary needs:

EMERGENCY CONTACT INFORMATION

These questions best inform us of who to contact in the event that the participant needs medical attention.

Parent/Guardian Name

Parent/Guardian Phone Number

Secondary Contact Name

Secondary Contact Phone Number

PARENTAL CONSENT TO TREAT A MINOR

As the parent/legal guardian, I give my consent to any x-ray, anesthetic, medical, surgical, or dental diagnosis or treatment that may be deemed necessary for my child. Further, I understand that all efforts will be made to contact me prior to treatment. In the event I cannot be reached, I give permission to the activity leader to make the decisions necessary for treatment. Should there be no activity leader available, I give permission to the attending physician to treat my minor child. I further understand that the doctors, dentist, and other care providers attending to my child will take all reasonable safety precautions during their care.

I acknowledge that participation in the above trip involves risk to the Participant (and to Participant's parents/guardians, if Participant is a minor), and may result in various types of injury including, but not limited to the following: sickness, bodily injury, death, emotional injury, personal injury, property damage, and financial damage.

In consideration for the opportunity to participate in the above trip, the Participant (or parents/guardians, if Participant is a minor), acknowledges and accepts the risks of injury associated with participation in the trip. The Participant (or parents/guardians), accepts personal financial responsibility for any injury sustained during the trip. Further, the Participant (or parents/guardians) promises to indemnify, defend, and hold harmless Immanuel Baptist Church and its agents, employees, volunteers, or any other representatives (collectively included hereinafter in the term "the Church") for any injury related directly or indirectly out of the above trip, whether such injury arises out of the negligence of the Church or otherwise.

If a dispute over the agreement or any claim for damages arises, the Participant (or parents/guardians) agrees to resolve the matter through mutually acceptable alternative dispute resolution process.

Parent/Legal Guardian Signature

Media Release

I hereby grant permission to Immanuel Baptist Church to feature my child in the following ways and without compensation:

- Photos, Video, and/or Quotes in Immanuel Baptist Church media publications.
- Photos, Video, and/or Quotes on Immanuel Baptist Church websites/ social media platforms.
- I do not want my child to be featured.



IMMANUEL
BAPTIST CHURCH