

**PULLEN MEMORIAL BAPTIST CHURCH POLICY FOR
CHURCH STAFF WHO WORK WITH CHILDREN AND
YOUTH, AND WHO SUPERVISE VOLUNTEERS WHO
WORK WITH CHILDREN AND YOUTH
(Approved by the Personnel Committee
September 20, 2009)**

Policy Statement

In order to provide an environment as safe and secure as possible for all persons involved in the programs and activities of Pullen Memorial Baptist Church, the following procedures have been adopted and apply to all church staff and volunteers. All reasonable efforts shall be taken to ensure compliance with this policy.

Employee Screening Procedures

Upon initial consideration for a position, any person seeking employment at Pullen with children and youth shall complete and return a work application.

The information provided shall be reviewed by a pastor or designee to ensure that the applicant shall be appropriate for the position, based on the information provided.

Prior to offering a job applicant a paid staff position in the church, at least two references shall be checked to confirm the information provided and a criminal background check shall be performed.

Information indicating that a person poses a threat to others shall result in removal of the individual from consideration for a position with Pullen.

Supervision

All reasonable efforts shall be made to ensure that at least two adults (at least one over the age of 21) are present at every church function with children and youth, including in each meeting room, classroom, vehicle, or other enclosed area.

Church staff and volunteers shall arrive at least 10 minutes before a scheduled activity to supervise early arrivals and shall keep watch over those in their care until all have been picked up by an authorized person after the activity. Church staff and volunteers shall not send children out to find their

parents and shall not release any child to await transportation. Church staff and volunteers are to release children in their care only to parents, guardians, or other appropriate persons.

Work Restrictions

Church staff and volunteers shall not touch a child's private areas except when necessary, as in the case of changing a diaper.

Church staff and volunteers shall avoid the appearance of impropriety, such as sitting older children on their lap, inappropriate displays of affection, etc.

Discipline

Church staff and volunteers are never to spank, hit, shake, or otherwise physically discipline anyone. Instances of physical discipline shall be promptly reported to the staff member's or volunteer's supervisor, the child's or youth's parent or guardian, and one of the pastors.

Children's and youths' disciplinary problems that have not been resolved shall be promptly reported to the staff member's or volunteer's supervisor, the child's or youth's parent or guardian and one of the pastors.

Injuries or Illness

Church staff and volunteers who are ill with a fever or communicable disease shall not participate in any church activity where others might be exposed.

Children or youth who are ill shall be returned to their parent or guardian as soon as illness is discovered. If this is not possible, then the child or youth who is ill shall be isolated in a manner that shall allow supervision to continue until the child or youth can be returned to his/her parent or guardian.

Church staff and volunteers shall take all reasonable steps to avoid contact by a child or youth with another person's body fluids.

Any church staff or volunteer who becomes aware of an injury to another person shall take steps to ensure proper medical attention is given to the injured person.

Children or youth who have received a minor injury shall be given first aid as needed at the time of injury. The child's or youth's parent or guardian shall be notified of the minor injury when the injured child or youth is picked up, or sooner, if deemed appropriate.

Any injury which may require medical treatment beyond simple first aid shall be given immediate attention. The parent or guardian of the injured child or youth shall be immediately notified, along with the staff member's supervisor and one of the pastors. If warranted by the injury, an ambulance shall also be called promptly.

Record-Keeping

A written incident report/notice of injury shall be prepared by church staff and volunteers whenever an injury requiring medical treatment beyond simple first aid occurs during a church function. The injury report shall be forwarded promptly to the staff member's or volunteer's supervisor. A central file of injury reports shall be maintained in the church office.

Reporting of Abuse Allegation

Church staff and volunteers who become aware of any allegation of misconduct, abuse, or molestation connected with any church activity shall promptly inform one of the pastors of such misconduct, abuse, or molestation and shall complete an abuse allegation report. A central file of abuse allegation reports and a full report of the findings and actions taken shall be maintained by the Safe Congregation Committee.

If the allegation is directed toward a church staff member, the chair of the Personnel Committee shall be promptly notified.

Any church staff or volunteer who becomes aware of possible abuse or molestation of a child or youth shall ensure that the child's or youth's parent or guardian is promptly informed that possible abuse or molestation may have occurred. The church staff or volunteer also shall ensure that one of the pastors is informed promptly. The pastors and the Chair of the Safe Congregation Committee will take appropriate action.

Internal Investigation

Any allegation of abuse or molestation by a church employee or volunteer shall be taken seriously and shall be investigated initially by the pastors in consultation with the respective chairs of the Personnel and Safe Congregation Committees.

During the internal investigation, all reasonable efforts shall be taken to protect the reputation(s) of all persons.

When appropriate, any church staff member who is the subject of an investigation shall be removed from his or her position, with pay, pending completion of the investigation.

When appropriate, any volunteer worker who is the subject of an investigation shall be removed from her or his position pending completion of the investigation.

Violation of Policy or Procedures

Church staff and volunteers shall promptly notify their supervisor and one of the pastors of any violation of this policy or procedures.

Any church staff or volunteer who becomes aware of a violation of the policy or procedures shall take appropriate steps to ensure future compliance with the policy and procedures. Church staff or volunteers shall be removed from their respective positions if such removal is warranted or if they pose a threat to others.

Dealing with Law Enforcement/ Media

All church staff and volunteers shall cooperate fully with any law enforcement or government agency that may be investigating allegations of injury, abuse, or molestation in connection with activities of the church.

Legal counsel shall be consulted for advice and guidance as needed.

A church leader or leaders shall be designated as public spokesperson(s) following notice of any abuse or molestation in connection with activities of the church. All press/media inquiries shall be referred to this person(s).

Annual Employee/Volunteer Review

With consideration of these policies and procedures, all church staff and volunteers shall be reviewed annually by their supervisors for continuing suitability for each respective position.

Should such review show that any employee or volunteer has become unsuitable for working with children and youth, that person shall be removed from any position involving work with children and youth.

Revision of Policy/Procedures

This policy shall be regularly reviewed by the Personnel Committee and can be modified as appropriate. Any such modification shall be documented in the policy and promptly conveyed to all persons affected by the modification.

ABUSE ALLEGATION REPORT

Date, Time and Location of Incident:

Detailed Description of Incident (use additional page if needed):

Names of Others Who May Have Relevant Information of Incident:

Name and Signature of Person Filing Report

Date

(For Office Use Only)

Person Who Received Report and Date of Receipt