



Minor Protection Policy

TABLE OF CONTENTS

STATEMENT OF POLICY	3
1.0 GUIDING PRINCIPLES	3
2.0 DEFINITIONS	4
3.0 WORKER ENLISTMENT AND REPORT	5
4.0 GENERAL GUIDELINES	6
5.0 ABUSE REPORTING POLICY	10
6.0 VIOLATION OF POLICY OR PROCEDURES	11
8.0 CHURCH RESPONSIBILITY	11
APPENDIXES A - I	13-24

A major portion of this material was taken from the Policies and Procedures Manual in the Frieze Resource Library. Permission has been received from Frieze Consulting to reprint the material. More information may be obtained about the Frieze Resource Library by contacting Frieze Consulting at 407-251-5500 or www.FriezeConsulting.com

Other contributors to this document came from the Children and Students Workers' Sample Policy Manual by the Brotherhood Mutual Insurance Company. You may contact Faith Baptist Church, Glen Burnie, MD. at 410-761-5346.

STATEMENT OF POLICY

Our policy is to ensure the well being of all Children and Students. This Minor Protection Policy has not been enacted as a result of a problem or concern, but because the church and its leadership are committed to providing a safe environment for the children and Students who attend the church sponsored programs or activities. We are committed to take the necessary precautions to protect church leaders and workers from accusations or suspicions.

The church leadership recognizes the need to have a formal, written policy and guidelines to help prevent the opportunity for, or the appearance of, abuse to a minor. The following procedures are not based on a lack of trust in a particular worker, but instead are needed to ensure the protection of minors, vulnerable adults, staff, volunteers, and the entire church body.

"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. And he took the children in his arms, put his hands on them and blessed them." Mark 10:14, 16

1.0 GUIDING PRINCIPLES

- 1.1 By fostering awareness of appropriate, as well as inappropriate behaviors in the presence of minors, Faith Baptist Church, as part of the body of Christ, will demonstrate Christian love and respect for one another.
- 1.2 The leadership recognizes that certain people have exceptional talents for teaching and supporting the growth and development of Faith Baptist Church minors and vulnerable adults, and we wish to encourage them to use their spiritual gifts. At the same time, we have set certain criteria for those who serve in this capacity to protect the well-being of our minors and vulnerable adults, and the church family.
- 1.3 Knowing that abuse occurs in our society, the policies and procedures contained herein have been established by Faith Baptist Church to protect minors under 18 years of age and vulnerable adults, placed under our care from verbal, physical, and sexual abuse and misconduct. Our intent is not to be judgmental, for we are all accountable to God. We rely on God's wisdom in developing, implementing and carrying out His will through this policy. Compassion and truth will be the guiding forces for any investigation, reporting or follow-up action that result from the procedures as outlined in this policy.
- 1.4 Formal congregational support is critical for adherence to this policy. The limited nature of our resources and our desire to devote as much as possible to the work of the Lord dictate that this policy be fully understood by every member of our congregation and extended family. This will enable staff and leadership to do what is within their power to preserve the church's resources for the Lord's work.

2.0 DEFINITIONS

- 2.1 Preschool:** All children, Birth through Kindergarten
- 2.2 Child:** All Children (1st through 5th grade) .
- 2.3 Students:** All youth (6th grade to 12th grade).
- 2.4 Adult:** Any person who has reached the age of 18 years of age.
- 2.5 Vulnerable Adult:** Any person who has reached the age of 18 or more but may be termed “vulnerable” due to a substantial mental or functional impairment.
- 2.6 Employee:** All persons paid a salary or wage by Faith Baptist Church.
- 2.7 Volunteer:** Persons who completed an application, been interviewed, been offered, and have accepted a position as a non-paid worker for Faith Baptist Church.
- 2.8 Worker:** Includes both employees and volunteers of Faith Baptist Church.
- 2.9 Director of Children’s Ministries:** The person responsible to oversee the Children’s Ministry to ensure a smoothly operating, safe and effective ministry.
- 2.10 Abuse:** See Appendix A: *“What is Child Abuse and Neglect?”*
- 2.10.1 Sexual Abuse:** The physical injury of a child by a person who has permanent or temporary care or custody or has responsibility for the supervision of a minor or vulnerable adult that indicate that the person’s health or welfare is harmed or at substantial risk of being harmed by persuasion, inducement, enticement, or coercion for sexual exploitation. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, or sexual gestures, sexual touching, fondling, molestation, assault, or other intimate physical contact, compelling another person to engage in sexual acts by threats or fear or undue influence, and providing or displaying pornographic materials to another person.
- 2.10.2 Emotional Abuse:** Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying as defined by state law.
- 2.10.3 Physical Abuse:** Nonaccidental injury, which is intentionally inflicted upon a minor or vulnerable adult.

- 2.11 Authorized parent:** The parent(s) or guardian(s), including other adults specifically named, and listed on the child's registration form as authorized to make decisions on behalf of the child named in the registration form.
- 2.12 Universal precautions:** "Universal precautions," as defined by Centers for Disease Control, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens when providing first aid or health care. Universal precautions apply to blood, other body fluids containing visible blood, semen, and vaginal secretions. Gloves will be provided by the church.
- 2.12.1** Universal precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine, saliva, and vomitus unless they contain visible blood.
- 2.12.2** Universal precautions involve the use of protective barriers such as gloves, gowns, aprons, masks, or protective eyewear, which can reduce the risk of exposure of the worker's skin or mucous membranes to potentially infective materials. **See Appendix B: "Handwashing to Prevent Spread of Disease"**

3.0 WORKER ENLISTMENT AND CHECKING

3.1 Requirements

All individuals considered for any position working with minors must have a completed background check performed online at www.faithbc.net/background. The following criteria will be followed:

- 3.1.1** Persons applying for a position with minors must **READ** over the *Minor Protection Policy* available online at www.faithbc.net/background.
- 3.1.2 Six-Month Rule.** We prefer workers to have been members of Faith Baptist Church for at least six months; however, we realize that it is not always possible. Volunteers are expected to participate regularly in worship and other church activities for a minimum of six months. If a volunteer cannot meet either of these criteria, he/she must be recommended by a ministerial staff member.
- 3.1.3** Only the assigned ministerial staff member will direct the background check of each applicant. The background reporting company will do the background check and keep the application form on their secured server. Only the senior pastor, administrator or assigned staff member will have access to this application and the report.

- 3.1.4 The Protect My Ministry background screening company will issue a report and then the assigned ministerial staff member will determine ‘yes’ or ‘no’ as to whether a worker can serve in ministry to minors. Applicants will receive notification of the final status of their application.
- 3.1.5 The steps listed above will need to be completed prior to the person being allowed to serve with minors.
- 3.1.6 Individuals who have been arrested for, charged with, under probation for, found responsible for indicated abuse or neglect by a governmental agency, or convicted of sexual abuse cannot serve with minors and will be asked to not go near minor ministries except as a parent in the company of other adults. **(See Appendix D: “Our Response to Registered Sex Offenders Attending the Church”)**
- 3.1.7 Workers who are survivors of child abuse will be interviewed by the assigned Ministerial Staff Member prior to working in with minors to ascertain that they have received closure from the abuse.
- 3.1.8 Every effort will be made to ensure the privacy and security of one’s application and any information gleaned from the background report.
- 3.1.9 Volunteers from other churches or Christian organizations who are not members of Faith Baptist Church may serve in the UPWARD ministry or other programs if recommended by a ministry leader but must follow the background screening procedure outlined above. Nonmembers can serve as helpers with minors if two screened workers are present at all times.

3.2 Student Volunteers Working in Children Ministries

- 3.2.1 Older Students (ages 16 – 17) may be approved to work as helpers when under the direct supervision of an approved adult and upon the advisement of the Student Ministry Director.
- 3.2.2 Minors under the age of 18 years of age will normally not be background screened *unless we do not know them or their families.*

4.0 GENERAL GUIDELINES

4.1 Behavioral Guidelines

- 4.1.1 Under no circumstances shall a worker be alone with a child behind a solid closed door. Two background screened adults must always remain present in each ministry setting when children are present.

- 4.1.2 If a classroom door is closed, the window glass must be unobstructed. In the case of rooms with Dutch doors, the top half of the door should be open.
- 4.1.3 Classes shall remain in the assigned spaces. If there is to be a change, the Ministry Leader must be informed and approve the change. **IN THE EVENT OF A DANGEROUS SITUATION, THE CLASSROOM IS TO BE LOCKED DOWN AND CHILDREN MOVED TO A PROTECTIVE WALL OUT OF SIGHT OF THE DOOR WINDOW.**
- 4.1.4 Children shall be registered electronically or a hard copy to ensure accountability of everyone. Each child and each parent will be issued an ID badge which must match when the child is picked up.
- 4.1.5 Information about special needs, allergies, and other need specific helps will be maintained as a reference.
- 4.1.6 Preschoolers are not to be allowed to leave the classroom unattended.
- 4.1.7 Each Ministry Director is responsible for creating and implementing age appropriate procedures for effectively carrying out this policy.
- 4.1.8 Physical affection is important for the emotional development of our Children/Students, or in response to the need for comfort, encouragement, or affection. Touching and affection should only be given in the presence of other adult Volunteers/Workers. Physical affection should be age-appropriate. (For example, it is generally appropriate for a four-year old to sit in a Volunteer's lap, but it would not be appropriate for a teenager.)
- 4.1.9 Workers are authorized to change the diaper of a child who has soiled their diaper, and generally, in the nursery, a diaper is automatically changed just before the child is picked up by the parent. Parental permission is advised for diaper changes.
- 4.1.10 Only adults may change diapers and, while done discreetly, it should not be done behind closed doors alone. Protective gloves must be worn. See **Appendix C: "Diaper Changing Procedure."**
- 4.1.11 Only adult workers may assist children in the bathroom and only where necessary in the case of special need individuals and small children.

4.2 Discipline of Children

- 4.2.1 Minors are expected to have a positive attitude, cooperate with, and respect the workers. When a child misbehaves, the actions should be

discussed with the Children's Director and parents. The parents may be asked to attend the class to observe or control the problem behavior. If the behavior persists, the child may be removed from the class since attendance is a privilege. A child who is a danger to self or other children shall be removed immediately.

4.3 Continuing Training for Workers

4.3.1 Workers are encouraged to take advantage of ongoing training opportunities, i.e. leadership/teaching classes, CPR.

4.3.2 Fire drills shall be conducted for each ministry as appropriate.

4.4 Communication with Parents

4.4.1 Workers should attempt to maintain open communication with parents.

4.4.2 When children are registered electronically or on paper. The following information should be recorded: allergies, disabilities, medications; pick-up information; other information deemed necessary for the safety and protection of the child.

4.4.3 To reduce the possibility of kidnapping, Faith Baptist will maintain an electronic identification system for children. The parent/guardian will check the child in. One badge will be placed on the child and one badge retained by the parent/guardian. The child will be released only when the identification badges match. **Exceptions will be granted only by the Minister Director or his/her appropriate representative.**

4.4.4 Parents who are responsible for picking up a child are reminded that they should do so promptly after a service, Bible study, or activity and before proceeding to other activities.

4.4.5 Parents shall be encouraged to take their children to the bathroom before the activity, class or ministry.

4.4.6 Parents are permitted to observe classroom activities although the worker may tell the parent that his or her presence may be disruptive to the child.

4.4.7 Parents shall not leave a child with a fever or other contagious illness, **nor will workers administer medications. This is the responsibility of the parents/guardians.**

4.4.8 Information concerning any overnight event shall be made available to parents in writing, such as the date, time, activity, destination, contact

information, transportation, chaperones and sleeping accommodations.

4.5 Parental Responsibility Expectations

Possible expectations include:

- 4.5.1** Parents are not allowed to leave the church's premises while their children are being cared for.
- 4.5.2** Parents must pick up their children promptly after the service ends.
- 4.5.3** Parents must respond immediately if they are contacted during the service regarding an issue with their child.
- 4.5.4** Parents are responsible for providing their contact information as well as an emergency contact's information prior to checking-in their child.
- 4.5.5** Parents are responsible for sharing all known allergies the child may have prior to checking-in their child.
- 4.5.6** These expectations and responsibilities are crucial for ensuring the safety of the children in your ministry during a service.

4.6 Staffing of the Children's Program

Workers are encouraged to bring a positive and interesting experience to each Bible class period, plan a variety of activities that will meet the different learning styles of the students, and enforce the behavior guidelines consistently and fairly.

- 4.6.1** A minimum of two (2) adult workers assigned to each class or activity. A minimum of one (1) adult worker will be assigned to each "break-out group" as part of a larger class room setting.
- 4.6.2** There shall always be a Ministry Director or appointed coordinator on duty who will make roving checks of all classrooms while an activity/class is in session. The checks shall be on an irregular basis so that the time of the visit cannot be predicted from week to week.
- 4.6.3** The Children's Ministry Director shall make provision for the last-minute replacement of an absent worker. If the required number of workers cannot be obtained, the class must be combined with another or cancelled.
- 4.6.4** Parents and/or adults, who have been approved as volunteers, may be requested to fill in or be a substitute for absent workers.

4.7 Injuries or Illness

Minors ill with a fever or having a communicable disease which can be transmitted by cough or by touch, will not be permitted to participate in group activities.

- 4.7.1 Children should be returned to the authorized guardian as soon as an illness is discovered. If this is not possible, then the ill person should be isolated in a manner that will allow supervision to continue until the person can be returned to the authorized guardian.
- 4.7.2 Any Ministry Director/Worker who becomes aware of an injury to a worker or participant will take steps to ensure proper medical attention is given to the injured person if necessary. An injury must be reported by completing the **Incident / Accident Report Short Form found in Appendix E.**
- 4.7.3 For major or minor injuries, the worker is to use universal precautions with the minor and notify the parent/guardian as soon as possible.
- 4.7.4 If, in the judgment of the worker, medical treatment beyond simple first aid is required, notify the guardian and the ministry leader. If no contact is made, then call 911.

5.0 ABUSE REPORTING POLICY

6.1 General Abuse and neglect are punishable crimes under Maryland law. A report should be made when there is reason to believe that a child has been abused or neglected. A report of suspected child abuse or neglect is only a request for an investigation. The person making the report does not need to prove the abuse or neglect. Investigation and validation are the responsibility of the local county Department of Social Services and the police. A person may make an anonymous report, but if abuse is occurring in the ministry setting, church leaders need to know to protect the victim. If a report of child abuse or neglect is made *“in good faith,”* the reporting source is immune from both civil and criminal liability. (See **Appendix F: “How to Report Suspected Child Abuse and Neglect”**)

6.2 Reporting

- 6.2.1 Suspected abuse or neglect can be reported, even if not directly observed, that indicate that abuse has occurred either on or off church property.
- 6.2.2 The staff and Ministry Director are to be notified immediately if notice of a possible abuse situation arises during church activities.

6.3 Miscellaneous Procedures: The following procedures shall be adhered to in all situations when workers are caring for or supervising a child and have reason to believe abuse or neglect has just occurred:

- 6.3.1** If any suspicious, illegal or inappropriate behavior is observed within the church ministry setting, the observing worker is to immediately secure the safety of the child and immediately report it to a ministry leader and staff member. The Anne Arundel Social Services (410-421-8400) and/or the Anne Arundel Police Department are to be notified. **See Appendix G: “Local Child Abuse Reporting Numbers.”**
- 6.3.2** If a worker suspects that neglect or abuse has occurred outside the church ministry setting, it is up to the worker’s discretion as to whether to report the suspected abuse to a ministry leader or to the Anne Arundel County Social Services or the Police Department.
- 6.3.3** Document all efforts to report the incident.
- 6.3.4** The person being accused of suspected abuse or neglect will not be confronted with the allegation without the approval of the Child Protection Service or law enforcement authorities. We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim’s family, extending whatever pastoral care resources are needed. We will fully cooperate with any authorities investigating an allegation of child abuse. We will treat the accused with dignity and respect.
- 6.3.5** Upon notice of an abuse, neglect or serious injury, the church’s insurance carrier must be promptly notified. It will be up to the lead pastor as to when legal counsel will be sought regarding the allegation. The church’s response to the allegations will follow legal advice.

6.4 Confidentiality In an effort to maintain confidentiality, **ALL** possible efforts shall be used to limit the number of individuals with knowledge of the incident to safeguard the privacy and confidentiality of all parties involved.

6.5 An initial leader procedure to handle an allegation

- Familiarize yourself with this policy immediately before taking action.
- Immediately contact person reporting allegation. Determine if minor is ok. If person is hurt, take immediately to the Emergency Room.
- Assure person the church leadership is taking the allegation seriously and will do everything in its power to get to the bottom of the allegation as we have nothing to hide.
- Two options for handling situation based on severity of allegation
 1. Church leadership will investigate and get back to person with its findings.
 2. At any point, the concerned person believes the process is not being handled right by the church leadership, he/she should file a report with social services.
- Inform the accused persons of the allegation. Don't say any more than necessary to any party until all the facts are in from both sides. Do not take sides. Be a neutral party!

- Do not arrange a meeting between the accuser and the accused until all the facts are in if option one above is in play.
- If social services has been notified, do not give out any information to anyone nor arrange any meetings between parties. Social services will handle the matter.
- Document all contact.
- Do not be surprised by anything you hear and do not take sides in the issue. Be fair-minded. Slow things down so emotions can settle, and people can rationally process the situation.

6.0 VIOLATION OF POLICY OR PROCEDURES

- 6.1** Workers must promptly notify their Ministry Director of any activity undertaken on their own behalf or by others which violates the *Minor Protection Policy*.
- 6.2** Any Ministry Director who becomes aware of a violation of the *Minor Protection Policy* will take all necessary steps to ensure future compliance. Workers who refuse to comply will be removed from their position, if warranted, or if the worker poses a potential threat to others.

7.0 CHURCH RESPONSIBILITY

7.1 Procedures Regarding Investigations

- 7.1.1** Any church employee who is the subject of an allegation shall be removed from working with children, with pay, until a formal investigation is completed. If a worker is found guilty of abusing or neglecting a child or is found responsible for indicated abuse or neglect of a child by the investigating authorities, his or her determination will be in accordance with the Faith Baptist Church *Staff Handbook*.
- 7.1.2** Any worker who is the subject of an investigation shall be removed from working with children pending the completion and outcome of a formal investigation.

7.2 Dealing with Law Enforcement and the Media

- 7.2.1** All ministry leaders, employees, and volunteers will cooperate fully with any law enforcement or governmental agency that may be investigating allegations of injury, abuse, or molestation. Faith Baptist Church shall have no investigatory involvement in an ongoing investigation by the governmental agencies.
- 7.2.2** The official spokesperson for Faith Baptist Church shall be the lead pastor, or his designated spokesperson. This spokesperson will be the only person to convey information concerning the situation to the media and, to avoid

compromising any ongoing investigation, will convey only such information as is necessary under the circumstances. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the official spokesperson. No person other than the official spokesperson is to release any information regarding an ongoing investigation without the express approval of the official spokesperson.

7.2.3 It shall be at the discretion of the Senior Pastor to determine the necessity for informing the Faith Baptist Church leadership and/or membership in regard to the investigation and the results thereof.

7.2.4 Any person who is found guilty of abuse, admits to abusing or neglecting a child, or is found responsible for indicated abuse or neglect by a governmental agency that investigated a report of abuse or neglect, will not be allowed to work with children in the future, and may be subject to dismissal from the church. **(See Appendix D: Our Response to Sex Offenders Who Attend the Church)**

7.3 Annual Policy Review

7.3.1 This policy will be reviewed annually by all workers for whom it applies.

7.3.2 All ministry employees and volunteer workers will complete the *Minor Protection Policy Application* and be rescreened every five years. If a worker discontinues their work with minors for a period of 12 months, that worker must be rescreened.

7.3.3 The Children's Development Center (CDC) of Faith Baptist Church will operate under the Maryland Department of Human Resources Childcare Licensing Policies with their own background screening procedure.

7.4 Revision of Policy/Procedures

7.4.1 This policy and procedures will be regularly reviewed and modified as necessary by appropriate church leadership. Any such modification shall be promptly conveyed to all persons affected by the modification.

Appendixes

Appendix A: *What is Child Abuse and Neglect?*

CODE OF MARYLAND REGULATIONS, section 07.02.07 defines child abuse and child neglect in the following manner:

1. Child abuse means physical injury, not necessarily visible, of a child, under circumstances that indicate that the child's health or welfare is harmed or at substantial risk of being harmed.

Evidences of Abuse

* Physical signs of molestation may include:

- lacerations and bruises
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

* Behavioral signs of molestation may include:

- nightmares
- anxiety when approaching the church building or nursery or preschool area (beyond normal separation anxiety)
- nervous or hostile behavior toward adults
- sexual self-consciousness or acting out of sexual behavior
- withdrawal from church activities and friends

* Verbal signs of molestation may include statements such as:

- "I don't like _____."
- "_____ does things to me when we're alone."
- "I don't like to be alone with _____."
- "_____ fooled around with me."

* Evidences of Abuse Adapted from Child Abuse: Governing Law and Legislation by me. Sloan (1983)

2. **Child neglect:** The failure to give proper care and attention to a child including the leaving of a child unattended under circumstances that indicate that the child's health or welfare is harmed or placed at substantial risk of harm.

3. **Sexual abuse:** An act or acts involving sexual molestation or exploitation, whether physical injuries are sustained or not.

4. **Mental injury:** The observable, identifiable, and substantial impairment of a child's

mental or psychological ability to function.

5. **Indicated:** A finding that there is credible evidence, which has not been satisfactorily refuted, that physical abuse, neglect, or sexual abuse did occur.

6. **Unsubstantiated:** A finding that there is an insufficient amount of evidence to support a finding of indicated or ruled out.

7. **Ruled Out:** A finding that abuse, neglect, or sexual abuse did not occur.

Appendix B: *Handwashing to Prevent the Spread of Disease*

HANDWASHING PROCEDURE

Most experts agree that the single most effective practice that prevents the spread of germs in the childcare setting is good hand washing by child care providers, children, and others. You can stop the spread of germs by washing your hands and teaching the children in your care good hand washing procedures. **Rubbing hands together under running water is the most important part of washing away infectious germs.**

When Hands Should be Washed:

Children:

- Upon arrival at the child care setting.
- Immediately before and after eating.
- After using the toilet or having their diapers changed.
- After playing on the playground.
- After handling pets, pet cages, or other pet objects.
- Whenever hands are visibly dirty.
- Before going home.

Providers:

- Upon arrival at work.
- Immediately before handling food, preparing bottles, or feeding children.
- After using the toilet, assisting a child in using the toilet, or changing diapers.
- After contacting a child's body fluids, including wet or soiled diapers, vomit, etc.
- After handling pets, pet cages, or other pet objects.
- Whenever hands are visibly dirty or after cleaning up a child, bathroom items, or toys.
- After removing gloves used for any purpose.
- Before giving or applying medication or ointment to a child or self.
- Before going home.

Hand Washing Procedure to stop spread of disease

- Use soap and running water
- Rub your hands vigorously – back of hands, wrists, between fingers, under fingernails for a minimum of 10 – 20 seconds
- Rinse well
- Dry hands with a paper towel
- Turn off water using a paper towel instead of with your bare hands.
- If soap and water are unavailable, bacteriostatic/bactericidal wet towelettes, “handi-wipes,” or instant hand cleaner can be used.

Appendix C: Diaper Changing Procedure

You should never wash, or rinse diapers or clothes soiled with fecal material in the childcare setting. Because of the risk of splashing, and gross contamination of hands, sinks, and bathroom surfaces, rinsing increases the risk that you, other providers, and the children would be exposed to germs that cause infection. All soiled clothing should be bagged and sent home with the child without rinsing. (You may dump solid feces into a toilet.) You should tell parents/guardians about this procedure and why it is important.

Always maintain a pleasant attitude while changing a child's diaper. Never show disgust or scold a child who has had a loose stool.

The following recommended diaper changing procedure is encouraged.

1. Organize needed supplies within reach:
 - a. Fresh diaper and clean clothes (if necessary)
 - b. Dampened paper towels or premoistened towelettes for cleaning child's bottom
 - c. Use child's personal, labeled ointment (if provided by guardians)
 - d. Latex Gloves
 - e. Trash disposal bag
2. Place a disposable covering (such as roll paper) on the portion of the diapering table where you will place the child's bottom. Diapering surfaces should be smooth, nonabsorbent, and easy to clean. Don't use areas that come in close contact with children during play, such as couches, floor areas where children play, etc.
3. If using latex gloves, put them on now.
4. Using only your hands, pick up and hold the child away from your body. Don't cradle the child in your arms and risk soiling your clothing.
5. Lay the child on the paper or towel.
6. Remove soiled diaper (and soiled clothes) and place in a plastic-lined trash receptacle.
7. Put soiled reusable diaper and/or soiled clothes **WITHOUT RINSING** in a plastic bag to give to parents.
8. Clean child's bottom with a premoistened disposable towelette or a dampened, single-use, disposable towel.
9. Place the soiled towelette or towel in a plastic-lined trash receptacle.
10. If the child needs a more thorough washing, use soap, running water, and paper towels.
11. Remove the disposable covering from beneath the child. Discard it in a plastic-lined receptacle.
12. Remove and dispose of gloves in a plastic-lined r receptacle.
13. Wash your hands. **NOTE:** The diapering table should be next to a sink with running water so that you can wash your hands without leaving the diapered child unattended. However, if a sink is not within reach of the diapering table, don't leave the child unattended on the diapering table to go to a sink; wipe your hands with a premoistened towelette instead. **NEVER** leave a child alone on

- the diapering table.
14. Wash the child's hands under running water.
 15. Diaper and dress the child.
 16. Return the child to the activity area.
 17. Clean and disinfect:
 18. The diapering area,
 19. All equipment or supplies that were touched, and
 20. The soiled crib or cot, if needed.
 21. Wash your hands with soap under running water.

APPENDIX D: Our response to registered sex offenders attending

Question:

There is a registered sex offender who wants to attend our Sunday services. We want this person to attend, but what guidelines should we have in place to safeguard our children?

Answer:

When the senior pastor, or any member of the church board, is informed that a registered sex offender is attending the church, the following steps will be taken to manage the risk.

1. Obtain the offender's court record of the abuse.
2. If the sex offender is on probation, identify his or her probation officer and ascertain the conditions that have been imposed. In some cases, sex offenders are not even allowed to attend church. If the probation officer says that the offender is free to attend church, ask the officer under what conditions. Obtain this information in writing, or, if that is not possible, make a detailed written account of the officer's response.
3. Condition the sex offender's right to attend church services and activities on his or her signing a "conditional attendance agreement" that imposes the following conditions:
 - The sex offender will not work with minors in any capacity in the church.
 - The sex offender will not attend any minor functions while on church property, except for those involving his or her own child or children, and only if in the presence of other adults.
 - The sex offender will not transport minors, other than their own children, to or from church, or any church activity.
 - A single violation of these conditions will result in an immediate termination of the sex offender's privilege to attend the church.
 - The conditional attendance agreement option will not be available unless the church's insurer is informed and confirms that coverage will not be affected.
4. In some cases, exclusion of the offender from church is the only viable option. This option is advisable if (1) for any reason the conditional attendance option is not feasible or enforceable; or (2) if the offender's crimes are so frequent or heinous that exclusion is the only appropriate option; or (3) one or more of the offender's victims attends the church. This will be a judgment call made by the lead pastor and staff.
5. Seek legal counsel in formulating the church's response.

Appendix E

PART A:	INCIDENT / ACCIDENT REPORT SHORT FORM										
	Faith Baptist Church										
	<i>This form is to be used for ALL incidents, accidents, whether an injury occurred or not.</i>										
Please complete within 24 hours of the accident/incident caused and turn in to the church office.											
1: INFORMATION ABOUT THE PERSON INVOLVED IN INCIDENT											
DATE		Last Name (Print)			Given Name						
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		Contact telephone number			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female						
Status: <input type="checkbox"/> Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Church Member <input type="checkbox"/> Contractor <input type="checkbox"/> Visitor <input type="checkbox"/> Other					Date of Birth						
Address of Person:											
Name of Person's Insurance Company/Phone #:						Was Church Insurance Company notified? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Type of occurrence (Check all that apply) <input type="checkbox"/> Accident <input type="checkbox"/> Injury <input type="checkbox"/> "Ouch" <input type="checkbox"/> Medical											
Where did it occur?											
Has the accident / incident been reported to a ministry leader? <input type="checkbox"/> YES <input type="checkbox"/> NO											
If YES, to whom?		Name:			Date of Incident / Accident:						
If a minor, was parent/guardian notified? <input type="checkbox"/> YES <input type="checkbox"/> NO If Notified, when _____											
2: WHAT PART OF THE BODY WAS AFFECTED (Check all appropriate answers)											
<input type="checkbox"/> Head	<input type="checkbox"/> Trunk	<input type="checkbox"/> Internal	<input type="checkbox"/> Arm	<input type="checkbox"/> Hand	<input type="checkbox"/> Leg	<input type="checkbox"/> Foot					
3: NATURE OF INJURY (Check appropriate answers)											
<input type="checkbox"/>	Abrasion	<input type="checkbox"/>	Puncture	<input type="checkbox"/>	Heart Attack	<input type="checkbox"/>	Sprain	<input type="checkbox"/>	Burn	<input type="checkbox"/>	Traumatic
<input type="checkbox"/>	Bruise	<input type="checkbox"/>	Laceration	<input type="checkbox"/>	Hearing Loss	<input type="checkbox"/>	Strain	<input type="checkbox"/>	Scald	<input type="checkbox"/>	Electric
<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Amputation	<input type="checkbox"/>	Foreign Body	<input type="checkbox"/>	Hernia	<input type="checkbox"/>	Rash	<input type="checkbox"/>	Chemical
<input type="checkbox"/>	Concussion	<input type="checkbox"/>	Bite	<input type="checkbox"/>	Minor Cuts	<input type="checkbox"/>	Allergy	<input type="checkbox"/>	Seizure	<input type="checkbox"/>	Other
<input type="checkbox"/> Aggravation of a previous injury or medical condition, or other injury not already specified. (describe)											

4: HOW DID THE ACCIDENT/INCIDENT OCCUR (Check appropriate answers)

<input type="checkbox"/>	Striking Against	<input type="checkbox"/>	Stumbling	<input type="checkbox"/>	Lifting	<input type="checkbox"/>	Pushing	<input type="checkbox"/>	Ingestion
<input type="checkbox"/>	Struck By	<input type="checkbox"/>	Slipping	<input type="checkbox"/>	Bending	<input type="checkbox"/>	Pulling	<input type="checkbox"/>	Absorption
<input type="checkbox"/>	Caught In	<input type="checkbox"/>	Tripping	<input type="checkbox"/>	Twisting	<input type="checkbox"/>	Jumping	<input type="checkbox"/>	Inhalation
<input type="checkbox"/>	Stepping On	<input type="checkbox"/>	Falling	<input type="checkbox"/>	Stress	<input type="checkbox"/>	Motor Vehicle		

5: DESCRIBE THE ACCIDENT / INCIDENT

Name of Adult Filling in this Form (Print)

Signature of person involved or parent/Guardian

Date

Appendix F: How to Report Suspected Child Abuse or Neglect

CODE OF MARYLAND REGULATIONS, Section 07.02.07 requires reporting child abuse or neglect in the following manner:

1. An individual shall immediately report suspected child abuse or neglect to the local department of social services or report the suspected incident to a local law enforcement agency by using the form: **“Report of Suspected Child Abuse/Neglect”** MD DHR/SSA 180 (5/98) (See below).
2. Health practitioners, educators, human service workers, and police officers are required to report, both orally and in writing, any suspected child abuse or neglect, with oral report being made immediately and the written report being made within 48 hours of the contact which disclosed the suspected abuse or neglect.
3. A report shall include:
 - a. The name and home address of the child and the guardian or other individual responsible for the care of the child;
 - b. The present location of the child;
 - c. The age of the child;
 - d. The names and ages of other children in the home;
 - e. The nature and extent of injuries or sexual abuse or neglect of the child, including any information known to the individual making the report of previous possible physical or sexual abuse or neglect;
 - f. The information available to the individual reporting:
 - i. Which might aid in establishing the cause of the injury or neglect;
 - ii. About the identity of the individual or individuals responsible for abuse or neglect; and
 - g. If reporting abuse or neglect of a child involving mental injury, a description of the substantial impairment of the child's mental or psychological ability to function that was observed and identified, and why it is believed to be attributable to an act of maltreatment or omission of proper care and attention.

4. Reports of abuse shall be made to the local departments of social services or the appropriate law enforcement agency. Reports of neglect shall be made to local departments of social services.
5. An employee of a local department of social services who receives a report of suspected child abuse or neglect, shall report the information to the protective services unit within the local department at once so as to initiate prompt handling of the report of suspected child abuse or neglect.

Appendix G: *Local Child Abuse Reporting Numbers*

Child Protective Services

Local Departments of Social Services Child Protective Services for the State of Maryland

► Local Child Abuse Reporting Numbers

(Office Hours 8:30 A.M. - 5:00 P.M.)

Anne Arundel County

TEL (410) 421-8400 (24 hours)
FAX (410) 508-2041

7500 Ritchie Hwy.
Glen Burnie, Maryland 21061

Baltimore City

TEL (410) 361-2235 (24 hours)
FAX (443) 423-7003 or 7002
FAX after 3:30-hours (443) 423-5950

1900 N. Howard Street
Baltimore, Maryland 21218

Prince George's County

TEL (301) 909-2450
(After hours: 301-699-8605)
FAX (301) 909-2200

805 Brightseat Road
Landover, Maryland 20785

Baltimore County

TEL (410) 853-3000 (24 hours) (Option 1)
FAX (410) 853-3698

Drumcastle Government Center
6401 York Road
Baltimore, Maryland 21212

Howard County

TEL (410) 872-8700
(After hours: 410-313-2929) Police Dept.
FAX (410) 872-4303

7121 Columbia Gateway Drive
Columbia, Maryland 21046

Montgomery County

TEL (240) 777-4417 (24 hours)
FAX (240) 777-4258

The Dept. of Health & Human Services
1301 Piccard Drive
Rockville, Maryland 20850

Department of Human Resources

General Information: 1-800-332-6347
Numero del telefono directo: 1-800-732-7850
TTY for hearing impaired: 1-800-925-4434

Social Services Administration

(410) 767-7112

- Family and Children's Services of Central Maryland, (Provides crisis counseling for those who have been raped, sexually abused and for families) 410-267-8741
- Sexual Assault Crisis Center, 401-267-8781; Hotline: 410-222-RAPE (7273)

Appendix H: Helping the Sexually Abused

*(Adapted from "Helping the Sexually Abused," by Michael Phillips;
from the book Sins of the Body)*

How to help the victim and the family while remaining distant enough from the situation to be objective.

Listen -- Ready to Believe

Victims often tell on average 9 people before someone believes that they have been abused. The pain of sharing is deep and usually causes great anxiety. It helps to remain outwardly calm and tell the child that you believe them. Generally, children are telling the truth about sexual abuse even though they may not articulate very well what has happened.

Blow the Whistle Wisely

No one likes to talk about sexual abuse. People don't want to admit it happens in their town. But one fact brings even louder howls: the family connection. Eighty percent of all sexual abuse occurs within the family. Fathers and stepfathers are the largest offender group. Then comes other male relatives, then mothers, then babysitters.

Only 9 percent of abusers are unknown to their victims. Because of this, the ministry leader must exercise great discernment. The victim and the abuser are often in the same family. Even so, take the responsibility to inform the non-offending parent about the details of the abuse. It isn't easy to tell such news to an unsuspecting or a desperately collaborating parent, but the direct way is usually best. Say something like this: *"Your child found it too difficult to talk with you about this subject, so I'm compelled to tell you myself. ——— is being abused sexually by your husband."*

This head-on approach has two advantages.

- First, the shock value definitely gets the parent's attention.
- Second, if the interviewer begins to waffle and say, *"Well, we're not really sure if it's true, but we think maybe there could be something possibly wrong ..."* then the parent will rarely act on what is said. To come across unsure is to give the parent license to act as if nothing is happening, and that's completely counterproductive. Impart a sense of certainty and urgency.

Because parents don't want to believe what they are being told, take a recording of the conversation with their child. Record the conversation with the child's permission. Once a parent hears the child's voice tell the awful story, denial is difficult.

Blowing the whistle in an effective way often requires courage. But another frightening statistic makes it worth the risk: An abuser will violate an average of 70 victims over his lifetime. Therefore, to ignore even one case of abuse can lead to any number of painful events.

Support the Victim

How do you help the victims? Safe, reliable information is available from good secular material, which you can probably get from local social workers. It takes a strong stomach to wade through some of the stories, but we need the perspective. Pastors and churches can offer unconditional love, the kind only God can supply. Many counselors rely on techniques to build the child's

self-esteem. It is more effective to sidestep the question of worth and show victims consistent, unconditional love. Since love is really what they have been robbed of, it is what Christian counselors can try to give back to them.

Watch for Surprises

In working with abuse victims, it helps to remember that the effects of abuse are often indirect. Keep these phenomena in mind:

- ***The Snow-White Syndrome.*** Many abused children have an experience not unlike Snow White. Just as Snow White was poisoned and slept until Prince Charming came along, so the victim of sexual abuse often "sleeps" through abuse, hoping it will go away.

Never belittle the offender; it turns the victim against the counselor. Most often, strangely enough, a love relationship still exists. Children hope the "wicked witch" (the offender) will turn out to be "Prince Charming" after all. Try to emphasize the volitional character of forgiveness. Forgiveness can be (and often must be) a dispassionate, calculated act of the will. When God sees the sincerity of our forgiveness, he then causes the feeling to be released. Even preschoolers can understand what it means to forgive. The advantage Christian counselors have is they can introduce Jesus Christ to the victim.

Somewhere in the counseling, mention that all people are sinners, but God never fails to be perfect. Since victims desire a Prince Charming, they are often prepared to accept the salvation and the help the Heavenly Father offers. This applies especially to adults, but it also can apply to children. While the Snow-White syndrome isn't all that uncommon, some victims are completely withdrawn from life, or suffer from physiological or neurotic problems, so something deeper and more difficult is at play. Don't hesitate to refer this kind of victim to a Christian physician or psychologist.

- ***The pain/pleasure element.*** Victims of abuse often mention how guilty they feel, especially

when a dad abuses a daughter. Guilt often lies in the feelings experienced during sex. Though the mind is completely repulsed, the body may experience a degree of pleasure. As the victim enters puberty, the pleasure level increases. Though knowing what is happening is wrong, the body can respond, so feelings of guilt and remorse leave the victim confused as to what has really happened.

Help the victim to understand that our bodies are built to feel pleasure even when we don't want them to. You may have to reinforce this many times, especially as the victim begins to feel sexual urges toward classmates. Explain that sex is more than self-gratification. The Bible shows it at its best as selfless love in the marital relationship. Hopefully, the victim will come to accept this as the proper definition. A victim should never feel bad because of an automatic physical response. Nor should a victim feel abuse was deserved because of the lack of resistance. Stress the idea that no child ever should be forced to have sex with an adult. When it does happen, the adult must bear full responsibility. This is important, since most victims tend to find reasons to blame themselves.

- ***The need for proper distance.*** Steer away from making any long-term promises to the victim of sexual abuse. Make sure the victim understands your role as counselor and that you cannot be on 24-hour call.

This is as much for the victim as it is for your own sanity. Victims often feel the need to cling to those who show love and affection. To compensate for the lack in their past, they will often demand too much from the counselor. You may have to tell the victim, *"You just can't keep calling me like this. Let me tell you the reasons for your calls as I see them."* This strong attachment to the counselor comes from a strong need for affirmation, her dependency, and her fear of being rejected. The answer to her needs is to involve her in the lives of several women in the church. Get them in on the girl's situation, after asking the girl if you can share with some women, who could encourage her. Also, encourage the victim to join a larger group, such as a Bible study or a prayer circle. This will allow her to learn to open up to others, and it offers the church the opportunity to minister to her.

Keeping a proper distance doesn't preclude showing signs of affection or warmth. It's okay to touch or hold the abuse victim, exercising the same precautions you would with any other counselee. For younger victims, sexual abuse is not so much sexual as it is abuse. They don't think much in sexual terms. They especially crave affection that isn't sexually oriented, and which doesn't offend their sense of dignity. Offering the victim, a warm hug when appropriate or communicating approval through a pat on the back is OK.

One caution: Sexual abuse is a cyclical problem; most abusers were themselves abused as children. For this reason, work to keep victims from positions of responsibility over small children. Since sexual abuse is a power trip, one way to regain lost control is to abuse someone else. Therefore, try to find places where a victim can receive acceptance by peers and near peers, and keep a victim out of babysitting or teaching positions.

Help the Family

The family of a sexual abuse victim feels a bitter sense of betrayal. In the case of the family whose child has been abused by a relative, the imprisoned or banished loved one is anathema! The family is expected to shun the abuser and even to be glad he is gone. But consider the price the family must pay after a disclosure:

1. Loss of income.
2. Loss of community support. Who wants to associate with a family that allows such atrocities?
3. Loss of residence. Often through community pressure and the added dimension of repeated harassment by the abuser, a great many families find it easier to move somewhere else. In many cases, the abuser is the sole wage earner, and the remaining family cannot pay the mortgage and must move.
4. Loss of respect for mother. Most abused kids blame the non-offending parent (most often the mother). As the other adult authority figure, she is assumed to have purposely ignored the abuse. As a result, there is often an acting-out period by the victim. This may include serious problems such as alcohol and drug addiction, running away from home, prostitution, and petty thievery. Abused boys often will become violent. Fire setting is common.

So, what can be done for the family?

- First, the mother needs loving and long-lasting support from church members. Churches may consider offering financial support, since most public agencies will not help in abuse situations.
- Second, it is important to interview the siblings. It is rare to have one victim in a family, and the siblings may need special counseling, too.
- Third, in cases where the abuser is not a family member, family members often feel a great deal of resentment and anger. Watch for signs that indicate unresolved anger taking place in the family.
- Finally, most families need to be freed of guilt. Everyone seems to bear the guilt of not aiding the victim. They often track through the events perpetually to rediscover what could have been done differently. Support groups for victims and families are important, especially when guided by a sympathetic pastor or lay leader, they can become a unique group in which guilt can be talked over and prayed out. It's not an easy or a quick remedy, but it works.

