

**TRINITY BAPTIST CHURCH OF JACKSONVILLE, INC.**  
**Child Protection Policy and Procedures**

**POLICY**

To reduce the risk of child sexual abuse by providing a safe environment in which minors interact with employees and volunteers

**PROCEDURES**

*In General*

1. Every worker or volunteer who has regular interaction with minors must abide by these policies
2. Any worker unwilling to adhere to these guidelines cannot work with minors.
3. Honorable intentions are not being questioned. The best intentions are not sufficient protection against hostile accusations toward the Ministry or its workers.

*Selection*

1. All workers who come into contact with minors in the regular performance of their duties must complete a Worker Screening Form and be cleared before working with minors.
2. All individuals working with minors should be at least sixteen (16) years of age.

*In regards to Trinity Baptist Church:*

- Unless specifically authorized by the appropriate Department Director, all volunteers desiring to work with minors must be faithful members of Trinity Baptist Church for a minimum of six (6) months or a student at Trinity Baptist College for at least 1 semester.

*In regards to athletic and extra-curricular activities:*

- All individuals working with minors in an athletic or extra-curricular capacity must be 18 years of age or older.

### *Supervision of Minors*

1. Minors and workers should never be isolated. If the minor and worker must be alone, they should be in open view and others should be in close proximity. A worker and a minor should never be alone in a vehicle.
2. It is inappropriate to counsel a minor in an isolated setting. When counseling a minor, the minor must be in clear view of others.
3. Offices where counseling takes place should have windows in them.
4. When staying in hotels for overnight trips, no minor should be in a room with an adult by themselves at any time. No adult should sleep in a hotel room with minors, but should stay in a room adjacent to, or in close proximity to, the room occupied by minors.
5. Any person under 18 that supervises minors must do so under the supervision of an adult.

#### *In regards to Trinity Baptist Church:*

- Children three (3) years of age or younger must be taken to class and picked up by an authorized adult. Children K4-2nd grade must be picked up by an authorized individual of the parent's choosing. 3rd-6th grade children can be dismissed with the written consent of their parents; otherwise they can be picked up by an authorized individual of the parent's choosing.

#### *In regards to athletic and extra-curricular activities:*

- When returning from a trip, call TBC Security at (904) 596-2444 to inform them of arrival and ask them to meet the vehicle. The security officer or another responsible adult should be present while waiting for the guardian of the minor.

### *Discipline*

1. Ministry employees and volunteers are strictly prohibited from paddling and/or physically striking a minor.
2. Ministry employees and volunteers are strictly prohibited from physically controlling a minor in such a way as to bruise or inflict physical injury.
3. When verbally reprimanding a minor, Ministry employees and volunteers must control both the volume and tone of their voices. The use of slang, demeaning, or racially interpreted words or phrases are strictly prohibited.
4. When minors become disruptive, disobedient, defiant, or violent, the worker's responsibility is to protect other minors from harm and isolate the disruptive minor as quickly as possible. Whenever possible, workers are to deal with disruptions jointly with another adult.

### ***Contact***

1. All workers must be certain that all physical contact with minors is appropriate and cannot be misconstrued in any way. It is inappropriate to hug or kiss a minor.
2. When conversing with a minor, it is important that conversations are appropriate. A conversation with a minor should never stimulate sexual excitement or gratification on the part of the adult or the minor. A male adult should never talk with a female minor concerning a sexual subject and a female adult should never talk with a male minor concerning a sexual subject.
3. Appropriate supervision must be informed of any problems or incidents with minors which have required physical control. Careful documentation must be made of the incident and the action taken.
4. The integrity of the Ministry must be maintained at all costs. Therefore, it is important for everyone to be in a constant state of awareness. The inappropriate actions of a co-worker must be reported to the appropriate supervisor immediately. This includes any actions or statements which may be viewed with suspicion or which violate this policy.

### ***Awareness and Observation***

1. Minors should never be left alone.
2. No minor should be separated from their particular group or activity.

### ***Restroom Procedures***

1. Two workers should be present when a minor's diaper is changed. Only a female worker can change a minor's diaper.
2. A minor and a worker should never be isolated in a restroom.
3. A male should not assist a minor in the restroom.
4. If two minors are allowed to go to the restroom alone, they should be the same age and the same physical size. One minor should not be capable of physically overpowering another.

### *Documentation*

1. When a disruptive minor is corrected and the situation resolved, all workers are to document their actions in writing on an Incident Report.
2. In case of incident, an Incident Report should be completed immediately.
3. Incident Reports are to be turned in to the appropriate supervisor promptly and forwarded immediately to the Ministry/Department head.

**TRINITY BAPTIST CHURCH OF JACKSONVILLE, INC.**  
**Allegation Response Policy**

**POLICY**

To provide clear and direct guidelines in the event of an allegation of child sexual abuse.

**PROCEDURES**

*Definition*

Sexual abuse is defined as, but not limited to, touching, such as fondling, inappropriate kissing, intercourse (consensual, non-consensual), oral or anal intercourse, sexual remarks, showing pornography, watching a sexual activity, or any form of exhibitionism to anyone under the age of 18 or anyone who is considered to be helpless in defending themselves.

1. Take all allegations very seriously
  - Do not invalidate the victims experience (deny the possibility that this happened).
  - Do not minimize the victim's experience.
  - Do not blame victim for the situation.
  
2. Fill out an incident form that contains all relevant information.
  - Date of allegation
  - Place where allegation is said to have occurred.
  - How many times allegation occurred.
  - Name, address, age of alleged victim.
  - Name, address, age of alleged perpetrator.
  - Indicate whether or not the minor is in imminent danger.
  
3. Immediately inform the ministry head of your department, and allow them to work with you to complete the rest of the steps.
  - Promptly fulfill any state reporting obligation concerning child abuse.
  - Notify Business Administrator who will then notify church attorneys and insurance companies. (Church attorneys and insurance companies are to be notified if the allegation concerns a ministry employee or volunteer.)
  - If allegation involves a volunteer or employee that person must be removed from contact with minors pending a full investigation.
  - Notify the appropriate member of the investigation team.
  - Business Administrator will communicate with ministry leaders on the basis of their need to know.
  
4. Maintain strict confidentiality concerning all information.
  
5. Provide compassionate, Christ like support to the victim and the victim's family.

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6. In situations where the media is involved, the media spokesperson will handle all media requests for information and will be the only person to address the Press.