

HILLSIDE BAPTIST CHURCH CHILD PROTECTION POLICY

I. The Vision and Mission of Hillside Baptist Church's (HBC) Child Protection Policy

- a. The purpose of this policy is to ensure that all HBC staff, pastors, volunteer teachers, youth, children and nursery workers adhere to the guidelines and expectations set forth in this document.
- b. Those who entrust their children to the care of HBC have a right to expect that due attention has been given to the recruiting, hiring, training and supervision of persons in charge of HBC children's ministries.
- c. We, as HBC, believe that the children should be safe and well cared for, and consider it to be our pastoral responsibility to strive to provide a loving and secure environment for the children in our congregation by being advocates for children, and establish clear defined safeguards, procedures and policies for their protection.
- d. HBC will support and encourage approved volunteers who are primarily responsible for teaching and working with children. Volunteers should maintain the highest ethical standards and always live and serve above reproach, protecting the reputation of the gospel of Jesus Christ.

II. Parameters for the Policy/ Personnel

- a. The child protection policy is for any volunteer who works with minors and, therefore, is classified as a Children's Ministry worker. A Children's Ministry worker includes, but is not limited to, anyone who serves in nursery, Sunday School, Jr. Church, Wednesday evening programs, or VBS.
- b. The goal of the policy is to be fair and to have everyone's safety in mind.
- c. No volunteer or candidate will be considered for any ministry position involving contact with children/youth until the candidate has been regularly involved in the church for six months or more. It is understood that some judgement could apply in certain cases and exceptions can be made by the pastor to individuals who have become members and are able to provide a good recommendation from a former pastor.

III. Expectation of all volunteers

- a. All volunteers who serve in the Children's Ministry will be required to go through the screening procedure before they serve.
- b. Volunteers must first fill out an HBC Application and agree to complete the background check. An email will be sent to the individual and they will need to fill out the required information. The results will then be sent to the administrators, who have been approved by the deacon board.
- c. After the background check is complete, if there are any discrepancies or questions, the administrators will notify the pastor who may schedule a meeting with the volunteer for clarification or further discussion.
- d. The background check will be paid for by the church.

IV. Screening Procedures

- a. The background check will be done by a paid agency and results will include the individual's past charges and convictions.
- b. Anyone with any sex offense charge or conviction on their record will not be considered to work in any children's ministry.
- c. The following crimes on a record will eliminate a volunteer from working in the Children's ministry as well. This list *includes but is not limited* to the following:
 - i. Any crime in Chapter 2903 of the ORC (homicide, manslaughter, assault offenses) (assault, menacing, etc. may have timeline/pass period)
 - ii. Any crime in Chapter 2905 of the ORC (kidnapping and abduction offenses)
 - iii. Any crime in Chapter 2907 of the ORC (sex offenses)
 - iv. Any crime in Chapter 2919 of the ORC (family offenses)
 - v. Any crime in Chapter 2925 (drug offenses) (depending on charge may have timeline/pass period)

V. Expectations for the Classroom Settings

- a. Two Adult Rule- When possible, two adult qualified volunteers should always be present.

- b. Visibility- When in a room with children, if there is no window or glass, the door must remain open.
- c. Discipline- Workers are never to spank, hit, unnecessarily grab, shake or otherwise physically discipline any child/youth within their care.
- d. Children three years of age and younger, should be assisted as needed in the restroom by an adult female. It is also preferred that women change the diapers of infants and children.

VI. Additional guidelines

- a. All suspected abuse must be reported to one of the pastors. Do not confront the alleged perpetrator.
- b. Any employee or worker accused of abuse will be removed immediately from contact with children until an investigation by authorities is concluded. The results of the investigation will determine if the person is reinstated or released from serving in that position.
- c. All injuries should be reported to the parent and a pastor
- d. Never allow yourself to be involved in a situation that could give rise to the perception or appearance of inappropriate behavior.