

CROSSPOINT CHURCH - CHILD PROTECTION POLICY

General Purpose Statement

Crosspoint Church seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Crosspoint Church from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

Definitions

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “volunteer” means anyone involved in teaching or care of minors.

Volunteer Requirements

All persons who desire to volunteer with the children participating in our programs and activities will be screened. This screening includes the following:

a) Criminal Background Check

A national criminal background check is required for all employees (regardless of position) and volunteers as defined above. Before a background check is run, prospective volunteers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, she/he will be unable to work with children. A disqualifying offense that will keep an individual from working with children will be determined by the Session on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children. The background check authorization form and results will be maintained in confidence on file at the church.

b) Training

All new volunteers will have a conversation with the Children’s Ministry Director concerning their previous experiences working with children of various ages. It is our goal that all new volunteers who are serving for the first time will be paired with an experienced volunteer who will answer any questions or concerns that may arise about how our policies are practically applied. Crosspoint Church will provide training on the Child Protection Policy to all new childcare volunteers and will strive to provide opportunities for additional training classes or events on an annual basis. The Child Protection Policy will also be shared with all families and be made readily available for future reference.

Guidelines for Supervision

It is our goal that a minimum of two volunteers will be in attendance when children are being supervised during our programs and activities. Some classes may have only one adult teacher

in attendance during the class session; in these instances, there will be windows to be able to see into the classrooms with all children under 3rd grade. We do not allow minors to be alone with one adult of the opposite sex if they are on the premises or in any sponsored activity unless in a counseling situation. Doors should be left open whenever possible and should never be locked while persons are inside the room.

Youth Workers

We recognize that there may be times when it is necessary or desirable for childcare workers (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to youth workers:

- Must be at least in 6th grade
- Must be under the supervision of an adult
- Must have met with the Children's Ministry Director for training prior to volunteering

Check-in/Check-out Procedures for Sunday Morning Ministries

• Nursery (4 mth to 2 yrs) & Toddler Class (2 - 4 yrs)

For children in the Nursery or Toddler Class, a check-in/check-out procedure will be followed. When the child arrives at the classroom, they will be checked in by a volunteer and given a name tag clip for their back. Parents/guardians likewise will be given a similar "parent name tag" that they must present in order to sign the children out from the nursery or toddler class upon the conclusion of the service. A sibling who is in 6th grade or older may check out their younger sibling only if they have the parents' name tag in hand. In the event that a parent or guardian is unable to present their name tag, the Children's Ministry Director will be contacted. They will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

• Children's Church (PreK - 2nd Grade)

For Children's Church, the teacher will stand at the back of the sanctuary and wait for the pastor to release the children at the beginning of his sermon. The teacher should count the children while they line up and then lead them downstairs to the classroom, making sure to count the same number upon arrival to the classroom. Upon the conclusion of the sermon, the teacher will lead these children back into the sanctuary to be reunited with their parents during the last song. On some occasions, children may stay in the classroom through the conclusion of the service. If this is the case, children will need to be picked up by a parent or sibling who is in 6th grade or older..

• Gospel Foundations (3rd - 5th Grade)

For Gospel Foundations, the teacher will greet these children when the pastor releases them at the beginning of his sermon and lead them to the classroom space. Upon the conclusion of the service, these children are free to leave the class without needing a parent to check them out.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at Crosspoint Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever of 100.4 or higher, diarrhea, or vomiting within the last 24 hours;
- Green or yellow runny nose;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by our volunteers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Medications Policy

It is the policy of Crosspoint Church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Children's Ministry Director to develop a plan of action.

Discipline Policy

It is the policy of Crosspoint Church not to administer corporal punishment, even if parents have suggested or given permission for it. Volunteers in Children's Church and Gospel Foundations (working with children ages 4 and older) will be trained in the Children's Ministry Behavior Policy prior to serving and should refer back to this document for steps on how to proceed with different behavioral issues. Volunteers in the Toddler Class and Nursery (ages 4 and younger) should keep a calm and clear tone of voice when redirecting children who are struggling behaviorally. The volunteer should consult with the Children's Ministry Director if assistance is needed with disciplinary issues.

On-Site Parent Policy

Parents are required to attend to their children under 12 at all times while on the property of Crosspoint Church unless they are in a classroom/nursery room with an approved worker or volunteer teacher. If parents are unable to attend to their children at any time, the parent is responsible for making sure that another adult is given that responsibility. This parent oversight rule includes inside the building, on the playground, in the yard, or in the parking lot.

Restroom Guidelines

Crosspoint Church Children's Ministry volunteers should escort children under 3rd grade to the bathroom. They should check the bathroom first to make sure that it is empty, and then allow the child inside. The volunteer should then remain outside the bathroom door and escort the child

back to the classroom. If a child is taking longer than seems necessary, the volunteer should open the bathroom door and call the child's name. If a child requires assistance, the volunteer should ensure the main bathroom door remains open, and leave the stall door open as they assist the child.

For the protection of all, volunteers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

In the event that a volunteer is the sole teacher in our Children's Church classroom and therefore cannot leave the rest of the class alone in order to take a child to the bathroom, they should see if there is an extra nursery or toddler class volunteer available to assist with taking the child or take all the children in the class together for a bathroom break.

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the Children's Ministry Director or a member of the Session. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Responding to Allegations of Child Abuse

For purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare volunteers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at Crosspoint becomes aware of suspected abuse or neglect of a child under his/her care, this

should be reported immediately to the Children's Ministry Director and Pastor for further action, including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at Crosspoint or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The volunteer alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children, pending an investigation, and instructed to remain away from the premises during the investigation.
3. Civil authorities will be notified, and the church will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The church will fully cooperate with the investigation of the incident by civil authorities.
4. Our insurance company will be notified, and we will complete any necessary incident reports. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The Pastor, another Elder, or a representative approved by the Session, will be our spokesperson to the media concerning incidents of abuse or neglect unless he is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth and undergo church discipline according to the constitution of the PCA.