

Guidelines for the Care and Protection of Children, Youth and Workers

These guidelines and procedures are designed to constitute a good faith effort on the part of University Baptist Church to provide a safe and nurturing environment for children attending activities at the Church. UBC cannot, however, guarantee the safety of those attending its activities. While all reasonable efforts will be taken to assure that these guidelines are carefully followed, UBC is largely dependent on volunteer workers and cannot guarantee that all procedures will be followed at all times.

PURPOSE

University Baptist Church recognizes the importance, need and responsibility of providing sensitive and attentive care in order to protect our children, youth and our volunteer and/or paid workers who care for our children and youth. We further recognize that within our society there are an increasing number of incidents involving the abuse and mistreatment of children and youth. It is within this changing societal backdrop that we establish and implement these guidelines to further protect our children, youth and workers while they are under the supervision of church volunteers and paid staff.

These guidelines, which are designed to provide that care, consist of elements such as:

- screening volunteer and paid workers,
- conducting initial and ongoing training programs for workers,
- following appropriate state reporting regulations,
- using a “Two Adult” rule,
- providing an environment which is conducive to monitoring,
- reporting and investigating incidents,
- conducting periodic safety inspections, and
- having written emergency protocols.

SCOPE OF THESE GUIDELINES

The guidelines outlined in this document are designed to cover all church sponsored or related activities, e.g., IMPACT, Youth Music Camp.

While these guidelines are designed to provide for our best efforts to protect children, youth, volunteers and employees from illegal, inappropriate and immoral conduct, UBC cannot and does not guarantee risk free environments. UBC further reserves the right to use mature judgment and discretion to address any situations that may arise.

LINE RESPONSIBILITY FOR THESE GUIDELINES

The Senior Minister of UBC shall designate a specific staff member who will primarily be responsible for implementing these guidelines and making periodic updates to the guidelines in concert with the Church Council.

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I. GENERAL HEALTH AND SAFETY

A. Wellness Guidelines

1. A child who has exhibited any of the following symptoms within the previous 24 hours is possibly contagious and should not be in a group situation:
 - Fever (99 degrees F)
 - Vomiting/Diarrhea
 - Unexplained rash
 - Thrush (white spots in mouth)
 - Discolored nasal discharge
 - Sore throat
 - Persistent cough
 - Skin or eye infection
 - Any symptom of the usual childhood diseases such as Chicken Pox, German Measles, Measles, Mumps, Scarlet Fever, Whooping Cough.
2. Parents and guardians are asked not to bring children to activities if they are exhibiting any of these symptoms.

B. Notification

1. Parents should be notified if their child becomes ill or exhibits any of the above symptoms while in the care of the church.
2. Parents should contact the church if they believe their child has contracted a communicable disease while attending a UBC function.

C. Medications

1. Workers should be permitted to administer prescription medications to a child in cases of emergency and during extended field trips or overnight camps where this may be done safely by non-medical personnel.
2. Where a parent or guardian wishes for workers to administer medications, they must indicate this desire, along with their permission in writing with complete directions for dosages, signed by a parent or guardian.
3. Medications should be in their original containers and administered only by the designated adult chaperone.
4. UBC reserves the right to decline to administer any medications where its representatives have concerns about their ability to do so safely.

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D. Allergies or Special Concerns

1. Parents shall inform workers of any allergies or special physical concerns related to their child. This information should be posted in the child's classroom.

II. FIRST AID PROCEDURES

A. In Event of Injury

1. The Director in charge should evaluate any injury to a child.
2. If the injury is deemed serious, the parents should be asked to come to the child's room.
3. When a parent is called an incident report should be completed to document the conversation.
4. The report will be kept in the designated staff member's office.

B. First Aid Kits

1. First aid kits shall be located in the cabinets which are labeled with a "red cross".
2. Each department (youth, children and preschool) shall have at least one first aid kit.
3. These kits should be checked at the beginning of each calendar year to assure that all necessary items are included.
 - a) Any missing items should be replaced promptly.

III. PLAYGROUND SAFETY

A. Equipment

1. Regular inspections of the playground and playground equipment should be made by the Director and/or Designated Staff Member.

B. Playground Rules

1. Children at play should be supervised by an adult at ALL TIMES.
 - a) Only one child should be on the slide at a time.
2. Children should sit when going down the slide.
3. Children should not walk or run UP the slide.
4. No pushing or hitting on the playground.
5. No throwing mulch.
6. Playground is for use of preschool and children only.
7. UBC will not be responsible for unauthorized use or play.

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V. FIRE/DISASTER EVACUATION GUIDELINES

A. Fire Drills

1. Periodic fire drills (at least one a year) should be conducted by the Fire Safety Committee while activities are in progress in the church.

VI. FIRE EVACUATION

A. Fire Evacuation Route (including an alternate route)

1. Shall be posted in the Preschool Suite, Children's Suite, and in the Youth 1 and Youth 2 Departments
2. If exit doors are blocked, the preschool may need to exit through the windows

B. General fire evacuation procedures

1. Directors/teachers will gather their class members together and give instructions for evacuation.
2. A leader will be the last one out making sure all children have left the building.
 - a) We will use the pre-planned emergency evacuation route and leave the building (using an alternate route if the primary route is blocked).
 - b) Groups will proceed to The Graduate hotel parking deck located across 13th Street, on the west side of the building.

C. Important reminders about building evacuation

1. Know your evacuation route (including any alternate route)
2. DO NOT use elevators!
3. Get out! Stay out! Do not return inside for anything or anyone.
4. Keep moving – Do not ask or answer questions until safely outside..
5. If someone is unaccounted for, tell your teacher.
6. DO NOT move vehicles parked in the church parking lot.
7. All children will meet near the playground for a head count and *at the direction of their Director* will proceed across to the 13th Street Graduate Inn parking deck.

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IV. GENERAL GUIDELINES

A. Primary Director

1. The designated staff member shall oversee the operation of these guidelines in conjunction with the Directors of the Preschool, Children and Youth departments.

B. Volunteer Supervision

1. Six Month Membership Rule

- a) All volunteers should have been regularly attending members of University Baptist Church for at least six months as well as being active in the Sunday Bible Study Program prior to beginning any work with children.

2. Two Adult Rule

- a) Two adult workers should be present for church activities involving the supervision and/or care of children, whether such activities occur on or off church property.
- b) At the discretion of the designated staff member or Director, a third adult worker shall be present if the two workers are married or related.

3. Monitoring

- a) Visibility of workers and children should be easily accessible through windows, doors, etc. of the rooms where the activities are taking place.

4. Identification of Workers

- a) All workers should wear approved name tags.

C. Volunteer Supervision Guidelines for Discipline of Children

1. There shall be no corporal punishment administered
2. If a child misbehaves, that child should have the situation explained and if no positive response is forthcoming, the child may be placed in time out in a chair away from the other children for a reasonable period of time.
3. Removal of the child from the room should be under the supervision of the Director of the Preschool, Children or Youth departments.
4. When necessary, the child's parents or guardians should be summoned to handle the situation.

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D. Sign-In Forms

1. To provide communication between parents and workers during church activities, parents are encouraged to sign in their children.
 - a) Forms will be available in Fellowship Hall and the Preschool Suite on Wednesday evenings. On Sunday, sign in forms will be in the Bible study departments of the children.

E. Overnight Events and Events Outside Church Property

1. When overnight activities involve both boys and girls in grades one through 12,
 - a) There should be at least one male and one female worker present.
 - b) At least two workers, who are not related, should be present at all times when the children or youth are in attendance.
 - c) Parents and guardians should be asked to sign a form indicating their permission for the child to engage in the activity and waiving potential claims of liability against UBC and the workers for all but intentional acts of wrongdoing.

F. Training

1. Individuals, who care for children and youth, should complete a training program which will be offered regularly throughout the year by the designated staff member. Such programs will include topics found in these guidelines and any other such topics as are deemed necessary by the Directors of the Departments and the designated staff member.

V. SCREENING PROCEDURES

A. Written Applications

1. For employment
 - a) Individuals wishing to obtain employment at University Baptist Church must complete an employment application, and will receive a reference check, criminal background check, and a check of their driving record.
2. Volunteers in the preschool, children or youth ministries
 - a) Must fill out a volunteer application form and may be subject to a reference check, criminal background check and a check of their driving record.

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B. In-Person Interviews, Screening and Reference Checks

1. Interviews and checks

- a) Will be conducted by the designated staff member for both volunteers and compensated individuals.
- b) Screenings will be confidential and maintained for all who work with the children and accessed only by the designated staff member and the Senior Minister.
- c) Individuals working in any church sponsored events must be approved by the designated staff member and the Director in charge of the appropriate department.

2. Suspension/Termination/Reassignment

- a) For the protection of our children, volunteers and employees, any volunteer or paid employee who is arrested for any type of abuse crime will be immediately reassigned to duties which do not involve children.
- b) Any reassignment to child related duties will be made on the basis of the outcome the charges against the individual and will be based upon the judgment of the designated staff member.
- c) Consistent with UBC Personnel Policies, paid employees may also be disciplined, suspended or terminated depending upon the circumstances of the arrest or conviction.

C. Response to Allegations of Abuse

1. Should an incident of abuse occur or be alleged to have occurred, it shall be reported to the designated staff member. The Director(s) or designated staff member shall:

- a) remove the alleged perpetrator immediately pending an investigation;
- b) listen to the person making the report and document everything reported;
- c) treat the victim with care and compassion;
- d) consult with the Senior Minister and appropriate Director.

2. If appropriate, a Response Team will be assembled and professional counseling will be offered to the alleged victim.

- a) The Response Team shall consist of the designated staff member, Directors of Preschool and Children's Ministries, Youth Minister, Church Attorney and any other person as deemed necessary by those persons (such as child psychologist, or pediatric health care specialist).
- b) The Response Team shall conduct a proper and thorough investigation with interviews of the informant, the child (accompanied by parent or guardian), alleged perpetrator, witnesses and the leader of the activity.
- c) Such information shall be confidential except to the extent that disclosure must be made to state officials, police, insurer and the church attorney.
- d) The Response Team shall be guided by the church attorney and state officials, including police.

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- e) In the event the Response Team determines that there is good cause to believe a criminal act has occurred, they shall promptly report the results of their findings to the Charlottesville City Police Department or the office of the Commonwealth Attorney for the City of Charlottesville and shall cooperate fully with any subsequent official investigation.

VI. DEFINITIONS

A. In these guidelines, the following definitions apply:

1. **ADULT:** any person age 18 or older
2. **CHILD OR YOUTH:** any person under the age of 18
3. **DIRECTOR:** The person in charge of the Preschool, Children's or Youth Departments
4. **CHILD ABUSE:** child abuse refers to an act committed by a parent, care-giver or person in a position of trust which is not accidental and which harms or threatens to harm the physical or mental welfare of a child.
5. **COMPENSATED WORKER:** any hourly, salaried, part-time or full-time individual working with children during church sponsored events.
6. **VOLUNTEER WORKER:** any non-compensated individual working with children during church sponsored events.