



CHILDREN'S AND STUDENT MINISTRIES' WORKER POLICY

Revised 2024-12-04

CONTENTS

REQUIRED WORKER SCREENING

1.	WORKER SCREENING	3
----	------------------	---

WORKER RESPONSIBILITIES AND INFORMATION

2.	SAFETY AND SECURITY COMMITTEE	5
3.	ABUSE TOLERANCE	5
4.	REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS TO CHURCH STAFF	5
5.	ENFORCEMENT OF POLICIES	5
6.	REPORTING A VIOLATION OF POLICY	5
7.	CONSEQUENCES OF VIOLATION	5
8.	REPORTING ABUSE OR SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES	6
9.	CHILDREN'S AND STUDENT MINISTRIES' MONITORING PLAN	6
10.	CAMPUS SAFETY	6
11.	WORKER TO CHILD RATIOS	7
12.	WORKER TO STUDENT RATIOS	7
13.	DISCIPLINE	8
14.	BATHROOM SUPERVISION AND ASSISTANCE	9
15.	BULLYING	10
16.	INTOXICANTS AND TOBACCO USE	10
17.	MEDICATION	10
18.	NUDITY	10
19.	ONE-TO-ONE INTERACTIONS WITH CHILDREN	11
20.	ONE-TO-ONE INTERACTIONS WITH STUDENTS	11
21.	TRANSPORTATION	11
22.	PARENTAL CONTACT	11
23.	PARENTAL INVOLVEMENT	11
24.	PHYSICAL CONTACT	11
25.	VERBAL INTERACTIONS	13
26.	SEXUALLY ORIENTED CONVERSATIONS	13
27.	SEXUALLY ORIENTED MATERIALS	13
28.	SLEEPING ARRANGEMENTS (STUDENTS)	13
29.	RELEASE OF CHILDREN IN CHILDREN'S MINISTRY	14
30.	ELECTRONIC COMMUNICATION	14
	INCIDENT, ACCIDENT, AND/OR INJURY REPORT (Exhibit A)	17
	POLICY ACKNOWLEDGEMENT AND AGREEMENT FORM (Exhibit B)	18
	POLICY ACKNOWLEDGEMENT AND AGREEMENT FORM (Exhibit C)	19

REQUIRED WORKER SCREENING

1. WORKER SCREENING

1.1. General Purpose Statement

- 1.1.1. First Baptist Church (FBC) Headland seeks to provide a safe and secure environment for the children and students who participate in its ministry programs and activities. By implementing the below policy, our goal is to help protect the children and students of First Baptist Church Headland from incidents of misconduct or inappropriate behavior while also protecting our Workers from false accusations of such incidents.

1.2. Definitions

- 1.2.1. For the purposes of this policy, the meanings of the following words are provided:
 - 1.2.1.1. Child/Children: Person from newborn through fifth (5th) grade.
 - 1.2.1.2. Student: Person from sixth (6th) grade through eighteen (18) years of age.
 - 1.2.1.3. Volunteer: Member of FBC Headland who is not a child or student that is willingly working for the church without pay.
 - 1.2.1.4. Staff Member: Person that is employed by FBC Headland by receiving a salary.
 - 1.2.1.5. Worker: Person that can be a Volunteer or Staff Member for either Children or Student ministry.
 - 1.2.1.6. Minors: Persons under the age of nineteen (19) years.
 - 1.2.1.7. Ministry Monitor: A screened and trained adult that will randomly visit and observe the understaffed classes for the purpose of maintaining a safe and secure environment for those in the classes.

1.3. Selection of Workers

- 1.3.1. All persons who desire to work with the children and/or students participating in our programs and activities will be screened. All persons whether recruited by the Nominating Committee, Committee on Committees, Staff Members, others in church leadership, or by church members must go through the screening process detailed in the following sections 1.4 through 1.9.

1.4. Six Month Rule

- 1.4.1. No volunteer will be considered for any position involving contact with children or students until she/he has been a member of First Baptist Church Headland for six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children and students. The Six Month Rule may be waived at the discretion of the Safety and Security Committee in cooperation with the Personnel Committee for a full-time employee and spouse upon documented completion of sexual abuse awareness training.

1.5. Sexual Abuse Awareness Training

- 1.5.1. To equip FBC Headland Workers with information necessary to recognize abuser characteristics and grooming behavior, FBC Headland requires all Children's and Student Ministries' Workers to successfully complete sexual abuse awareness training provided by the church and documented in the church database. This training will be renewed every two (2) years.

1.6. Criminal Background Check

- 1.6.1. All persons seeking to work with the children's and students' ministries must be willing to undergo a criminal background check as prescribed by the church.
- 1.6.2. A criminal background check is required for all volunteers wishing to work with the children's and students' ministries in the following areas:
 - 1.6.2.1. Those who will teach, supervise, or work with children and students

FBC HEADLAND: CHILDREN'S AND STUDENT MINISTRIES' WORKER POLICY

- 1.6.2.2. Those who will be involved in overnight activities with children and students
 - 1.6.2.3. Those counseling children and students
 - 1.6.2.4. Those involved in one-on-one mentorship of children and students
 - 1.6.2.5. Those having occasional one-on-one contact with children and students (that is, church-sponsored athletic team coaches and vehicle drivers)
- 1.6.3. The criminal background check for all Workers will be renewed every four years from the date of the last criminal background check.
- 1.7. All Children's and Student Ministries' Workers will be asked to undergo a criminal background check as prescribed by the church through its Safety and Security Committee. If an individual declines to undergo the criminal background check, he/she will be unable to work with children and students. What constitutes a disqualifying offense that will keep an individual from working with children and students will be determined by the Church Business Administrator and the Pastor of Education and Media on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving minors 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 and students. Failure to disclose a criminal conviction on the application form will also result in disqualification. The criminal background check information will be maintained in confidence by the organization performing the church's criminal background checks.
- 1.8. Motor Vehicles Record Background Check
 - 1.8.1. All authorized persons driving any of the church vehicles (whether owned or leased) for transporting children must be willing to undergo a Motor Vehicles Record check.
- 1.9. Ministry Orientation
 - 1.9.1. All Workers in the Children's and Student Ministries' are required to complete FBC Headland's Ministry Orientation as follows:
 - 1.9.1.1. Within eighteen months of approval of this policy by the church, all current Workers must:
 - 1.9.1.1.1. Complete an in-person orientation with a minimum of three (3) church designees (designated by Safety and Security Committee) including at least one (1) Staff Member.
 - 1.9.1.1.2. Review the Children's and Student Ministries' Worker Policy and sign the Policy Acknowledgment and Agreement Forms Exhibit B and Exhibit C.
 - 1.9.1.2. Prior to beginning service in the Children's and Student Ministries, all Workers recruited for service after the approval of this policy by the church must:
 - 1.9.1.2.1. Complete an in-person orientation with a minimum of three (3) church designees (designated by Safety and Security Committee) including at least one (1) Staff Member.
 - 1.9.1.2.2. Review the Children's and Student Ministries' Worker Policy and sign the Policy Acknowledgment and Agreement Form Exhibit B and Exhibit C.

WORKER RESPONSIBILITIES & INFORMATION

2. SAFETY AND SECURITY COMMITTEE

- 2.1. The Safety and Security Committee is tasked with developing a strategy for phasing in safety and security measures into the daily life of the congregation without compromising the church's ministry therefore the committee has authored this policy.

3. ZERO ABUSE TOLERANCE

- 3.1. FBC Headland has a zero tolerance for abuse in ministry programs and ministry activities. It is the responsibility of every Worker at FBC Headland to act in the best interest of all children and students in every program.
- 3.2. In the event a Worker observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual), it is that individual's responsibility to immediately report their observations to a Staff Member of FBC Headland.

4. REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS TO STAFF MEMBER

- 4.1. FBC Headland is committed to providing a safe, secure environment for children, students, and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law.
- 4.2. An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a Staff Member of FBC Headland. Because sexual abusers 'groom' children for abuse, it is possible a worker may witness behavior intended to 'groom' a child for sexual abuse. Workers are asked to report 'grooming' behavior, policy violations, or any suspicious behaviors to a Staff Member of FBC Headland.

5. ENFORCEMENT OF POLICIES

- 5.1. FBC Headland Workers who supervise other Workers are charged with the diligent enforcement of all FBC Headland policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Children's or Student Ministries' positions for Workers. Final decisions related to policy violations will be the responsibility of the Pastor of Education and Media and Church Business Administrator.

6. REPORTING A VIOLATION OF POLICY

- 6.1. In order to maintain a safe environment for our children and students, FBC Headland Workers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to a Staff Member of FBC Headland.

7. CONSEQUENCES OF VIOLATION

- 7.1. Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Children's or Student Ministries. This suspension will continue during any investigation by law enforcement.
- 7.2. Any person found to have committed a prohibited act or any act considered by the church to be harmful to a child or student may be prohibited from future participation as a Worker in all activities and programming involving children or students at FBC Headland. If the person is an employee, such conduct will be referred to the Personnel Committee for review and may result in disciplinary action up to and including termination.
- 7.3. Employees who fail to report a policy violation will be referred to the Personnel Committee for review and may result in disciplinary action up to and including termination. Volunteers

who fail to report a policy violation may be restricted from participation in any future activities involving children or students at FBC Headland.

8. REPORTING ABUSE OR SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

8.1. Reporting Suspicious or Inappropriate Behaviors

8.1.1. FBC Headland is committed to protecting the children and students in this ministry from any form of abuse. FBC Headland has a Zero-Tolerance Policy that prohibits any act of sexual, emotional or physical abuse. This Zero-Tolerance Policy requires all FBC Headland Workers to immediately report any occurrence (or suspected occurrence) of child abuse to a Staff Member of FBC Headland. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law.

8.1.2. Because sexual abusers 'groom' children for abuse, it is possible that a worker may witness behavior intended to groom a child for sexual abuse. Please report grooming behavior, policy violations, or any suspicious behaviors to a Staff Member of FBC Headland.

8.2. Reporting Allegations or Suspicions of Abuse to Law Enforcement

Immediately report all suspected or alleged abuse or neglect of children to the Henry County DHR:

**HENRY COUNTY DHR
8:00 AM UNTIL 4:30 PM M-F
(334)585-4100
AFTER HOURS CONTACT NUMBER
(334)585-3131
HEADLAND POLICE DEPARTMENT
(334)693-2222**

8.3. No permission is needed from FBC Headland before reporting to Henry County DHR or law enforcement. However, it is desired that after notifying the authorities that an FBC Headland Staff Member also be notified of the reporting of abuse or suspicions of abuse.

9. CHILDREN AND STUDENT MINISTRY MONITORING PLAN

9.1. Monitoring of Workers will include regular (announced and unannounced) visits in each program to provide the opportunity to observe Worker interaction with children and students.

9.1.1. Children's Ministry Director and Pastor of Students conduct an unscheduled observation at least once each month for programs occurring weekly.

9.1.2. The Church Business Administrator conducts an unscheduled observation of a Children's Ministry program at least once each quarter.

9.1.3. Campus Patrol conducts an unscheduled observation at least once each week for programs that occur weekly.

9.2. Children's Ministry Director conducts written performance evaluations each October for individuals in Preschool and Children's Ministry paid positions.

9.3. The Pastor of Students meets with the Children's Ministry Director at least once quarterly to discuss Children's Ministry, including safety training and procedures.

10. CAMPUS SAFETY

10.1. Campus Patrol, the Children's Ministry Director and the Pastor of Students will be responsible for ensuring that the designated areas for children and students are monitored during Sunday classes or ministry programming. This will include unobserved monitoring of Workers, children, and students in the classrooms.

10.2. No child will ever be left unattended in the designated areas or on the playground during ministry programming or classes. A Children's or Student Ministries' Worker should avoid

being alone with an individual child in any room or building. In the event a Worker finds herself/himself alone with a single child, that Worker should take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other Workers are present.)

- 10.3. After every programming event, Campus Patrol and Workers must ensure every room and restroom is checked prior to leaving.
- 10.4. On the children's playground, Workers are to circulate, watching children during play periods, giving particular attention to the areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).
- 10.5. Any two or more children/students together in an unseen or less easily viewed area should be redirected to another (more open) area.
- 10.6. If a child or student is injured on the church campus or on a church sponsored trip, a worker will complete an "Incident, Accident, And/Or Injury Report" (Exhibit A) with a Staff Member of FBC Headland.

11. WORKER TO CHILD RATIOS

11.1. FBC Headland is committed to providing adequate supervision in all Children's Ministry programs for infants to 5th graders. Accordingly, the following worker to child minimum ratios will be observed:

Program	Workers	Children
Nursery	2	10
Preschool, 2 and 3 years old	2	12
Preschool, 4 and 5 year olds	2	16
Elementary	2	21

11.2. If a worker is 'out of ratio' it is her/his responsibility to immediately notify a Staff Member. The responsible Staff Member will make diligent efforts to find substitute Workers to immediately bring worker to children ratios into compliance with FBC Headland Children's and Student Ministries' Worker Policy.

At a minimum, we must practice the *TWO ADULT RULE*, which states at least two unrelated, screened and trained adults should supervise children/students at all times. Do not be alone with an individual child in any room or during any ministry program. If one (1) supervising adult must leave a group of children, another worker must be added so that the *TWO ADULT RULE* can be followed. If two individuals serving in a room are related to one another (i.e. husband/wife; siblings, parent/child, grandparent/child), a third unrelated Worker must be present. If circumstances create the inability to follow the *TWO ADULT RULE*, a Ministry Monitor must readily be able to monitor those classes that do not have adequate staffing. The Ministry Monitor can be designated as needed by the Pastor of Students, Children's Ministry Director, Pastor of Education and Media, Church Business Administrator, or any Staff Member.

12. WORKER TO STUDENT RATIOS

- 12.1. FBC Headland is committed to providing adequate supervision in all Student Ministry programs for students in 6th grade through eighteen (18) years of age.
- 12.2. The *TWO ADULT RULE* must be the minimum practice for student classes and all ministry programs.
- 12.3. Accordingly, the following worker to student minimum ratios will be observed for on campus and off-site events: If the event is co-ed, there must be co-ed Workers but not necessarily in ratio.

Workers	Students
2	1-12
3	13-24
4	25-36
Above the 36 amount, add one adult for every 8 additional students, e.g. 5 adults for 44 students	

- 12.4. If a Worker is “out of ratio” it is her or his responsibility to immediately notify a Staff Member. The responsible Staff Member will make diligent efforts to immediately bring worker to student ratios into compliance with this policy. For sleeping arrangements for off-site events, refer to section 28.

13. DISCIPLINE

- 13.1. It is our policy that Workers are prohibited from using physical discipline in any manner for behavioral management of children or students. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors by children and students.
- 13.2. **Children** are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, Workers should observe the following guidelines:
- 13.2.1. Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
 - 13.2.2. If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
 - 13.2.3. Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. (“Jamie, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.”) In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold a child in time-out.
 - 13.2.4. Provide the child with a chair to sit in or a “spot” to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
 - 13.2.5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child’s life (3 years old, 3 minutes).
 - 13.2.6. Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (“Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.”)
 - 13.2.7. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.
- 13.3. For **students**, in the event of a fight or physical altercation, verbally redirect those involved and avoid physical intervention unless necessary for the safety of other students. In these instances, Workers are allowed to restrain a student with appropriate force, as needed. Uncontrollable or unusual behavior should be reported immediately to parents and ministry staff. An “Incident, Accident, And/Or Injury Report” (Exhibit A) should be prepared and retained in the church office in the event of a fight or physical altercation, and any uncontrollable or unusual behavior. Any behavior problems will be handled in the following sequence:
- 13.3.1. The student will be asked to correct the behavior.
 - 13.3.2. A Staff Member will talk with the student to discuss the problem behavior.
 - 13.3.3. Parents will be notified of discipline or behavior problems.

- 13.3.4. The student will not be allowed to attend a ministry event. (This is a final measure, but not desired.)
- 13.4. If a child or student is unruly or fails to comply with verbal warnings or instructions from Workers, the child's or student's parent will be contacted to pick up the child or student or that student will be asked to leave (if not endangered by doing so).
- 13.5. Staff Members will report to parents the incident of a child or student's uncontrollable or unusual behavior as needed.

14. BATHROOM SUPERVISION AND ASSISTANCE

14.1. Nursery

- 14.1.1. Because nursery children may require complete assistance with their bathroom activities, all Workers will observe the following policies:

14.2. Diapering

- 14.2.1. Only female nursery Workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- 14.2.2. Changing of diapers should be done in plain sight of other nursery Workers.
- 14.2.3. Children will never be left unattended on changing tables.
- 14.2.4. Any special instructions given by parents leaving children in the nursery will be recorded on the Check-In Form.
- 14.2.5. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- 14.2.6. Children should be changed on changing stations or changing mats.

14.3. Toilet Training

- 14.3.1. No child will be forced to toilet train.
- 14.3.2. Only female nursery Volunteers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- 14.3.3. When children are taken into bathrooms the door will be left partially open.
- 14.3.4. Children, Kindergarten and younger will never be left unattended in non-classroom bathrooms.
- 14.3.5. Parents should be consulted on each child's progress in the toilet training process before leaving the child with Workers. Any special instructions given by parents leaving children in the nursery will be recorded on The Check-In Form ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
- 14.3.6. Children should be verbally assisted where possible. If physical assistance is necessary, another Worker should be present, when possible.
- 14.3.7. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing.

14.4. School Age Children

- 14.4.1. School age children may be accompanied to the restroom by a Worker for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities.
- 14.4.2. If a Worker must go into the restroom to check on an individual child, she/he should seek out another worker to accompany her/him. If another Worker is not available to accompany, she/he should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the Worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another Worker.

14.5. Special Needs

- 14.5.1. Parents will offer instruction to Workers to change the diapers of special needs individuals. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing.

15. BULLYING

- 15.1 Bullying is not acceptable in FBCH ministry programs. Bullying is when people deliberately use words or actions repeatedly against an individual or a group to cause physical, social and/or psychological harm. They usually want to make the person feel less powerful or helpless. Following are some examples of bullying behaviors:
 - 15.1.1. *Physical*: hitting, kicking, punching, spitting, tripping, pushing, poking.
 - 15.1.2. *Verbal*: teasing, name calling, inappropriate sexual comments, verbal or written threats, or putting someone down.
 - 15.1.3. *Social*: lying, playing horrible jokes, excluding someone, spreading rumors, making embarrassing comments
- 15.2 If bullying behaviors are observed, act decisively and inform a Staff Member.
 - 15.2.1. *First Offense*: Issue a warning to the student and a general reminder to the group that this kind of interaction is inappropriate. Try not to embarrass or chastise.
 - 15.2.2. *Second Offense*: Pull the offending student(s) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the student know that the next step is communication with a pastor and the student's parents. Notify a Staff Member of the second offense.
 - 15.2.3. *Third Offense*: Send the student to a Staff Member for a phone call to his or her parents and possible removal from the trip, camp, or event.
- 15.3. Privately, but with another Worker present, confirm that a student who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. **DO NOT SINGLE A STUDENT OUT IN FRONT OF THE GROUP**: be discreet.
- 15.4 If children are involved in bullying, refer to 13.2.

16. INTOXICANTS AND TOBACCO USE

- 16.1. Workers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children/students, or while working with or supervising children/students during any FBC Headland program or activity.
- 16.2. Tobacco products will be defined as: cigarettes, cigars, pipes, e-cigarettes, vapes, and smokeless tobacco products.
- 16.3. FBC Headland requires Workers to abstain from the use of tobacco products in church facilities, while in the presence of children/students, in church owned vehicles or during FBC Headland activities or programs. FBC Headland is a tobacco-free facility.

17. MEDICATION

- 17.1. During on-campus events and activities, no Worker is allowed to administer medication of any kind to any child or student while serving in ministry programs, including "over the counter" drugs.
- 17.2. During-off campus events and activities, medication may be administered with parent or guardian permission obtained by their completion of the required "The First Baptist Church Headland, Alabama Annual Ministry Participant Agreement" form or "The First Baptist Church Headland, Alabama Participant Information/Agreement" form."

18. NUDITY

- 18.1. Workers serving in Children's or Student Ministries should never be nude in the presence of children/students in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or

overnight retreat, etc.), the Worker leading the event will communicate a plan to a Staff Member concerning arrangements for showering or changing clothes.

19. ONE-TO-ONE INTERACTIONS WITH CHILDREN

19.1. Workers should conduct one-to-one meetings with an individual child at a time when others are present and where interactions can be easily observed.

20. ONE-TO-ONE INTERACTIONS WITH STUDENTS

20.1. FBC Headland recognizes that meeting the emotional needs of students may occasionally require Workers to minister to them on an individual basis. Workers should observe the following guidelines when interacting with students.

20.1.1. Workers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed.

20.1.2. If a closed-door meeting must occur, the Worker must inform another ministry worker before the meeting occurs, have another Worker outside the door and the door remains unlocked.

21. TRANSPORTATION

21.1. Workers from time to time may be in a position to provide transportation for children and students. The following guidelines should be strictly observed when Workers are involved in the transportation of children:

21.1.1. Children and students should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that only leave one non-related child/student and no other Workers in transport.

21.1.2. While children/students are being transported in FBC vehicles, there will always be 2 (two) Workers in each FBC Headland vehicle.

21.1.3. Workers should avoid physical contact with children while in vehicles.

21.1.4. No cell phones may be utilized by the driver while driving FBC Headland vehicles owned or rented by FBC Headland, unless in an emergency.

21.1.5. No driver under age 25 (twenty-five) may drive Church-owned or leased vehicles.

22. PARENTAL CONTACT

22.1. Parents who leave a child/student in the care of FBC Headland Workers during church services or activities will be contacted if the child/student becomes ill, injured, or has a severe disciplinary problem while participating in Children's or Student Ministries' programs.

23. PARENTAL INVOLVEMENT

23.1. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with the ministry will be required to complete FBC Headland's Worker Screening Process.

24. PHYSICAL CONTACT

24.1. **CHILDREN:** FBC Headland is committed to protecting children and students in its care. To this end, the following guidelines are to be carefully followed by those working in Children's Ministry programs:

24.1.1. Hugging, pats on the back and other forms of appropriate physical affection between Workers and children are important for children's development, and are generally suitable in the church setting.

- 24.1.2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to a Staff Member.
 - 24.1.3. Physical contact should be for the benefit of the child or student, and never be based upon the emotional needs of a Worker.
 - 24.1.4. Physical contact and affection should be given only in observable places or when in the presence of other children or Workers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
 - 24.1.5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of Workers in FBC Headland's ministry must foster trust at all times. Personal conduct must be above reproach.
 - 24.1.6. Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.
 - 24.1.7. Workers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
 - 24.1.8. Any inappropriate behavior or suspected abuse are required to be verbally reported as soon as possible after the incident to a Staff Member.
- 24.2. **STUDENTS:** The following guidelines are to be carefully followed by those working in Student Ministry programs:
- 24.2.1. Physical contact in any form should be above reproach, for the benefit of the student, and never based upon your emotional needs.
 - 24.2.2. Your personal behavior must foster trust at all times.
 - 24.2.3. Pat a hand, shoulder, or back in an encouraging manner.
 - 24.2.4. Give side hugs in public view and keep brief. When hugging someone of the opposite gender, hugs should be limited to side hugs.
 - 24.2.5. Look for opportunities to give plenty of "high fives" and "fist bumps", unless this makes a student feel uncomfortable.
 - 24.2.6. Shake hands, or put an arm around the student's shoulder, briefly.
 - 24.2.7. Physical contact and affection should be given only in observable places or when in the presence of others. It is much less likely that touch will be misinterpreted when physical contact is open to observation.
 - 24.2.8. Do not force physical contact, touch, or affection on a reluctant student, except in cases of necessary restraint for the protection of the child or others. A student's preference not to be touched must be respected.
 - 24.2.9. AVOID the following interactions:
 - 24.2.9.1. A sexual relationship with a student is NEVER ACCEPTABLE.
 - 24.2.9.2. No sitting on laps.
 - 24.2.9.3. No hand-holding, unless part of worship/prayer service or a group game.
 - 24.2.9.4. Never touch in anger or disgust.
 - 24.2.9.5. Never touch in a manner that may be construed as sexually suggestive.
 - 24.2.9.6. Avoid touching a student between the navel and knees.
 - 24.2.9.7. Never carry a student piggy-back, or on your shoulders.
 - 24.2.9.8. Never kiss a student, or give (or receive) a massage.
 - 24.2.9.9. Never place hands beneath a student's clothing to play, rub, or comfort.
 - 24.2.9.10. Never tickle, participate in "horse-play" or wrestle with a student.
 - 24.2.9.11. Never touch a student in sensitive areas (breasts, buttocks, genitals) even if a student has been injured in one of these areas. Never allow casual contact in these areas, under or over clothing.

25. VERBAL INTERACTIONS

- 25.1. Verbal interactions between Workers and children/students should be positive and uplifting. Workers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.
- 25.2. To this end, Workers should not talk to children/students in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, Workers are expected to refrain from swearing in the presence of children/students.

26. SEXUALLY ORIENTED CONVERSATIONS

- 26.1. Workers are prohibited from engaging in any sexually oriented conversations with children or students, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child/student in the program. However, it is expected that from time to time Student ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings, and will convey the church's views on these topics.

27. SEXUALLY ORIENTED MATERIALS

- 27.1. Workers are prohibited from possessing (or transmitting to a child) any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children/students in their care.

28. SLEEPING ARRANGEMENTS (STUDENTS)

- 28.1. It is anticipated that certain Student Ministry activities may occasionally require that overnight sleeping arrangements be made for students and Workers (i.e. retreats, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, Workers will strictly observe the following rules:
 - 28.1.1. In the event of an overnight activity that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by Workers of the same gender.
 - 28.1.2. A single student should not lodge alone with only one Worker.
 - 28.1.3. All Workers must have previously completed FBC Headland's Worker Screening process.
 - 28.1.4. Overnight sleeping arrangements must be approved by the Pastor of Students prior to the activity.
 - 28.1.5. Workers should use good judgment regarding viewing PG or PG-13 movies. No R or NC-17 rated movies are permitted.
 - 28.1.6. Appropriately modest sleeping attire must be worn.
 - 28.1.7. At least one Worker, of same gender, shall sleep in the same room (but not same bed) as students, or in an adjoining room with the door between the rooms kept open.

29. RELEASE OF CHILDREN IN CHILDREN'S MINISTRY

- 29.1. At any time that a child (nursery-5th grade) has been entrusted to Children's Ministry Workers, the Church incurs responsibility for the safety and welfare of the child. Workers must act to ensure the appropriate supervision and safety of children in their charge.
- 29.2. Children's Ministry Workers are responsible for only releasing children into the care of parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.
- 29.3. It is presumed that a person who drops off a child has authority to pick up that child.
- 29.4. In the event that Workers are uncertain of the propriety of releasing a child, they should immediately locate or contact the Children's Ministry Director or a Staff Member before releasing the child.

30. ELECTRONIC COMMUNICATION

- 30.1. All communication with students must be above reproach and indicative of healthy boundaries. As with any communication, the content of any electronic communication should be readily available to share with the Pastor of Students or a parent.
 - 30.1.1. **Texts** between Workers and students are permissible as follows:
 - 30.1.1.1. In general, texts should occur in "group" form whenever possible. Though students will often reply individually, make an effort to text in group form and encourage replies to the group.
 - 30.1.1.2. When possible for normal conversations, it is preferred that you use a phone call or in person communication with minors.
 - 30.1.1.3. However, we do know that texting is a primary way of communication for children and teens. In those situations when texting is taking place, please use the following guidelines.
 - 30.1.1.3.1. When one-on-one texts must occur, use them for the transfer of information or an invitation to ministry events or a simple response to requests for prayer.
 - 30.1.1.3.2. Avoid extended text message conversations, as those may be perceived as one-on-one interactions in a non-public place. (See 20. ONE-TO-ONE INTERACTIONS WITH STUDENTS.)
 - 30.1.1.4. In the event of a crisis, a phone call or in person meeting is desired. If texting begins the crisis event, move to one of the other options ASAP (as soon as possible). If at all possible, bring another Worker into the conversation however it is taking place. Volunteers should inform a Staff Member of the crisis event ASAP and preferably while it is occurring.
 - 30.1.1.5. Prudent judgment must be used in the content of texts. Do not share photos and/or videos of a sexual or suggestive nature.
 - 30.1.1.6. Do not post inappropriate or off-color content, or comment on inappropriate or off-color posts. When in doubt, treat a post as inappropriate.
 - 30.1.1.7. Avoid discussion of ANY sexual topic via texts.
 - 30.1.2. **Communication Applications with Messaging Features** (i.e. Instagram, Facebook Messenger) – a ministry account is permissible for the ministry to use as follows:
 - 30.1.2.1. At the least, one other Staff Member must have credentials to access the application and regularly review the messaging, comments and postings.
 - 30.1.2.2. All group or direct messaging to/from students should be above reproach, available for supervisory access and originate from a ministry account – not a personal account. It is not permissible for the Workers to use personal accounts to direct message students.

- 30.1.2.3. In the event a student direct messages a Staff Member's personal account, the Staff Member will transfer the thread to the ministry account for reply, if necessary. All students will be counseled to direct communication to the ministry account.
 - 30.1.2.4. Workers should not comment or reply to a student's post that is inappropriate or questionable. All interaction should be above reproach and reflect the integrity and values of FBCH Student Ministry.
 - 30.1.2.5. AVOID discussion of ANY sexual topic via social media.
 - 30.1.2.6. The use of Snapchat (or other similar applications) with students is not permitted. The use of "Houseparty" (or other similar applications) with students is not permitted.
 - 30.1.2.7. The use of applications that allow anonymous messaging are not permissible.
- 30.1.3. **"Hook-up" Applications:**
- 30.1.3.1. Though the use of relationship applications is commonplace and acceptable, Children's and Student Ministries' Workers are prohibited from utilizing "meet and date" or "meet and chat" type applications to communicate or build relationships with students.
- 30.1.4. **Personal Social Media:**
- 30.1.4.1. As a Children's or Student Ministry worker, maintain a high moral standard in your social media presence. Inappropriate social media content may be a basis for suspension from participation in FBCH Student Ministry.
 - 30.1.4.2. Be cautious about the content of the posts on your personal social media. Ensure that photos or videos posted on social media reflect FBCH ministry guidelines related to alcohol, tobacco and modesty (dress, posture, and content).

EXHIBIT B

FBC Headland Children's and Student Ministries' Worker Policy Acknowledgment and Agreement

I have received and read a copy of FBC Headland Children's and Student Ministries' Worker Policy and understand the importance of the matters set forth within the policy. I agree to follow and abide by this policy during my service at FBC Headland.

Further, I understand that the policy may be modified at any time, and that any part may be amended, revised, or eliminated at any time by FBC Headland.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the policy. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my ministry leader.

I further acknowledge and understand that the materials and guidelines contained in this policy in no way express or imply a contractual employment relationship between FBC Headland and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as policy that is changed or deleted.

I hereby acknowledge receipt of the FBC Headland Children's and Student Ministries' Worker Policy.

Worker's name (please print)

_____ Date: _____

Worker's signature

_____ Date: _____

FBC Headland Staff signature

[This page is to remain attached to the FBC Headland Children's and Student Ministries' Worker Policy.]

EXHIBIT C

FBC Headland Children's and Student Ministries' Worker Policy Acknowledgment and Agreement

I have received and read a copy of FBC Headland Children's and Student Ministries' Worker Policy and understand the importance of the matters set forth within the policy. I agree to follow and abide by this policy during my service at FBC Headland.

Further, I understand that the policy may be modified at any time, and that any part may be amended, revised, or eliminated at any time by FBC Headland.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the policy. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my ministry leader.

I further acknowledge and understand that the materials and guidelines contained in this policy in no way express or imply a contractual employment relationship between FBC Headland and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as policy that is changed or deleted.

I hereby acknowledge receipt of the FBC Headland Children's and Student Ministries' Worker Policy.

Worker's name (please print)

_____ Date: _____
Worker's signature

_____ Date: _____
FBC Headland Staff signature

[This page is to be signed, detached, and delivered to an FBC Headland Staff Member]