



SPRING HILLS

BAPTIST CHURCH

SAFETY POLICY

&

PROCEDURES



SPRING HILLS
SECURITY

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PURPOSE & SCOPE

It is the purpose of Spring Hills Baptist Church and its ministries to promote a safe and secure environment for all persons who are entrusted to our care. We do this to encourage children, youth, adults and their families to grow in their relationship with God and one another.

To promote a safe and secure environment, SHBC has a formal, written policy in place to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all our children, youth and vulnerable adults. This policy shall apply to all current and future volunteers and compensated workers who will have the responsibility of supervising, care, custody or control of activities involving children, youth and adults.

COVENANT STATEMENT

The leadership of Spring Hills Baptist Church hereby pledges to conduct this ministry in ways that assure the physical and emotional safety and spiritual growth of all our children and youth as well as our workers with children and youth. We will follow reasonable safety measures when selecting and recruiting workers; we will implement appropriate operational procedures in all areas of programming and care; we will train those who work with children and youth on our procedures and policies; and we will have a clearly defined procedure for reporting a suspected incident of abuse consistent with the laws of the State of Ohio.

We further pledge to live according to the example of Christ and surround our children and youth with a community of love and forgiveness, wherein they may grow in the trust of the Lord and be confirmed and strengthened in the way that leads to eternal life.

CODE OF CONDUCT

Staff and volunteers are responsible for maintaining a professional role with children, which means establishing and maintaining clear boundaries that serve to protect everyone from misunderstandings or a violation of the relationship. Staff and volunteers are expected to read and understand Spring Hills Baptist Church Safety Policy and Procedures and agree that in the course of their association with Spring Hills they will conduct themselves in a manner that is consistent with the values of Spring Hills Baptist Church and agree to abide by the policies set forth in this document. All workers are expected to be transparent in their actions and whereabouts while serving. They will take responsibility for ensuring they are accountable and will not place themselves in positions where there is a risk of allegations being made. They will avoid favoritism with certain children. They will ensure that their language is appropriate and not offensive or discriminatory. Workers will never act in a way that can be perceived to be threatening or intrusive. They will not make promises or keep secrets with children. They will take full responsibility for their actions and participate in training when it is recommended.

SELECTION OF WORKERS

Six Month Guideline

Persons being considered for any staff or volunteer position involving the care, custody or control of minors must be associated with Spring Hills Baptist Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation of suitability to work with children. In some situations this rule is not feasible and may be waived on basis of probation. If the six-month rule is waived, ministry leaders may take additional steps to screen, supervise and train the applicant to ensure suitability. Additionally, the probationary period will be noted in their volunteer file.

Age Appropriateness

When recruiting volunteers or hiring paid staff to work with children and youth in any position of authority, they must be at least 18 years of age, agree to a background check and at least 5 years older than the age of the persons they are working to serve. This standard allows persons to be separated by enough years so as to better have perspective and recognition as an authority figure with the group they are serving. Persons not meeting these standards may not serve in a role of authority; however, they may be utilized as assistants to those in leadership positions.

Volunteer Classifications

Categories of volunteers will be:

Approved Volunteer	18 years +
Leaders in Training	13-17 years
Youth Helpers	12 and younger

We recognize that there may be times when it is necessary or desirable for Leaders-in-Training to assist with childcare (paid or volunteer). The following guidelines apply to Leaders-in-Training:

1. Must be screened by ministry leader.
2. Must be under the supervision of an adult and must never be left alone with children.

Application

Applicants will be asked to complete the Volunteer Application as well as the related waivers giving permission to check references and run a background check. This information will be maintained in confidence on file at Spring Hills Baptist Church.

Reference Checks

Before an applicant is permitted to work with children, at least two of the applicant's references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at Spring Hills Baptist Church.

Background Checks

Criminal background checks shall be made of all paid staff and volunteers (over the age of 18) who have supervisory ministry responsibility. Before a background check is run, prospective workers will be asked to sign an authorization form allowing us to run the check. If an individual decline to sign the authorization form, they will be unable to work with children.

A disqualifying offense that will keep an individual from working with children will be determined by the Safety & Security Manager. 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 the applicant from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event. The background check authorization form and results will be maintained in confidence on file at Spring Hills Baptist Church.

Personal Interview

Upon completion of the application, a face-to-face interview with the Safety & Security Director may be scheduled with the applicant to discuss his/her suitability for the position. Additionally, the ministry leader will meet with the applicant to discuss church policy, guidelines and training.

Required Forms and Signatures

Once the applicant is approved, they will be asked to review the Safety Policies & Procedures Guide, sign a Participation Covenant Statement, and complete training that is appropriate to the ministry where they will serve.

GUIDELINES FOR WORKERS

Two Adult Guideline

It is our goal that a minimum of two unrelated adult workers will be in attendance when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session. In these instances, doors to the classroom shall remain open and there should be no fewer than three students with the adult teacher. We do not permit minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

A concerted effort will be made to recruit sufficient numbers of volunteer teachers/leaders to permit such team teaching. When feasible, both male and female leaders would be present. If the group stays overnight at the church, or if a church sponsored group leaves the premises, two or more leaders must be present and must include at least one male and female if the group is mixed gender.

Goals for Worker to Child Ratios

Spring Hills Baptist Church has a goal of maintaining the following ratios of adult ministry workers to children whenever feasible. These ratios are goals. The church recognizes that in some circumstances achieving these ratios may not be feasible, such as in the case of an unexpected number of children showing up for an event.

<i>Program</i>	<i>Adult Workers</i>	<i>Children</i>
Nursery	2	10
Children's Classes (K-6)	2	14
Youth Programs	2	16
VBS	2	20
Youth Overnight	2	14

Children's Ministry Check-in and Check-out

All persons bringing children into a children's ministry environment, including the nursery, Kids Korner, AWANA, etc. must use the kiosk check-in system. Kiosks are available in the front lobby, rear lobby and Kids Korner Ministry area. (In some cases, alternate check-in systems made be used for check-in such as VBS where this process takes place outside the building.) Assistance will be available at the Kids Korner registration desk for first-time visitors. Every child left in the care of our Children's Ministry must have a tag with an identification number that matches the tag given to their parent or guardian. The parent or guardian must present the tag in order for the childcare worker to release the child. If the parent/guardian is unable to present the tag the Children's Ministry Director or their designate must assess the situation and determine if it is appropriate to release the child.

Parent Notification System

There is an LED Display on the Worship Center platform that will display the child's identification number if the childcare team requests the parent's assistance with their child. The childcare worker will be trained on the use of the system and when it is appropriate for the parent to be notified. An alternative option would be for teachers to text parents with the cell phone number printed on the child's security tag.

Open Door Policy

Parents, pastors, and administrative staff are advised that they are welcome to observe, unannounced, the activities in which their children participate. If they are not an approved worker with identification, they must be accompanied by a security team member or other approved worker with identification.

Discipline

It is the policy of Spring Hills not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting or other physical discipline of children.

All teachers and workers will use the following discipline measures:

- 1) If a child is behaving inappropriately, the childcare worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw the blocks. We use blocks for building."
- 2) If this measure is not effective, the child will be guided to another activity.
- 3) If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students.
- 4) If the child's disruptive behavior continues after these steps have been taken, a teacher will notify the Children's Ministry Director or Student Pastor who will talk with the child and work with the child's parents.
- 5) There is to be no verbal abuse or ridicule used at any time. If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parents or guardian as soon as possible.

Touch

Physical affection should be appropriate to the age of the child or youth. (For example, it is generally appropriate for a four-year-old to sit in a nursery worker's lap and give a kiss on the cheek, but it is not appropriate for a teenager or youth leader to behave this same way.) Touching should be initiated by the child or youth. It should be a response to the child's need for comforting, encouragement, or affection. It should not be based upon the adult's emotional need.

Ideally, touching and affection should only be given in the presence of other children's ministry or youth workers. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present, and the touching is open to observation. This is especially important when diapering a baby or helping a young child change clothes or use the restroom. Touching behavior should not give even the appearance of wrongdoing. As ministry workers our behavior must always foster trust ; it should be above reproach. A child's preference not to be touched should be respected. Do not force affection upon a reluctant child. Church workers are responsible to protect children under their supervision from inappropriate touching by others.

Church workers must promptly discuss inappropriate touching or other questionable behavior by other workers with their ministry leader, staff member, or a pastor.

Diapering

- 1) Changing of diapers should be done in plain sight of other nursery workers.
- 2) Children will never be left unattended on a changing station.
- 3) Any special instructions given by parents leaving children in the nursery will be noted and placed in the child's diaper bag.
- 4) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- 5) Children should be changed on changing stations only.

Gifts

No staff, either paid or volunteer, are to give gifts to individual children or young people without the prior knowledge of the parent(s) or guardian. Because gift-giving can be a form of buying loyalty or silence, gift-giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion.

Outside Access

There must be a central access point (person) with a cell phone number when groups are away from the church facility. This information always needs to be available so that parents or guardians will have access to the ministry leader of the event in case of emergency. The church office or authorized church representative will be given this number prior to the groups' departure from church property.

Doors and Windows

All classroom and office doors will have a window or visibility from hallway or remain open while occupied. Windows will always be kept free from adornment and kept locked.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all the children at Spring Hills. 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 placed into any of our children's ministry environments:

- Fever, diarrhea, or vomiting within the last 48 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 workers 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.

Medication Policy

It is the policy of Spring Hills not to administer either prescription or non-prescription medications to the children under our care during routine ministry activities. Medications should be administered by a parent at home. Parents are reminded of our sick child policy. Exceptions to this 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 or Student Pastor to develop a plan of action. A separate policy is in place for Church Camp scenarios where children may be in the care of SHBC ministry leaders off-site and overnight.

Restroom Guidelines

Parents should be encouraged to have their children visit the bathroom prior to each class. Children five years of age and younger should use a classroom restroom if one is available. If a classroom restroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the worker should prop open the bathroom door and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers 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.

Accidental Injuries to Children

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

- 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.
- For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be notified in addition to the worker's supervisor. If warranted by circumstances, 911 will be called.
- 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.

Communication Guidelines

Ministry leaders should monitor the communication within their ministry. If they become aware that anyone involved has engaged in inappropriate communication, whether involving texting or any other form of communication, it should be immediately addressed in a straight-forward manner. Inappropriate texting should be approached in the same way that you would handle inappropriate conversation heard in a hallway of the church.

Ministry workers may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing or disrespectful when communicating with each other or with minors involved in ministry activities.

Youth ministry leaders shall inform youth group members of the dangers of sexting and that young people can actually be charged with a sex crime for transmitting sexually suggestive photos.

Ministry leaders should send most texts or emails to a group rather than to individuals. This approach eliminates problems associated with one-on-one electronic communication.

Ministry leaders need to set clear boundaries and expectations relative to the use of cell phones during ministry activities. It is recommended to discourage students from using cell phones during ministry programs except in an emergency, to contact a parent or guardian, or to place calls specifically approved by the leader.

Fire:

Each classroom has a pre-determined route to leave the building. Follow the classroom fire exit map on the back of the door to exit the building. Once outside, assist in counting heads to be sure all the children and guests are present and accounted for to best of our ability. A staff/security member will announce when it is okay to re-enter the building.

Tornado:

When the tornado sirens are activated in the county, the tornado procedures will be initiated. During business hours follow staff members instruction, during worship times follow the direction of staff/security team members. All tornado safety rooms are labeled above the hallway doors as A, B, C, D, E, F, and G.

A safety and security member will announce when it is okay to go back to normal operations.

Lockdown:

When you hear and see the Lockdown Alert device mounted on the wall, or hear an announcement of a lockdown, quickly enter the closest room possible if you are in the hallway. If you are in the Worship Center with a

staff/security team member present, follow their directions and you may be asked to assist in locking down the Worship Center. All present should stay away from any windows and keep the door locked and closed. Do not open the door for any reason. An all-clear message will come over the phone system speaker when the all clear is given by law enforcement or Security Director. Please refrain from using your cell phone during a lockdown.

OFF-SITE MINISTRY GUIDELINES

Outings Away from Church Property

All children and youth participating in out-of-town and overnight outings must complete the Participation Agreement and Medical Consent form.

There must be access to a phone, cell phone or pager when groups are away from the church property. If the outing involves water activities such as swimming, a certified lifeguard will accompany the group.

In no circumstance is one adult (other than the parent) to take a child or children on an overnight outing alone. On youth overnight outings, there will be a 1:7 staff; youth supervision ratio observed. Female staff will supervise female youth in their sleeping quarters and male staff will supervise male youth. Married couples will not stay together but observe female/female and male/male sleeping arrangements. With the exception of a parent/child combination, a staff and youth will not occupy the same bed or sleeping bag.

Ministry leaders and camp/retreat coordinators face unique challenges preparing for and responding to critical and non-critical incidents and unplanned events. Like most emergency and non-emergency scenarios, effective communication is critical, and the camp/retreat community has the added challenge of providing parents with timely and accurate information about their child. Preferably, this information will be provided to all parents at the time the incident occurs or as soon as the incident has been brought to the attention of the SHBC camp/retreat coordinators.

In the event of an emergency or an immediate health concern, a SHBC camp/retreat coordinator and/or a health care provider will attempt to contact a parent/guardian by phone. Each camper's consent form contains medical history, known allergies, and contact information as well as designates alternate contacts if the parents/guardians cannot be reached. If no responsible party can be contacted directly, the SHBC camp/retreat coordinators will leave voice messages that communicate the need for a given parent to call the camp/retreat site. When possible an attempt to contact the parent via e-mail or text message will be made. All successful and unsuccessful contacts will be documented by the SHBC camp/retreat coordinators.

The SHBC camp/retreat coordinators will attempt to notify parents/guardian of an illness or injury that pertains to the following events:

- Any injury or illness that requires more than basic first aid or pain/fever reducing medicines.
- Any injury or illness requiring transportation to a medical facility.
- An illness that would require an overnight stay in the Nurse's Station.
- An illness or injury that does not respond to basic first aid treatment provided by the camp/retreat nurse after a reasonable amount of time.
- Suspected infectious disease or virus.
- Behavior deemed dangerous to the camper or others
- Excessive disruptive behavior or bullying.

Generally, if a parent/guardian is to be contacted, it may mean the camper needs to leave the camp/retreat. Contact information from the camper's consent form is to be used to contact parent/guardian. A note in the Medical Log is to be made any time a parent/guardian is contacted.

In addition to contacting the parent/guardian, the SHBC camp/retreat coordinators should notify Spring Hills Baptist Church Safety & Security Director and Church Administrator so that they may assist the parent/guardian if necessary.

Mission Travel

1. All mission team members are required to sign a Risk Acknowledgement and Release form.
2. Each member must provide a list of emergency contacts.
3. SHBC will purchase travel insurance for mission trip participants.
4. Team members must assess their own physical readiness to ensure they can meet the demands of mission travel.
5. Team members must leave photocopies of all their important documents (passports, credit cards, driver's licenses, vaccination records, airline tickets, and traveler's checks) with someone they trust, in case they get lost or stolen.
6. Team members must have all the vaccinations required for the country to which they will be traveling.
7. Each team member should travel with a small first-aid kit.
8. It is recommended that travelers use an address other than a home address on their luggage tags.
9. Members are encouraged to carry valuables in concealed pockets or in a sturdy bag with the strap across their chest to avoid theft.
10. Members are encouraged to travel with healthy snacks like power bars in case transportation is delayed.
11. Team members age 18+ must submit to our volunteer application/background check process prior to travel.
12. Team members must submit copies of passport, emergency contact information and travel documents which will be kept secure in the SHBC office and will be available in the event of an emergency or a change in travel plans. Minors and adults must have a Release of Liability waiver on file. Minors MUST have signature of parent or guardian on the Release of Liability form.
13. Supervision of minors on mission trips will not deviate from the policies noted throughout this Safety Handbook.

MEDICATION

Administration of routine medication for camps and retreats

Purpose: To ensure safe and accurate administration of routine medications to all children in camp settings. The RN consultant or staff Registered Nurse will delegate and supervise the task of medication administration.

Medication Administration Policy

The following requirements must be met before administering medications

- Parent written authorization
- Medication in the original labeled container
- Proper care and storage of medication
- Documentation of medication administration

Nebulized medications and emergency injections (Epi-Pen) require written health care plan or instructions completed by the child's health care provider.

Parents are responsible for providing all medications and supplies to the camp director/RN. In most situations children should not transport medications to and from camp; this includes medications placed in a backpack. Special arrangements must be considered regarding the safe transport of medications for children attending camp programs. ***Program staff must count and record the quantity of controlled substances received from the parent, in the presence of the parent.***

Medications that have expired or are no longer being used should be returned to the parent or guardian. If the medicine has not been picked up within one week of the date of the request, then medication must be disposed of by a medication trained person or the RN.

Medication Administration Procedure

Care and Storage: Medications administered at camp should be stored in a secure, locked, clean container and under conditions as directed by the health care provider or pharmacist. Medications that require refrigeration should be stored in a leak proof container (locked box) in a designated area of the refrigerator separated from food OR in a separate and locked fridge used only for medication.

Once all requirements are met, the care provider will administer the medications utilizing the 5 Rights of Medication Administration:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

Documentation

Any medications routinely administered must be documented on the Medication Log by the person administering the medication.

Medication Incidents

A medication incident is any situation that involves any of the following:

- Forgetting to give a dose of medication
- Giving more than one dose of medication
- Giving the wrong dose of medication
- Giving the wrong medication
- Giving the wrong medication to the wrong child
- Giving the wrong medication by the wrong route
- Forgetting to document the medication

Medication incidents are documented on a medication incident report and reported to the RN, nurse consultant, child's parents, camp director, and health care provider (as appropriate). Medication incidents that involve medication given to the wrong child or an overdose of medication requires consult with Poison Control.

DO NOT INDUCE VOMITING UNLESS INSTRUCTED BY POISON CONTROL. POISON CONTROL NUMBER IS: 1-800-222-1222

Disposal of Medications

Medications that have not been picked up by the parent, once notified by program staff, must be disposed of as follows:

- Take unused, unneeded, or expired prescription drugs out of their original containers
- Mix the prescription drugs with an undesirable substance, like used coffee grounds, or kitty litter, and put them in impermeable, non-descript containers, such as empty cans or sealable bags, further ensuring that the drugs are not diverted or accidentally ingested by children or pets
- Wrap these containers so that the content cannot be easily seen
- Throw these containers in the trash
- It is the responsibility of the RN or designated staff person to dispose of medications with one witness present

Medication Administration Log

Student's name: _____

Medication: _____ Dosage: _____ Route: _____

Special Instructions: _____

Name of health care provider prescribing medication: _____ Phone: _____

Parent Name: _____ Parent cell: _____

THIS portion to be filled out by nursing staff:

_____ Discussed with parent Parent initials: _____ Staff Initials: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.							
P.M.							

Indicate time when medication was given and initial. If the students were not present for administration, then mark box with "NG". Document reason medication was not given in comments.

Dates and Comments:

Date			
Comments			

Medication Incident Report

This form is to be completed whenever any one of the “Rights” of medication administration is not in place.

Students Name: _____ Grade: _____ School: _____

Name of Medication/Dose: _____ Time: _____ Route: _____

Date and Time Incident Discovered: _____

Person Completing this form: _____

Please describe the incident below. Always inform the nurse of this situation. If the student was injured during this incident, further documentation and reporting will be required.

	Describe the Situation	Describe Action Taken
Right Student:		
Right Medication:		
Right Dose:		
Right Route:		
Right Time:		
Right written orders signed and dated by parent & doctor		
		_____ Parent notified date: _____ _____ 911 called _____ Poison control

Nurses Comments/Corrective action taken:

Signature of School Nurse: _____ Date: _____

PASTORAL CARE GUIDELINES

Spring Hills Baptist Church offers many different opportunities to promote spiritual growth and emotional healing. Some of those programs include Celebrate Recovery, Share Groups, Hospital Visitations, Prison Visitations, and Men's and Women's Bible Study groups.

Personal Pastoral Care is also available on a limited basis and encompasses individual youth and adults, marriage and family issues, healthy boundaries, abuse and addiction.

Those who represent Spring Hills Baptist Church in the role of pastoral care provider, mentor, ministry leader or adviser are in agreement with the Articles of Faith detailed in the Spring Hills Baptist Church Constitution (Article XI).

Pastoral Care Requirements

1. All off-site Pastoral Care sessions should take place in a public setting, such as a restaurant, coffee shop or other setting where conduct is easily observed by others. If possible, another adult is to have knowledge of staff members' whereabouts and with whom they are meeting.
2. The SHBC Pastoral Care setting will provide a secure environment with an uncovered window in the door providing a clear vision of the session.
3. When providing Pastoral Care to a member of the opposite sex, Pastors will offer for the counselee to bring a friend along during the session.
4. Pastors and staff will ensure that confidentiality will be maintained in accordance with Ohio Law, as it pertains to members of the clergy.
5. Children and youth receiving individual counseling should be told they are free to discuss any aspects of the counseling process with a parent or other adult, especially if they are uncomfortable about anything that occurs in counseling.
6. All incidents of suspected abuse and neglect revealed during the session will be reported in accordance with Ohio law as it pertains to clergy.

TRANSPORTATION – USE OF SHBC VEHICLE AND PERSONAL VEHICLE

Drivers of Church and Affiliate Owned and Leased Vehicles

1. The person assigned a church or affiliate vehicle will determine who may drive the church or affiliate owned and/or leased vehicle based on factors established by the church in this policy.
2. Anyone who will be driving a church/school vehicle and transporting individuals to activities must possess a valid driver's license and be at least 21 years old.
3. All individuals transporting children for any ministry are required to complete and submit the request for motor vehicle records check to the Safety & Security Director no later than one week prior to the departure of scheduled trip.
4. A Commercial Driver's License (CDL) is required for drivers of school buses and other vehicles that are designed to transport more than 15 persons.
5. If you are the driver of a 15-passenger van, you are required to read and understand thoroughly the operating guidelines found on the last page of this policy. (15 passenger Van.... Caution!!!!)
6. Drivers convicted of certain vehicle operating violations within the previous five years are not authorized to drive church/affiliate owned vehicles. This list of violations may be amended retroactively:
 - driving while under the influence of alcohol or drugs
 - refusing a chemical test
 - fleeing or eluding police
 - highway racing
 - driving while license suspended or revoked
 - vehicular manslaughter
 - leaving the scene of an accident
 - passing a stopped school bus with its red lights flashing
 - more than two moving violations in the last three years with one at-fault accident
 - more than three moving violations in the last three years with no at-fault accidents
 - more than two at fault accidents in the last three years with no moving violations

Mobile, Cell Phone, and Electronic Devices

If a cell phone must be used while driving, the driver should either exit the road and park the vehicle or utilize a "hands free" type of unit. Extreme caution should be used when utilizing a hands-free phone to ensure that the driver does not become distracted. When text messaging, emailing, or using a PDA communication device, the driver must exit the road and park the car before doing so. **No exceptions.**

Vehicular Laws and Seat Belts

All drivers and passengers must wear seat belts. Buses without seat belts are the only exception to this coverage. Drivers of church or affiliate owned and/or leased vehicles are required to follow all applicable laws concerning operation of motor vehicles in the country or state in which the vehicle is being operated.

Personal Vehicle Use

There are situations where church members and employees may use their personal vehicles, or they may allow other church members to use their personal vehicles for church/school related business. In these situations, the vehicle owner's insurance will be primary for both liability and property damage. Also:

- If the church/school member does NOT carry physical damage insurance on his/her personal car, there will be no coverage for physical damage from the church's/school's insurance fund.
- The church will not be responsible for deductibles incurred from the church member's primary insurance policy.
- If a member's vehicle is borrowed for church/school purposes, the member's insurance on their borrowed vehicle will be primary and will still be first in line to respond to a loss, even if a church/school member who does not own the vehicle drives the vehicle.

On the occasion when a vehicle needs to be rented, the following must be understood:

- List Spring Hills Baptist Church as the renter of the vehicle. (Note: **15-passenger vans can no longer be rented for church use**) The church's insurance policy will NOT cover rental vehicles for either liability or physical damage unless it is rented in the name of the church. If the rental agency will not allow this, Spring Hills Baptist Church **MUST** be listed as the company name on the rental form.
- When renting a vehicle, **PURCHASE the insurance coverage offered by rental agencies in the United States or Canada.** Spring Hills will provide a certificate of insurance to the rental agency, if requested. Contact SHBC office @ 740-587-1200.
- Check the vehicle for damage before leaving the lot and after you return to the rental agency. If there is damage to the vehicle before leaving the lot, have the agent note the damage on the rental agreement.
- If a vehicle is damaged during the rental period, the renter or ministry leader must immediately notify the agency and then notify Spring Hills Baptist Church.

15-Passenger Vans.....CAUTION!!!!

(The U.S. federal government enacted a law that prohibits the usage of 15-passenger vans for all Head Start programs and school districts within the United States.) These vans are highly susceptible to rollover and passenger ejection, especially if the van is fully loaded.

For the local church that still owns a 15-passenger van, it is critically important that:

- The driver and all passengers in the van wear seat belts at all times.
- As a principle, seat people toward the front and luggage in the back.
- Avoid filling the van to passenger and weight limit capacities.
- Nothing is ever transported on top of the van.
- Luggage is packed in the very back of the van and kept lower than the top of the seat back to insure visibility. A safer option would be the utilization of mini-vans or other vans with capacity less than 15 passengers.
- A list of all participants **BY VEHICLE** is to be given to the Safety & Security Director or placed in Safety & Security Director's mailbox. Participants should travel throughout their experience in the same vehicle. However, if a vehicle change is necessary, the ministry leader or designee is to notify the Safety & Security Director or the Church Administrative Office of the change(s) prior to departure. (Text message or voicemail message is acceptable)

Written directions and information should be prepared in advance. Include a map and phone number to the destinations. Provide in the same packet any money needed for gas or tolls and any special instructions about the trip, such as planned stops to eat or use the restrooms.

Driving Hourly Limit. Individuals will be limited to six (6) consecutive hours driving and must have a minimum of three (3) hours rest prior to resuming driving responsibility.

Adult Support. Depending on the length of the trip, drivers may need other qualified adult drivers traveling with them. They can share driving time, handle directions, and deal with any distractions, including handling phone calls and text messages in the vehicle. Requiring leaders to drive home after tiring weekends with little sleep puts the passengers in the vehicle at risk. Extra drivers must also have insurance and be approved in advance in case any leader is unable to drive home because of illness or injury.

Trial Run. Make sure every driver has a practice run in the vehicle he or she will drive prior to the actual trip. Driving a van or pulling a trailer is different from driving a passenger car. Practice tight turns, parking, braking, and backing up. This will be conducted by the Safety & Security Director.

Emergency Plan. Prior to the trip, discuss with all drivers your plans for communication with other drivers or handling emergencies. If you are traveling in a caravan, what will your signal be if someone needs to stop immediately or at the next rest area? What should a driver do if he or she becomes separated from the caravan? How will you handle bad weather or driving conditions?

Follow the Example. The ministry leader will set the pace. The volunteer drivers need to see the one who makes the rules living by the same rules. Uniform observance of speed limits, seat-belt requirements, and other guidelines is a practical demonstration to the students and drivers of your commitment to safety.

CHILD ABUSE AND MANDATORY REPORTING GUIDELINES

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 workers may have the opportunity to become aware of abuse or neglect of the children under their care. In the event that an individual involved in the care of children at Spring Hills becomes aware of suspected abuse or neglect of a child under their care, this should be reported immediately to the Children’s Ministry Director or Youth Pastor for further action, including reporting to authorities as may be mandated by the laws of the state of Ohio.

In the event that an incident of abuse or neglect is alleged to have occurred at Spring Hills 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 worker or church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation. They will be instructed to remain away from the premises during the investigation. They will be further instructed to have no contact with the victim or with witnesses.
3. All allegations of abuse should be reported immediately to law enforcement, and Spring Hills will comply with the state’s requirements regarding mandatory reporting of abuse.
4. The insurance company will be notified, and the ministry leader will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the Church Business Administrator who will coordinate with the insurance company and legal team.
5. The organization will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel (through our insurance provider) will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of Spring Hills should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from the position working with children or youth.

HARASSMENT

Spring Hills Baptist Church will not tolerate any form of harassment, including sexual harassment or any offensive conduct that has the effect of substantially interfering with an employee's or volunteer's work performance or creating a pervasive, intimidating, hostile, or offensive work environment.

Spring Hills has instituted the following three-step procedure for reporting and investigating allegations of unlawful harassment, including sexual harassment:

1. **Reporting:** An employee or volunteer who believes that he or she has been the victim of harassment has a duty to report it immediately to his or her supervisor or ministry leader, or the Church Business Administrator. In all reported cases, this organization will take reasonable steps to protect the reporting individual from retaliatory, harassing, or abusive behavior in relation to such reporting.
2. **Investigation:** The Church Business Administrator will direct the complaint to the Human Resources Crisis Response Team. This team will take the lead in investigating the complaint and making recommendations for remedy. All employees and volunteers are expected to cooperate with an investigation of any type of harassment. Confidentiality will be maintained to the extent permitted under such circumstances.
3. **Corrective Action:** After the investigation has been completed, the Church Business Administrator and Senior Pastor will make a determination regarding the resolution of the case. If warranted, appropriate disciplinary action, up to and including dismissal, will be taken.

Guidelines

Sexual harassment is present whenever unwelcome sexual advances, (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature have occurred, and submission to such conduct is either an explicit or implicit term or condition of employment or ministry service; submission to or rejection of the conduct is used as a basis for making employment or ministry decisions; or the conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, verbal abuse or physical conduct of a derogatory or offensive nature, the display or communication of pornographic material, or job-related requests for sexual favors. Sexual harassment does not refer to occasional compliments or other conduct that is socially acceptable and does not have a discriminatory effect on the employment relationship.

STATE OF OHIO

Definitions of Child Abuse and Neglect

Physical Abuse

Citation: Rev. Stat. §§ 2151.031; 2919.22

'Abused child' includes any child who:

- Is endangered as defined § 2919.22
- Exhibits evidence of any physical or mental injury or death, inflicted by other than accidental means, that is inconsistent with the history given of it
- Suffers physical or mental injury that harms or threatens to harm the child's health or welfare because of the acts of his or her parent, guardian, or custodian
- Is subjected to out-of-home-care child abuse

'Endangering children' includes any of the following acts committed against a child under age 18 or a mentally or physically handicapped child under age 21:

- Abuse, torture, or cruel abuse
- Corporal punishment, other physical disciplinary measure, or physical restraint in a cruel manner or for a prolonged period that creates a substantial risk of serious physical harm to the child
- Repeated and unwarranted disciplinary measures that, if continued, create a substantial risk of serious impairment of the child's mental health or development
- Allowing the child to be on the same parcel of real property and within 100 feet of, or, in the case of more than one housing unit on the same parcel of real property, in the same housing unit and within 100 feet of, the illegal manufacture of drugs, cultivation of marijuana, or possession of chemicals for the illegal manufacture, when the person knows that the act is occurring, whether or not any person is prosecuted for or convicted of the violation

Neglect

Citation: Rev. Stat. § 2151.03(A)

'Neglected child' includes any child:

- Who lacks proper parental care because of the faults or habits of the child's parents, guardian, or custodian
- Whose parents, guardian, or custodian neglects the child or refuses to provide proper or necessary subsistence, education, medical or surgical care or treatment, or other care necessary for the child's health, morals, or well-being
- Whose parents, guardian, or custodian neglects the child or refuses to provide the special care made necessary by the child's mental condition
- Whose parents, legal guardian, or custodian have placed or attempted to place the child in violation of statutes regarding the placement and adoption of children
- Who, because of the omission of the child's parents, guardian, or custodian, suffers physical or mental injury that harms or threatens to harm the child's health or welfare
- Who is subjected to child neglect in out-of-home care

Sexual Abuse/Exploitation

Citation: Rev. Stat. §§ 2151.031; 2907.01; 2919.22

The term 'abused child' includes a child who is the victim of sexual activity when such activity would constitute an offense, except that the court need not find that any person has been convicted of the offense in order to find that the child is an abused child. Sexual activity means sexual conduct or sexual contact or both.

'Sexual conduct' means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body of any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

'Sexual contact' means any touching of an erogenous zone of another, including without limitation, the thigh, genitals, buttocks, pubic region, and if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

A person commits the crime of 'endangering children' when the person does any of the following to a child: Entice, coerce, permit, encourage, compel, hire, employ, use, or allow the child to act, model, or in any other way participate in, or be photographed for, the production, presentation, dissemination, or advertisement of any material or performance that the offender knows or reasonably should know is obscene, sexually oriented, or nudity-oriented matter.

Emotional Abuse

Citation: Rev. Stat. § 2151.011

'Mental injury' means any behavioral, cognitive, emotional, or mental disorder in a child caused by an act or omission that is described in § 2919.22 and is committed by a parent or other person who is responsible for the child's care.

Abandonment

Citation: Rev. Stat. §§ 2151.03(A); 2151.011

The term 'neglected child' includes a child who is abandoned by his or her parents, guardian, or custodian.

A child shall be presumed abandoned when his or her parents have failed to visit or maintain contact with him or her for more than 90 days, regardless of whether the parents resume contact with the child after that period of 90 days.

Standards for Reporting

Citation: Rev. Stat. § 2151.421

A report is required when a mandatory reporter acting in an official or professional capacity knows, or has reasonable cause to suspect based on facts that would cause a reasonable person in a similar position to suspect, that a child younger than age 18 or a mentally retarded, developmentally disabled, or physically impaired child younger than age 21 has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child.

Persons Responsible for the Child

Citation: Rev. Stat. §§ 2151.03(A); 2151.011

Responsible persons include:

- The child's parents, guardian, or custodian
- Other persons responsible for the child's care

Exceptions

Citation: Rev. Stat. §§ 2151.03(B); 2151.031; 2919.22

Nothing in this chapter shall be construed as subjecting a parent to criminal liability when, solely in the practice of religious beliefs, the parent fails to provide adequate medical or surgical care or treatment for the child. This section:

- Does not abrogate or limit any person's responsibility to report child abuse or neglect that is known or reasonably suspected or believed to have occurred, and to report children who are known to face or are reasonably suspected or believed to be facing a threat of suffering abuse or neglect
- Does not preclude any exercise of the authority of the State, any political subdivision, or any court to ensure that medical or surgical care or treatment is provided to a child when the child's health requires it

A child exhibiting evidence of corporal punishment or other physical disciplinary measure by a parent is not an abused child if the measure is not prohibited under § 2919.22 [that prohibits cruel or excessive means of discipline].

Mandatory Reporters of Child Abuse and Neglect

Professionals Required to Report

Citation: Rev. Code § 2151.421

Mandatory reporters include:

- Attorneys
- Physicians, interns, residents, dentists, podiatrists, nurses, or other health-care professionals
- Licensed psychologists, school psychologists, or marriage and family therapists
- Speech pathologists or audiologists
- Coroners
- Administrators or employees of child daycare centers, residential camps, child day camps, certified child care agencies, other public or private children services, or private, nonprofit therapeutic wilderness camps agencies
- Teachers, school employees, or school authorities
- Persons engaged in social work or the practice of professional counseling
- Agents of county humane societies
- Persons, other than clerics, rendering spiritual treatment through prayer in accordance with the tenets of a well-recognized religion
- Professional employees of a county Department of Job and Family Services who works with children and families
- Superintendents or regional administrators employed by the Department of Youth Services
- Superintendents, board members, or employees of county boards of developmental disabilities; investigative agents contracted with by a county board of developmental disabilities; employees of the Department of Developmental Disabilities; employees of a facility or home that provides respite care; employees of a home health agency; employees of an entity that provides homemaker services
- Persons performing the duties of an assessor or third party employed by a public children's services agency to assist in providing child- or family-related services
- Court-appointed special advocates or guardians ad litem

VOLUNTEER COVENANT STATEMENT

I have received and read the Spring Hills Baptist Church's Safety Policy and Procedures Handbook. I understand the importance of the matters set forth within the handbook. I agree to follow and abide by these guidelines during my service at Spring Hills Baptist Church.

Further, I understand that the handbook may be modified at any time, and that guidelines may be amended, revised, or eliminated.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the handbook. I understand that it is my responsibility to review new guidelines that are created and distributed, as well as participate in requested training opportunities.

I hereby acknowledge receipt of Spring Hills Baptist Church's policies and procedures handbook.

Name of Volunteer (Printed)

Signature of Volunteer

Date