

May Memorial Baptist Church *In Safe Hands*

Definitions

- Children: Individuals from birth through 5th grade
- Youth: Individuals attending 6th – 12th grade
- Adults: Individuals who are 18 years of age or older

General Procedures

1. May Memorial's "In Safe Hands" policy was approved by the congregation on June 12, 2013 and amended on October 12, 2016. This amended policy, when approved by the congregation, will be available to all church members.
 - a. Staff and Volunteers in our Youth and Children's Programs shall receive a copy of the policy before they begin serving in their designated capacities. Policy must be signed by both staff and volunteers with copy of signed policy placed in Church files.
 - b. Parents, legal parent, or guardians shall receive a copy of the policy when they begin attending May Memorial on a regular basis and upon request.
 - c. After initial approval by the congregation, the policy shall be reviewed annually by the Ministerial Staff and volunteers who work with youth and children. If there are any recommendations for changes, they shall be reported to the Board of Directors who will bring recommended changes to the congregation at a quarterly business meeting.
2. All staff members and volunteers shall know the location of emergency first-aid kits and have telephone access for emergency medical assistance.
 - a. First Aid kits are available on each floor.
 - i. On the basement level, there is one next to the rest rooms in the new section and in the hallway connecting the new and old section. There is also one in the kitchen.
 - ii. On the sanctuary level, there is one directly behind the sanctuary next to the water fountain as well as one in the new section next to the rest rooms.
 - iii. On the second floor, the first aid kit is mounted on the right side wall behind the double fire door.
 - b. A First Aid kit is available in the Youth House.
 - c. An Automated External Defibrillator (AED) is located next to the water fountain in the hallway behind the sanctuary. This is a portable electronic device that automatically diagnoses cardiac arrhythmias and is able to treat them through defibrillation. With simple audio and visual commands, an AED is simple to use for the average adult. May Memorial Baptist Church Safety and Security Team shall have classes at least once a year for training with the AED equipment.
3. No fewer than two leaders shall be present at all children and youth events off campus. At least one leader present shall be an adult who is 21 or older. All staff or volunteers 18 years or older shall have a valid background check on file with the Vice President of the Board of Directors.
 - a. All leaders shall avoid being alone with a youth or child.
 - b. For overnight co-ed events, at least two adults, one of each gender, shall be present.
 - c. For overnight events that are not co-ed, at least two adults shall be present who are of the same gender of the participating youth or children.

4. Although it is recommended that two leaders be present for activities and events on campus, in the event that this is not feasible, doors shall remain open with a clear line of vision being available at all times.
 - a. All leaders are strongly encouraged to avoid being alone with a youth or child.
 - b. For overnight co-ed events, at least two adults, one of each gender, shall be present.
 - c. For overnight events that are not co-ed, at least two adults shall be present who are of the same gender of the participating youth or children.
5. Volunteers who serve as teachers, leaders or chaperones of children and youth shall be at least 18 years old and must be three years older than the oldest person they are teaching, leading or chaperoning.
6. Volunteers who serve in the Nursery or Extended Session may have Youth help them.
7. Volunteers and staff who work with children and youth shall be required to submit to a background check pursuant to procedures set forth in Appendix A.
8. Volunteers helping with youth and children shall not be eligible until such time as they have been attendees or members for six (6) months.
9. The minimum ratio of adults to youth or children shall be 1:10.
10. May Memorial is responsible for each youth and child from the beginning of an event to the end of the event in the location that the event occurs.
 - a. Children and youth may not leave prior to the ending of an event without prior notice from a parent, legal parent or guardian
 - b. Children shall only be released to persons other than the parents, the legal parent or guardian if prior consent has been given, in writing, by a parent, legal parent or guardian to the staff member or volunteer in charge.
 - c. Youth may not leave with other youth unless prior written permission has been given by both parents, the legal parent or guardian.
 - d. Staff members or volunteer leaders of May Memorial shall not ask youth to drive other youth to or from any event.
11. Permissions forms shall be required for each off-campus event involving youth and children in which parents or guardians are not attending
12. Hall windows shall not be covered when rooms are in use by youth and children.
13. May Memorial's Board of Directors shall maintain liability insurance coverage of at least \$500,000 per event/\$1,500,000 aggregate for activities both on and off church property.

Additional Procedures Specifically for Children

1. Children Birth through Kindergarten shall only be released to their parents, a legal parent or guardian. Children in 1st – 5th grade may be released to an older sibling if prior written notice has been given to a church staff member.
2. Children not participating in a class or event are the responsibility of their parents and must be attended to by their parents. Children MUST be supervised at all times while on church property.
3. Parents or other adults who bring children to May Memorial on Sunday mornings or Wednesday nights are encouraged to remain on the property while their children are participating in May Memorial's ministries. Persons who leave the property while the children for whom they are responsible are participating in classes or events shall inform the leader of their location and provide emergency contact information

Other Information

The procedure for reporting and acting on a reported incident is set forth in Appendix B.

Signature of Individual Receiving Policy: _____

Printed Name: _____

Date: _____

The following pages outline the processes once an incident is reported as a part of May Memorial Baptist Church (The Church) "In Safe Hands" policy as facts are gathered and reported to the appropriate agency for resolution. The following processes will provide guidance for any reported incident that involves an employee or volunteer who is a part of any sponsored activity that the Church provides for Youth and Children both "on" and "off" the premises of the Church grounds.

Board of Directors
May Memorial Baptist Church

APPENDIX A

BACKGROUND CHECK PROCEDURES

Volunteers and staff who work with youth and children shall be required to submit to a background check. Procedures for doing background checks:

1. Persons needing background checks must submit to the MMBC Minister of Youth and Children (or designated individual) a signed authorization form obtained from the church office with the following information:
 - Name
 - Date of Birth
 - Social Security Number
 - Address

MMBC shall pay for the background checks through the Church budget.

2. The Minister of Youth and Children (or designated individual) shall follow the specific instructions for securing a National background check. This is done online using a secure site and code provided to the Minister of Youth and Children (or designated individual). The completed National background check shall be sent to the Minister of Youth and Children (or designated individual). The Minister of Youth and Children shall provide a copy of the National background check to the Vice President of the Board of Directors with both parties reviewing the report for purpose of confirming agreement with the report's content.

Once the report is received and reviewed as outlined in the above paragraph, the Vice President of the Board of Directors shall file and maintain the report in a secure location within May Memorial Baptist Church.

- If the report contains a criminal record, the individual is ineligible to work with youth and children. Otherwise, the individual has been cleared and is eligible to work with youth and children.
- The results of "eligible or ineligible" are reported to the person requesting the background check (which would include the church staff member overseeing the volunteers). The individual receiving an ineligible determination may appeal the decision to the May Memorial Baptist Church Board of Directors.
- The invoice for the report shall be signed by the Minister of Youth and Children (or designated individual), dated, with a note stating "approved for payment" and submitted to the Church Financial Secretary for payment.
- The Background Check database shall be updated as reports come in and kept by the Vice President of the Board of Directors.

3. All persons who work with children and youth, after passing the National Background check, must exhibit Christian behavior in all their private and public lives and have a reputation that is above reproach. If the Pastor and/or Minister of Youth and Children believe an individual does not exhibit this behavior, then they shall report their concerns to the May Memorial Baptist Church Board of Directors who will consider the concerns and make the final decision on an individual's qualifications to work with Youth and Children.
4. Background checks shall be renewed every 3 years.
5. The Board of Directors shall appoint a "designated individual" during a period of vacancy of Minister of Youth and Children.

APPENDIX B

Procedures in the Event of a Reported Incident Involving Youth & Children

1. If any person is aware of an incident which could negatively affect the youth or children of May Memorial Baptist Church, it should be immediately reported to the Minister of Youth and Children (or designated individual).
 - a. The Minister of Youth and Children (or designated individual) shall immediately notify the Pastor and President of the Board of Directors that an incident has occurred. The President shall notify other members of the Board of Directors immediately.
 - b. The Board of Directors shall convene to review and obtain facts of the reported incident and take appropriate action.
 - If a staff member is involved, the Personnel Committee chairperson shall be notified. The staff member shall be relieved of duties until the reported activity has been resolved. The Chairperson of the Board of Deacons shall be notified that such action is taking place.
 - If a volunteer is involved, that person shall not work with the children or youth until the reported activity has been resolved.
 - Once the facts have been gathered, the Board of Directors shall prepare a report and submit it to the State or Local agencies as specified by State Law, including but not limited to the agencies listed below. The Board shall request a review meeting with the agencies receiving the report.
 - Youth & Children – Child Protective Services
 - Other – Virginia State Police, local law enforcement or other appropriate agencies.
 - Reports submitted by the State or Local agencies shall be received by the Vice President of the Board of Directors who shall maintain the reports in a secure location within the Church. The church body shall be informed by the President of the Board of Directors if submitted report requires the dismissal of a staff member or volunteer, according to guidelines already in place. At all times confidentiality of both the victim and the person accused shall be maintained.
2. The President of the Board of Directors shall address all media inquiries, if any.
3. In the event that the incident reported to the Minister of Youth and Children involves the Pastor, the Minister of Youth and Children shall notify the President of the Board of Directors and steps delineated in "1.b." shall be followed but shall include the immediate notification of the Chairman of the Board of Deacons who shall convene the Board of Deacons. If an incident is reported to the Pastor that involves the Minister of Youth and Children, the Pastor shall notify the Board of Directors and steps delineated in "1.b." shall be followed.
4. The Board of Directors shall appoint a "designated individual" during period of vacancy for Minister of Youth and Children.

Approved January 8, 2020