



Pelham Road
BAPTIST CHURCH

**PELHAM ROAD BAPTIST CHURCH
SAFE SANCTUARY
CHILD PROTECTION POLICY**

Implementation of this policy will be conducted
by the church administrator
in consultation with associated ministerial staff
and volunteer missionaries.

Review of this policy and its implementation will be conducted
by the board of deacons on an annual basis.

Presented to the Congregation on August 21, 2019
To Be Fully Implemented by January 1, 2020
Revised by Board of Deacons on September 26, 2021

INTRODUCTION

Then [Jesus] took a little child and put it among them; and taking it in his arms, he said to them, "Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me...." "If any of you put a stumbling-block before one of these little ones who believe in me, it would be better for you if a great millstone were hung around your neck and you were thrown into the sea." - Mark 9:36-37, 42

Pelham Road Baptist Church (PRBC) is an open and welcoming place for all people. We desire for all to be able to experience God's presence through our ministries and community. Accordingly, we are committed to providing a safe space for child development, faith formation, community building, and worship which protects the emotional, mental, spiritual, and physical needs of ALL ages, thus providing a "Safe Sanctuary" for all.

Our church goal is to provide a sacred and secure environment for all our children. Effective policies and procedures, faithfully followed, can greatly reduce the risk of abuse and increase protection of volunteer missionaries, paid staff and ministerial staff in the church environment. PRBC seeks to minimize the risks to children through the implementation of the following plan:

- a screening process for all who will work with children;
- general and area-specific safety guidelines for all church-sponsored children events;
- a policy governing response and reporting for any incident, allegation, or disclosure of abuse;
- training requirements for all who work with children;
- adherence to this policy; and
- other general safety guidelines.

This policy applies to all church-sanctioned events or activities involving care or supervision of children. While the church supports and operates the Child Development Center (CDC), which is regulated and certified by the Department of Social Services, the events and activities of the church are independent and do not fall under the same regulations.

DEFINITIONS

- "Child" or "children" is defined as any individual or group of individuals under the age of 18 years.
- "Adult" is defined as any individual at least 18 years of age.
- "Worker" is defined as any adult who serves as a volunteer missionary, paid staff or ministerial staff in a role that includes the responsibility of working with or caring for minors at least five years younger than him/her-self.

DEFINITION OF ABUSE OF CHILDREN

This policy seeks to limit the opportunity for an abuser to victimize children through the ministry of PRBC.

❖ **Physical abuse** of a child is non-accidental injury inflicted on a child by a parent, caregiver, or other person having responsibility for the child. Physical discipline is not considered abuse as long as it is reasonable, causes no bodily injury to the child, and is associated with specific and timely correction. Physical abuse:

- may include various physical injuries ranging from:
 - bruises;
 - fractures;
 - burns;
 - scrapes or cuts; or
 - death;
- as a result of:
 - punching;
 - beating (with hands, stick, strap, or other object);
 - kicking;
 - biting;
 - shaking;
 - throwing;
 - stabbing;
 - choking; or
 - burning.

❖ **Neglect** is abuse that is the failure of a parent, caregiver, or other person having responsibility for the child to provide for a child's basic needs. Neglect may be:

- physical, such as failure to provide
 - adequate food;
 - necessary shelter;
 - appropriate supervision;
- medical, such as failure to provide
 - appropriate and timely medical treatment,
 - necessary medication;
 - mental health treatment;
- educational, such as failure to provide
 - age appropriate education or schooling;
 - assurance of school attendance;
 - necessary special education support; or
- emotional, such as failure to provide
 - attention to a child's emotional needs;
 - psychological care;
 - supervision preventing alcohol or illegal drug use.¹

¹ Physical abuse and neglect definitions adapted from "What is Child Abuse and Neglect? Recognizing the Signs and Symptoms" from Child Welfare Information Gateway at <https://www.childwelfare.gov/pubPDFs/whatiscan.pdf#page=3&view=What%20Are%20the%20Major%20Types%20of%20Child%20Abuse%20and%20Neglect?> accessed 6/1/2019.

- ❖ **Sexual abuse** of a child is any sexual activity with a child. The abuser may be an adult, an adolescent, or a child, provided the abuser is four years older than the victim. Additionally, child sexual abuse:
 - may involve physical violence or emotional coercion as a means of exploiting the child's vulnerability and powerlessness;
 - could include touching a child or causing them to touch an abuser, and may include the following behaviors:
 - inappropriate kissing;
 - fondling;
 - oral, genital, and/or anal penetration;
 - intercourse;
 - prostitution or trafficking
 - may include the following non-touching, non-violent abuse:
 - harassing comments;
 - exposure to, or participating in, pornographic material;
 - obscene phone, text, or other communication;
 - exhibitionism (exposing oneself);
 - allowing children to witness sexual activity.

GUIDELINES FOR REPORTING ABUSE

Any person having reason to believe that a child has been abused, regardless where the incident occurred, should follow these guidelines for reporting suspected and/or observed abuse. A “reason to believe” does not rise to the level of proof or certainty regarding abuse but suggests there is evidence that a reasonable person could conclude abuse occurred. Observation of physical signs of abuse, a trustworthy person suspecting abuse, or the disclosure of a child regarding abuse all satisfy “a reason to believe” for reporting abuse.

Guidelines for Reporting Abuse - Ministerial Leaders

South Carolina law considers clergy acting in the regular course of their work mandatory reporters for incidents of child abuse. The state enacts penalties for clergy who fail to report.²

Clergy are “mandatory reporters” of abuse; when abuse is suspected, clergy are responsible for the following measures:

- They must NOT question the child or ask for more details.
- They shall act to ensure the child's immediate safety and, if necessary, call 911.
- They shall record the child's exact words or actions that gave reason to believe abuse occurred.
- They shall call Greenville County DSS (864-467-7750) and follow their instructions.
- They shall submit a written summary report within 24 hours (Appendix 5).
- The Lead Pastor or designee will contact legal counsel, insurance agencies, and serve as spokesperson for the church.

Guidelines for Reporting Abuse: Paid Staff & Volunteer Missionaries

Although not mandatory reporters by law, all workers of PRBC agree to the highest standards of safety. In the event a child discloses abuse or abuse is suspected, regardless of where the incident occurred, workers should proceed in the following manner:

- They must NOT question the child or ask for more details.
- They shall act to ensure the child's immediate safety and, if necessary, call 911.

² S.C. Code Section 63-7-310 (A).

- They shall record the child's exact words or actions that gave reason to believe abuse occurred.
- If abuse or neglect is observed directly, as soon as possible the worker should call Greenville County DSS (864-467-7750) to explain the situation and follow their instructions.
 - The worker should inform the staff person in charge that a report was made and the nature of the report.
 - The worker will proceed as recommended by DSS consultation.
- If a worker has suspicions or concerns of abuse or neglect (that was not directly witnessed), he or she should inform the staff member in charge as soon as possible, within 24 hours.
 - If it is determined necessary, the staff member should call Greenville County DSS (864-467-7750) to explain the situation and follow their instructions.
 - The worker should submit a written summary report within 24 hours (Appendix 5).

Protecting the child from abuse is the priority when making a report. Workers should follow the instructions received from law enforcement and/or Social Services and MAINTAIN STRICT CONFIDENTIALITY following the report of abuse. They should allow law enforcement and/or Social Services to contact parents or others involved in the disclosure and/or investigation. THEY MUST NOT CONTACT PARENTS OR OTHERS INVOLVED IN THE INCIDENT unless deemed appropriate by DSS and/or staff person in charge.

Local law enforcement and/or the Department of Social Services will investigate the allegation of abuse and make recommendations for further action in accordance with their authority. The volunteer missionaries, paid staff, and ministerial staff of PRBC shall cooperate with the investigation by local authorities.

The lead pastor shall, as soon as practical, consult with the following:

- Appropriate legal counsel, for help in determining a complete and legal course of action in regard to the suspected abuse;
- The church's insurance company, to notify it that a report has been filed and what actions have been taken.

The pastor shall act as, or designate, the official spokesperson for the church. Additionally, the lead pastor shall perform or delegate all other actions necessary to bring the matter to a satisfactory conclusion, including but not limited to:

- The provision of spiritual care and emotional support for those involved in the incident and their families;
- The evaluation of policies and procedures to ascertain if deficiencies in policy abetted any abuse that occurred at church or during a church event.

Abuse Reported Against a PRBC volunteer missionary, paid staff or ministerial staff worker

Any allegation of abuse by a volunteer missionary, paid staff or ministerial staff worker shall be taken seriously and reported as outlined in this policy (see ***Reporting Abuse*** above). Additionally, the worker will be removed from his/her position, with pay if applicable, pending the completion of the investigation. Any person who admits or is found guilty of abuse will be terminated from employment by PRBC and/or dismissed from their duties with children.

APPLICATION AND SCREENING PROCESS

Any person serving the children of PRBC in a setting of instruction, control, or supervision is required to complete the application to serve with children (Appendix 1), background screening and awareness training. The administrator or their designee in each ministry area will be responsible for ensuring that all workers have completed applications, screening and training. The church will maintain a file containing the records of application, screening and training for each worker in a secure location (Appendix 3).

Information collected for application, screening and training will be considered confidential and used only for the purposes stated in the policy.

Eligibility to apply to serve children is limited to persons over eighteen (18) years of age who have been active in the ministry of PRBC for a minimum of six (6) months. Persons under eighteen (18) years of age and/or new members may serve with adult supervision and should not be considered a second adult under the “two-adult rule” (see below). Persons eighteen (18) to twenty-one (21) years old may only serve as leaders for age groups more than 5 years younger than themselves.

All ministerial and paid staff are subject to the same screening requirements and training as volunteer missionaries. The church Personnel Committee shall review and maintain records of screenings for church staff on the same schedule as volunteer missionaries (Appendix 4).

The Application

Any person serving children of PRBC must submit the application (Appendix 1) supplied by the administrator or responsible staff person. Upon completion of the application, the administrator or their designee will distribute all relevant materials from the application and screening process to the applicant. A request for references will be given if determined applicable.

The application will include at least the following information:

- full legal name(s);
- current and former address(es);
- place of birth;
- phone number;
- email address;
- date of birth;
- current employer;
- any additional information required for criminal and/or sex offender background check with appropriate release forms; and
- a covenant of conduct (Appendix 2) in accordance with PRBC policy.

The Screening

Upon completion of the application, the administrator or their designee will:

- submit background screening information to the appropriate company for the following checks:
 - social security number match;
 - national and/or state sex offender registry;
 - federal and/or state criminal history;
- review completed background screenings and determine if applicant is approved for service, denied for service, or more information is required; and
- inform the applicant of their status for working with children.

Screenings for all approved workers with children will be evaluated on a regular basis. Administrator or designee will submit searches of the South Carolina Department of Social Services Central Registry and sex offender registries for each worker on an annual basis. Workers will be screened with federal and/or state criminal history searches at least every three years.

Disqualifiers

PRBC reserves the right to disqualify a worker's application for any reason. However, whether disclosed voluntarily or as a result of the screening process:

Any conviction for any of the following is ground for automatic disqualification or removal from role:

- criminal homicide
- aggravated assault
- crimes related to the possession, use or illegal sale of drugs or controlled substances within the previous 5 years
- sexual abuse
- sexual assault (rape)
- aggravated sexual assault
- injury to a child or vulnerable adult
- incest
- indecency with a child or vulnerable adult
- inducing sexual conduct or sexual performance of a child
- possession or promotion of child pornography
- the sale, distribution, or display of material harmful to a child
- abandonment or endangerment of a child or vulnerable adult
- kidnapping or unlawful restraint
- public lewdness or indecent exposure
- driving under the influence
- hazing (as defined in the South Carolina Code of Laws)

Any arrest or parole pending trial for any of the above is grounds for automatic suspension or removal from role until court makes legal determination.

SAFETY GUIDELINES FOR WORKING WITH CHILDREN

For the safety and care of children, the following guidelines are the policy of PRBC and should be observed by all workers. Ministries or organizations external to PRBC must provide proof of child protection polices before being granted use of the church campus facilities. The child protection policies of PRBC's Child Development Center (CDC) are maintained in compliance with the South Carolina Department of Social Services regulation for childcare center registration and/or license and supersede this policy for workers in the CDC. In the event that the CDC ceases to be registered and/or licensed by the Department of Social Services, compliance with this policy will be required.

All approved workers share responsibility for maintaining these guidelines, including the correction of others when in violation. Breach of these policies will result in disciplinary action up to and including termination of paid or ministerial staff and loss of leadership privileges for volunteer missionaries.

Ministerial staff and/or volunteer missionaries are responsible for maintaining safe, age-appropriate procedures for children as they move from one area to another. Procedures should include check-in/check-out protocols, drop off instructions, and guidelines for freedom of movement on the PRBC campus. All procedures should incorporate the safety guidelines of this policy.

The Two-Adult Rule

During PRBC events or service times, no child should be left unsupervised nor in the care of a singular adult, unless it is that child's parent, guardian, or parentally approved sibling. Two adults who have successfully completed the application, screening and training processes for working with children should

be present in each classroom and at every activity. This includes times before, between and after programs or events as well as movements between venues, classes, and buildings.

Exceptions to the two-adult rule:

Despite vigorous recruiting for teaching staff and due to routine illness, some Bible Study classes may not always have two trained adults in the room. If Bible Study classes of children over 5 yrs of age cannot be staffed by two trained adults, one trained adult shall be in the classroom, and one adult will be available in the hallway to assist as needed. To minimize risk and elevate accountability of leadership classroom and/or bathroom doors should remain open and/or windows uncovered, other adults on the hall should be notified, and the adult designated as “floater” shall remain in the hallway near the classrooms through the span of the event. (adopted by Board of Deacons September 26, 2021)

Brief interruptions in the application of the “two-adult rule” may be experienced in the normal course of children events (eg. bathroom assistance, supply retrieval, etc.). To minimize risk and elevate accountability of leadership during these brief interruptions, classroom and/or bathroom doors should remain open and/or windows uncovered, other adults on the hall should be notified, and other workers enlisted for assistance.

Whenever possible, the “two-adult rule” should be applied in a manner that separates spouses or other family members. When spouses or family members serve together care should be taken by the church to minimize the risk to PRBC children by:

- having additional qualified workers serving in the vicinity; and
- maintaining open doors and/or uncovered windows.

In the event that either of the two adults present needs to separate from the other, care should be taken to minimize the risk to PRBC children by ensuring a minimum of two children are present at all times. An individual adult and an individual child should never be alone together.

Off Campus and Overnight Activities

When children events occur away from the PRBC campus, extreme care should be taken to protect participants from abuse. Activities and accommodations should be arranged to maximize the accountability of adults, minimize adult ability to isolate children, and to make all facets of the event observable and interruptible.

All children participating in out-of-town or over-night outings must have written consent (Appendix 7) and a completed medical release form (Appendix 8).

Workers driving children during a sanctioned PRBC event must possess the applicable and current South Carolina State DMV License(s) and have completed a Department of Motor Vehicles Report in the screening process. The designated worker should keep in their possession a copy of driver’s license and insurance information for each driver.

The “two-adult rule” should be considered in force when transporting children for any off campus events, including in any vehicle. In the instance that a single adult drives a vehicle with children care should be taken to minimize the risk to PRBC children by:

- ensuring a minimum of two children are present at all times
- notifying parents of single adult transportation arrangements
- vehicles with workers traveling together

Off campus activities that do not require an overnight stay require the same application of the “two-adult rule” as events at PRBC.

Off campus activities that include overnight accommodations must include a minimum requirement of one adult of each sex, with the preferred recommendation being two adults of each sex for shared supervision. Rooming assignments should observe the following protocols:

- no adults should bed with children in a dormitory and/or hotel setting;
- children of same sex and similar ages should room together in a dormitory and/or hotel setting;
- the “two-adult rule” applies for room and/or bed checks and all other activities;
- privacy for showering and/or bathroom use should be maintained;
- the “two-adult rule” applies for lodging in a bunkhouse setting; and
- privacy and modesty should be maintained in a bunkhouse setting.

Pastoral Care of Children

Unless licensed by the State of South Carolina as professional counselors, ministerial staff of PRBC should not engage in therapeutic or pastoral counseling. Ministerial staff should engage in pastoral care of the congregation related to spiritual matters and personal crises to the extent of their training and expertise. Ministerial staff must refer congregants to licensed counselors for matters requiring extended counseling or psychological evaluation. For ministerial staff meeting with children for spiritual care requiring confidentiality, the following protocols should be in place:

- either a parent, ministerial staff or paid staff will be informed prior to one-on-one meetings with child;
- meetings held on the PRBC campus:
 - will occur during regular office hours or service and/or event times; or
 - if scheduled outside of regular office hours, service times, or event times, with the presence of parent, volunteer missionary, paid staff or ministerial staff in the vicinity; and
 - will occur with doors open and/or windows uncovered;
- meetings held off the PRBC campus should be in public settings (*eg.* coffee shop, restaurant, etc.) and with the prior knowledge of parent, paid staff or ministerial staff.

TRAINING THOSE WHO WORK WITH CHILDREN

Each person approved as a worker with children must undergo training regarding the recognition, prevention, and reporting of child abuse.

The online training through Protect My Ministry includes:

- the physical and emotional signs of physical abuse, sexual abuse, and neglect;
- the identification of the grooming and predatory behaviors of abusers;
- guidelines for appropriate and inappropriate behaviors with children; and
- methods for evaluating the risks of abuse and mitigating factors

During the application, screening and training process, each worker will review all policies and reporting procedures and sign documentation with their consent to abide by this policy.

Training (and consent to policy and reporting agreements) for all approved workers will be repeated at least every three years.

GENERAL SAFETY GUIDELINES FOR CHILDREN

For the safety and protection of children, PRBC adopts the following general safety guidelines for areas designated for use by minors.

Fire Safety

The church shall maintain working and accessible fire extinguishers in each area regularly occupied by children. Each room in a child designated area should have prominently placed notices of evacuation routes in the event of a fire.

Social Media Safety

PRBC will refrain from posting to social media images containing children whose parent or guardian have given verbal or written request not to distribute. Workers should be provided with this list of children and refrain from sharing photos of them.

APPENDIX 1



Pelham Road
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APPLICATION TO SERVE WITH CHILDREN

Please attach a copy of your valid driver's license or other form of picture identification (passport, military I.D., South Carolina I.D. card).

Date: _____

Full Legal Name: _____
First Middle Last

Preferred Name: _____

Previous Names and/or Aliases: _____

Date of Birth: _____ Place of Birth: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Prior Addresses (past 10 Years) _____

Phone: (H) _____ (W) _____ (Cell) _____

E-mail: _____

Emergency Contact: _____ Phone: _____

Present Employer: _____

May we call you at work? YES NO

Have you ever been convicted of a crime or disciplined for any kind of criminal misconduct?

YES NO If YES, please explain: _____

Signature: _____ Date: _____

APPENDIX 2



COVENANT OF CONDUCT

PRBC is committed to providing a safe and secure environment for all children, volunteer missionary, paid staff and ministerial staff who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving the church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. All workers will be screened to assure their suitability for work with children.
2. All workers shall read and understand the Child Protection Policy that governs any person who works with children, committing to the following
 - a. Observing the "Two Adult Rule";
 - b. Attending training and educational events provided by the church both to learn effective ways to work with children and to become informed of the church policies and state laws regarding child abuse;
 - c. Immediately reporting any behavior that seems abusive or inappropriate as outlined in the *Child Protection Policy*; and
 - d. Completing and updating an application and screening every three (3) years.
3. While acting in the capacity as volunteer missionaries, paid staff or ministerial staff serving with children of PRBC, the following rules apply:
 - a. Smoking or using tobacco products in the direct presence of children is prohibited.
 - b. Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs while leading or participating in a function for children of PRBC will not be tolerated.
 - c. Workers responsible for children shall refrain from and report signs of the following:
 - i. Any direct observations or evidence of sexual activity in the presence of or in association with children;
 - ii. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards children;
 - iii. Sexual advances or sexual activity of any kind between a person and children;
 - iv. Infliction of physically abusive behavior or bodily injury to children;
 - v. Physical neglect of a child, including failure to provide adequate supervision in relation to the activities of PRBC;
 - vi. Mental or emotional injury to children; or
 - vii. The presence or possession of obscene or pornographic materials at any function of PRBC.
 - d. Workers will treat all people of all races, religions, and cultures with respect and consideration.
 - e. Workers shall not use or tolerate the use of profanity in the presence of children.
 - f. Workers should portray a positive role model for children by maintaining an attitude of respect, loyalty, patience, courtesy and maturity.

- g. Workers should act and react with Christian love and understanding in all situations.
- h. Workers will do everything in their power to avoid being in a situation where they are alone with children other than their own.
- i. I understand as a worker with children for PRBC I will be subject to a background check, including but not limited to a criminal history, and I do not object.
- j. I understand that any violation of this code may be grounds for removal as a worker with children.

Signature: _____ Date: _____

APPENDIX 3



PRBC SAFE SANCTUARIES RECORD LOG VOLUNTEER MISSIONARIES

Volunteer Missionary Name	Signed Agreement to Policy	Completed Volunteer Application	Signed Covenant of Conduct	Completed Background Screening	Completed Awareness Training	DMV Screen

Administrator Process for adding new volunteer and/or leader:

1. Add Name to Record Log
2. Receive Volunteer Missionary Application
 - a. Record date on record log
3. Receive Signed Covenant of Conduct
 - a. Record date on record log
4. Give packet of related and/or necessary information
 - a. Copy of Policy
 - b. Copy of signed agreement, application, code of conduct
 - c. Summary of policy
5. Distribute screening link
6. Verify Completion of Screening Online
 - a. Record date on record log
7. Verify completion of Awareness Training Online
 - a. Record date on record log
8. Approve and/or Deny applicant
 - a. Request any additional information
 - b. Notify only if denied
9. Every January
 - a. Conduct searches of the South Carolina Department of Social Services Central Registry and sex offender registries for each worker on an annual basis
10. Every January submit federal and/or state criminal history searches for any worker with three (3) years since their previous screening.

APPENDIX 4



Pelham Road
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PRBC SAFE SANCTUARIES RECORD LOG PAID STAFF AND MINISTERIAL STAFF *Maintained by Personnel Team*

Staff Name	Signed Agreement to Policy	Completed Volunteer Application	Signed Covenant of Conduct	Completed Background Screening	Completed Awareness Training	DMV Screen

APPENDIX 5



Pelham Road
BAPTIST CHURCH

REPORT OF SUSPECTED CHILD ABUSE

1. Name of worker observing or receiving disclosure of suspected abuse of a child:

2. Child's name: _____

Child's age and date of birth (DOB):

3. Date and Place of initial conversation with and/or report from child:

4. Child's statement (give detailed summary here):

5. Does child have signs of physical injury? Yes _____ No _____ If yes, explain in detail.

6. Who does child say caused the injury and/or injuries?

Relationship to abused child: volunteer missionary, paid staff, ministerial staff, family member, other: _____

7. Reports of additional witnesses: (include name and report):

8. Call to DSS anonymous line made by: _____

at Date and Time: _____ Spoke to:

Summary: _____

9. Report to Pastor: _____ Date and Time:

Summary: _____

10. Call to child's parent and/or guardian – only if appropriate or directed by authorities _____

Summary: _____

11. Other contacts – if necessary: _____

Date and time: _____ Summary: _____

Signature: _____ Date: _____

INFORMATION WRITTEN ON THIS REPORT IS CONFIDENTIAL, BEING DISSEMINATED ONLY AS REQUIRED BY LAW, INSURANCE POLICIES, OR OTHER MANDATES, AND SHALL NOT BE USED AGAINST THE REPORTING INDIVIDUAL FOR ANY CIVIL OR OTHER LIABILITIES.

APPENDIX 6



Pelham Road
BAPTIST CHURCH

PRBC SAFE SANCTUARIES CHILD PROTECTION POLICY SUMMARY

The PRBC Safe Sanctuaries Child Protection Policy contains:

- a screening process for all who will work with children;
- general and area-specific safety guidelines for all church-sponsored children events;
- a policy governing response and reporting for any incident, allegation, or disclosure of abuse;
- training requirements for all who work with children; and
- other general safety guidelines.

Definition of Abuse of Children

- *Physical abuse* of a child is non-accidental injury inflicted on a child by a parent, caregiver, or other person having responsibility for the child.
- *Neglect* is abuse that is the failure of a parent, caregiver, or other person having responsibility for the child to provide for a child's basic needs.
- *Sexual abuse* of a child is any sexual activity with a child. The abuser may be an adult, an adolescent, or a child.

Application and Screening Process

- Everyone serving children must have participated at PRBC for at least 6 months and must submit an application.
- Screening will include Social Security number match, national and/or state sex offender registry check, federal and/or state criminal history. Application and screening information will be maintained in confidentiality and security.
- Screenings will be repeated on a regular basis for all ministry workers.

Safety Guidelines for Working with Children

- Guidelines for safety approved for PRBC also apply to all organizations that use PRBC facilities
- “Two-Adult Rule” — no child shall be left in the care of a singular adult that is not their parent and/or guardian
- Interruptions in “Two-Adult Rule” should be mitigated by other adults present in the area
- “Two-Adult Rule” should be applied in a manner that separates spouses and/or family members when possible and with mitigation when impossible
- Off PRBC campus activities that do not include an overnight stay require the same application of the “Two-Adult Rule” as on campus activities
- Off campus activities that include overnight accommodations must include a minimum requirement of one adult of each sex, with the preferred recommendation being two adults of each sex for shared supervision and observe the following rooming guidelines:
 - no adults should bed with children in a dormitory and/or hotel setting;
 - children of same sex and similar ages should room together in a dormitory and/or hotel setting;
 - the “two-adult rule” applies for room and/or bed checks and all other activities;
 - privacy for showering and/or bathroom use should be maintained;

- the “two-adult rule” applies for lodging in a bunkhouse setting; and
- privacy and modesty should be maintained in a bunkhouse setting
- Confidential pastoral care of children must occur with notice to parent and/or guardian during regular office and/or service hours or in a public setting.

Guidelines for Reporting Abuse - Ministerial Leaders

South Carolina law considers clergy acting in the regular course of their work mandatory reporters for incidents of child abuse. The state enacts penalties for clergy who fail to report.³

Clergy are “mandatory reporters” of abuse; when abuse is suspected, clergy are responsible for the following measures:

- They must NOT question the child or ask for more details.
- They shall act to ensure the child’s immediate safety and, if necessary, call 911.
- They shall record the child’s exact words or actions that gave reason to believe abuse occurred.
- They shall call Greenville County DSS (864-467-7750) and follow their instructions.
- They shall submit a written summary report within 24 hours (Appendix 5).
- The Lead Pastor or designee will contact legal counsel, insurance agencies, and serve as spokesperson for the church.

Guidelines for Reporting Abuse: Paid Staff & Volunteer Missionaries

Although not mandatory reporters by law, all workers of PRBC agree to the highest standards of safety. In the event a child discloses abuse or abuse is suspected, regardless of where the incident occurred, workers should proceed in the following manner:

- They must NOT question the child or ask for more details.
- They shall act to ensure the child’s immediate safety and, if necessary, call 911.
- They shall record the child’s exact words or actions that gave reason to believe abuse occurred.
- If abuse or neglect is observed directly, as soon as possible the worker should call Greenville County DSS (864-467-7750) to explain the situation and follow their instructions.
 - The worker should inform the staff person in charge that a report was made and the nature of the report.
 - The worker will proceed as recommended by DSS consultation.
- If a worker has suspicions or concerns of abuse or neglect (that was not directly witnessed), he or she should inform the staff member in charge as soon as possible, within 24 hours.
 - If it is determined necessary, the staff member should call Greenville County DSS (864-467-7750) to explain the situation and follow their instructions.
 - The worker should submit a written summary report within 24 hours (Appendix 5).

Training Those Who Work with Children

- Each person approved as a worker with children must undergo training that includes:
 - the physical and emotional signs of physical abuse, sexual abuse, and neglect;
 - the identification of the grooming and predatory behaviors of abusers;
 - guidelines for appropriate and inappropriate behaviors with children;
 - methods for evaluating the risks of abuse and mitigating factors; and
- Each person approved as a worker with children must sign an agreement that they have read, understand and agree to abide by this policy, including all procedures for reporting abuse.

General Safety Guidelines for Children

- Fire escape routes should be posted.
- Pictures, video, or live-streamed images captured or posted to social media or printed in publications will not include children whose parent and/or guardian have given verbal or written request for exclusion to the administrator.

³ S.C. Code Section 63-7-310 (A).

APPENDIX 7



Pelham Road
BAPTIST CHURCH

PARENT & FAMILY OUT-OF-TOWN OR OVER-NIGHT CONSENT FORM

Church: Pelham Road Baptist Church

Address: 1108 Pelham Road, Greenville, SC 29615

Phone: 864-288-3283

Date(s) of Activity and/or Trip: _____

Destination: _____

Activity Description: _____

Means of Transportation: _____

I, _____ parent and/or guardian of _____, give my child permission to participate in all activities of **Pelham Road Baptist Church** on the above dates. I understand that I and/or my child will be participating in activities that are grounded in Christian education, character building, team building, and spiritual growth.

I understand that with any activity, there is risk involved. In consideration of this, I specifically release and forever discharge **Pelham Road Baptist Church** and its staff and volunteers from any and all liability or claims for any injury, illness, death or loss of or damage to property which I and/or my child may suffer while participating in the above activity.

In signing this document, I fully recognize that if injury, illness, death or damage occurs to myself and/or my child or my and/or their property, while I and/or they are participating in the above activity, I will have no right to make a claim or file a lawsuit against **Pelham Road Baptist Church** or its staff or volunteers, even if they or any of them negligently cause my child's injury, illness, death or damage.

I have carefully read this agreement and understand its contents. I am aware this is an assumption of risk, waiver and a release of liability and I sign it voluntarily. I also understand that this is a permission slip for my child to participate in all of the above activities.

Parent and/or Guardian's Signature: _____ Date: _____

Child and/or Participant's Signature: _____ Date: _____

HEALTH INFORMATION AND AUTHORIZATION FOR MEDICAL TREATMENT

Please note any pre-existing or present medical conditions, medications, allergies and/or other pertinent medical information to be aware of and any necessary procedures for immediate response: _____

Insurance Carrier: _____

Name of Policy Holder: _____

Policy Number: _____

Insurance Carrier Phone Number: _____

PARENT MEDICAL AND LIABILITY RELEASE STATEMENT:

I, _____, parent and/or guardian of _____ understand that in the event medical intervention is needed for my child, named above, every attempt will be made to contact the persons listed on this form. In the event I cannot be reached in an emergency during the activity date shown on this form, I hereby give my permission for the staff and volunteers to assess any accident, illness, or injury that may occur to my child while participating in activities and/or trips. I also give them permission to seek medical treatment for my child if their assessment of the situation deems medical attention and/or treatment is necessary.

I give to the physician or dentist selected by the staff or volunteer to hospitalize, to secure medical treatment and/or to order an injection, anesthesia, or surgery for my child as deemed necessary. Further, I understand that my insurance coverage for my child will be used as primary coverage in the event medical intervention is needed.

I understand all reasonable safety precautions will be taken at all times by PELHAM ROAD BAPTIST CHURCH and its agents during the events and activities. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree not to hold PELHAM ROAD BAPTIST CHURCH, its staff and volunteers liable for damages, losses, diseases, or injuries incurred by the subject of this form.

Parent and/or Guardian Signature: _____

Notary Signature: _____

Date: _____

APPENDIX 9



Pelham Road
BAPTIST CHURCH

WORKER CONSENT TO SAFE SANCTUARY POLICY

PRBC is committed to providing a safe and secure environment for all children, youth, volunteers and staff who participate in ministries and activities sponsored by the church. This Safe Sanctuary Policy reflects our congregation's commitment to preserving the church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

- All workers will be screened to assure their suitability for work with children. An adult who has been charged and/or convicted of child abuse (sexual, physical, or emotional) will not be allowed to volunteer to work with children in any church related activity.
- Workers shall read and understand the Safe Sanctuary Policy, committing to the following
 - Observing the "Two Adult Rule" as outlined.
 - Attending training and educational events provided by the church both to learn effective ways to work with children and to become informed of the church policies and state laws regarding child abuse.
 - Immediately reporting any behavior that seems abusive or inappropriate as outlined.
 - Completing and updating an application/screening every three (3) years.

I have received and read the PRBC Safe Sanctuary Policy, as well as this consent form, and agree to observe and abide by the policy and code of conduct and all related church policies regarding working with children.

Date

Print Full Name

Signature of Applicant

Supervisor or Pastor Signature