



## RELEASE AND CONSENT FORM - Adults

6-9-16

I hereby, for myself, my heirs, executors, and administrators, waive and forever discharge any and all right and claims for damages which I may have or which may hereafter accrue to me against CARMEL BAPTIST CHURCH, their members, respective officers, agents, representatives, successors, and/or assigns, individually or collectively for any and all damages and liabilities which may be sustained and suffered by me in connection with my association with/or arising out of my traveling with, participation in, and returning from any activity sponsored by CARMEL BAPTIST CHURCH.

The undersigned further agrees that he/she will not institute any action or suit at law or in equity against Carmel Baptist Church, its directors, officers, members, administrators, employees, members, team captain or team coordinators and/or team members at any time, and will not institute, prosecute, or in any way aid in the damages, loss, loss of services, expenses or compensation for or on account of any alleged damage, loss, injury, health problem, disease, or illness to any person or property, or both, whether developed or undeveloped, resulting from or to result from known, unknown, past, present or future by the said participant's participation in mission projects sponsored by CARMEL BAPTIST CHURCH.

The person and others whose signature are attached below do hereby consent to any and all medical and surgical treatments including anesthesia and operations which may be deemed advisable by his or her physician and surgeons. I (we) understand that in the event medical treatment is required, every effort will be made to contact me. However, if I cannot be reached, I give my permission to the staff or sponsor to secure the services of a licensed physician to provide necessary care, including anesthesia, for my child's well-being. I (we) also fully assume the responsibility for all medical bills and associated costs.

In witness of our consent and agreement to the matters stated in the preceding sentences, we have subscribed our signatures below.

DATE: \_\_\_\_\_ TRIP NAME: \_\_\_\_\_ DATES OF TRIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PASSPORT NUMBER: \_\_\_\_\_

PARTICIPANT'S NAME: \_\_\_\_\_  
Last Middle First

ADDRESS: \_\_\_\_\_  
Street City State Zip

YOUR EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

NAME OF EMERGENCY CONTACT: \_\_\_\_\_ Relationship \_\_\_\_\_

Address of Emergency Contact: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email \_\_\_\_\_

Work Phone: \_\_\_\_\_ Best way to reach this person: \_\_\_\_\_

### SECONDARY INSURANCE INFORMATION:

Carmel Baptist Church will secure accident and injury insurance for each volunteer during the mission trip. The following information is needed to secure this insurance:

Beneficiary Full Name \_\_\_\_\_ Relationship to Beneficiary \_\_\_\_\_

### MEDICAL INFORMATION:

List any current allergies, illnesses, physical conditions, or medications: \_\_\_\_\_

Do you take any medication on a regular basis? \_\_\_ Yes \_\_\_ No

If yes, please describe \_\_\_\_\_

(If you are on medication during this trip, please notify the adults in charge)

Is sponsor authorized to approve medical treatment? \_\_\_ Yes \_\_\_ No

Is participant covered by personal/family medical insurance? \_\_\_ Yes \_\_\_ No

If yes, Name of Insurer: \_\_\_\_\_ Policy or Group Number \_\_\_\_\_

Primary Care Physician: \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_



## Travel Insurance Form

It is the policy of the Missional Outreach Ministry that all participants on mission trips have travel insurance. Carmel Baptist Church will fulfill this requirement by purchasing coverage for participants for the period they are on the trip. The church will cover the cost of this coverage. Your insurance will be provided by Gallagher Charitable International Insurance Services.

### Summary of Coverage Highlights

Benefit	Limit	Comments
Accidental Death & Dismemberment	\$100,000	Reduced to \$10,000 for those under age 12 or age 70 and over
Medical Expenses \$100 deductible	\$10,000	Primary coverage; \$2,500 of this limit is available to pay U.S. or Canadian providers; no pre-existing condition exclusion
Disability Income Benefit (no benefit if under age 12 or 70 and over)	\$1,000/mo \$ 500/mo \$ 250/mo	First 100 months - Accident Months 101 - 200 - Accident 50 Months - Sickness (after 3 month waiting period)
Assistance Services	Included	Available 24/7/365 for assistance with worldwide medical emergencies; provided by Specialty Assist
Emergency Medical Evacuation	\$100,000	Coordinated by Specialty Assist; will bring insured back to U.S.A.; no pre-existing condition exclusions
Crisis Management Service	Included	Available 24/7/365 for assistance with worldwide non-medical emergencies; provided by red24
Security Evacuation	\$100,000	Coordinated by red24; for evacuation due to natural disasters, civil unrest, crime, kidnap or hostage situations
Family Coordination & Repatriation of Mortal Remains	\$25,000	Combined limit for both benefits and includes a sublimit of \$2,500 for extra expenses incurred during an approved evacuation.
Personal Property \$100 deductible	\$2,500	"Door to door", replacement cost coverage; includes checked baggage; higher limits available upon request
General Liability	\$1,000,000	Worldwide jurisdiction; includes coverage for injury to a volunteer; covers volunteer and sending organization

**Please complete the Following:**

**TRAVEL INSURANCE INFORMATION**

I hereby authorize Carmel Baptist Church to purchase on my behalf the necessary travel insurance for the duration of my short-term mission trip. I am furnishing the information below that is necessary to purchase the insurance.

Full Name of Participant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age at date of departure\*: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Country of Issue: \_\_\_\_\_

Carmel Baptist Church will secure accident and injury insurance for each volunteer during the mission trip. The following information is needed to secure this insurance:

Beneficiary Full Name \_\_\_\_\_

Relationship to Beneficiary \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- *Parent's signature if under 18, self-signed if 18 or over)*



## **PASSPORTS**

All team members are required to have a valid passport in order to travel and participate in this team. If an applicant or team member does not have a valid passport, they should begin the passport application or renewal process immediately. If you are unable to renew or receive a valid passport before we purchase tickets, your spot will be forfeited and will be responsible for any trip fees and/or charges that have been incurred.

### **VALID PASSPORTS**

- Do not expire within 6 months or less of the trip return date
- Have a minimum of two (2) blank visa pages
- Have been signed by the passport holder on the designated line
- Are not damaged or bent and do not contain loose pages

### **TO APPLY/RENEW PASSPORT**

To apply for a passport and learn more on how to renew, please visit <http://www.travel.state.gov/> .

### **PASSPORT COPIES**

Once you have confirmed you have a valid passport, please email a scanned, color copy to Dawn Morton at [dawnm@carmelbaptist.org](mailto:dawnm@carmelbaptist.org) .

## Short-Term Trip Commitment Form

I, \_\_\_\_\_ hereby accept Carmel Baptist Church's offer to be a participant on the short-term mission trip to \_\_\_\_\_ from \_\_\_\_\_ through \_\_\_\_\_.

- I understand that I am expected to attend all scheduled team training sessions and activities that are required for the team and complete any other assignments or projects the team leader may assign. I understand that my participation on this trip is subject to my attending at least 80% of scheduled meetings.
- I also understand that I am responsible for raising my own support by the dates indicated on Service Reef. Failure to raise that support may prevent me from participating on this trip.
- I recognize that I must always conduct myself in a manner that will bring glory to God and that is consistent with my witness for Christ. Engaging in any questionable activities or behavior that would be detrimental to the team or my witness will be grounds for automatic dismissal from the team.
- I will be sensitive to the culture in my words, actions, and dress.
- I will refrain from any activity or behavior that might be a stumbling block to any team member, our partnership ministry, or the people I am seeking to influence.
- I will refrain from a romantic relationship with another team member or a national throughout the entire trip process.
- I will submit to the authority of the team leader. I realize I may be asked not to go or sent home by the team leader at my own expense if I do not adhere to the team agreement.

I will not give cash or personal gifts of any kind to a national while on my trip. I understand that doing so may create an unhealthy dependency and sense of entitlement. I agree to adhere to this policy no matter the circumstances in order to protect the health of the relationships between my team and the people we are serving, as well as Carmel and our partners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**NOTICE**

Carmel Baptist Church (the "Church") intends to obtain a criminal background check, also referred to as a "consumer report" within the meaning of the Fair Credit Reporting Act (the "FCRA") regarding you during the application process and/or during the time you will volunteering with constituents on and off of Church property.

**AUTHORIZATION TO PROCURE CONSUMER REPORTS AND/OR OTHER BACKGROUND INFORMATION**

I understand that the Church or a third party consumer reporting agency acting on its behalf may conduct an investigation to obtain information about my background including, but not limited to, information about my personal character, previous employment, general reputation, educational background, credit history, driving record and/or criminal history. I authorize all persons, corporations, credit agencies, educational institutions, law enforcement agencies, divisions of motor vehicles, city, state, county and federal courts, and military services to release any such information about my background. Moreover, I authorize any person or entity conducting the investigation or compiling and/or processing such information to furnish the Church, and/or any third party acting on the Church's behalf, with such information. I further understand that the Church will provide me with written notice if any adverse employment action is to be taken based in whole or in part on information contained in a consumer report within the meaning of the FCRA.

**READ, ACKNOWLEDGED AND AUTHORIZED**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PARENT'S SIGNATURE (If applicant is under 18)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME

**CONFIDENTIAL**

**Background Check Information Form**

Print Name: \_\_\_\_\_  
(First) Middle (Last)

Former Name(s) and dates used: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City, State, Zip)

Previous Address From: \_\_\_\_\_  
(If less than 5 years at present address) (Street)  
\_\_\_\_\_  
(City, State, Zip)

Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone number: \_\_\_\_\_ (h) \_\_\_\_\_ (c)

Sex: \_\_\_\_\_ Email address: \_\_\_\_\_

Drivers' License Number \_\_\_\_\_ State \_\_\_\_\_

Have you been convicted of a felony or are actively involved in a felony related case? \_\_\_\_\_

The information contained on this document is correct to the best of my knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Screening Form for Volunteers Who Work with Minors**  
**Confidential – Carmel Baptist Church**

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. The following policies reflect our commitment to provide protective care of all minors and volunteers who participate in church sponsored activities.

1. Adults who have been the subject of a criminal investigation of child sexual/physical abuse or who have been convicted of child sexual or physical abuse will be prohibited from serving in the children and youth ministries.
2. Adults who have been the subject of a Dept. of Social Services investigation regarding child sexual/physical abuse of a minor where the case was substantiated will be requested to discuss their desire to work with minors with the Care & Counseling Senior Pastor prior to engaging in any volunteer service.
3. All volunteers who work with minors are required to be active constituents of Carmel Baptist Church for a minimum of six months.
4. Adult volunteers should observe the "two adult/visual access" rule. This requires an adult working with minors be accompanied by an adult partner or provide visual access to the room. (Please refer to the Child Protection Policy for exceptions.)
5. Adult volunteers should immediately report any behaviors, which seem abusive or inappropriate to their supervisor.

**Please Answer Each Question. Your Response Will Be Kept Fully Confidential.**

1. As a church volunteer, do you agree to observe all church policies as stated in the Child Protection Policy regarding working with minors?  
\_\_\_\_\_ Yes  
\_\_\_\_\_ No
2. Have you ever been convicted of or pled no contest to a crime?  
\_\_\_\_\_ Yes (Please describe on a separate sheet of paper)  
\_\_\_\_\_ No
3. Have you ever been the subject of a criminal investigation of child sexual or physical abuse?  
\_\_\_\_\_ Yes (Please describe on a separate sheet of paper)  
\_\_\_\_\_ No
4. Have you ever been the subject of a Dept. of Social Services investigation regarding child sexual or physical abuse where DSS substantiated the abuse?\*

*\*If you prefer, you may refuse to answer question 4, or you may discuss your answer in confidence with the Care & Counseling Senior Pastor rather than answer it on the form. Answering yes, or leaving the question unanswered will not automatically disqualify an applicant from working with minors.*

I have read the Child Protection Policy and agree to observe the safeguards listed.

**PLEASE PRINT**

Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
(First) (Middle) (Last)

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Child Protection Policy



1145 Pineville Matthews Road  
Matthews, NC 28105  
704.847.8575  
[www.carmelbaptist.org](http://www.carmelbaptist.org)

Revised October 2019

## STATEMENT OF INTENT

Carmel Baptist Church (hereafter called Carmel) is committed to maintaining a safe environment in which participants<sup>1</sup> are protected from sexual/physical abuse<sup>2</sup> and neglect. Our goals are to protect participants in church programs and activities, to educate those working with participants concerning abuse issues, and to protect employees and volunteers, as well as the church as a whole, from potential allegations of abuse and neglect.

Implementation includes:

- Selection of staff, teachers, caregivers and others involved in activities with participants
- Orientation and training of these individuals
- Supervision of these individuals
- Responding to incidents or allegations of abuse or neglect as stated in Carmel's Child Protection Policy
- Monitoring the policy and procedures to ensure compliance

We recognize that participants are entrusted to the care of responsible persons in church programs and activities, both on and off campus, and also in programs and activities operated by others on church property. We want participants to be able to participate in these programs and activities without intimidation, coercion, or abuse of any type. This general policy is applicable to all persons whether employees, volunteers, church members, visitors or guests.

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<sup>1</sup> Refer to "participants" on Definitions page

<sup>2</sup> Refer to "Abuse" on Definitions page

## **Procedures for the Screening of Teachers, Employees and Volunteers**

1. All paid employees and teachers of Carmel (including schools) shall complete the *Screening Form for Employees Who Work with Minors* and an authorization for *Criminal Background Check*.
2. All volunteers who work with participants, even in a limited capacity, are required to be active constituents<sup>3</sup> of Carmel. All non-school ministry volunteers and some school ministry volunteers (including but not limited to those who volunteer on overnight trips) must complete and sign the *Screening Form for Volunteers Who Work with Minors* and to complete an authorization form allowing Carmel to obtain a criminal background check which will be obtained by the Human Resources (HR) Director.
3. The confidential information related to this policy, including but not limited to the screening form, the criminal background check results, and the results of any investigation or inquiries made pursuant of those forms shall be kept in the office of the HR Director. The confidentiality of all such inquiries and reports will be respected to the fullest extent possible.
4. If information is found in the course of reviewing the various screening forms or background checks that would preclude a volunteer from working with participants, the applicant will be notified by a ministry head.
5. Those who have been the subject of a Department of Social Services investigation regarding sexual/physical abuse of a minor, where the case was substantiated, will be required to discuss their desire to work with participants with the Care & Counseling Pastor prior to being employed in a paid position or engaging in any volunteer service. If that person has a private counselor, he/she must sign a release so that the Care & Counseling Pastor may consult with that person. These consultations shall also be held in confidence unless the results of such consultations need to be released to others in connection with the discipline process referenced on pages 9-11.
6. Those who have been the subject of a criminal investigation of sexual/physical abuse, where the case was substantiated, may serve in other areas of ministry at Carmel, but they will be

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<sup>3</sup> Refer to "constituents" on Definitions page

prohibited from serving with participants in Preschool, Children, Student and Joy ministries.

7. Those who have been convicted of either sexual or physical abuse can be forgiven for their sinful behavior<sup>4</sup> however, such behavior disqualifies a person from serving with participants in birth through student ministries.
8. Other persons and organizations that provide services to participants on/off campus must complete a criminal background check. An employee must be present when an independent contractor provides such services to participants. If it is requested that an independent contractor work with participants without an employee present, then that contractor must also be interviewed by the respective ministry head and approved as an appropriate spiritual influence in accordance to the same expectations as an employee and the contractor must agree to abide by this Child Protection Policy.

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<sup>4</sup> I Corinthians 6:11; I John 1:9

## **Policies, Training and Supervision Procedures**

1. It shall be the responsibility of Carmel ministry heads, accountable for any Carmel program or activity that involves participants, to implement appropriate practices within those programs and activities to reduce the risk of abuse. The specific circumstances of each program shall be considered in the development of those program-specific practices.
2. An education program on abuse issues involving participants shall be used to address these goals:
  - Protection of participants in Carmel programs and activities provided at or sponsored by Carmel.
  - Protection of employees and volunteers from exposure to “high-risk” situations and false accusations.
  - Awareness of the symptoms of abuse.
  - Recognizing incidents or reasonably suspected incidents of abuse that need to be reported.
3. This educational program is available to all adult members of Carmel and is required training for all employees and volunteers working with participants in any non-school ministry or on an overnight trip.
4. Whenever possible, all individuals who work with participants must be screened before being involved in any activity or program. Whenever not possible, a temporary worker will never be left alone or with an individual who has not been cleared according to the provision of the Child Protection Policy.
5. Employees and volunteers are prohibited from speaking to participants in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Staff and volunteers must not initiate sexually oriented conversations with participants. Staff and volunteers are not permitted to discuss their own sexual activities with participants.  
Carmel’s policies for appropriate and inappropriate verbal interactions are:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> <li>● Positive reinforcement</li> <li>● Appropriate jokes</li> <li>● Encouragement</li> <li>● Praise</li> </ul>	<ul style="list-style-type: none"> <li>● Name-calling</li> <li>● Discussing sexual encounters or in any way involving participants in the personal problems or issues of staff and volunteers</li> <li>● Secrets</li> <li>● Cursing</li> <li>● Off-color or sexual jokes</li> <li>● Shaming</li> <li>● Belittling</li> <li>● Derogatory remarks</li> <li>● Harsh language that might frighten, threaten or humiliate participants</li> <li>● Derogatory remarks about the participant or his/her family</li> </ul>

6. Employees and constituents shall observe the “two adult/visual access” rule at all times, which requires an adult working with participants to be accompanied by an unrelated adult partner or to provide visual access to the room.
  
7. One-on-One Interaction. Carmel aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration. In those situations where one-on-one interactions are approved for the purposes of counseling, discipleship, mentoring or tutoring, they must be under the following guidelines:
  - a. Meetings shall take place at the church with other people in close proximity maintaining visual access to the meeting place.
  - b. Meetings shall take place during regular office hours.  
 Non-School Ministry-related meetings “office hours”:  
 7:30am-5:00pm  
 WEE School-related meetings “office hours”: 8:15am-1:45pm

Any circumstance that does not fall under these guidelines must be approved in advance by the administration and include prior written permission of the participant's parent/guardian.

<b>Additional guidelines for one-on-one interactions:</b>
<ul style="list-style-type: none"> <li>● Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.</li> </ul>
<ul style="list-style-type: none"> <li>● Inform other staff that you are alone with a participant.</li> </ul>
<ul style="list-style-type: none"> <li>● Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.</li> </ul>

8. Off-Site Contact. Contact with participants offsite or outside of regularly scheduled activities may put staff, volunteers and Carmel at increased risk. The following forms of outside contact are appropriate and inappropriate:

<b><i>Appropriate Outside Contact</i></b>	<b><i>Inappropriate Outside Contact</i></b>
<ul style="list-style-type: none"> <li>● Taking groups of participants on a field trip or ministry sponsored trip</li> <li>● Attending athletic or arts activities with groups of participants</li> <li>● Attending functions at a participant's home, with parents/guardians present</li> <li>● Meeting with more than one participant for a meal in a public place</li> </ul>	<ul style="list-style-type: none"> <li>● Taking one participant on an outing without the parents'/guardians' and administrations' written permission</li> <li>● Visiting one participant in the participant's home, without a parent/guardian present</li> <li>● Entertaining one participant in the home of staff or volunteers</li> <li>● A lone participant spending the night with staff or volunteers</li> </ul>

9. Carmel encourages appropriate physical contact with others and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff will result in disciplinary action, up to and including termination of employment.

<b><i>Appropriate Physical Interactions</i></b>	<b><i>Inappropriate Physical Interactions</i></b>
<ul style="list-style-type: none"> <li>● Side hugs</li> <li>● Shoulder-to-shoulder or “temple” hugs</li> <li>● Pats on the shoulder or back</li> <li>● Handshakes</li> <li>● High-fives and hand slapping</li> <li>● Verbal praise</li> <li>● Pats on the head when culturally appropriate</li> <li>● Touching hands, shoulders and arms</li> <li>● Arms around shoulders</li> <li>● Holding hands (with young children in escorting situations)</li> <li>● Lap sitting (for young children)</li> </ul>	<ul style="list-style-type: none"> <li>● Full-frontal hugs</li> <li>● Kisses</li> <li>● Showing affection in isolated area</li> <li>● Wrestling</li> <li>● Piggyback rides</li> <li>● Tickling</li> <li>● Any type of massage given by or to a participant</li> <li>● Any form of affection that is unwanted by the participant or the staff or volunteer</li> <li>● Compliments relating to physique or body development</li> <li>● Touching bottom, chest or genital areas</li> </ul>

10. Whenever practical, the “two-adult” rule applies to vehicles used to transport participants to and from activities that are not conducted on the property of Carmel. In those situations, where two adults are not present in each vehicle, in no case shall only one participant be present in the same vehicle (to prevent a one adult/one participant situation). Also, that solo adult driver must try to establish a caravan with at least one other driver with the understanding that the two or more vehicles are always within eyesight of each other. (This is intended to prevent a solo adult from getting lost or placed in a high-risk situation during transit to or from an activity). Exception: In those cases where two adults cannot be present, an employee or constituent may be one-on-one for the purpose of picking up the first participant or dropping off the last one during an event. Written permission from a parent must be obtained for the



participant to ride in the car with the leader.

11. When using a restroom during the school year, adults shall use family restrooms or those designated as "Staff Only" wherever possible. Adult males shall refrain from using urinals in non-designated restrooms and instead should use bathroom stalls.
12. Molesters routinely groom participants by giving gifts, thereby endearing themselves to the participant to keep the gifts a secret, which then starts teaching the participant to keep secrets from parents/guardians. For this reason, staff and volunteers should only give gifts to groups of participants.  
If someone wishes to give a gift to an individual participant, they must notify the parent/guardian of the participant that the gift was given.  
Extrinsic reinforcement (e.g., treasure boxes) that is made available to a group of students is permitted and does not require approval of administration nor notice to the parent.
13. Carmel ministry heads, CCS ministry principals and WEE School directors or their designees shall make random visits to all scheduled classroom situations.
14. The parent or guardian is responsible for ensuring that the participant is not left alone in an unsupervised area. PLEASE NOTE: The drop off and pick up arrangements for the participants involved in the various ministries are described on the pages 12-13 of this manual.
15. Counselors of the Carmel Counseling Center are exempt from the "two adult" rule provided that he/she has obtained the written consult of the participant's parent/guardian prior to beginning any counseling.
16. If an employee or volunteer is found to be in violation of these policies and procedures, the matter will be reviewed by the ministry head and Church Administrator, or his designee, for appropriate action.

## **Procedure for Reporting and Responding to Incidents and Allegations of Abuse of a Participant**

### **I. By a Parent, Guardian, Custodian or Caretaker**

1. If a worker suspects that a participant has been abused or neglected by his/her parent, guardian, custodian or caretaker, the worker will contact the Carmel pastoral staff or ministry head directly responsible for the area of ministry or education where the observation occurred as soon as possible and at least within 24 hours. The pastoral staff or ministry head shall notify the Church Administrator or his designee. They shall apply the guidelines set forth in Matthew 18. The safety and protection of the participant remains paramount. The worker making the observation/report must submit a written report describing the incident to the Church Administrator or his designee.
2. If the Church Administrator determines that such an incident has occurred, an attitude of Christian kindness and forbearance, guided by a concern for redemption rather than punishment, will be used. An oral report shall be made to the civil authorities advising them of the incident.
3. If the incident or reasonably suspected incident of abuse, or neglect is against a parent, guardian, custodian or caretaker, the Church Administrator or his designee shall make decisions to ensure the participant's safety while on our campus.
4. The action of the Carmel pastoral staff or ministry head shall not prohibit the worker from making a report to the civil authorities.

### **II. By a Worker or Constituent**

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member actively participates in the protection of participants. All adult members of Carmel, employees and other adults participating in programs of Carmel are to be sensitive to the potential for abuse of participants. In the event that any employee observes any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations to Carmel Pastoral staff or ministry head who shall notify the Church

Administrator or his designee and civil authorities as appropriate. The confidentiality of all such inquiries and reports will be respected to the fullest extent possible. Employees and volunteers will not be retaliated against in any manner for reporting abuse (actual or perceived) or participating in an investigation pursuant to this policy.

***Examples of Suspicious or Inappropriate Behaviors Between Staff/Volunteers and participant***

- Violation of the child protection policies described above
- Seeking private time or one-on-one time with participants
- Making suggestive comments to participants
- Picking favorites
- A violation of a Child Protection Policy regardless of whether any abuse has occurred.

All reports of suspicious or inappropriate behavior with participants will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

**III. General Procedures**

1. **Staff and Volunteer Response.** If staff or volunteer witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the staff or volunteer is instructed to do the following:

***Guidelines for Staff/Volunteers Response to Suspicious or Inappropriate Behavior and/or Policy Violations***

- If you witness abuse, interrupt the behavior immediately.
- Report the behavior as soon as possible and at least within 24 hours to the Carmel Pastoral Staff or Ministry Head directly responsible for the area of ministry or education where the incident occurred.
- If you are not comfortable making the report directly, make it anonymously.
- If the report is about a supervisor or administrator, contact the next level of management.
- Document the report but do not conduct an investigation. State only the facts.

2. **Supervisor and Administrator Response.** In the event that a supervisor or an administrator receives a report of suspicious or inappropriate behaviors or policy violations from a staff member or volunteer, the supervisor is instructed to do the following:

***Guidelines for the Carmel Pastoral Staff or Ministry Head's Response to Suspicious or Inappropriate Behaviors and/or Policy Violations***

- The person accused shall be immediately relieved of further responsibilities involving direct contact with participants until the investigation is completed and allegations are cleared.
- Notify the Church Administrator who will conduct a reasonable investigation with civil authorities as necessary.
- If an incident of abuse is believed to have occurred, the Church Administrator or his designee shall contact the parent, guardian, custodian or caretaker of the participant and upon further discussion with the parent, guardian, custodian or caretaker, shall make a report to the police if deemed necessary.
- Incidents/reasonably suspected incidents shall be reported by the Church Administrator or his designee to church legal counsel and to the liability insurer for the church.
- All steps taken in the course of handling the incident or report shall be documented.
- The Executive Pastor or Church Administrator shall be the spokesperson for the church insofar as media inquiries are concerned.

3. Based upon the information gathered, and if policy violations with participants are confirmed, the staff or volunteer must be subject to disciplinary action up to and including termination and prosecution.
4. Organizations that use Carmel facilities that have reporting procedures of their own shall follow those established reporting practices. In addition to following their notification procedures, the organization that uses Carmel facilities shall also notify the Church Administrator or his designee within 24 hours of any incident or suspected incident.

## **ADDENDUM**

### **Drop-Off/Pick-Up Policy for Participants**

**WEE School** – In September, as parties responsible for pick-up are being identified by the teachers, each student will be signed in upon arrival and signed out at pick-up time. Parents indicate on sign-in sheet the party responsible for picking up the student. Beginning in October, if someone other than the responsible party picks up, the teacher is notified and requires proper identification before dismissing the student.

***On Sunday mornings, drop off and pick up of participants up to and including 3rd grade shall only be by the parent or guardian unless written, signed notification is provided for other arrangements.***

#### **Preschool Department:**

Sundays & Wednesdays: Every preschool child, birth through kindergarten, will be checked in at the Preschool check-in station and brought to their classroom by their parents. Parents will print a security badge which will be required for pick-up.

Other events where childcare is provided: Parents will use the check-in station or instruction may be to take the child to the classroom and sign them in. They will be required to have the security badge or sign the child out (depending upon that event's process) when they return to pick them up. If someone other than the parent who dropped the child off comes to pick the child up, they will be required to show identification.

#### **Children's Department:**

Sundays: Parents must take their kids to class throughout the year. ALL children must check in and wear a nametag.

Children are to be picked up at the classroom by someone with the corresponding security badge unless they participate in the following alternative dismissal plan.

After the first month of the new promotion year, parents of kids grades 4-6 will receive the option to allow their kids to leave the classroom at the end of the hour without being picked up. Parents of eligible kids may choose to begin that alternative dismissal plan at any point during that year, or they may choose to continue to pick up their child using the security badge process. If they initiate the alternative dismissal plan (by completing the provided instructions), the permission goes into effect the following Sunday.

Wednesday Nights: All children, grades 1-5 must be brought to and picked up from classes by their parents. Children are to check in at the CarmelKidz check-in stations and parents are to print a security badge for pick-up. Parents of sixth grade students are not required to check in or pick up their students.

## Definitions

Participant: one who engages in a program and, for the purposes of this policy, is considered part of a vulnerable population such as: one under the age 18 or one living with special needs.

Abuse: For purposes of this policy, “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 - injury that is intentionally inflicted upon a participant.
- Emotional abuse - mental or emotional injury to a participant that results in an observable and material impairment in the participant’s growth, development, or psychological functioning.
- Sexual abuse - any contact of a sexual nature that occurs between a participant and an adult or between two participants. This includes any activity which is meant to arouse or gratify the sexual desires of the adult or the other participants.
- Neglect - the failure to provide for a participant’s basic needs or the failure to protect a participant from harm.

Constituent: One who is currently a member of Carmel Baptist Church or a person who is a parent, grandparent, guardian, custodian or caretaker of a student at Carmel Baptist WEE School or Carmel Christian School.

A non-member may only be permitted to pursue volunteering in non-school ministries under extenuating circumstances and with approval by the Executive Pastor.

A parent, grandparent, guardian, custodian or caretaker of a student at Carmel Baptist WEE School or Carmel Christian School may volunteer for school-related activities of their student’s school.