



## **Policy Handbook for the Protection of Minors**

[Adopted June 13, 2014, Last Revised June 7, 2019]

Welcome to the Student Ministries of Leonardtown Baptist Church. It is our goal to create a safe and loving environment in which the children and youth entrusted to our care are able to learn about the character of God, discover biblical truth, and learn what it means to follow Jesus Christ.

The purpose of this handbook is to provide policies and procedures for LBC and its caregivers. These policies and procedures may be changed from time to time by vote of the congregation of LBC. This handbook is also designed to familiarize parents with our childcare procedures and our protection policies for minors. The date of this edition of this document is given above. Please contact the church office at 301-475-2131 or [office@lbcmd.org](mailto:office@lbcmd.org) to verify you possess the current form of this document.

The specifications contained in this handbook apply to the operation of all Student Ministries and any setting where childcare is provided in the context of an official church activity. "Student Ministries," for the purposes of this policy, refers to activities and programs for children aged 0 to 17 years old.

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## **Mission**

The Children's Ministries of Leonardtown Baptist Church are committed to helping parents disciple their children to:

- Seek the Lord in Worship
- Study God's Word Together
- Serve God's People
- Share Jesus with Everyone

The Youth Ministries of Leonardtown Baptist Church exist to help every youth become lifelong disciples of Jesus Christ who:

- Seek the Lord in Worship
- Study the Word in Small Group Fellowship
- Serve the Body of Christ
- Share Christ with the World

## **Caregiver Expectations**

All Student Ministry caregivers share a particular responsibility for:

- Loving the children as Christ loves them
- Setting an example of proper Christian conduct in the way we live our lives
- Ministering to the children
- Understanding that the care of children is not a right, but a privilege; and this privilege embodies responsibilities to God for ministering to and caring for the children

## **Minor Protection Policy**

The primary concern of this document is that the children be safe while they are in our care. To this end we:

- Screen all caregivers.
- Require training for all caregivers.
- Utilize an identification system for children aged kindergarten and younger.
- Employ scheduling procedures and caregiver/child ratios that optimize safety.
- Equip each room with a first aid kit.
- Educate our caregivers about recognizing child abuse and how to report any suspected abuse to church officials and/or to appropriate governmental authorities consistent with applicable laws.
- Adhere to a healthy child policy for admittance to any Student Ministry activity or event.

*“Whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea.”*

—Matthew 18:6 ESV

## **Student Ministry Registration and Database Use**

LBC maintains information in a database that holds that information for the use of the church office and the church's various ministries. This information is voluntarily supplied by registered visitors, regular attenders, church members, and the parents/guardians of minors on their behalf.

For the purposes of this policy, parents/guardians will have full rights over their children's information (what is stored, for what use, etc.). LBC will remove all information stored in its database at the parent/guardian's request, but it must be understood that removing the information will severely hinder our ability to serve that individual and/or family. In rare cases, refusal to give LBC the information it needs may lead to LBC being unable to include the child if we are prohibited from possessing knowledge about the child that would equip us to care for that child in an emergency situation (allergic reaction, emergency need, etc.) and to ensure we release that child to authorized persons only.

Because of this, all visitors, attenders, and members are strongly encouraged to allow LBC to maintain records about them and their children in its database for ministry purposes only. Information from LBC's database will never be sold, transferred, or shared with any other party.

### **Database Security**

The security of the information stored in LBC's database relies on the security measures and capabilities of the software vendor who designed and maintains the database on their servers. LBC selected its vendor, in part, because of our confidence in the vendor's ability to secure the information that we store in this third party system.

### **Annual Registration**

Each Fall parents/guardians of children participating in LBC's various student ministries will be asked to update each of their children's profiles in the LBC database. Throughout the year, repeat guests and visitors will also be asked to give the church the information it needs to serve them well. For each child, this information should include allergy and emergency needs (such as the need for an epi-pen or similar emergency response in certain situations), birthday, emergency contacts for the child's parents/guardians, and a list of those authorized to pick up that child.

### **Use of Information**

For the purposes of its various student ministries, LBC will use the information provided by parents/guardians about each of their children to inform church staff and caregivers with the information they need to care for each child. This includes health information about allergies, emergency needs (epi-pens, seizures, etc.), emergency contacts, and those authorized to pick up each child.

## **Preparing Caregivers to Serve**

### **Qualified Caregivers**

Ensuring a safe environment and excellence in ministry begins long before any activities or events are held by any student ministry of LBC. LBC has established that all caregivers must complete a process that will prepare him or her to work with minors in any student ministry provided by LBC. Every caregiver applicant who wishes to serve in any Student Ministry is required to go through the process and training related to his or her desired role, LBC membership status, and age.

All caregivers are to be approved by the applicable ministry leader in consultation with the elder overseeing the ministry team involved. All caregivers who complete all of the applicable steps within this section will be referred to as “Qualified Caregivers”. All elders shall be considered qualified caregivers for all LBC student ministries.

### **Adult Caregivers**

All caregiver applicants, aged 18 years and older, must be members in good standing of LBC and at least six months shall have elapsed between their elder membership interview and **their designation as a Qualified Caregiver** in Student Ministry. The minimum time period of six months may be waived for individuals with a prior history of membership in good standing of LBC who renew that membership upon return to the area once the other requirements (training, background and reference checks) have been completed.

#### **All adult caregiver applicants (18 and older) must:**

1. Complete the Student Ministries Interest Form (online submission preferred, but a paper copy is available upon request – see Appendix A). The online form is located at [www.lbcmd.org](http://www.lbcmd.org) under “Serve” and “Interest Form”.
2. Have two reference checks (see Appendix B) and a background check (see Appendix C) completed. Reference checks are solicited via email with references asked to complete an online form. The responses are only sent to the elder overseeing this process **and his ministry assistant (see “Records Access” below)**. The background check is conducted by a third-party vendor (protectmyministry.com) who utilizes an online form to collect personal information used to confirm identity and checks records databases for any matches indicating a prior record of criminal activity or sexual abuse.
3. Sign a Personal Commitment Statement (see Appendix D).
4. View Caregivers policy training videos as described in “Training” in this section and complete the associated quiz with a satisfactory grade (70%).
5. Attend a training session for the ministry role for which they are applying.
6. View online training videos concerning potential abuse awareness and complete the associated quiz with a satisfactory grade (70%).

### **Student Caregivers (from LBC households)**

Those aged 13-17, who are children of adult members of LBC in good standing, are welcome and encouraged to serve in an LBC student ministry.

#### **All student caregiver applicants (13-17 years old) must:**

1. View Caregivers policy training videos as described in “Training” in this section and complete the associated quiz with a satisfactory grade (70%).
2. Sign a Personal Commitment Statement (see Appendix D).
3. Attend a training session for the ministry role for which they are applying.

**No church membership, reference checks, background checks, or online abuse awareness training will be necessary for applicants age 13-17.**

**All student caregivers who would like to continue serving in an LBC student ministry once they turn 18 years old must:**

1. Complete the steps they had not been required to complete previously prior to turning 18 years old. This includes church membership, the Student Ministries Interest Form, reference checks, and online training. It is recommended that student caregivers begin working to complete these requirements 3-6 months in advance of their 18<sup>th</sup> birthday.
2. Upon turning 18 years old, former student caregivers must complete the submission of information and permission to run a background check as described in #2 of the “All adult caregiver applicants (18 and older) must:” list.

### **Non-LBC Members**

Church membership is required to serve in any LBC student ministry.

### **Records Access**

All records of these screening procedures will be kept securely. The elder who oversees this process and his ministry assistant will be the only individuals authorized to view these records unless either of those individuals find it necessary to consult with the Senior Pastor. In those specific cases, the Senior Pastor will be granted confidential access to only these records for the purpose of advising the elder responsible for conducting the screening procedure.

### **Training**

All caregivers (13 and older) must attend Caregiver Policies training before they are allowed to work with the children. The portion of training that will focus on identifying potential abuse will be given only to adults (18 and older) through a series of videos presented online.

Training sessions designed to prepare anyone to serve in a specific role with an LBC student ministry will be provided on an as needed basis by the ministry leader (Deacon, Ministry Director, Ministry Team Lead) who will supervise that caregiver.

Additional training sessions will be scheduled for existing caregivers to update them on policies and procedures. Parents with questions about caregiver training are welcome to attend these sessions.

## **Ministry Procedures While They Are In Our Care**

### **Hall Monitors**

The Hall Monitor is a qualified caregiver whose duties are not limited to any one classroom.

Hall Monitors generally move about the hallways during scheduled session times to observe any unusual activity and be of service to the other caregivers (e.g., locating parents or substituting temporarily for another caregiver.) The Hall Monitor and each classroom are equipped with a communication system to facilitate communication. A Hall Monitor is on duty during the regularly scheduled meetings of the church (e.g., Sunday morning CBFs, etc.) The ministry leader or an elder may serve as a Hall Monitor.

### **Communication**

Two-way radios are provided in each classroom or area to allow caregivers to communicate directly with the Hall Monitor and/or Church Security personnel. For the sake of privacy and expediency, a set of codes will be used to indicate the nature of the situation and the location where help is needed. A poster of the codes will be displayed in each classroom where student ministry activities are held on campus for caregivers' reference.

Caregivers should remember that whenever they use a radio to contact the Hall Monitor and/or Church Security personnel all radios will hear that exchange. Caregivers are asked to be mindful of this fact.

When a caregiver uses a radio to communicate to request assistance or give an alert, he or she should locate the proper code from the poster displayed in their area and give the following information in the following manner:

#### 1. Special Situations:

- a. **Medical Emergency:** If the situation the caregiver is reporting is a medical emergency situation, the caregiver is to press the send/speak button on the radio and give the appropriate code for the situation along with their location. The other caregiver should immediately contact Emergency Medical Services (911) to request help for the child(ren) involved. Both caregivers should then designate one of them to remain focused on caring for the child involved while the other caregiver directs the remaining children on what to do (such as possibly moving them to another room or area while the child is cared for).
- b. **Security Alert:** If the situation the caregiver is reporting is a security situation that involves following Church Security protocols, the caregiver is to press the send/speak button on the radio and give the appropriate code for the situation along with their location. Immediately, upon hearing the security code given, all caregivers in all groups throughout the facility should then implement the appropriate security protocols for the given code wherever they are and await further instructions (such as an "all clear" code given or the instructions of fire, police, or emergency services personnel who arrive on campus to respond).

## 2. Non-emergency Situations:

- a. Press the send/speak button on the radio and ask for the Hall Monitor's attention. (either use the person's name if you know who it is or simply say "hall monitor?")
- b. This is [state your name] in [state your location]. We have a [code] involving a [generic description] (this could be things like: "a boy has vomited, had an accident, etc." or "we need the parents of one of our children to come to our classroom/area").
- c. The Hall Monitor should respond immediately by letting the caregiver know they are responding. This may include saying, "I'm on my way" or "I'm bringing the Clean Up Bucket" (see "Clean Up Bucket" under "Universal Precautions").
- d. Once the Hall Monitor arrives a caregiver should then give him or her the full details of the situation to act upon. This may include having the Hall Monitor stay to supervise with the other caregiver while the caregiver who called focuses on the situation, receiving the Clean Up Bucket, or informing the Hall Monitor which parents to bring back to the room (offline so other groups do not hear names or particulars in an effort to protect privacy and reputation), etc.

## **Church Security**

LBC's Church Security policies will be followed by LBC staff and caregivers during all student ministry activities or events whether held on campus or off-site. Please see LBC's Church Security policies for further detail. Please understand that some aspects of those policies (such as specific codes or plans) may not be publicly accessible to maintain the integrity and effectiveness of those plans.

## **Arrival and Departure**

Caregivers should be ready to accept children 15 minutes prior to the start of any session, so that parents have enough time to transition their children before the session begins.

Parents are encouraged to pick up their children immediately after the conclusion of the session. In the event that a child is not picked up within 15 minutes of the end of the session, caregivers will ask the Hall Monitor or the ministry leader to locate the parents.

## **Special Procedures for Young Children (Kindergarten aged and below)**

Any parent/guardian who would like his/her child (Kindergarten aged and below) to participate in a Student Ministry program will sign the child into the appropriate classroom, nursery, or activity when he/she arrives, granting permission for the child to participate in that LBC event or program. The parent/guardian should also use this opportunity to note any allergies or special needs the child may have. For more details on our procedures for caring for children with allergies, please see the "Snacks and Food" section below. A standard sign-in process will be used for each of LBC's Children's Ministries requiring sign-in.

## Parental Authentication Identification System

In order to protect the children in our care, each child (Kindergarten aged and below) must be signed into his/her class by a parent/guardian or guardian. Upon signing the child in, the parent/guardian and the child will each receive an identifier (a label, wristband, or other means of identification) as part of a two-part identification system. These identifiers will be used to confirm that each child is picked up by the appropriate parent/guardian or their authorized representative.

Parent/guardians who bring unrelated children as guests to a program or activity will be treated as the parent/guardian of the guest child in regard to all aspects of this policy handbook while they are participating in the program or activity. *In the event of an incident involving an injury requiring emergency care (contacting Emergency Medical Services), the actual parent/guardian of the guest child will be informed first.*

At the end of the session when the parent/guardian comes to pick up the child:

1. Only the parent/guardian (or an older sibling who is at least 13 years old AND possesses the child's identifier) will be permitted to take the child from the classroom or location where their child's ministry group or activity is taking place.
2. The caregiver will bring the child to the door. If the child and/or parent/guardian is unknown to the caregiver, the caregiver will ensure that the parent/guardian and child's identifiers match.
3. The parent/guardian will have the responsibility to remove the identifier and may choose to keep it on the child to facilitate entry into another ministry setting. *For example: the child may attend Junior Church or Nursery during a worship service and then attend a CBF or Nursery or vice versa using the same identifier.*
4. With the permission of the parent/guardian, a caregiver may function as an approved individual for their child. This includes giving the caregiver permission to escort their child to meet them elsewhere in the facility (for example: an ABF teacher may ask the caregiver to bring the child to them once the other children have been picked up so that the teacher does not have to leave their own room).

Ordinarily, ONLY a parent/guardian who possesses the parent/guardian identifier will be permitted to retrieve the child. The only exceptions to this rule are:

1. In the event of an emergency that causes an activity to be closed early that would therefore result in neither parent/guardian being available to take the child back into their custody, the child will be released to the care of an elder, deacon, or ministry leader of LBC until the child can be picked up by a parent/guardian.
2. Members and regular attenders of LBC who sign in their children will be encouraged to maintain a list of approved individuals (including an older sibling who is at least 13 years old) to pick up their child in the event that the parent/guardian who signs in the child is unable to pick up the child at the conclusion of that activity. The approved individual should possess the matching identifier.

*If the approved individual does not possess the matching identifier the elder or ministry leader present will be required to obtain verbal permission from that child's parent/guardian and to document the release of the child for church records (see Appendix E). In such cases, photo ID must be requested from the individual to whom the child will be given and a copy made for church records.*



## **General Procedures**

### **Two Caregiver Rule**

At least two qualified caregivers must be present in each classroom. At least one caregiver must be an adult (18 or older) member of LBC. Youth fulfilling the role of a qualified caregiver must be at least thirteen years of age. Exceptions to this rule are limited to:

1. For adult Bible study groups (either on church property or off) that are held without corresponding Student Ministry programming, care for children under the age of 8 may be provided by at least one caregiver age 13 or older while parents are on-site. If all of the children present are age 8 and above no organized childcare is required (subject to the discretion of the parents involved).
2. For youth activities (Middle and High School), there must be at least two teenagers present when supervised by a single adult leader. One adult leader and one teenager should not be alone together, except for the purpose of counseling, as described below in the section on "Counseling".
3. For unexpected absences involving a qualified caregiver, the ministry leader responsible for the ministry affected should make every effort to fill the need with another qualified caregiver. If one is not available, any LBC member, at least 13 years of age, may serve to assist the caregivers so long as at least 1 qualified caregiver is present. The Ministry Lead should also inform an elder (or deacon if an elder is not available) when a nonqualified caregiver is filling in for that session.

### **Child-to-Caregiver Ratios**

In addition to always having two caregivers present, the following ratios are to be maintained during the regularly scheduled weekly meetings of the church's student ministries:

- Children ages 0-2 one adult for every two-four children, depending on their ages
- Children ages 3-5 one adult for every eight children
- Children ages 6-12 one adult for every twelve children

For off-site travel, a ratio of one adult for every five participants is recommended.

The applicable ministry leader, the elder responsible for ministry team involved or the Hall Monitor should be notified if more caregivers are needed in order to maintain these ratios. Any LBC member, at least 13 years of age, may serve to assist the caregivers so long as a minimum of 2 qualified caregivers are present.

If additional caregivers are not available to meet the desired child-to-caregiver ratios, the ministry leader may close the class to additional children for that session.

### **Open Door Policy**

Any time a child (or children) are in the care of LBC caregivers at the church facility, the door to the classroom must remain open or else have an unobstructed window in an unlocked door.

## **Counseling**

Any time one-on-one counseling is required for a child it will be performed by a caregiver in an easily accessible open area or in a room with an unobstructed window in the unlocked door and with another adult nearby. If another adult is not available or it is not possible to give proper counseling with another adult present, then another adult must have knowledge of the session.

## **Transportation**

When LBC provides transportation for a Children's or Youth Ministry event using the church vans or privately owned vehicles, at least one caregiver and one other adult shall be in each vehicle when in transit. Waivers for travel related to local events may be issued when requested from the elders.

## **Social Media Guidelines**

Please refrain from posting pictures and personal information of children under the age of 13 without parental consent on any social media sites. Any photos used for LBC purposes (website, promotional flyers, posters, etc.) should have parental consent. For a large organized church event that would involve children as the subject matter of the photos, verbal or written consent from the parent/guardian is needed. There is a statement on our registration form that informs parents and obtains their consent regarding photos of their children prior to being posted on the church's website or on social media.

## **Appropriate Discipline**

All caregivers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.

Acceptable means of redirecting inappropriate behavior include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the group for a brief time (particularly if his behavior is endangering or upsetting other children).

Caregivers and staff members should never yell at, spank, or hit a child. If the child's behavior is uncontrollable or the child does not respond to the discipline measures above, ask the Hall Monitor to call the parents. For further information regarding discipline please speak with the elder responsible for Student Ministry.

## **Rest Room Procedure**

### **2 Year Olds through Pre-K**

Adults who accompany a child to the restroom should position themselves such that the child has a sense of privacy but where the adults are able to recognize if the child requires assistance. If assistance is needed, the stall door must stay open to remain visible for supervision. In most cases, the adults will be the same gender as the child, although this may not always be practical. It is advisable to take more than one child to the restroom at a time.

## **Kindergarten through Fifth Grade**

For classes involving children ages kindergarten through 5<sup>th</sup> grade, if a child requests to use the restroom, they may go to and from the restroom by themselves or they may request one child to accompany them. If special assistance is required, the caregiver should ask for the Hall Monitor to step in and relieve them to allow the caregiver to escort the child to the restroom. If children are deemed to take too long using the restroom the caregiver may ask the Hall Monitor to check on that child and ensure both their safety and their prompt return to their area.

## **Middle School and High School**

Students in the Middle School and High School class shall use the appropriate restroom on their own. No caregiver or other child should accompany him/her.

## **Food Service and Allergies**

An important duty of the Student Ministries at LBC is to provide a safe and loving environment for the children entrusted to our care so that their parents may be fed spiritually without undue concern. One of the ways we protect children is to limit the food and drink allowed in classrooms.

We covenant with parents to protect and nurture their children while they are in our care so our vigilance is in proportion to the serious nature of this responsibility. We desire to be faithful to that charge.

### **Ongoing Care for Children with Allergies**

Parents of children with allergies who attend regularly should talk with the applicable ministry leader about how to handle any unexpected allergic reactions. Allergy information for regularly attending children will be kept confidential yet be readily available in the classroom to the caregivers.

Caregivers should always check each child's identifier before serving a snack. If the child is wearing an identifier that indicates an allergy, the caregiver must take a closer look at the identifier which lists the nature of the child's allergy or refer to the information provided in their classroom previously mentioned.

If instructions are not clear, no food should be given to the child without clarification from the parent/guardian. The caregiver should send the Hall Monitor to clarify with the child's parent/guardian.

For all Children's Ministries, any snacks that will be offered during that session will be clearly posted at the door to inform parents/guardians. Caregivers must update the snack sign for every session by writing what is being served and the date on that sign and then wiping it clean after that session.

### **Administering Snacks and Food (by age group)**

#### **Snack Menus for Classes with Allergies**

A snack menu of foods purchased by the church will be maintained for all age groups within the children's ministry. The snack menu will only apply to classrooms where a regularly attending child or visitor has an allergen among the top eight most common allergens identified by the FDA. Those allergens are: milk, eggs, fish, shellfish, tree nuts, peanuts, wheat, and soybeans. The Deacon of Children's Ministry will develop the snack menu using resources that identify snacks that are free of those allergens. The snacks will be purchased and stored by the church.

Given the unique circumstances of a child's allergies (e.g. anaphylactic, contact, ingestion, etc.), parents of children with less common allergies or with specific dietary needs (e.g. a child with diabetes) should work with ministry leaders and caregivers to find a suitable solution for that child's group.

Water is the only beverage that will be served.

With the lone exception of Infants and Toddlers given below, outside food, including anything brought by parents, will not be allowed in classrooms with allergies. If a classroom does not have any allergies, the caregivers may serve outside food as long as the food is indicated on the snack sign outside the door.

### **Exceptions for Infants and Toddlers (0-2)**

Parents may bring bottles of formula and/or breast milk to be fed to their children only. Additionally, for children who are too young to eat the church provided snacks, liquid baby food (e.g. fruit pouches) may be provided. The bottles and food must be clearly labelled with the child's name.

### **Junior Church (3-5)**

Only water may be offered to the children during this activity. No snacks will be provided.

### **Special Events**

CBF teachers and ministry leaders may develop a custom menu for a special event. A special event is an event that occurs no more than once a month (e.g. holidays, tea parties, Camp Crossroads, etc.). The Deacon of Children's Ministry must approve these events. Special events have unrestricted menus as long as the event menu is sent out to the parents at least two weeks in advance.

### **Food Safety**

To prevent the potential spread of allergens, children should wash their hands after eating and caregivers should wipe down all surfaces where food was present.

### **Use of Food Items for Other Purposes**

No food items may be used for craft supplies or for game play.

## **Healthy Child Policy and Medical Procedures**

In order to prevent the spread of communicable diseases among the children, four rules are in place concerning disease. Both parents and caregivers must be familiar with these policies.

1. Children with infectious diseases should be kept home until they are no longer contagious. If a child is exhibiting symptoms of illness such as fever, diarrhea, open skin lesions or blisters (as in chicken pox), or persistent nasal discharge, the parent/guardian should keep the child home.
2. Caregivers will use gloves and proper hygiene procedures to change diapers, wipe noses, and handle blood spills.
3. Hand washing or usage of anti-bacterial hand sanitizer must be a regular habit for both children and Caregivers.
4. Toys and equipment are washed and disinfected regularly. LBC is dedicated to preventing the spread of disease among the children.

Caregivers and the ministry leaders have the right to refuse a child on the basis of questionable symptoms. To prevent this, parents are asked to comply with the following guidelines. A child may should not participate in a class if and when any of the following exist:

- Fever (Note: Children should be free of a fever for 24 hours after a contagious disease before coming back to church.)
- Vomiting or diarrhea
- Any symptom of childhood diseases such as scarlet fever, German measles, mumps,
- Chicken pox, or whooping cough
- Common cold – from onset through one week
- Sore throat
- Croup
- Any unexplained rash
- Any skin infection – boils, ringworm, impetigo
- Pink eye or other eye infection
- Thick green, yellow or constant nasal discharge
- Any other communicable disease

Children who appear ill during a class will be kept at the sign-in desk with a caregiver while the Hall Monitor locates the parents.

Parents should inform the applicable ministry leader if your child appears to have contracted an illness while attending a LBC event so that other parents may be notified if necessary.

## **Allergies and Emergency Needs**

### Awareness for Caregivers:

Caregivers must be aware of which children in their care have allergies or conditions which may require the administration of specific medication in emergency situations. In order to facilitate this, parents must keep ministry staff updated about any needs their child has. The best way to do this is by keeping each child's profile in the church database updated with current information (see "Student Ministry Registration and Database Use"). LBC will share this information with caregivers in two ways:

- For children in Kindergarten or younger:
  - a red sticker (to indicate an allergy) and/or a blue sticker (to indicate a condition which may require an emergency response) will be attached to each child's identifier as needed.
  - On the group roster, a red box (to indicate an allergy) and/or a blue box (to indicate a condition which may require an emergency response) will be displayed to the left of the child's name with notes to give the necessary explanation for the red and/or blue box.
- For children in first grade through fifth grade: the child's name will be listed in their group's roster with the corresponding color codes to remind caregivers of known allergies and/or the potential need for emergency care.

If the possible need for emergency care is anticipated during any activity whether weekly or overnight (such as an Epi Pen), the child's parents shall provide training to all caregivers who staff that ministry on how to administer the emergency care if the parent/guardian cannot be reached in time.

## **Medication**

Neither caregivers nor church staff are allowed to give any medication to any child during the regularly scheduled weekly meetings of the church. In the case of an overnight activity, written instructions and personal instruction shall be given to a staff member or caregiver as needed.

## **Accidents and First Aid**

All classrooms are equipped with basic first aid kits. Caregivers should be familiar with their contents and uses.

In the event of life-threatening injury or illness, emergency medical services will be called first and the Hall Monitor will locate and inform the parents immediately. After ensuring the child has proper care, the ministry team member who witnessed the incident (or failing an eye-witness, the caregiver with the most information) must complete an Accident Report Form (see Appendix F).

In the event of a child sustaining a non-life-threatening injury that involves the head, the application of ice to the affected area, or the application of bandaging beyond a simple band-aid, the child will be excused from all further physical activities and a caregiver will complete an Accident Report Form.

Accident Report Forms can be obtained from the Student Ministries Resource Center outside the CLC. In all instances the original form should be given to the child's parent/guardian upon pick-up and a copy of the form should be given to the ministry lead or the elder responsible for the involved ministry.

## **Universal Precautions**

Universal precautions are employed such that all human bodily fluids are treated as if they carried infectious diseases. Universal precautions are applicable in a church setting and should be utilized. The method is very effective for protecting both the children and caregivers in the church from illness. This is not to imply that any children or caregivers are carrying infectious diseases. By treating all bodily fluids as if they are infected, any infections or contaminants can be avoided at all times, providing a safer and healthier environment for caregivers and children alike. Important Points of Universal Precautions:

- Wash hands before and after any contact with bodily fluids, including wiping noses, changing diapers, cleaning vomit, and treating a blood spill.
- Always wear disposable gloves when dealing with any bodily fluids.
- Treat all soiled linen (i.e. sheets, clothing) as potential infectious agents.
- Remove toys that children have mouthed from the general play area. Set them in the container by the sink and wash.
- At the end of the session, disinfect the room with disinfectant spray.

### **Clean Up Bucket**

LBC provides a bucket containing supplies to handle situations involving human bodily fluids or other material that may require immediate cleaning. Caregivers should request that the Hall Monitor bring it to their location as soon as possible. Once the clean up is completed the

effected area should be cordoned off and the incident should be reported to the church's custodial staff for follow-up.

**Important:** caregivers should complete an Accident Report Form (Appendix F) whenever the Clean Up Bucket is used. This is solely for the purpose of informing the parents/guardians of the child about what happened for their benefit.

Any supplies used in an incident should be replenished by office staff as soon as possible.

## **Caring for Those with Special Needs**

Equality of opportunity for all children is essential and it is important that children with special needs have the opportunity of learning about the Lord alongside their peers. For this reason, the special education needs of children will normally be met in the mainstream setting. If a child has special needs above and beyond this setting, the parents of this child should confer with the ministry lead for practical advice and support.

## **General Information**

### **Lost and Found**

Lost and Found at the Leonardtown Campus is located in the Ministry Team Resource Area in the foyer, next to the north-side doors. Lost and found items at the Callaway Campus will be with the First Impressions ministry team. All lost items will be placed there after services or ministry activities. Please check there if an item is left behind in one of the classrooms.

### **Student Ministries Policy Group**

The Student Ministries Policy Group (SMPG) consists of the elder overseeing the Student Ministries, and the ministry leaders for all Children's or Youth Ministries. The SMPG will be responsible to periodically review this policy and propose updates as necessary. All caregivers are encouraged to identify policies or procedures that may need to be improved, modified, or removed in the future.

### **Addressing Non-Compliance**

Any caregiver who witnesses a violation of these Protection Policies, short of abuse, neglect, or molestation should first notify the person violating the policy and encourage compliance. If the person violating the policy refuses to comply, the member of the SMPG that leads the applicable ministry team should be notified immediately unless the non-compliance involves that ministry leader. In such cases, the caregiver should immediately notify the elder who oversees Student Ministries or the Senior Pastor.

## **Responding to Suspected Abuse**

All caregivers stand ready to receive information related to suspected child neglect, abuse, or molestation. They are committed to addressing all allegations in accordance with the LBC church covenant and the laws of the state of Maryland and St. Mary's County.

All caregivers must report suspected sexual or physical abuse of minors. A report conveying all relevant information regarding the suspected abuse shall be given immediately to the elder who oversees the ministry team that provides the ministry activity and/or program through which the alleged abuse was discovered, who shall also have the obligation to insure that appropriate authorities are notified. The report should include the following: (i) the names of the alleged victim, the alleged wrongdoer and all witnesses; and (ii) a description of the facts surrounding the incident. In addition to the duty to report, any caregiver also has the right to report suspected abuse directly to the appropriate authorities responsible for receiving such reports. Nothing herein shall be deemed to limit an individual's obligation to report any child abuse or neglect to the proper public authorities. In St. Mary's County, such reports can be made to the Department of Social Services.

## **Accountability**

*"Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted. 2 Bear one another's burdens, and so fulfill the law of Christ." Galatians 6:1-2 (ESV)*

The objectives of LBC's efforts to protect our children, youth, and caregivers are three fold:

1. To preserve the security and innocence of our children,
2. To preserve the unity of the body of Christ through faithful accountability, and
3. Most importantly to preserve the precious and holy name of Jesus Christ, whom we represent to the world as his Bride.

When we as a church stumble in this area, we cause grave damage to our Lord's Great Commission purposes in our community and beyond. Certainly, God's eternal purposes will not ultimately be thwarted, but he has entrusted us with the stewardship of His Holy Word and His Church. By God's grace and with His help, LBC must be wise and faithful defenders of His kingdom.



## Appendix A

### Student Ministries Interest Form

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This document is designed to collect information about you that we need to qualify you for service in the Student Ministries at Leonardtown Baptist Church. Some of this information is quite personal, and we are committed to protecting your confidentiality. As such, this document may be read only by the person who provided us with this information (you), the elder responsible for Student Ministries, and his designated assistant. No other person is authorized to review this document with the exception of the Senior Pastor who may only review this document at the request of the authorized elder for the purposes of consultation to determine whether or not to proceed with your application. Persons who review, duplicate, distribute, or disclose any portion of this document without authorization may face one or more of the following consequences: (1) Termination of employment, if an employee; (2) Dismissal from any official position within the church, if a volunteer; (3) Possible criminal liability; (4) Possible civil liability.

If at any time you determine that the information you provided in this document is not true—or if it changes in a way that substantively impacts your qualification to serve in childcare, you are requested to notify the elder who oversees the ministry in which you serve as soon as possible.

*This application is property of Leonardtown Baptist Church and is CONFIDENTIAL when filled in.*

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**Student Ministry Team you are applying to serve with:** \_\_\_\_\_

#### Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
LAST FIRST MI

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

[Type: Home Mobile Work Other] [Type: Home Mobile Work Other]

Email Address: \_\_\_\_\_

#### Family Information

Marital Status:      Single Married      Divorced      Widowed

Do you have any children?      [ ] Yes      How many: \_\_\_\_\_  
[ ] No

## Church Membership Information

How long have you been a member of LBC?

DATE JOINED: \_\_\_\_\_

What other ministries and activities have you participated in at LBC?

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Questions related to Home School and Awana ministries removed.

## Prior Experience

Have you taught or cared for children in any church or parachurch ministry before?

Yes

Please describe (including dates and places):

No

Please describe any training, education, or other factors (including musical training) that would apply to your ministry to children:

## Appendix B

### Personal Reference for Volunteers at LBC

Applicant's name you have been asked to submit a reference for: \_\_\_\_\_

How long have you known the applicant listed above? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In what setting(s) have you observed the applicant working with children and/or youth? \_\_\_\_\_

\_\_\_\_\_

In your opinion, is this applicant dependable?            YES            NO

In your opinion, is this applicant honest?                YES            NO

In your opinion, is this applicant even-tempered?        YES            NO

**On a scale of 0-5 with 0 being unable to evaluate, 1 being below average, 2 average, 3 above average, 4 very good, and 5 as great, please rate the applicant on the following:**

#### Personal Qualities

General Attitude	0	1	2	3	4	5
------------------	---	---	---	---	---	---

Motivate of work	0	1	2	3	4	5
------------------	---	---	---	---	---	---

Patience under stress	0	1	2	3	4	5
-----------------------	---	---	---	---	---	---

Positive and Cooperative Attitude	0	1	2	3	4	5
-----------------------------------	---	---	---	---	---	---

#### When working with children and/or youth

Interaction with children/youth	0	1	2	3	4	5
---------------------------------	---	---	---	---	---	---

Understanding of children/youth	0	1	2	3	4	5
---------------------------------	---	---	---	---	---	---

Discipline of children/youth	0	1	2	3	4	5
------------------------------	---	---	---	---	---	---

Experience with children/youth	0	1	2	3	4	5
--------------------------------	---	---	---	---	---	---

General/Overall Rating	0	1	2	3	4	5
------------------------	---	---	---	---	---	---

Do you have any concerns about the applicant's prior work with children and/or youth, or his/her relationship with children and/or youth?                    YES            NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Do you have any knowledge about this person's behaviour, attitude, or emotions toward children/youth that might cause a parent to worry about this person caring for his/her child or youth?      YES      NO

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

By signing your name below, you are stating that you have provided information on the above applicant to the best of your knowledge. We appreciate your time and willingness to help us in this process.

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

Email Address: \_\_\_\_\_

## Appendix C

### Background Check

Please enter your information within the next 40 minutes

\* This online application is protected by a Secure Certificate Authority, which supports up to a TLS1.2 256-bit encryption process. This process can be verified using your browser's security certificate information page. All information provided on this form is secure. For more information on how to access this information, please contact us.

Introduzca su información dentro de los próximos 40 minutos

\* Esta solicitud en línea está protegida por una autoridad certificadora segura, que permite hasta un proceso TLS1.2 256 bits de codificación. Este proceso y el certificado de seguridad pueden ser verificados mediante la página de seguridad de su navegador. Toda la información proporcionada en este formulario está segura. Para obtener más información sobre cómo acceder a esta información, por favor póngase en contacto con nosotros.

Full Legal Name/ Nombre Legal Completo:	<input type="text"/> First/ Nombre	<input type="text"/> Middle/ Segundo Nombre	<input type="text"/> Last/ Apellido
Other Names Used/ Otros Nombres Usados:	<input type="checkbox"/> Check this box to enter other names you may have been known as in the past, such as your maiden name. / Marque esta casilla para darnos a conocer otros nombres como pudo haber sido conocido(a) en el pasado. Por ejemplo, su nombre y apellido de soltero(a).		
Current Address Since/ Dirección Actual Desde:	<input type="text"/> (MM/DD/YYYY)	<input type="text"/> Street, Apartment, etc./ Calle, Apartamento, etc.	
	<input type="text"/> City/ Ciudad	<input type="text"/> State/Estado	<input type="text"/> Zip/ Código Postal
Previous Address From/ Dirección Anterior De:	<input type="text"/> (MM/DD/YYYY)	<input type="text"/> Street, Apartment, etc./Calle, Apartamento, Etc.	
	<input type="text"/> City/ Ciudad	<input type="text"/> State/ Estado	<input type="text"/> Zip/ Código Postal
Previous Address From/ Dirección Anterior De:	<input type="text"/> (MM/DD/YYYY)	<input type="text"/> Street, apartment, etc./ Calle, Apartamento, Etc.	
	<input type="text"/> City/ Ciudad	<input type="text"/> State/ Estado	<input type="text"/> Zip/ Código Postal
Social Security Number/ Número De Seguro Social:	<input type="text"/> Enter Numbers Only /Solamente Ingresar Números (###-##-####) (Required Only for Identity Verification Purposes) / (Esta información es un requisito sólo para verificar su identidad)		
Date of Birth/ Fecha De Nacimiento:	<input type="text"/> (MM/DD/YYYY) (Required for identification purposes only) / (Esta información es un requisito sólo para verificar su identidad)		
Ethnicity/ Etnia:	Race/Ethnicity Unknown		

Gender/ Género:  Female  
 Male

Phone Number/ Número De Teléfono:  (###)###-####

Email/ Correo Electrónico:

Confirm Email/ Confirmar Correo Electrónico:

Drivers License/ Licencia de Conducir:  Number/ Número State/ Estado

## Appendix D

### Personal Commitment Statement

Our Student Ministry Application Process is not only considered the first step to protect everyone involved in our church's Student Ministries. It is also the first step in making a personal commitment to serve the Lord by serving the children and/or youth of our church's Student Ministries. As such, we would like to take this opportunity to ask you to serve faithfully and with excellence in every aspect of the ministry role in which you may be placed.

Any caregiver role within our church's Student Ministries involves sharing and upholding the Gospel of Jesus Christ so that those we serve with are encouraged to begin or strengthen their own lives as followers of Christ. Toward that end, we seek accountability with one another by making the following personal commitments:

- I acknowledge the Lordship of Jesus Christ in my life and I have a personal relationship with Him.
- I am committed toward growing and maturing my relationship with God through personal devotions, active attendance at church, and involvement in accountability.
- I am committed to choices and a lifestyle that are both Godly and "above reproach" knowing that my lifestyle is a model for the children and/or youth.
- I am making a commitment to this ministry role for one year.
- I commit to serve within my role to the best of my ability and by the grace of God and to pray for this ministry, this leadership team, and for the children or youth that I will lead.
- When requested, I will attempt to help recruit at least one other adult volunteer for our growing needs in the Student Ministries.
- I promise to guard and protect the unity of this ministry and church.
- Because I am making a significant commitment and presence is important, I agree to be consistent and timely to the program(s) I commit myself to. I also agree to communicate to the Ministry Leader and/or the Associate Pastor if I will be absent as soon as I know.
- I have read, understood, and commit to abide by the policies contained in the Policy Handbook for the Protection of Minors.

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

Print Name: \_\_\_\_\_

## Appendix E

### Verbal Permission for Release of Child

In the event that an adult comes to pick up a child and he/she does not have the matching child identifier ticket in his/her possession, an elder or ministry leader will use the listed parent phone number(s) to contact the child's parent/guardian. Using the driver's license of the individual wanting to pick up the child, the elder or ministry leader will attempt to get verbal confirmation from the parent/guardian that this person is allowed to pick up and transport the child. When talking with the parent, the elder or ministry leader will need to first verify the parent/guardian's identity and then, using the information on the driver's license, ask if [name on license], who resides at [give address on license], has his/her permission to pick up the child. In the event that verbal permission is given by the parent, the date, time, name of parent spoken to, as well as the contact information of the person picking up should be recorded and signed by the elder or ministry leader who talked with the parent.

### Verbal Pick Up Consent

Name of Child: \_\_\_\_\_ Name of Parent Spoken to: \_\_\_\_\_

Parent's Phone Number: \_\_\_\_\_

The above parent gave verbal permission for \_\_\_\_\_ (full name) to pick up \_\_\_\_\_ (child's name) on \_\_\_\_\_ (today's date) at \_\_\_\_\_ (time of phone call).

Address of the adult who will be picking up the above named child:

\_\_\_\_\_

What form of identification was shown? (Must show person's full name AND address)

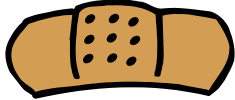
Driver's License       Passport       Other: \_\_\_\_\_

Person who spoke with the Parent: \_\_\_\_\_ Title: \_\_\_\_\_

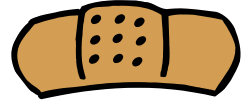
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Appendix F



**LBC Children's Ministries**  
Seek Study Serve Share



**ACCIDENT REPORT FORM**

<b>Child's Name:</b>	
<b>Date of Accident:</b>	
<b>Time of Accident:</b>	
<b>Nature of Injury:</b>	
<b>Location of Incident:</b>	
<b>What the child was doing:</b>	
<b>Caregiver response and first aid:</b>	
<b>Name of Caregiver that responded:</b>	
<b>Additional Information:</b>	
<b>Parent contacted?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Parent contacted:</b>	
<b>Who contacted parent:</b>	
<b>How parent was contacted:</b>	<input type="checkbox"/> Phone Call <input type="checkbox"/> In Person
<b>Time parent was contacted:</b>	
<b>Other Contacts or Actions:</b>	

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Child Care Provider Signature and Date