

CHILD SAFETY & ABUSE PREVENTION POLICY

Appendix 7

I. General Guidelines

- A. Children are precious to the Lord and deserving of protection in accordance with God's Word in Psalm 127:3; James 1:27; Psalm 146:9; Job 29:12; and Matthew 19:14.
- B. For purposes of this policy, child/children is defined as anyone under the age of eighteen (18) years of age.
- C. All exterior doors to Preschool, KidsLife, and StudentLife departments shall remain locked during activities and programs.
- D. Lizella Baptist follows a rule of TWO, meaning there will be at minimum, two trained/vetted adult workers per classroom at all times. An additional trained/vetted student volunteer may serve with adults if needed.
- E. Campus maps and protocols for emergency situations shall be posted near the door in every classroom for quick reference.
- F. Children must be checked in and out by legal guardian/parent. Children will not be dismissed to a different adult than dropped them off without advance notification by drop-off parent to Director or leader, or without security tag from drop-off parent in hand.

II. First Aid/Illness/Injury

- A. Anyone may provide primary first aid to children (band-aids, ice packs, etc).
- B. In the event of a major medical issue/illness:
 - a. Contact Director or other staff immediately. They will contact parents.
 - b. Follow Red Cross First Aid/CPR guidelines until staff directs you with further instructions. (ie, check for alertness/respiration/pulse, do not move the child, etc.) Call 911 if appropriate.
 - c. Remove other children from the area.
 - d. In case of injury, complete Incident/Notice of Injury report for church records.

III. Abuse Prevention Guidelines

- A. Any volunteer, employee or staff member (hereafter "Ministry community members") wishing to serve in FamilyLife ministries (Preschool, KidsLife, StudentLife, Recreation) must submit an annual criminal background check and complete abuse prevention training online workshop. Criminal background

checks are nationwide and additionally cross-reference the national database of sex offenders. All ministry community members must acknowledge, agree to and comply with Lizella Baptist Code of Conduct.

- B. Every paid worker, regardless of service role, responsibility, or position must have an approved application for ministry including references (verified by supervising staff) on file, as well as an approved background check on file prior to August 1st annually. Background check consent forms (if completed on paper) will be shredded once submitted. Reports will be kept on file for the current year.
- C. In the event of findings on the criminal background check report, applicant will be notified confidentially, appropriate staff will be notified as well, and opportunities to serve would be approved by no less than 3 staff members' vote on a case by case basis. Findings present on the sexual offender registry prevent serving or lay leadership in LBC Family Life ministries in any role.
- D. An adult leader must accompany preschool and elementary age children for restroom trips. No adult shall be in the single restroom stall with a child at any point for any reason. If a preschooler needs assistance, a second unrelated adult must be present as a witness that no inappropriate action occurs.
 - a. Preschool children who are old enough to use the toilet will leave the door ajar and leader will monitor from outside once verifying the room is unoccupied and closed on the adjoining classroom side.
 - b. Adult will monitor single stall restrooms for older children from outside the door once verifying the room is unoccupied.
 - c. Multiple stall restrooms will be monitored from the hall with the door ajar to ensure the stall is unoccupied except for the monitored child.
 - d. Preschool changing stations will be unobstructed in the classroom and observable by adult leaders.
 - e. No men will change diapers, monitor restrooms, or assist with bathroom-related needs.
- E. In the event of a preschool accident where clothing change is required, a second adult witness is required. For accidents involving elementary age children, leader will notify the director to request parent support. Student will be monitored by an adult leader until parent or guardian arrives. LBC staff/volunteers are not allowed to remove clothing from the child or clean the child where clothing is intended to provide coverage.
- F. Discipline for children is outlined below.
 - a. Corporal punishment is not allowed. At no point shall an LBC staff member, leader, or volunteer touch a child in anger.
 - b. Yelling, profanity, insults and threats are not permitted.
 - c. If discipline is necessary, follow these steps based on severity:
 - i. Verbal redirection (phrased in the positive)
 - ii. 1:1 correction (draw the child to an observable area at the side of the room to calmly address behavior)

- iii. Time out to regain perspective (up to 1 minute for each year of age in a chair at the side of the room or near a leader)
 - iv. Contact Director to request parent pick-up.
- G. If there is reasonable cause to suspect physical, sexual or emotional abuse (observed behaviors, bruising, etc) it should be reported confidentially to both the full-time staff member in charge of that ministry and either the Lead Pastor or Executive Pastor within 24 hours. Questions about what constitutes such abuse should be directed to supervisors. In the event any of the aforementioned leaders are involved in the questionable circumstances or have another conflict of interest (such as being related to the involved minor), an uninvolved full-time staff member or pastor should be notified in their stead. The involved child, parent/guardian, volunteer, person or employee should never be confronted directly. Notified staff are required to report suspected physical abuse to law enforcement and/or Georgia Department of Family & Children Services within 24 hours of being made aware of the situation. Pending review by a state-certified enforcement officer, involved staff members or employees may be referred to Personnel Committee for further action. Volunteers who are found to be involved will be addressed separately according to procedures outlined in the Constitution and By-Laws, in addition to facing charges brought by state agencies in charge.

IV. Emergency Protocols

A. Fire Evacuation

- a. In case of fire alarm/smoke, use the nearest emergency exit. Maps are located in each classroom marked with the closest exit for that location.
- b. One leader will lead to the nearest large grass safe zone (noted below), while the other leader (with GO bag) verifies the roll/child count and follows to ensure all children are accounted for. Once in safe zone, leaders will keep children together and calmly await further instruction from staff.
- c. Contact the Director or text keyword SAFE to 478.935.8632 to verify location and child safety count with staff.
- d. Parents will sign children out at the safe zone with Director or volunteer leader or staff.
- e. Safe zones are designated as follows:
 - i. Preschool– Pirkle Park Playground
 - ii. KidsLife – Field across from BBQ Pit
 - iii. StudentLife – Pirkle Park Field

B. Severe Weather

- a. Adult leaders are responsible to verify student count using GO bag and accompany their students to sheltering location.

- b. KidsLife will evacuate to Rooms C6 or C8 on the main hall of Building C using the double door entrance upon receiving tornado warning or at the sounding of tornado alarm.
 - c. Students will use the stairwell nearest the High School room to relocate to lower level rooms C6 or C8 to shelter.
 - d. Preschool will evacuate windowed classrooms to shelter in the closed hallway of Building B.
- C. Lockdown/Active Shooter (Code RED – Immediate Threat)
- a. Relocate to or remain in a Sunday School classroom. Turn all mobile phones to vibrate or silent. Call 911.
 - b. Classroom *hall doors* have doorstops/latches to prevent entry. Engage those once all students are inside.
 - i. In the case of an intruder inside the KidsLife Building, have children exit their classrooms using the *emergency exit door* in their room and in a scattered fashion, run and hide on a neighboring property (the Methodist Church, the woods, the BBQ Pit, etc.) and wait for help to arrive.
 - c. Turn off lights, remain silent, move to wall on same side as door (out of sight to anyone looking in).
 - d. Text keyword SAFE to 478.935.8632 to alert staff as to status, student count, and location. Monitor device silently for direction from staff/authorities. Pray.
- D. Soft Lockdown/Heightened Security (Code YELLOW – Threat in the Area)
- a. Follow all general guidelines.
 - b. Doors remain locked; classes continue as normal.
 - c. Extra volunteers/security monitoring of hallways and grounds during activities and at dismissal.