

The policies contained in this manual are more than just a guide and should be considered authoritative in nature.

Of course, we expect to adapt them over time to ensure we are keeping on mission with God and keeping up with the best safety practices.

Recommendations for changes to this manual should be addressed to the Director of Family Life Ministries.



# Child Protection Manual

Creating a Safe Place for Children to Experience God

Current Revision as of 18 January 2023

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### PURPOSE

***It is a Mission of Koza Baptist Church to provide safe and secure facilities and age-appropriate ministry environments for children to participate in Worship.***

## INTRODUCTION

Koza Baptist Church is committed to providing an environment that is as safe as possible for preschoolers, children (anyone under the age of 18) who attend the church for weekly worship services or any sponsored programs or activities. We also endeavor to take the necessary precautions to protect church leaders from accusations or suspicions.

The leadership of Koza Baptist Church recognizes the need to have formal, written policies and guidelines to help prevent the opportunity for or the occurrence of abuse to children. It is the goal of Koza Baptist Church to inform workers and enforce policies to ensure that all children, employees, and volunteers are safe and well protected while participating in scheduled or unscheduled activities. Through proper application of the practices contained in this policy risk of abuse will be mitigated and awareness will be raised concerning abuse throughout the Church.

(The term “child” or “children” shall include all persons under the age of eighteen (18) years old for the purposes of this policy.)

## SECTION I: DEFINITION OF ABUSE

There are four different types of child abuse:

- 1) physical abuse
- 2) sexual abuse
- 3) emotional abuse
- 4) neglect

Child abuse can be a single incident or can be a number of different incidents that take place over time. It does not matter how much a child is harmed, but whether a child:

- a) has suffered harm, is suffering harm, or is at risk of suffering harm
- b) does not have a parent or guardian who is able and willing to protect them from said harm

Harm is defined as any detrimental effect of a significant nature on the child's physical, psychological, or emotional well-being. For harm to be significant, the detrimental effect on a child's well-being must be substantial or serious, more than brief or short-lived and must be demonstrable in the child's presentation, functioning, or behavior.

### Physical abuse

Physical abuse occurs when a child has suffered or is at risk of suffering, non-accidental physical trauma, or injury. Physical abuse can include actions such as: hitting, shaking, throwing, burning, biting, or poisoning. Physical abuse does not always leave visible marks or injuries. It is not how bad the mark or injury is, but rather the act itself that causes injury or trauma to the child.

### Sexual abuse

Sexual abuse occurs when an adult, stronger child or adolescent uses their power or authority to involve a child in sexual activity. Sexual abuse can be physical, verbal, or emotional. For a closer look at the behavior that is classified as sexual abuse you can download a copy of the booklet: Child sexual abuse – Things you need to know.

### Emotional abuse

Emotional abuse occurs when a child's social, emotional, cognitive, or intellectual development is

impaired or threatened. It can include emotional deprivation due to persistent rejection, hostility, teasing/bullying, yelling, criticism, exposure of a child to domestic and family violence.

## **Neglect**

Neglect occurs when a child's basic necessities of life are not met, and their health and development are affected. Basic needs include food, housing, health care, adequate clothing, personal hygiene, hygienic living conditions, timely provision of medical treatment and sufficient supervision.

## **SECTION II: TRAINING**

Koza Baptist Church will provide training on this child protection policy and the reduction of risk to staff and new childcare workers and will strive to provide opportunities for additional training classes and or focused events on an annual basis. All workers are required to review this safety policy annually. All workers are strongly encouraged to attend any training events that may be held from time to time to discuss these policies. All paid workers must receive this training annually.

## **SECTION III: SCREENING**

All paid workers, volunteers, caregivers, and those who work in any capacity with children must and will be appropriately screened before assuming any role that places said person in direct contact with children on behalf of Koza Baptist Church.

Persons who desire to teach or be placed in a leadership capacity must be actively involved with the ministries of Koza Baptist Church which is represented by becoming a church member. This is especially true should the person desire to teach in any environment that involves teaching children. If a person is not a church member and or not fully screened, he or she will not be authorized to serve in a teaching capacity and must remain under the observance of a fully qualified worker or volunteer while conducting any assigned tasks.

There may be occasions when those who are not members of Koza Baptist Church are authorized to participate in teaching and other leadership roles however this permission will only be granted after the individual has been screened by a member of the Pastoral Staff preferably the Director of Family Life prior to their service and given expressed verbal or written permission to do so.

All persons who minister to children must at a minimum be screened prior to their service in any ministry. Proper screening includes but is not limited to:

- a) National Criminal Background Check
- b) Personal interview conducted by the Ministry Coordinator or Leader
- c) In case of Japanese workers or workers whose country does not maintain a criminal database, two reference checks are required. In these cases, the employee will be screened via their references and only approved by the Pastoral Staff, primarily the Director of Family Life Ministries

All paid workers must undergo the normal pre-employment screening process through Koza Baptist Church and are subject to the same requirements as volunteers concerning screening.

All workers, volunteer or paid, will be asked to undergo a personal interview with their respective ministry leader and all paid employees will undergo an interview with the Director of Family Life Ministries prior to serving in their expectant role.

The names of all potential workers, volunteer or paid, will be submitted to the Director of Family Life Ministries as an additional screening procedure prior to their service within any ministry that serves children at Koza Baptist Church.

Any person for whom the church has a reason to believe might endanger or harm children based upon sufficient evidence of past abuse, current erratic behavior or a lack of faithful service shall not be allowed to serve in any capacity where they will have contact with children. Individuals who have been arrested for, charged with, are under probation for, or convicted of any of the following crimes shall not be allowed to serve in any capacity where they will have contact with children: homicide; aggravated assault; sexual abuse; sexual assault (rape); aggravated sexual assault; injury to a child; incest; indecency with a child; any sex crime involving a child; possession or promotion of child pornography; sale, distribution, or display of harmful material to a child; employment harmful to children; endangerment of a child; kidnapping; public lewdness; indecent exposure; enticing a child.

Should any of these behaviors be suspected during any person's service with Koza Baptist Church, they will be removed from their role immediately until such a time that the suspected behavior can be appropriately investigated by the appropriate level of leadership or law enforcement authorities.

#### **SECTION IV: PROHIBITED BEHAVIOR**

The following behaviors are prohibited for all volunteers and employees.

- 1) Threatening or intentionally inflicting physical injury upon a child.
- 2) Committing any sexual offense or form of abuse against a child or engaging in any sexual contact with a child.
- 3) Making any kind of sexual advance, or making a request for sexual favors, or engaging in other verbal, visual or physical conduct of a sexual nature.
- 4) The use, or effects, of tobacco, tobacco products, or alcohol shall be prohibited on campus.
- 5) Any prohibited or illegal behaviors named in local or international government law concerning the safety of children.
- 6) The making of false allegations against staff or volunteers.

#### **SECTION V: GENERAL GUIDELINES FOR THE CARE OF CHILDREN**

Under no circumstances shall a volunteer or employee be alone with a child (not their own) behind a closed door. Ministries will do their best to provide at least two volunteers in each room where children are present preferably two adults not from the same immediate family. When this is not possible the door will remain open.

Classroom doors without glass inserts for easy viewing should be kept open whenever possible or, in the case of rooms with Dutch or half doors, the top half of the door should be kept open if there is no glass access viewing.

Classes and individuals assigned to classrooms shall remain in their assigned ministry spaces during the conduct of their ministry time. Movement of children is only authorized upon the expressed consent of the ministry Coordinator/leader or an agent directed by them is given prior to their movement to a different space. If there is to be a change of location for the regular meeting place of a ministry, the ministry coordinator/leader must be informed and approve the change of location.

Classrooms have been furnished with age-appropriate furnishings (toys), and those items should not be removed from rooms and taken to other areas of the church. For example, cribs should not be removed from the nursery room to be placed in other rooms in the preschool hallway. In the event moving furnishings or toys is necessary permission must be obtained by the Ministry Coordinator.

Strollers are not permitted in the preschool hallway during Sunday services or Vacation Bible School. There may be other times when the Preschool Coordinator determines it is unsafe to take a stroller down the hall (like women's ministry or a special event). This is for the safety of all the children, workers and parents utilizing the narrow hallway. Strollers must be parked *outside of traffic flow* in the lobby or returned to cars. There may be other areas and events strollers will be prohibited (ie kitchen while cooking is being done, worship center during student games, etc).

At no time shall a child be authorized to leave the building unless the parent has authorized their departure from the facility.

At no time shall a child be authorized to play on the playground unattended. The playground equipment is suitable for children under the age of six years old. Children older than five should not climb on or in playground equipment. No child should play with or touch any of the playground shades.

All children who attend ministry programming must be registered in the current church database. The registration form will include email and telephone number and information on special needs, disabilities, continuing medications and will be updated annually or as circumstances necessitate.

The ministry Coordinator/Leader shall ensure that all children have checked-in and out properly utilizing the approved Check-in Station or a handwritten approved check-in method that at a minimum list the names of the children and any allergies that the child has, ensuring that all information is legible and in plain sight of all.

Children will attend age appropriate classes. A child is not allowed to attend a class that is intended for another age group without consent of the Ministry Coordinator.

Children will always wear a security check-in tag to allow for easy identification and parents will be given a corresponding name-tag with an identical number at check-in. Should a parent lose a badge, then that parent will only be allowed to pick up their child after their identification has been checked and verified by the ministry leader.

Any special information provided by parents such as a disability or special needs must also be annotated on the Check-in security name-tag given to the child and entered into the Check-In system for future reference. In cases where the special need is not appropriate to label on the name tag a code: "Luke 18:16" will be displayed. Annotating that a special need is registered in the database and can be looked up for reference.

All paid workers or volunteers who work with children must be issued a name tag to be worn when they are serving in that ministry. Said tag will be uniquely designed to reflect the respective ministry and will at a minimum contain their full first and last name.

Name Tags will be issued to each paid worker or volunteer, and they will be collected upon completion of their service each day to ensure availability. Upon exit from Koza Baptist Church's active roles or upon disciplinary inquiry or other necessary termination of their service, the tag will be collected by the Ministry Coordinator and destroyed.

With preschool children, only a parent or other person specifically designated in writing by the parent and known to the worker may pick up preschoolers. No one under the age of 14 will be permitted to pick up a child without prior written permission from the parent or guardian.

Elementary children will be picked up by a parent. Parent must display a security tag to volunteer or staff to release the child. Older siblings with security tag and permission of parent may pick up the elementary child. For the safety of the child and to protect volunteers/staff, any doubt in the release of a child should default to Ministry Coordinator or Director of Family Life Ministries. For example: if an adult other than the parent asks to pick up child and volunteer is not sure they will not release the child until confirmation of the parent's permission.

Parents will be requested to provide the ministry Coordinator/ Leader with any special information regarding a possible child custody dispute where leadership should pay attention to who picks up the child. Children may not be released without being picked up by a parent or other designated person unless the parent provides written permission to do so. In any case, the proper parent release form must be utilized and submitted for authorization.

Children five or younger must have a parent on the church property while in the care of volunteers or staff. Exceptions may be made for events such as Parents Night Out with the previous consent of Preschool Ministry Coordinator.

Classroom doors should never be locked from the inside while occupied by preschool leaders or children's leaders except for in situations of emergency. In any case of emergency, please refer to the Koza emergency action plan for guidance.

Bathrooms located in the preschool hallway are designated for children five years old or younger only. At no time should an adult use these bathrooms.

Physical touch of any kind with children must be handled with care by all workers and volunteers.

Touching to comfort or affirm a child in an age-appropriate manner is permitted. Children in general but especially children age five or older should not sit in the lap of workers.

Workers shall not touch children in genital areas for any reason except as necessary to change a diaper. Only paid staff will change diapers. Cloth diapers will not be changed by staff; if a child is wearing a cloth diaper, a parent will be asked to come and change the diaper. Assistance with bathroom usage over the age of 3 should not require touching of any genital area of a child. All diapers must be changed in open view.

Precautionary measures for dealing with dirty diapers, blood, vomit, and the like, such as the use of protective gloves, should be taken individually by all workers. Any items needed for the precautionary measures will be provided by Koza Baptist Church.

Workers are not permitted to use the bathroom themselves when taking the children. When a child is taken to a bathroom outside the room, someone must check the bathroom before the child is permitted to enter to ensure it is safe and that no adult is in the bathroom. The worker will then wait outside the bathroom until the child has completed their use of the facility.

Volunteers or paid staff are never in a position to be disciplinarians of children. Discipline matters are best handled by parents and therefore, physical discipline, such as spanking, is never permitted.

Using physical restraint to prevent a child from doing something disruptive or dangerous is permitted and may, in some rare instances, be necessary however it should be exercised with caution. It will be done by a paid staff member, in a "safe zone" with at least one other witness not related to staff member. Affirmation and encouragement are always appropriate responses.

If a child becomes uncooperative and has placed themselves or others in danger they will be moved to designated “safe zones” within our building. These areas are monitored by camera. As soon as possible their parent will be informed to come and get the child.

While each age group is different, Ministry coordinators for each ministry will be responsible for the proper disposition of behavior issues that may arise. Children are to be redirected and then referred to parents if the behavior is continuous.

The behavior of a child who is a constant disruption to a class should be discussed with his or her parents and the ministry leader. In appropriate circumstances, the parents may be asked to attend class to observe or correct the problem behavior/s. If the behavior/s persists, the child may be removed from the class for a period of time until a strategy can be discussed and implemented that will take into the account the safety of the child and the other children around them. A child who is a danger to other children (had displayed intent or has actually hurt another person in the room) shall be removed immediately, and the parents notified of the dangerous behavior. That child will not be readmitted to the ministry for that service or day. Following a disruption where a child has hurt another child or an adult, they will be asked to take a break from the ministry for a period of one week. If the danger is great that period may be extended by staff. After the timeout period is complete, child and parent will meet with the Director of Family Life Ministries to decide next steps.

- 1) In most cases, the child will be permitted to attend class, accompanied by a parent for three trial periods. If there are no further incidents, the child will then be allowed to attend class as normal.
- 2) Some disruptions or dangerous behaviors may result in the child needing to be accompanied by a parent at all times. Director of Family Life Ministries or other Pastoral staff members will make those decisions and communicate to families.

Ministry Coordinators/Leaders, paid staff members and volunteers should strive to keep open lines of communication with parents and families.

Within the Preschool Ministry, it is difficult for children to see parents in the doorway (even when they are not their own). It can cause young children to become upset. We ask that if you desire to check in on your child, you notify a staff member and allow them to check the classroom volunteers and refrain from walking down the hall multiple times during the service.

Parents shall always be permitted to observe a classroom. Visits can be accomplished by a verbal or written request submitted to the ministry Coordinator/Leader. Parents should note that his or her presence may be disruptive to the child or other children in the room, therefore, parents may enter their child’s room only with the approval of the ministry leader of that ministry and should plan to stay for the entire service.

Parents who request to accompany their child are not to be considered a volunteer until training or a background check for that ministry is complete. They may only assist their child and be in class to observe.

If a concern has been presented to parents concerning a child's behavior, Parents should be given a summary either verbally or physically of the guidelines concerning behavior which have an impact on them or their child.



Parents shall be advised to report concerns regarding a classroom situation to the ministry coordinator and be assured that they or their child will not be retaliated against for making such a report.

Parents are encouraged to pick up their children no later than ten (10) minutes after the service or event is over unless special arrangements are made with the ministry leader for their delay.

Parents are encouraged to change diapers and take children to the bathroom before arrival to their respective rooms.

Under no circumstances should parents leave a child in any ministry if the child has a fever, diarrhea, vomiting or other severe illness. Parents must advise the workers if the child is on medication of any type. Medication will not be given to children by volunteers, except in emergency situations such as severe allergic reaction where an EpiPen injection is required.

During an event where children are present at the Church, there shall always be a screened worker preferably the Ministry Coordinator on duty making roving checks of all classrooms from time to time.

Children are not authorized under the age of ten to be unsupervised at any time at the church. If found to be unsupervised children should be immediately taken to their parents. If a child causes damage to any property, the parents will be responsible for the replacement or repairs.

Teens under the age of 18 are allowed to assist or even in some cases provide limited childcare for ministries. However, they must always work under the direct supervision of a background checked and screened adult worker and will be given guidance by the adult worker about their responsibilities and roles while serving in ministry.

Physical contact towards student (6<sup>th</sup> grade -12<sup>th</sup> grade) ministry aged children must be handled with care in similar fashion to younger children but with extra points of concern. Back rubs, neck rubs, massages, kissing, or similar contact are not allowed by volunteers or employees when involving students. Best practice dictates that side-by-side hugs are to be used instead of full body contact. Touching need not be completely avoided, but staff and volunteers must be aware of the overall perception and how the person being touched may interpret the contact. Unwelcome touching of any kind is not allowed.

A specific ratio of leaders to students is not suggested for students (6<sup>th</sup> grade to 12<sup>th</sup> grade); instead, the ratio should be appropriate for the activity being undertaken. Any one-on-one meeting involving an adult and students must be conducted in view of another screened adult through an open door or window. One-on-one meetings of any kind outside the church facilities should not occur without the knowledge and approval of both the parents of the student and the Ministry Coordinator or Leader.

Any counseling to student(6<sup>th</sup> grade -12<sup>th</sup> grade) ministry age children should be conducted during working hours and only by those trained in working with students and the specifics of counseling.

Only qualified, screened adults may drive motor vehicles that transport children. All drivers must have a valid driver's license and sufficient legal auto insurance. The number of children per vehicle must not exceed the number of seat-belts, and all occupants must wear seat-belts while being transported. It is expected that all operators of vehicles that transport children will follow and adhere to traffic laws. If the event requires the use of a church-owned vehicle, the driver must be a qualified driver who has been given permission to operate the church-owned vehicle by permission of the Pastoral staff.

A minimum of two adult workers must be present in all vehicles responsible for transporting children.

For any overnight trip for any ministry held outside or within the Koza Baptist Church grounds, written Permission Slips, Hold Harmless agreements, and Medical Consent forms must be completed prior to any trip involving children.

For an overnight trip for any ministry held outside or within the Koza Baptist Church grounds, the number of adults on each trip must be adjusted according to the requirement of the planned activities and the necessity for supervision.

The two adult rule must be followed throughout the duration of any trip away from campus, and all screening considerations for volunteers or paid staff will remain in effect during overnights or trips.

Planning of any off-campus or overnight trip involving children will only be approved by the Family Ministry Director or Pastoral Staff.

## **SECTION VI: REPORTING REQUIREMENTS**

### **Reporting Violations of Policy**

If you at any time observe a child being mistreated or in danger, step in and call out for help. The welfare and protection of the children are of utmost importance.

All volunteers and employed workers shall immediately report to their respective ministry leader any violation of these policies which they have observed.

All volunteers and employed workers shall immediately report to their ministry leader if someone has threatened physical injury upon a child, students, or vulnerable adult.

Ministry leaders who become aware of a violation of the procedures set by this policy are required to take all necessary steps to ensure future compliance with them. In the process of ensuring compliance with this policy, it may become necessary to remove workers from their positions.

Any person making such a report shall keep the information strictly confidential upon completion of their initial report to their direct supervisor.

If any allegation of abuse is made, there will be an emergency council convened before a release or dissemination of information to the church any agency or any other entity seeking information or support. This council is not a fact-finding committee but instead is convened to ensure that Koza Baptist Church appropriately responds to all allegations of abuse. The council will at a minimum contain the Lead Pastor, Director of Family Life, Chairman of Deacons and Head of the Personnel Committee or their direct representative should they be unable to attend.

### **Reporting Abuse and Allegations of Abuse**

Koza Baptist Church is required to report suspected child abuse to the appropriate authorities when there is reasonable cause to believe that a child has been abused. Koza Baptist Church is not an investigative body. An oral report should be made immediately to the proper authorities, if there is reasonable cause to believe a child has been abused, by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services for victims of abuse. In the absence of such an agency, reports should be made to an appropriate police authority.

An "incident of abuse" means any occurrence of abuse indicated in Section I of this document. It is important to note that failure to report child abuse may be a criminal offense.

## **Reporting Procedures**

In any case of abuse, the person reporting an incident of abuse shall immediately contact the ministry leader of the department they serve in unless that person is the one suspected of the abuse. In cases where the person suspected is the immediate ministry supervisor then the report will be made to a member of the Pastoral Leadership of the Church or a Lay Elder. The Director of Family Life should be notified immediately by the Ministry Supervisor in all cases of reported abuse and given all the relevant facts concerning the incident of abuse. The Director of Family Life will notify the Lead Pastor immediately ensuring confidentiality of the incident and all relevant facts concerning the incident of abuse. An abuse report will be submitted to the Director of Family Life and filed for future inquiry in a locked file for confidentiality. The Director of Family Life will prepare a subsequent report to submit to the Lead Pastor as a briefing of the incident.

## **Imminent Threat**

In all cases where an imminent threat of continued or additional abuse exists, any witness thereof shall immediately contact the proper authorities and take immediate steps to ensure the safety of the victim. After the safety of the victim has been secured, the person witnessing the incident of abuse shall report it as outlined above.

## **Obligation to Cooperate with Authorities**

In all cases where any worker has reasonable cause to believe a child has been abused, it is expected that Koza Baptist Church and its acting agents shall, cooperate with any Investigation from local or international authorities.

## **Responsibilities of the Director of Family Life Ministries Concerning Incidents of Abuse**

After receiving a report of abuse the Director of Family Life Ministries will:

- 1) Immediately take all steps necessary to ensure the safety of the alleged victim.
- 2) Conduct an inquiry into the events and determine whether there is reasonable cause to believe that the abuse may have occurred or is occurring.
- 3) Ensure that the Lead Pastor is informed and briefed on all the facts of the incident immediately.
- 4) Contact parents or guardian of the alleged victim to inform each one of them of the incident and ensure each parent or guardian has been notified.
- 5) If one parent or guardian is the alleged wrongdoer, the person receiving the report shall contact the other parent or guardian and inform him or her of the incident individually.

## **Internal Actions of the Church Concerning Incidents of Abuse**

- 1) Koza Baptist Church considers any allegation of abuse a serious matter. Each situation will be fully investigated by ministry leaders and always with the assistance of legal counsel and civil authorities.
- 2) Employees who are the subject of an investigation will be removed from their position, with pay, pending completion of the investigation.
- 3) Employees who admit to any form of child abuse will be terminated consistent with the established employment practices of Koza Baptist Church, and all files and statements will be turned over to ensure cooperation with any subsequent or active investigations.
- 4) Volunteer subjects of any investigation will be removed from their positions with pay immediately pending completion of the investigation. Once a determination has been made the

volunteer subject will be notified of the follow-on action required.

- 5) Koza Baptist Church will permanently remove any volunteers or employees from their duties within the organization if it is determined they have committed any form of child abuse.

### **Communication with Media Concerning Incidents of Abuse**

After consultation with legal counsel, the Lead Pastor shall act as sole spokesman to handle dissemination of information to staff, media, and the congregation in any case of suspected or substantiated abuse. Unless prior authorization is given in writing by the Lead Pastor, no one else is authorized to disseminate information on behalf of the Church concerning the situation via any means of communication platform to include but not limited to Social Media. Failure to follow this policy may result in termination of service for paid employees or volunteers.

## **SECTION VII: INJURIES**

If a child or youth is injured while under care, the following steps should be followed:

- 1) For child injuries, scrapes, and bruises paid workers or volunteers may provide First Aid limited to the application of ice, cleaning of injury and application of Band-Aids or small bandages as appropriate.
- 2) Any case that requires additional aid will not be handled by paid workers or volunteers, and instead, the child will be directed to their parent for care.
- 3) In emergent cases, the proper authorities will be called, and the parents will be immediately notified of the emergency action taken.
- 4) In all cases of injury, the paid worker or volunteer who witnessed the incident or to whom the incident has been reported will notify the respective Ministry Coordinator and the child's parent or guardian of the injury at the time the child is picked up from care.
- 5) Incident reports (available on CCB) will be submitted to the Ministry Coordinator who will then submit said report to the Director of Family Life Ministries. Incident reports will remain on file for a minimum of three years.
- 6) For injuries requiring medical treatment beyond simple First Aid, the parent and guardian will immediately be summoned to care for the child in addition to the Ministry Coordinator/Leader and the Family Life Pastor. If warranted by circumstances, an ambulance will be called.

## **SECTION VIII: COMPUTER USAGE AND SOCIAL MEDIA**

Computer usage, Personal websites, blogs, and social media (hereafter referred to collectively as social media) have become prevalent methods for communication, productivity, self-expression, and community interaction, to observe safe practices the following protection measures shall be followed.

### **Your Social Media is a Representation of Koza Baptist Church**

Koza Baptist Church respects the right of employees and volunteers to use social media during non-service or duty hours. However, because the nature of these sites is essentially public, certain guidelines apply in the same manner as if the employee were speaking in person to a public gathering. Thus, if an employee is identifiable as a Koza Baptist Church employee or volunteer on a social media site (their own, or as a public contributor to someone else's), he or she must adhere to the following guidelines.

Communicate in a manner that honors Christ and demonstrates His love for others. Our responsibility to lead as the church by example as followers of Jesus includes the online realm of social media.

1. Uphold the values of Koza Baptist Church in personal conduct via social media and online
2. Have respect for other individuals and organizations and their opinions
3. Avoid making defamatory statements about Koza Baptist Church, other employees, volunteers, and members of Koza Baptist Church
4. Safeguard any information that is confidential to Koza Baptist Church. Examples of confidential information include members' financial information and giving records, medical information, and personal or family problems you may become aware of during the course of your work
5. Requests for prayer should be made public only if you have expressed permission from all those affected by the information you release
6. Make it clear to the readers of any content posted that the views expressed are yours alone and that they do not necessarily reflect the views of Koza Baptist Church
7. Employees and volunteers are expected to use good judgment and discretion in online activity
8. If social media activity is seen as compromising Koza Baptist Church or interfering with the employee's job, the employee may be asked to cease such activity and may be subject to counseling and potential subsequent action
9. Only authorized employees may create sites that represent Koza Baptist Church or any of its ministry areas. "Sites" includes but is not limited to the creation of Groups or Pages within social media platforms. Authorized employees are those assigned by the Church Leadership for website design and social media management. Official sites must have more than one staff member as an authorized administrator and employees are required to turn over passwords and administrative privileges in the event they leave employment at Koza Baptist Church

### **Communication Over Koza Baptist Church Networks and "Posting"**

Communication over Koza Baptist Church network is not considered private, and the church reserves the right to monitor such internet activity. Note that in certain situations the church may be legally compelled to access and disclose information sent over its network.

Koza Computers, networks and equipment are for ministry usage only and are not to be used for personal purposes.

Only authorized employees may post content to church sites. "Posting" includes using church sites to make announcements, distributing media, and initiating topics of discussion.

Children may from time to time be allowed to use the computers within the church or to access the Church network for ministry use. In all cases of said use, the children will be monitored by the ministry coordinator or their representative to ensure that they do not access prohibited materials or content. Examples of prohibited content include but is not limited to pornographic materials, obscene materials, illegally downloaded materials and intellectual property or software.

In addition to the above-stated standard, all staff members and volunteers are expected to make assessments of unacceptable use. In any case where one is undecided, please consult with your Ministry Coordinator/Leader for confirmation.

Any individual who attempts to disable, defeat, or circumvent security measures such as internet filters or safeguards is subject to disciplinary action up to and including discontinued use or dismissal from the ministry.

### **Picture and Video Usage**

From time to time, pictures and video may be taken of children during ministry events and gatherings. We would like to be able to use these photographs and videos for social media posts, flyers, publications, and the ministry website. The following guidelines will be adhered to in all cases of picture and video usage.

- 1) Written consent of both the student and parent/guardian is required for any such use.
- 2) If pictures or video is used the names of those in the pictures or videos will not be posted unless written authorization is given by the parent/guardian and then only first names will be used. If there are concerns about pictures or videos posted on the website, please contact the Ministry Coordinator or Leader, and they will promptly be removed.
- 3) Koza Baptist Church is equipped with cameras for monitoring, surveillance, and security. Only authorized personnel will have access to the viewing and or access of footage obtained.
- 4) No copies of the security footage will be provided to anyone except to legal investigation team as required.

### **Interaction with Children and Parents over Social Media**

Making Connections with Children via social media platforms also known as “Friending” is a powerful ministry tool when used appropriately.

- 1) When adults “friend” people under the age of 18 they should also “friend” their parents. Involving parents in this decision is important.
- 2) A request should include both a verbal in-person request and a written request as a secondary action. An example of this request is: I would like to request to be your child’s friend on (Facebook/Twitter/snapchat etc.).
- 3) Best practice is to “friend” both youth and their parents to promote transparency and appropriate adult-youth relationships.
- 4) It is encouraged that parents monitor their child’s social media practice to promote the safety of children while providing good accountability for the adults who work with them.

## **SECTION IX: CHURCH FACILITIES WHEN CHILDREN ARE ON CAMPUS**

It is the Mission of Koza Baptist Church to provide safe and secure facilities and age-appropriate ministry environments for children to participate in Worship.

Koza Baptist Church will inspect its entire facility at least annually to ensure that it is safe for children and youth to occupy under the direction of Ministry Coordinators and Director of Family Life.

Koza Baptist Church will seek to ensure that materials that could be harmful are safeguarded, childproofed, and hazards such as cleaning supplies, outlets, and knives are appropriately placed outside the reach of children to mitigate risk. Chairs and tables leaning on walls in rooms with children of any age are not appropriate. Stacked chairs should not be taller than the children

occupying the room and should be avoided if possible except for when making room ready for a special activity and with adequate adult supervision.

## SECTION X: EMERGENCY POINTS OF CONTACT

Koza Baptist Church is a Church comprised of members of the military community and the local community in Japan. Therefore, it may be required of those responding in case of emergency to utilize different organizations for support.

- 1) To reach emergency services from any of the Military bases, just dial **911**.
- 2) To reach emergency services from outside of any of the Military bases or for Fire just dial **119**
- 3) To reach 911 emergency services from off base on cell phones, dial **098-911-1911**
- 4) The US SOFA STATUS EMERGENCY ROOM is located on Camp Foster at the U.S. Naval Hospital Okinawa.
- 5) Japanese Hospitals have their emergency rooms and vary in level of care depending upon the hospital.

## SECTION XI: CHILD TO VOLUNTEER/ADULT RATIOS AND MAXIMUM SAFE OCCUPANCY

Based upon a careful examination of the required space needed to safely administer ministry to children the following ratios will be adhered to for usage. Any deviation of these guidelines will be approved by the Director of Family Life Ministries.

Room	Maximum # of children	Adult to child ratio
Shrimp (Babies to 15 months)	8	1 to 3
Crab (12 months to 24)	12	1 to 4
Seahorse (24 months to 30months)	12	1 to 4
Jellyfish (30 months to 36 months)	20	1 to 5
Sea Turtle (3 yr. old)	20	1 to 5
Dolphin (4 & 5 yr. old)	20	1 to 10
Power up Room	100	As required for safe conditions
2nd Floor Classrooms	40	As required for safe conditions
Student Room	80	As required for safe conditions

## SECTION XII: ACCOMMODATION OF SPECIAL NEEDS CHILDREN

Children with special needs offer unique concerns for ministry leaders and volunteers, therefore, the following measures shall remain in place to ensure a loving and caring environment of inclusion is provided for to all children with special needs.

- 1) Reasonable accommodations shall be provided to support the needs of children with special needs and their families. Reasonable accommodation at Koza may be limited due to available resources and qualified volunteers.
- 2) It is imperative that families of children with special needs communicate effectively about any concerns that are of an important nature concerning the effective care of their child.
- 3) If a child that displays special needs becomes disruptive in a ministry environment, measures will be taken including seeking guidance from parents to ensure the correct care for the child is being provided, however similar to other children it is important in these situations to consider the care of other students and leaders in such an environment.
- 4) Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of four, parents or legal guardians will change the diapers of all

special needs children themselves.

- 5) Grade level assignments will be as close to the actual age of the child as possible while considering the overall development of the child and the wellbeing of other children and leaders in the environment assigned.

### **SECTION XIII: CHILD SAFETY APPOINTMENTS AND RESPONSIBILITIES**

The Child Safety Officer (CSO) is normally the Director of Family Life Ministries at Koza Baptist Church unless appointed otherwise by the Elders of Koza Baptist Church.

The CSO is accountable to the Lead Pastor. The CSO has access to Suspected Child Abuse Report Forms and Incident Report Forms and is familiar with the requirements applying to the reporting of abuse against children. The CSO will collect, use, disclose, and hold personal information in strict confidentiality to whatever extent possible considering the receiving of information at the time.

As much as is reasonably possible, an individual's confidentiality is to be protected. Both those who are making reports and those about whom accusations are being made are entitled to confidentiality. Where there is suspected abuse or misconduct, staff members, leaders, volunteers, and others must not disclose or make use of the information in a manner that breaches confidentiality, other than to report and act consistent with this manual, SOFA status, and Japanese requirements.

The CSO is responsible for the proper handling of all reports of alleged abuse or harm, or risk thereof. Reports are recorded in the form of an Incident Report or an abuse report. Places, times, dates, names of people, observable behaviors or evidence of harm are what is recordable. Reports must be to be securely stored by the CSO and access is only granted to the Lead Pastor or his designee should he be absent. In the case of an allegation being made against a staff member, volunteer, leader, or contractor at Koza Baptist Church, the CSO will follow the Child Protection Procedure. The CSO will ensure that Koza Baptist Church will take all steps to ensure that the safety of the child is paramount.

In the event of a child disclosing an incident of abuse to someone they trust within Koza Baptist Church, its leaders or volunteers, it is essential that it is dealt with swiftly, sensitively, and professionally. The CSO will appropriately investigate all allegations relating to an incident of abuse on its grounds in accordance with its obligations and to the extent reasonably practicable. In some circumstances, it may be necessary for Koza Baptist Church to investigate in addition to any investigation conducted by authorities (e.g., the police).

Under the direction of the Lead Pastor, an independent finding of facts may be initiated into an allegation to the extent that it will not interfere with investigations by law enforcement professionals and will cooperate with the authorities as required.

The CSO will also be responsible for ensuring that proper training concerning child safety policies at Koza Baptist Church is readily available and completed in a timely matter by all personnel who work with children.

The CSO is also responsible for annually reviewing Koza Baptist Church child safety policies.