

Child Safety Protection

Policy & Protocols

Adopted March 11, 2021



Policy Statement

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

The Cooperative Baptist Fellowship of South Carolina (CBFSC), as a Christian missions and ministries network, seeks to provide a sacred and secure environment for all children served by CBFSC. As people who nurture spiritual development, encourage congregations to thrive, and value innovative and collaborative ministry and missions, we seek to connect people to Christ and one another. We support CBFSC staff, missions and ministry partners, churches, and individuals as they bear witness to God’s love and intention for South Carolina. CBFSC staff and partners bless children their missions and ministry work.

CBFSC is committed to the protection of children (defined as persons under age 18 or participating in a CBFSC sponsored child/teen event) from all forms of abuse and neglect. This includes the children of CBFSC staff, child participants in CBFSC events (such as the General Assembly), children served by CBFSC programs, and children accompanying parents/guardians on short-term mission trips. Through exemplary practices for child safety, CBFSC also aims to raise consciousness and encourage the establishment of like practices by its missions/ministry partners and congregations.

Realizing that abuse of children occurs in all demographic, racial, ethnic, socio-economic, and religious groups, and that strangers account for only ten per cent (10%) of the abusers, CBFSC adopts these policies and protocols to safeguard the well-being of children through prevention of harm and, when needed, appropriate response to maltreatment of a child.

Definitions of Abuse

Recognizing that definitions of abuse vary from culture to culture, CBFSC will use the following definitions based on internationally accepted definitions.

Abuse – Child abuse is the maltreatment of a person under the age of 18, often in the context of a relationship of responsibility, trust, or power that endangers or impairs the health or welfare of a child. Abuse may involve mistreatment of a physical, sexual, emotional, or religious nature or neglect to provide for a child’s basic welfare.

- **Physical Abuse** is any act that results in non-accidental physical injury. Such acts may include, but are not limited to: punching, beating, kicking, biting, shaking, burning, holding under water, pulling hair, or holding against one’s will.
- **Sexual Abuse** is the involvement of a child in sexual activity with an adult or another child which includes, but is not limited to:
 - **Verbal** communications which include sexual threats, solicitation, obscene or sexually explicit language or any verbal expression with the intent to arouse or stimulate (whether in person, on the telephone, or via text messaging or other electronic modes of communication).

- **Visual** interactions including indecent exposure, showing or taking of suggestive pictures, engaging in actual or simulated sexual activity such as masturbation or intercourse, peeping, leering, or staring.
 - **Physical** contact (or penetration by penis, fingers, or any other body part or object) with a child's clothed or unclothed genitals, pubic area, buttocks, or in the case of a female, breast, or causing a child to perform any of these acts; masturbation in front of or to a child, rubbing, holding, or kissing for the purpose of sexual gratification.
 - **Grooming** by befriending and establishing an emotional connection with a child, and the adults around the child, to gain access to and time alone with the child with the intention of lowering the child's inhibitions for child sexual abuse. Grooming is difficult to identify with fore site because involves a number of innocent-appearing behaviors that may include:
 - Identifying and targeting
 - Offering specialized attention
 - Manipulating the relationship to meet a child's needs
 - Isolating the child
 - Creating secrecy around the relationship
 - Initiating sexual abuse.
- **Emotional Abuse** involves acts or omissions by parents or caregivers that have caused, or could cause, serious behavioral, cognitive, emotional, or mental distress. Often emotional abuse is a pattern of behaviors such as shaming, insulting, degrading, intimidating, threatening, humiliating, and/or domineering.
 - **Neglect** is the ongoing failure to provide for accepted standards of a child's physical, educational, emotional, social or safety needs, according to what are considered "accepted standards of care."
 - **Spiritual Abuse** is maltreatment administered under the guise of religion. Including but not limited to:
 - Use of religious ideology, precepts, tradition, or sacred texts to harm a child;
 - Compelling a child to engage in religious acts against his or her will;
 - Abuse that occurs in a religious context (e.g., church);
 - Abuse perpetuated by a religious leader (e.g., pastor);
 - Invocation of divine authority to manipulate a child into meeting the needs of the abuser;
 - Using spirituality or spiritual authority to dismiss another's perspective, agency, or value;
 - Any attempts to spiritualize or justify harm or concerning interaction using God, the Bible, theology, or spirituality.

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addition in response to Sloan suggestion

Harm – The endangerment or impairment of the health or welfare of a child. The term "harm" is used instead of "abuse" when focusing on the effects on the victim rather than on the actions of the abuser. This distinction becomes important when undertaking an assessment of the child's ongoing safety and well-being (harm or risk of harm) vs. a misconduct assessment (abuse).

Types of Cases

Adult-to-Child Cases: Any maltreatment of a person under the age of 18 (or a teen participant in a youth event) by a person over the age of 18 will be considered abuse. The child could be from the host community or ministry of a CBFSC partner, the child of a CBFSC personnel, the child of a short-term volunteer, or a child participant in a CBFSC program such as the General Assembly. The adult could be a CBFSC staff member, volunteer, or an adult in the host community or ministry program of CBFSC.

Child-to-Child Cases: Should both parties be under the age of 18, it will typically be considered abuse if there are more than three years difference in age between the children or there is a difference in responsibility, trust, or power between them. If there is less than three years age difference and there is not a significant difference in re-

sponsibility, trust, or power between them, what would normally be defined as abuse will be considered inappropriate behavior, with an action plan put in place to address the behaviors of concern and their effects. Child-to-child abuse includes all types of abuse as defined above.

Prevention of Abuse

Screening of Personnel

Candidates for service as CBFSC volunteers and/or employees in any CBFSC program will be screened for history of child abuse through an application and criminal background checks. No person with a prior conviction, admitted history of child abuse, or an unresolved accusation of child abuse will be sent as a volunteer or employed in a function involving interaction or contact with children. CBFSC employees will be subject to verified reference checks and additional interview screening. (See “Application and Screening Protocol” in Appendix). For volunteers and other employees working with children, background checks will be renewed every three years. Records of application, background check, and any additional screening will be maintained for volunteers by CBFSC.

Training of Personnel

Orientation to the CBFSC Child Safety Protection Policy and completion of a child safety training course are required elements of training for employees and volunteers working with children. Written acknowledgement of review and understanding of the policy and certificate of completion of the training course (or authorized online child safety course) must be submitted to CBFSC and will be kept on file. Review of policy and renewal of training are required every three years for volunteers and other employees working with children.

Safety Guidelines

CBFSC will maintain and update, as necessary, guidelines for its staff and volunteers working with children in order to reduce the risk of potential abuse situations. Appropriate guidelines are provided for (1) personnel working with children at CBFSC-sponsored events such as General Assembly, (2) CBFSC employees, interns, students, and designees working with children in their ministries; (3) CBFSC volunteers and volunteer teams working with children (see Appendix).

Maintaining Accountability

CBFSC will maintain a “Child Safety Team” of at least three (3) members, with at least one member from CBFSC’s Personnel Committee, with the Coordinator serving *ex officio*. The Child Safety Team shall conduct periodic audits of application, background check, and screening records maintained by CBFSC. Additionally, the Child Safety Team will receive reports of child safety policy violations and recommend corrective and/or disciplinary action to the CBFSC coordinator, and/or the missions/ministry partners of CBFSC.

Reporting of Abuse

Any observed, disclosed, or suspected incident of child abuse or neglect, as defined above, is to be reported to local law enforcement, child protective services, or other child-serving agency as required by local law/governing jurisdiction. Within twenty-four (24) hours of the initial report, CBFSC employees and volunteers will submit a report to the Coordinator (or other designated CBFSC employee) that includes a statement of prior report, information regarding the abuse, and any actions taken regarding the child. Child safety training for CBFSC employees and volunteers will include reporting training, mandated reporting requirements, and requirements for organizational reporting.

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It might be good to distinguish a more thorough process for employees versus what is realistic for short term volunteers. Screening is hard not only because it takes time, but also because it takes skill to do it well. Many predators will easily navigate a screening process. However, with skill we can screen out some as well as detect those who are in denial. This is important as those who are in denial about abuse cannot contribute to a culture of prevention and accountability. A couple of good resources on screening to help you develop your skill are both our policy book, The Child Safe-guarding Policy Guide by Basyle Tchividjian and Shira Berkovits, and also Protecting the Gift by Gavin De Becker. I have also developed a document that distills some wisdom on screening with skill I am more than happy to share with you. These will help you grow in your skills in screening such as knowing good application and interview questions to ask and how to weigh the answers to these questions. Additionally, social media searches are another important screening measure.

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Added to highlight the difference for screening personnel over volunteers per Sloan suggestion

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It is recommended to have the quality of the training evaluated. There is a wide range in the quality of available training videos. Often these trainings have been developed with a risk management or liability focus, which often leaves serious gaps in prevention.

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There should be a clear procedure and encouragement to report any concerns related to child safety and/or violations of this policy. Along with education and clear boundaries for interacting with children this is the other main pillar of prevention. There should be a designated group or team within your organization who will document any and all concerns or policy violations and also respond to them in appropriate ways. Prevention depends upon empower everyone to recognize and intervene and speak up to appropriate leaders when someone is demonstrating concerning behavior or violating the policy. This must be more than giving them permission, but rather instilling in every adult a sense of moral duty to actively uphold safe boundaries around kids and others who are vulnerable. In a Christian context this is hard often because there are real challenges such as denial (“That would never happen here.” “He’s a missionary.”) and a strong culture of avoiding anything resembling gossip. Leaders must work against these and other dynamics in a proactive way.

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Addition...at Sloan suggestion to provide a “team” to receive policy violation reports

CBFSC employees or volunteers will secure the immediate safety of any child suspected of having been harmed. CBFSC employees or volunteers will comply with law enforcement/child-protective services directives and investigations.

CBFSC will not tolerate retaliation against any person for reporting suspected abuse. If child abuse or neglect by a CBFSC employee or volunteer is established by local investigative agency or a CBFSC investigative designee, the Coordinator will make recommendations regarding corrective or disciplinary action, ranging from verbal or written warnings up to and including immediate termination.

Responding to Allegations of Abuse

When any child of CBFSC personnel or any child in the care of CBFSC personnel, programs or volunteers has allegedly been harmed, it is the responsibility of CBFSC to work as quickly and sensitively as possible to address the allegation in the interest of the one harmed (victim), the one reported (alleged offender or “respondent”), and the mission of CBFSC. CBFSC will take all reports of possible harm seriously and will try, if at all possible, to protect the identities of the child harmed and their families. If possible, the identity of the reporter will not be revealed. The alleged offender will immediately be removed from ministry with children or any situation where potential harm may occur, and can be reassigned or suspended during the inquiry period. Appropriate pastoral care will be provided to all parties.

Upon receiving a report of suspected abuse by a CBFSC employee or volunteer, and following confirmation of reporting to local law enforcement/child-protective services, the CBFSC Coordinator (or other designated CBFSC employee) will employ a qualified, independent agent to assess and/or investigate the allegation. The independent assessment/investigation will proceed only in cooperation with local law enforcement/child-protective services and will be used to determine appropriate supportive action for the victim(s), employment-related disciplinary action for the alleged offender in accordance to CBFSC personnel policies and procedures, and future child protection policy or training development.

CBFSC is committed to transparency and justice when responding to allegations and/or findings of abuse. In coordination with victims, law enforcement/child-protective services investigators, the independent investigating agent, legal representation, and/or insurance representatives, CBFSC’s Coordinator (or designee) will issue public statements when doing so offers protection for other possible victims, supports investigative/legal processes, contributes to support of victim(s), or supports future protective measures.

Appendix

Application and Screening Protocol

Candidates for service as CBFSC volunteers and/or employees will be screened for history of child abuse through an application and criminal background checks. [CBFSC employees will also provide references for verification and a screening interview.](#)

1. Applications for employment (all categories) will ask candidates if they have been subject to allegations of child abuse and require narrative explanation of any affirmative answer.
2. All employment applicants will provide three or more character references. Reference forms will ask specifically if the referring individual has any reservations about the candidate’s working in close contact with children. At least two references will be verified by telephone or video conference by CBFSC staff.
3. All adult applicants for short-term missions engagement, interns, and student programs, will complete an initial background check through Protect My Ministry (PMM) or a comparable service as part of their initial applica-

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tion. Applicants for employment will complete a standard background check at the direction of CBFSC's Personnel Committee.

4. All applicants for volunteer service, short-term missions, internships, or student programs will read the Child Safety Protection Policy and provide a signed statement of their understanding.

No person with a prior conviction, admitted history, or unresolved accusation of child abuse will serve in any function or capacity involving interaction or contact with children.

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A background check for a volunteer will be considered valid for three (3) years, at which point it must be renewed by the volunteer. Employees whose work involves contact with children will renew their standard background check for employment every three years.

Training Protocol

Prior to beginning ministry responsibilities involving contact with children, new CBFSC employees and volunteers will be oriented to CBFSC's Child Safety Protection Policy and complete training in prevention and response to suspected abuse.

1. New volunteers and other staff will provide signed acknowledgement that they have read, understand, and agree to serve in compliance with CBFSC's Child Safety Protection Policy. This acknowledgement will be kept permanently in the individual's service/personnel records.
2. Refresher training for all staff and previously screened volunteers must be completed and a certificate of completion provided for permanent records every three years.
3. All new employees will complete a child protection training course (or authorized online training course) within two months of the start date of employment, and provide a certificate of completion to be kept permanently in employment records. Refresher training must be completed and a certificate of completion provided for permanent records every three years.
4. Short-Term mission team leaders and individual volunteers will complete the child protection training course (or an authorized online training course) as a prerequisite for assignment. The training and provision to CBFSC of a certificate of completion will be required for extended service or renewal of appointment at a minimum of every three years.
5. Short-Term mission team leaders will review key points of Child Protection guidelines with team members as part of pre-trip Orientation sessions. The Team Leaders will have team members sign a child protection policy and protocol and send a copy to CBFSC.

Child & Youth Safety Protection Practices for CBFSC-Sponsored Events, Partner-Guided Mission Programs, and CBFSC-supported Child/Youth Serving Missions Sites

Supervision of Program Leaders

For the protection of our children and youth, supervision of leaders will be intentional at all CBFSC sponsored programs serving children and youth (including General Assembly, retreats, etc.).

Child and Youth Program Leadership

1. To provide adequate supervision for children, one of the following must be in place:
 - a. A minimum of two unrelated leaders are present for supervision, and
 - b. One leader is present with windows having clear lines of visibility in place or the door open and a designated hall monitor will circulate periodically from room to room in the event that one leader must step

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This is critical. There must be a plan to revisit the key aspects of the policy that require everyone's participation for prevention to occur.

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add to strength the 2 adult rule

briefly away.

2. Leaders must be twenty-one (21) years of age or older to work in a program without adult co-leadership. It is recommended that there be at least a five-year gap between leaders and the children/youth they work with.
3. Leaders are encouraged to meet with children and young people in small group settings and in teams. Leaders working with young people will not have a one-on-one or a small group meeting behind closed doors. It is required that the door remain open or that the meeting take place in a room with an unobstructed window in the door. One-on-one conversations must be done in a setting visible by others.

Leader / Participant Ratios

Programs must comply with established personnel ratios as follows:

- Two screened leaders for every six infants (birth–18 months)
- Two screened leaders for every eight to ten toddlers or preschoolers
- Two screened leaders for every fourteen to twenty elementary-age children
- Two screened leaders for every sixteen middle school students
- Two screened leaders for every twenty high school students

Note: These ratios do not preclude the need to have **two leaders present** in a program/event at all times.

Leader Identification

Before beginning the program, leaders make themselves known to all children, youth, and parents and/or wear visible name tags, bracelets, or approved clothing, identifying them to parents, children, and youth.

Child and Youth Registration and Release Statements

1. The names of children/youth and their parents or guardians, as well as contact information for the parents or guardians, will be collected at the beginning of the program and carefully maintained. A program registration form, including a release and permission statement, will be completed by the parent or guardian at the beginning of the program. It is the responsibility of the program leaders to ensure that forms are completed and submitted for all participants.
2. The originals of these forms are to be maintained and filed permanently. Copies should be taken on all offsite trips and outings in case emergency medical assistance is required and the parent cannot be notified.
3. The Authorization will not replace specific consent and authorization forms for activities that involve an elevated risk or for overnight trips.

Receiving and Releasing Children

1. For Infants to Kindergarten Children:
 - a. Receiving and releasing children under the age of six is strongly monitored.
 - b. Children are not to be dropped off without two (2) leaders present.
 - c. Infants and preschool children will only be released into the care of the child's parent/guardian or someone designated by the parent.
2. For Elementary Children:
 - a. Elementary children should either remain in the classroom until the parent/guardian or the parent's designee comes to pick them up and the student demonstrates recognition, or be brought, as a group, by the leader to a previously designated location to meet the parents.
3. The program director, taking into consideration the security, organization facilities, and location, will inform the parents and leaders of the receiving and releasing children guidelines at the beginning of the program.

Attendance

1. Attendance of children and youth is taken each time a program is in session. These attendance records are kept on file permanently.
2. A record is kept of leaders on duty in each program. This record is maintained with the attendance records and is kept on file permanently.

Bathroom Guidelines

1. Program leaders are to encourage parents to deal with their infant's toileting needs and to take their children to the bathroom prior to each program session.

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It is best to work toward setting up all ministry with minors in settings with at least two adults present at all times.

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added to shore up the 2 adult rule at Sloan suggestion

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Children should not be dropped off unless two leaders are present.

2. Infants through elementary-aged Children:
 - a. All diaper changing is to be done in the presence and visibility of another screened adult.
 - b. All diaper changing should follow hygienic protocols including the use of latex/vinyl/nitrile gloves.
 - c. Preschool children are not to go to the bathroom alone.
 - d. One of the following will be adhered to when accompanying preschool children to the bathroom:
 - Two leaders will escort a group of children to the bathroom, or,
 - One leader will escort a group of children to the bathroom with one hall monitor appointed to assist with bathroom and security duties.
 - d. No leader will ever be alone with a child in an unsupervised bathroom.

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It is recommended to strengthen this in a couple of ways. I would say that any diapering not done by parents must be done in a way that is visible by another adult unless it is a parent. Also, I would require all who change diapers to wear gloves. This is good for hygiene, but it also prevents any direct contact with the genital area and sets a clear a measurable boundary to see if workers take it seriously.

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Added at suggestion of Sloan

Health & Safety Guidelines

1. Individuals are encouraged to become certified and trained in First Aid and CPR.
2. Program leaders will be notified, on the registration forms, regarding children and young people with severe allergies. Program leaders who care for these children will be informed.

Illness

1. A child/youth who is ill and could therefore expose others to illness is not to be received into the program. Factors and symptoms to consider are:
 - Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat.
 - Children/youth with a known communicable disease.
 - Child/youth will not return to the program until symptom free for 24 hours.

Medications

1. Leaders are not to give or apply any medications. Parents are to be contacted and should administer all medications.
2. For extreme cases in which Epi-pens may be needed for allergies, inhalers may be needed for asthma, or sugar may be needed for hypoglycemia, written instructions are to be provided by the parent/guardian to the program leader. Requests should be written, signed, dated and filed permanently. Only those who have been trained should administer the Epi-pen, inhaler or sugar.

Dealing with Injuries

1. In case of an injury, the following steps must be followed:
 - a. The child/youth must not be moved, unless they can stand and walk on their own. If they can move on their own, lead them out of the activity area. One or two witnesses, as well as the leader, must remain with the injured child/youth for assistance, comfort, and to confirm information for the incident report.
 - b. For injuries involving blood, the individual is to be separated from others, leaders need to ensure that no other children/youth have contact with any of the blood from the cut or injury, and the area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated. Extreme care will be taken in cleaning up all blood and bloody bandages. It must also be taken with the safe, secure removal of waste and disposal of gloves to a secure waste removal container. Hands are to be washed thoroughly with antibacterial soap available in the first aid kit.
2. If the injury is severe and time is of the essence:
 - a. Immediately call the local emergency services number (such as 911) and request an ambulance;
 - b. Contact the injured child's/youth's parents/guardians and make them aware of the situation.

Emergencies

1. At the beginning of every program, leaders will be informed of emergency procedures (e.g., fire, lock down). When possible, program venue staff will be engaged to review venue-specific emergency procedures with program leaders.
2. First aid kits will be kept in each program room with leaders informed of the kits' locations.
3. One of the first aid kits should include a microshield CPR mask.
4. A parent/guardian will be contacted when an injury, accident, or medical emergency occurs.
5. Incident reports are to be completed for any and all accidents. Injuries are to be reported to the program leader.

Proper Expression of Affection

1. **Appropriate Touch** - Recognizing that children need displays of appropriate affection that reflect pure, genuine, and positive displays of love, touching children will be age and developmentally appropriate. Within the bounds of awareness of, and sensitivity to, what is considered appropriate touch in a host culture, we encourage program leaders to:

- Hold a preschool child who is crying,
- Speak to a child at eye level and listen with eyes as well as ears,
- Hold a child's hands when speaking, listening, or walking him or her to an activity,
- Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behavior,
- Put an arm around the shoulder of a child when comforting or quieting is needed,
- Pat a child on the head (if culturally appropriate), hand, shoulder, or back to affirm him or her.

All touch must be welcomed by the child and done in view of others.

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added at Sloan suggestion

2. **Inappropriate Touch** - Recognizing that the innocence of children must be protected, program leaders will be made aware that certain actions are deemed inappropriate and will not be permitted. Leaders are not to:

- Kiss a child or coax a child to kiss you,
- Engage in tickling or extended hugging,
- Hold a child's head or face when talking to or disciplining the child,
- Touch a child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in bathroom policies),
- Carry older children or allow them to sit on your lap,
- Have prolonged physical contact with any child or young person.

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Another good boundary is to say that touch should be welcomed by the child.

Discipline & Classroom Management

1. Leaders are strictly prohibited from administering corporal punishment of any kind.
2. Leaders are strictly prohibited from yelling at, shaming, or insulting children.
3. All discipline will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following:

Preventative Discipline:

- Create a loving, caring atmosphere,
- To gain respect, you must grant respect,
- Model self-discipline and structure in your own life,
- Prepare exciting and interesting classes with short transitions between activities,
- Arrange your environment for children and for learning,
- Establish and communicate realistic expectations for the children,
- Be sure the activities that you provide are meaningful and age-appropriate,
- Be fair and consistent with all children,
- Be sure your focus is on positive actions and reward positive behavior,
- Be aware of children with special needs and bring their needs to the attention of the program lead.

Remedial Discipline:

- Deal with problems individually,
- Explain to the child why a behavior is unacceptable, and instruct them in how to behave correctly,
- Redirect the child to positive action,
- Explain the consequences of unacceptable behavior by defining the correct way to behave as well as the result of the wrong behavior,
- Offer choices that are acceptable to both the program worker and the child.

3. Program rules will be established to clearly communicate the expectations required of children. Some suggested rules are:

- One voice talking at a time
- Use inside voices
- Use good manners

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It is also good to state explicitly that there is never to be any yelling at, shaming, or insulting children.

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- Respect each other
- Visit the bathroom before class begins
- Quiet hands get answered
- Be friendly

Bullying Among Peers

Children and young people have a right to a caring, respectful, and safe environment where they can grow and learn to express themselves. An anti-bullying policy will therefore be in effect at all times. All leaders will take action to prevent bullying, teach against it, and assist and support children and young people who are being bullied. Bullying in any form will not be tolerated.

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

Types of Bullying:

- Verbal Bullying
- Physical Bullying
- Racial Bullying
- Sexual Harassment
- Social Bullying
- Cyber Bullying
- Homophobic Bullying

Dealing with Bullying:

1. Bullying, of any kind, will not be accepted or tolerated.
2. Any incidents, reports or suspicions of bullying will be acknowledged, reviewed, and dealt with appropriately and immediately.
3. All incidents, reports, or suspicions will be reported immediately to the program director.
4. Appropriate action will take place based on the situation. Possible action may include, but is not limited to:
 - a. Complete incident report after each incident
 - b. Notify both sets of parents after each individual incident
 - c. Provide a warning that bullying will not be tolerated
 - d. Suspension for one day/one event if bullying persists
 - e. Suspension for three days/three events after the next incident
 - f. Removal from the program if the bullying does not stop
 - g. If necessary/appropriate, contact and consult with law enforcement

Victims of bullying should be protected by program leaders and shielded from further bullying behavior. Counseling and support will be recommended, and if at all possible provided, for both the bully and the one being bullied.

Harassment and Discrimination

1. CBFSC is committed to fostering an environment that is free of discrimination and harassment, one in which all individuals are treated with respect and dignity. Every member of our community has a right to equal treatment with respect to placement and with respect to the receipt of services and facilities. This should be without discrimination or harassment based on the following prohibited grounds: race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, age, gender identity, marital status, family status, or disability.
2. A right to freedom from discrimination and harassment also applies where someone is treated unequally because she/he is in a relationship, association, or dealing with a person or persons identified by one of the prohibited grounds of discrimination.
3. Every member of CBFSC's community, especially screened leaders, are responsible for creating an environment which is free of discrimination and harassment. Those found to have engaged in such conduct will be subject to discipline.

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Reconciliation may not be the best for the victim. The best and healthiest way forward for them may be to keep the bully away from them depending on the circumstances.

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changed at Sloan suggestion

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I think the initial idea in the reconciliation line was to seek resolution/help for both the bullied and the bully, so I added support here

Photography and Video Recording Policy

With a desire to capture on film memorable moments, photography and video recording will be closely monitored by organizational leadership. Leaders must abide by the following guidelines:

1. For all children and youth activities and programs, parental/guardian permission must be secured in writing prior to taking photographs/videos of children and young people. Parental permission will be secured on the registration forms.
2. No photographs will be posted on the organization's or on CBFSC's personnel's personal website, Facebook, Instagram, or other online social networks without written parental/guardian permission and only on sites monitored closely by organizational leadership. Children or youth will not be named or tagged.
3. Photographs of children changing or in any state of undress, toileting, bathing, in swimwear, or wet should never be taken, posted, or shared.

Transportation

Recognizing that the transportation of children to/from activities and events is necessary to achieve mission program goals, CBFSC adopts the following guidelines to ensure safety:

1. Only adults licensed, authorized, and insured within the jurisdiction of travel and for the appropriate vehicle may drive children in CBFSC-related programs/activities.
2. The transportation of children during CBFSC-related programs/activities requires the supervision of two unrelated adults per vehicle who have fulfilled the application, screening, and training requirements to serve with children. Additionally, the leader-participant ratios (described above) must be maintained for the age-group being transported.
3. The number of children and adults being transported should never exceed the number of seats or safe occupancy limits of the vehicle. The use of safety belts is required in vehicles so equipped.
4. As much as practical, children should be seated with others their own age. Adults should sit so that supervision of children is maintained.

Lodging Guidelines

When children are included in overnight travel or events, the following guidelines will be observed by all CBFSC employees and volunteers:

1. Adults may not lodge alone with a minor unless they are the child's parent/legal guardian.
2. In lodging with multiple beds (such as bunk houses), two unrelated adults may share the room with multiple children.
3. In lodging with separate bedrooms (such as a dorm or hotel), adults should not share rooms with children. Children should room with others near to their own age. At least one adult room should be present on each floor occupied by children.
4. In facilities with a shared bath, efforts should be made to ensure the privacy of children. Adults should never shower at the same time as children. Children of similar age should use the bath facilities together. Adults should monitor the interactions between children during bath and changing times.

Outside Program Contact/Communication

Outside of program contact and communication between children encountered in CBFSC-related mission programs or events with employees or volunteers should adhere to the fundamentals of the Child Safety Protection Policy. All interaction or direct communication should be observable by another adult and requires notification of parents/supervisor. CBFSC-related adults should not "friend" or "follow" children on social media and should never use "direct messages" to communicate with children.

Procedure for Reporting Violations of the Child & Youth Safety Protection Policy/Practices or other Child Safety Concerns

Commented [28]:

There should be guidelines for private changing and showering. While the privacy of children is maintained, adults should be attentive to any inappropriate interaction between children (changing and showering situations are one of the most common settings for child on child abuse).

Commented [29]:

added at Sloan suggestion

Commented [30]:

This is excellent!

Protecting children is the responsibility of adults. All CBFSC employees and volunteers agree, as a condition of their service, to follow the Child & Youth Safety Protection Policy and Practices and to report violations of the policy. Additionally, employees and volunteers should report environments, situations, or incidences that raise safety concerns for children whether or not explicitly provided for in the Policy and Practices.

When an individual observes an act or environment in violation of the Policy and Practices or any concern regarding child safety, they must:

1. act to bring the situation or individual in compliance with the policy, if possible;
2. note the date, time, and individuals (both adults and children) involved in the violation or concerning activity;
3. report at the earliest convenience the violation events or concerns to the site supervisor, leader, the next highest available leader in the CBFSC authority structure, and/or the CBFSC Child Safety Team. If the report is offered verbally it should be transcribed by the CBFSC leader as reported.

Upon the reception of a report of a Policy or Practice violation or other concern, CBFSC leaders must:

1. seek to correct the policy violation and bring the environment or person into compliance, if possible;
2. report in writing to the CBFSC Child Safety Team the events of the policy violation and any remedial actions taken.

Upon the reception of a report of a Policy or Practice violation, the CBFSC Child Safety Team will:

1. seek assurance that the policy violation or concern has been corrected, if possible;
2. investigate the circumstances of the violation and correction and/or contract an independent, third-party to investigate serious or repeated violations or concerns;
3. recommend to CBFSC Coordinator, or other leader, appropriate disciplinary or other remediating response to the violation or concern;
4. review, when necessary, the Child & Youth Safety Policy and Practice guides and trainings to reduce future violations or concerns;
5. record in volunteer and/or personnel records the individual(s) involved in the violation and its resolution.

Child & Youth Safety Protection Practices for CBFSC Field Personnel and Volunteers

CBFSC personnel and volunteers serving in positions of leadership in programs serving children and youth under the sponsorship of partnering organizations will, to the extent their influence and responsibility allows, implement and model practices like those used for CBFSC sponsored events (above).

Commented [31]:
added at Sloan suggestion to provide a policy violation reporting responsibility and mechanism