



# Highland Drive Baptist Church Protection Against Abuse of Children Policies

Dear Volunteer or Staff Member,

Welcome to Highland Drive Baptist Church!

At Highland Drive Baptist Church, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in their relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for pastors, volunteers and staff members. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of Highland Drive Baptist Church. The following procedures have been adopted and will be diligently enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

***Highland Drive Baptist Church Leadership***

# Highland Drive Baptist Church

## Protection Against the Abuse of Children Policies

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## Applicability and Important Terms

These policies apply to the care and oversight of the children and vulnerable populations that participate in the following ministries at Highland Drive Baptist Church: the Nursery Ministry, the Children's Ministry, and the Youth (Student) Ministry. Collectively, these Ministries shall be referred to as the Ministries to Minors.

Ministers of Minors- Youth (Student) Minister, Children's Minister, Nursery Director, Assistant Nursery Director

Ministry Services to Minors – any activity organized or overseen by the Ministers to Minors, such as regular church services (i.e., Sunday and Wednesday services); special services or events at the church facilities (i.e., Bible studies, lock-ins, open gym, fun activities, etc.); events that are away from the church facilities (i.e., mission trips, fundraisers, retreats, etc.)

Minor- Anyone under the age of 18.

Vulnerable population – Persons, regardless of age, that do not have the mental capacity to make decisions about their own safety, or who cannot easily or effectively communicate their safety concerns.

Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

Attender – A person who attends church services on a regular basis and participates in church activities and ministries from time to time, but who has not formally joined the church as a member.

## Overview of Highland Drive Baptist Church Protection Against the Abuse of Children Policies

Because we desire to protect the children that participate in our Ministries to Minors, Highland Drive Baptist Church requires all pastors, staff members and volunteers working with children and other vulnerable populations to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

### **STEP ONE: Sexual Abuse Awareness Training**

Highland Drive Baptist Church policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Pastors, staff members and volunteers are required to report any policy violations to a supervisor or a member of the Sexual Abuse Awareness and Policy Enforcement Team. Pastors, staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Highland Drive Baptist Church requires all staff

members and volunteers to complete sexual abuse awareness training. This training will be renewed every two years.

### **STEP TWO: Screening Process**

Staff members and volunteers working or serving with children are required to complete Highland Drive Baptist Church's Screening Process, which includes:

- an Employment Application (employees only);
- a Safety Application (employees and volunteers);
- a face-to-face interview (employees and volunteers); and
- references to be checked (employees and volunteers).

\*A volunteer must complete the screening process including a three month observation period at Highland Drive Baptist Church before being eligible to serve in positions providing Ministry Services to Minors.

### **STEP THREE: Policies & Procedures**

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

### **STEP FOUR: Criminal Background Check**

Highland Drive Baptist Church requires that all pastors, staff members and volunteers working or volunteering in Ministry Services to Minors undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required.

## **SEXUAL ABUSE AWARENESS AND POLICY ENFORCEMENT**

Highland Drive Baptist Church has a zero tolerance for abuse in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer of Highland Drive Baptist Church to act in the best interest of all children in every program.

In the event a staff member or volunteer observes any inappropriate behaviors or suspected abuse or neglect (physical, emotional, or sexual), it is that individual's responsibility to immediately report their observations to an immediate supervisor or a pastor. Such behavior should also be immediately reported to the Crimes Against Children Hotline (1-800-482-5964). In the event the alleged abuser is a direct supervisor or pastor, the abuse should be immediately reported to the Crimes Against Children Hotline (1-800-482-5964).

## **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

Highland Drive Baptist Church is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services, or another appropriate agency.

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, policy violations, or any suspicious behaviors to an immediate supervisor, or a pastor. In the event the alleged abuser is a direct

supervisor or pastor, the abuse should be reported to the Crimes Against Children Hotline (1-800-482-5964).

## **ENFORCEMENT OF POLICIES**

Highland Drive Baptist Church staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Ministry positions within the Ministries to Minors for both volunteers and pastors and staff members. Final decisions related to policy violations will be the responsibility of the Sexual Abuse Awareness and Policy Enforcement Team.

## **Reporting Abuse or Suspicions of Abuse**

### **REPORTING VIOLATION OF POLICY**

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor, or a pastor. In the event the alleged abuser is a direct supervisor or pastor, the abuse should be reported to the Crimes Against Children Hotline (1-800-482-5964).

### **CONSEQUENCES OF VIOLATION**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in the Ministries to Minors. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have violated this policy may be prohibited from future participation as a staff member or volunteer in all activities and programming involving children or students at Highland Drive Baptist Church. If the person is an employee, such conduct may also result in termination of employment from Highland Drive Baptist Church.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or students at Highland Drive Baptist Church.

### **MANDATORY REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

In addition to the policy of Highland Drive Baptist Church for its staff and volunteers to report suspected or actual abuse of the students and children involved in the Ministries to Minors, the State of Arkansas requires “Mandated Reporters” to immediately report to the Crimes Against Children Hotline (1-800-482-5964) if they have reasonable cause to suspect a minor has been subjected to maltreatment or dies as a result of maltreatment, or observes a minor being subjected to conditions that would reasonably result in maltreatment. It is a misdemeanor crime for a Mandated Reporter to fail or refuse to report such maltreatment.

Other than the licensed ministers on staff (who are Mandated Reporters), the determination of Mandated Reporter status is made on a case by case basis, and generally according to occupation. All church staff and volunteers should review the Definitions and Applicable State Law section of these policies to determine if he or she is a Mandated Reporter.

Highland Drive Baptist Church is prohibited from discouraging or preventing a Mandated Reporter from making a report of suspected maltreatment of a minor.

## **RESPONSE TO REPORT OF ABUSE**

Highland Drive Baptist Church Leadership will take appropriate action on behalf of the church when a report of abuse occurs.

## **Highland Drive Baptist Church Sexual Abuse Awareness and Policy Enforcement Team**

### **THE TEAM**

Recognizing the importance of providing and maintaining a safe environment for children and vulnerable populations, Highland Drive Baptist Church will appoint and maintain a Sexual Abuse Awareness and Policy Enforcement Team, which will meet at least once each quarter.

### **MISSION STATEMENT**

The purpose of the Sexual Abuse Awareness and Policy Enforcement Team is to enable Highland Drive Baptist Church Ministers of Minors to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

### **COMPOSITION**

The Sexual Abuse Awareness and Policy Enforcement Team will be comprised of the following members:

1. Pastor
2. One (1) active deacon
3. One (1) male church member
4. Four (4) female church members

The Active Deacon body shall appoint its member to the Sexual Abuse Awareness and Policy Enforcement Team on an annual basis. The five (5) church members on the Sexual Abuse Awareness and Policy Enforcement Team will be appointed by the Nominating Committee, and shall serve two (2) year, staggered terms. Church members may be reappointed to successive terms. The Nominating Committee shall emphasize diversity in age, race, etc. making appointments to the Sexual Abuse Awareness and Policy Enforcement Team, taking into consideration the Pastor and Deacon appointments.

### **MEETINGS**

The chair of the Sexual Abuse Awareness and Policy Enforcement Team will be nominated by the Nominating Committee and will chair the meetings of the Sexual Abuse Awareness and Policy Enforcement Team to discuss risk management practices and updates and policy revisions. The Sexual Abuse Awareness and Policy Enforcement Team will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

## **RESPONSIBILITIES**

The Sexual Abuse Awareness and Policy Enforcement Team will be charged with the following duties:

1. Applying existing Highland Drive Baptist Church policies and procedures related to safety and risk management issues related to children and youth.
2. Monitoring all Ministries to Minors programs for ongoing compliance with safety policies.
3. Making recommendations to the Highland Drive Baptist Church regarding safety issues and policy review.

## **Ministries to Minors Monitoring Plan**

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each Ministry to Minors ministry to provide supervisors the opportunity to observe staff member and volunteer interaction with children and vulnerable populations.

1. Unscheduled observation will be conducted by Sexual Abuse Awareness and Policy Enforcement Team members of Ministry Services to Minors at least quarterly.
2. **Pastor** meets with the Ministers of Minors at least once monthly to discuss Ministry Services to Minors, including safety training and procedures.
3. **Active Deacon Body** meets with the Ministers of Minors once each year to discuss Ministry Services to Minors, including safety training and procedures.

## **BUILDING SAFETY**

The Ministers of Minors will be responsible for ensuring that the church facilities in which children and youth are participating in Children's or Youth programming are safe.

Ministers of Minors, staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every programming event, Ministers of Minors, staff members and volunteers must ensure every room and restroom is checked prior to leaving.

Staff members and volunteers are to circulate, watching children and youth during programming, giving particular attention to the areas not easily seen from all viewpoints. (Example: under tables and chairs, in corners, behind structures).

Any two children or youth together in an unseen or less easily viewed area should be redirected to another more open area.

## **WORKER TO CHILD RATIOS**

Highland Drive Baptist Church is committed to providing adequate supervision in all Ministry programs. Accordingly, the following worker to child **minimum ratios** will be observed:

<b>Program Workers</b>	<b>Workers/Children</b>	<b>Minimum</b>
Nursery	1:3	2
Preschool, 1 year old	1:5	2
Preschool, 2 and 3 years old	1:5	2
Preschool, 4 and 5 years old	1:8	2
Elementary	1:10	2
VBS	1:10	2
Student Ministry	1:10	2

When two family members are working with children and youth, one additional adult must be present to satisfy the minimum worker requirement.

If a worker is 'out of ratio' it is his or her responsibility to immediately notify his or her supervisor, or the applicable Minister of Minors. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with this policy.

## **DISCIPLINE**

It is HDBC's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management.

- Use positive guidance whenever possible. Discipline is a means to guide a child to control his or her own behavior rather than punishment. Discipline is discipleship...guiding the child to become more like Jesus.
- Use logical consequences for incorrect behavior. e.g. if a child is not able to play with blocks correctly, he may find another activity.
- Help the child to realize his responsibility for his actions. Give him the opportunity to choose between two acceptable choices.

### **Procedure for Correcting Behavior:**

- Verbally guide the entire class towards correct behavior. Remind them of the particular classroom rule being violated, e.g., "Remember, we talk only when it is our turn."
- Give the child a non-verbal warning either by making eye contact, standing next to him, or placing a hand on his shoulder.
- Verbally encourage the particular child to correct behavior.
- Give the child a choice to correct his behavior or guide him to another activity.
- Use a "reflection chair" if a child is not able to participate correctly. Encourage him to sit away from the group until he is ready to return and participate.
- Make sure the Children's Pastor is informed of discipline issues, especially when the parent is notified.

### **Next Steps:**

- If the child continues to exhibit the incorrect behavior, notify the parent at pickup.
- Should the problem persist after all procedures have been followed, a conference will be held with the parents in the presence of such individuals as the Children's Pastor, Nursery director, and the pastor.

### **Classroom Rules** (These will be the same in every classroom):

- Listen and Do.
- We Take Turns.
- We Help Our Friends Follow the Rules.

## **BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE**

### ***Nursery children***

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

#### **Diapering**

- 1) Only nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- 2) Changing of diapers should be done in plain sight of other nursery workers.
- 3) Children will never be left unattended on changing tables.
- 4) Any special instructions given by parents leaving children in nursery will be recorded on the registration cards ("Seth Adams has a medicine in the bag for rash.")
- 5) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- 6) Children should be changed on changing stations only.

#### **Toilet training**

- 1) No child will be forced to toilet train.
- 2) Only nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- 3) When children are taken into bathrooms the door will be left partially open.
- 4) Young children will never be left unattended in bathrooms.
- 5) Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
- 6) Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present, when possible.
- 7) "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available in the children's area, if the parent has not furnished a clothing change.

### ***School age children***

School age children may be accompanied to the restroom for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities. Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

### ***Special needs***

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

### **ONE-TO-ONE INTERACTIONS WITH CHILDREN AND YOUTH**

Generally, staff members and volunteers should not conduct one-to-one, unobserved meetings or interaction with children and youth while participating in Ministry Services to Minors activities or programs. Another trained, screened adult should always be present. However, there may be situations that allow for one-to-one interaction in the Youth (Student) Ministry (below).

### **SPECIFIC TO ONE-TO-ONE INTERACTIONS WITH STUDENTS IN YOUTH (STUDENT) MINISTRY**

Highland Drive Baptist Church recognizes that meeting the emotional needs of students may occasionally require staff member and volunteers to minister to them on an individual basis. Staff members and volunteers should observe the following guidelines when interacting with students.

#### **Individual Meetings**

Staff members and volunteers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the student minister.

If a closed-door meeting must occur, the student staff member must inform another staff member BEFORE the meeting occurs, and the door remains unlocked.

### **INTOXICANTS**

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children, or while working with or supervising children during any Highland Drive Baptist Church program or activity.

### **MEDICATION**

A staff member or volunteer may not administer medication to any child while serving in Children's Ministry without parental permission in electronic or written form.

### **NUDITY**

Staff members and volunteers serving in the Ministries to Minors should never be nude in the presence of children and youth in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the applicable Minister of Minors concerning arrangements for showering or changing clothes.

## **TRANSPORTATION**

Staff members and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children and youth:

1. Children and youth should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one children and youth in transport.
2. Staff members and volunteers should avoid physical contact with children and youth while in vehicles.
3. Drivers will comply with all traffic laws.
4. Staff or volunteers obtain parental approval for individual transport in written or electronic form.

## **PARENTAL CONTACT**

Parents who leave a child in the care of Highland Drive Baptist Church staff members and volunteers during church services or activities will be contacted if a child becomes ill, injured, or has a severe disciplinary problem while participating in Ministry Services to Minors.

## **PARENTAL INVOLVEMENT**

Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's program will be required to complete the Church's volunteer application and screening process.

## **PHYSICAL CONTACT**

Highland Drive Baptist Church is committed to protecting children in its care. To this end, Highland Drive Baptist Church as implemented a 'physical contact policy' that promotes a positive, nurturing environment while protecting children and youth. The following guidelines are to be carefully followed by those working in Ministry Services to Minors:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children and youth's development, and, are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the applicable Minister of Minors or the Sexual Abuse Awareness and Policy Enforcement Team
3. Physical contact should be for the benefit of the children and youth, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children and youth or ministry staff members and

volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.

5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant children and youth. A children and youth's preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting children and youth under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, pastors and the Sexual Abuse Awareness and Policy Enforcement Team.

### **SEXUALLY ORIENTED CONVERSATIONS**

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and youth, and, are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any children and youth in the program.

### **SEXUALLY ORIENTED MATERIALS**

Staff members and volunteers are prohibited from possessing (or transmitting to a children and youth) any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children and youth in their care.

### **TOBACCO USE**

Highland Drive Baptist Church requires staff members and volunteers to abstain from the use or possession of tobacco products, and other electronic nicotine delivery systems (vaping) while in the presence of children and youth or their parents, or during Highland Drive Baptist Church activities or programs. Highland Drive Baptist Church is a tobacco free facility.

### **VERBAL INTERACTIONS**

Verbal interactions between staff members or volunteers and children and youth should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children and youth.

To this end, staff members and volunteers should not talk to children and youth in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children and youth.

## **RELEASE OF CHILDREN**

At any time that a children and youth has been entrusted to ministry staff members or volunteers, the church incurs responsibility for the safety and welfare of the children and youth. Staff members and volunteers must act to ensure the appropriate supervision and safety of children and youth in their charge.

Staff members or volunteers are responsible for releasing children and youth in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a children and youth has authority to pick up that children and youth.

In the event that staff members or volunteers are uncertain of the propriety of releasing a children and youth, they should immediately locate or contact their immediate supervisor or the applicable Minister of Minors before releasing the child or youth.

Highland Drive Baptist church uses a computer check-in system for all children birth through 6th grade. Each child receives a nametag indicating a security number. An identical security number will be given to each child who is checked in from the same family. A corresponding security number is printed on one parent claim tag. A list of approved pick-up individuals will be kept in each classroom. The claim tag should be presented in order for the child to be picked up. In the event that the claim tag is not available, the Approved Pick Up Individuals List will be consulted. If the individual is not on the list, one of the approved individuals will be contacted in order to verify approval.

## **SUPERVISION**

Staff members and volunteers in Ministries for children and youth are expected to provide adequate supervision for children and youth in their care while working in church programs.

## Policies and Procedures

### Statement of Acknowledgment and Agreement

I have received and read a copy of the Highland Drive Baptist Church Protection Against the Abuse of Children Policies and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Highland Drive Baptist Church.

I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the Highland Drive Baptist Church Protection Against the Abuse of Children Policies.

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Staff Member or Volunteer's name (please print)

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Staff Member or Volunteer's signature

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

[This page is to remain attached to Highland Drive Baptist Church Protection Against the Abuse of Children Policies.]

## DEFINITIONS AND APPLICABLE STATE LAW

### DEFINITIONS:

1. Abuse – the general legal definition of abuse as regarding juvenile courts in Arkansas can be found in the Arkansas Code Annotated §9-27-303(3). The definition of abuse includes sexual abuse or sexual exploitation inflicted by those legally responsible for the care and maintenance of a child Arkansas Code Annotated § 9-30-103(3)
2. Caretaker – a parent, guardian, custodian, foster parent, or any person 10 years of age or older who is entrusted with a child’s care by a parent, guardian, custodian, or foster parent, including but not limited to a childcare facility or any person responsible for a child’s welfare. Arkansas Code Annotated § 9-27-303(8)
3. Child – for purposes of this policy manual, child includes anyone defined by law as a juvenile but also includes members of the youth at HDHC who are 18 years of age but have not yet graduated from high school.
4. Deviant Sexual Activity – any act of sexual gratification involving penetration of the anus or mouth of one person by the penis of another person, OR penetration of the labia majora or anus of one person by anybody member or foreign instrument manipulated by another person. Arkansas Code Annotated § 9-27-303(21)
5. Forcible compulsion – physical force, intimidation, or a threat (express or implied), of death, physical injury to, rape, sexual abuse, or kidnapping of any person. Arkansas Code Annotated § 9-27-303(27)(A)
6. Indecent Exposure – exposure by a person of the person’s sexual organs for the purpose of arousing or gratifying the sexual desire of the person or any other person, under circumstances in which the person knows the conduct is likely to cause affront or alarm. Arkansas Code Annotated § 9-27-303(30)
7. Juvenile – an individual who is from birth to 18 years of age, whether married or single. This is a legal definition found in Arkansas Code Annotated § 9-27-303(32).
8. Parent – biological mother, adoptive parent, or man to whom the biological mother was married at the time of conception or birth or who has signed an acknowledgement of paternity or who has been determined by a court to be the biological father of a juvenile. Arkansas Code Annotated § 9-27-303(40)
9. Pornography – pictures, movies, and videos lacking serious literary, artistic, political, or scientific value that when taken as a whole and applying contemporary community standards would appear to the average person to appeal to the prurient interest; OR material that depicts sexual conduct in a patently offensive manner lacking serious literary, artistic, political, or scientific value; OR obscene or licentious material. Arkansas Code Annotated § 9-27-303(42)

10. Sexual Abuse – the full definition of “sexual abuse” as regarding the juvenile courts of Arkansas can be found at Arkansas Code Annotated § 9-27-303(51). Sexual abuse means:
- a. By a person age 10 or older, to a person younger than 18:
    - i. Sexual Intercourse, deviant sexual activity, or sexual contact by forcible compulsion; OR
    - ii. Attempted sexual Intercourse, deviant sexual activity, or sexual contact by forcible compulsion; OR
    - iii. Indecent exposure; OR
    - iv. Forced watching of pornography or live human sexual activity;
  - b. By a person 18 or older to a person who is younger than 16 who is not his/her spouse:
    - i. Sexual Intercourse, deviant sexual activity, or sexual contact by forcible compulsion; OR
    - ii. Attempted sexual Intercourse, deviant sexual activity, or sexual contact by forcible compulsion;
  - c. By a caretaker to a person younger than 18 years of age:
    - i. Sexual Intercourse, deviant sexual activity, or sexual contact; OR
    - ii. Attempted sexual Intercourse, deviant sexual activity, or sexual contact; OR
    - iii. Forcing or encouraging the watching of pornography; OR
    - iv. Forcing, permitting, or encouraging the watching of live sexual activity; OR
    - v. Forcing listening to a phone sex line; OR
    - vi. An act of voyeurism;
  - d. By a person age 10 or younger, to a person younger than 18:
    - i. Sexual Intercourse, deviant sexual activity, or sexual contact by forcible compulsion; OR
    - ii. Attempted sexual Intercourse, deviant sexual activity, or sexual contact by forcible compulsion.

11. Sexual Contact – any act of sexual gratification involving:

a. Touching, directly or through clothing, of the sex organs, buttocks, or anus of a juvenile or the breast of a female juvenile; OR

b. Encouraging the juvenile to touch the offender in a sexual manner; OR

c. Requesting the offender to touch the juvenile in a sexual manner.

d. It does NOT include normal, affectionate hugging. Arkansas Code Annotated § 9-27-303(52)

12. Mandated Reporter – a person required to notify the Child Abuse Hotline if he or she has reasonable cause to suspect a child has been subjected to maltreatment or dies as a result of maltreatment, or observes a child being subjected to conditions that would reasonably result in maltreatment. Includes (but not limited to) clergy, childcare workers, foster parents, judges, nurses, physicians, law enforcement, mental health professionals, school officials, school counselors, teachers, and social workers. See Arkansas Code Annotated §12-18-402