

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. 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 the 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.

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).