

Clayton Baptist Church
Child/Youth Protection Policy

87 S Church Street
Clayton, GA 30576
706.782.4588

1. Purpose Statement

1.1. The Elders, staff, and volunteers of Clayton Baptist Church take the safety of all seriously and desire to have and seek to provide a safe, secure, and God-glorifying environment where children and youth can learn the truths of God. By implementing the below policies and practices, it is our primary and utmost concern to protect the children and youth involved with and/or participating in the ministries, events, programs, and activities hosted by, sponsored, and/or participated in by Clayton Baptist Church from incidents of abuse, misconduct, and/or inappropriate behavior while also protecting our Elders, staff, and volunteers from false accusations. In the event of any alleged incident of abuse, misconduct, and/or inappropriate behavior, we desire to deal with such issues with complete cooperation with authorities and with absolute transparency when legally and ethically permitted.

2. Definitions

2.1. As used in this policy

2.1.1. "Elder(s)" shall mean any person who is considered, by Clayton Baptist Church, to be an elder or pastor thereof.

2.1.2. "Staff": shall mean any person who is employed (full-time or part-time) by Clayton Baptist Church.

2.1.3. "Volunteer(s)" shall mean any person who previously served or currently serves in any capacity at/with Clayton Baptist Church.

2.1.3.1. This designation shall not be limited to members of Clayton Baptist Church only.

2.1.4. "Worker" shall mean and refer to any individual as described above, or who is serving with Clayton Baptist Church.

2.1.5. "Child," "youth" shall mean any individual under the age of eighteen (18).

3. PROHIBITED BAHAVIOR

4. Selection of Workers

4.1. All volunteers who work with children and youth shall be members of Clayton Baptist Church.

4.1.1. It is our normal practice that no volunteer will be allowed to work with children and youth in any capacity until they have been an active member of the church for a minimum of six months. Exceptions will be allowed if long-term work at a prior like-minded church can be verified. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children and

youth. This decision will be reserved for the respective children or youth pastor/director and/or the elder board and/or the senior pastor.

- 4.2. Anyone (Elders, Pastors, staff, and volunteers) who has regular contact with children and/or youth in any of our ministries must have a background check performed with a copy on file that has been approved by the children's or youth pastor, or his designee, before serving in any way with children and/or youth.
 - 4.2.1. Anyone who refuses to have a background check will not be permitted to continue in any children's and/or youth ministry activity or class.
 - 4.2.2. In addition to the initial background check, criminal background checks may be performed on workers on an ongoing basis, randomly, and/or as deemed necessary.
 - 4.2.3. All information from the background check shall be kept strictly confidential.
- 4.3. Whether disclosed voluntarily or by result of the criminal background check, the following items shall automatically disqualify a volunteer from participating in the leadership, sponsorship, or supervising of any activity or program involving minors:

Any conviction for:

- Abandonment or endangerment of a child
- Aggravated assault (of any type)
- Aggravated battery
- Aggravated sexual battery
- Assault on an unborn child
- Battery of an unborn child
- Child molestation; aggravated child molestation
- Cruelty to children
- Employment harmful to children
- Enticing a child for indecent purposes
- Feticide
- Incest
- Indecency with a child
- Kidnapping or false imprisonment
- Murder; malice murder; felony murder; murder in the second degree
- Possession or promotion of child pornography
- Public indecency
- Rape
- Reckless abandonment
- Sexual abuse
- Sexual battery
- Sodomy; aggravated sodomy
- Statutory rape
- The sale, distribution, or display of harmful material to a minor

- 4.4. Any prospective worker who has prior incidents of sexual misconduct, child abuse, other predatory type incidents, any incident deemed inappropriate by church leadership, and/or any known history deemed inappropriate by church

leadership will not be allowed to serve in any capacity where they would have contact with children and/or youth.

- 4.5. There are no exceptions for substitutes or occasional volunteers. All workers must complete the entire process and submit to the entirety of the policies and procedures contained herein.
- 4.6. Workers will be officially notified when they have been approved to serve with children and youth. Work with children and/or youth shall not begin until this official notification.
- 4.7. Approved workers should avoid being in classrooms unless they are scheduled to work in those classrooms.
- 4.8. Within six months of approval, workers should complete a Sexual Abuse Awareness training class, as designated by Clayton Baptist Church.
 - 4.8.1. Exemptions to the completion of a Sexual Abuse Awareness training class shall be allowed only at the discretion of the respective Children/Youth Pastor.

5. Child Abuse Policy

- 5.1. It is our intent to follow state regulations in the reporting of child abuse.
- 5.2. As defined in O.C.G.A. § 19-7-5, “Child abuse” means the following:
 - 5.2.1. Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means, provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child;
 - 5.2.2. Neglect or exploitation of a child by a parent or caretaker thereof;
 - 5.2.3. Endangering a child;
 - 5.2.4. Sexual abuse of a child; or
 - 5.2.5. Sexual exploitation of a child.¹
- 5.3. The Elders, staff, and volunteers of Clayton Baptist Church further define “child abuse” to be any act or omission which mentally, emotionally, sexually, or physically harms or threatens a child, regardless of any consent which may or may not be given on behalf of the victim, and/or regardless of the age of the aggressor.
- 5.4. Any suspicions, allegations and/or complaints about suspected or alleged abuse, misconduct, and/or inappropriate behavior of any type are to be reported to an Elder, pastor, or children/youth director immediately.
- 5.5. In the event of a reported case, the Elders, staff, and volunteers responsible for and/or involved shall work in full cooperation with the family and authorities according to the Law.
- 5.6. Any suspected or alleged child abuse by any Elder, staff, and/or volunteer shall result in the immediate removal from ministry, at the discretion of the Elders of Clayton Baptist Church.
- 5.7. Pending the outcome of a complete investigation the Elders of Clayton Baptist Church may elect to remove and bar the accused and/or convicted offender from ministry permanently, at Clayton Baptist Church.

¹ [O.C.G.A. § 19-7-5](#)

- 5.8. Additionally, the Elders of Clayton Baptist Church may elect to reinstate the accused offender who has been acquitted of charges or against whom no charges were brought forth. However, the acquittal or absence of charges alone shall not secure the reinstatement of the accused offender.
- 5.9. In the event that an Elder, staff person, or volunteer suspects the abuse of a child from his or her parent/guardian, this suspected abuse shall immediately be reported to the appropriate authorities.
- 5.10. If at any time a worker observes any type of abuse, as described above, he/she shall immediately intervene to stop the abuse which is taking place.

6. Guidelines

6.1. Number of workers

- 6.1.1. A minimum of two adult workers shall be in attendance at any time during interactions with children, regardless of the number of participants, location, or activity. For the purpose of this policy, two related adults, whether by marriage or birth, shall count as one adult.
 - 6.1.1.1. The exception to the above will be allowed when a child is one-on-one with his or her parent.

6.2. Discipline

- 6.2.1. Child and/or youth behavior issues shall be handled with gentleness and grace. Correction is permitted only to maintain classroom/group safety and order. Incidents of poor behavior and disobedience are to be seen as opportunities for teaching and to address the child's/youth's heart with a gospel focus.
- 6.2.2. Corporal punishment and/or verbal abuse is not permitted for any reason.
 - 6.2.2.1. Any use of corporal punishment and/or verbal abuse shall be grounds for immediate dismissal.
 - 6.2.2.2. Parents may discipline their own children corporally; this discipline should be done so in privacy and must not take place in view of other children.

6.3. Physical Contact

- 6.3.1. Common expressions of affection (hugs), affirmation (pats on the back), support or physical caretaking (diaper-changing, helping small children in the restroom) are appropriate in the community of caring Christians. However, expressions of affection shall not be excessive nor be imposed upon others.
 - 6.3.1.1. Consider giving children a "high-five" instead of a hug. This is a great way to respond to the excitement of a child in a way that will not be as easily misinterpreted.
 - 6.3.1.2. If a child runs to a leader for a hug, the "catch and release" method is preferred. Quickly give a hug and release the hug gently.
- 6.3.2. Children over the age of two years should not be held or carried, unless it is an emergency. Piggy-back rides are strictly prohibited as this can be very dangerous for the child.
- 6.3.3. Elders, staff, and volunteers shall not interact with each other, children, or youth in any way that could be determined inappropriate.

- 6.3.4. There shall be no physical contact with “private parts” of any child, with the exception of diaper changing.
- 6.4. Special Needs
 - 6.4.1. The Elders, staff, and volunteers recognize the effectiveness of “Deep touch pressure.” This pressure can be applied with the hands, or products for children to wear or wrap around themselves for the purpose of calming and directing attention.
 - 6.4.2. This technique can be used with children who demonstrate the failure to direct their attention and behavior in age appropriate manners, as a means to calm and direct the child’s attention, for the purpose of instruction and discipline. When completed properly, this technique can release triggers in the body to release a sense of calm and peace.
 - 6.4.3. This technique shall not be used broadly with children, but only with those who fail to demonstrate age appropriate levels of attention and self-control
- 6.5. Diaper Changing/Bathroom Use
 - 6.5.1. All diaper changing shall be done in the classroom, on the changing table, and in full view of adults present.
 - 6.5.2. Appropriate personal protective equipment (PPE) and sanitizing supplies shall be provided for use by Clayton Baptist Church.
 - 6.5.3. Parents/Guardians will be expected to provide the appropriate diapers and wipes for their respective children.
 - 6.5.4. The application of ointments and/or creams by workers is not permitted.
 - 6.5.5. Workers shall not leave children unattended on changing pad/table for any reason.
 - 6.5.6. For potty-trained children, the bathroom provided in the respective classroom shall be used. If no bathroom is provided, the closest available bathroom shall be used.
- 6.6. Injury
 - 6.6.1. Parents are to be notified immediately in the event of any injury that surpasses basic First Aid attention. An “Incident Report” should be completed as soon as possible in the event that an injury has occurred in our care.
- 6.7. Photography/Videography/Social Media
 - 6.7.1. Photography or audio taping of any child will not be permitted without express written consent from each child’s/youth’s parent/guardian, as designated by Clayton Baptist Church.
 - 6.7.2. Posting of images, audio, and/or video of children/youth to any web-based platform, commonly referred to as “social-media,” but not limited to platforms referred to as “social-media,” is not permitted apart from the express written consent from each child’s/youth’s parent/guardian.
- 6.8. Claim System
 - 6.8.1. Children below kindergarten should be signed in with a claim number attached to the child’s garment when left in the care of the leaders/workers at Clayton Baptist Church.
 - 6.8.2. No child may be picked up without the matching claim check turned in.

- 6.8.3. Children may also be released to the parent/guardian who dropped them off by facial recognition.
- 6.8.4. Any unique circumstances or procedures must be approved by the children's director or pastor.
- 6.8.5. In the case of custody disputes or situations where a child may not be released to a particular parent/guardian, we request the parent/guardian with rights of custody to notify the children's pastor/director.

7. Child/Youth Wellness Policy

- 7.1. To protect other children, a child with any of the following symptoms will not be allowed to participate with the other children. If a child should develop any of these symptoms while in a program, the parent/guardian shall be notified, and the child should be picked up in a timely manner.
 - 7.1.1. Fever which is associated with illness and is not associated with teething.
 - 7.1.2. Vomiting in the last 24 hours.
 - 7.1.3. Diarrhea in the last 24 hours.
 - 7.1.4. Skin rashes or eruptions of unknown origin, including but not limited to impetigo, measles, chicken pox, and so forth.
 - 7.1.5. Persistent coughing associated with respiratory infection, including cold, bronchitis, and so forth.
 - 7.1.6. Runny nose with a yellow- or green-colored discharge or congestion associated with a cough or fever.
 - 7.1.7. Conjunctivitis (pink eye) that may also have a colored discharge or drainage.
 - 7.1.8. Parasites, any form of lice, mites, or ringworm. These aren't common, but when present are very contagious.
- 7.2. Medications
 - 7.2.1. Express written consent to administer any medication should be kept on file for each child.
 - 7.2.2. Outside of emergency, lifesaving medications (ie. EpiPen, inhaler) the elders, staff and volunteers shall not give any child any medication without the express written consent of the child's parent/guardian. Further, only medication provided by the child's parent/guardian should be given.
 - 7.2.3. The administration of emergency, lifesaving medications (ie. EpiPen, inhaler) shall not be delayed for the purpose of seeking parental consent.
 - 7.2.4. After the administration of any medication, the child's parent/guardian should be notified.
- 7.3. Emergencies
 - 7.3.1. In the event of any life-threatening emergency, 911 must be notified immediately, while at the same time beginning lifesaving procedures/skills which do not exceed the training of the person performing these procedures/skills. Then, the child's parents/guardians should be notified.