

# Salem Baptist Church

## Safe Sanctuary Policies and Procedures

### TABLE OF CONTENTS

A. INTRODUCTION	2
B. BUILDING SAFETY	4
C. SCREENING AND TRAINING	5
D. CHILDREN’S MINISTRY PROTECTION AND SUPERVISION	6
E. YOUTH MINISTRY PROTECTION AND SUPERVISION	9
F. INTERNET SAFETY	12
G. CHILD ABUSE RESPONSE AND REPORTING	13
H. ADULT MISCONDUCT – HARASSMENT AND EXPLOITATION	16
I. SAFE SANCTUARY POLICIES AND PROCEDURES REVIEW	18
J. RESOURCES	18
K. APPENDIX - HOW TO HELP REPORT ABUSE	18
L. FORMS	20
A-1 INCIDENT REPORT FORM	21
B-2 USE OF FACILITIES FOR OUTSIDE ORGANIZATION STATEMENT OF COMPLIANCE	23
C-2 VOLUNTEER PARTICIPATION ACKNOWLEDGEMENT	25
C-3 INFORMATION FOR VOLUNTEERS	26
F-1 GUIDELINES TO MAKING DIGITAL COVENANTS	27
F-2 ACKNOWLEDGEMENT OF SAFE SANCTUARY POLICIES AND PROCEDURES	29
F-3 SBC MEDIA RELEASE FORM	31

## A. INTRODUCTION

### A.1 Purpose

As a community of faith committed to following Jesus Christ, we enthusiastically embrace the privilege of cultivating a welcoming atmosphere where everyone feels valued, respected, and loved in a way that mirrors the boundless love of God. Our primary goal is to bring glory to Christ while simultaneously fostering a safe and protected environment that ensures the welfare and well-being of all.

At the Salem Baptist Church (SBC), the Safe Sanctuary Team is dedicated to fostering this safe and protected environment where individuals of all ages can enrich their connection with God and one another. It is with this vision in mind that we are establishing policies, responsibilities, procedures, and expectations for staff, volunteers, and church members in creating a safe church. These policies apply to all individuals involved in ministry activities, events, and programs organized or sponsored by Salem Baptist Church. This is a living document that acknowledges the potential for amendments as new challenges arise. Although unintended omissions may occur, our intent is for the content of this document to serve as a framework, providing guidance to ensure a safe ecosystem particularly for our children, youth, and vulnerable adults but also for all our members, employees, and guests at Salem Baptist Church (SBC).

### A.2.1 Ministry Definitions

#### Nursery

Includes children from ages 1 to 2 years old.

#### Children's Ministry

Includes all children from Preschool through Fifth Grade (e.g., ages 3 to 11).

#### Youth Ministry

Includes students from sixth to the twelfth grade.

### A.2.2 Safety Definitions

#### What is safety?

Safety is the condition of being protected from danger, risk, or harm.

**Spiritual safety** allows people to express their worship without fear of being punished or coerced; and their beliefs are treated with respect.

**Emotional safety** allows people to be treated with kindness and civility and refrain from being subjected to personal attacks, gossip, or insults. Confidentiality is respected.

#### Physical safety

- All persons who work with children agree to abide by the Safe Sanctuary policies.
- Facilities are clean and well lit.
- Exits are clearly marked and free of debris.
- Fire alarms are kept in working order.

Food preparation areas are clean and health department guidelines for food preparation are followed (*when applicable*)

### **A.3 Scope of Policies and Procedures**

The policies and procedures included in this document apply to all activities which take place within the building and properties of The Salem Baptist Church (SBC), as well as programs, activities, or events scheduled as part of the ministry of this church which take place elsewhere. The policies and procedures apply to all members, friends, volunteers, renters, and employees of the church.

### **A.4 Location of Policies and Procedures**

A Safe Sanctuary Policies and Procedures Manual should be provided to each new employee. All volunteers who will be working regularly with children, youth, or vulnerable adults will review the manual. Manuals are located in identifiable binders in three locations, as well as online:

- Trustee's File - Church Office Finance Room
- Digitally Stored on the P Drive
- Manager of Operations' Office
- Online at [salembc.org/safesanctuary/](http://salembc.org/safesanctuary/)

### **A.5 Safe Sanctuary Team Description**

The Safe Sanctuary team's function is to oversee the implementation of the Safe Sanctuary Policies and Procedures.

#### **A.5.1 Safe Sanctuary Team Composition**

This team will comprise seven members of SBC. The following groups will provide a representative:

- Senior Pastor Representative
- Manager of Operations Representative
- Youth Ministry Representative
- Children's Ministry Representative
- Deacon Representative
- Trustee Representative
- Lay Representative

#### **A.5.2 Safe Sanctuary Team Function**

The Safe Sanctuary Team will:

- Prior to the end of the second quarter, annually review and update Safe Sanctuary Policies, Procedures and training.
- Oversee distribution of Safe Sanctuary Policies and Procedures to committees.
- Confirm staff and volunteers working with children are trained in Safe Sanctuary Policies including tracking, training, and maintaining copies of the Volunteer Participation Covenant ([Form C-2](#)) and Acknowledgement of Safe Sanctuary Policies and Procedures forms ([Form F-2](#)).
- Oversee the completion of Criminal Background Check Authorization Forms.
- Receive and manage Background Check Reports.
- Receive and manage Incident Report Forms ([Form A-1](#)).
- Verify that Background Check Reports, Incident Reports, and other documents are stored in a safe and secure, digital location.

- When necessary, report incidents to the State of Nebraska Department of Health and Human Services in conjunction with the Senior Pastor (Section G.2.4).
- When necessary, serve on a task force to review formal complaints on adult misconduct (Section H)
- Maintain strict confidentiality.

## B. BUILDING SAFETY

It is the responsibility of SBC to maintain the physical safety of the church building.

### B.1 General

SBC will:

- Maintain the building upkeep to preserve physical safety.
- Maintain the fire alarm system, fire extinguishers, and first aid kits.
- Create and post floor plans indicating emergency exits, fire extinguishers, first aid kits, defibrillators and emergency phone numbers.
  - Verify floor plans and locations of safety gear are updated and posted.
    - Floor plans and safety instructions for each classroom (including tornado shelter locations and plans, building exits in case of a fire and active shooter plan).
  - Verify fire extinguishers and first aid kits are up to date.
- Provide users of the building with a mechanism to report any safety issues to the church office.
  - Fill out a physical incident report form located in the church office, medical room, security booth or online.
  - Contact the Manager of Operations to leave a message concerning safety issues: 402-455-1000, Option 112.
- All incident reports will be reviewed by the Operations Manager and the Chair of the Deacon and Trustee Boards.
- Follow health department guidelines for food preparation and service.

### B.2 Building Access

Proper care will be taken to secure entrances to the church by limiting access to church keys to appropriate individuals who:

- Have a documented reason to have church keys.
- Abide by all policies and procedures for building use and Safe Sanctuary Policies.
- Sign a Church Key Receipt Form which states that the signer will not share church keys with anyone and will verify that all outside doors are locked if they are the last person in the building.
  - Manager of Operations, Chair of Deacons and Trustees Board and Pastor determine who has access.
  - Explicitly mention not to share door code.
- Change church keys when necessitated.

### B.3 Outside Groups

All outside groups who rent or use the church facilities will receive a copy of the Safe Sanctuary Policies and Procedures document. If groups agree to comply with its provisions, as pertaining to their use of the building, they will sign the Use of Facilities form ([Form B-2](#)).

## C. SCREENING AND TRAINING

### C.1 Definitions

**Checkr:** An independent company who manages SBC's Background Check process.

**Nebraska Sex Offender Registry (NSOR):** Criminal conviction information of persons within the Nebraska Court System; Regulated by the Nebraska State Board of Pardons and Paroles (NBPP).

- Notification (to the Youth Pastor) of when an offender moves into our zip code.

**Staff or paid employee:** Any individual hired and compensated by SBC on a part-time, full-time, permanent, or temporary basis.

### C.2 Volunteer Screening

SBC welcomes volunteers to become involved in the programs offered as part of our ministries. For those volunteers who work with youth and children on a regular basis, volunteers should, in general, be at least five years older than the youth or children they work with and is subject to the discretion of the Youth Pastor in consultation with the Senior Pastor.

### C.3 CRIMINAL BACKGROUND VERIFICATION

#### C.3.1 Policies

SBC uses the *\*Checkr\** verification process and may also use a national criminal background verification service selected by the Safe Sanctuary Team.

SBC requires a *\*Checkr\** report on:

- All prospective employees
- SBC Youth Ministry adult leaders
- SBC Children Ministry adult leaders
- All volunteers who supervise, chaperone or teach youth or children

**Anyone convicted of any felony (or a felony default by the court), with a child or elder abuse, whether physical, emotional, or sexual, will not be considered, under any circumstances, for a position or allowed to volunteer at SBC.**

#### C.3.2 Procedures

Ministry leaders will provide *\*Checkr\** background check applications to volunteers and turn them in to the Manager of Operations. The Manager of Operations will submit applications and a designated minister or

chair of the deacon board will receive \*Checkr\* reports and results. All attempts will be carefully made to respectfully maintain confidentiality.

The Safe Sanctuary Team may consult with the church's pastoral staff and an attorney retained by the Church regarding background check findings and reports. All reports are maintained in a secure/locked location in the SBC office. \*Checkr\* reports are repeated every two years.

#### **C4. Training**

All staff members, teachers, and youth leaders who work with youth and children will receive training on Safe Sanctuary Policies and Procedures. They will sign a Participation Covenant ([Form C-2](#)), which will be digitally kept on file with the Safe Sanctuary Team. Each will be given a copy of the Safe Sanctuary Policies and Procedures and Information for Volunteers ([Form C-3](#)) to review and given an opportunity to ask questions. Those individuals who have regular, direct contact with children and/or youth will also receive education about child abuse awareness and reporting procedures.

Training procedures:

- Training sessions will be offered at least twice per calendar year.
  - Additional training sessions will be offered if needed (i.e., if more than 5 people on the waitlist to be trained, we will hold a training).
  - Initial training session for each volunteer is required to be in-person.
- Training must be renewed each year. After the initial in-person training, a yearly, online refresher training is required.
  - If the yearly refresher training is not completed within 18 months of the last training, then in-person training is required again before resuming volunteer activities.
- The Safe Sanctuary Team will digitally track those who have received training.
- Training will include a review of the SBC Safe Sanctuary Policies and Procedures.
- Staff will review the Safe Sanctuary Policies and Procedures prior to starting their position.

## **D. CHILDREN'S MINISTRY PROTECTION AND SUPERVISION**

### **D.1 Children's Ministry Policies and Procedures**

The Salem Baptist Church is committed to creating a safe and healthy environment in which children from nursery to fifth grade can learn about and experience God's love. Therefore, we provide supervision for all activities and programs involving children and employ practices that provide for the safety of children and those who care for them.

### **D.2 Children's Ministry Definitions**

#### **Nursery**

Includes children from ages 1 to 2 years old.

#### **Children's Ministry**

Includes all children from Preschool through Fifth Grade (e.g., ages 3 to 11)

**Aide:** a volunteer who functions in a non-supervisory role in one of the Sunday school classrooms or nursery/toddler room in the presence of an approved teacher or caregiver. Aides, in general, should be at least 14 years of age.

**Nursery/Toddler Caregiver:** a volunteer who supervises activities in the nursery/toddler rooms. The caregiver must be at least 18 years of age.

**Teacher:** a volunteer who leads classroom activities. Teachers must be at least 18 years of age.

**One-time Volunteer:** someone who helps with a trip or event but has not committed to a regular role such as aide or teacher.

In general, all volunteers and children ministry roles are subject to the discretion of the Youth Pastor in consultation with the Senior Pastor.

### **D.3 Children's Ministry Procedures**

#### **D.3.1 Two-Deep Leadership**

The Two-Deep Leadership Policy is intended to protect children and prevent adults from encountering a situation where they could be wrongfully accused. Two-Deep leadership requires two (2) certified adults or one certified adult and one volunteer to be present when supervising one or more children.

- No adult should be alone in the church or at a church approved activity without a child or youth's guardian present. However, if a single child is the only attendee to a church sponsored activity, open visibility into the area must always be maintained (e.g., door to a classroom remains open).
- At least two chaperones should wait with children being picked up after an offsite event. In the event that an adult is alone with a child waiting to be picked up, they should wait in a public space.

If unforeseen circumstances (unplanned situations) make it difficult or impossible to abide by the two-adult rule, laid out above, immediately inform a children's ministry director, Youth Pastor or Staff member.

#### **D.3.2 Registration Forms**

Ministry Leaders will ask the parents or guardians of all children participating in the Children's Ministry to complete a registration form for each child. The registration form includes contact information and information regarding allergies or any other relevant medical concerns. This information will be stored electronically in a safe location.

#### **D.3.3 Attendance and Dismissal Procedures**

##### **Life Development**

Children are signed into Life Development beginning at 8:30 A.M. each Sunday. Parents or guardians are required to escort each child to the proper class and sign the child in. Life Development ends around 9:30 A.M. and the same parent is required to sign the child out. At no time will a child be allowed to excuse him/herself to locate the parent.

## **Children's Church**

Children's church will be held on the first, second and fourth Sundays. Parents must sign-in their children between 9:45 A.M. and 10:15 A.M. Children's Church ends in conjunction with the morning worship service. Parents or guardians will be required to sign-in with their cell phone number and will also be given a number associated with their child. If necessary, parents or guardians will be contacted during service via the cell phone number they provided as well as their child's number will be displayed on the LED in the sanctuary during worship. At no time will a child be allowed to excuse him/herself to locate the parent.

### **D.3.4 Discipline**

It is the heart of our children's ministry to make every effort possible to ensure the safety and well-being of every child and volunteer that is in our area.

There can be occasions where some children have a challenging time adjusting to a classroom environment.

All Teachers and volunteers will be required to adhere to the following guidelines:

- Communicate expectations of appropriate behavior clearly and respectfully to their class at the beginning of each school year and periodically throughout the year.
- Be proactive in letting a staff member know of any cases in which our standards are being compromised by a child.
- Avoid using words or tones of voice that may frighten a child or may make them feel shameful.
- Never send a child to the corner, withhold food, place them in time-out, or physically discipline — spanking or hand popping, etc...
  - If children continue to disobey, separate them.
  - If they continue to disrupt the service, let the Children's Director or Youth Pastor know. They will decide when to contact the parents.
- Contact the child's parents immediately when a child exhibits the following behaviors:
  - Temper tantrums or loud outbursts of crying
  - Utter defiance and repeated refusal to cooperate.
  - Use of foul language
  - Hitting, biting, kicking, or other violent behavior
  - Physical altercations with other children or leaders
- If the inappropriate behavior choices require the children's ministry staff to intervene on two consecutive Sundays, the following Sunday a parent will need to stay with the children for the duration of the class in order to provide direction and assistance to the volunteer and demonstrate appropriate behavior to the child.

### **D.3.5 Health and Safety**

First aid kits are available in the Nurses/Ushers Room and the Administrative office.

Fire safety information, emergency evacuation routes and meeting places will be clearly posted in key locations inside the church, along with emergency numbers for the church, police, and fire departments.

Emergency procedures, including evacuation plans, will be reviewed at each volunteer training session.



Incident Reports Forms (Form A-1) are found in each classroom folder, the church administrative office or online and should be filled out when necessary. Forms are filled with the Safe Sanctuary Team and given to the parents as warranted.

If there is a medical emergency, the parents should be found immediately, the Youth Pastor or Children's Director contacted, and 911 called as warranted.

The importance of hand washing before handling food and after any cleanup is emphasized and required. If snacks are given, allergies will be documented and carefully considered.

#### **D.3.6 Concern for A Child's Safety Outside of Church**

If in the context of a class or other event, a child discloses information that raises concern about his or her safety, the incident should be discussed promptly with the Youth Pastor who will determine the appropriate level of response.

## **E. YOUTH MINISTRY PROTECTION AND SUPERVISION**

### **E.1 Youth Ministry Policies and Procedures**

The Salem Baptist Church is committed to creating a safe and healthy environment in which young people in middle and high school can learn about and experience God's love. Therefore, we will provide supervision for all ministries and activities involving youth and employ practices that provide for the safety of all youth participants as well as teachers, leaders, or helpers who serve in these ministries.

### **E.2 Youth Ministry Definitions**

**Youth Ministry:** a fellowship, worship service, and Christian education program for students in grades 6 through high school.

**Adult:** A person 19 years of age or older.

**Chaperone:** A volunteer who helps supervise youth for a special activity. In general, to be a chaperone, an individual should be at least 23 years of age.

**Youth Ministry Leader:** SBC member elected or appointed to lead a section of the Youth Ministry.

**Helper, Assistant:** A volunteer worker for regular youth activities who functions in a non-supervisory role. Helpers function under the supervision of the leader or teacher and under the discretion of the Youth Pastor.

**One-time Volunteer:** an adult who helps with an event (trip, retreat) but has not committed to regularly helping with youth activities.

**Teacher, Leader:** A volunteer adult worker responsible for the care of youth under their supervision.

**Off-Site Event:** A youth event requiring transportation scheduled away from SBC property and may not include an overnight (e.g., bowling, mission trip, retreat) stay.

**Youth:** All students participating in the 6<sup>th</sup> -12<sup>th</sup> grade programs.

In general, all volunteers and youth ministry roles are subject to the discretion of the Youth Pastor in consultation with the Senior Pastor.

### **E.3 Youth Ministry Procedures**

#### **E.3.1 Two-Deep Leadership Policy**

The Two-Deep Leadership Policy is intended to protect youth and prevent adults from encountering a situation where they could be wrongfully accused. Two-Deep leadership requires two (2) certified adults or 1 certified adult and 1 volunteer to be present when supervising one or more youth.

- No adult should be alone in the church or at a church approved activity without a youth's guardian present. However, if a single youth is the only attendee to a church sponsored activity, open visibility into the area must always be maintained (e.g., door to a classroom remains open).
- At least two chaperones should wait with youth being picked up after an offsite event. In the event that an adult is alone with a youth waiting to be picked up, they should wait in a public space.
- If unforeseen circumstances (unplanned situations) make it difficult or impossible to abide by the two-adult rule, laid out above, immediately inform a Youth Pastor, ministry leader or Staff member.

#### **E.3.2 Five Year Older Policy**

It is recommended that all leaders, teachers, and chaperones for youth activities or off-site events be at least five years older than the oldest participant in the class, group, or activity. However, all volunteers are subject to the discretion of the Youth Pastor in consultation with the Senior Pastor.

#### **E.3.3 Permission, Medical, And Covenant Forms**

All Youth participating in youth programs must have an SBC Youth Information Form and Medication Consent Form on file. These forms will be kept on file for the year with the church. Completed forms will be brought to all youth off site events by the adult leader. An SBC Trip Permission Form will be filled out and handed in for any offsite overnight trips.

#### **E.3.4 Off-Site Event Guidelines**

Parents or guardians and participating youth shall be given information ahead of time about programs, activities, leaders, chaperones, dates, times, cost, method of transportation, purpose of the scheduled trip or activity and other details whenever possible.

At any onsite event, parents and guardians are encouraged to drop off and pick up their youth at the offsite location.

All occupants of a vehicle must always use an individual seat belt (no multiple belting) during its operation.

No cell phone use while driving except for a true emergency, and then the driver is encouraged to pull off the roadway to a safe spot.

Appropriate supervision: The two adult policies and procedures apply to all church events including those held off-site. On an overnight trip there will be at least one male and one female chaperone.

### **E.3.5 Discipline**

All volunteers and participants must act respectfully toward all others participating in a youth group function. And are likewise expected to follow the Covenant developed with the Ministry Leader in collaboration with the Senior Pastor. The purpose of discipline is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, and cooperation. No youth will be disciplined by physical, mental, emotional or verbal punishment.

Mutual respect in communication between youth and leaders, teachers, and chaperones is expected. Appropriate behavioral expectations will be clearly communicated. The leader, teacher, or chaperone in charge will address disruptive, disrespectful, or dangerous behavior. If this behavior occurs on a trip or at a meeting, the leader reserves the right to contact the parent/guardian and send the youth home at the parents/guardian's expense.

Adult volunteers must report all infractions of youth rules to the minister and/or adult leader of the group.

### **E.3.6. Health And Safety**

First aid kits are available in the Nurses/Ushers Room and the Administrative office.

Fire safety information, emergency evacuation routes and meeting places will be clearly posted in key locations inside the church, along with emergency numbers for the church, police, and fire departments. Emergency procedures, including evacuation plans, will be reviewed at each volunteer training session.

Incident Reports Forms ([Form A-1](#)) are found in each classroom folder, the church administrative office or online and should be filled out when necessary. Forms are filled with the Safe Sanctuary Team and given to the parents as warranted.

If there is a medical emergency, the parents should be found immediately, the Youth Pastor or Children's Director contacted, and 911 called as warranted.

The importance of hand washing before handling food and after any cleanup is emphasized and required. If food is provided, allergies will be documented and carefully considered.

### **E.3.7 Concern for A Youth's Safety Outside of Church**

If in the context of a class or other event, a youth discloses information that raises concern about his or her safety, the incident should be discussed promptly with the ministry leader or teacher to clarify and determine an appropriate level of response.

## F. INTERNET SAFETY

The Internet and social media are evolving tools, which offer great promise for developing and deepening ministries but also have the potential to pose significant safety challenges. Therefore, these guidelines are written to help, guide and aid our children, youth and church volunteers to navigate the digital world safely and responsibly.

### F.1 DEFINITIONS

**Church Sponsored Sites** — any group, page or list-serve that is created by a designated member of SBC for the purpose of establishing, maintaining or growing ministries to and with youth and/or adults.

**Inappropriate Content** — refers to content that is improper or offensive, but also content that might be suited to the medium but not to the church environment.

#### F.1 Internet Safety Guidelines

Salem Baptist Church prioritizes the safety of our online interactions with youth and upholds specific guidelines and procedures to ensure a secure and responsible environment:

**Two-Adult Rule Implementation:** Utilize internet platforms or applications allowing multiple adults to be present simultaneously. If that is not feasible, grant another adult administrative privileges to monitor accounts regularly. Consider having an adult, like a parent, visibly acknowledge their presence during youth calls or videos.

**Ministry-Based Accounts:** Use dedicated and official Salem Baptist Church accounts for ministry purposes rather than personal ones. These accounts signify conversations as part of the ministry and allow for multiple administrators, enhancing control over messaging and gatherings. Password protection and link sharing features add an extra layer of security.

**Record-Keeping:** Prefer platforms allowing records of conversations (chats, texts, videos). Maintain logs detailing adult login times, conversations, and participants, emphasizing adult presence and accountability.

**Communication Schedule:** Establish and communicate a schedule for monitoring ministry-based accounts to keep youth and parents informed. Ensure that interactions align with church representation standards and in-person guidelines. Limit texting hours from 7 am to 10 pm unless part of programmed ministry activities.

**Guidelines for Electronic Communication:** All electronic communication should maintain healthy boundaries and be available for sharing with the student ministry leader or parents. Exercise extreme caution with personal accounts.

**Adults should not send connection requests or messages from personal accounts, and, in general, should avoid sending one-on-one messages. If a one-on-one conversation does occur, maintain records (time, date, topic), inform the church about the interaction, and consider involving parents before or after the conversation. In general, prefer group texts and absolutely refrain from discussing sexual or inappropriate topics.**

Maintain integrity and values of the church in all interactions. No individual social media or texting communication with students of the opposite gender. Prohibited applications include Snapchat, Houseparty, and any anonymous messaging platforms.

Maintain a high moral standard in personal social media posts, aligning with Christian and church ethics and guidelines in areas such as alcohol, tobacco, language, and modesty.

By implementing these guidelines, Salem Baptist Church aims to foster a safe and positive online environment for our children and youth ministries.

**Mandatory Reporting Procedures:** Ensure staff and volunteers conversing with youth are familiar with local Mandatory Reporting Procedures, aligning with Safe Sanctuaries training.

**Transparency with Identities:** Encourage the use of real names by staff and volunteers during conversations. Maintain a log of aliases or usernames to establish clarity and trust in online interactions.

**Attendance Records:** Document attendance during group chats or online activities, mirroring in-person attendance records.

**Media Sharing Permissions:** Ensure proper permissions for picture/video sharing by minors and refrain from sharing without written consent. Respect privacy by refraining from tagging individuals without permission.

## G. CHILD ABUSE RESPONSE AND REPORTING

Through our Safe Sanctuary Policies and educational programs, we are committed to both protecting and caring for our children, youth, and vulnerable adults, and thereby, seek to prevent any abuse occurring at our church. Salem Baptist Church has a zero-tolerance policy for any kind of inappropriate behavior, including all forms of abuse or misconduct.

Reports of alleged abuse or reasonable suspicions will be addressed with utmost seriousness and promptly reported to the relevant church and state authorities. To ensure confidentiality, all actions and documentation outlined must be handled discreetly, with limited disclosure to only necessary individuals. Maintaining confidentiality is the shared responsibility of everyone involved as we prioritize a safe and supportive environment for our children and youth.

### G.1 DEFINITIONS

**Child:** A person under eighteen.

**Division of Health and Human Services, Children and Family Services:** DHHS manages child abuse and neglect reports.

**Incident Report:** a written report (Form A-1) of any unusual occurrence at SBC.

**Mandated Reporter:** Nebraska State law requires that any person who believes a child has been or is being abused or neglected make a report. The identity of the person who made the report is confidential and cannot be released.

**Moderator:** An individual appointed by the Senior Pastor to preside over all meetings of the Safe Sanctuary Team.

**Physical Abuse:** Non-accidental infliction of injury or an act that poses substantial likelihood of bodily injury. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. Physical discipline, such as spanking, is not considered abuse as long as it is reasonable and causes no bodily injury to the child.

**Emotional Abuse:** The parent or caregiver demonstrates a pattern of criticizing, rejecting, insulting, isolating, terrorizing, or humiliating the child, resulting in serious emotional or behavioral issues.

**Sexual Abuse:** Sexual abuse means any sexually oriented act, practice, contact, or interaction in which the child is or has been used for the sexual stimulation of a parent, child, vulnerable adult, or another person.

**Physical Neglect:** Physical neglect means the failure of the parent/caregiver to provide basic needs, for example food, clothing, shelter, medical care, supervision, and/or a safe and sanitary living environment for the child.

**Domestic Violence:** Domestic violence as neglect means the establishment of control and fear in a relationship through the use of violence and other forms of abuse and the children have been present or affected by the domestic violence.

**Sexual Exploitation:** Includes, but is not limited to, any person causing, allowing, permitting, inflicting, or encouraging a child to engage in voyeurism, exhibitionism, or sexual acts in exchange for something; or in the production, distribution, or acquisition of pornographic photographs, films, or depiction of the child.

**Cruel Punishment:** Any type of discipline that results in injury, cuts, bruising, withholding food, water, required care, or requiring a child to consume nonfood items or inappropriate amounts of food or water, or a parent or caregiver's use of sadistic measures or weapons.

**Unreasonable Use of Confinement:** Any type of activity the caregiver uses to confine or restrict the child such as tying the child up with rope, duct tape, or chain to keep the child in one place.

## **G.2 Response and Reporting of Child Abuse**

### **G.2.1 Standard for Reporting**

© Excerpts taken from [dhhs.ne.gov/Pages/Child-Abuse.aspx#](http://dhhs.ne.gov/Pages/Child-Abuse.aspx#) and [www.nebraskacacs.com/how-to-help/report-abuse.html](http://www.nebraskacacs.com/how-to-help/report-abuse.html)

According to Nebraska state Law, **everyone is a mandatory reporter** and has a responsibility to report child abuse or neglect. This requires any person who has a reason to believe that a child has been abused or neglected to report their concerns to the Child Abuse and Neglect Hotline at: **(800) 652-1999** (Nebraska Revised Statute 28-711).

Contact with the hotline is confidential and will not be shared with the family. The reporter may be contacted by a Child and Family Services Specialist during the investigation, however, may request to remain anonymous.

### **G.2.2 Preventing Imminent Harm**

To protect children, any circumstance of abuse that poses immediate danger or imminent risk of serious harm will be reported to the Police Department at 911 or (402) 444-5600. Because of the vulnerability of children, their right to our protection supersedes a counselee's right to confidentiality.

### **G.2.3 Reporting Process**

If in the context of a class or other event, a child discloses information or an adult otherwise has a reasonable cause to believe that a child is not safe, the incident should be discussed promptly with the ministerial staff to clarify and determine an appropriate level of response.

Incident Reports ([Form A-1](#)) are required for all unusual occurrences at SBC. They must be submitted to the Safe Sanctuary Team or the appropriate staff member even if it is determined that an oral or written report will not be filed with the Department of Health and Human Services. These forms will be stored in a secure and confidential location.

Nebraska statutes require any person to report child abuse and neglect, including sexual assault, to law enforcement or the Department of Health and Human Services. Law enforcement is required to notify DHHS on incidents reported to them.

This means:

- If you suspect child abuse or neglect, you must report it.
- You should give as much information about the circumstances as possible.
- You are immune from liability from any civil or criminal liability if reported in good faith.
- If you know of abuse but are not reporting it, you are breaking the law.

**Child Abuse & Neglect Hotline 1-800-652-1999**

State law requires any person who suspects that a child has been physically or sexually abused or neglected to report it promptly to the Nebraska Department of Health and Human Services.

### **G.2.4 Pastoral Staff and Safe Sanctuary Team's Roles**

- Any person raising a concern of abuse should contact the Safe Sanctuary Team and/or confidentially discuss their concern with the chair of the Deacon and Trustee boards or youth pastor.
- The role of the Safe Sanctuary Team is to receive the allegation, provide leadership and to guide the reporter through the Department of Health and Human Services, Family and Children's Services contact process. Investigation and evaluation of concerns of abuse is the role and obligation of DHHS and not the reporter, minister, or the Safe Sanctuary Team.

### **G.2.5 Allegation Against Pastoral Staff**

If there is an allegation against any member of the pastoral staff, the chair of the Trustee and/or the Deacon Board will contact the Senior Pastor directly. The church will seek the council of the Senior Pastor and legal counsel regarding action to be taken.

## **H. ADULT MISCONDUCT – HARASSMENT AND EXPLOITATION**

Salem Baptist Church wishes to create and maintain a community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation.

### **H.1 Definitions**

**Harassment:** repeated misconduct, whether verbal or physical, that creates an environment that is uncomfortable, unwelcoming, discriminating, or intimidating, or leads to an atmosphere in which a person's ability to participate in worship and activities at the church is compromised.

**Sexual exploitation:** activity or conduct of a sexualized nature in which an employed pastor/minister engaged in the work of the Church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the pastor/minister.

**Sexual harassment:** repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome—and using sexualized behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another.

**Vulnerable adult:** Any person aged **19** or over who is or may need assistance by reason of physical, mental disability, age, emotional illness, and who is unable to take care of or to protect him or herself against significant harm or serious exploitation which may be occasioned by the actions or inactions of other people.

### **H.2 Policy on Adult Conduct**

In accordance to and governed by the church bylaws, Salem Baptist Church is strongly opposed to sexual exploitation and harassment of any kind, and such behavior is prohibited. SBC intends to respond to behavior allegations contrary to this policy and, if necessary, to discipline those persons who violate it and/or report it to the appropriate authorities. Every individual always has the right to report allegations to local authorities.

All persons engaged in the ministry of SBC (including elected or appointed leaders, employees, volunteers, and authorized pastors/ministers) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual exploitation of parishioner(s) or other individual(s) by anyone engaged in the ministry of SBC is unethical and unprofessional behavior and will not be tolerated.



Should someone observe that a vulnerable adult is being abused, harassed, or exploited, a concerned member may initiate proceedings on their behalf.

### **H.3 Process for Responding to A Complaint or Concern**

The utmost respect shall be given to the confidentiality and privacy of all parties. Any person who brings a concern or complaint forward, or who assists in investigation of such a report, will not be adversely affected in terms and conditions of employment or church membership, or otherwise discriminated against or discharged. Information will be shared only on a need-to-know basis.

#### **H.3.1 Response**

**Informal** - The person with a concern may attempt to resolve the matter directly with the person accused. Alternatively, the person with a concern may attempt to resolve the matter with the assistance of his/her supervisor, a Safe Sanctuary Team member, or a member of the SBC ministerial staff.

**Formal** - If an informal resolution of the complaint does not seem wise, appropriate, or possible, or fails, the person with a concern should complete an incident report form ([Form A-1](#)) and submit it to a Safe Sanctuary Team member and/or the Senior Pastor. This will lead to a formal proceeding. If the allegation involves the Senior Pastor, the person with a concern should contact the chair of the Deacon board, chair of the Trustees or the Safe Sanctuary Team.

#### **H.3.2 Formal Proceeding**

When the Safe Sanctuary Team is requested to initiate a formal proceeding, the following procedure will happen:

- A task force will be convened.
- If the allegation involves the Senior Minister, the task force will be comprised of am, the Safe Sanctuary Team Pastor, Head of the Deacon Ministry, and the Head of the Trustee Ministry.
- If the allegation involves another SBC pastor/minister, the task force will be comprised of the Senior Pastor, a mediator, and the Safe Sanctuary Team. The Senior Pastor or an appointed spokesperson will inform the Nebraska DHHS. SBC will cooperate fully in any procedures.
- If the allegation involves another SBC staff member, the task force will be comprised of the Senior Pastor, a mediator, and the Safe Sanctuary Team.

The person accused will be notified that an incident report form has been filed. Statements will be gathered from individuals involved. The task force will carefully document all activities and meetings and include dates, times, locations, names of the parties present, any decisions, and any further action to be taken. This documentation is to be kept in a secure location determined by the Safe Sanctuary Team.

The task force will consider all the information and determine an appropriate course of action. If the task force determines that no harassment or sexual exploitation has occurred, all affected parties will be notified. If the

task force determines that harassment or sexual exploitation has occurred, the task force will inform the individuals and take actions that may include:

- Formal reprimand with defined expectations for changed behavior.
- Recommending or requiring a program of growth that may include education and/or counseling.
- Probation, with the terms of the probation clearly identified.
- Dismissal from volunteer leadership position or employment and, in extreme cases, membership in the Church.

#### H.4 Appeal

If the person(s) involved is not satisfied with the matter's disposition, they can appeal to the chair of the Deacon board who will appoint a committee to review the complaint.

## I. SAFE SANCTUARY POLICIES AND PROCEDURES REVIEW

The Safe Sanctuary Policies and Procedures will be reviewed each year by the Safe Sanctuary Team may recommend revisions to be approved by the Senior Pastor and Youth Pastor.

Adopted by: The Salem Baptist Church, Omaha Nebraska      Date: \_\_\_\_\_

## J. RESOURCES

Nebraska Department of Health & Human Services, [Children-and-Family-Services](#)  
[Nebraska Alliance of Child Advocacy Centers](#)

## K. APPENDIX - HOW TO HELP REPORT ABUSE

© <https://www.nebraskacacs.com/how-to-help/>

### HOW DO I REPORT CHILD ABUSE OR NEGLECT? WHO SHOULD I REPORT ABUSE TO? WHAT CAN I DO? HOW CAN I HELP?

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If you suspect a child under the age of 18 is being abused or neglected, please call the Child Abuse Hotline at **1-800-652-1999** (CPS Hotline)

**OR**

If you suspect the child is in immediate danger, **please dial 911.**

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### WHO SHOULD REPORT CHILD ABUSE?

In the state of Nebraska, EVERYONE is a mandated reporter. You do not have to be certain that abuse has occurred to make a report.

#### **Mandatory Reporters in Nebraska**

In Nebraska, everyone is a mandatory reporter. This means physicians, medical institutions, nurses, school

employees, social workers or **any other person** who has reasonable cause to believe that a child has been subjected to abuse or neglect is required by law to make a report to the CPS Hotline and/or Law Enforcement. (Nebraska Revised Statute 28-711)

### **WHAT TO DO IF A CHILD DISCLOSES ABUSE TO YOU**

If a child tells you they have been hurt (physical, emotionally, sexually), there are things you can do to help. Here are some steps you can take:

- Don't press the child for details. Let the child tell you in his or her own words without interruption.
- Believe and support the child. Stay calm. Do not panic or overreact.
- Show interest and concern for the child. Do not blame or diminish the child's feelings.
- Tell the child you are glad they told you and that you will help. Do not promise anything you cannot control.
- Report the abuse to your local child abuse reporting hotline (NE CPS HOTLINE: 1-800-652-1999).
- As a Mandated Reporter (i.e., everyone), you have a legal obligation to report suspicion of abuse to your local Children and Family Services agency.

### **HOW TO TALK TO CHILDREN ABOUT ABUSE**

Talking to children about abuse can be challenging but it can also help keep them safe. Here are some tips for talking to the children in your life:

- Blend a discussion of abuse with other "safety talks."
- Be clear that breasts and genitals are "private" but sometimes parents may have to help clean them or doctors may have to examine them, but these things should never be done in secrecy.
- Tell children to tell you as soon as possible if anyone tries to touch or look at their breasts or genitals, or if anyone asks them to touch or look at their breasts or genitals.
- Describe sexual abuse as a "touching problem" that is similar to stealing or lying. Don't call sexual abuse a sickness.
- Talk about the "tricks" someone might use to get children alone or keep children from telling.
- Be clear with children that you will not be mad if they tell you something happened to them, and they will not get in trouble, even if they waited to tell you.

## L. FORMS

A-1 Incident Report Form

B-2 Use of Facilities for Outside Organizations - Statement of Compliance

C-1 Criminal Background Check - Authorization

C-2 Volunteer Participation Covenant

C-3 Information for Volunteers

E-2 Blueprint Trip Permission Form

F-1 Guidelines to Making Digital Covenants

F-2 Acknowledgement of Safe Sanctuary Policies and Procedures

F-3 SBC Media Release Form

A-1 INCIDENT REPORT FORM

SALEM BAPTIST CHURCH  
Incident Report Form

*(Please print legibly or type)*

Date of Incident: \_\_\_\_\_

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

**Name of Injured Person:**

Name: \_\_\_\_\_  
(First) (Last) (MI)

Address: \_\_\_\_\_  
(Street) (City) (State) (Phone#) (Alternate  
Phone#)

**Witness(es):**

Name: \_\_\_\_\_  
(First) (Last) (MI)

Address: \_\_\_\_\_  
(Street) (City) (State) (Phone#) (Alternate  
Phone#)

**Location of Incident: (room#/building):** \_\_\_\_\_

Time-----a.m./p.m.

Emergency Rescue involved? Yes No

If yes, please provide case #: \_\_\_\_\_

Details of Incident: (Please print legibly in black ink or type and be as specific as possible stating the facts.)

\_\_\_\_\_

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## B-2 USE OF FACILITIES FOR OUTSIDE ORGANIZATION STATEMENT OF COMPLIANCE

I acknowledge that as a representative of the Sponsoring Organization below, I have read and understand the SBC Safe Sanctuary Policies and Procedures and as a representative or agent of the Sponsoring Organization, I have the authority to execute this Statement of Compliance on behalf of the Sponsoring Organization and as such, we agree to comply with the Policies and Procedures as given to us by the Salem Baptist Church. Failure to follow the policies will result in the termination of my rights and that of the Sponsoring Organization to use SBC facilities.

The organization I represent is \_\_\_\_\_

To indicate your understanding of your responsibilities as a guest in our church, please initial each of the following paragraphs, sign this document, and return it to the church office along with your "Application for Use of Facilities."

1. \_\_\_\_\_ We understand that our organization is required to immediately report to the Safe Sanctuary Team, Director of Children's Ministries, Youth Pastor or chair of Deacon board or Trustees suspected incident that a child has been abused and/or neglected.
2. \_\_\_\_\_ We understand that at the time of any notification or allegation of suspected child abuse or neglect, we must file an Incident Report within 24 hours of the allegation stating that there is reasonable cause to suspect child abuse or neglect during our time at the Facility.
3. \_\_\_\_\_ When the activity of my organization has ended, and we are the last people in the church, we will make sure that all children have been safely returned to their parent or guardian, and verify, along with a designated SBC staff member, that the building is clear, all lights are out, and the doors are locked before leaving.
4. \_\_\_\_\_ We understand the Two –Deep Policy of SBC; that no adult is to be alone in any room or secluded area on SBC property at any time with any child regardless of age that is not his or her own child or relative.
5. \_\_\_\_\_ We understand that if we cannot follow these policies and procedures, we may be denied use of the facility. If our program is such that an adult is required to be alone with a child, parents will be required to sign a waiver and affidavit acknowledging that the parent and participant understand and know the event is **NOT** SBC sponsored and does not conform to the SBC Safe Sanctuary Policies and Procedures; and any engagement of the child in the Sponsoring Organization's event is at the sole discretion of the parent or guardian; and that the Sponsoring Organization will hold harmless any allegations against SBC.
6. \_\_\_ Add statement that requires payment of security that SBC provides. Sponsoring organizations must use SBC provided security.

On behalf of \_\_\_\_\_  
(Organization Name)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A copy of this document will be kept on file by the Safe Sanctuary Team.

**Regulations governing the use of SBC Property**

1. Use only those rooms designated for rental in this contract.
2. Leave all rooms and equipment used in the same condition as they were found.
3. Kitchen appliances may not be used unless approved in advance by the church office.
4. No alcoholic beverages may be served or consumed in any part of the church.
5. Smoking is prohibited in any part of the church building.
6. Nothing may be affixed to walls and ceilings.
7. No raffles or games of chance are permitted.
8. SBC reserves the right to cancel arrangements at any time if the spirit of this agreement is being violated.



## C-2 VOLUNTEER PARTICIPATION ACKNOWLEDGEMENT

The Salem Baptist Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policies and procedures statements reflect our congregation's commitment to preserving this church as a safe place where people can experience the love of God through relationships with others.

Adult volunteers will read the Safe Sanctuary Policies and Procedures manual.

All adult volunteers involved with children, youth, or vulnerable adults of our church should, in general, have been part of the church community for at least six months before involvement or acceptance of a volunteer assignment.

Any adult who has been convicted of child abuse (physical abuse, sexual abuse, or emotional abuse) will not work with children or youth in any church-sponsored activity.

Adult volunteers with children and youth shall observe the 'Two-Deep Leadership policies and procedures' whenever possible, to prevent adults from being alone with an unrelated child.

Adult volunteers shall immediately report any behaviors that seem inappropriate or abusive directly to CPS and inform the Youth Pastor and/or the chair of the Deacon board.

If in the context of a class or other event, a child discloses information that raises concern about his or her safety, the incident should be reported to CPS and discussed promptly with the Youth Pastor and/or the chair of the Deacon board.

I have read this **Participation Acknowledgement**, and I agree to observe and abide by all the policies regarding work in ministries with children, youth, and vulnerable adults, as set forth above.

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Print full name

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Signature of Applicant Date

Form C-2

## C-3 INFORMATION FOR VOLUNTEERS

### **Two adult policies and procedures**

No adult should be alone in the church or at a church approved activity without a child or youth's guardian present. However, if a single child is the only attendee to a church sponsored activity, open visibility into the area must always be maintained (e.g., door to a classroom remains open).

At least two chaperones should wait for youth to be picked up for an offsite event. In the event an adult is alone with a youth waiting to be picked up they should wait in a public space.

It is permissible to have one adult per car carrying multiple youth to an off-site event.

### **Discipline**

The purpose of discipline is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, and cooperation. No child or youth will be disciplined by any form of physical punishment or verbal abuse.

If a child or youth's behavior is problematic, the volunteer is instructed to address the issue with the child directly. In the event the behavior continues, the volunteer will contact the appropriate staff member, who will contact parents/guardians, as necessary.

If this behavior occurs on a trip or at a meeting, the leader reserves the right to contact the parent/guardian and send the child or youth home at the parents/guardian's expense.

### **Disclosure of Safety Concern**

If in the context of a class or other event, a child or youth discloses information that raises concern about his or her safety, the incident should be discussed promptly with the ministerial staff to clarify and determine an appropriate level of response.

### **Medical Emergency**

If there is a medical emergency, the parents should be contacted immediately, the appropriate staff member contacted, 911 called as warranted and an Incident Report Form filled out.

All youth participating in off-site church programs must have an SBC Youth Information form and a Medication Consent form on file. This form will be kept on file for the year with the church.

Completed Youth Information and Medication Consent forms will be brought on all off-site, overnight events by the adult leader.

All occupants of a vehicle must always use an individual seat belt (no multiple belting) during its operation. Drivers must follow all vehicular laws governed by the state of Nebraska.

No cell phone use while driving except for a true emergency, and then the driver is encouraged to pull off the roadway to a safe spot.

## F-1 GUIDELINES TO MAKING DIGITAL COVENANTS

### **Introduction:**

In our pursuit of creating a safe and secure environment for everyone involved in our church community, including adults, youth, and children, it is crucial to establish clear guidelines for social media communication. This document outlines best practices for fostering responsible online interactions and provides a framework for making digital covenants with parents to ensure the well-being of all individuals in our care.

### **1. Purpose of Digital Covenants:**

Digital covenants serve as agreements between the church, parents, and individuals interacting online. These covenants aim to protect the safety, privacy, and emotional well-being of children and youth while fostering positive and respectful communication.

### **2. Defining Social Media Communication:**

For this document's purpose, social media communication refers to interactions that occur on any online platform, including social networking sites, messaging apps, email, and multimedia-sharing platforms.

### **3. Best Practices for Social Media Communication:**

- a. **Maintain Transparency:** All adults interacting with youth or children online must identify themselves as representatives of the church and clarify their intentions for communication.
- b. **Use Official Church Accounts:** Church-approved and monitored accounts should be used for any communication related to church activities or events involving youth or children.
- c. **Group Communication:** For group communication, ensure that conversations are held in public forums or within monitored group chats to maintain accountability.
- d. **Avoid Private Interactions:** Adults should refrain from engaging in one-on-one private conversations with youth or children through personal social media accounts or private channels.
- e. **Use Positive and Respectful Language:** Encourage the use of kind and appropriate language when interacting with youth or children online.
- f. **Report Inappropriate Behavior:** Encourage everyone to promptly report any suspicious or inappropriate behavior to the designated church authority.

### **4. Establishing Digital Covenants with Parents:**

- a. **Open Communication:** Initiate an open dialogue with parents to discuss the purpose and importance of digital covenants, addressing any concerns they might have.
- b. **Consent and Agreement:** Obtain written consent from parents, acknowledging their understanding of the guidelines and their agreement to abide by them when interacting with youth or children online.

- c. Parental Involvement: Encourage parents to actively participate in their children's online activities and monitor their interactions regularly.
- d. Digital Education: Provide resources and workshops to parents on internet safety, social media use, and the importance of maintaining a healthy digital presence.

#### **5. Training and Accountability:**

- a. Training for Adults: Offer training sessions for adults on appropriate online communication, recognizing signs of potential issues, and understanding the importance of adhering to the established guidelines.
- b. Periodic Review: Regularly review the effectiveness of these guidelines and digital covenants, making necessary updates to adapt to changing technologies and circumstances.

#### **Conclusion:**

By following these guidelines and establishing digital covenants with parents, we endeavor to create a safe sanctuary where all individuals can explore, learn, and grow in their faith with confidence and without fear. Our commitment to safeguarding the well-being of everyone in our community is at the core of our mission as a church.

## F-2 ACKNOWLEDGEMENT OF SAFE SANCTUARY POLICIES AND PROCEDURES

Dear Volunteers and Staff,

We, the undersigned, hereby acknowledge that we have received, read, and understood the Safe Sanctuary Policies and Procedures of Salem Baptist Church. We recognize the significance of these policies in creating a safe and nurturing environment for all members, particularly children and youth, as they engage in various activities and programs within the church community.

As participants in the church's ministries and events, we pledge to abide by the following principles and guidelines outlined in the Safe Sanctuary Policies and Procedures:

### 1. Commitment to Safety:

- a. We commit to maintaining the safety and well-being of all individuals participating in Salem Baptist Church settings and activities.
- b. We will uphold the church's zero-tolerance policy towards any form of abuse, harassment, or inappropriate behavior.

### 2. Supervision and Accountability:

- a. We understand the importance of providing proper supervision and guidance for children and youth during church-related events and programs.
- b. We agree to submit to background checks and screening procedures as required by the church, to ensure the safety of all participants.

### 3. Responsible Social Media Communication:

- a. We will follow the guidelines set forth for appropriate social media communication with children and youth, ensuring safety, transparency, positivity, and respect in all interactions.
- b. We will use only church-approved accounts and platforms when engaging with minors online on behalf of the church.

### 4. Reporting and Response:

- a. We are aware of the process for reporting any suspected cases of abuse, neglect, or inappropriate conduct as outlined in the Safe Sanctuary Policies and Procedures.
- b. We understand the importance of immediate reporting and the need to cooperate fully with church authorities and legal entities during investigations.

5. Digital Covenants with Parents:

- a. We will establish digital covenants with parents, seeking their consent and agreement for all online interactions with their children.
- b. We will respect and adhere to the expectations set forth by parents regarding their children's digital interactions.

6. Training and Awareness:

- a. We recognize the significance of ongoing training and education on child protection and safe sanctuary practices.
- b. We commit to participating in training sessions provided by the church to better equip ourselves for creating a secure environment.

7. Review and Compliance:

- a. We acknowledge that the Safe Sanctuary Policies and Procedures are subject to periodic review and updates by the church.
- b. We will stay informed of any changes made and comply with the most current version of the policies.

By signing this document, we affirm our commitment to maintaining a safe sanctuary for all members of Salem Baptist Church. We understand that adherence to these policies is not only a legal requirement but also a moral responsibility as stewards of God's children.

Signature: \_\_\_\_\_

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

[Printed Name: \_\_\_\_\_]

## F-3 SBC MEDIA RELEASE FORM

In accordance with the Salem Baptist Church's Safe Church policies regarding children's ministry protection and supervision, the Salem Baptist Church is committed to creating a safe and healthy environment in which all children can experience God's love while supervised by those who care for them.

A secure signed Media Release form from parents/guardians of minors must be obtained when it comes to publishing/posting content online from activities that may be photographed or videoed for distribution. A secure signed Media Release form from parents/guardians of minors **is not required** provided the activity is posted on the church's website, social media venues, newsletter, bulletin, or from the pulpit. Photos published on church sponsored sites will not include name or contact information for anyone unless otherwise requested in writing.

As the parent(s) or legal guardian(s) of the Child listed above, I/we grant permission for the Child to be included in the media captured for the Children's Ministry.

Signature (Parent/Guardian): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Date of Signature: \_\_\_\_\_