



EMMANUEL BAPTIST CHURCH CHILD SAFEGUARDING POLICY

EBC - CSP

Parents in EBC trust us to nurture their children and keep them safe. Not only must we live up to that trust, but we must be seen by the children and by the world to deserve that trust.

Issue 1
EBC - CSP

At that time the disciples came to Jesus, saying, "Who is the greatest in the kingdom of heaven?" And calling to him a child, he put him in the midst of them and said, "Truly, I say to you, unless you turn and become like children, you will never enter the kingdom of heaven. Whoever humbles himself like this child is the greatest in the kingdom of heaven. "Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea. Matthew 18:1-6 ESV

Why Child Safeguarding Policy?

Emmanuel Baptist Church (EBC) is committed to providing a safe, secure and nurturing environment for children participating in the activities of the church.

We understand children are vulnerable to abuse by young and adult persons. EBC, during regular church services, undertakes activities with children on the same premises as their parents/guardians, EBC employees and volunteers and other adult persons. Therefore, the parents/guardians remain responsible for their children's welfare throughout regular church service times. However, there are activities such as Sunday school carried out during the Adult Education Hour (AEH) and regular church service times or when a child may attend an activity outside the regular service times of EBC where a volunteer or member of church staff from EBC will be in sole charge.

The purpose of the policy is to make sure that at all times the actions of any young or adult person involved in the life and ministry of EBC are transparent and safeguard and promote the welfare of all children. Child safeguard measures lessen the likelihood of harm to children in our care as well as the likelihood of groundless or untruthful or malicious litigation against the church, church staff and volunteers.

- *No employee or volunteer at EBC will inflict or allow anyone to inflict physical or mental harm on any child. This prohibition includes touching or interaction with a child – or between children -- for the purpose of sexual stimulation.*

This document gives policy and helpful guidelines for Emmanuel Baptist Church (EBC), which will be followed by all members of the church when interacting in activities involving children.

To insure that this policy is carried out:

All employees and volunteers are required to receive a copy of the policy regarding children and to acknowledge in writing that he or she has received and understands it.

Volunteers must receive Elder Board approval for work with children. A volunteer must have been a member of EBC for at least six months, must complete a simple background statement, and must consent to due diligence check. In addition, all employees will be subject to the must consent to due diligence check.

For volunteers between the ages of 16 and 18, due diligence check may be required although it is not mandatory, but the young person's statement must be signed by a parent or guardian affirming that the young person has not been involved in a juvenile offense involving force or sexual abuse, and has permission to work with children at EBC.

All children's activities will be supervised by two approved persons -- employees and/or volunteers. A married couple does not meet the two adult rule. This "two- adult rule" can be waived, however, when

- (1) the parents or guardians of the children have signed a special consent form,
- (2) the activity is taking place in a public location, or
- (3) there is a genuine emergency.

If the two-adult rule is not being followed and consent forms have not been received for all the children present, then activities involving children must be conducted in open areas, rooms with open doors or with doors that have transparent upper panels.

Groups using EBC facilities for children's programs will indemnify EBC in the event of a claim stemming from any allegations of child abuse in their programs.

- The Elder Board will appoint Designated Reporting Members - at least one of whom is an Elder - who will receive all reports of alleged child abuse and report credible allegations, to the Elder Board and the child's parents.

- The church will protect the privacy of all records regarding child protection, and records will be stored separately in the church administrator's office. The Elder Board will review this policy regularly to ensure that the guidelines safeguard and promote the welfare of all children.

This summary is provided as an aid in reading and understanding the policy statement set out below. Any variation between the summary and the full policy statement is unintentional and the actual policy statement takes precedence over the summary.

DEFINITIONS

Adult - Any person 18 years of age or older.

Appropriate government authority in Kenya- Allegations of child abuse in Kenya are investigated both by the Kenya Police Service and the Director of Children's Services and Children's Officers.

Approved person, or approved adult - Employee or volunteer approved by Elder Board to lead or assist with activities with children.

Child means any human being under the age of eighteen years;

Child abuse includes physical, sexual, psychological and mental injury; Examples include:

- deliberately inflicting, threatening to inflict, or permitting another to inflict or threaten a child with physical or mental injury;
- creating a substantial risk of death, disfigurement, or physical or mental injury;
- refusal to provide care necessary to the health of the child or abandonment of a child left in one's care;
- touching or non-touching interaction between a child and another child, or between a child and an adult, for the purpose of sexual stimulation - always considered forced when the interaction involves a child and an adult, regardless of whether the child consented.

Designated Reporting Member (DRM) - any one of EBC members who has been designated by the Elder Board as a person to review the information generated in the due diligence check of volunteers and to whom all suspicions of child abuse are to be reported; and who, after prompt consultation with other Designated Reporting Members, is responsible for reporting the abuse as provided in this policy statement.

Due Diligence Check - A review of, and report on, public criminal records which may include a police certificate of good conduct related to a particular individual to reveal any adult felony convictions whether adjudged in Kenya or any other country.

Elder - any one of individual men commissioned by EBC to the office of elder and which term refers to Pastor.

Elder Board - the collective membership comprised of the elders EBC.

Employee - Any person who works for EBC for salary or wages, whether full time or part time employees. The term does not include an employee of a firm contracting with EBC to perform specified works on the buildings and equipment.

Excepted person - Any person who has the consent of the parent or guardian of a child to do any of the actions the doing of which a parent or guardian is responsible for in this policy. The term includes a sibling, relative or adult member of EBC with parental consent.

Volunteer - An adult who has agreed to engage in an activity under the auspices of EBC, without compensation, that involves regular interaction with children, including, but not limited to, interns, church school teachers, unpaid child-care providers, and youth group leaders, trip supervisors and drivers.

CHILD SAFEGUARD PROCEDURES AND POLICIES

A. General Provisions.

1. Public policy. The EBC Child Safeguarding Policy (CSP) will be posted and maintained accessible to EBC members and visitors in ways including but not limited to the following:

- a) posting on EBC web site;
- b) a statement in EBC newsletter that the Policy may be requested from the EBC Elder or Designated Reporting Member (DRM);
- c) Copies of the policy available in the EBC office.
- d) the names of the current DRMs will be listed on all printed and web-posted copies of the Policy.

2. Confidentiality. All information about persons that is generated in the application of the procedures described below will be retained only as provided in section B.5 below. Only the Elder Board, DRMs, and persons with a lawful right to child safeguard information will have access to this material. Orders or requests from government agencies for Child Safeguard information shall be brought to the Elder Board meeting called for the purpose of responding to the order or request. Only the Elder Board may authorize release of Child Safeguard information.

B. Selection of Persons for Activities with Children

1. Copy of Policy and Procedures. The Elders, Employees and Volunteers, shall be given a copy of this Child Safeguarding Policy and shall acknowledge receipt of it in writing.

2. Appointment of Volunteers - All volunteers for roles in which they interact regularly with children or play other roles included in the definition of "Volunteer" above shall be approved for their roles by the Elder Board.

- To be approved, a Volunteer must have been a member EBC for at least six months; complete a simple Background Statement, (*Appendix 1*); and sign the consent for due diligence check.

- The Elder Board will request a DRM to arrange for the due diligence check to be done. The DRM's will review the Background Statement (*Appendix 1*) and the due diligence check report and certify on (*Appendix 1*) that they have "no reason to believe that placing children in her/his care would put them at risk of 'child abuse' as defined by this Policy."
- Should the information yield a reason for concern, the DRM will follow procedures described below in 6. If the applicant is found acceptable, a copy of the certified (*Appendix 1*) shall be given to the Elder Board for approval for the Volunteer as an approved adult or person. A list of approved adult or person will be maintained at the church office. The Deacon-Children ministry/team leader responsible for the children's activity shall ensure that Volunteers (as defined above) are approved Adults or persons.

3. Appointment of Young Volunteers - Young EBC members between the ages of 16 and 18 may be approved for interaction with children only on a defined time basis, for particular activities, and will work with an adult. The young Volunteer does not receive due diligence check, but his or her Background Statement (*Appendix 2*) must be signed by a parent or guardian affirming that the young person has not been involved in a juvenile offense involving force, threat of force, or sexual abuse, and has permission to work with children at EBC.

4. Due diligence check of Employees - An applicant for employment at EBC must complete an Employment Questionnaire, (*Appendix 3*). The Senior Pastor that recommends an employee will ensure that references shown on the application are verified and a due diligence check is obtained. Regardless of whether an employee's position involves regular interaction with children, the procedures in this policy statement must be followed.

Within ninety days of the adoption of this policy by the Elder Board, current employees will sign the certification and the release on the Employment Questionnaire, after which a due diligence check on each current employee will be completed.

5. Management of due diligence Records - Once the report of the due diligence Check has been reviewed by the DRMs or (in the case of an employee, by the Senior Pastor), the volunteer's Background Statement or Employee Questionnaire and the report of the due diligence check will be stored in the church office.

The filed documents for Employee applicants who are hired and for Volunteers shall be retained permanently in the file. Once the Volunteer is no longer a Volunteer or the Volunteer or Employee leaves EBC, these documents and any other material generated in the screening shall be placed in a sealed envelope in the file.

6. Adverse findings - If the results of screening a proposed volunteer are assessed by the DRMs inconsistent with certifying that they have "no reason to believe that placing children in her/his care would put them at risk of 'child abuse' as defined by this Policy," the Elder Board shall pursue a "pastoral" approach that ensures:

- 1) the proposed volunteer is not named to a EBC volunteer role with children;
- 2) he or she is informed of the decision and treated with love and concern;
- 3) the information is treated confidentially except insofar as the Elder Board may consider it necessary to share to prevent victimization of children.

If the results of screening a job applicant are assessed by the Senior Pastor to be adverse, the applicant shall not be selected for employment at EBC. The Elder Board shall determine how to treat this information with the applicant and/or other parties.

C. Circumstances for Children's Activities

1. Two Adult Rule - At least two approved Volunteers and/or Employees will be present at activities involving children. Two adults who are married to each other do not satisfy the Two Adult Rule. For activities involving children of mixed gender, there should be at least one female and one male volunteer to satisfy the two adult rule. For activities involving girl's only children, at least one volunteer should be female to satisfy the two-adult rule. There are two exceptions to this rule:

- (1) when the child's parent or guardian has signed a Waiver of Two-Adult Rule, *Attachment 4*; and
- (2) the relevant activity is conducted wholly in a place where other adults are present or pass through, which is visible to other adults through an open or transparent door, or in an open space; or
- (3) a *bona fide* emergency.

2. Exception to Open or Transparent Doors - This rule will not apply to bathrooms or to sleeping areas in the nursery as long as supervising adults are in the adjoining common areas in the nursery.

3. Parental Presence - All parents or guardians of children involved in activities at EBC have a right to participate in those activities and to enter the premises in which the activities are conducted at any time. Parents will not qualify as one of the adults for purposes of the Two Adult Rule unless the parent is a Volunteer appointed by the Elder Board (B-2, above) and the other adult is not his or her spouse.

4. Sign in and sign-off - The Deacon-childrens' ministry, team or activity leader, approved adult, EBC employee, volunteer will maintain a sign in and sign out attendance record of

each activity in which a child will participate otherwise than in the care of the parent/guardian or excepted person.

- A parent/guardian or excepted person will sign a child in the attendance record and be issued with a counterpart copy of the number tag for the child by the adult responsible. The child will be issued with a name tag/badge to wear at all times during the activity.
- No child shall be allowed to enter into and remain part of an activity before the parent/guardian or excepted person has signed in the child in the sign in record.
- A parent/guardian or excepted person shall present the counterpart copy of number tag for a child to the adult responsible at the end of the activity or as need arises. The adult responsible will retain the tags and release the child to the parent/guardian or excepted person who resumes primary responsibility and care of the child.
- No child shall be allowed to leave an activity before the parent/guardian or excepted person has presented the counterpart copy of number tag to the adult responsible.
- Loss, misplacement or destruction of a tag will be reported to the adult responsible. The adult responsible will make an entry of the report and the parent/guardian or excepted person sign out the child on the attendance record.

5. Nursery Area. Neither young (16-18 years) nor adult, male person is ordinarily allowed to be involved in activities in the nursery area (0-6 months' children). Exceptions include;

- when the presence is required for purposes of sign-in or sign-off for the child to the adult responsible for the nursery care.
- when the presence is required for purposes of attending to the child at the request of the adult responsible for the nursery care.
- a *bonafide* emergency.

D. Responding and Reporting

1. The Elder board will appoint Designated Reporting Members (DRM) - at least one of whom is an Elder to receive all complaints of alleged child abuse and follow the procedures described in this section.

2. Any person dealing with children at EBC (volunteer, Employee, parent, or other young or adult member of EBC) shall report any and all incidents of child abuse to a DRM regardless of whether the incident is obvious, alleged, or merely suspected.

- The DRM will complete a Child Incident Report Form, (*Appendix 5*), for every incident reported and will furnish the incident report along with percipient witnesses' names, addresses and telephone numbers to the Elder Board.
- Unless the Elder Board decides that the reported incident is plainly frivolous or clearly without merit, they shall deal with the complaint including where

appropriate filing a report with the relevant government agency. Regardless of whether the incident is reported to authorities, the documentation will be filed in the Child Protection files. The Elders, if not the subject of the incident, will offer pastoral counseling for all persons involved.

- Otherwise, where an elder is the subject of the incident, the Elders who are not subject of the incident, will arrange for pastoral counseling to be provided to the alleged victim and the child's parents or guardian.
- In addition, the Elders, who are not subject of the incident, will contact the subject and advise him that the complaint has been made, that where applicable a report has been made to where appropriate to the relevant government agency. The Elders will make clear to the subject that statements made in the course of counseling may not be privileged under civil evidentiary rules.
- A DRM shall report the incident to the Elder Board with promptitude. If the subject of the complaint or report is an Elder, the elders not subject of the incident will convene a meeting for the purpose. At that meeting, the Elders will decide who will, and how to, respond to inquiries or how to coordinate announcements related to the alleged abuse.
- Any employee who is the subject of an allegation shall be segregated from any contact with children. If segregation is not feasible, the employee will be suspended, in accordance with the terms of employment. The separation from children or the suspension will continue until the complaint or allegation is resolved. If the allegation is sustained, the employee will be dismissed.
- A Volunteer who is the subject of an allegation shall be suspended from activities that involve interaction with children. The Elder board will determine what further action, if any, shall be taken in addition to any action taken by the relevant government authorities.

E. Application of Policy to Other Building Users.

For all groups who use the EBC building on a regular or *ad hoc* basis and whose activities involve children, the contract for use of building space will contain a representation by the organization using the space that children will be kept safe and secure at all times while using EBC premises, and will also contain an indemnity provision to protect EBC. Signing the contract also shall constitute a representation that any adult who accompanies the group can be trusted with children and is aware of the responsibility that goes with supervision and care of children.

F. Review

The Elder Board will review the Child safeguard policies and procedures at regularly and will update the current copy with any amendment(s) that may be made and complete the EBC Child Safeguard Statement (*Appendix 7*).

CONCLUSION

Helpful guidelines for EBC CSP policy users

1. Upon what principles are these guidelines based?

- The welfare of a child will always be treated as paramount.
- The welfare of families will be promoted.
- The welfare of the volunteer or member of staff will be respected.
- The rights of children and their families will be respected.
- The person regularly interacting in activities involving children within EBC will work in with the best interests of children and follow the Child Safeguarding Policy.

2. What is child abuse?

To identify instances of child abuse the following provides examples. (***NOTE this list is only a guide and is therefore not exhaustive***)

Neglect and Negligent Treatment

Inattention or omission on behalf of the children's leaders and helpers to provide for the development of the child in all spheres (health, education, emotional development, nutrition, shelter and safe living conditions). This includes the failure to protect children from harm as much as feasible. Physical signs may include:

- Consistent hunger
- Poor hygiene
- Inappropriate dress
- Consistent lack of supervision
- Unattended physical problems or needs
- Abandonment

Emotional abuse

The failure to provide a developmentally appropriate supportive environment so that the child can develop a stable and full range of emotional and social competencies equal to the child is potential. Acts include belittling, scapegoating, threatening, scaring, discriminating, ridiculing or non-physical forms of rejecting treatment. Physical signs may include:

- Changes or regression in mood or behaviour
- Depression
- Aggression
- Nervousness / frozen watchfulness
- Sudden under achievement or lack of concentration
- Attention seeking behaviour
- Persistently tired
- Running away
- Stealing
- Lying

Physical abuse

Results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of the parent or person in a position of responsibility, power or trust. Physical signs may include:

- Injuries not consistent with the explanation given
- Injuries that occur to the body in places which are not normally exposed to falls, rough games etc.
- Injuries which have not received medical attention
- Reluctance to change for or participate in games or swimming
- Cutting/slashing

Sexual abuse

The inappropriate exposure of a child to sexual acts or materials that he/she does not fully comprehend; the passive use of children as sexual stimuli for adults and actual sexual contact between children and older children. Physical signs may include:

- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour.
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams, nightmares with sexual connotations

“Any child below the age of 16 will be deemed to have been sexually abused when any person, by design or neglect, exploits the child, directly or indirectly, through any activity intended to lead to sexual gratification of that person or any other person, including organized networks.”

Who tends to abuse?

Statistics tell us:

- Those who have been abused themselves
- Usually men known to the child (relative, family friend, teacher, pastor)
- Women in their mid-20's

What problems could we face in dealing with this?

- Wrong view that child abuse cannot happen in Christian family units or church.
- Denial
- Perpetrators can act defensively/deny anything happened/play it down
- Family dynamics can lead to divided loyalties, collusion and sibling irritation.

What is EBC's code of conduct?

- **Prevention.** It is important for all members and others in contact with children to:
 - Be aware of situations which may present risks and manage these
 - Plan and organize activity areas so as to minimize risks
 - Be visible to others when working with children whenever possible
 - Be accountable to each other so that any potentially abusive behaviour can be challenged.
 - Enable children to talk openly.
 - Respect each child's boundaries and help them to develop their own sense of their rights as well as helping them to know what they can do if they feel that there is problem.

- **It is inappropriate to:**
 - Spend time alone with children away from others
 - Take children to your own home, especially if they will be alone with you

- **Members and others must never:**
 - Hit or otherwise physically assault or abuse children
 - Develop physical/sexual relationships with children
 - Develop relationships with children which could in any way be deemed exploitative or abusive.
 - Act in ways that may be abusive or may place a child at risk of abuse.

- **Members and others must avoid actions or behaviour that could be construed as poor practice or potentially abusive**
 For example, they should never:
 - Use language, make suggestions or offer advice which is offensive or abusive
 - Behave physically in a manner which is inappropriate or sexually provocative
 - Have a child/children with whom they are working to stay at their home unsupervised
 - Sleep in the same room or bed as a child with whom they are working
 - Do things for children of a personal nature that they can do for themselves
 - Act in ways intended to shame, humiliate, belittle or degrade.
 - Discriminate against, show different treatment, or favour particular children to the exclusion of others

- **How should EBC respond?**
 - **As a church we should:** Take any allegation of child abuse seriously

 - **As a church we should not:**
 - be dismissive of the problem or naive
 - act in denial
 - fail to act on report of abuse

- **How should you respond if children talk to you about abuse or neglect?**

It is recognized that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations, you must:

- Listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence. (Please use the information you have gathered to complete the Incident Report Form, which is available from the DRM and church office).
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.
- Reassure the child that:
 - you are glad they have told you;
 - they have not done anything wrong;
 - what you are going to do next.
- Explain that you will need to get help to keep the child safe.
- Do NOT ask the child to repeat his or her account of events to anyone.

Please follow the process flowchart – Appendix 6.

- **Who do you consult about your concern?**

- If you are concerned about a child you must share your concerns. Initially you should talk to the DRM. The purpose of consultation is to discuss your concerns in relation to a child and decide what action is necessary.
- You may become concerned about a child who has not spoken to you, because of your observations of, or information about that child. It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.
- You should consult wider with the DRMs, in the following circumstances:
 - when you remain unsure after the initial consultation with the DRMs as to whether child protection concerns exist
 - when there is disagreement as to whether child safeguard concerns exist
 - when you are unable to consult promptly or at all with the DRMs
 - when the concerns relate to any member of EBC.

- If appropriate, the matter will be escalated to the EBC Elders.

What about confidentiality

- EBC will ensure that any records made in relation to a report should be kept confidentially and in a secure place.
- Information in relation to safeguarding concerns should be shared on a 'need to know' basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection.

If in doubt, CONSULT.

Appendices

Appendix 1: Volunteer Background Statement

Required for Approval for Activities with Children

Name _____ ID No. _____
Address _____
Phone No. (h) _____ (w) _____

Member of EBC since (date) _____

TO BE SIGNED BY ALL ADULTS WORKING WITH EBC CHILDREN:

I have carefully read, I understand, and I agree to follow the EBC Child Safeguarding Policy.

There is nothing in my background that would cause a reasonable person to believe that placing children in my care puts them at risk of "child abuse" as defined by that Policy. I authorize requested authority or person to give EBC information regarding my fitness to work with children and youth. I waive any right I may have to inspect the information.

I understand that if any facts in my background might reasonably raise concerns, I should describe them to one of the Designated Reporting Members (DRM). I understand that all information will be kept confidential, and that if/or the DRM decides that the better course of action is for me not to be involved with children, no record will be kept of the information I furnish.

I also give permission to EBC to conduct a due diligence background check, which consists of a review of, and report on, public criminal records to reveal any adult felony convictions of me.

(signed) _____ . Date _____

Appendix 2: To be signed by Young Volunteers and their Parents:

I am between the ages of 16 and 18. I agree to abide by all the provisions of the EBC Child Safeguarding Policy, including those that apply to young volunteers.

(signed) _____ Date _____

As the parent or guardian of _____, I affirm that my child (1) has never been found involved in a juvenile offense involving force, threat of force, or sexual abuse; (2) has never shown tendencies toward cruelty; and (3) has my permission to supervise or care for children in activities under the auspices of EBC, for the period through _____

Signature of parent or guardian _____ . Date _____

TO BE SIGNED BY DESIGNATED REPORTING MEMBERS:

As a Designated Reporting Member, I certify that I have reviewed the information provided by (name of volunteer) _____ and have confirmed her/his suitability to work with children through my personal knowledge or that of other members of EBC. I have also reviewed the results of her/his due diligence background check (for adult volunteers).

I certify that I have no reason to believe that placing children in her/his care would put them at risk of "child abuse" as defined by this Policy.

Signature: _____ (Designated Reporting Member) Date _____

Signature: _____ (Designated Reporting Member) Date _____

Appendix 3: Employment Questionnaire

For all applicants for staff positions at EBC.

Current employees shall complete starred items, for EBC Child Safeguarding Policy.

* Name, _____
Date _____
Address _____
Phone No. (h) _____ (w) _____
ID number _____

Current and previous employers for the last five years

1. Employed by: _____
Position _____
Employer's address: _____
City, Post Code _____
Supervisor _____
Supervisor's Title _____
Employed from (month/year) _____ to (month/year) _____
Reason for leaving. _____

2. Employed by: _____
Position _____
Employer's address: _____
City, Post Code, _____
Supervisor _____
Supervisor's Title _____
Employed from (month/year) _____ to (month/year) _____
Reason for leaving _____ ~ _____

(Attach other sheets, if necessary)

I have carefully read, I understand, and I agree to follow the **EBC Child Safeguarding Policy.**

* (signed) _____ Date. _____

There is nothing in my background that would cause a reasonable person to believe that placing children in my care puts them at risk of "child abuse" as defined by that Policy. I give permission to EBC to conduct due diligence background check, which consists of a review of, and report on, public criminal records to reveal any felony convictions of me for crimes involving children. Furthermore, I authorize the organizations listed above to give EBC information regarding my fitness to work with children and youth. I waive any right I may have to inspect the information.

* (signed), _____ Date _____

TO BE SIGNED BY SENIOR PASTOR:

I certify that I have reviewed the information provided by the employee/applicant and have reviewed the results of her/his due diligence background check. I certify that I have no reason to believe that placing children in her/his care would put them at risk of "child abuse" as defined by this Policy.

Signature: Date, _____ **SENIOR PASTOR**

Appendix 4 - Consent Form

[This form is used to obtain permission from a parent/guardian for a child to attend an activity outside the regular worship times of EBC where a volunteer or member of staff from EBC will be in sole charge] Group

Event

Venue

Date(s)

This form must be completed by a parent/guardian in order for the child to participate in the event/activity. It should be signed and returned to:

Name

By (date)

Full name of child

Date of birth

Emergency contact person 1

Name

Relationship

Tel.

Emergency contact person 2

Name

Relationship

Tel.

Child's doctor's name

Telephone number

Patient Number

Does the child suffer from any allergies?

Yes/ No (please indicate)

If yes, please give details

Does the child have any medical conditions?

Yes/ No (please indicate)

If yes, please give details

Does the child suffer from any disabilities?

Yes/ No (please indicate)

If yes, please give details

Is the child taking any medication

Yes/ No (please indicate)

If yes, please give details

Declaration

- I give permission for the above child to take part in the event named above.
- I consider my son/daughter to be medically fit to participate in the activities outlined.
- I require my son/daughter to be excluded from the following:

I UNDERSTAND THAT EBC WILL DO ALL POSSIBLE TO ENSURE THE SAFETY OF MY CHILD BUT WILL NOT BE HELD RESPONSIBLE FOR ANY ACCIDENT/INJURY.

Signed: (parent/guardian)

Appendix 5 - Child Incident Report Form

[This report form is for the purpose of keeping a record of reports made to the Designated Reporting Member.]

Name of Person reporting.....

Name of child

Date & time of incident

Nature of concern:

Have you made a full written record of the incident/concern on the back of this form? (Please tick) Yes No

Who have you spoken to about your concerns? (please tick)

Child Yes No

Parent/Guardian Yes No

Designated Reporting Member Yes No Name

Other Yes No Name

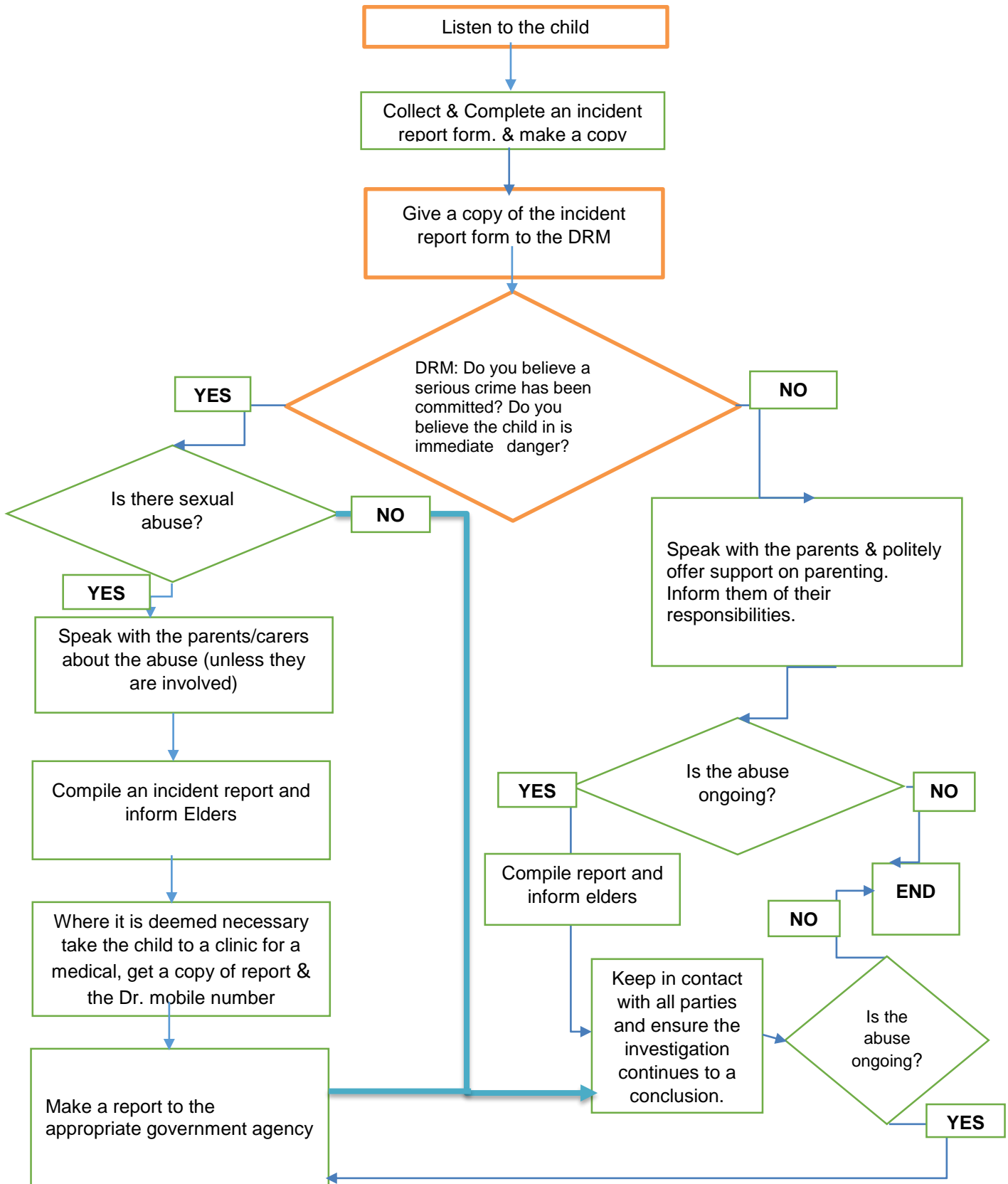
What feedback have you received?

How have your concerns been followed up?

Signature of person reporting: Date & time

Signature of Designated Reporting Member: Date & time

Appendix 6: Flowchart



Appendix 7 – EBC Child Safeguarding Statement

This statement was adopted at the EBC meeting held on _____

1. It will be promoted within the church on a regular basis.
2. As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children.
3. It is the responsibility of each one of us to prevent the physical, sexual and emotional abuse of children, and to report any abuse discovered or suspected.
4. We recognize that our work with children is the responsibility of the whole church.
5. We undertake to exercise proper care in the selection and appointment of those working with children, whether paid or volunteer.
6. The church is committed to supporting, resourcing and training those who work with children, and to providing supervision.
7. Each worker with children must know the recommendations, and undertake to observe them. Each shall be given a copy of the EBC Child Safeguarding Policy.
8. As part of our commitment to parents and those who work with children the church has appointed the following as the relevant Designated Reporting Members for Safeguarding:

Designated Member	Reporting	Telephone contact	Email contact