

Child Abuse Prevention Policy Applied To Independent Groups

Definition of Terms:

FBCR – First Baptist Church of Rochester

Independent Groups (IG's) – Any group/gathering/activity that is not a direct ministry of First Baptist Church of Rochester. These groups include, but are not limited to community/charitable organizations, lessons in the Arts, Home School groups, and educational/informational meetings. These groups are independent of First Baptist Church of Rochester in that their activities are not sponsored by FBCR, nor are they acting under the authority of or acting on behalf of FBCR. This holds true even if members of FBCR belong to the above stated groups, regardless of their capacity.

CAPP – The **Child Abuse Prevention Policy** of FBCR. This is a policy that the Congregation of First Baptist Church of Rochester has voluntarily enacted in order to proactively deal with the societal problem of child sexual abuse.

IG CAPP – **Independent Group Child Abuse Prevention Policy**

Deacon Contact For Independent Groups – A member of our Deacons is assigned the task of working with Independent Groups. This insures that both Independent Groups and FBCR are informed of the expectations, needs, requirements, etc. of the use of FBCR facilities.

Scope of This Policy's Influence – Please note that the adult requirements in this policy do not apply to one's own children. This policy only applies to Independent Groups that care for children in any fashion.

To All Independent Groups,

The Congregation of First Baptist Church of Rochester has taken deliberate steps to reduce the risk of Child Sexual Abuse occurring within our Children's Ministries. We collectively believe that this is the right and prudent action to take based upon the potential harm to our children, adult workers and our Church. We have further determined to require all Independent Groups to take adequate steps to protect their children, their workers, and FBCR from potentially damaging situations that are not under the jurisdiction of one of FBCR's ministries.

First Baptist Church of Rochester is NOT responsible for any incident that takes place under the authority of an Independent Group. Independent Groups are solely responsible for the conduct between adults and children within their organization/meeting. IG's use the facilities of FBCR and are not directly associated with or governed by FBCR.

The following is a list of requirements for groups dealing with children that need to be fulfilled and presented to the Deacon Contact for Independent Groups prior to the use of FBCR facilities. The requirements listed in this document pertain only to Independent Group CAPP. The Deacon Contact will communicate with the IG Contact Person after the Facility Request Form is approved through the Deacons. Please see the Deacon Contact or the Church office regarding other relevant policies or procedures.

I. IG CAPP Requirements Prior to Facility Use

- A. Release of Liability Form – A release form provided by FBCR that explains the position of FBCR regarding the release of all liability, including cases of child sexual abuse perpetrated by leaders and/or helpers of Independent Groups. Parents must complete and sign the Release of Liability form. The Deacon Contact or his designate must review release forms prior to participation in the event. Copies will be made and filed by the Deacon Contact.
- B. One Time Use IG's – Those groups who plan to use the facilities no more than one time per year can have parents or guardians sign a Release of Liability form at the time of the event, but prior to participation.
- C. Guest Instructor/Helper References – Any guest instructor/helper must provide at least two written references. The distribution, collection, and presentation of the references to the Deacon Contact are the responsibility of the leadership/representatives of the Independent Group. The Deacon Contact will copy and file the references to verify compliance. A Guest Instructor/Helper is defined as anyone who is not directly associated with the Independent Group. Examples would include a hired instructor for a home school group or helpers not directly associated with the community/charitable organization using the facilities. **Note: There are two exceptions to this requirement:
 - 1. Governmental representatives based upon their position in the community.
 - 2. Members of FBCR who currently fulfill FBCR CAPP requirements.

II. IG CAPP Required Procedures Within The Facilities

- A. General Guidelines – The key issue that needs to be addressed is supervision. The following requirements are designed to reduce the risk of child sexual abuse. No requirements in this policy apply to families and should not be considered an infringement upon families in any way.
- B. The Two Adult Rule
1. There must always be at least two adults present for any children's activity.
 2. If a group is divided between more than one room, two adults must be present in each room.
 3. A designated roving supervisor may be considered the 2nd adult for multi-room groups. However, the rover must maintain a regular and consistent monitoring of all groups.
 4. If a roving supervisor cannot be furnished, then two adults must be in the room with children at all times
 5. Preschoolers must always be accompanied by at least two adults. A roving supervisor cannot be employed for preschoolers.
 6. Groups must always maintain adequate supervision.
 7. Two adults must accompany children who need assistance in the bathroom. A group bathroom break is suggested to abide by this standard.
 8. Regarding private lessons. A parent may be considered the second adult. However, the parent must remain just outside of the practice room during the lesson.
 9. No child is to be alone with an adult at any time.
- C. Restricted Areas
1. IG's are to request specific areas within the facilities through the Facility Request Form. All participants are to stay within these areas as much as possible, including one designated set of bathrooms located nearest the requested area.
 2. Children are to be monitored so as to not be outside of the requested area. IG's need to monitor the children before, during, and after scheduled meetings.
- D. The Authority and Leadership of Minors – Teenagers may be considered leaders or helpers if an adult who is at least 21 years of age accompanies them. No children are to ever supervise children. No teenagers are to supervise children without direct adult oversight. Teens cannot be used to fulfill the Roving Supervisor provision as stated above in Section II B 3.
- E. Monitoring of Independent Groups – Leadership of FBCR or their designates can and will monitor IG's while they use the facilities. No responsibility for the group is implied by this monitoring.

III. Other Requirements

- A. Promotion of and communication concerning your IG
1. All promotions must clearly state that your Activity/Organization is not associated with FBCR.
 2. Any promotions directed toward FBCR must first be approved through Church leadership.

IV. Failure To Cooperate

The Leadership of First Baptist Church of Rochester does not anticipate any potential problems in our relationship with Independent Groups. Yet, this section is necessary for the integrity of the policy. In the unlikely event that a lack of cooperation is observed by or reported to the leadership of FBCR, the following steps will be taken:

- A. The credibility of every offense will be determined on a case-by-case basis.
- B. A first offense will result in a verbal warning, explanation of the present issue, and instructions on how to prevent the offense from happening again.
- C. A second offense will result in a written warning explaining the following options:
 1. The Independent Group will continue to have permission to use the facilities, but will be placed on probation for 6 months from receiving the letter.
 - a. A group placed on probation, will also receive a written explanation of the offense and instructions on how to prevent a repeat of the offense.
 - b. Other requirements/restrictions may be placed upon the group at the discretion of FBCR Leadership.
 2. If the first and second occurrences are deemed serious, Church leadership may withdraw permission to use the facilities. A withdrawal of permission is considered immediate unless a grace period of up to, but no more than 30 days is granted.
- D. A third offense will result in the immediate withdrawal of permission from the IG to use the facilities of FBCR. No grace period may be provided.
- E. Any offense that is criminal in nature will be reported to the proper authorities and result in the immediate withdrawal of permission to use the facilities.

The Leadership of FBCR understands and appreciates the extra time and effort involved in complying with these requirements. Thank you for your cooperation in this important matter. If you have any questions or needs, please feel free to contact the Deacon Contact or the Pastoral Staff. We will do our best to assist you in any way possible.

Sincerely,

The Leadership of
First Baptist Church of Rochester