

Safety and Protection Policy Manual

**Children, Youth, and
Adults with Disabilities**

Table of Contents

Overview of Broadway’s Safety System	2
Screening and Training of Volunteers	3
Prevention Policies	7
Disciplinary Policies.....	14
Physical Contact Policies	17
Prohibited Acts	19
Parent/Guardian Policies	21
Monitoring and Reporting Policies.....	22
Response Policies.....	26
Response Process	27
Appendix.....	30
• A: Glossary of Terms	
• B: Acknowledgement and Agreement of Policy Manual	
• C. Volunteer Application Form	
• D. Background Consent Form	
• E. Incident Report Form	
• F. Current List and Contact Information for Broadway’s Response Team	

BROADWAY

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Safety and Protection Policy Manual Children / Youth / Adults with Disabilities

This Policy Manual was approved by the Board of Deacons at their meeting on May 20, 2024, and supersedes all previous versions of these policies. Any changes to this manual or its policies beyond minor edits requires approval by the Board of Deacons.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Overview of Broadway's Safety System

Introduction

The members of Broadway Baptist Church believe that we are called by God to create a safe haven for all of the children, youth, and adults with disabilities (adults with limited mental capabilities who need protection from abuse) in our care, protecting those who have less power and empowering them through faith and trust.

Policy Manual Overview

This policy manual addresses the preventable risk of abuse or harassment, whether physical, mental, emotional, or sexual, by any of the staff members or volunteers of this church while on church property or while engaged in church activities or programs.

Outlined in this policy manual is our four-step process for the screening and training of staff members volunteers. This includes completing sexual abuse awareness training, completing paperwork for the screening and selection process, reviewing this policy document, and completing a background check.

This policy manual carefully describes our preventative measures taken through required procedures of monitoring, disciplining, and outlining prohibited acts as well as our physical contact policy.

The final sections of this policy manual explain our zero-abuse tolerance at Broadway and our processes for reporting any abuse or inappropriate behaviors and the response policies on the part of the church.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Screening and Training of Volunteers

Overview

Because we desire to protect children, youth, and adults with disabilities involved in the ministries of Broadway Baptist Church, all staff members and volunteers working with children, youth, or adults with disabilities are required to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Screening & Selection

Staff members and volunteers are required to complete Broadway's screening process. A volunteer must be a member or regular congregant of the church for a minimum of six months before being eligible to serve in volunteer positions providing access to children, youth, or adults with disabilities. For the purposes of this policy, regular congregants are people who are not members of the church but who have been regularly involved in the church for at least six months.

A. The screening process requires a staff member or volunteer to:

1. Complete a Volunteer Application (see Appendix C). All personal information is voluntarily disclosed. Applications must be updated every three years.
2. Provide references to be checked.
 - Provide three references, including at least one personal and one professional reference.
 - References will be checked by the appropriate staff person for all first-time volunteers. Other references will be checked as needed.
 - A record will be made of information gathered from contacts with references.
3. Complete a background consent form.

B. Short-Term Volunteer Exceptions

- In some, limited short-term volunteer opportunities, such as Vacation Bible School, volunteers who have been attending Broadway less than six months may be eligible to volunteer.
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Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Screening and Training of Volunteers

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- All short-term volunteers must undergo the same safety and protection requirements as all Broadway volunteers and will abide by the policies outlined in this document.

C. Volunteers Under Age 18 Exceptions

- Youth under 18 who help in the children's programs must complete all requirements of our safety training steps, except for having a background check completed.
- Children, 6th grade or younger, are generally welcome to assist adults in childcare settings as long as they remain under the supervision of a trained adult. These minors are not required to complete paperwork to volunteer.

D. Guest Speakers or Teachers Exceptions

- Regarding guest speakers or teachers who are invited to speak to children, youth, or adults with disabilities, these four steps of screening and training are not required, however, the guest speaker or teacher is not considered a screened, trained adult.

Two screened and trained adults must be present at all times while the guest speaker or teacher is leading.

STEP TWO: Background Checks

Broadway requires that all staff members and volunteers working with children, youth, or adults with disabilities undergo a criminal background check. All staff members and volunteers working or volunteering with children, youth, or adults with disabilities activities must sign a background consent form giving written permission to conduct the background check. Background checks will be renewed every three years.

The church administrator or designated staff member will conduct background checks. The results of a background check or the refusal of any person to give consent to a background check is confidential. All staff and volunteer paperwork including background checks will be maintained in a secure location.

If questions arise from the background check or the application, the appropriate staff person will be notified. Members of the Broadway Response Team may be asked to assist in the consideration of

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Screening and Training of Volunteers

applications and background checks depending on the information received. The Response Team is a group of people designated by our church's by-laws who prepare for and respond to an emergency or incident. (See Appendix F for current members.)

Individuals who have committed sexually oriented or sex-related crimes may not serve in any area providing services to children, youth, or adults with disabilities. In addition, certain other past criminal acts *may* preclude an applicant from serving with children, youth, or adults with disabilities.

Whether disclosed voluntarily or by result of the background check, any conviction for, but not limited to, the following offenses will automatically disqualify a volunteer from participating in the leadership or sponsorship of any children, youth, or adults with disabilities activity or program:

- murder
- aggravated assault
- sexual abuse
- sexual assault (rape)
- aggravated sexual assault
- injury to a child
- incest
- indecency with a child
- inducing sexual conduct or sexual performance of a child
- possession or promotion of child pornography
- the sale, distribution, or display of harmful material to a minor
- employment harmful to children
- abandonment or endangerment of a child

The Response Team will review all other convictions or charges for any other crimes not listed above. If an applicant disputes information that appears in his or her criminal history record transcript, they may appeal through the Texas Department of Public Safety.

STEP THREE: Sexual Abuse

Broadway's policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to the appropriate

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Screening and Training of Volunteers

Awareness Training

staff person, the Pastor of Family Ministries, the Senior Pastor, the chair of the Broadway Safety and Protection Committee, or the chair of the Board of Deacons. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child, youth, or adult with disabilities for sexual abuse. Grooming is the process used by an abuser to select an individual and win their trust and the trust of their parent or 'gatekeeper', manipulate them into sexual activity and keep them from disclosing the abuse. (See Glossary of Terms in Appendix A.)

To equip Broadway staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Broadway requires all staff members and volunteers to complete Ministry Safe's Sexual Abuse Awareness Training (live or online at www.MinistrySafe.com). This training will be renewed every three years.

STEP FOUR: Policies and Procedures

Staff members and volunteers are required to review the policies contained in this document and sign the acknowledgement form indicating that the policies have been read and understood, and the person agrees to comply with policy requirements. (See Appendix B for this acknowledgement form.)

This acknowledgement form will be renewed every three years.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Prevention Policies

Building Safety Each staff person is responsible for ensuring that the ministry program area is monitored during programming serving children, youth, or adults with disabilities. No child, youth, or adult with disabilities will ever be left unattended in a ministry area or on a playground during regular programming, classes, or activities.

Supervision Only parents or guardians (dropping off children, youth, or adults with disabilities), screened ministry volunteers, church staff members, and children, youth, or adults with disabilities are allowed in areas where ministry to children, youth, or adults with disabilities is occurring. All other adults will be asked to leave. If questions or concerns arise related to any person in the area, a ministry staff person or security team member should be notified immediately.

Two or more trained, screened adults should supervise children, youth, and adults with disabilities at all times.

Supervising adults should not be alone with an individual child, youth, or adult with disabilities in any room or during any ministry program. If one supervising adult must leave a group of children, youth, or adults with disabilities, another volunteer or employee must be notified so that the *Two Adult Rule* can be followed.

If an unusual circumstance occurs and you find yourself alone with a single child, youth, or adult with disabilities, take the individual to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present. Or if a youth desires additional conversation after regular programming has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.)

After every ministry event, supervising adults will check all rooms including restrooms used for the event prior to leaving. This applies to on campus and off campus activities.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Prevention Policies

Off-Campus Church Sponsored Activities

A medical release form that indicates travel approval is required for each child, youth, or adult with disabilities participating in any off campus church sponsored programs or activities. This Safety and Protection Policy Manual applies to all off campus church sponsored activities unless otherwise specified.

Infant and Preschool Volunteers

All activities offered for infants through kindergarten require at least one staff member or childcare worker who is trained in CPR. Worship care volunteers will follow all prescribed and safety identification procedures as set forth in the Guidelines for Worship Care Volunteers posted in each preschool and children area rooms (e.g. diaper changing procedures and restroom procedures).

One-on-One Interaction

Meeting the emotional or spiritual needs of children, youth, or adults with disabilities may occasionally involve interaction on an individual basis. Please observe the following guidelines when interacting with children, youth, or adults with disabilities:

- If a ministerial staff person needs to meet with a child, youth, or an adult with disabilities about something of a private nature in his or her office, the staff person will notify another adult who can be in the vicinity of the meeting occurring. The window treatments will remain open during the meeting and the door will remain unlocked.
 - If a child, youth, or an adult with disabilities needs to speak with a volunteer privately, the conversation must take place in a public space easily observable by other adults.
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Playgrounds (Indoor and Outdoor)

On the playgrounds (both indoor and outdoor), staff and volunteers must remember to circulate, watching children during play periods, giving particular attention to areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Prevention Policies

Children and youth are also monitored constantly by staff and volunteers for safe use of equipment and appropriate behavior.

An adult must escort children and youth to and from the playground. Account for all children and youth by making a head count of children present when entering the playground and leaving the playground.

Restrooms

A single staff member or volunteer should avoid taking a lone child, youth, or an adult with a disability to the restroom.

Special Needs

Parents will offer instruction to staff members or volunteers to change the diapers of individuals with special needs. After the age of 4, parents or guardians will change the diapers of all individuals with special needs, unless a special needs staff person is available to do this. If someone with special needs requires assistance using the restroom, a special needs staff person may assist them in the restroom. The two adult rule must be followed when someone with special needs is having their diaper changed or receiving assistance in the bathroom.

Youth

Be aware if a youth repeatedly leaves to use the restroom and/or stays there for unusual periods of time. Report this behavior to the appropriate staff person. In public contexts, send students to use the restroom in groups of at least three, when possible.

Electronic Communication

All communication with children, youth, or adults with disabilities must be above reproach and indicative of healthy boundaries. As with any communication, the content of any electronic communication should be readily available to share with the appropriate staff person or a parent/guardian.

Communication Applications

It is prohibited for staff or volunteers to use any social media accounts to privately direct message children, youth, or adults with disabilities. All messaging to/from youth should contain appropriate content and be available for supervisory access. If a youth is privately messaging a volunteer or staff member, that person will notify another staff

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Prevention Policies

member or supervisor. Anonymous messaging is not permissible.

Texting

Texting between Broadway staff or volunteers and children, youth, or adults with disabilities is permissible only as outlined below:

Texts should occur in 'group' form, whenever possible. Though youth will often reply individually, volunteers and staff should make an effort to text in group form and encourage replies to the group. When possible, ministry leaders should send and receive texts using a ministry-provided device/account. If not using a ministry provided device/account when texting, the staff person or volunteer must include either another church staff person or the youth's parent/guardian in the text communications. This applies to all messaging.

Do not text before 7am or after 10pm unless the texting occurs as part of a programmed ministry activity. Excessive texting between adult staff or volunteers with a child, youth, or an adult with disabilities is inappropriate and will not be tolerated.

Do not share photos and/or videos of a sexual or suggestive nature. This may include (but is not limited to) icons, emojis, memes, reels, and any other means of communication.

Any discussion of sexual or romantic topics via texts is prohibited.

Do not post inappropriate or off-color content, or comment on inappropriate or off-color posts.

Personal Social Media: As a ministry staff person or volunteer, maintain a high moral standard in your social media presence. Be cautious about the content of the posts on your personal social media. Social media posts should be consistent with Broadway's mission and values. For example, posts that contain hate speech, anti-LGBTQ messaging, and racial discrimination are absolutely prohibited.

Transportation

Staff members and volunteers may from time to time be in a position to provide transportation for children, youth, or adults with disabilities.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Prevention Policies

The following guidelines should be strictly observed when workers are involved in transportation of these persons:

- A current permission to transport form must be signed by the guardian of any child, youth, or adult with disabilities before transporting that person is permissible. This permission is part of the medical release form filled out by parents or guardians for each child and youth.
- Children, youth, and adults with disabilities should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided.
- Staff members and volunteers should avoid transportation circumstances that leave only one individual alone in transport.
- Staff members and volunteers should avoid physical contact with children, youth and adults with disabilities while in vehicles.
- Texting or other cell phone use is strictly prohibited while driving, unless in an emergency.
- No drivers under age 25 may drive Broadway-owned or rented vehicles.
- Youth may transport other youth in their own personal vehicle with verbal or texted parent permission. Youth may not transport children or adults with disabilities.
- Transport only the number of individuals for whom you have seatbelts.
- Seatbelts must be worn at all times while in the vehicle.
- Use extra caution when driving children, youth, or adults with disabilities.
- The driver must have a valid Texas driver's license.

Out-of-Program Contact

Broadway safety standards are established to protect children, youth, and adults with disabilities and ensure healthy relationships and should be respected *outside* ministry programs as well. In addition to ministry safety standards, the following policies should be respected in all

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Prevention Policies

interactions with children, youth and adults with disabilities occurring *outside* ministry programs.

- Staff members and adult volunteers should avoid being alone with a child, youth, or an adult with disabilities in an unobserved context or location.
 - Staff members or adult volunteers may not date or have any romantic or sexual relationship with a child, youth, or an adult with disabilities.
 - Unless the staff person's or volunteer's own children are friends with the child, youth, or adult with disabilities in question, the adult should not spend the night at the home of a child, youth, or an adult with disabilities; children, youth, or adults with disabilities should not spend the night at a staff person's or volunteer's home without the permission of the guardian of the child, youth, or adult with disabilities.
 - Unless the staff person's or volunteer's own children are friends with the child, youth, or adult with disabilities in question, the adult should not spend the night in an 'away' location with any child, youth, or adult with disabilities (e.g., vacation). This should only happen with the permission of the guardian of the child, youth, or adult with disabilities.
 - If a child, youth, or adult with disabilities who is in crisis arrives at the home of a staff person or volunteer and is asking for help, the staff person or volunteer should immediately contact a staff person to determine the best course of action for the person in crisis. Transparency is critical. The staff person or volunteer should avoid being alone with the child, youth, or adult with disabilities in an unobserved context or location.
 - Even in the situation when a staff person or volunteer has their children's friends in their custody away from church, the first bullet point must be followed: avoid being alone with the child, youth, or adult with disabilities in an unobserved context or location. Additionally, any time a child, youth, or adult with disabilities stays overnight at the house or away location with a
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Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Prevention Policies

staff member or volunteer, it requires the permission of the guardian of the child, youth, or adult with disabilities.

Medications

Only an adult can administer medicine to children, youth, or adults with disabilities with parent or guardian permission.

Parents and guardians are responsible for administering medicine when on the main church campus, except in extenuating circumstances and/or overnight events.

Parents and guardians should provide all medication to appropriate staff members at the beginning of any off-campus event at which medication will be administered.

With prior parental approval, certain emergency medications (e.g. inhaler, epi-pen) may be kept by the child, youth, or adult with disabilities.

All medicine will be kept in a lock box by the appropriate staff member or volunteer.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Disciplinary Policies

Overview

NEVER...

- Never yell at a child, youth, or adult with disabilities.
 - Never grab them.
 - Never threaten them.
 - Never hit them.
 - Never use humiliating words or phrases.
 - Never confront a parent or guardian in front of others.
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Verbal Interaction

Verbal interaction with children, youth, or adults with disabilities should be positive and uplifting. All verbal interaction should be encouraging, constructive, and mindful of our mission of aiding parents/ guardians in the spiritual growth and development of their children, youth, and adults with disabilities.

To this end, do not talk to individuals in a way that is or could be construed as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. Do not swear in the presence of individuals.

Discipline

Staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children, youth, or adults with disabilities. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children, youth, or adults with disabilities.

When an individual is misbehaving, follow these steps:

1. Go to the individual and calmly ask them to stop the behavior. (Most children respond immediately and correct the behavior.) Give a warning and remind the person of expectations and redirect to a positive behavior. Do this individually, when possible; try not to single out a specific child in a large group setting. When working with younger children, some physical
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Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Disciplinary Policies

redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.

2. If the individual repeats the action, guide them to a quiet place – separate from the other children, youth, or adults with disabilities – for a short but designated period of time. Always stay within sight of others and never be alone or unseen with the child, youth, or adult with disabilities.

Provide the individual with a simple, understandable reason for the separation, and a clear explanation of your expectations. (“Terry, you didn’t stop hitting Kelly when I asked you to, so it was necessary for me to separate you from the group.”)

3. After a 3rd time, refer to a staff member. A staff member may inform a parent or guardian, who may be asked to become involved in redirecting misbehavior.
4. If changes in behavior are not observed this child, youth, or adult with disabilities may be prohibited from participating in Broadway ministry programming.

IMPORTANT: Uncontrollable or unusual behavior should be reported to ministry staff person.

Bullying

Verbal, physical, or emotional bullying is not acceptable whether in person or by use of technology and social media in Broadway’s ministry programs. At the first sign of bullying in any form, act decisively, and inform your ministry staff person. There is no “harmless put-down” where bullying is concerned.

1. *First Offense*: Issue a warning to the individual and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass the child, youth, or adult with disabilities. Notify a staff person.
 2. *Second Offense*: Separate the offending individual(s) from the group in a seen or supervised location and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let individual(s) know that the next step is communication with a pastor and their parents. Notify the
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Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Disciplinary Policies

appropriate staff person of ANY signs of bullying or verbal abuse.

Privately, but with another adult present, confirm that the child, youth, or adult with disabilities, who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. Do not single an individual out from the group. Be discreet.

3. *Third Offense:* Send the individual to a pastor or appropriate staff person for a phone call (or communication onsite) with his or her parent(s) and possible removal from the activity or event.
 4. If bullying behaviors continue, this child, youth, or adult with disabilities may be prohibited from participating in Broadway ministry programming.
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Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Physical Contact Policies

Overview

Broadway is committed to protecting all children, youth, and adults with disabilities in its care. To this end, Broadway has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our ministries while protecting children, youth, and adults with disabilities. Staff members and volunteers are responsible for protecting all children, youth, and adults with disabilities under their supervision from inappropriate or unwanted touch by others.

Physical Contact

The following guidelines are to be carefully followed by staff and volunteers working with children, youth, and adults with disabilities.

- Hugging (side-hugging for older children, youth and adults with disabilities), pats on the back, high-fives, and other forms of appropriate physical affection between staff members or volunteers and children, youth, and adults with disabilities are important for their development and are generally suitable in the church setting.
- Full hugging (with any age group) may be appropriate in certain situations that call for consolation (e.g. times of grief or other tragedy). This is appropriate when done in a public setting.
- Physical contact should be for the benefit of the child, youth, or the adult with disabilities, and never be based upon the emotional needs of a staff member or volunteer.
- Physical contact and affection should be given only in observable places or when in the presence of other program participants, staff members, and volunteers.
- A child, youth, or an adult with disabilities' preference not to be touched must be respected.
- Inappropriate touching and inappropriate displays of affection are prohibited. (see examples below)

IMPORTANT: Any inappropriate physical contact, touching or displays of affection should be immediately reported to the appropriate staff person, the Pastor of Family Ministries, the Senior Pastor, or Chair of the Safety and Protection Committee.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Physical Contact Policies

Prohibited Physical Contact

All Staff and Volunteers must AVOID the following interactions:

- A sexual relationship with a child, youth or an adult with disabilities is never acceptable.
 - Never touch sensitive areas (breasts, buttocks, genitals) even if the child, youth, or adult with disabilities has been injured in one of these areas. Never allow casual contact in these areas, under or over clothing. If contact is required due to administering CPR or First Aid, an incident report must be filled out and given to the church administrator.
 - No sitting on laps for elementary children or older.
 - No hand-holding, unless part of a worship/prayer service or a group game.
 - Never use physical contact as a form of discipline
 - Never touch in a manner that may be construed as sexually suggestive.
 - Avoid touching between the navel and the knees.
 - Never carry a child, youth, or an adult with disabilities piggy-back, or on your shoulders.
 - Never kiss a child, youth, or an adult with disabilities, or give (or receive) a massage.
 - Never place hands beneath a child, youth, or an adult with disabilities' clothing to play, rub, or comfort.
 - Never tickle, participate in 'horseplay' or wrestle with a child, youth, or an adult with disabilities.
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Safety and Protection Policy Manual Children / Youth / Adults with Disabilities

Prohibited Acts

Overview

These prohibited items and actions refer to staff and volunteers as well as children, youth, and adults with disabilities.

Communication

Staff members and volunteers will refrain from discussing developmentally inappropriate topics with children, youth, or adults with disabilities. Staff members and volunteers will refrain from discussing inappropriate topics with each other when they can be overheard by children, youth, or adults with disabilities.

Dress

Clothing with explicit language and images and/or messages inconsistent with Broadway's values are prohibited. Staff members and volunteers should exercise good judgment when choosing dress for church related activities.

Intoxicants

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any Broadway facility or Broadway sponsored activity, while traveling with children, youth, and adults with disabilities, or while working with or supervising these individuals.

Nudity

Staff members and volunteers should never be nude in the presence of children, youth, or adults with disabilities in their care and under their supervision. In the event there is a situation that may call for the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), care should be taken to change clothes in a private location and children, youth, and adults with disabilities should never be nude in the presence of staff members or volunteers.

Physical, Emotional, Sexual Abuse & Neglect

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a child, youth or adult with disabilities.
 - Sexual advances or sexual activity of any kind between any adult and a child, youth or adult with disabilities.
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Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Prohibited Acts

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- Infliction of physically abusive behavior or bodily injury to a child, youth or adult with disabilities.
 - Physical neglect of a child, youth or adult with disabilities, including failure to provide adequate supervision in relation to the activities of Broadway.
 - Causing mental or emotional injury to a child, youth or adult with disabilities.
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Sexually Oriented Conversations and Materials

Staff members and volunteers are prohibited from engaging in any inappropriate sexually oriented conversations with children, youth, and adults with disabilities. Staff members and volunteers are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, or displays on any device, etc.) on church property or in the presence of children, youth, or adults with disabilities.

Conversations and materials used in church-sponsored sex education classes are permissible. These types of classes will only take place with parent/guardian knowledge and approval.

Tobacco

Broadway is a tobacco-free facility. Broadway requires staff members and volunteers to abstain from the use and/or possession of tobacco products in church facilities, while in the presence of children, youth, or adults with disabilities, or during Broadway activities or programs whether on campus or away.

Weapons & Firearms

Weapons and firearms are prohibited at Broadway during specifically designated activities that are only for children, youth, and adults with disabilities.

**Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities**

Parent/Guardian Policies

**Parent/Guardian
Contact**

Parents and Guardians who leave a child, youth, or an adult with disabilities in the care of Broadway staff members and volunteers during church services or activities will be contacted if that individual becomes ill, injured, or has a severe disciplinary problem while participating in our programs.

**Parent/Guardian
Involvement**

Parents and Guardians are encouraged to visit any and all services and programs in which their child, youth, or adult with disabilities is involved at Broadway. Parents and Guardians have an open invitation to observe all programs and activities in which their child, youth, or adult with disabilities is involved. However, parents who desire to participate in or have continuous, ongoing contact with their programs at Broadway will be required to complete the Broadway volunteer safety and protection requirements.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Monitoring and Reporting Policies

Zero Abuse Tolerance

Broadway has **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at Broadway to act in the best interest of all children, youth, and adults with disabilities in every situation.

In the event that staff or volunteers observe any suspicious or inappropriate behaviors (e.g. policy violations, neglectful supervision, poor role-modeling, grooming behavior, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to the appropriate staff person, the Pastor of Family Ministries, the Senior Pastor, the Chair of the Safety and Protection Committee, or the Chair of the Board of Deacons. The person reporting will be kept anonymous when possible.

Failure to report a prohibited act or suspicious behavior to the designated person is a violation of this policy and grounds for termination (employee) or removal (volunteer). Volunteers who fail to report a prohibited act or suspicious behavior may be restricted from participation in any activities involving children, youth, and adults with disabilities at Broadway.

Creating a Culture of Safety and Accountability

Although all reports will be taken seriously, not all reports will necessitate an investigation by the church staff or the Response Team. We strive to create a culture where staff and volunteers feel empowered that if they “see something, they say something.” These reports will be documented using our incident report form and discussed with the appropriate staff members. The severity of the report will determine whether further investigation is necessary or if the Broadway Response Team will be notified. All reasonable allegations of prohibited acts will be referred to the Response Team. If the person reporting thinks this information needs to be reported to the Response Team or other authorities, that person has the right to do so.

Reporting Suspicious or

Broadway is committed to providing a safe, secure environment for children, youth, and adults with disabilities and their families. To this end, any report of inappropriate behavior or suspicions of abuse will

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Monitoring and Reporting Policies

Inappropriate Behaviors

be taken seriously and will be reported in accordance with this policy and state law.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to the appropriate staff person, the Pastor of Family Ministries, the Senior Pastor, the chair of the Broadway Safety and Protection Committee, or the Chair of the Board of Deacons.

Reporting Grooming Behaviors

Because sexual abusers groom children, youth, and adults with disabilities for abuse, it is possible a staff member or volunteer may witness behavior intended to groom an individual for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, and/or any suspicious behavior.

Reporting Policy Violations

In order to maintain a safe environment for our children, youth, and adults with disabilities, Broadway staff members and volunteers must be aware of their individual responsibility to report any violation of these policies. All questions or concerns related to any observed violation of this safety and protection policy manual should be directed to the appropriate staff person, the Pastor of Family Ministries, the Senior Pastor, the Chair of the Safety and Protection Committee, or the Chair of the Board of Deacons.

Reporting Abuse or Suspicion of Abuse

Broadway is committed to providing a safe, secure environment for children, youth, and adults with disabilities and their families. To this end, any report of suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services or criminal law enforcement.

In the event a child, youth, or an adult with disabilities reports inappropriate conduct abuse while engaged in a church sponsored activity, on campus or off, the person initially contacted by the child, youth, or adult with disabilities should notify the appropriate staff person and complete an Incident Report (see Appendix E) as soon as possible after the incident.

The person initially contacted should record verbatim in the Incident Report the specific words first spoken by the child, youth, or adult

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Monitoring and Reporting Policies

with disabilities and the conduct and demeanor observed concerning the incident.

In the event that a child, youth, or adult with disabilities reports to a staff member or volunteer that any type of abuse is occurring in a setting outside of a church sponsored event, that staff person or volunteer is required to notify the appropriate staff person, the Pastor of Family Ministries, the Senior Pastor, the Chair of the Safety and Protection Committee, or the Chair of the Board of Deacons.

In addition, any individual who has a reasonable suspicion that a child, youth, or adult with disabilities in our care is experiencing abuse during Broadway sponsored activities and/or in a setting outside of our church must report this abuse to the Texas Department of Family and Protective Services (TDFPS) within 48 hours of gaining knowledge of the information.

Abuse Hotline: 1-800-252-5400

Online at: www.dfps.texas.gov

Reporting A Conveyed Desire to Harm Self or Others

If a staff person or volunteer learns of a conveyed desire by a child, youth, or adult with disabilities to harm self or others, reporting this information is mandatory. Report should be made to the appropriate staff person, the Pastor of Family Ministries, the Senior Pastor, the Chair of the Safety and Protection Committee, or the Chair of the Board of Deacons.

An incident report form will be completed and filed. Any further actions for the safety of all individuals will be the responsibility by Broadway ministerial staff in consultation with parents and guardians. Incident reports will be filed in the church administrator's locked office.

Suicide Hotline: 988

Suicide and Crisis Lifeline (988) provides 24/7, free and confidential support for people in distress, prevention and crisis resources for

BROADWAY

BAPTIST CHURCH

Safety and Protection Policy Manual Children / Youth / Adults with Disabilities

Monitoring and Reporting Policies

you or your loved ones, and best practices for professionals in the United States.

Reporting Accidents and Use of Incident Report Form

In the case of an accident that occurs with a child, youth, or an adult with disabilities who is in the care of staff or volunteers at Broadway Baptist Church in which that person has incurred a significant injury, the volunteer or staff person present during the time of the accident must complete incident report form. This form will be completed and given to the church's administrator to keep as documentation.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Response Policies

Policy Enforcement

Broadway staff members who supervise other staff members or volunteers are charged with the diligent enforcement of all Broadway policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, and/ or reassignment from a position – for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Broadway Response Team.

Response Team

The Response Team will consist of the following people:

- Senior Pastor
- Church Attorney (serve in only an advisory capacity, not a voting member)
- Church Administrator
- Deacon Chair
- Chair of the Safety and Protection Committee
- Pastor of Family Ministries
- Other Ministerial Staff as Needed

The Chair of the Board of Deacons or the church attorney will be the media spokesperson.

NOTE: See Appendix F for current contacts of those on the response team.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Response Process

Allegations

When an allegation is made an incident report is completed and turned into the appropriate staff person. All allegations will be taken seriously. Allegations may be made by a child, youth, or adult with disabilities, parent or guardian, staff person, volunteer, or any other individual. Upon review by staff, all credible allegations of prohibited acts will be referred to the Response Team.

Based on the content of the allegation, if it is determined by the Response Team that an investigation is not necessary, the person may continue to serve in their position.

Reporting Allegations or Suspensions of Abuse to Law Enforcement

We immediately report all suspected or alleged abuse or neglect of children, youth, or adults with disabilities to the Texas Department of Family and Protective Services (TDFPS).

Abuse Hotline: 1-800-252-5400

Or online at www.dfps.texas.gov

Any individual who has reasonable cause to believe a child, youth, or an adult with disabilities is being abused, neglected, or exploited must report it to TDFPS according to Texas law. The report must be made by the individual within 48 hours.

A person who reports abuse in good faith is immune from civil or criminal liability. TDFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony.

Because many adults are unfamiliar with Texas reporting requirements and may be fearful of the process, Broadway utilizes a 'tandem or dual report' model, where permitted. A 'dual report' occurs when the appropriate Broadway minister reports the suspicion or allegation *together* with the individual who saw, heard, or received information causing him or her to suspect abuse or neglect.

This practice is not required or intended to inhibit any staff member or volunteer from reporting to law enforcement, CPS or the abuse hotline directly. Instead, it is meant to facilitate reporting, protect children,

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Response Process

youth, and adults with disabilities and support individuals who may not feel able or willing to report alone.

No permission is needed from Broadway Baptist Church before reporting to law enforcement personnel or the Child Abuse Hotline.

When a staff person or volunteer from Broadway has become aware of possible child abuse or neglect happening to a child, youth, or an adult with disabilities while they are not in the care of Broadway Baptist Church, Broadway requests to be notified of this information. While not required by state law, this request is intended to assist the church in properly protecting all children, youth, and adults with disabilities involved in Broadway's programs.

**Suspension &
Notification**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child, youth, or adult with disabilities will be immediately suspended from participation in volunteering with children, youth, or adults with disabilities at Broadway Baptist Church. This suspension will continue during any investigation by law enforcement, Child Protective agencies, or Broadway's Response Team.

Should the Response Team find there are credible allegations against a staff person, that person will be placed on administrative leave, pending investigation.

Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, youth, and adults with disabilities at Broadway. If the person is a staff member or employee, such conduct may also result in termination of employment from Broadway.

The church administrator or the Chair of the Board of Deacons will notify the accused that an allegation has been made against them and they are suspended from all participation in activities and programming that involve children, youth, and adults with disabilities, pending investigation. They will also be notified that they have the the

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Response Process

right to retain their own counsel. The church attorneys will represent the church but not the individual interests of the involved parties.

Investigation

The Response Team will determine the severity of the allegation and the scope of the investigation. Discretion and confidentiality will be kept as is appropriate. The Response Team can engage specialized attorneys and/or consultants if necessary. All staff members and volunteers should cooperate with the investigation process of the Response Team.

Determination

Once the Response Team has determined the appropriate action, it will report its determinations to all involved parties including, when appropriate, the Board of Deacons and the congregation. When involved, law enforcement will determine whether criminal activity has taken place. If it is determined a crime has been committed, the accused will be subject to disciplinary action up to and including termination from employment and/or dismissal from the church.

Broadway Response Team reserves the right to recommend whether actions, although not found to be criminal in nature, necessitate disciplinary action up to and including dismissal from employment and/or membership from the church. Depending on the situation, consultation may involve the personnel committee, the Board of Deacons, and/or the congregation in keeping with the church by-laws, which reserves the right of dismissal from membership to the congregation.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Appendix A: Glossary of Terms

Allegation	A claim or assertion that someone has done something illegal or wrong, typically one made without proof.
Background Check	A background check is a process a person or organization uses to verify that an individual is who they claim to be, and this provides an opportunity to check and confirm the validity of someone's criminal record, education, employment history, and other activities from their past. A variety of methods are used to complete these checks including a comprehensive database search and personal references.
Bullying	Seeking to harm, intimidate, or coerce (someone perceived as vulnerable).
Congregants	Persons who are not members of the church but who have been regularly involved in the church for at least six months.
Electronic Communication	This type of communication uses electronic media to transmit information or a message using computers, e-mail, telephone, video calling, FAX machine, etc. It can be developed by sharing data like images, graphics, sound, pictures, software, etc.
Grooming	Befriending and establishing an emotional connection with a child, or youth under the age of consent or an adult with disabilities, and sometimes the individual's family, to lower the individual's inhibitions with the objective of emotional, physical, sexual abuse, and/or neglect.
Incident Report	A form that is to be completed that records details of an unusual event that occurs at the church or church event, such as suspected child grooming or abuse. The purpose of the incident report is to document the exact details of the occurrence while they are fresh in the minds of those who witnessed the event.
Policies and Procedures	A policy is a general guideline that outline the organization's plan for tackling an issue. A procedure explains a specific action plan for carrying out a policy. Procedures tell employees and volunteers when and how to respond to a situation.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Appendix A: Glossary of Terms

Prohibited Acts	The phrase "prohibited acts" is defined in both federal and state law and represents a category of crimes or behaviors that are viewed as unacceptable. This is usually an illegal activity that endangers a person's life and well-being.
References	People who can confirm your claims about your professional achievements, education, experience, habits, skills and character.
Response Team	A group of people who prepare for and respond to an emergency or incident. Response Team members are outlined in Broadway's Church by-laws. The core <i>functions of a response team include leadership, investigation, communications, documentation, and legal representation.</i>
Sexual Abuse Awareness Training	This type of training involves educating employees and volunteers on what is acceptable and unacceptable behavior toward children, youth, and adults with disabilities, and equipping them with the tools and knowledge needed to recognize behavior that may be perceived as inappropriate.
Screening	The evaluation or investigation of something or someone as part of a process, to assess suitability for a particular role or purpose.
Suspicious Behavior	Suspicious behavior or activity can be any action that is out of place and does not fit into the usual day-to-day activities of our church community.
Volunteer	A person who freely offers to take part in an enterprise or undertake a task. In this document, 'volunteer' refers to people who work with children, youth, or adults with disabilities in our church setting but are not staff members or employees of the church.
Zero Tolerance	Refusal to accept certain behavior, typically by strict and uncompromising application of the law.

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Appendix B

Statement of Acknowledgement and Agreement

This page is to be signed, detached, and delivered to the Family Ministries Staff.

COPY OF BROADWAY SAFETY AND PROTECTION POLICY MANUAL

I have received and read a copy of Broadway's Safety and Protection Policy Manual and understand the importance of this material. I agree to abide by these guidelines while serving or working at Broadway.

I understand the Safety and Protection Policy Manual may be modified, and that any guideline may be amended, revised, or eliminated by Broadway.

VOLUNTEER POSITION DESCRIPTION

I understand the duties of my volunteer position, and I agree to fulfill these duties. I understand I may choose to end my voluntary service at Broadway at any time. I understand that I will serve in the capacity that I have been assigned to serve by the appropriate staff person.

I acknowledge and understand that the materials and guidelines contained in this policy in no way express or imply a contractual employment relationship between me and Broadway. I acknowledge and agree that I will receive no monetary compensation for hours worked unless I am officially employed by the church.

I understand it is my responsibility to review new Safety and Protection policies and/or guidelines which may be created and distributed.

I acknowledge receipt of Broadway Baptist Church's Safety and Protection Policy Manual.

Name (please print)

Signature

Date: _____

BROADWAY
BAPTIST CHURCH

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Appendix C

Broadway Baptist Church Application Form
Confidential

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of children, youth, or adults with disabilities.

This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. This application is used to help the church provide a safe and secure environment for children, youth, and adults with disabilities who participate in the programs of Broadway Baptist Church and use our facilities.

Today's Date _____

Name _____

Address _____

How long have you lived at this address? _____

Previous address: _____

List all other cities where you have lived as an adult:

Home Phone _____ Cell Phone _____

Email Address _____

Gender: ___ M ___ F ___ Other

Birth Date: _____

BROADWAY

BAPTIST CHURCH

Safety and Protection Policy Manual Children / Youth / Adults with Disabilities

Are you a member or regular attender of this church? _____ If so, for how long? _____

List the names and addresses of other churches you have attended regularly during the past 10 years.

List all previous church work involving children, youth, or adults with disabilities (list each church's name and address, type of work performed, dates and contact person).

Please list all previous non-church work involving children, youth, or adults with disabilities (list each organization's name and address, type of work performed, dates, and contact person).

List any gifts, callings, training, education, or other factors that have prepared you for work with children, youth, or adults with disabilities.

Please list 3 Personal References not related to you; one community, one personal, one other.

Please provide name, address, and telephone #:

BROADWAY
BAPTIST CHURCH

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Because our church cares for our members, including our children, youth, and adults with disabilities, and desires to protect them, we ask you to please answer the following questions. We understand the following questions are personal, and we will protect your privacy.

Do you use illegal drugs? *If yes, please explain:*

Are you an alcoholic? *If yes, please explain:*

If so, are you recovering? _____ If so, for how long? _____

Have you ever been indicted, convicted of, or pleaded guilty, or pleaded nolo contendere, or received deferred adjudication regarding any alleged crime? *If yes, please explain—attach a separate page if necessary:*

Have you ever been subject to any disciplinary action, complaint or allegations concerning sexual misconduct? *(If yes, please explain—attach a separate page if necessary):*

BROADWAY
BAPTIST CHURCH

**Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities**

BROADWAY
BAPTIST CHURCH

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

Release and Indemnity

The church is authorized to contact all individuals and organizations listed on the Broadway Baptist Church Application Form in order to check my background and verify the information provided on the Application Form. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references.

I agree to indemnify and hold harmless Broadway Baptist Church, its employees, representatives, and agents from any and all claims or causes of action, including claims for attorneys' fees and for punitive damages, arising out of or related in any manner to: (a) my conduct as a volunteer or employee of the Church; (b) the Church's conducting a background check verifying the information on the Application Form, including without limitation, conversations with individual or organizations shown as references; or (c) any suspension or termination of my services as a volunteer or employee of the Church. I understand and agree that any information received from the background check and application verification will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have given on the Broadway Baptist Church Application Form is true, complete, and correct in all respects.

Applicant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(If Applicant is under the age of 18)

BROADWAY

BAPTIST CHURCH

Safety and Protection Policy Manual Children / Youth / Adults with Disabilities

APPENDIX D

Background Investigation Consent

I, _____ (applicant complete name), hereby authorize Broadway Baptist Church and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with Broadway Baptist Church.

I release Broadway Baptist Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Full name (printed)

Maiden name or other names used (printed)

Current Street Address

City/State

Zip

How long?

Date of Birth

Social security #

Signature

Today's Date

BROADWAY
BAPTIST CHURCH

**Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities**

Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities

APPENDIX E

Incident Report Form

Reason for Report: _____

Date of Incident: _____ Time of Incident: _____

Name of Reporter: _____ Title: _____

Name of Child: _____ Child's Age: _____

Name of Child: _____ Child's Age: _____

Quote the child's first words verbatim:

Briefly describe the child's demeanor and appearance: _____

Briefly describe what happened: _____

Briefly describe what action(s) were taken. _____

Has the incident been resolved? Explain: _____

BROADWAY

BAPTIST CHURCH

Safety and Protection Policy Manual Children / Youth / Adults with Disabilities

List the names of any witnesses: _____

APPENDIX F

***Current List and Contact Information of the Broadway Response Team**

Senior Pastor

- Ryon Price
- rprice@broadwaybc.org

Church Administrator

- Peter Nelson
- pnelson@broadwaybc.org

Pastor of Family Ministries

- Jennifer Davis
- jdavis@broadwaybc.org

Chair of the Board of Deacons

- Jeff Newton
- jeffery.l.newton64@gmail.com

Chair of the Safety and Protection Committee

- Carol Hafer
- cahafer@gmail.com

Church Attorney

Other staff members as applicable

BROADWAY
BAPTIST CHURCH

**Safety and Protection Policy Manual
Children / Youth / Adults with Disabilities**

***Updated October 2024**