

S+UDENTS

POLICY & PROCEDURE MANUAL



CROSSWAY BIBLE CHURCH



Lost People Saved
Saved People Matured
Matured People Multiplied
...All To The Glory of God.

Dear Crossway Students Volunteer or Staff Member,

Welcome to Crossway Bible Church!

At Crossway, we believe that all children are made in God's image and justly deserve to be protected and provided for by their caretakers. We are zealous to see the church be the safest place on earth for the vulnerable.

Thus, we take our responsibility to shepherd children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus Christ.

The pages of this manual provide a general overview of procedures and guidelines for volunteers and staff members. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of Crossway Bible Church. The following procedures have been adopted and will be diligently enforced. Volunteers and staff members are expected to follow these policies and procedures both inside and outside of ministry programming.

After you have **carefully read this policy manual**, please **sign and return the agreement form via Adobe Sign**.

Sincerely,

Josh de Koning, Senior Pastor

Shamus Drake, Pastor of Family Discipleship



**The Evangelical Council
For Abuse Prevention**



Our Purpose: To glorify God through the fulfillment of the great commission.
Our Team’s Mission: *We help families make disciples.*

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Overview of Crossway Bible Church's Safety System

Because we desire to protect all children involved in our ministry, Crossway Bible Church requires all staff members and volunteers ("workers") serving with or among children to complete **FOUR SAFETY STEPS** *before* ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

Crossway Bible Church 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 a supervisor or a member of the Crossway Bible Church Child Protection Team.

Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. **Grooming** is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent/guardian or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Crossway Bible Church requires all staff members and volunteers to complete sexual abuse awareness training. This training will be renewed every **3** years.

STEP TWO: Screening Process

Staff members and volunteers working or serving with children are required to complete Crossway Bible Church's Screening Process, which includes:

- an Employment Application (employees only);
- a Safety Application (employees and volunteers);
- a Code of Conduct (employees and volunteers);
- an in-person Screening Interview (employees and volunteers); and
- References to be Checked (employees and volunteers).

Exceptions to the in-person interview requirement may be appropriate when all of the interview goals have been met by other means, such as through the applicant's long-standing involvement with Crossway, his/her close relationship with the interviewer or other leadership, or through other verification of the applicant's suitability for service and clear understanding of expectations and Crossway's policies and procedures. Any exceptions are recorded in worker files.

A prospective volunteer is allowed to attend Crossway Students programming twice to shadow a worker under their direct supervision as a volunteer. The "waiting period" will necessarily include Steps 2 (which only meets monthly) and 3 (which includes a membership meeting with an elder or staff member and rarely happens in less than a week), and the screening process itself, which is rarely less than a month. This process ensures an appropriate waiting period on its own.

STEP THREE: Policies & Procedures

Staff members and volunteers are required to **review** the policies contained in this manual and **sign the policy & procedure acknowledgement form (digitally if possible)** indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

All staff members and volunteers working or volunteering in children's activities must undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required. The following criminal convictions or established actions (which may vary depending on where the offense occurred) are automatically disqualifying:

- Child abuse, sexual or otherwise;
- Abduction, murder, or manslaughter;
- Incest;
- Sexual assault;
- Any offense listed as disqualifying in the legal jurisdiction;
- Domestic abuse or assault;
- A problematic pattern of pornography use

Crossway's policies prohibit sex offenders from working with Children. Any known sex offenders must disclose this to the church elders, safety and security team, and/or Child Protection Team. Original arrest and litigation documentation may be required.

All workers must notify the Child Safety Team or Ministry Team Leader concerning a potential change in their qualification to work with Children.

At the current time, Crossway Bible Church does not allow registered sex offenders to attend onsite programming when we have programming for minors at the same time.

Definitions

Child: A person who is under eighteen years old, and sometimes also known as a “minor.” The plural is “children.”

Child Neglect: A parent or guardian is responsible for providing safe and adequate food, clothing, shelter, protection, medical care, and supervision for a child, or arranging to have someone else provide these needs. Texas law defines neglect as the failure to meet this responsibility for a minor under one’s care.

Child Physical Abuse: Physical abuse (see definition below) to a child or minor resulting in significant harm or the threat of significant harm

Child Sexual Abuse: Sexual abuse (see definition below) harmful to a child or minor’s mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of young child or disabled individual, indecency with a child, sexual assault, or aggravated sexual assault.

Emotional Abuse: A pattern of behavior that promotes a destructive sense of fear, obligation, shame, or guilt. May take the form of neglecting, frightening, isolating, belittling, exploiting, blaming, shaming, or threatening a victim, as well as playing mind games or lying. (from Darby Strickland, *Is It Abuse*, p. 345)

Domestic Abuse: Under the Texas Penal Code: for an act to be considered as domestic violence, it “must be an act of violence...against a member of the family, household, or a current or past dating partner.”

External Abuse: Abuse against a Child participating in your organization’s program, that occurred or is believed to have occurred outside of your programming and not on your organization’s property.

Financial Abuse: A way of controlling a person by making them economically dependent or exploiting their resources. Financial abuse may be subtle or overt, and its different forms include concealing financial information, limiting a victim’s access to assets, controlling their ability to acquire money, exploiting their resources, or dictating how funds are spent. (from Darby Strickland, *Is It Abuse*, p. 345)

Internal Abuse: Abuse against a Child participating in your organization’s program by another participant (adult or child, worker or not) during your programming, or any abuse which took place or is believed to have taken place on your organization’s property.

Physical Abuse: The intentional or reckless use of physical force that may result in bodily injury or physical pain. Physical abuse does not need to cause pain or leave a bruise; it also includes actions that lead to harm—such as preventing a victim from sleeping or refusing them medical care. Physically abusive actions range from throwing things all the way to choking or beating. (from Darby Strickland, *Is It Abuse*, p. 346)

Sexual Abuse: Any tricked, forced, manipulated, or coerced sexual activity for the pleasure of the abuser.

Spiritual Abuse: Abuse that occurs when an oppressor establishes control and domination by using Scripture, doctrine, or their “leadership role” as weapons. Spiritual abuse may mask itself as religious practice and may be used to shame or punish.

Worker: An adult or minor approved by the organization to work directly with children. A worker may be an employee, volunteer, or independent contractor that has both access to and authority in the perception of a child.

Child Safety Policy

PURPOSE

Children are a gift from the Lord (Psalm 127:3) and as such, should be nurtured, guided (Proverbs 22:6), and protected (Numbers 32:17). Crossway Bible Church believes that the church should be the safest place on earth for the vulnerable. The following protocols have been established to ensure the safety and well-being of all children who attend the regular functions of Crossway Bible Church.

ABUSE TOLERANCE

Crossway Bible Church has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at Crossway Bible Church to act in the best interest of all children in every program.

In the event a staff member, volunteer, or ministry participant observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report their observations. Volunteers and staff members have **no right to privacy** or confidentiality regarding their own violations of child safety protocols. Crossway Bible Church reserves the right to report such violations to members, donors, other employers, or other organizations where the violator may serve.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

Crossway Bible Church is committed to providing a safe, secure environment for children and their families. To this end, **any allegation of abuse or neglect, or reasonable suspicion of abuse or neglect will be reported, in accordance with this policy and Texas state law, to Child Protective Services, or another appropriate agency.**

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, policy violations, or any suspicious behaviors to an immediate supervisor (acting Family Ministry Lieutenant, Crossway Kids (CK) Captain, etc.), the Pastor of Family Discipleship, Child Safety Coordinator (ChildSafety@CrosswaySA.org), or the Senior Pastor.

ENFORCEMENT OF POLICIES

Crossway Bible Church staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Crossway Kids' positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Senior Pastor and the Elders.

REPORTING VIOLATION OF POLICY OR SUSPICIOUS BEHAVIOR

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to your immediate supervisor (acting Family Ministry Lieutenant, CK Captain, etc.), the Pastor of Family Discipleship, the Child Safety Coordinator (ChildSafety@CrosswaySA.org), or the Senior Pastor.

CONSEQUENCES OF VIOLATION

Any person found to have violated this policy may be asked to commit to corrective action or be prohibited from future participation as a staff member or volunteer in all activities and programming involving children or students at Crossway Bible Church. If the person is an employee, such conduct may also result in termination of employment from Crossway Bible Church.

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Crossway Kids. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or students at Crossway Bible Church.

Steps for Reporting Abuse or Suspicions of Abuse

Any adult may report suspected abuse on their own using the information below. It is *also* considered a best practice to make a tandem report (with the individual and the church) if the suspected abuse impacts Crossway Family Ministry. If you have any suspicion of abuse or hear about any inappropriate behavior in our church, you may contact the Pastor of Family Discipleship, the Child Safety Coordinator (ChildSafety@CrosswaySA.org), the Senior Pastor, or anyone on the Child Safety Team, and we will make the report in tandem with you.

*Nothing in this language is intended to limit or prohibit any staff member or volunteer from making a report on your own should you think it is necessary. **If you see or hear something, say something!***

Report to Department of Family Protective Services (DFPS)

Texas law states that all persons suspecting that a child has been abused or neglected is a “Mandatory Reporter” and requires that **any person suspecting that a child has been abused or neglected must immediately make a report.**

If there is an emergency, call 911 and then call the **DFPS Texas Abuse Hotline at 1-800-252-5400**. A report can also be done online at:

<https://www.txabusehotline.org/Login/Default.aspx>.
(From the Texas Department of Family and Protective Services)

You are protected by law from liability when you make a report or provide information in good faith during a CPS investigation. However, you are not protected from civil or criminal liability if you report your own abuse or neglect of a child or intentionally file a false report against someone else. (Texas Family Code, Section 261.106). Failure to report suspected child abuse and neglect is a criminal offense (Texas Family Code, Section 261.109).

Report to Crossway Bible Church

Send a report of any policy violation or any reasonable suspicion of abuse or neglect to the Child Safety Coordinator (ChildSafety@CrosswaySA.org). *Every adult in Texas is a mandatory reporter, and an internal report is not a substitute for reporting to DFPS as indicated above.*

Response Plan

Crossway Bible Church has a leadership-approved Response Plan that will be used to take the appropriate action on behalf of the church when a report of abuse occurs. The Response Plan is implemented and accessed by the Crisis Response Team in the event of any reported incident involving suspicions of abuse or allegations of abuse. At every stage of the investigative process, Crossway Bible Church will work on a need-to-know basis, keeping the circle as tight as possible in order to preserve the privacy of the victim(s), the accused, and their families.

Crossway Bible Church Child Safety Team

CHILD SAFETY COORDINATOR (CSC)

The Child Safety Coordinator recognizes the importance of providing and maintaining a safe environment for children and proactively encourages reporting of suspected abuse to the appropriate authorities, eagerly assisting as necessary with reporting and consulting with legal counsel as needed.

CHILD SAFETY TEAM

Recognizing the importance of providing and maintaining a safe environment for children, Crossway Bible Church has appointed a Child Safety Team.

TEAM MISSION

The purpose of the Child Safety Team is to enable Crossway Bible Church to safeguard participants against emotional, physical or sexual abuse while carrying out approved ministry activities.

COMPOSITION

The Child Safety Team may be comprised of the following members:

- Senior Pastor,
- Pastor of Family Discipleship,
- Student Ministry Director,
- Child Safety Coordinator,
- ECAP Team and/or Child Safety Team Members, and
- Any designee(s) of the elder board.

MEETINGS

Crossway requires the Child Safety Team to meet on an annual basis to review policies, procedures and compliance. The Child Safety Team will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

The Pastor of Family Discipleship and the Child Safety Coordinator will facilitate the Child Safety Team meetings.

RESPONSIBILITIES

The Child Safety Team will be charged with the following duties:

1. Applying existing Crossway Bible Church policies and procedures related to children's safety and risk management issues.
2. Monitoring all Family Ministry programs for ongoing compliance with safety policies, and maintaining records thereof.
3. Making recommendations to the Crossway Bible Church Elders regarding safety issues.

Crossway Student Ministry Staff Monitoring Plan

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interaction with students.

- 1. The Pastor of Family Discipleship or Student Ministry Director** conducts an unscheduled sample observation in at least one of the church's weekly ministries.
- 2. The Pastor of Family Discipleship** conducts periodic verbal performance evaluations that address participation in risk management training and adherence to risk management procedures.
- 3. The Senior Pastor** conducts an unscheduled observation of Crossway Family Ministry regularly.
- 4. The Senior Pastor** meets with the Pastor of Family Discipleship regularly to discuss Crossway Family Ministry, including safety training and procedures.
- 5. Elders** meet with the Pastor of Family Discipleship once each year to discuss Family Ministry, including safety training and procedures.

BUILDING SAFETY

The Pastor of Family Discipleship will be responsible for ensuring that the Crossway Students Area is monitored during Sunday ministry time. This will include periodic monitoring of staff members, volunteers and students in classrooms.

“RULE OF THREE”

No student will ever be left unattended in the Crossway Students Area during ministry time. Crossway Family Ministry staff members or volunteers are prohibited from being alone with an individual student in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single student, that staff member or volunteer will take the student to a room or building occupied by others at least one more, gotta have three!), or to a location easily observed by others. (Example: If a student desires additional conversation or counsel with a staff member or volunteer after Crossway Students has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.)

After every programming event, Crossway Family Ministry staff members and volunteers must ensure every room and restroom is checked prior to leaving.

Any two students together in an unseen or less easily viewed area should be redirected to another (more open) area. Again, with students, they have to be in groups of at least *three*.

WORKER-TO-STUDENT RATIOS

Crossway Bible Church is committed to providing adequate supervision in all Crossway Student Ministry programs. The following are our worker-to-student **target ratios**:

For groups up to and including **10** students, there will be at least **1** staff member or volunteer supervising. For groups ranging from **11 to 29** students, there will be at least **2** staff members or volunteers supervising. For groups larger than **30** students, there will be at least **3** staff members or volunteers supervising.

If a worker is ‘out of ratio’ it is his or her responsibility to immediately notify their immediate supervisor or the Pastor of Family Discipleship. Supervisors will make diligent efforts to find substitute workers to comply with our worker-to-student target ratios.

Discipline

It is our policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of students. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors by students.

If a student is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student’s parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff members will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents, the Student Ministry Director, and the Pastor of Family Discipleship.

Bullying

Verbal, physical, or emotional “hazing” or bullying is not acceptable in Crossway Student Ministry. At the first sign of bullying in any form, act decisively, and inform your ministry supervisor. There is no “harmless put-down” where bullying is concerned.

1. *First Offense*: Issue a warning to the student and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise.

2. *Second Offense:* Pull the offending student(s) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the student know that the next step is communication with a ministry leader and the child's parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.
 - Privately, but with another adult present, confirm that a student who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. AVOID SINGLING A STUDENT OUT IN FRONT OF THE GROUP...be discreet.
3. *Third Offense:* Send the student to a pastor or ministry supervisor for a phone call (or communication onsite) with his or her parent(s) and possible removal from the activity or event. An incident report will be filled out when this step is required.

Discretion

In minor issues, leaders are expected to keep the trust of the students. However **the health and well-being of the student takes priority over confidentiality**. Situations such as abuse, suicide, drug/alcohol use, sexual promiscuity, and eating disorders must be brought to the attention of leaders and, ultimately, the parents. Student Ministry Leaders are not to "keep secrets" with students. In sin issues, our goal is to have them take it to their parents, and your role will be to facilitate this. If they refuse to talk to their parents, then please involve the Student Ministry Director and we will address it with them and their parents. Remember we are here to support the parents as they disciple their students.

Electronic Devices

A student is allowed to use a device as their Bible during the Big Teach time, but paper-and-ink Bibles are preferred. However, if it appears that they are using it otherwise, or if it is distracting those around them, then ask them to put it away. Electronic devices must not be seen/used during small group time. If that is ignored it should be confiscated until the ministry time is over.

Injury or Illness

In situations where a student becomes injured during a student event, immediate action needs to occur. In mild cases, such as minor scrapes and bruises, headaches and stomach complaints, staff can utilize basic first aid. For severe incidents, such as head injury, seizures, allergic reactions, etc., notify a staff member and call 911. All incidents must be reported, appropriate forms completed, and a parent must be notified.

Internet

Internet usage should be above reproach and nothing lewd or offensive should be viewed.

Intoxicants

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with students, or while working with or supervising students.

Media

We are a representative of God to our students. We need to be cautious of conversations or recommendations regarding movies, music, and other media. Conversations may/will validate the material in the minds of students.

Leaders must be cautious of radio stations, concerts and artists listened to and discussed while students are present.

Leaders must be cautious of all web sites and video games viewed, played or discussed while students are present.

Ask yourself: will recommending/discussing this media help or hurt the students? Will it hinder or aid the students in following Christ?

Nudity

Staff members and volunteers serving in Crossway Family Ministry should never be nude in the presence of students in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the Pastor of Family Discipleship concerning arrangements for showering or changing clothes.

One-to-One Interactions with Students

Crossway Bible Church recognizes that meeting the emotional needs of students may occasionally require staff members and volunteers to minister to them on an individual basis, while keeping in mind the "rule of three." Staff Members and volunteers should observe the following guidelines when interacting with students:

INDIVIDUAL MEETINGS

Staff members and volunteers should conduct one-to-one meetings with an individual student at a time *when others are present* and *where interactions can be easily observed*. Another trained, screened adult or student must *always* be present.

Home Visitation

At no time will a volunteer or staff member be alone with a student in the home. If Parents must leave for any reason while volunteer/staff member is there, then the volunteer/staff member will leave also.

Other Ministry Events Outside of Regular Crossway Students

Public-access events, as well as off-site events (such as Summer & Sports Camps, Family Outreach Events, etc.) will be overseen by an adequate ratio of trained & screened adults, just as with other Crossway activities. Such events will be communicated about well in advance (not less than one week) on social media, emails, before or after church services, and/or in adult small groups.

When Crossway Bible Church holds a public-access event that does not include children being checked in like they are in Crossway Kids, parents will be notified that they remain responsible for their children's care.

Crossway is a church of Small Groups. Regular adult Small Group meetings are attended by adult members only. At this time, Crossway Bible Church does not oversee childcare for Small Groups, and thus parents and families remain responsible for the safety, care, and supervision of their children.

The Opposite Gender

There is to be no dating of a student under any circumstances. Failure to comply will result in immediate dismissal.

A Student Ministry Leader's primary ministry focus is students of the same gender, in particular, those youth assigned to their small group. In a context where youth of both genders are present, a leader of each gender is required to be present.

All leaders are expected to dress in a modest fashion and set a godly example for students. Please remember to keep in check that clothing is neither too low, too short, nor too tight.

Avoid complimenting a person of the opposite gender's appearance, instead just comment on the character or conduct of the individual.

Parental Contact

Parents whose student is participating in Crossway Student Ministry activities and programs will be contacted if their child becomes severely ill, injured, or has a severe disciplinary problem while participating in Student Ministry programs.

Student Ministry Leaders are not the primary disciplers of our students. God has placed that responsibility with their parents. We want each student to have an open, transparent and God-glorifying relationship with their parents.

As a student ministry, we want to reinforce and support biblical discipleship in the home. In some cases, the gospel is not being taught or lived out in the home. Even then, we want to build relationships with the students' parents in such a way that they know our desire is to see their students grow in Christlikeness and that we want to partner with them towards that end. Sometimes, we will even get to be a part of bringing healing, reconciliation, and transparency to parent-child relationships!

As a part of the Crossway Family Ministry team, our purpose is to equip families to make disciples of their students. We do that best when we partner with parents—the primary disciple-makers of these students—as we make disciples in this ministry. All volunteers should try to get to know the parents of the students as well.

Never contradict a parent or undermine their authority. Be careful, as students will selectively leave out the other side of the story 99% of the time. In some sensitive cases, you might find it necessary to notify the Student Ministry Director and have them contact the family. When unsure, always err on the side of open communication.

Parental Involvement

Parents have an open invitation to observe all programs and activities in which their student is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's program will be required to complete Crossway's Child Protection Policy application and screening process. Parents will additionally be encouraged to attend all programming discussing ministry safety policies and procedures.

Physical Contact

Crossway Bible Church is committed to protecting students in its care. To this end, Crossway Bible Church has implemented a 'physical contact policy' that promotes a positive, nurturing environment while protecting students. The following guidelines are to be carefully followed by those working in all Family Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between same-gender staff members or volunteers and students are important for students' development and are generally suitable in the church setting. Out of an abundance of caution, avoid hugging students of the opposite gender.

2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Student Ministry Director, the Pastor of Family Discipleship, or the Senior Pastor.
3. Physical contact should be for the benefit of the student, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other students or Crossway Family Ministry staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Crossway Family Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant student. A student's preference not to be touched must be respected.
7. Staff members and volunteers are responsible for protecting students under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, Student Ministry Director, the Pastor of Family Discipleship, or the Senior Pastor.

Servant Identification (*wear your lanyard*)

Only authorized servants are allowed onsite in areas where Student Ministry is happening. **All adult leaders are required to wear their lanyard as a means to identify them as an authorized adult.** If someone asks to observe or "look around," he/she needs to wear a *Visitor Badge* and be accompanied by a trained/screened adult worker. Do not allow unauthorized individuals to just look around during ministry time without accompaniment. If you have any questions or concerns regarding this policy, contact the Pastor of Family Discipleship.

Sexually Oriented Conversations

APPROPRIATE PERSONAL DISCLOSURE WITH A MINOR

Staff members and volunteers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any student in the program.

However, it is expected that from time to time Student ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in same-gender group settings, and will convey the church's views on these topics.

MENTORING/DISCIPLESHIP/ACCOUNTABILITY RELATIONSHIPS

Given the fallen nature of man, and the highly sexualized nature of our cultural context, many students are daily fighting a battle for sexual purity. Discipling them well will often require pairing or tripling them up with a student leader or leaders of the same gender in a mentoring/discipleship/accountability relationship. These discipleship-relationships should:

- 1) be approved and acknowledged by at least one of the student's parents,
- 2) be carried out in accordance with the "appropriate personal disclosure with a minor" policy (see first paragraph in this policy under "Sexually-Oriented Conversations"),

3) be conducted in accordance with Crossway's Transportation Policy (see policy on page 15), and

4) these "meetings" must occur when and where the interaction can be easily observed (such as in the lobby of the church facility, at a coffee shop, at a sporting event, etc.).

Sexually Inappropriate Materials

Staff members and volunteers are prohibited from possessing (or transmitting to any student) any sexually inappropriate materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of students, including those in electronic form.

Sleeping Arrangements

It is anticipated that certain Student Ministry activities may occasionally require that overnight sleeping arrangements be made for students and staff members and volunteers (i.e. lock-ins, mission trips, camp, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The three-person rule must be followed.
2. No student may leave the overnight event unless for a reason stated on the signed permission form.
3. All adult leaders must have previously completed Crossway's screening and training process.
4. Overnight sleeping arrangements must be submitted in **writing** to and **approved** by the Student Ministry Director and Pastor of Family Discipleship **prior to the activity**.
5. As long as any students are awake, one trip leader must be awake and monitoring students to ensure safe behavior.
6. Leaders should check with parents and use good judgment regarding media. No R-rated movies are permitted.
7. Appropriately modest sleeping attire must be worn; both tops and bottoms.
8. Boys and girls must sleep in separate rooms, properly supervised by student leaders of the same gender.
9. Staff members and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, staff members and volunteers should never physically touch a student.
10. Whenever possible, at least one staff member or volunteer will sleep in the same room (but not same bed) as students, or in an adjoining room with the door between the rooms kept open.
11. In the event that overnight arrangements do not include standard beds, each staff member, volunteer, and student will use single sleeping bags or blankets. In these instances, a "one-person-to-one bag or blanket" rule will be observed.

Tobacco

Crossway Bible Church requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, or while in the presence of students or their parents, during Crossway Bible Church ministry time.

Transportation

Staff members and volunteers may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when workers are involved in the transportation of students:

1. Students 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 minor in transport.
2. Staff members and volunteers should avoid physical contact with students while in vehicles.
3. No cell phones may be utilized by the driver while driving church vehicles, or vehicles rented by Crossway Bible Church.
4. No drivers under age 25 may drive Church-owned or rented vehicles.

Verbal or Written Interactions

Verbal interactions between staff members or volunteers and students should be positive and uplifting. Written interactions include social media, online engagement, and any electronic communication. Staff members and volunteers should strive to keep verbal or written interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of students.

To this end, staff members and volunteers should not talk to students in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of students.

Visitor Policy

At times, parents, guardians, the social media or facilities team, and a number of other adults will request access to Crossway ministry facilities during student ministry times. Such visitors must check-in with the Student Ministry Director or Lieutenant BEFORE being admitted so they can:

1. Sign a visitor's agreement form.
2. Be checked in to the visitor's log (in the black check-in desk).
3. Receive a "Visitor" lanyard.
4. Be paired up with a trained, screened adult worker.

For some visitors (ministry teams such as Safety & Security and Social Media, etc), the regularity with which they will need access could mean that they should strongly consider going through the Child Protection Process so they don't need accompaniment during ministry time. Ask the Pastor of Family Discipleship or Child Safety Coordinator if you think such is the case.

Incident Report

Crossway Students

Date: _____ Time: _____

Child's Name: _____ Worker's Name: _____

Classroom/Place of Incident: _____

Description of the Incident:

Witnesses:

Treatment Provided (if any):

Disciplinary Action Taken (if any):

Parent or Guardian/Responsible Party Notified:

Worker's Signature: _____ Date: _____

Leader's/Staff Member's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____