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Redemption Anglican Church

Child Safety Policies and Procedures

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Dear Children's Volunteer or Staff Member,

Welcome to Kingdom Kids Ministry!

At Redemption, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus.

The pages of this handbook provide a general overview of procedures and guidelines for volunteers and staff members. Our policies are intended to create a safe environment for children. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form on the last page to the Director of Children's Ministry.

Sincerely,

Gina Binyon, Children's Director
Alex Wilgus, Rector

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I. Overview of Redemption Kingdom Kids Safety System

Because we love children and desire to protect them, Redemption requires all staff members and volunteers working with children or students (and other vulnerable populations) to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training
Redemption 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 Director of Children's Ministry and the Rector. Staff members and volunteers must 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 or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

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

STEP TWO: Screening Process
Staff members and volunteers are required to complete the Redemption Screening Process, which requires a staff member or volunteer to:

-complete an Employment Application (employees only)
-complete the Volunteer Application (volunteers only)
-complete a face-to-face interview (employees and volunteers)
-provide references to be checked (employees and volunteers)

*a volunteer must attend Redemption for six months before being eligible to serve in volunteer positions providing access to children, students, or vulnerable populations.

STEP THREE: Policies & Procedures
Staff members and volunteers must review the policies in this manual and sign the last page indicating that they have read and understood the material and agree to comply with policy requirements.

STEP FOUR: Criminal Background Check
Redemption requires that all staff members and volunteers working or volunteering in children's or student activities or programming undergo a criminal

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background check. Depending upon position, differing levels of background checks may be required. Individuals who have committed sexually oriented or sex-related crimes may not serve in any area providing services to children or minors. In addition, certain other past criminal acts *may* preclude an applicant from serving minors.

II. Child Safety Policy

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

In the event that staff or volunteers observe any inappropriate behaviors (i.e., policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to the proper authorities which may include: the Director of Children's Ministry, the Rector, the Police Department, Child Protective Services, and any other appropriate agency.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

In the state of Texas, all persons are mandated reporters. This means that anyone is responsible for reporting abuse immediately to the proper authorities. Here is the text of the law:

> Sec. 261.101. PERSONS REQUIRED TO REPORT; TIME TO REPORT. (a) A person having reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report...
>
> (c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, an employee or member of a board that licenses or certifies a professional, and an employee of a clinic or health care facility that provides reproductive services.

Full text here.

At Redemption, we take steps to help you accomplish your legal responsibility in the context of the church.

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Abuse and Neglect: What to look for[1]

Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Extreme fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Consistent concern for lack of personal hygiene that poses a health risk
- Stealing or begging for food
- Child unattended for long periods of time
- Unaddressed need for dental care or other medical attention

Sexual Abuse

[1] Texas Department of Family and Protective Services.
https://www.dfps.texas.gov/Child_Protection/Child_Safety/recognize_abuse.asp

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Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors, or play beyond what is considered age-appropriate behavior
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

Emotional Abuse

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

- Over compliance or low self-esteem caused by scapegoating or verbal abuse by caregivers
- Severe depression, anxiety, or aggression
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems
- Significant changes to behavior, such as withdrawal or over-aggression
- Significant changes to weight, such as substantial weight gain or weight loss.

HOW TO REPORT

For all suspicion of abuse or neglect, contact: **Texas Department of Family and Protective Services**

- By phone: 1-800-252-5400
- Online: Texas Abuse Hotline *External Link*

For emergencies or witness of criminal behavior, contact **Law Enforcement**

- Call 911

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Information to Provide when Making a Report:[2]

- Provide as much identifying information (ex. name, date of birth or age, sex) and locating information (ex. address, phone number, school) of the child, child's parents or other persons responsible for the child's care as possible
- Include as much detail about the incident(s) or concern(s) as possible
- If the answer to a question is unknown, simply explain that it is unknown
- Any other information that the person making the report believes may be helpful
    - When reporting to DFPS, you must provide your first and last name and home or business phone number. There are no anonymous reports allowed. Your information is kept confidential by law.

INTERNAL REPORTS

Because Redemption is committed to providing a safe environment for children, we also ask that you fill out an **internal report** in addition to reporting to the state authorities (see Redemption Reporting Form below). Give the report to the Children's Director or Rector.

DUAL REPORTS

Because many adults are unfamiliar with Texas reporting requirements and may be fearful of the process, Redemption utilizes a 'dual report' model if needed. A 'dual report' occurs when a Redemption supervisor 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, and support individuals who may not feel able or willing to report alone.

NO PERMISSION IS NEEDED from Redemption before reporting to law enforcement personnel or the Child Abuse Hotline.

While not required by state law, please report all suspicions of child abuse or neglect (or any inappropriate or 'grooming' behaviors of a colleague or coworker) to the Director of Children's Ministry. This request is intended to assist the church in properly protecting children involved in Redemption programs.

When in doubt, report.

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[2] MinistrySafe Guidelines https://ministrysafe.com/wp-content/uploads/2023/10/Texas-Child-Abuse-Reporting-Guide-DRAFT-10-1-2023.pdf

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REPORT GROOMING
An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to the Director of Children's Ministry and the Rector. 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 (see MinistrySafe training video). Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to the Director of Children's Ministry and the Rector, filling out an Internal Report.

III. Children's Ministry Monitoring Plan

BUILDING SAFETY
Every ministry supervisor and volunteer is responsible for ensuring that the ministry program area is monitored during programming serving children. This includes unobserved monitoring of staff members, volunteers, and children. No child will ever be left unattended in a ministry area or on a playground during regular programming, classes, or activities.

SUPERVISION
Only parents (while dropping off children), screened ministry volunteers, church staff members, and children are allowed in areas where ministry to children is occurring. All other adults must be asked for identification and immediately escorted out of the area. If questions or concerns arise related to any person in the area, a ministry supervisor or security team member must be notified immediately.

Two trained, screened adults must always supervise children.
Avoid being alone with an individual child in any room or during any ministry program. If one supervising adult must leave a group of children, 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, take the child 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.)

If you need to talk with a child alone, do it in the hallway or a highly visible area, or have another leader with you.

After every ministry event, ensure that every room, area, and restroom is checked prior to leaving.

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PLAYGROUNDS
On the playground, remember to circulate, watching children during play periods, giving 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 must be redirected to another (more open) area of the playground.

IV. Child Safety Measures

WORKER TO CHILD RATIOS
Redemption is committed to providing adequate supervision in all Children's Ministries programs. Accordingly, the following worker to child ratios will be observed:

Program	Workers	Children
Nursery	2	4
Preschool, 2 & 3 years old	2	6
Preschool, 4 & 5 years old	2	8
Elementary	2	10
VBS	2	15

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor or the Director of Children's Ministry. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with Church policy.

CHECK-IN

Nursery through 5th grade:

Parents will register their children with Redemption's Kingdom Kids with the KidCheck check-in application. Parents will check in their child(ren) no earlier than 10:45am in La Cava. No parents or children will be allowed in the children's area prior to check in.

They will use a key tag or computer and phone number to check their child(ren) in and receive two stickers, one to place on the child(ren), and one to keep for themselves. A third sticker may be printed for nursery backpacks or bottles. Child(ren) will be escorted to their room, if necessary, by a staff or volunteer member.

RELEASE OF CHILDREN

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Child(ren) will be returned to their guardians during the peace during church service in the Sanctuary. Stickers can be exchanged at that time. If a parent needs to check out a child(ren) early, they need notify staff/volunteer at the time of check-in and make-sure they have their sticker with them to pick up their child(ren). Child(ren) will not be released without the sticker and only to an authorized person on the families account unless the Director of Children's Ministry approves it.

V. Off-Site Event Policies

Redemption Church draws a distinction between events where parental supervision is required and Kingdom Kids events where Kingdom Kids staff and volunteers are supervising children. Every event that involves children is labeled as one or the other and expectations for parents and Redemption staff are as follows:

Parental supervision

During events designated under parental supervision, parents and guardians are responsible for the safety and well-being of their own children. No Redemption Kingdom Kids check in or staff will be available. Parents must understand their responsibility for monitoring their own children throughout the course of the event.

- These events are to be organized such that children and parents may be together at all times.
- No parent will be obligated to separate themselves from their children unless they consent to do so. All activities at events with parental supervision will be organized with the expectation of children's involvement.
- No child may be present without their parent or guardian.
- No adult may be alone with another's children (e.g. in a separate room).
- Redemption staff, clergy, and volunteers that may be present may not take charge of children during the course of the event, and may only assist children in order to reunite children with their parental supervision.

Mandated Reporting requirements are still in force as per Section 2 above and ***anyone*** *(parent, staff, or attendee) who witnesses or suspects abuse at an event with parental supervision is still required to make both a report to the proper authorities by Texas Law and an internal Redemption Report as per Section 4 'How To Report' above.*

Kingdom Kids supervision

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When an event has been designated a ‘Kingdom Kids’ event, this means that the child has been entrusted to Redemption staff members or volunteers in an off-site location, the Church is responsible for the child's safety and well-being. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge as per the above policies.

Children’s Ministries staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they must immediately locate or contact the Director of Children's Ministry or Rector before releasing the child.

VI. Disciplinary Policies

DISCIPLINE
It is Redemption's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **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. When a child is misbehaving, follow these steps:

1. Go to the child and calmly ask him or her to stop the behavior. Give a warning and remind the child of class 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 redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.

2. If the child repeats the action, guide them to a quiet place separate from the other children for a short but designated time. Stay within sight of others and avoid being alone (or unseen) with the child.

   Provide the child 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 the Director of Children's Ministry. The Director of Children's Ministry may inform a parent or guardian, who may be asked to become involved in redirecting misbehavior.

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Uncontrollable or unusual behavior must be reported to the Director of Children's Ministry.

NEVER...

- Never yell at a child.
- Never grab a child.
- Never threaten a child.
- Never hit a child.
- Never confront a parent in front of others.
- Never openly humiliate a child in front of the class.

BULLYING

Verbal, physical, or emotional bullying is not acceptable in Redemption ministry programs. At the first sign of bullying in any form, act decisively, and inform the Director of Children's Ministry. There is no “harmless put-down” where bullying is concerned.

1. *First Offense:* Issue a warning to the child and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise. Remind the child of Mark 12:31, “...Love your neighbor as yourself...”

2. *Second Offense:* Pull the offending child(ren) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the child know that the next step is communication with the child’s parents. Notify the Director of Children’s Ministry of ANY signs of bullying or verbal abuse.

   Privately, but with another adult present, confirm that a child who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. DO NOT SINGLE A CHILD OUT IN FRONT OF THE GROUP ... be discrete.

3. *Third Offense:* Send the child to the Director of Children’s Ministry for a phone call (or communication onsite) with his or her parent(s) and possible removal from the activity or event.

VII. Restroom Policies

DO NOT USE OR OCCUPY a bathroom in use by children while they are in the bathroom, wait until they have left the bathroom to enter. No volunteer OF ANY AGE may enter or occupy a bathroom while children are using it. When no child is present, adults (and young volunteers) are allowed in a bathroom (one at a time) so long as there is another adult at the doorway keeping any child from

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entering. Only adult females may change diapers and must do so on diaper changer stations within plain view of other volunteers.

NURSERY CHILDREN
Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- Changing diapers must be done in plain sight of other nursery workers.
- Children will never be left unattended on changing tables.
- Any special instructions given by parents leaving children in nursery will be recorded during sign-in and put into the KidCheck notes section. (e.g. "Seth Adams has a medicine in the bag for rash.")
- Children must be re-diapered and re-clothed immediately upon changing their soiled diaper.
- Children must be changed on changing stations only.

Toilet training

- No child will be forced to toilet train.
- Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- When children are taken into bathrooms the door will be left partially open.
- Young children will never be left unattended in bathrooms.
- Parents must be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded during sign-in and put into the KidCheck notes section. ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
- Children must be assisted in straightening their clothing before returning to the room with other children.
- "Accidents" must be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Notify the Director of Children's Ministry immediately who will then get the parent/guardian from the service.

GRADES 1-5

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If you must go into the restroom to check on an individual child, seek out another worker to accompany you. If another worker is not available, go to the exterior bathroom door, knock, and ask if the child needs assistance. Do not enter the restroom.

If a child requires immediate assistance, leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his or her toileting activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments must be done in the presence of another staff member or volunteer.

If restroom use is required:

- Only *adult* female workers will assist children in the restroom unless a parent is assisting their own child.
- Only one child in the restroom at a time, in a single toilet facility.
- When a worker assists a child, the door must not be locked and remains ajar. A general rule for volunteers and staff in these situations: Encourage children to do all they can for themselves. The minimum amount of assistance must be given based upon a child's individual capabilities.
- Be aware if a student repeatedly asks to use the restroom and stays there for unusual periods of time. Report this behavior to the Director of Children's Ministry if it occurs.
- A single staff member or volunteer must never take a lone child to the restroom.

SPECIAL NEEDS

After the age of 4, parents or legal guardians will change the diapers of all individuals with special needs. If someone with special needs requires assistance using the restroom, a special needs volunteer may assist them in the restroom.

VIII. Medication

Do not administer medication of any kind to any child while serving in ministry programs, including 'over the counter' drugs.

IX. Transportation

Staff members and volunteers may sometimes, with parental permission, be able to provide transportation for children. The following guidelines must be strictly observed when workers are involved in the transportation of children:

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- Children must be transported directly to their destination. No unauthorized stops to a non-public place are allowed.
- Staff members and volunteers may only arrange transport for groups of children. They may not arrange to transport a single child.
- The driver must have cleared a background check that runs their driving record.
- 2 or more Ministry Safe cleared adults (training and background checks) must be present in the vehicle.
- Staff members and volunteers must avoid physical contact with children while in vehicles.
- No cell phones may be utilized by the driver while driving.
- No drivers under age 25 may drive children.

X. Verbal Interactions with Children

Verbal interactions between staff members or volunteers and children must be positive and uplifting. Redemption staff members and volunteers must strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers must not talk to children in a way that is or could be construed by any 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 children.

XI. One-to-One Interactions with Children

Staff members and volunteers must never conduct one-to-one, unobserved meetings or interaction with children while participating in Redemption's Children's Ministry programs. Another adult who has completed the Redemption application and screening process must always be present.

Physical Contact

Redemption is committed to protecting children in its care. To this end, Redemption has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Children's Ministries programs:

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- Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development and are generally suitable in the church setting.
- Inappropriate touching and inappropriate displays of affection are forbidden. This includes, but is not limited to: touching or grabbing genitalia, buttocks, and kissing.
- Physical contact must be for the child's benefit and never based on the emotional needs of a staff member or volunteer.
- Physical contact and affection must be given only in observable places or in the presence of other children or children's staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form must not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children's Ministries must foster trust. Personal conduct must be above reproach.
- Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.
- Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
- Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to the proper authorities, Director of Children's Ministry, and the Rector (see 'How to Report' above).

XII. Intoxicants

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

Tobacco Use

Redemption requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during Redemption activities or programs. Ana Villa is a tobacco-free facility.

Sexually Oriented Conversations

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

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XIII. Sexually Oriented Material

Staff members and volunteers in Children's Ministries at Redemption are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) at Ana Villa or in the presence of children.

Nudity

Staff members and volunteers in Redemption's Children's Ministries must never be nude in the presence of children 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.), staff member/volunteer will submit a plan to the Director of Children's Ministry and the Rector concerning arrangements for showering or changing clothes.

XIV. Parental Involvement

PARENTAL CONTACT
Parents who leave a child in the care of Redemption staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Children's Ministries programs.

PARENTAL INVOLVEMENT
Parents are encouraged to visit all services and programs their child is involved in at Redemption. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at Redemption will be required to complete the Redemption volunteer application and screening process.

XV. ENFORCEMENT OF POLICIES

Redemption staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Redemption policies. Although not always congruent to abuse or neglect, staff, clergy, and volunteers are also required to make an INTERNAL REPORT of any violations of Redemption Policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from a position in Children's Ministries – for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Rector and the Bishop.

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CONSEQUENCES OF VIOLATION

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 Redemption Children's Ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies. A suspension is not an admission of either guilt or innocence.

Any person found to have committed a prohibited act may be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students, or vulnerable populations at Redemption. If the person is a staff member or employee, such conduct will also result in termination of employment from Redemption.

Failure to report a prohibited act 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 may be restricted from participation in any activities involving children, students, or vulnerable populations at Redemption.

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Policies and Procedures
Statement of Acknowledgement and Agreement

This page is to be signed, detached, and delivered to the Director of Children's Ministry.

I have received and read a copy of Redemption's Children's Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at Redemption.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by Redemption. Notice will be given in these events.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at Redemption at any time (If possible, I will provide two weeks' notice to the Director of Children's Ministry).

I acknowledge and understand that the materials and guidelines in this handbook do not express or imply a contractual employment relationship between me and Redemption. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of Redemption's policies and procedures manual.

_____
Staff Member or Volunteer's name (please print)

_____
Staff Member or Volunteer's signature

Date: _____

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Appendix I - Child Abuse Reporting Laws for Texas

State and Statute: Texas, Family Code §§ 261.101 et seq.

What Is Reportable "Abuse": Physical, mental, or sexual abuse or neglect. [*261.001* and *261.101(a)*]

Mandatory Reporters: Any person. [*261.101(a)*]

How and Where to Report: Any local or state law enforcement agency, the department, or the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred. [*261.103(a)*]

Timeline to Report: Immediately. [261.101(a)] A professional who becomes aware of actual or suspected abuse within their professional capacities must report within 48 hours. [*261.101(b)*]

Clergy Privilege: "The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including … a member of the clergy." [*261.101(c)*]

"In a proceeding regarding the abuse or neglect of a child, evidence may not be excluded on the ground of privileged communication except in the case of communications between an attorney and client." [*261.202*]

Penalty for Knowingly Failing to Report: Class A misdemeanor, but it is a "state jail felony" if mandated reporter attempted to conceal the abuse. [*261.109(c)*]

Civil Liability for Failure to Report Recognized? No statute recognizes civil liability. Consult with legal counsel to ensure no recent court decisions in Texas have recognized civil liability.

Immunity for Inaccurate Report: "A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect … is immune from civil or criminal liability that might otherwise be incurred or imposed." [*261.106(a)*]

"A person who … [knowingly makes a false report] is liable to the state for a civil penalty of $1,000." [*261.107E*]

Disclosure of Mandatory Reporter's Identity: Reporter's identity is confidential absent written waiver and may be disclosed only as provided by statute. [*261.101(d)*]

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Appendix II – Reporting Quick Guide

1. Report Abuse or Suspected Abuse to DFPS:

- Phone information (toll-free): **1-800-252-5400**
- Online reporting: https://www.dfps.state.tx.us/Contact_Us/report_abuse.asp and https://www.txabusehotline.org/Login/Default.aspx

2. Report Emergencies by calling 911

3. Complete Redemption Internal Report Form (below)

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Redemption Internal Report of Abuse Form

Complete this report under the following situation:

A. There is an allegation or reasonable suspicion of abuse of a child.
Important: Consult your state's mandatory reporting requirements for further information on abuse reporting.

Date of Incident:	Time of Incident:
Name and Approximate Age of Child Involved (One Report per Child):	
Contact Information for Child Involved: Parent/Guardian: _____ Address: _____ Mobile Phone Number: Mom: _____ Dad: _____ Email: Mom: _____ Dad: _____	
Nature of Incident:	

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Location of Incident:

Actions Taken (check all that apply):

- ☐ **Provided First Aid**
- ☐ **Call placed to 911**
- ☐ **Notified Parent/Guardian**
- ☐ **Notified Director of Children's Ministry**
- ☐ **Notified Rector or Priest**
- ☐ **Notified other authorities. If so, who:**

  _____
- ☐ **Removed child from location**
- ☐ **Removed person of alleged misconduct**
- ☐ **Other, please explain:**

INFORMATION OF PERSON FILLING OUT THE FORM

Name: _____

Address:

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Cell Number: _____

Email address:

_____

Position held at Redemption Anglican Church

_____

Description of the incident witnessed or reported to you via the child or other source (please include the name, cell number and address if known of the person that reported the incident to you if you were not the witness).

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Other information:

Is there anybody else that may have witnessed the misconduct (include name, address, phone, and email)?

If you have any other information seen or reported to you that is important to share, please do so here.

Printed name of the Witness or Reporter

_____

Date: _____

Signature of the witness or reporter

_____

Printed name of supervisor reviewing the form

_____

Date: _____

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Signature of the person reviewing the form

_____

Title at Redemption: _____

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