

Wyoming Park Bible Fellowship

Child Protection Policy

Introduction

This policy applies at all Wyoming Park Bible Fellowship services and sponsored events.

Definitions	
Children	Persons under the age of 18.
Childcare workers	Volunteers who regularly participate, or plan to participate in the specified ministry. Childcare workers must meet the “Childcare Worker Qualifications” below.
Ministry Director	<p>The individual responsible for enforcing this policy. As of March 2017, the Ministry Directors are:</p> <ul style="list-style-type: none"> • Becki Watson: Children’s Ministry Director (Up to 6th Grade) • Steven Kopp: Interim Youth Director (7th – 12th Grade) <p>Additionally, Pastors Steven Kopp (Pastor of Christian Ed.) and John Dubois (Senior Pastor) are responsible for the maintenance and oversight of this policy and its enforcement.</p> <p>Ministry Directors may apply stricter child protection policies at their discretion than those listed in this policy.</p> <p>All youth events must be coordinated through the Ministry Director.</p>
Ad hoc volunteers	“Childcare workers” are those who regularly participate, or plan to participate, in the specified ministry. In the case of special, one-time child/youth oriented events a greater pool of volunteers may be required. In that case, the only restrictions in place are the age of the volunteer, the completion of the background check, and the discretion of the appropriate Ministry Director.
Ministry Area	A space on one floor in which line of sight is constantly available (i.e. no closed doors without windows).

Policy	General	Babies – 6 th Grade	7 th - 12 th Grade
Childcare Worker Qualifications			
Background Check	Must be completed prior to starting the ministry.		
CPP Training	Must receive an overview of the Child Protection Policy prior to starting the ministry.		
Ministry Safe Training	Must receive “Ministry Safe” training within 3 weeks of starting the ministry.		
Age		Must be 15 or older.	Must be 18 or older.

Application		Must be female for children 4 and under. Ad hoc volunteers may be 12 or older if accompanied by a childcare worker.	
	Must be completed prior to starting the ministry. Approved by the Ministry Director.	Children's Ministry Application.	Children's Ministry Application.
	Church Attendance	Must have attended WPBF for longer than 3 months.	Must have attended WPBF for longer than 3 months. ¹
Incident Prevention Procedure			
Bathroom Procedure	There must be at least two (2) childcare workers in a Ministry Area when children are present		
		Of the childcare workers present, at least one (1) of the workers must be from a different family (i.e., if there are only two workers, these workers must not be a married couple, or from the same family)	If only two childcare workers are present they may be of the same family only if at least three children are present.
	All rooms to be used in Children's Ministry must have windows that all people to view the classroom or the door must be left open.		
	The ratio of children to workers will not exceed 12 to 1.		
	Direct giving from Childcare Worker to Child is prohibited.		
	Inappropriate contact (including having a child over the age of 5 sit on the workers lap) is prohibited.		
		For children under 12, two (2) chaperones must be present in the ministry area during the supervision of the bathroom. Bathroom doors must be left open if the worker enters the bathroom with the child.	

¹ This 3 month minimum constitutes a minimum requirement. The Directory of Youth Ministry may abide by a separate policy regarding qualifications for leadership, including requiring church membership or associate membership.

Communication Policy	<p>Communication between leaders and students of the opposite gender must be public. The following examples of private communication are prohibited:</p> <ul style="list-style-type: none"> • Texting • Emailing • Phone calls • Private social media communication <p>Private communication between leader and student (even same-gender) should be disclosed whenever possible to the Ministry Director.</p> <p>Leaders who are approached by students of the opposite gender for counsel should direct those students to a leader of the appropriate gender.</p>
Transportation Policy (Amendment 12/17/14)	<p>Written parental permission is required before a worker can provide a student a ride home. Drivers should not be alone with a student of opposite gender. If a situation arises where the driver is alone with a student of the opposite gender, the driver should contact a Pastor/trusted leadership person to have them stay on phone until student is dropped off.</p> <p>Exceptions can be granted on a case-by-case basis by the Ministry Director with parental consent.</p>
Incident Response Procedure	
Suspected Abuse: Violation of policy	<p>There are three categories of “incidents”; suspected abuse, violation of this policy, and otherwise noteworthy incidents.</p> <p>See “Obligation to Report” below.</p> <p>If this policy is violated the Director of Children’s ministry (or delegated party) must fill out and log an “incident report” form (See Appendix C).</p> <ul style="list-style-type: none"> • The individual who violates the policy may be removed as a Childcare Worker for the period of investigation and may be permanently removed depending on the results of that investigation. • Each incident report must be reviewed to determine what kind of corrective action should be put in place to prevent additional policy violations.
Noteworthy Event	<p>Noteworthy events may include, but are not limited to, injuries, stolen or damaged property, violence or illegal activity on the part of the children, etc.</p> <ul style="list-style-type: none"> • Incidents must be reported and logged (See Appendix C) • Corrective and preventative action must be corrected and applied as applicable. • Situations where there is threat of imminent harm to person or property (self or others) must be reported to the appropriate authorities.

Obligation to Report	
	By law, members of the clergy are obligated to report actual or suspicion of child abuse or neglect.
	A verbal report should be filed within the first 24 hours followed by a written report in the first 72 hours. A copy of the written report should be saved by the church.
	Though not required by law, Wyoming Park Bible obligates all Children’s Ministry workers to report any child abuse to the Director of Children’s Ministry and to provide a written report of the incident. The Ministry Director shall then report that incident to the state of Michigan’s Children’s Protective Services.
	The following information can be found in Appendix A: “Children’s Protective Services’ Mandated Reporter’s Resource Guide” ² <ul style="list-style-type: none"> ○ The Michigan Child Protection Law Act ○ Reporting process ○ Definitions of child abuse/neglect ○ Indicators of child abuse/neglect

Documentation and Review	
Documentation	“Ministry Safe” (http://www.ministrysafe.com/) will be used to track childcare worker’s completion of training and background checks.
Review	<p>This policy will be reviewed at least once per year to ensure that:</p> <ol style="list-style-type: none"> 1) We are adhering to the policy 2) The policy is up to date 3) The policy is correct <p>The policy was last reviewed 8/18/2017.</p>

² Recent revisions of this document and other resources can be found at www.michigan.gov