



CHILD PROTECTION PLAN

(Amended and Restated Effective September 22, 2023)

**BROADVIEW MISSIONARY BAPTIST CHURCH
CHILD PROTECTION PLAN**

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BROADVIEW MISSIONARY BAPTIST CHURCH

CHILD PROTECTION PLAN

I. PURPOSE

Broadview Missionary Baptist Church (“Church”) has adopted this Child Protection Plan (“Plan”) to provide a safe and secure environment for the spiritual growth and maturity of children, and to minimize the risk of exposing children to abuse by the Church, its employees and volunteers. The Church will strictly enforce this Plan.

II. DEFINITIONS

<i>Abuse:</i>	Any intentional, reckless, or negligent act or failure to act that results in death, serious physical or emotional harm, sexual abuse, molestation, or exploitation of a Child or that presents an imminent risk of serious physical or emotional harm to a Child. ¹
<i>Adult:</i>	Natural person 18 years of age and older.
<i>Child(ren):</i>	Natural person(s) under 18 years of age, unless legally emancipated by reason of marriage or entry into a branch of the United States armed services. ²
<i>Coordinator:</i>	Adult Member of the Church in good standing (and his/her Adult Member assistants) appointed by the Church Board (as defined in the Church Constitution and By-Laws) to implement and supervise all components of the Plan.
<i>Member:</i>	A person who meets the qualifications and fulfills the duties set forth in Article I of the Church Constitution and By-Laws.
<i>Ministry:</i>	A department or auxiliary of the Church.
<i>Volunteer:</i>	Natural person at least eleven (11) years of age who participates in Ministry and related activities involving Children, with or without compensation. Persons eleven (11) to seventeen (17) years of age are permitted to serve in the Church nursery only as trainees under the guidance and supervision of Adult Volunteers.

¹ This definition is derived from the following sources: (1) the Federal Child Abuse Prevention and Treatment Act, 42 U.S.C.A. §5106(g) and (2) the Illinois Abused and Neglected Child Reporting Act, 325 ILCS 5/3.

² Illinois Abused and Neglected Child Reporting Act, 325 ILCS 5/3.

III. CONFIDENTIALITY

Policy: The Church shall protect all applications and information obtained pursuant to this Plan through background checks, personal interviews, and reference checks (collectively, “Confidential Information”) against unauthorized disclosure. The definition of “Confidential Information” does not include, and this policy imposes no obligation concerning any information disclosed that: (a) was in the Church’s possession before receipt of the information from an employee or Member, his/her personal references or the third party search service conducting the background checks; (b) is/was disclosed by an employee or Member to a third party without a duty of confidentiality on such third party; (c) is lawfully received by the Church from a third party who imposes no duty of confidentiality on the Church with respect to such information; (d) is independently developed by the Church; (e) is disclosed by the Church under operation of law; (f) is disclosed by the Church with the prior written consent of an employee or Member; or (g) is available to the general public at the time of disclosure, or, following disclosure, becomes available to the general public through no fault of the Church. The Church may disclose Confidential Information to third parties if the employee or Member provides written consent for such disclosure.

Procedures:

1. All Confidential Information shall be retained on the Church premises in a secure location with access limited to the Coordinator.
2. Any Confidential Information in electronic form shall be retained on the Church premises on a secure computer system, computer or terminal with access thereto limited to the Coordinator. If said secure computer system, computer or terminal requires repair or maintenance, access shall be limited to only those individuals providing repair or maintenance services whose duties justify the need for such access, and then only provided that such individuals have been advised of their obligation to maintain confidentiality.
3. Computer or paper files containing Confidential Information shall be retained by the Church permanently.
4. Except as authorized by this Plan, neither the Coordinator nor the Church shall disclose Confidential Information to third parties.

IV. ELIGIBILITY

Policy: Only natural persons eleven (11) years of age and older, who are Members of the Church in good standing are eligible to apply for Ministry service involving children.

- Volunteer applicants eleven (11) to thirteen (13) years of age who are Members of the Church in good standing are eligible to apply for Ministry service under the supervision of a Ministry leader who has completed the Child Protection Screening Process. The Volunteer applicant will complete

the Child Protection Screening Process which includes the **on-line application, on-line training, interview and reference checks.**

- Volunteer applicants fourteen (14) to seventeen (17) years of age who are Members of the Church in good standing are eligible to apply for Ministry service under the supervision of a Ministry leader who has completed the Child Protection Screening Process which includes the **on-line application, on-line training, interview, background and reference checks.**
- Volunteer applicants eighteen (18) years of age and over will complete the Child Protection Screening Process which includes the **on-line application, on-line training, interview, background and reference checks.**

Procedures:

1. The Secretary of the Church will, upon request, certify in writing to the Coordinator whether or not an applicant is a Member in good standing and his or her fellowship date.
2. Volunteer applicants desiring to work with Children must be Members of the Church for a minimum of six (6) consecutive months prior to serving in any Ministry involving Children. Following is the list of Ministries involving or serving Children³:

Announcers	Library	Receptionists
Christian Education	Ministers	Scholarship
Counseling	Missions	Security
Culinary	Multimedia	Transportation
Deacons	Musicians	Trustees
Deaconess	Newsletter	Ushers
Health	Nursery	Youth Movement
Hospitality	Pastors	

3. Volunteer applicants desiring to work with Children will be notified by the Coordinator after three (3) consecutive months of membership to begin the Child Protection Screening Process. However, the background and reference checks will be conducted once the applicant has completed six (6) consecutive months of membership.

V. SCREENING

Policy: The Church will screen all employees, regardless of their position, and all Members who desire to serve as Volunteers. The Coordinator shall prohibit an employee or a Member from working with Children in Ministry if the Coordinator determines that the employee or Member (i) has any prior history of Abuse, (ii) may pose a threat to Children or (iii) lacks the personality, experience or temperament to work

³ This list of Ministries will be reviewed periodically and subject to change.

with Children (based either on the employee's or Member's application/interview responses or information obtained during the reference checks).

Procedures:

1. Persons seeking employment or desiring to serve as a Volunteer must submit a completed application to the Coordinator ("Volunteer Application"). Applicants considered for employment are required to complete the Child Protection Screening Process after being selected for an interview or, if there is no interview, after a conditional offer of employment has been made.
2. The Volunteer Application shall, at a minimum:
 - a. ask whether the applicant has ever participated in, or been accused, charged, or convicted of Abuse or any improper conduct involving a Child;
 - b. ask whether the applicant has ever been convicted of or pleaded no contest to any crime;
 - c. ask if the applicant possesses any traits/tendencies that could pose a threat to others; and
 - d. request the names of at least two (2) Adult references unrelated by blood or marriage to the applicant.
3. The Church shall conduct, via a third-party screening service, a mandatory criminal background check for all employees, regardless of their position, and all prospective Volunteers, except those under fourteen (14) years of age.
4. The Coordinator shall conduct a personal interview with each employee and prospective Volunteer.
5. The Coordinator shall interview by phone or in person at least two (2) Adult non-related references provided by each employee and prospective Volunteer.
6. The Coordinator shall review the results of all background checks, personal interviews, and reference checks to determine whether an employee or prospective Volunteer shall be permitted to work with Children in Ministry.
7. The Coordinator shall conduct a three-year renewal process for all employees and Volunteers to verify their continued qualification to work with Children.

VI. REDIRECTION

Policy: If the Coordinator deems an employee or Member to be ineligible to work in Ministry involving Children, the Coordinator shall so advise the employee or Member and shall redirect the individual to Ministry not involving Children.

Procedures:

1. The Coordinator shall inform each new employee and Member of his/her eligibility by letter delivered via e-mail or U.S. Mail. Employees and Members completing the three-year renewal process will also be informed of their eligibility by letter delivered via e-mail or U.S. Mail.
2. The Coordinator shall inform an employee or Member of his/her ineligibility by letter delivered via U.S. Certified Mail, return receipt requested, and, at the employee's or Member's option, discuss other Ministry opportunities in person.
3. If data from the criminal background investigation results in the ineligibility of an employee or Member to serve in Ministry involving Children, then the affected individual shall receive a copy of the investigative report.
4. An ineligible employee or Member may appeal the determination of ineligibility to the Church Council (as defined in the Church Constitution and By-Laws). To file an appeal, the ineligible employee or Member must send the Coordinator a written notice of intent to appeal via U.S. Mail (postage pre-paid). Such notice must be postmarked within ten (10) days after the employee's or Member's receipt of the letter referenced in Section VI.2 above. The inability to deliver because of changed address of which no notice was given, or the rejection or other refusal to accept the letter shall be deemed receipt of the notice on the date of such inability to deliver or rejection or refusal to accept.
5. An ineligible employee or Member also may complete a spiritual gifts assessment to identify other appropriate areas of Ministry, and may seek counseling through the Counseling Ministry of the Church.

VII. TRAINING

Policy: Each Ministry shall develop and conduct a Volunteer training program specific to its Ministry function that shall include, at a minimum, a review of the policies and child protection procedures discussed herein.

Procedures:

1. The leader of each Ministry shall conduct a Volunteer training program at least once per fiscal year and deliver written certification to the Coordinator confirming that the program has occurred.
2. All existing employees and Volunteers, as of May 1, 2006, shall be required to complete a training program by May 1, 2007. All employees and Volunteers shall thereafter be required to complete a training program before participating in Ministry involving Children.
3. The Coordinator shall develop and conduct the child protection component of each training program, which shall include the following:

- a. “10 Minute Rule” i.e., all Volunteers should arrive at least ten (10) minutes before a scheduled activity and keep watch over the Children in their care until all have been picked up by their parents, legal guardians, or other Adults specifically authorized to pick up the Children. Children must not be sent out to find their parents or other authorized persons, and are not to be released to await transportation.
 - b. “Two Adult Rule” i.e., at least two Adult Volunteers (one over the age of 21) must be present during any Ministry activity involving Children and in each classroom, vehicle or other enclosed area during said activity.
 - c. Methods of proper interaction with and supervision of Children; and
 - d. Reporting procedures for accident, injury and/or suspected Abuse involving Children.
4. Annual CPR training shall be made available to all employees and Volunteers through the American Red Cross or similar community service organization.

VIII. ONGOING SUPERVISION AND MONITORING

Policy: The leaders of each Ministry shall continually supervise and monitor all employees and Volunteers participating in that Ministry involving Children.

Procedures:

1. The policies of this Plan and related Ministry training programs shall be conveyed for review annually to all employees and Volunteers.
2. All employees and Volunteers will complete a renewal application at least once every three (3) years according to the following schedule:

Schedule For Three-Year Renewal Process

<u>July 1 – August 31</u>	<u>September 1 – October 31</u>	<u>November 1-December 31</u>
Deacons	Christian Education	Announcers
Deaconesses	Hospitality	Counseling
Employees	Musicians	Culinary
Ministers	Nursery	Health
Ministry Leaders	Scholarship	Library
Missions	Security	Multimedia
Pastors	Transportation	Newsletter
Trustees	Ushers	Receptionists
	Youth Movement	

3. If the Coordinator determines that an employee or Volunteer has become ineligible to work in a Ministry involving Children, the Coordinator shall immediately remove the employee or Volunteer from such Ministry and, where appropriate, redirect the individual to another Ministry not involving Children.
4. At least two (2) surveillance cameras shall be installed and operational within the Church nursery.
5. Security personnel shall patrol the Church premises when Children's activities are scheduled and shall monitor classrooms, hallways and other areas of the premises.
6. An attendance list shall be kept for all Ministry activities involving Children. The date, time, and location of each activity, along with the names of all participants (including employees and Volunteers) shall be recorded.
7. Parents and guardians shall be required to complete a registration form that includes basic information regarding their Child(ren) participating in any Ministry activity, including age, emergency contact information and special medical needs/considerations.

IX. INCIDENT REPORTING

Policy: Anyone who becomes aware of any possible Abuse connected with any Ministry activity shall immediately notify a Ministry leader and/or the Coordinator.

Procedures:

1. Anyone who becomes aware of any possible Abuse connected with any Ministry activity shall immediately notify the Coordinator and complete an Incident Report Form.
2. The Incident Report Form must be delivered to the Coordinator as soon as possible, but not more than twenty-four (24) hours after completion.

X. INCIDENT RESPONSE

Policy: The Church will take seriously any allegations of Abuse and will promptly determine whether reasonable cause exists to suspect Abuse.

Procedures:

1. Upon notice of any suspected Abuse, the Coordinator shall:
 - a. ensure that the affected Child's parent or legal guardian is immediately informed that possible Abuse has occurred;
 - b. ensure that an Incident Report Form is promptly completed; and

- c. conduct a prompt investigation to determine if reasonable cause exists to suspect that Abuse may have occurred and document in writing all steps taken to make such determination.
2. If reasonable cause to suspect Abuse exists, then the Coordinator shall:
 - a. notify appropriate law enforcement authorities, including the Illinois Department of Children and Family Services;
 - b. notify the Church Board; and
 - c. contact an attorney representing the Church.
3. If reasonable cause to suspect Abuse does not exist, then the Coordinator shall:
 - a. close the investigation;
 - b. notify the affected Child's parent or legal guardian;
 - c. notify the alleged abuser; and
 - d. notify the Church's insurance carrier and legal counsel, as necessary.
4. The Church will cooperate with any law enforcement investigation of suspected Abuse.
5. The Coordinator, with any necessary assistance from an attorney representing the Church, shall ensure that the Church's insurance carrier is promptly notified in writing of any suspected Abuse.
6. Any employee who is accused or suspected of Abuse will be suspended, with pay, and barred from participating in any Ministry involving Children pending completion of the investigation. The Church will terminate the employee if any of the following circumstances occur:
 - a. the employee confirms or admits the Abuse; or
 - b. the employee is convicted of Abuse; or
 - c. an investigation reveals persuasive evidence supporting the allegations of Abuse.
7. Any Volunteer who is the subject of an investigation will be barred from participating in any Ministry involving Children pending completion of the investigation. The Church will, at a minimum, preclude the Volunteer from working with Children within the Church if any of the following circumstances occur:
 - a. the Volunteer confirms or admits the Abuse; or
 - b. the Volunteer is convicted of Abuse; or

- c. an investigation reveals persuasive evidence supporting the allegations of Abuse.
- 8. Any Member who is the subject of an investigation will be barred from participating in any Ministry involving Children pending completion of the investigation. The Church will, at a minimum, preclude the Member from working with Children within the Church if any of the following circumstances occur:
 - a. the Member confirms or admits the Abuse; or
 - b. the Member is convicted of Abuse; or
 - c. an investigation reveals persuasive evidence supporting the allegations of Abuse.
- 9. If the Coordinator is unsure of what appropriate actions or steps should be taken concerning Abuse or suspected Abuse, the Coordinator shall obtain further guidance from an attorney representing the Church.

XI. VIOLATION OF POLICIES OR PROCEDURES

Policy: The Church will strictly enforce this Plan and will investigate any alleged deviation from the policies or procedures set forth herein.

Procedures:

- 1. Volunteers and employees must promptly notify a Ministry leader and/or the Coordinator of any activity that violates this Plan's policies or procedures.
- 2. Any Ministry leader who becomes aware of a violation of this Plan's policies or procedures shall promptly notify the Coordinator and take all necessary steps to ensure future compliance by employees and Volunteers.
- 3. Upon notice of any suspected violation, the Coordinator shall conduct a prompt investigation to determine if a violation has occurred and document in writing all steps taken to make such a determination.
- 4. Any employee who is accused or suspected of violating this Plan may be suspended, with pay, and may be barred from participating in any Ministry involving Children pending completion of the investigation. The Church may terminate the employee if any of the following circumstances occur:
 - a. the employee confirms or admits violating this Plan; or
 - b. an investigation reveals persuasive evidence that the employee violated this Plan;
or
 - c. the Coordinator determines that the employee poses a threat to others.
- 5. Any Volunteer who is the subject of an investigation may be barred from participating in any Ministry involving Children pending completion of the investigation. The

Church may, at a minimum, preclude the Volunteer from working with Children within the Church if any of the following circumstances occur:

- a. the Volunteer confirms or admits violating this Plan; or
- b. an investigation reveals persuasive evidence that the Volunteer violated this Plan;
or
- c. the Coordinator determines that the Volunteer poses a threat to others.

XII. DEALING WITH LAW ENFORCEMENT/MEDIA

Policy: All Ministry leaders, employees and Volunteers must cooperate with any law enforcement or governmental agency investigating allegations of Abuse in connection with any Ministry activity.

Procedures:

1. The Coordinator will contact an attorney for advice and guidance as soon as possible after receiving notice of possible Abuse in connection with any Ministry activity. Decisions concerning the Church's response to the allegations will be made in accordance with such advice.
2. The Church Board following notice of Abuse or allegations of Abuse in connection with any Ministry activity shall designate one (1) person as the Church's spokesperson. This spokesperson shall be the only person to convey information concerning the situation, and (to avoid compromising any ongoing investigation) will convey such information as is necessary under the circumstances.

XIII. PLAN ADOPTION AND REVISION

Policy: The Church Board approved this Amended and Restated Plan on September 22, 2023, effective as of September 22, 2023. Only the Church Board (or a committee duly appointed by the Church Board for such purpose) can approve modifications to this Plan.

Procedures:

1. The Coordinator shall ensure that this Plan is reviewed and evaluated at least annually with the assistance of legal counsel. Any suggested revisions to the Plan shall be presented to the Church Board for review and approval.
2. Any modifications to the Plan adopted by the Church Board will be promptly communicated to all persons affected by the modifications.