



Calvary Baptist Church Student Safety Policies

Dear Student Ministry Volunteer

At Calvary Students we take our responsibility to care for students very seriously. In addition to the Child Safety policies and procedures for Calvary Baptist Church this document shows the policies and procedures that are specific to the Student Ministry of Calvary. These guidelines are intended to facilitate a safe and nurturing environment in which students can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for staff members and leaders serving in the Student Ministry. Our policies are intended to create a safe environment for students, you, and the mission of Calvary.

Sincerely,

Calvary Students Staff

TABLE OF CONTENTS

STUDENT TO LEADER RATIO.....	3
TRANSPORTATION.....	3
PARENTAL INVOLVEMENT.....	4
PHYSICAL CONTACT.....	4
SEXUALLY ORIENTED CONVERSATIONS.....	5
VERBAL INTERACTIONS.....	5
ELECTRONIC COMMUNICATION WITH STUDENTS.....	6
BULLYING.....	7
PERSONAL SOCIAL MEDIA.....	7
REPORTING SELF HARM.....	7

STUDENT TO LEADER RATIO

Calvary Students is committed to providing accountability for leaders and students. For the protection of our students and to guard our leaders against wrongful accusations. Therefore, Calvary Students will observe the following student to leader ratio:

1. It is the desire of the student ministry to observe the 2 adult rule in most situations. Where in most situations there will be a minimum of 2 leaders present at all times.
2. One exception to the 2 adult rule is when there are 3 or more students in a group where one leader is present. (example. Bible Fellowship)
3. When the two adult rule isn't being observed under the previous exception the door to the room must remain open.
4. When a leader is in a situation with a student asking for advice the above ratios do not apply. See Calvary Child Safety Policy for guidelines when advising or mentoring students.

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 leaders should avoid transportation circumstances that leave only one student in transport.
2. When a leader has parental permission it is permissible to transport a single student to their destination. It is never permissible for a leader to transport a single student of the opposite gender.
3. Staff members and leaders should avoid physical contact with students while in vehicles.
4. No cell phones may be utilized by the driver while driving, whether in their own vehicles or vehicles owned or rented by Calvary, unless in an emergency. In this case the leader must stop the vehicle.

5. Leaders are only permitted to transport the number of minors for whom they have seat belts.
6. Seatbelts should be worn at all times by all passengers in the vehicle.
7. No drivers under the age of 21 should transport any minor.
8. Leaders are to use extra caution when transporting a minor.

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 Student Ministry programs will be required to complete the Church's volunteer application and screening process.

PHYSICAL CONTACT

Calvary Students is committed to protecting students in its care. We recognize that appropriate forms for physical contact between a leader and students are important for student's development and are generally suitable in the church setting. To this end, Calvary Students has implemented a physical contact policy that promotes a positive, nurturing environment for our Student Ministry programs. The following guidelines are to be carefully followed by anyone working in Student Ministry programs:

1. Inappropriate touching, interactions and displays of affection are forbidden and should be abstained from. If a leader observes any questionable interactions by another leader they should immediately report the situation to student ministry staff. Examples of inappropriate interactions and touching are:
 - A sexual relationship with a minor is never acceptable.
 - Never touch a minor in sensitive areas (breasts, buttocks, genitals) even if a minor has been injured in one of these areas. Never allow casual contact in these areas, under or over clothing.
 - No sitting on laps.
 - No hand-holding, unless part of a worship/prayer service or a group game.
 - Never touch in anger or disgust.
 - Never touch in a manner that may be construed as sexually suggestive.
 - Avoid touching a minor between the navel and the knees.
 - Never carry a minor piggy-back, or on your shoulders.

- Never kiss a minor, or give (or receive) a massage.
 - Never place hands beneath a minor clothing to play, rub, or comfort.
 - Never tickle, participate in 'horse-play' or wrestle with a minor.
2. Physical contact should be for the benefit of the student, and never be based upon the emotional needs of a staff member or volunteer.
 3. Physical contact and affection should be given only in observable places or when in the presence of other students or student staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
 4. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in the Student Ministry must foster trust at all times. Personal conduct must be above Reproach.
 5. Do not force any physical contact, touch or affection upon a reluctant student. A student's preference not to be touched must be respected.
 6. Student staff and volunteers are responsible for protecting students under their supervision from inappropriate or unwanted touch by others.
 7. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Student Pastor or the Discipleship Pastor, and DSS as set forth in the Church's mandated reporter policies..
 8. Leaders should prevent situations where students are unsupervised.

SEXUALLY ORIENTED CONVERSATIONS

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 from a biblical perspective. In these instances, leaders will maintain stated policies regarding topics of conversation and counseling environments.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and students should be positive and uplifting. Calvary Students leaders should strive to keep verbal 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 leaders should not talk to students in a way that is or could be construed by any reasonable observer as sexual, harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff and leaders are expected to refrain from swearing in the presence of students.

Lastly, when communicating with students there are topics that are inappropriate and unhelpful. Examples of these types of conversations include:

- Conversations that are political in nature
- Conversations about someone's appearance
- Conversations that are sexual. Unless they meet qualifications of (article on Sexual oriented conversation)
- Inappropriate joking

ELECTRONIC COMMUNICATION WITH MINORS

The following policies regarding electronic communication between leader or staff and minors are intended to guard against inappropriate contact and protect the integrity of students, adults, and Calvary Students. These limitations do not apply to a leader or staff's communication with their own biological, adopted, or fostered children or those children one gains through marriage.

1. No communication is to be had between a leader or staff member and a minor (other than their own child) between 10pm-6am. In the case of an emergency situation, an adult is allowed to respond with a phone call to assist the minor.
2. The use of the following applications (or other similar applications) with minors is not permitted:
 - Snapchat
 - Applications with anonymous messaging/disappearing messaging
 - This list is subject to change
3. No leader or staff member is to send an image or video to a minor (other than their own child) directly.
4. There is to be no electronic communication between a leader or staff member and a minor in regards to sexual content or topics. In response to a request for accountability,

the leader or staff member is permitted to have an in-person conversation with the minor following the protocol for one-to-one interactions with students.

5. There is to be no ongoing, regular, and casual electronic communication between leader and minor of the opposite gender. Rather, any electronic communication to the opposite gender should be confined to specific ministry related communication and most often done through group communication.

BULLYING

Verbal, physical or emotional bullying is not acceptable in Calvary Students. At the first sign of bullying in any form, act decisively, and inform the Student Pastor. There is no “harmless put-down” where bullying is concerned. These steps will be generally followed. However, if the level of bullying escalates in severity, leaders should use discretion in which actions are required.

1. *First Offense*: Issue a warning to the minor and a general reminder to the group that this kind of interaction is inappropriate. Try not to embarrass or chastise.
2. *Second Offense*: Pull the offending minor(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 minor know that the next step is communication with a pastor and the minor’s parents.
 - a. Privately, but with another adult present, confirm that a minor 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 MINOR OUT IN FRONT OF THE GROUP**: be discreet.
3. *Third Offense*: Send the minor to a pastor for a phone call to his or her parents and possible removal from the trip, camp or event.

PERSONAL SOCIAL MEDIA

As a ministry leader, maintain a high moral standard in your social media presence. Inappropriate social media content may be a basis for suspension from participation in the student ministry at Calvary. Please be cautious about the content of the posts on your personal social media. Please ensure that photos or videos posted on social media reflect an above reproach lifestyle.

DISCLOSURE OF SELF HARM

As ministry leaders we desire students to feel comfortable disclosing different struggles that are happening in their lives. While we do want the students to feel a level of confidentiality with what they disclose we can never promise complete confidentiality. When a student discloses

any form of self harm it shouldn't be kept confidential between the student and the leader. But because we care for the student it is important to get other leaders and parents involved in these situations. Therefore, anytime a student discloses any of the listed information even in a joking manner the Student Pastor should be notified.

1. Suicidal thoughts, plans or attempts
2. If they know of another student who is having suicidal thoughts, plans or attempts
3. Any situation where a student is harming themselves. Example: cutting