

Sunset Church of Christ CHILD PROTECTION GUIDELINES & PROCEDURES

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Appendix G – Medical Release Form – This form is used for children in the youth ministry (6th – 12th grades) in order to participate in any activity that involves an overnight stay away from home.

Section I:

Introduction

Sunset Church of Christ is committed to the care and safety of children. As a result of this, the Sunset church has put into effect the following guidelines which are applicable to all persons/employees working with infants, children, youth or those mentally handicapped in any capacity. No policy removes all risk, but these guidelines reflect our commitment to provide as safe an environment as possible for children and volunteers who participate in any church-sponsored class, activity, or event. The eldership fully supports this policy and its implementation in the Sunset Children's and Student Ministries.

Purpose

The goal of these guidelines is to help reduce the risk of abuse, molestation, or exploitation of infants, children, youth, and mentally handicapped adults as well as to protect our workers. The attached procedures provide guidelines for: screening workers; supervision of infants, children, and youth; responding to allegations of abuse; and applying to work in our Children's and Student Ministries. Adoption of these provisions will enable Sunset to provide an atmosphere of trust and respect as well as promote a safe and secure environment for our church family and our guests.

Definitions

This policy affects several groups of persons in the Children and Student Ministries of the Sunset Church of Christ. Unless specifically stated otherwise, the following definitions apply throughout this policy.

Child or children - refers to minors under the age of eighteen years and mentally handicapped adults.

Volunteers - refers to persons who work with children in the programs and activities of the Sunset Church of Christ without receiving monetary compensation. This includes elders, deacons, ministry leaders, teachers, classroom helpers, sponsors and leaders of activities, coordinators, and other various youth and children's ministry workers.

Employees - refers to persons who receive monetary compensation for work performed for the Sunset Church of Christ, whether it be full-time, part-time, or contract employment. Those employed by the Just Kids Pre-School program are to be considered employees in this document.

Safety Administration Team - refers to the team appointed by the Eldership to administer and enforce this policy.

Elders and Eldership - refers to those appointed to shepherd the activities of the church body at Sunset.

Church Activity - refers to ministry functions that have been approved by the appropriate staff member.

Workers - refers to employees and volunteers as defined above.

Youth Volunteer - refers to persons under the age of 18 that have not completed training as described in this policy and criminal history background check.

Staffing of Children's and Youth Ministry Programs

In order to provide a safe and healthy environment for children while under our care, the Sunset Church of Christ strives to select qualified and responsible teachers, helpers, and other workers to staff our ministries.

A. Screening Process

1. Persons desiring to work with children will complete an Involvement Application Form (Appendix A). Applications will be kept on file and will be confidential. Applications will be reviewed by the Safety Administration Team and the staff in charge of the ministry in which the applicant wishes to participate. Volunteers must be a member and regularly attend the church for at least six-months before they can volunteer with our children or youth. No applicant may participate in any church activity involving direct contact with children or youth unless such application is approved. Approval will be based in part on the results of the criminal records check described below, but also will be based on the appropriate staff member's evaluation of the applicant's talents and gifts for working with children.
2. Criminal background checks on employees and volunteers who work directly with children will be made through appropriate agencies. Any applicant with a conviction for any kind of abusive behavior cannot be engaged in any capacity that would bring them into contact with children. The background check will be conducted at the expense of the Sunset Church of Christ and will be confidential to the extent permitted by law and consistent with the purposes and interest of the affected children. Refusal to consent to the background check will disqualify an applicant from working with children. While this process understandably intrudes into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosures. Additionally, character references will be checked as needed by the Safety Administration Team. The judgment of the Safety Administration Team regarding the suitability of an applicant will be final.

B. Training

1. Volunteers and employees who have had their Involvement Application/Criminal History check approved will be required to attend an orientation meeting of the Children's and/or Student Ministries of the Sunset Church of Christ prior to engaging in any activity involving direct contact with children in a church activity.
2. This training will include:
 - a. A video on child abuse and protection in churches.
 - b. Receiving and reading a copy of the Child Protection Guidelines & Procedures.
 - c. Being photographed for a picture identification badge for those working with those with special needs or with children 5th grade and younger.
3. Additional training will be provided for volunteers and employees as needed.

Section II: Procedures for the Classroom and Other Activities

A. General Guidelines

1. Volunteers, staff and employees staffing the teaching/learning settings and other church activities planned for children by the Sunset Church of Christ will be selected according to criteria described in Section I of these policy guidelines. A person whose screening process has not been completed may assist on a temporary basis only if in a room with a screened worker and only if approved by a member of the appropriate ministerial staff.
2. Being On Time is Critical. This is we want our children and parents to see when they come to the classroom. Either the teacher or the assistant teacher is required to be in the classroom at least by 8:45 A.M. on Sunday morning and 6:45 P.M. on Wednesday Night. If you are running late which happens to all of us from time to time, please call someone to cover for you and or one of the education deacons or the Children's Education Minister.
Why is this so important? One, it is a safety issue. We do not want children left in the classroom by themselves. And Two, it leaves an extremely bad impression on the parents who made be visiting us for the first time and thinking about placing membership.
3. Whenever possible and appropriate, adults working with children will observe a "Two Adult Rule." During church activities – whether in church facilities or at other locations – no adult, other than a parent, grandparent, approved or legal guardian, or family member, will be alone with a child in a non-public place without approval. Adults working with children will work alongside and be accompanied by another adult. Observation of this rule serves to protect the children and adult workers. For grades 6-12 there is an exception to the Two Adult Rule: one worker is permitted to teach, supervise, or serve as long as there are at least two youth present.
4. Classroom doors for children birth to 2 years (the top portion of half-doors) should be left open when only one worker is available. Windows in classroom doors must allow for observation from the hall and classroom doors will be left open when only one worker is available for all other ages.
5. Any outside speaker or teacher brought in for any classes, VBS, or other church activity must have appropriate supervision by trained employees or volunteers and may not be left with any child/children alone.
6. During Bible classes, worship assemblies, and other church activities, children will not be allowed to wander through the building or outdoor area unaccompanied by an adult. If a child is found to be wandering around, he/she will be taken and/or directed to the appropriate class/location or to the child's parents.
7. Injuries to a child will be treated, and the person treating the child will complete an accident report (See Appendix D) to be kept on file. (This does not include minor injuries such as small cuts and scrapes.) Parents or guardians will be notified of the injury and how it was treated.
8. As a general rule employees and volunteers are not permitted to dispense any internally administered over-the-counter or prescription medications, unless

written consent and instructions have been received from a child's parent or guardian. Topical treatment to cuts and scrapes are permissible.

9. In the event that a child needs more attention than a volunteer can provide, a department supervisor or staff member should be informed. The parent or guardian will be contacted, and 911 will be called if needed.

B-1. Classroom Guidelines and Procedures for 5th grade and younger

1. A trained worker must accompany children under the age of 5 years to the restroom. Workers may never take a child alone to a rest room. They must be accompanied by another adult or another child.
 - a. Only children of the same gender will be allowed in a rest room together unless supervised by a trained volunteer/employee.
 - b. Children will be given as much privacy as possible in the rest room.
 - c. Children in Grades K through Grade 5 may be sent alone or in same-gendered groups to the rest room without adult supervision.
 - d. Diapers are only to be changed in designated areas, and in the presence or line of sight of other adults.
2. Children in Birth through 1st grade may not leave a classroom after the class session concludes until picked up by a parent or guardian, or by someone designated by the parent or guardian.
3. Children attending Just Kids PreSchool may not leave a classroom at the end of the day and may not leave "extended care" at the conclusion of the session until picked up by a parent, guardian, or designated other, as identified to the Just Kids PreSchool director and/or assistant director.
4. Parents of children in nursery and toddler classes will receive a Parent Pager as they drop off their child. Parents will be paged if the child becomes ill, cries excessively, sustains an injury requiring the parent's attention, or is needed in the child's class for some other reason.
5. Volunteers and employees in classrooms of children ages birth through Grade 5 will wear photo identification tags as a means of identifying them as a person authorized to be in the classroom.
 - a. Parents and guardians should always feel free to visit, attend, and/or observe their child(ren)'s class at any time.
 - b. Unauthorized individuals are not allowed in the classrooms. Any adult that is not a trained volunteer, employee, or parent/guardian who has not received prior permission by a parent/guardian to pick up a child is considered unauthorized.
 - c. Departmental supervisors, ministers, or persons designated to monitor classroom areas should be notified of adults wandering in the children's class areas. Adults wandering in children's class areas will be approached and asked if they are in need of assistance.
6. A standard first aid kit will be located in the teacher's supply room and the children's ministry office.
7. A child who is ill and could therefore expose other children and workers to the illness will not be received in the classroom. Some signs of illness are excessive coughing, sneezing, runny nose, fever, vomiting, diarrhea and sore throat. This determination will be made by the department supervisor.

8. Youth Volunteers assisting in a classroom setting must have appropriate supervision by an adult employee or volunteer, and may not be left with a child alone.
9. We believe the classroom environment affects every child in the classroom. It is our policy not to permit a few children to disrupt the learning environment for the rest of the class. This discipline policy was developed so that workers will be able to deal with behavior difficulties in a caring and consistent manner. A hands-off approach is a must. Proper discipline includes both preventative care and corrective action. Guidelines include the following:
 - a. Reward good behavior.
 - b. Remind child of proper behavior.
 - c. When inappropriate or disruptive behavior occurs, redirect the child.
 - d. Remove the child from the group (e.g. supervised time out). Standard time out will be 1 minute per year of age.
 - e. If steps **a-d** fail to change behavior, return the child to the parent/guardian. Communicate with the parent about the child's behavior. Remain positive and hopeful while still being truthful. The situation will then be reported to the supervisor.
 - f. A worker must not touch a child in anger. Hitting, squeezing, slapping, pushing or shaking will result in immediate removal from the Children's and/or Student ministry.

B-2. Classroom Guidelines and Procedures for 6th grade through 12th grade

1. See **Exhibit B** for Youth Group Disciplinary Guidelines.
2. A youth volunteer and other children assisting in a classroom setting must have appropriate supervision by an adult employee or volunteer, and may not be left with a child alone. Youth assisting must complete a Youth Training Permission Form signed by their parent or guardian. (See Appendix B)

C. Supervision Outside the Classroom

1. Workers who have completed the training, in sufficient numbers to properly manage the group, will accompany any minors/group involved in church activities.
2. Designated trained supervisors will monitor all activities.
3. Activities or outings sponsored by the Sunset Children and/or Student Ministries must be pre-approved by the appropriate minister.
4. Forms, as described below, must be completed and signed by a child's parent or guardian, and given to an appropriate sponsor of a Children and/or Student Ministry activity before the child will be allowed to participate in activities described below.
 - a. Children through the 5th Grade must have Parental Consent Form (See Appendix F) in order to participate in any activity that takes place away from the Sunset building.
 - b. Children participating in Student Ministry activities (6th through 12th Grades) must have Medical Release Forms (See Appendix G) in order to participate in any activity that involves an overnight stay away from home.

5. Workers are not to take a child to the child's home without another adult accompanying them without prior approval by the child's parent(s).

Section III

Abuse Prevention and Intervention

A. Abuse Prevention

1. Child abuse, for the purposes of this policy, is defined by Chapter 261 of the Texas Family Code. A copy of Section 261.001, 261.101 and 261.102 of the Texas Family Code, marked as **Exhibit "A,"** is attached hereto and incorporated herein by reference.
2. Volunteers and employees staffing teaching/learning settings and activities planned by the Sunset Church of Christ will be selected according to criteria described in Section I of these policy guidelines.
3. Guidelines and procedures as outlined in Section II of these policy guidelines will be the primary means of preventing child abuse and maltreatment.

B. Abuse Intervention

1. Volunteers and employees will be trained to be aware of and make appropriate response to the problems of physical and sexual abuse.
2. Any adult working with children must report recognizable signs of abuse on the persons of children, any acts of abuse or molestation, any suspicion of these acts, and any behaviors which seem abusive or inappropriate on the part of an adult, according to the following procedures.
 - a. A written incident report must be filled out and given to the appropriate supervisor, ministry leader, or minister (Appendix E).
 - b. The report will be reviewed by the Safety Administration Team. The Church Administrator will be appropriately notified of the incident. He in turn will follow up in an appropriate manner according to the procedures described in Section IV.
 - c. Raising questions about abuse are within the rights of the worker, and are indeed required by law.
 - d. The privacy of all parties in an accusation should be carefully respected and observed to the full extent allowed by law. Appropriate authorities will be notified in accordance with chapter 261 of the Texas Family Code (See Exhibit A).
 - e. As provided for in the Texas Family Code (Sec. 261.106.(a), "a person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed."

Section IV Response Plan

A. Reporting Procedures

Persons who suspect acts or behaviors of abuse or molestation will make reports to the Sunset leadership following guidelines outlined in Section III.

B. Responding to Incidents

- 1.** In the event an allegation of child abuse or molestation is reported, the following considerations will guide the response by church leaders.
 - a.** The safety and welfare of children should be the first and paramount consideration following an allegation of abuse or molestation.
 - b.** The response made by the church should be one that is focused on that which is spiritual, decisive, and candid. Legalities of the response should be guided by legal counsel and proper civil authorities.
 - c.** Each situation is unique and demands that judgment and discretion be carefully exercised in the implementation of these response procedures. Therefore the response to allegations of inappropriate conduct will be applied as the situation warrants.
 - d.** The privacy of all parties in an accusation should be carefully respected and observed to the full extent allowed by law.
 - e.** Church leaders will not engage in denial, blame or minimization of the allegation, nor be accusatory of the alleged victim or the accused person.
 - f.** Adequate positive steps should be taken to restore the good name and reputation of one who has been wrongly accused.
- 2.** When an allegation of child abuse or molestation has been reported, the following procedures will shape the response of church leadership.
 - a.** The report will be reviewed by elders and ministers.
 - b.** A designated person will contact the church attorney and the church's insurance carrier.
 - c.** If guided to do so by the church attorney and/or insurance carrier's representative, the following steps will be taken.
 - i.** Designated persons will meet with the victim in the presence of the victim's parents or guardians.
 - ii.** Designated persons will meet with the accused perpetrator (and the perpetrator's parents or guardians if a minor).
 - iii.** A designated person will contact and fully cooperate with appropriate authorities.
 - d.** All efforts to handle the matter will be documented.
 - e.** The text of a prepared public statement will be used to answer the press and to convey news to the church and Lubbock community, being careful to safeguard the privacy and confidentiality of all involved.
 - f.** Two crisis teams will be formed composed of church leaders experienced in legal and psychological matters.
 - i.** A Crisis Communications Team will be selected to communicate with the Sunset church family, the Lubbock community, and the media.

- ii. A Crisis Counseling Team will be selected to counsel the reported victim and his or her family, the alleged perpetrator and his or her family, other potential victims, and others affected in the church family.

Section V

Forms

Appendix A – Involvement Form – This form is used to receive information required to approve individuals seeking to work in any capacity during church sponsored/planned events on/off campus with children.

Appendix B – Youth Training Permission Form (18 yrs. And younger) – This form is used to receive parental authorization required for individuals 18 years of age and younger seeking to work in any capacity with the children during church sponsored/planned events on/off campus.

Appendix C – Guidelines Agreement Form – This form is used to document that the worker has been through a Sunset Training Class, has read and understands the *Sunset Church of Christ Child Protection Guidelines & Procedures* and will abide by the provisions set forth in the policy.

Appendix D – Accident Report – This form is used to document statements and gather information relating to an accident occurring during any church sponsored/planned event on/off campus involving children.

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Appendix A
Sunset Church of Christ
Involvement Application

Last Name _____ First Name _____

Home Phone _____ Work Phone _____ Cell _____

Address _____

Email _____

Spouse's Name _____

Children's Names and Ages (if applicable): _____

Ages you have taught or are interested in teaching:

___ Birth-2 yrs.	___ 2 nd & 3 rd grade
___ 2's & 3's	___ 4 th & 5 th grade
___ Preschool - 4's turning 5	___ Middle School Youth (6 th -8 th gr.)
___ K & 1 st grade	___ High School Youth (9 th -12 th gr.)

Please check below any other areas you are interested in working with:

___ Children's Bible Hour (Sunday morning during worship time for ages 18 months to 3 yrs.)

___ Just Kids Preschool

___ Leadership Training for Christ

___ Lock-ins/Retreats

___ Parties

___ VBS

___ Youth Ministry

Why do you wish to work in Children's/Youth Ministry?

Please answer the following questions candidly. This is strictly confidential and is only to ensure protection for you, our children, our staff and elders, and our church. If you answer yes to any question, please explain.

1. Have you ever been accused, rightly or wrongly, of child abuse, sexual abuse, or sexual misconduct?
____ YES ____ NO
2. Have you been arrested for or convicted of any criminal act more serious than a traffic violation?
____ YES ____ NO
3. Do you have, or have you had any mental or physical condition which may affect your work with children?
YES NO

Please list the following references if you have attended Sunset 12 mos. or less:

1. References from the last two churches you have regularly attended (if you have been a Sunset member for less than 2 years):
2. Two personal references in Lubbock or other cities you have lived in the last five years:

I agree to follow all policies and procedures as stated in the Sunset Church of Christ Child Protection Guidelines and Procedures policy and agree to have a criminal history check.

Signed _____ Date _____

Appendix B
Sunset Church of Christ
Youth Training Permission Form
(18 yrs. and younger)

Name_____ D.O.B._____

Address_____ City_____

Zip_____ Phone_____

Ages of children with whom you would like to work:

0-2yrs_____

3-5yrs_____

1st-3rd grades_____

4th-5th grades_____

I _____ (parent/guardian) hereby give my permission for my son/daughter to participate in a training program. After the completion of the training session, my son/daughter will be allowed to help in the Children's and Youth Ministry program at Sunset Church of Christ. This training will allow them to work in a classroom that has at least 1 approved adult present. I have received a copy of the *Sunset Church of Christ Child Protection Guidelines & Procedures* and agree to follow these guidelines and explain them to my child.

Parent/guardian signature

Child's Signature

Date

Date

Appendix C
Sunset Church of Christ
Guidelines Agreement Form

The undersigned acknowledges that they have received and read the above *Sunset Church of Christ Child Protection Guidelines & Procedures* and agree to be bound by the terms found therein.

The undersigned confirms that they have undergone training pursuant to these guidelines, which they have had an opportunity to ask questions about any portion of the guidelines that they did not initially understand, and that they agree to abide by the guidelines.

The undersigned acknowledges that the enforcement of these guidelines may periodically involve new criminal background evaluations, and waives any right of privacy to any such information that may be needed by the church to conduct the same.

The undersigned further acknowledges that the information provided pursuant to this policy is true and correct to the best of their knowledge, and agrees to notify the church should any material change to this information occur, or if they should have any reason to believe that they have become unfit in any way to care for children.

Print Full Name

Date

Signature

Date

Appendix D
Sunset Church of Christ
Accident Report

First and last name of baby/child/youth _____

Date of Accident _____

Classroom/Grade _____

Age of child _____

Time of Accident _____

How and when was the parent or guardian notified?

Describe the accident or type of injury plus any emergency care that was administered:

Who administered the care? _____

Who was supervising at the time of the accident? _____

What was the location of the child at the time of the accident? _____

Was a physician or ambulance called? _____

Was the child taken to the hospital? _____

Emergency care instructions per physician or paramedics, if any: _____

Is this report satisfactory to the person receiving it? _____

Was parent or guardian given a duplicate copy? _____

Signature of Parent/Guardian _____ Date _____

Signature of reporter _____ Date _____

Signature of supervisor _____ Date _____

Signature of Minister _____ Date _____

Appendix E
Sunset Church of Christ
Incident Report

Date & Time of Incident: _____

Complaint/Occurrence: _____

Reported by: _____

Action Taken:

Perspectives: Circle the perspectives that are applicable. Attach a written statement from each individual representing the perspective.

I. Perspective # 1- Parent

II. Perspective #2- Supervisor

III. Perspective #3- Teacher

IV. Perspective # 4- Assistant

V. Perspective # 5- Coordinator

Coordinator's comments and recommendations for further action:

Follow up actions:

Appendix F

Sunset Church of Christ **Children's Ministry Release Form**

To be filled out by the parent(s) or legal guardian(s) of a child under 18 years of age:

I, _____, the parent/legal guardian of _____, a minor, hereby acknowledge that said minor is presently under my care, custody and control. I hereby give my child, the said minor, my express permission to go on the, _____ sponsored by Sunset Church of Christ Children's Ministry, occurring outside the building which requires transporting said child in a motor vehicle.

In the event there arises any emergency, necessitating medical or surgical attention, I hereby consent and give my permission to Sunset Church of Christ, or it's representatives, or the children's class teachers/sponsors, or any attending physician to make such decisions and to perform such medical treatments and/ or surgery upon said minor which may in their sole discretion be necessary and proper under the circumstances. I hereby release, acquit, discharge, and covenant to hold harmless the Sunset Church of Christ staff personnel, or it's representatives, or the class sponsors, from any and all actions, damages, liabilities arising out of the treatment of any sickness or accident, incurred by my said child while participating in the _____ sponsored by Sunset Children's Ministry.

Parent and or Guardian _____ Date ____/____/____

Address _____ Phone (____) _____
Street/ Box City State Zip

Please fill out the following medical information:

Male _____ Female _____

Child's Name _____/_____/_____
Last First Middle

Address _____
Street/ Box City State Zip

Phone (____) _____ Work Phone (____) _____

Medical Insurance Company _____ Policy # _____

Company Address _____
Street/ Box City State Zip

List any physical limitations that might hinder your child's participation (migraine headaches, allergies, nervousness, etc): _____

Should your child require medical attention at any time during the, _____

_____ list any specific instructions which might be required and/or be helpful to a physician (rare blood type, allergies to certain drugs such as penicillin, etc.): _____

EXHIBIT "A"
TEXAS FAMILY CODE
SUBTITLE E. PROTECTION OF THE CHILD
CHAPTER 261 - INVESTIGATION OF REPORT OF CHILD ABUSE OR NEGLECT
SUBCHAPTER A - GENERAL PROVISIONS

SECTION 261.001- DEFINITIONS

In this chapter:

(1) "Abuse" includes the following acts or omissions by a person:

- (A) mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;
- (B) causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
- (C) physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
- (D) failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
- (E) sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of indecency with a child under Section 21.11, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code;
- (F) failure to make a reasonable effort to prevent sexual conduct harmful to a child;
- (G) compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code;
- (H) causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;
- (I) the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child;
- (J) causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code; or
- (K) causing, permitting, encouraging, engaging in, or allowing a sexual performance by a child as defined by Section 43.25, Penal Code.

(2) "Department" means the Department of Family and Protective Services.

(3) "Designated agency" means the agency designated by the court as responsible for the protection of children.

(4) "Neglect" includes:

- (A) the leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child;

(B) the following acts or omissions by a person:

- (i) placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;
- (ii) failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;
- (iii) the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused;
- (iv) placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or
- (v) placing a child in or failing to remove the child from a situation in which the child would be exposed to acts or omissions that constitute abuse under Subdivision (1)(E), (F), (G), (H), or (K) committed against another child; or (C) the failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

(5) "Person responsible for a child's care, custody, or welfare" means a person who traditionally is responsible for a child's care, custody, or welfare, including:

- (A) a parent, guardian, managing or possessory conservator, or foster parent of the child;
- (B) a member of the child's family or household as defined by Chapter 71;
- (C) a person with whom the child's parent cohabits;
- (D) school personnel or a volunteer at the child's school; or
- (E) personnel or a volunteer at a public or private child-care facility that provides services for the child or at a public or private residential institution or facility where the child resides.

(6) "Report" means a report that alleged or suspected abuse or neglect of a child has occurred or may occur.

(7) "Board" means the Board of Protective and Regulatory Services.

(8) "Born addicted to alcohol or a controlled substance" means a child:

(A) who is born to a mother who during the pregnancy used a controlled substance, as defined by Chapter 481, Health and Safety Code, other than a controlled substance legally obtained by prescription, or alcohol; and

(B) who, after birth as a result of the mother's use of the controlled substance or alcohol:

- (i) experiences observable withdrawal from the alcohol or controlled substance;
- (ii) exhibits observable or harmful effects in the child's physical appearance or functioning; or
- (iii) exhibits the demonstrable presence of alcohol or a controlled substance in the child's bodily fluids.

SUBCHAPTER B
REPORT OF ABUSE OR NEGLECT; IMMUNITIES

SECTION 261.101 - PERSONS REQUIRED TO REPORT; TIME TO REPORT

(a) A person having 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 as provided by this subchapter.

(b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001 or 261.401, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers.

(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, and an employee of a clinic or health care facility that provides reproductive services.

(d) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only:

(1) as provided by Section 261.201; or

(2) to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

SECTION 261.102. MATTERS TO BE REPORTED

A report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect.

Exhibit B

Sunset Church of Christ

Youth Group Disciplinary Guidelines

We are so glad that your student is a part of our youth group! Sunset's youth ministry is dedicated to leading students into a knowledge of our Lord, an understanding of his Word, and a personal faith and relationship with Jesus Christ. We are also committed to helping parents effectively teach and prepare their students to be responsible, faithful Christian adults.

To achieve those goals, Sunset's youth ministers, youth deacons, and other youth workers must minister to individual students as well as to the group as a whole. Part of that ministry involves enhancing and encouraging good behavior and Christian service among our students. Another part involves discouraging activities and attitudes that are detrimental to both the individual and the group. Using Paul's words to Timothy, we are to "correct, rebuke, and encourage – with great patience and careful instruction."

In that light, it is sometimes necessary to enforce discipline within the youth group's various settings. This letter is to let you know the general guidelines that are in place to assist youth ministers and other youth workers when disciplinary action is warranted. Sunset's youth minister(s) will be responsible for enforcing discipline at all youth functions, either directly or through delegation. Regardless of who is "in charge," the main concern for all youth workers is for the health and safety of the students in both a physical and spiritual sense. Obviously, the following guidelines are not necessarily all-inclusive as not every situation can be anticipated.

Classes and Assemblies

For general classroom/assembly disruptiveness, a "three strikes" approach may be used as follows:

1. If a student is being a distraction to others, a minister or other adult helper will quietly ask the student to stop his/her behavior, be quiet, and pay attention.
2. If the student continues to be disruptive, a minister or other adult will escort him/her out of the room to a designated area for the duration of the class/assembly. A youth minister will then discuss the matter with the student and detail the consequences if the unacceptable behavior continues into the next class time. The youth minister will also contact you (or another primary caretaker of the student) of the problem to discuss the situation.
3. In the next class/assembly time, if the poor behavior continues, the student will not be allowed to participate in any non-class youth activities (including out-of-town trips) for one month and could forfeit any payments already made for such activities. During that month, the student will be welcomed in class but will be required to sit with a designated adult apart from the student's friends.

Non-Class Activities

When our youth group engages in non-class activities, everyone is expected to act as representatives not only of Sunset but also of Jesus Christ. As such, there are certain behaviors and actions that will not be tolerated. It has been the long-standing policy of the Sunset youth group that students presenting a serious disciplinary problem will be sent home from the activity at the expense of the parent(s). For such serious disciplinary problems, the following steps may be taken:

1. As soon as possible, you (or another emergency contact for your student) will be informed about the problem and what action needs to be taken next.

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2. If the problem is deemed serious enough for the student to be sent home, you or another authorized caretaker of the student will need to come and pick the student up from the activity, including out-of-town trips.
3. If nobody is able to pick the student up, he/she may be escorted home by two adult sponsors at your expense.
4. The youth minister(s) will decide what further action to take after the immediate situation is rectified.

Determining the severity of the problem will be left to the discretion of the youth minister(s) or other responsible adult who is/are present with first-hand involvement in the situation. Examples of problems that could result in the student being sent home include any “small” problems that become overly excessive or repetitive, blatant and unrepentant disrespect for others, any illegal activity, or any other serious infraction of scripture or other youth rules established for a particular event.

Other General Guidelines

The youth minister(s) and other adult sponsors may choose to involve law enforcement officials in certain situations. Obviously, if any students are endangered or missing, law enforcement will be notified. Again, you or another authorized family representative will be contacted about the situation as soon as possible.

Deciding when and how to discipline a student is largely subjective, as each student and each situation is different. Please understand that the youth minister(s) and other adults may use any number of methods to discipline students as specific situations arise. These methods may include:

- simply informing you of the problem,
- not allowing the student to participate in the activity (sit on the sidelines),
- assigning an adult to “stick with” the student for some or all of the activity, or
- isolating the student from the rest of the group for some or all of the activity.

In any event, we want to do what best serves the physical and spiritual safety and well-being of our youth group and of each individual student. We want you and your student to be aware of these things so that together we may all enjoy praising God, learning from his Word, encouraging one another, and having fun. If you have any questions or concerns, please contact one of Sunset’s youth ministers at (806) 788-3291 or (806) 792-5191.

Parent Signature

Date

Student Signature

Date

PRINT STUDENT NAME: _____

**Sunset Church of Christ
CHILD PROTECTION
GUIDELINES & PROCEDURES**

I _____, have read the guidelines and procedures adopted by Sunset church of Christ and I promise to uphold and abide by them.

Name _____ Date _____