

# Abuse Prevention Plan for Albion Hills Bible Church



December 7, 2009

## 1. Statement of Policy

Albion Hills Bible Church confirms their commitment in providing a safe environment for children and declares a zero tolerance for abuse, harassment or neglect committed by any child or youth ministry worker, including all volunteers and members. AHBC statement of faith declares final authority to the scriptures and we will follow the scriptural standards and the scriptural duty owed to the young and the vulnerable in our society. The declared purpose of this plan is to prevent harm to children, youth, and vulnerable adults in all programs organized by AHBC or allowed to operate on AHBC property. The plan is also designed to protect staff and volunteers from false or wrongful allegations.

## 2. Scope

This plan will protect all children, youth and vulnerable adults in the care of AHBC programs such as church service, nursery school, Sunday school, youth programs, AWANA, bible studies, Adventure Camp or any other church sanctioned activity. All volunteers, employees and members participating in these programs must clearly understand and be able to identify unacceptable behavior such as physical abuse, sexual abuse, emotional abuse, child neglect, harassment and improper touching and discipline.

## 3. Screening

All Volunteers working with children, youth and vulnerable adults are subject to mandatory screening. All board members are subject to mandatory screening.

Screening for the above must include:

- A Signed Abuse Prevention Plan to verify the volunteer has read and understands the policy.
- Criminal / police record checks for all workers over 16 years.

A Police Records check should be done every 3 years

#### 4. Operational & Training Procedures

AHBC outlines a “team” approach to children’s ministries, that wherever possible two or more approved volunteers work together with any individual or group of children.

- Volunteers under 16 years of age must be under qualified adult supervision.
- Any off premise contact with children or youth must have a signed parental permission form and at least 2 adult volunteers.
- All corporal punishment is prohibited.
- At no time will a young child be left in an individual’s care behind closed doors or in an isolated and private location.
- All alleged abuses or incidents must be reported to a designated board member who must satisfy mandatory reporting requirements, (incident report form) respect confidentiality and establish an appropriate response to incidents respecting both the accused and alleged victim.
- Babies and toddlers must be received and released back to their caregiver.
- All workers and volunteers should read and sign a copy of this policy.
- File and save all documentation relating to this policy review and refresh regularly the policies and procedures of this plan with volunteers.

#### 5. Responding

- Complete incident reporting forms for suspected abuse or injury
- Satisfying statutory legal obligations by reporting all cases of suspected abuse to police authorities and/or child protective agencies.
- Assure confidentiality for both alleged victim and perpetrator.
- Immediate suspension of the alleged perpetrator from children and youth activities.
- Contact insurance broker, lawyer and avoid any public statements.
- Without admitting legal liability, express AHBC’s concern to the complainant and their families and assure them of your commitment in assisting the investigation.
- Avoid public statements to individuals, the media or from the pulpit, without obtaining legal counsel.

I, \_\_\_\_\_  
(Print Name)

have read and agree to the above policy

\_\_\_\_\_  
(Signature)

Date \_\_\_\_\_