



## **The Mary B. Mullen Bible Camp (MBMBC) Child Protection Policy**

In order to provide a safe environment for children and adults, The Mary B. Mullen Bible Camp, LLC requires all employees and volunteers working with children to comply with the “Requirements of Employees and Volunteers” and the “Child Protection Guidelines and Procedures” that make up this, the “Child Protection Policy” adopted by MBMBC. Those individuals will be asked to comply with at least the Basic Screening Procedures and possibly more depending on the level of interaction with a child and review the attached “Guidelines and Procedures” as part of their orientation and training. All employees will be under the supervision of the Executive Director as well as any program director for which they may work/volunteer.

### **Requirements for Employees and Volunteers**

- I. Complete and sign a written application for volunteers opportunities or employment
- II. Provide at least 2 personal references for volunteers and at least 2 employment references for employees
- III. Complete a personal interview with the Executive Director, Program Director, or authorized hiring committee.
- IV. Comply with all application review and reference check processes that will be conducted by the appropriate program staff person(s). (All required background checks will be completed prior to work with youth and shall be documented in a personnel file prior to an individual beginning service.)
- V. Successfully complete a volunteer/employee training as well as educational sessions as directed annually
- VI. Successfully pass all criminal record/background checks
- VII. Van Driving Policy (use where applicable) Those driving a 12+ passenger rented vehicle must complete and pass a Defensive Driving Course/Van Driving Court/Submit a driving current Motor Vehicle Report, provide a current NC Driver’s License, and a copy of valid driving insurance

### **Child Protection Guidelines and Procedures**

- I. At no time shall one employee or volunteer be alone with a child. The only exception to this policy would be in a situation in which the contact occurs in a public place or other persons are able to clearly witness the interaction by being in and out of the area where the employee or volunteer is working with the child. If a situation unexpectedly does not meet this criterion, then alternatives must be put into place so the event is in compliance.
- II. Volunteers and employees must read the “Child Protection Policy”, agree to it by completing and signing the appropriate application form(s), and submitting to the appropriate level of screening and training as listed in Part 1. of this policy.



### **For On-Site Activities/Programs**

- I. Each building that houses classrooms with minors present will have a Hall Monitor present during Program hours.
- II. Restroom Use: Children shall be accompanied to the restroom by a teacher/tutor/parent-volunteer coordinator who will wait outside the door for the child. The child's teacher shall be informed of their destination at the time of exiting and returning to the classroom.

### **For Off-Site Activities/Programs when youth, employees and/or volunteers are participating in a MBMBC sponsored event**

- I. As each facility will be different, it will be the responsibility of the executive or program director to determine how best to use the facility and comply with MBMBC policies.
- II. All volunteer and staff persons who drive and/or chaperone on off-site trips involving children shall be in conformance with all aspects of the Child Protection Policy.

### **Reporting and Responding to Reports of Suspicious/Inappropriate Activity**

Reporting and Responding must be handled with graciousness and confidentiality. In order to maintain an environment free of destructive acts toward all children, youth, staff, and volunteers of MBMBC must be aware of their individual responsibility to report any questionable circumstance, observation act, omission, or situation thought to be in violation of this policy. Any suspicions of abuse must be reported to Rutherford County Health Department at [\(828\) 287-6100](tel:8282876100) by the **end of business day**. All questions or concerns of any suspected abusive behavior or harassment shall be directed to the Executive Director, Program Director, or the appropriate program staff.

In the event anyone personally witnesses an occurrence in violation of this policy, that person will be asked to complete a written Incident Report. Anyone who should witness such an occurrence should consider the following recommendations on how to handle the situation to ensure the security of the potential victim involved and to protect against physical, emotional, or psychological injury, to all persons involved.

- Personally secure the safety of the victim.
- Report the incident immediately to the appropriate staff/volunteer
  - Director of MBMBC or Program Director
  - Parent/Volunteer Coordinator
  - Head Tutor
- Do not leave the victim alone to report the incident
- Do not personally confront the alleged/accused violator of the policy
- Allow the designated person to provide you with instructions for reporting of the incident to the appropriate person(s)



- Once the victim is being cared for, the reported will document the incident on an Incident Report Form (provided by MBMBC)
- All information shall be treated in a confidential manner. Except in the case of a response to a report of suspicious activity, and then only to the extent necessary to comply with policy/procedures as well as all applicable local, state, and federal laws.
- Documents shall be kept in a secure storage/double locked.

### **Suspicious/Inappropriate Activities Include (but are not limited to):**

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a child, youth, volunteer or staff.
- Sexual advances or sexual activity of any kind between any adult and child, youth, staff, or volunteer
- Infliction or physically abusive behavior or bodily injury to a child, youth, volunteer or staff
- Physical neglect of a child, children, youth, volunteer or staff including failure to provide adequate supervision in relation to the activities of MBMBC and its' program(s)
- Causing mental or emotional injury to a child, children, youth, volunteer or staff
- Possessing obscene or pornographic materials at MBMBC or any MBMBC program/function
- Possessing, advocating the use of, or being under the influence of any illegal drugs
- Consuming or being under the influence of alcohol while leading or participating in a children's or youth function or while engaging in activities while representing MBMBC, whether on-site or at a MBMBC function off-site

### **Consequences of Violation**

- Any person accused of violating this policy, whether staff or volunteer, will immediately be suspended from participation in all MBMBC activities/work. Such suspension shall continue during any investigation by MBMBC or law enforcement and child protection agencies.
- Any person found guilty of violating this policy shall be prohibited from future participation in all MBMBC activities/programs. If the person is an employee, such conduct may also result in termination of employment.
- Failure to report an incident in a timely manner shall be considered a procedural violation of this policy and shall be grounds for termination of employment and dismissal from any current or future participation in all MBMBC activities.

### **CONSUMER RIGHTS**



All youth/volunteers/employees involved with (MBMBC) and/or its' programs shall be afforded the following rights:

1. The right to a responsible expectation of privacy when/where applicable
2. The right to confidentiality of all consumer records. Parent/legal guardian consent is required prior to or obtainment of any confidential information except as permitted by law and interpreted by agency counsel.
3. The right to access Youth/Personnel Records for the purpose of review, correction or addition.
4. The right not to be subjected to any research activities considered to be outside of the routine plan of services, without the informed consent of the youth/volunteer/employee and parent/legal guardian.
5. The right not to be subjected to sexual advances, sexual harassment, or sexual offenses of any nature.
6. The right not to participate in public performances/appearances (on behalf of the agency) against the wishes of the youth/volunteer/employee or, if applicable, his/ her guardian.
7. The right to be free from the expectation of soliciting funds on behalf of the agency
8. The right to have his or her identity protected in the context of agency reports, and statistical analyses of case summaries published as a result of participation in programming/services.
9. The right not to be filmed or taped without the informed consent of the consumer and/or legal guardian.
10. The right to not be subjected to humiliation or retaliation in response to behavior or any other situation.

**ELECTRONIC COMMUNICATION BETWEEN VOLUNTEERS AND YOUTH:**

Any private electronic communication between volunteers and youth, including the use of social networking websites like- Facebook, Instagram, Snapchat, instant messaging, texting, etc.- is prohibited.

All communication between volunteers and youth must be transparent. The following are examples of appropriate and inappropriate electronic communication.

<b>Appropriate Electronic Communication</b>	<b>Inappropriate Electronic Communication</b>
<ul style="list-style-type: none"> <li>• Sending and replying to emails and text messages from youth ONLY when copying in a supervisor or the youth's parent</li> <li>• Communicating through ("organization group pages" on Facebook or other approved public forums</li> <li>• (Private profiles for staff and volunteers that youth cannot access</li> </ul>	<ul style="list-style-type: none"> <li>• Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating comments</li> <li>• Sexually oriented conversations</li> <li>• Private messages between staff and volunteers with youth</li> <li>• Posting pictures of organization participants on social media sites</li> <li>• Posting inappropriate comments on pictures</li> <li>• "Friending" participants on social</li> </ul>



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In addition, provide this information to your participant's parents so that they know what is appropriate and inappropriate from your volunteers.

**APPROPRIATE AND INAPPROPRIATE PHYSICAL CONTACT :**

Our organization's physical contact policy promotes a positive, nurturing environment while protecting youth and volunteers. Our organization encourages appropriate physical contact with youth and prohibits inappropriate displays of physical contact.

Any inappropriate physical contact by volunteers toward youth in the organization's programs will result in disciplinary action, up to and including termination of employment. The organization's policies for appropriate and inappropriate physical interactions are:

<b>Appropriate Physical Interactions</b>	<b>Inappropriate Physical Interactions</b>
<ul style="list-style-type: none"> <li>• Side hugs</li> <li>• Shoulder-to-shoulder or {(temple" hugs</li> <li>• Pats on the shoulder or back</li> <li>• Handshakes</li> <li>• High-fives and hand slapping</li> <li>• Verbal praise</li> <li>• Pats on the head when culturally appropriate</li>   <li>• Touching hands, shoulders, and arms</li> <li>• Arms around shoulders</li> <li>• Holding hands (with young children in escorting situations)</li> </ul>	<ul style="list-style-type: none"> <li>• Full-frontal hugs Kisses</li> <li>• Showing affection in isolated area</li> <li>• Lap sitting</li> <li>• Wrestling</li> <li>• Piggyback rides Tickling</li> <li>• Allowing a child to cling to an employee's or volunteer's leg</li> <li>• Any type of massage given by or to a youth</li> <li>• Any form of affection that is unwanted by the youth or the staff or volunteer</li> <li>• Compliments relating to physique or body development</li> <li>• Touching bottom, chest, or genital areas</li> </ul>

<b>Appropriate Verbal Interactions</b>	<b>Appropriate Verbal Interactions</b>
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Discussing sexual encounters or in any way involving youth in the personal problems or issues of staff and volunteers</li> <li>• Secrets</li> <li>• Cursing</li> <li>• Off-color or sexual jokes</li> <li>• Shaming</li> </ul>



	<ul style="list-style-type: none"> <li>• Belittling</li> <li>• Derogatory remarks</li> </ul>
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In addition, provide this information to your participant's parents so that they know what is appropriate and inappropriate from your volunteers.

**STAFF CELL PHONE USE DURING PROGRAM HOURS:**

While assigned to work with youth, staff are not permitted to use electronic communication devices except during approved breaks and emergency situations. Internet use, text messaging and/or emailing pictures while assigned to work with youth is strictly prohibited regardless of the type of device used and whether for business or personal reasons. Employees need to ensure that friends and family members are aware of this policy.

Use of personal electronic communication devices to contact (via voice, text, or pictures/video) organization members and/ or program participants for personal and/ or inappropriate reasons shall be grounds for discipline up to and including termination of employment.

**Acceptable Use of Cell Phones during Program Hours**

There are occasions in which staff will need to use official personal or organizational-issued electronic communication devices. In these cases, staff will have explicit direction from supervisors governing use. Situations that may require the use of personal or organization-issued electronic communication devices include:

- Field Trips
- Off-site Programs
- Emergencies

**APPROPRIATE AND INAPPROPRIATE VERBAL INTERACTIONS:**

Volunteers are prohibited from speaking to youth in a way that is or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Volunteers must not initiate sexually-oriented conversations with youth. Volunteers are not permitted to discuss their own sexual activities with youth.

Our organization's policies for appropriate and inappropriate verbal interactions are:

<b>Appropriate Verbal Interactions</b>	<b>Inappropriate Verbal Interactions</b>
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Discussing sexual encounters or in any way involving youth in the personal problems or issues of staff and volunteers</li> </ul>



	<ul style="list-style-type: none"><li>• Secrets</li><li>• Cursing</li><li>• Off-color or sexual jokes</li><li>• Shaming</li><li>• Belittling</li><li>• Derogatory remarks</li><li>• Harsh language that may frighten, threaten or humiliate youth</li><li>• Derogatory remarks about the youth or his/ her family</li></ul>
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**MANAGING RISK WHEN ONE STAFF MEMBER IS ALONE WITH ONE YOUTH:**

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

**Additional Guidelines for One-on-One Interactions**

- When meeting one-on-one with a youth, always do so in a public place where you are in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other staff and volunteers that you are alone with a youth and ask them to randomly drop in.
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

**Tutoring/ Private Coaching**

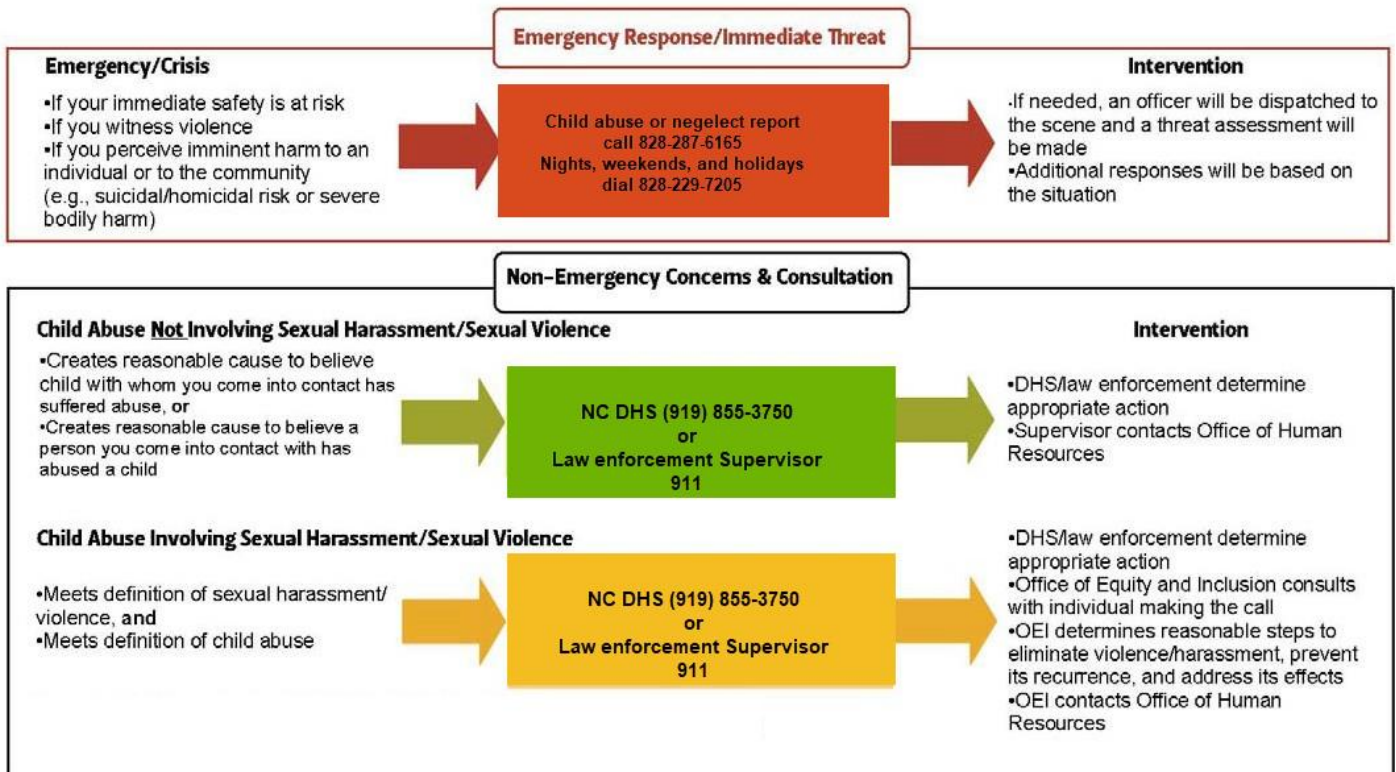
One-on-one situations, such as tutoring and private coaching sessions, introduce additional risks for false allegations. Staff and volunteers should be aware of our policies regarding tutoring and private coaching:

1. Staff and volunteers must have supervisor approval for any tutoring or private coaching sessions.



2. Tutoring and coaching sessions with our organization's youth may not occur outside of the organization.
3. Supervisors must keep a schedule of private tutoring and coaching sessions, which should include times, youth involved, and location of sessions.

## Reporting Resources and Responsibilities



For more information see “Questions and answers about reporting abuse and neglect” at [https://www.rutherfordcountync.gov/departments/social\\_services/child\\_protective\\_srvc\\_family.php](https://www.rutherfordcountync.gov/departments/social_services/child_protective_srvc_family.php)

To make a child abuse or neglect report call 828-287-6165 during regular business hours. Nights, weekends and holidays dial 828-229-7205.

The Department of Social Services is mandated by state law to accept reports of abuse, neglect, and dependency of children 24 hours a day 7 days per week. This is accomplished during regular office hours by a social worker that gathers the information from a reporter. The reporter does not have to give their name, although it is helpful if the social worker is able to talk to the reporter during the assessment and it allows the agency to inform the reporter of the outcome of the assessment, which the law requires.





## **INTERNAL REPORTING OF INCIDENTS**

To ensure an effective response, the team of people below should be notified **as soon as possible** when a significant accident has occurred or an allegation of abuse has been made. The program Leader or Supervisor should call or email the response team immediately after the initial report is made to DHS. As much information as possible should be given, including the names of the people involved, what occurred, the location and time. The response team will strive to keep the initial reporter's identity confidential to the full extent allowable by law.



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## SUPPORTING VICTIMS OF ABUSE

Connecting the victims of abuse with proper support services is an important goal of MBMBC. When an allegation of abuse has been made, refer the alleged victim and his/her family to the District Attorney's **Crime Victim Assistance Office** ([NCDOJ - Home - Attorney General Josh Stein](#)) in the county the allegations are reported to have occurred. The Crime Victim's Assistance Office can provide court advocacy, judicial system information and orientation. In addition, the Crime Victim's Office can provide a Crime Victim's Compensation application which may provide for long-term counseling to address the impact of the crime on the youth.

## DEFINITIONS

**Youth Program** is defined as activities and events specifically directed to children 17 years of age or younger. Youth Programs include activities and events directed towards achieving goals of youth development, academic enrichment, recreation, or enrollment in postsecondary education. Such activities and events may be conducted on- or off-campus by MBMBC staff, members and approved volunteers.

**Child Abuse** - any assault, physical or mental injury (other than accident), rape, incest, sexual abuse, exploitation, negligent treatment, maltreatment, failure to provide adequately for needs, threatened harm or subjecting child to risk of harm to the child's welfare. **Child sexual abuse**-involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact that is accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception, or the child understands the sexual nature of the activity. Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism.”

**Child and Youth** - in this document the terms “child” and “youth” are used interchangeably and are defined broadly to include minors under the age of 18.