



longviewheights
BAPTIST CHURCH

SAFETY MANUAL
FOR ALL VOLUNTEERS



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INTRODUCTION

LHBC recognizes the great obligation it has to provide a safe environment for the children and vulnerable individuals in our care. Acknowledging there is evil in society, it is our desire to have no harm befall a child because of lack of security. To this end, the following security procedures have been adopted. In the event that any of these procedures need to be implemented, communication will be through text message. It is extremely important that you have the following numbers recognizable and in your contact list.

- Executive Pastor
 - Vlad Baraniuk – 901-491-7623
- Student Pastor
 - Ryan Gardner – 601-562-0581
- Children's Ministry Director
 - Lisa Clark – 901-871-9607
- Preschool Ministry Director
 - Jan McMurphy – 662-889-5734
- Four Friends Ministry Director
 - Lisa Wilson – 901-262-5205



GENERAL SAFETY PROCEDURES FOR 5TH GRADE AND UNDER

- All children 5th grade and younger should be delivered to their rooms and picked up from their rooms by their parents and/or guardians.
- No child will be released to anyone under the 12th grade.
- A child is not to be left in a room without a teacher.
- It is required that children have a parent or guardian on the premises at all times (except for special Children's Ministry events). Adult classes and services are available for parents and/or guardians during children's classes. If a parent or guardian must be absent from the premises, the Preschool Ministry Director and/or Children's Ministry Director must be made aware of the situation by the parents and/or guardians.
- A security team oversees each service/activity. However, LHBC's campus is large and it is possible for a child to get lost or for a person to hide in wait with the intention to do harm. **Because of this, we ask that no child should be allowed to leave the care of an adult at any time. Parents and/or guardians are to escort their children to and from the bathroom if this is necessary during a service/activity.**

EMERGENCY PROCEDURES

The following procedures are in place to insure safety and security of each child and teacher. Please cooperate with the staff, directors, teachers, and security teams during these times. **Return to your child only after being instructed to do so.**

FIRE

Building C

- Children will follow teachers out of the building using the posted fire escape route, and walk to the South/Rear parking lot of Building C.
- Teachers are to take a head count before leaving and take their roll with them.
- Teachers are responsible for the children in their rooms.
- When they get to the designated area in the South/Rear parking lot of Building C, parents can check out their child with the teacher. Parents and/or guardians, please



avoid going to your child prior to the arrival point for the teachers. If you do, continue to walk with the group until you all arrive at the proper place.

- Parents and/or guardians are to notify the teachers when they pick up their child.
- Ministry Directors will be the last people out of their area after insuring that all children and teachers have vacated the rooms.
- Please listen for instructions from an LHBC staff member or the security team on how to pick up your child.

Building E and F (Gym)

- Students will follow teachers out of the building using the posted fire escape route, and walk to the South/Rear of the East Parking Lot
- Teachers are to take a head count before leaving and take their roll with them.
- Teachers are responsible for the students in their rooms.
- When they get to the designated area in the South/Rear of the East Parking Lot, parents can check out their student with the teacher. Parents and/or guardians, please avoid going to your student prior to the arrival point for the teachers. If you do, continue to walk with the group until you all arrive at the proper place.
- Parents and/or guardians are to notify the teachers when they pick up their student.
- Ministry Directors will be the last people out of their area after insuring that all children, teachers, and students have vacated the rooms.
- Please listen for instructions from an LHBC staff member or the security team on how to pick up your child.

POWER OUTAGES FOR ALL BUILDINGS

- Emergency lighting, flashlights, and natural light from the windows will be used to get around in the darkness.
- There is no need for parents and/or guardians to return to a child unless instructed to do so or if it is known that a child does not do well in the dark. This can be a very scary time for some children. Please listen for instructions from the Ministry Directors or the security team on how to pick up your child.



TORNADO or INCLEMENT WEATHER FOR ALL BUILDINGS

- The following will apply if LHBC is under a “Tornado Warning” or any other time inclement weather threatens.
- Children/students will be taken to a room designated with a Blue “T” on the campus maps and door frames posted in each room.
- Teachers are to take a head count and take their roll with them.
- If parents and/or guardians have time to get to their child/student, do not take your child/student without notifying the teacher first. The teacher is responsible for the children/students in his/her room.
- If the building is damaged, listen for instructions from a LHBC staff member or the security team on how to pick up your child/student. It may or may not be necessary to vacate the ministry areas immediately.

EARTHQUAKE

- Teachers are to protect and watch children by moving them under a table or desk or into an inside corner away from windows, bookcases, or any other falling objects.
- Teachers are to instruct children to lie face down, draw their knees up under them, and cover the back of their heads with their hands.
- Once the shaking has stopped, the teachers should immediately, safely, and calmly lead the children out of the building and away from structures. Listen for instructions of possible non-passable areas.
- Teachers are to take a head count and take their roll with them.
- Please listen for instructions from an LHBC staff member or the security team on how to pick up your child/student. In most cases, parents and/or guardians will be instructed to pick up their children from the teacher in the South/Rear parking lot of Building C and students to be picked up in the East parking lot.



LOCK DOWN/IMMINENT DANGER

Essential Staff Contacts

- | | | |
|----------------------------------|---------------|--------------|
| • Executive Pastor | Vlad Baraniuk | 901-491-7623 |
| • Student Ministry Pastor | Ryan Gardner | 601-562-0581 |
| • Children's Ministry Director | Lisa Clark | 901-871-9607 |
| • Preschool Ministry Director | Jan McMurphy | 662-889-5734 |
| • Four Friends Ministry Director | Lisa Wilson | 901-262-5205 |

Procedures

- The following will apply if the LHBC campus is under an imminent threat.
- Teachers are to protect and watch the children/students by closing the door to the classroom (or the closest room available).
- If a class is outside, the teacher should immediately seek refuge for the class inside the nearest and safest room. The teacher will call/text from their cell phone to an essential staff contact to inform of their location. (see above)
- Classroom Procedures:
 - Close blinds if available for exterior windows.
 - Cover interior windows with black lock-down shades attached to the top of every door.
 - Flip the security latch on the inside of door.
 - If a red security bar is available, it will also need to be utilized to secure doors.
 - If classroom is equipped with a drop-pin, ensure the drop-pin is fastened.
- Position children/students against the door wall in the most non-visible corner (try to remain out of sight of the door window).
- Turn off the lights, silence phones (not vibrate, but silent as vibrate mode can still make a noise when activated), turn off security radios, and remind children and adults to remain quiet.
- Parents and teachers will receive updates and instructions via text message from an essential LHBC staff member listed above or law enforcement. Please have your phone with you but make sure it is on silent.
- Door to the classroom **MUST** remain in lockdown mode until you are advised by law enforcement or a LHBC staff member that we are no longer in lock down. Doors can



not be opened, even to a parent, until the clearance has been given by the above mentioned individuals.

- Parents and Guardians—It is very important in this situation to listen to and abide by the instructions given to you by the staff and/or law enforcement. **Return for your child only when instructed that it is safe to do so.**



MINISTRY SEXUAL ABUSE/HARRASSMENT POLICY

Longview Heights Baptist Church prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any church-related activity. LHBC provides procedures for employees, volunteers, and other workers or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. Sexual abuse or misconduct in the workplace or during any church-related activity will not be tolerated by anyone regardless of position or title.

I. General Statement of Policy

Longview Heights Baptist Church (LHBC) is committed to providing all persons, children, students, vulnerable individuals, volunteers, and employees participating in our activities with a safe, secure, and supportive environment. Employees/volunteers are expected to treat each other and all participants with respect. Any demonstration of harassment/abuse of a sexual nature or physical abuse is strictly prohibited.

II. Introduction

It shall be the policy and covenant of LHBC to do everything in our power to prevent physical, emotional, or sexual abuse against children, students, vulnerable individuals, and all persons participating in any activity sponsored by LHBC. We are aware of our legal responsibilities and the requirement to comply with those responsibilities and go beyond those responsibilities when necessary to act justly in the best interest of those who have been or alleged to have been victims.

Any individual deemed a threat to others and/or who have a prior history of physical or sexual abuse directed against another person, will be required to abstain from being physically present in areas frequented by minors and/or vulnerable individuals.

Every LHBC employee and volunteer with any LHBC Ministry that ministers to minors (18 years old and younger) and/or vulnerable individuals (regardless of position), will be required to complete a course in Sexual Abuse/Harassment Prevention through a reputable training source (currently MinistrySafe) within 30 days of employment or volunteer service. This training is to be repeated at least every four (4) years.



LHBC will implement orientations and training seminars for persons in leadership in any LHBC Ministry that ministers to minors (18 years old and younger) and/or vulnerable individuals. These individuals in roles of leadership will be screened and LHBC will report all instances of alleged abuse.

III. Defining Sexual Abuse/Harassment

Definitions and Examples

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers, or other third parties. Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars or objects.
- Inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications, or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- Spreading rumors or lies of a sexual nature about someone
- Demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward
- Offensive, touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.
- A sexually-hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile, or offensive environment.
- Direct or implied threats that pressure submission to sexual advances as a condition of employment or affiliation with the organization.



Sexual Abuse

Sexual abuse is defined as any act or acts by any person involving sexual molestation or exploitation of children, students, vulnerable individuals, including but not limited to incest, prostitution, rape, sodomy or any lewd or lascivious conduct involving a child. Several behaviors listed as sexual harassment (i.e., sexual touching, grabbing, pinching, being forced to kiss someone, being forced to do something other than kissing, sexual assault) may also constitute physical or sexual abuse.

Physical Abuse

Any act of omission or an act that endangers a person's physical or mental health. This definition includes any non-accidental physical injury caused by a caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, student, or a vulnerable individual.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This applies whether the harassment is between people of the same or different gender.

IV. Employee and Volunteer Screening and Selection

As part of its sexual abuse and misconduct prevention program, LHBC is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by, associating with or serviced by LHBC. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

1. All candidates must be an active member of the church for a minimum of three (3) months before they will be considered for any ministry position involving contact with children, students, and vulnerable individuals.



2. Prior to consideration, all candidates seeking a volunteer position that involves working with children, students, and vulnerable individuals will complete and return an initial volunteer application.
3. The ministry leader, or designee, will carefully review the application, ensuring that the candidate is an appropriate match for the ministry position. If needed and the individual appears to be an appropriate candidate for the position, the ministry leader, or designee, will perform extra steps of due diligence (including but not limited to references checks) to confirm the information that the candidate provided on the ministry application.
4. The LHBC office will conduct a criminal background check through Ministry Safe and any additional criminal database deemed necessary.
5. When indicated by our reference and/or background checks, volunteer candidates who pose a threat to others, and/or who have a prior history of physical or sexual abuse directed against another person, will be removed immediately from consideration from any leadership ministry positions. Any such persons will be required to abstain from being physically present in areas frequented by minors and/or vulnerable individuals.

V. Prevention Protocol

Supervision

1. To provide a safe environment for minors and vulnerable individuals, LHBC strives that a minimum of two workers supervise or be in attendance with minors and vulnerable individuals during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors and vulnerable individuals that are not easily observable by others. If individual meetings with a minor and/or vulnerable individual must be held in an office, the door should be kept open for the safety of the employee and the minor and/or vulnerable individual.
2. One or more of these workers must be 18 years of age or older.
3. In general, workers should arrive at least 15 minutes before a scheduled activity. For children 5th grade and under, workers will remain until all individuals under their care have been picked up by an authorized person.

Spiritual Counseling

1. When employees/volunteers meet with individuals for spiritual counseling, we encourage a team approach by two screened adults. If only one screened individual



conducts the session, it should be conducted in view of another screened worker through a window or an open door and if possible, in an area with security cameras.

2. All sessions should be limited to three occasions for no more than 30 minutes at a time. If more counseling is required, a professional counselor should be recommended.

Restroom Requirements and Other Restrictions

1. For children 1-5th grade, at least one adult female should take girls to the restroom, and one adult male or female should take boys to the restroom.
2. The adult should check to make sure the facility is safe and then wait outside the restroom for the children. The presence of a second adult escort is also recommended.
3. Children age 5 or younger (boys and girls) should be assisted as needed in the restroom by an adult female.
4. For vulnerable adults, as a general rule, men are to assist men and women are to assist women. When necessary, a ministry leader or woman can assist a man.
5. Never touch a child's private areas except, when necessary (i.e. as in the case of changing a diaper).
6. Workers should avoid the appearance of impropriety— such as sitting older children on their lap, kissing, or embracing others.
7. Workers are to release children in their care only to parents, guardians, or persons specifically authorized to pick up the child.

Discipline

1. Employees/Volunteers are never to spank, hit, grab, shake, or otherwise physically discipline anyone. Physical restraint should only be used in a situation where it is reasonably necessary to prevent an individual from physically harming himself or another individual.
2. Disciplinary problems should be immediately reported to a LHBC staff member or security team.

Recordkeeping

1. All ministry functions involving children, students, vulnerable individuals, and adults should maintain an attendance list for every function recording the function date, names of all participants, and ministry workers. Records for special events should



be retained by LHBC office for three (3) years.

2. Ministry workers shall complete a report whenever an injury occurs during a ministry function if the security/medical team is not present.

VI. Mandatory Reporting of Sexual Abuse/Harassment of Children

Immediately report suspected sexual abuse or misconduct to:

- Immediate Ministry Leader or Pastor (if not the alleged offender)
 - If a LHBC staff member is the alleged offender, the Personnel Ministry Team must be immediately notified
- Security/Medical Team (if volunteers are on campus)
- Office of the Executive Pastor (if not the alleged offender)

It is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of the individuals listed. LHBC will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint will not be part of the investigative team.

Incidents of sexual abuse or harassment involving a child are subject to the duties of Mississippi Mandatory Reporting Code 43-21-105 by any person who has knowledge of the incident(s) to the Child Abuse hotline (800-222-8000).

VII. Immediate Reporting Procedures for Incidents on Campus

- Employees/Volunteers who are aware of any injury, abuse, or molestation connected with a ministry activity must immediately inform the ministry leader or designee.
- The ministry leader or designee will immediately contact Security/Medical Team & the Executive Pastor.
- The Executive Pastor will notify participant's parent or guardian immediately of the possible abuse or molestation that has occurred.
- If the alleged offender is an employee or volunteer, they will be suspended from his/her ministry involvement while an investigation is commenced.
 - If any volunteer is under investigation for any matters of sexual abuse/misconduct outside of the premises or ministries of LHBC, they will be suspended from any current ministry involvement.



- The Executive Pastor will speak with church attorneys as needed for legal guidance of the matter.
- The Executive Pastor will immediately notify the church's insurance carrier of the situation.
- The occurrence will be reported to The Department of Human Services via the Hot Line number above.

Reporting to Law Enforcement or Appropriate Child or Adult Protective Services

LHBC is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of LHBC not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

Anti-retaliation and False Allegations

Longview Heights Baptist Church prohibits retaliation made against any employee, volunteer, or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly-false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. LHBC prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment and criminal prosecution.

Investigation and Follow-up

LHBC will take all allegations of sexual abuse or misconduct seriously. LHBC will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. The organization may utilize an outside third party to conduct an investigation of misconduct. LHBC will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.



Internal Investigation After Reporting

1. Employees who are the subject of an investigation will be removed from their position, with pay, pending completion of the investigation.
2. Employees who admit to the abuse or molestation will be terminated consistent with the established employment practices of LHBC.
3. Volunteer subjects of any investigation will be removed from their positions pending completion of the investigation.
4. LHBC will permanently remove any employees or volunteers from their ministerial duties within the church if they are found guilty of abuse or molestation.

Law Enforcement and News Outlets

1. All ministry leaders, employees, and volunteers of LHBC will cooperate fully with law enforcement or governmental agencies investigating allegations of injury, abuse, or molestation.
2. The leadership of LHBC will seek legal counsel as soon as possible after we receive notice of possible abuse or molestation within the church.
3. Advice from legal counsel along with state and local laws will be the basis for our response to the allegations.
4. In accordance with LHBC Media policy the Executive Pastor, or designated representative, will serve as spokesperson to handle all inquiries from the news media. Our spokesperson will be the only person to convey information concerning the situation, doing so in a prudent manner to avoid compromising an ongoing investigation and to maintain the privacy of the individuals involved. All inquiries should be forwarded to the Executive Pastor for handling.



POLICY STAFF AND VOLUNTEER REVIEW

1. Each year, LHBC will annually review this safety manual with all volunteers, employees, ministry coordinators/supervisors, and the leadership of the church.
2. Paid ministry employees and all volunteers working in any capacity with children, students, or vulnerable individuals will complete a background check at least once every four (4) years.
3. Should the background check indicate that any employees or volunteers have become unsuitable for working with children, students, vulnerable individuals, they will be removed immediately from their current position. They will not be considered for positions involving work with other similar groups.

NOTICE AND PUBLICATION

LHBC shall provide notice of this safety manual to custodial parents/guardians, volunteers, and employees. At a minimum, the manual shall be available in areas accessible to all employees/volunteers and other person who may be affected by this policy. The notice shall also appear in the employee handbook and any other publications where appropriate.



ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I received and read the LHBC Safety Manual (2025) and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy. I acknowledge that I will be alerted when changes and updates are made to the LHBC Safety Manual and will be responsible for reading and complying with these updates.

Signature

Date

Full Name (please print)