

Buck Run
BAPTIST CHURCH

Child & Volunteer Protection Policy

2025 - 2026

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Introduction

Vision

Buck Run desires to offer a safe and secure environment for kids, students, and families who participate in our ministry activities. Our goal in laying out these policies and practices is to protect the children, students, families, and volunteers of our church from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

Purpose

This Child & Volunteer Protection Policy defines rules and guidelines for the safety of children and students (from birth to 12th grade) when and where the church maintains a responsibility to ensure their well-being. Through heightened awareness, proper education, and training, the congregation, staff, and volunteers can work together to make our church an even safer environment.

Protection Policy Team

The Pastoral Staff will appoint a team of pastors and ministry leaders to the Protection Policy Team, which will serve to address the safety and protection of the kids and students in their care. The Policy Protection Team will typically include the Executive Pastor, the Family Ministries Pastors, and three non-staff volunteers (at least one of which will be a woman).

The Protection Policy Team is charged to complete an annual review of the church's Child & Volunteer Protection Policy, ensure that the local church's ministries are in compliance with these policies, and review any registered sex offender cases that arise in the church (see the policy below). The Protection Policy Team may seek the guidance of legal counsel or others to serve as consultants in the work of the committee.

If a report of misconduct and/or abuse is made to the authorities, the

Executive Pastor will notify the Protection Policy Team of the steps that have been taken and consult the team on subsequent steps.

Background Screening

Background Checks

Any non-staff volunteer interacting with minors will be required to undergo a background check before interacting with minors. All staff will undergo a background check regardless of their role. Background checks will be renewed every three years.

Volunteers required to undergo background checks include but are not limited to:

- Church Staff and Spouses
- Kids Ministry Volunteers
- Student Ministry Volunteers
- Deacons
- Community Group Facilitators

In addition, organizations that hold events involving minors on Buck Run's property (e.g. non-profit organizations, schools, and churches) must submit a form affirming that all adults interacting with minors have received a background check.

Disqualifications

Circumstances that disqualify an individual from serving with one of our kids or Student Ministry teams include (but are not limited to) the following:

- Currently under investigation by Child Protection Services (CPS), the Department of Social Services (DOSS), the Department of Justice (DOJ), or the Federal Bureau of Investigation (FBI) for criminal sexual misconduct, neglect, endangerment of a minor, or physical abuse
- Prior incidents of sexual misconduct or other forms of abuse (see Defining Abuse below)
- Felony/misdemeanor convictions that involve crimes resulting in

harm to another person
- Felony/misdemeanor convictions related to the sale of drugs within the past ten years
- Felony/misdemeanor convictions related to illegal use, sale, or possession of firearms in the past ten years

Other disqualifications may be applied at the discretion of the Pastoral Staff in conversation with the Protection Policy Team.

Abuse Reporting

Buck Run takes all indicators and suspicions of child mistreatment seriously. We are aware of research that indicates that children who are mistreated in one way are at a significant increase in risk of being mistreated in multiple ways. Therefore, as our church becomes aware of an indicator or report of a child being mistreated, we will take steps to protect the child from both known and potential risks and be extra attentive to and supportive of the child.

Defining Abuse

As our church's front-line for kids and student programming and pastoral counseling, church staff and volunteers have regular opportunities to observe children's behavior, family dynamics, and families' care-giving styles. They are often privy to the intimate details of congregants' lives. Unlike formal educators, our staff have ongoing contact with entire family units and their acquaintances and, as such, may be in a unique position to detect child abuse and other forms of mistreatment. For this reason, it is important to have a clear definition of abuse. Buck Run operates with the following definitions:

Child Abuse or Neglect — Any act or failure to act resulting in imminent risk of death, serious physical or emotional harm, or sexual abuse or exploitation of a minor by a parent or caretaker who is responsible for the child's welfare.

Sexual Abuse — Employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in any sexually explicit conduct or any simulation of such conduct for the purpose of producing visual depiction of such conduct. Sexual abuse also includes rape, statutory rape, molestation, prostitution, incest with children, or other forms of sexual exploitation of children. The age of consent in Kentucky (KRS 510.020 and 510.040 through 510.140) is sixteen years of age.

Mandatory Reporting

The abuse of children is not only a sin, but it is a serious crime. When adults report suspected child abuse to the legal authorities, their report could save a child's life. In contrast, silence about suspected abuse brings incredible harm to victims and emboldens offenders. Buck Run encourages its members, both mandated reporters and not, to contact the authorities immediately when a child discloses abuse, when they witness child abuse, or when they observe signs of abuse.

According to Kentucky statutes (KRS 620.030), any person who knows or who has reasonable cause to believe that a child is neglected or abused shall immediately cause an oral or written report to be made.

- This includes physical, sexual, mental abuse, neglect, or human trafficking.
- This includes but is not limited to teachers, school personnel, or child-caring personnel. This makes anyone working with minors at Buck Run a mandatory reporter.
- The clergy-penitent privilege will NOT be exercised when it comes to reporting cases of suspected child neglect or abuse.

When and How to Report

If you suspect that a child has been physically, emotionally, or sexually abused you should notify the ministry leader or the Executive Pastor who will help you initiate a report with the Child Protective Services (CPS). If the suspected abuse is by a church staff member, it should be reported

directly to CPS at (877) 597-2331.

- It is not the responsibility of the person reporting or the staff to substantiate any allegations or suspicions. Our role is to comply with the Child Abuse Prevention and Treatment Act (CAPTA, Federal Public Law 93-247) as well as State statutes and cooperate fully with CPS and local law enforcement as they do their work.
- It is paramount in such situations that confidentiality be maintained. Under no circumstances should confidential information about a child be shared with other parents or volunteers.
- If a child indicates that a parent or another adult is causing harm, DO NOT talk with that parent/adult about the allegation. Talking to that parent/adult could result in additional abuse. People who sexually abuse children utilize authority, trust or physical force/threats to gain access and control over children so they can perpetuate the abuse.

When contacted, the ministry leader will contact the Executive Pastor who will help guide the ministry leader and reporter through the process of reporting. If a report is made to authorities, the Executive Pastor will notify the Protection Policy Team and consult the team on subsequent steps.

Digital Information for Minors

myBuckRun Data

Buck Run uses Church Management Software, referred to as myBuckRun in our ministry, as its primary church management database. We take the privacy of minors seriously and have established the following procedures to protect their information within the system.

Children Under 12 — All children under the age of 12 are assigned an "unlisted" profile in myBuckRun. Unlisted profiles are not visible to general church members and can only be accessed by Administrators and key Next Gen Ministry leadership.

Minors Ages 12–17 — Minors between the ages of 12 and 17 are not

automatically assigned unlisted profiles; however, their contact information is hidden from all users except Administrators. Group Leaders and Schedulers may communicate with minors through myBuckRun's group messaging and scheduling notification features if a minor is part of their group or serve team. The myBuckRun system does not permit Group Leaders or Schedulers to view a minor's personal contact information. These restrictions are lifted upon the individual's 18th birthday, at which point they are no longer considered a minor and their profile is treated as a standard adult profile.

Parental Control of Privacy Settings — Parents of minors ages 12–17 can adjust their child's privacy settings in myBuckRun. Parents may:

- Change their child's profile to "unlisted," which removes visibility entirely and prevents the minor from being scheduled to serve or communicated with through groups.

- Remove existing restrictions, making their child's contact information visible to a broader audience within myBuckRun.

Parents who wish to adjust their child's privacy settings should contact a Next Gen staff member for assistance.

Photography of Minors at Church Events

Buck Run's Kids and Student Ministries photograph events and activities to document and share what God is doing in our church community. The church is also committed to protecting the privacy and safety of every child in our care. The following procedures govern the taking and sharing of photographs that include minors.

Parental Opt-Out — Buck Run recognizes that not every parent wants their child's image to be shared publicly. Parents who do not want their child's images to be posted publicly may opt out by submitting a written request via email to the church. Upon receipt, their child will be excluded from published photography.

Approval Process for Social Media — All photographs that include children and are intended for posting on church social media platforms must be reviewed and approved by a Kids or Student Ministry staff member prior to posting. Photography volunteers and other staff are not authorized to post images of minors without this approval.

Additional Safeguards — The following practices are observed when photographing and sharing images of minors:

- We do not post or share any personal information about children on social media.
- We avoid sharing photographs in which a child's name tag is visible.
- Wide, candid shots of large groups may include children who are not easily identified. Close up shots of children will be checked thoroughly to ensure no opted-out children are included.

Practices for Kids Ministry Check-in and Check-out

Buck Run employs Church Community Builder (CCB) for our Kids Ministry check-in. I*f a family is new, or doesn't yet have a CCB profile, please see the First-time Visitor section below for instructions.*

Check-In

Parents or guardians will approach one of our self-check-in kiosks, enter their phone number, select their family, and then select the children they'll be checking in for the gathering.

- The computer system will print a name tag for each child that should be affixed to their back as well as a pick-up tag that the parent/guardian should keep for check-out.
- The alphanumeric codes on these tags will match to ensure that at check-out, the parent is picking up only the children that belong to them.
- When dropped off at their classroom, a children's ministry volunteer will record the alphanumeric code from the child's tag to ensure that they've been properly checked in.

- Parents should remain on the church premises while their child is checked into Buck Run Kids Sunday and Wednesday gatherings—exceptions are made for this guideline for events such as Vacation Bible School.

Check-Out

At the conclusion of services, parents or guardians should return to the classroom area to pick up their children.

- At the classroom door, a parent or guardian should present their pick-up tag to the teacher and tell them the name of the child they will be picking up.
- The teacher will compare the child's name tag to the parent's pick-up tag to ensure they match. If they do, the child's name tag should be removed as the child exits the classroom back into their parent or guardian's care.
- If an adult other than the parent or guardian is picking up a child, they must have the pick-up tag. Minors, including older siblings, are not allowed to pick up kids.
- If a parent or guardian loses their pick-up tag, they can return to the check-in desk where a new one can be reprinted for them. This may involve showing a picture ID or being asked to go retrieve a pick-up tag where they left it. A pastor or Coordinator may serve to verify the parent or guardian's identity so they can retrieve their child. Our primary concern is the safety of the children in our care, even if it requires extra time or frustration.

First-Time Guests

New families will fill out a Buck Run Kids Connect Card with demographic information (name, age, contact info, allergies, etc.) for parents/guardians and any children being checked into the Kids Ministry.

- A member of the Welcome Team will enter the family's information from the Connect Card into Church Community Builder.
- While the information is being entered into the system, the family will be led into the kids area where their child will be dropped off in his/her class.

- Upon returning to the check-in desk, parents will receive their pick-up tag and receive instructions for how to pick up their child.
- A member of the Kids Ministry team will then take the child's sticker to the class and place it on the child's back.

Kids Ministry Classroom Safety and Security

General

- All Buck Run Kids classrooms will be staffed by a team of two or more adult volunteers (minors are not permitted to serve in the Kids Ministry). Under no circumstance is a child to be left in a classroom or anywhere unattended. It is best practice that a third volunteer be in the room if two related individuals are serving together.
- A kids volunteer cannot accept kids into the room until two adults are present. The Kids Pastor or a coordinator may ask a parent to assist in the room until the second volunteer arrives. This parent must be an approved Kids Ministry worker. The Kids Ministry doors should not be opened until all classes are ready to receive children.
- Classrooms will have an appropriate ratio of adult to children depending on the age/grade of children being cared for:
    - Kids 0-11 months: One adult for every 3 kids
    - Kids ages 1 and 2: One adult for every 4 kids
    - Kids ages 3-5: One adult for every 8 kids
    - Kids ages 6-12: One adult for every 12 kids
- Class rosters including names and name tag codes should be with the class at all times (including bathroom trips, playground visits, assembly gatherings, etc.).
- Head counts of all children will be made before and after the class (or a portion of the class) leaves the room (ie. bathroom trips, playground visits, assembly gatherings, etc.) to ensure everyone is present.
- Buck Run Kids volunteers should never take photos of children unless the photography has been cleared with the Kids Pastor.
- Cell phone use by leaders should be limited to emergencies. Phones should never be pulled out while in a bathroom. Screens cannot be shown to children.
- Leaders will not carry a firearm, including conceal carry, while serving

in the Kids Ministry. The security of those in the Kids Ministry is of the utmost importance and is overseen by law enforcement officers and assigned volunteers.

Food Policy

- We will provide Cheerios for the ones and twos classes.
- If a child is unable to consume any provided snack, a parent or guardian may provide a snack from their child.
- Before handing out snack, volunteers will check the class roster and children's name tags to identify any children that may have food allergies.
- In the rare case that snacks are provided in other classes, an allergy alert will be posted outside of the classroom to notify parents. Classroom volunteers are not allowed to bring food for their class without permission of the Kids Pastor.
- If a child has a particular food allergy, the parent or guardian will let the teacher know when they drop their child off (so it can be noted on the class roster) and also ensure that the allergy information is entered into Church Community Builder and printed on the child's tag.
- At no time will peanuts or any peanut product be served in a Buck Run Kids classroom.

Sickness Policy

Parents will not bring their child to a Buck Run Kids gathering if one of the following conditions exists:

- Temperature of 100 degrees or higher (in last 24 hours)
- Vomiting (in last 24 hours)
- Diarrhea (in last 24 hours)
- Severe coughing (in last 24 hours)
- Colored nasal drainage
- Pink eye
- Head lice
- Undiagnosed rash

- Open skin lesions
- Hand-Foot-Mouth Disease (in last 14 days)
- Any infectious disease

If a child shows signs of sickness, including but not limited to the conditions listed above, the Kids Pastor or Coordinator will contact the parent or guardian to check-out their child and leave the Buck Run Kids area.

Health awareness signage including the sickness policy will be posted at each check-in station.

Restroom and Diaper Policy

Restrooms

- Children will travel to the restroom with at least two Buck Run Kids volunteers present. One will offer toileting assistance in a stall if necessary while the other will supervise at the main bathroom door (lining up, hand washing reminders, etc.).
- When necessary, the Buck Run Kids classroom volunteer should ask the service Coordinator to help facilitate bathroom breaks to ensure that at least two volunteers remain in the classroom with remaining children (see general security policy above).
- To ensure the protection of children and adults, men will not offer toilet assistance for children in restroom stalls though they may serve in a supervisory role—entering the restroom with groups only to manage behavior.
- A female volunteer may enter the restroom to assist children age 5 and younger, but a second adult volunteer should be nearby in the classroom at all times, and the door must be left open or cracked so that the second volunteer is within sight line. Volunteers will not assist children older than 5 in the restroom. Should an accident occur or assistance be needed, a parent or guardian will be contacted. Accommodations for children with disabilities or special needs will be arranged between the Kids Pastor and the respective parent or guardian and communicated to the class volunteers.
- To ensure the protection of children and adults, male volunteers will

not directly assist children in the restroom.

Diaper Changing

- Diapers will only be changed in specified changing areas in classrooms (changing pads or changing stations).
- Volunteers will use disposable gloves while changing diapers.
- The child's bottom and buttocks will be cleansed with moist disposable baby wipes provided in classrooms. Parents may provide their own wipes as well.
- The child will be wiped from front to back to help avoid urinary tract infections. A new, clean diaper will be placed on the child and the dirty diaper will be thrown away. Parents may provide their preferred disposable.
- At the completion of the diaper change, the changing surface will be cleaned with disinfectant cleaner.
- Buck Run Kids volunteers will not change the diaper of a child over the age of 3 years old. In this instance, a parent will be notified to address the diaper change. Accommodations for children with disabilities or special needs will arranged between the Kids Pastor and the respective parent or guardian and communicated to the class volunteers.
- To ensure the protection of children and adults, male volunteers will not change diapers.

Sanitation and Hygiene

- All volunteers will wash their hands with soap and warm water for 60 seconds after using the restroom, offering restroom or diaper assistance for a child, and after handling cleaners.
- Volunteers will use disposable gloves when contact with bodily fluids (blood, stool, urine, nasal drainage, eye secretions, or vomit) is anticipated. Gloves will be discarded after a single use with a single child.
- Volunteers will use a disinfectant spray to sanitize areas that are routinely in contact with children, such as diaper changing stations, toys, cribs, mattresses, tables, swings/ bouncers, doorknobs, etc. These items should be disinfected after each service, or if necessary

after use by an individual child (toy in the mouth, child sneezes on a toy, etc.).
- Hazardous waste (e.g. blood, vomit, etc.) as well as the gloves and towels used to clean up the waste shall be placed in the nearest waste bin and removed from the classroom immediately.
- Volunteers will use hand sanitizer before distributing snacks/water, helping wipe noses, etc.

Overnight Policy

Overnight activities for the Kids Ministry are not permitted other than for Kids Camp each summer.

Minor-Aged Serving : Helper Position

There are limited situations in our Next Gen Ministries that allow for Students to serve as Helpers in Kids Ministry events. Because of the statistical history of child abuse cases involving a minor with another minor, and because of the legal and logistical challenges in performing background checks on minors, we have set limitations on how minors are allowed to serve in our Kids Ministry.

Middle or High School students may go through a screening process to become a Kids Ministry Helper. This position does not exist for regular Sunday morning or Wednesday night Kids Ministry activities. However, it may be utilized for special Kids Ministry events, such as Vacation Bible School.

Qualifications for Minors Serving in Kids Ministry at Buck Run

- Elementary age students or younger are not permitted to serve in Kids Ministry.
- Middle and High School students serving as Kids Ministry Helpers must meet the following qualifications in order to participate.

- They must have attended Buck Run Baptist Church for at least one year.
- They must be a baptized member of Buck Run Baptist Church.
- They must be actively involved in the Student Ministry at Buck Run, specifically
- within Discipleship Groups.
- They must have a reputation that is above reproach with adult leaders within our
- Student Ministry.
- They must have verbal approval from their parent and/or guardian to serve
- within Kids Ministry at Buck Run.
- They must have an in-person interview with someone from the Next Gen Ministry Team in order to understand the qualifications and expectations of helpers who
- serve in Kids Ministry at Buck Run.
- They must have a serving covenant signed by themselves, a parent/guardian,
- and student ministry leaders. They may be asked to sign additional serving covenants based on specific events in which they are participating.
- Once each of these steps has been completed, they must receive pastoral approval to serve as a Helper in Kids Ministry events. This process must be completed every year.
- For each Kids Ministry event, they must participate in all volunteer equipping meetings required by the Kids Ministry team so they are able to review expectations for service.
- Middle School students must serve alongside a parent/guardian at Kids Ministry events. The student and their parent/guardian should be together at all times.
- The Buck Run Kids team has discretion over all Helper placements.
- The Buck Run Kids team may require a High School student to serve with a parent/guardian in some cases.
- The Buck Run Kids team has the right to remove any student’s privilege to serve as a Helper at any time if necessary.

Restrictions on the role of Helper

- Kids Ministry Helpers will not be primary teachers in any Kids Ministry class.
- Kids Ministry Helpers may never be alone with a child or group of children, and they will always serve alongside at least two qualified adults. Middle School students must serve alongside at least one qualified adult in addition to their parent/guardian.
- Kids Ministry Helpers are not permitted to take children to the restroom or assist any child in the restroom.
- Kids Ministry Helpers are not permitted to change diapers.
- Kids Ministry Helpers will not serve at overnight Buck Run Kids events.

Serving Covenant

Thank you for your willingness to come alongside our Buck Run Kids team! Every volunteer that serves in Buck Run's Next Gen Ministries is required to have a current background check on file. Because of legal and logistical challenges, we do not run background checks on minors. This document outlines a few important health and safety guidelines for minors serving in Buck Run Kids.

Your signature and a parent's signature at the bottom of this form indicate that you have read through, affirm, and agree to abide by the following guidelines for minors serving in Buck Run Kids.

- I understand that the way that I act, speak, and treat others is a reflection of Christ and an example to other believers (1 Tim. 4:12) and agree that I will strive to be above reproach in my service in Buck Run Kids.
- I understand that my role as a Helper is to assist the Buck Run Kids Team and adult leaders.
- I understand that I am never to be alone with a single child or a group of children without an adult present.
- If I am a middle schooler, I understand that I must serve alongside my parent/guardian.
- I understand that I am not permitted to take children to the restroom, assist any child in the restroom, or change the diaper of any child at a Kids Ministry event.
- I understand that while I am serving, I should be fully present and attentive to my serving role. I will not be distracted by my cell phone, my friends, or anything else.
- I agree to serve in the specific role assigned to me by the Buck Run Kids Team.
- I agree to no cell phone usage during scheduled Buck Run Kids activities.
- I understand that the Buck Run Kids team has the right to remove any student's privilege to serve as a Helper at any time if necessary.

Student Signature

Parent Signature

Date

Emergency Response Plan: Kids Ministry

While we pray that emergencies do not occur during ministry gatherings, we want to be prepared for any situation that may present itself during our gatherings and events. This part of our policy can be found inside the door of every Kids Ministry classroom so that leaders are ready to execute the emergency plan as necessary.

Medical Emergency

Buck Run's membership includes multiple medical professionals that serve as medical volunteers during Buck Run events. These skilled professionals are trained to provide medical care for the individual or triage the situation until Emergency Medical Services (EMS) arrives.

- If you witness a person in need of medical care, immediately tell the Kids Pastor or Coordinator so they can alert a medical volunteer. If the situation is critical, immediately call 911. If the medical need involves a child in the care of the church, the Kids Pastor or Coordinator will call the parents and bring them to the child's location.
- If the status of the individual safely permits, escort him or her to a location that affords the individual a quiet and private environment. DO NOT move the individual if movement could result in further injury.
- After the individual is stable, the ministry leader present will fill out an incident report with the help of the other responsible parties.
- The Kids Pastor and Coordinators will be trained in CPR and have a current list of medical volunteers.
- First Aid supplies will be kept within the Kids Ministry.

Building Evacuation (Fire Plan)

In the event of a fire or other emergency that requires evacuation, take immediate action that includes accounting for everyone who was in the building.

- Instruct those around to stay calm, remain silent, and walk while evacuating. Follow provided instructions from the Kids Pastor and Coordinators.

- Babies in the nursery should be placed in cribs and rolled to the meeting area.
- Evacuate the building using the location's pre-planned evacuation route. Fire plans will be available inside the door of each Kids Ministry classroom.
- Once out of the building, proceed to and gather at the designated meeting location, then ensure that every child is accounted for.
- If the cause of the evacuation is a fire, do not attempt to extinguish the fire yourself.
- Parents should not pick-up their children; instead, proceed directly to the designated meeting location outside. Children are escorted by their teacher to the designated area. Parents can check-out their children once the Kids Pastor or Coordinator gives the all-clear to do so.
- Do not re-enter the building for any reason.
- While at the designated meeting area, do not attempt to leave the area. This may hinder the arrival of emergency personnel.
- Church Staff and Welcome Team leaders are responsible for directing emergency personnel.
- When the emergency is cleared you will be given the all-clear.

Tornado Warning

Tornado warnings require you to stay inside the building to protect others and yourself.

- Instruct others to remain calm and stay in the building due to the emergency. Going outside poses a risk of injury or death.
- Select an interior room or hallway without windows. Tornado plans for each classroom will have the designated shelter location for that room.
- Stay in your safe location until given the all clear by the Kids Pastor or Coordinator.

Lost Child

In the event a child is believed lost, take immediate action.

- If there is any reason to believe an abduction has occurred, call 911 immediately.
- When a lost child is reported within the Kids Ministry, the Kids Pastor or Coordinator will assume responsibility for leading the search for the missing child.
- Welcome Team volunteers will man every exterior door and make a sweep of the parking lots.
- Utilizing Kids Ministry and Welcome Team volunteers, a coordinated search of the building and property will commence until the child is found.

Active Shooter/Intruder

If you hear gunfire, see a person with a gun or other weapon, or become aware of any other physically dangerous situation, take immediate steps to protect others and yourself. Remember to ***Run! Hide! Fight!*** In every action taken, prioritize the safety and well-being of the children that are in your care.

Run!

- If you are near an exterior exit, try to escape from the building and proceed to the designated meeting location. If a phone is available, call 911 immediately.

Hide!

- If it is not safe to run, move to an office or classroom, close the door and lock it if possible, leaving main entrances unlocked for police entry. Use desks and chairs to block the doorway if possible.
- Stay away from windows and out of view. Turn off the lights. Hide behind heavy furniture or anything that will hide your location and protect you from gunfire.
- If a phone is available, call 911 immediately. Silence all cell phones. And pray.
- Remain hidden until emergency professionals give the all-clear.

Fight!

- If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective. However, taking decisive action often results in preserving the lives of others.

Student Ministry Safety and Security Policies

Drug and Alcohol Usage

The use of drugs (both recreational and illegal) or alcohol will not be permitted by staff, volunteers, or students during any Student Ministry functions—whether on church property or off-site. Staff, volunteers, or students will be removed and, in the case of students, parents or guardians will be involved immediately. Staff, volunteers, or students may be required to attend counseling before returning to Student Ministry gatherings.

Weapons

No student participating in a Buck Run Student event (on campus or off) is permitted to carry a weapon of any kind including, but not limited to guns, knives, etc.

Transportation and Vehicle Safety

There may be times when a Buck Run staff member, volunteer, or associated adult will tasked to provide transportation for a student or group of students as part of a Student Ministry event.

For an adult to be able to provide such transportation, the following requirements must be met and verified through a form submitted annually:

- They must be at least 19 years of age.
- They must have a valid driver's license as well as proof of insurance.
- They must have no past DUI's or DWI's on their driving record.
- They must exhibit responsible driving habits.

When a Student Ministry leader provides transportation for a student or

group of students, it is understood that the student is entering the car willingly and with permission of their parent or guardian. The volunteer will drive with care, upholding the laws of the state. The driver as well as Buck Run Baptist Church will be indemnified of all claims in the event of an accident.

No Student Ministry leader may be in a vehicle alone with a student younger than 9th grade as part of a Student Ministry event. Any exception to this rule must have prior approval from the Executive Pastor.

Buck Run is not responsible for students before they arrive to Student Ministry gatherings or after they have departed. Any arrangements between families and Student Ministry leaders for transportation to and from student events are the responsibility of those parents and leaders and not the responsibility of Buck Run.

Off-Site Activities

All employees and volunteers must comply with the Protection Policy even when a church-sponsored event occurs off campus. Since each off-site facility will be different, it will be the responsibility of the ministry leaders to determine how best to use the facility in order to comply with the Protection Policy. Whenever children or students will be off campus and outside the direct supervision of their parent or guardian, a *Student Ministries Consent and Release Form* must be completed annually and on file with the ministry. The ministry leaders of those off-site activities must have at all times a list of names, emergency contacts, medical conditions, and an agreement allowing permission to treat a child or student if they are injured or become sick during the off-site event.

Outings present unique risks for the safety of minors. All off-site activities must meet the following guidelines:

- Clear communication has been provided for both parents and students regarding both details of the event and any guidelines.
- A Student Ministries Consent and Release Form has been obtained from a parent or guardian.
- At least a 1/7 adult/student ratio is established, with a higher ratio being appropriate for certain events.

- Minors must be monitored throughout the off-site activity.
- One-on-one meetings with students younger than 9th grade should take place at a public location with high visibility. If the subject of this meeting requires privacy it should be held on church property or at a time and place approved by the Protection Policy Team.
- Under no circumstances should a one-on-one meeting between a Student Ministry leader and a student of the opposite sex occur off-site.

Overnight Policy

Some Student Ministry events involve overnight sleeping arrangements (summer camp, student conference, retreats, etc.). These events must be approved by the Protection Policy Team. Small groups (Connect Groups and D-Groups) are not permitted to have overnight events.

When these events occur, leaders will be responsible for ensuring the following guidelines are followed.

- A clean, safe environment will be provided for sleeping, showering, and dressing for all students that are involved.
- Males and females will have separate sleeping areas and restrooms.
- At no time should anyone be behind closed doors alone with a student (this includes another student).
- No male participant will be allowed to enter the sleeping area or restroom of the female participants, and vice versa.
- Student ministry staff, leaders, and volunteers will not sleep in the same bed as a student.
- Curfew times will be clearly stated and adhered to.
- All participants (leaders and students) should wear appropriate sleeping attire.
- No one (leaders, volunteers, or students) should be nude in the presence of students.

Emergency Response Plan: Student Ministry

While we pray that emergencies do not occur during ministry gatherings, we want to be prepared for any situation that may present itself during our gatherings and events. This part of our policy can be found inside the

Student Room so that leaders are ready to execute the emergency plan as necessary.

Medical Emergency

Buck Run's membership includes multiple medical professionals that serve as medical volunteers during Buck Run events. These skilled professionals are trained to provide medical care for the individual or triage the situation until Emergency Medical Services (EMS) arrives.

- If you witness a person in need of medical care, immediately tell the Student Pastor so a medical volunteer can be alerted. If the situation is critical, immediately call 911. If the medical need involves a student in the care of the church, the Student Pastor will call the parents and bring them to their child's location.
- If the status of the individual safely permits, escort him or her to a location that affords the individual a quiet and private environment. DO NOT move the individual if movement could result in further injury.
- After the individual is stable, the ministry leader present will fill out an incident report with the help of the other responsible parties.
- The Student Pastor will be trained in CPR and have a current list of medical volunteers.
- First Aid supplies will be kept within the Student Room.

Building Evacuation (Fire Plan)

In the event of a fire or other emergency that requires evacuation, take immediate action that includes accounting for everyone who was in the building.

- Instruct those around to stay calm, remain silent, and walk while evacuating. Follow provided instructions from the Student Pastor.
- Evacuate the building using the location's pre-planned evacuation route that will be posted in the Student Room.
- Once out of the building proceed to and gather at the designated meeting location then ensure that every student is accounted for.

- If the cause of the evacuation is a fire, do not attempt to extinguish the fire yourself.
- Do not re-enter the building for any reason.
- While at the designated meeting area, do not attempt to leave the area. This may hinder the arrival of emergency personnel.
- Church Staff and Welcome Team leaders are responsible for directing emergency personnel.
- When the emergency is cleared you will be given the all-clear.

Tornado Warning

Tornado warnings require you to stay inside the building to protect others and yourself.

- Instruct others to remain calm and stay in the building due to the emergency. Going outside poses a risk of injury or death.
- Leaders will move all students to the lower level of the Student Room and take a safe position under the mezzanine away from doors.
- Stay in your safe location until given the all-clear by the Student Pastor.

Active Shooter/Intruder

If you hear gunfire, see a person with a gun or other weapon, or become aware of any other physically dangerous situation, take immediate steps to protect others and yourself. Remember to ***Run! Hide! Fight!*** In every action taken, prioritize the safety and well-being of the students that are in your care.

Run!

- If you are near an exterior exit, try to escape from the building and proceed to the designated meeting location. If a phone is available, call 911 immediately.

Hide!

- If it is not safe to run, move to an office or classroom, close the door

and lock it if possible, leaving main entrances unlocked for police entry. Use desks and chairs to block the doorway if possible.
- Stay away from windows and out of view. Turn off the lights. Hide behind heavy furniture or anything that will hide your location and protect you from gunfire.
- If a phone is available, call 911 immediately. Silence all cell phones. And pray.
- Remain hidden until emergency professionals give the all-clear.

Fight!
- If the gunman approaches you, your actions will depend solely on your judgment and capabilities. No strategy is 100% effective. However, taking decisive action often results in preserving the lives of others.

Community Group Safety and Security

General

- As a program of Buck Run, Community Groups must follow the guidelines of the church's Child and Volunteer Protection Policy even if the gathering does not occur on church property.
- Community Group childcare will offered during the group's discussion time. During this period, minors cannot be left alone and must be led by a team of two or more adult volunteers (teenagers are not permitted to oversee minors). These adults must be Buck Run members with up-to-date background checks on file with the church. The church staff will provide facilitators with lists of those in their group that are approved to facilitate childcare.
- Cell phone use by leaders should be limited to emergencies. Phones should never be pulled out while in a bathroom assisting a child. Screens cannot be shown to children.

Registered Sex Offender Policy

At Buck Run, our desire is to welcome men and women who turn away from their sin and turn toward Jesus. This includes registered sex offenders. That said, we want to have polices in place to restrain evil and temptation

as well as provide opportunity for sin to be exposed. An individual's willingness to submit to such a policy indicates whether or not their heart is repentant and teachable. It is our hope that submission to this policy can prepare the way for life-giving gospel care.

When a Registered Sex Offender Comes to Church

What do I do if I discover that a known Registered Sex Offender is attending services at a Buck Run? When a staff person, pastor, volunteer, member, or visitor at Buck Run is informed that a Registered Sex Offender (RSO, or "sex offender") is attending any service or event, there are steps that staff members should take ***immediately*** to manage risk and ensure the safety of the children and families attending the service or event. Remember to **G-U-A-R-D**:

- **Go and inform**. First, go and inform Executive, Kids, or Student Pastor immediately. Second, if you are comfortable with doing so, go to the individual and introduce yourself. Registered Sex Offenders should not be on church property unaccompanied.

- **Understand**. A pastor or staff member should meet with the individual before they leave the facility with the intent of listening to their story while taking detailed notes.

- **Ask** for the name and number of the individual's parole officer and any court documents the individual can provide that are pertinent to their situation. Ask the individual to complete a background check consent form (appendix 4). Use this information to provide a written report for the Policy Protection Committee.

- **Review** a copy of Buck Run's RSO policy and our code of conduct for Registered Sex Offenders (below). Go over the timeline within which their situation will be reviewed. Inform the individual that they must strictly abide by the code of conduct until a shepherding plan is developed, and they will not be allowed to return to services/events until a mentor is identified.

- **Depend upon God**. In all matters of discernment, we need God's help. Be sure to pray with and for the individual and then escort them as they leave the facility.

Timeline for Committee Review

The Protection Polity Team is responsible to review the situation of each registered sex offender who desires to attend any Buck Run gathering.

- **Step 1 (within two weeks)**: The Protection Policy Team will review notes from the initial interaction with the registered sex offender and run a background check. With the provided information from the staff member's report, the church will obtain a record of the RSO's prior criminal convictions via a national criminal records check. Copies of these records are kept on file and provided to the pastors and the Protection Policy Team.

- **Step 2 (within two weeks)**: Contact the RSO's probation officer to determine what conditions have been imposed (often RSO's are not permitted to attend church). Probation officers are busy and typically over-worked. It's important to be persistent when pursuing a probation officer. Obtain this information in writing if possible, but keep a detailed written report of the officer's response on file.

- **Step 3 (within one month)**: The Protection Policy Team will develop a shepherding plan and/or limited access agreement for the care and protection of both the individual and our local churches. The Protection Policy Team will use the Risk Level Assessment tool outlined at the end of this section to develop this plan.

  This shepherding plan will include what participation at Buck Run, if any, may occur—Sunday services, Community Groups, fellowship activities, etc. Under no circumstances will the plan permit the RSO to work with minors (kids or students) in any capacity or be in areas where minors are gathered unless it involves their own children and only then in the presence of a church-designated mentor or pastoral leader.

The Protection Policy Team will communicate findings, decisions, and the plan itself to the Pastors, Kids Coordinators, and other staff and volunteers as necessary.

- **Step 4 (within a week of step 3 being completed)**: A pastor and representative from the Protection Policy Team will meet with the RSO to walk through the shepherding plan and limited access agreement, have them sign-off on it, and initiate the plan. Any violation of this plan/agreement may result in an immediate termination of the RSO's privilege to attend Buck Run in any capacity. The Protection Policy Team should be notified immediately when any such violation occurs.

- **Step 5 (annually)**: The Protection Policy Team will review all RSO situations annually and check-in with each RSO and their assigned mentor to ensure that the plan/agreement are being maintained. They will also review all RSO policies to ensure they are being followed across all ministries at their location.

If an individual does not disclose that they are an RSO and we identify them, they will be asked to leave immediately. The Policy Protection Committee will then conduct an investigation and follow up with the individual regarding next steps.

In some cases, even if an individual discloses that they're an RSO, exclusion of the offender from Buck Run may be the only viable option. This option is advisable if (1) for any reason the shepherding plan/limited access agreement option is not feasible or enforceable; or (2) the RSO's crimes are so frequent or heinous that exclusion is the only appropriate option; or (3) one ore more of RSO's victims attend Buck Run. This will be a decision that's prayerfully considered and enacted by the Policy Protection Committee.

RSO Code of Conduct

(These are guidelines and starting points for discussion when the Protection Policy Team is working with registered sex offenders.)

We have established the following code of conduct. These are guidelines and starting points for the Protection Policy Team when working with RSO's who wish to attend Buck Run.

- The RSO will not be allowed to attend any Community Group where children are present.
- The RSO will not be allowed to work with minors (kids or students) in any capacity in the church, or be allowed to enter or walk through their ministry areas.
- The RSO must be present with their assigned mentor or church representative at all times and never alone on church property. This includes worship services, classes, activities, events, and restroom trips.
- If the RSO is not riding to church with his mentor, the mentor will meet the RSO at the entrance of the church and accompany them on church premises until returned to his/her vehicle.
- A single violation of this code of conduct may result in an immediate termination of the RSO's privilege to attend Buck Run.
- Buck Run reserves the right to exclude any registered sex offender from attending Buck Run.

Risk Assessment Tool

(These are guidelines and starting points for discussion when the Protection Policy Team are working with registered sex offenders.)

As there are legal levels of offense in regards to sex offenders, it can be helpful to differentiate between the offenses and circumstances of a particular RSO. This risk assessment tool can be used by the Protection Policy Team to help determine whether an RSO should be able to participate in life at Buck Run.

- **Risk Level 1**: Level 1 RSO's present the lowest risk for re-offense to the community at large.

    - Some sample characteristics:
    - These individuals normally have not exhibited predatory type characteristics.
    - Most have successfully participated or are participating in approved sex offender treatment programs.
    - Many are first time offenders.
    - These individuals may not be required to be on the registry for their lifetime.
- In most cases, Level 1 RSO's can worship and become members of Buck Run provided that they follow their assigned shepherding plan/limited access agreement, do not serve in an area involving kids or students, and do not attend a Community Group that includes kids or students.
- The RSO's parole officer will be notified and asked for a recommendation in regards to each specific RSO.
- **Risk Level 2**: Level 2 RSO's present a moderate risk to re-offend within the community at large.
    - Some sample characteristics:
    - These individuals may be considered at a higher risk because of the nature of their previous crime(s). These individuals often have more than one victim and/or took advantage of a position of trust and authority, such as a parent, teacher, coach, clergy, or babysitter.
    - For some level 2 sex offenders, lifestyle (drugs and alcohol use, or other criminal activity) may influence their potential to re-offend.
- In most cases, Level 2 RSO's are not permitted to attend Buck Run or any church-sponsored activity due to inherent risk.
- **Risk Level 3**: Level 3 RSO's present a high risk to re-offend within the community at large.
    - Some sample characteristics:
    - Many have prior sex crime convictions as well as other criminal convictions.
    - Some have predatory characteristics and may seek out victims unknown to the offender.
    - These individuals may have used violence in their crime.

- These individuals may have refused or failed to complete approved sex offender treatment programs.
- Level 3 offenders are NOT permitted to attend Buck Run or any church-sponsored activity due to inherent risk.

Policy Violations and Exceptions

Buck Run takes policy violations seriously. Any staff, volunteer, parent, or church member who witnesses a violation is expected to respond in an appropriate way. Our church expects all adults to practice bystander intervention when they see a policy violation and report policy violations to the Protection Policy Team.

Policy exceptions should be rare, pre-approved for emergencies, and documented.

Outside Rule

This *Policies and Practices for Child & Volunteer Protection* policy applies to children (from birth to 12th grade) who are voluntarily placed by parents under the responsibility of the church for the church's public worship services or specific kids and Student Ministry-related church-sponsored activities. The following polices apply for other interactions with minors on church property and during church-sponsored events such as community group meetings.

Special Events

Throughout the year there will be special events that include the care of and participation of minors (e.g. Vacation Bible School, camps, student conferences, mission trips, etc.). The Protection Policy Team will create a unique policy for each event to accommodate the uniqueness of the event while ensuring that every minor under that care of Buck Run is safe.

Tutoring and Lessons

Anyone who provides private lessons (music lessons, tutoring, etc.) to

minors on property must have a signed release from the parents that exempt the church from liability.

Counseling Children

Staff pastors and counselors who provide counseling for children of members should receive permission from a parent or guardian before the first session. The counselor's consent form should be signed by the parent. The counselor will not counsel alone in the church building or at home alone with the child, but can only counsel when at least one other person is around (for example, a parent is waiting directly outside of the office or in the general vicinity).