



**Temple Christian School**  
6824 Randol Mill Road  
Fort Worth, Texas 76120  
(817) 457-0770



## **Child Safety Policies**

Dear Staff Member, Faculty Member, or Volunteer,

Welcome to Temple Christian School!

At Temple Christian School, we take our responsibility to educate and care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can learn and grow in a strong educational environment.

These Child Safety Policies provide a general overview of procedures and guidelines for Temple Christian School staff, faculty, or volunteers. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of Temple Ministries. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Temple Christian School

# Temple Christian School

## Child Safety Policies

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## Overview of the Temple Christian School Child Safety System

Because we care for children and desire to protect them, Temple Christian School requires all staff, faculty, or volunteers to complete **4 SAFETY STEPS** *before caring for children.*

### **STEP ONE: Sexual Abuse Awareness Training**

Temple Christian School policies and procedures require that faculty and staff members avoid abusive behavior of any kind. Faculty and staff members are required to report any policy violations to a supervisor, the Headmaster, or the Lead Pastor.

Faculty and staff members should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and the trust of the child’s parent or ‘gatekeeper’), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip Temple Christian School faculty and staff members with information necessary to protect a child from sexual abuse, Temple Christian School requires all staff, faculty, or volunteers to complete Sexual Abuse Awareness Training provided live or online through MinistrySafe ([www.MinistrySafe.com](http://www.MinistrySafe.com)). This training will be renewed every year.

### **STEP TWO: Screening Process**

Staff, faculty, or volunteers are required to complete the Temple Christian School Screening Process, which requires faculty and staff members to:

- complete an updated Child Safety Application.
- complete a face-to-face interview.
- provide references to be checked.

### **STEP THREE: Policies & Procedures**

Staff, faculty, or volunteers are required to review the policies contained in this manual and sign the last page indicating he or she has read and understood the material, and agrees to comply with policy requirements.

### **STEP FOUR: Criminal Background Check**

Temple Christian School requires that all staff, faculty, or volunteers undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

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## Child Safety Policy

## **ABUSE TOLERANCE**

Temple Christian School has a **zero tolerance for abuse** in school programs and activities. It is the responsibility of every staff, faculty, or volunteer at Temple Christian School to act in the best interest of each child in every school program.

In the event that staff, faculty, or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report the information to an immediate supervisor, the Headmaster or the Lead Pastor.

## **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

Temple Christian School is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Temple Christian School Administration and the Police Department, Child Protective Services, or other appropriate agency.

Temple Christian School supports and encourages a culture of communication related to abuse or suspected abuse of children. If you see or suspect inappropriate interaction with or between children, it is your responsibility to report the inappropriate interaction to a supervisor or a member of the Temple Christian School Administration. This includes partial or inconclusive information concerning behavior, which may or may not be blameless.

Because sexual abusers ‘groom’ children for abuse, it is possible a staff, faculty, or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. staff, faculty, or volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the Temple Christian School Administration.

## **ENFORCEMENT OF POLICIES**

Temple Christian School staff, faculty, or volunteers who supervise other staff, faculty, or volunteers are charged with the diligent enforcement of all Temple Christian School policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from positions for staff, faculty, or volunteers. Final decisions related to policy violations will be the responsibility of the Temple Christian School Headmaster and Pastor.

## **Reporting Abuse or Suspicions of Abuse**

### **CONSEQUENCES OF PROHIBITED/HARMFUL ACT**

Any person accused of committing a prohibited act or any act considered by the school to be harmful to a child will be immediately suspended from all child interaction and school related activities. This suspension will continue during any investigation by law enforcement or child protective agencies.

Any person found to have committed a prohibited act may be prohibited from future participation as a staff member or volunteer in all activities and programming that involves

children, students or vulnerable populations at Temple Christian School. If the person is a staff member or employee, such conduct may also result in termination of employment from Temple Christian School.

### **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

Staff, faculty, and volunteers at Temple Christian School are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate supervisor, Headmaster, or Lead Pastor.

Texas law requires that any person having cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report to the appropriate law enforcement agency.

Staff, faculty, or volunteers will immediately notify an immediate supervisor or Headmaster. Together with the immediate supervisor or Headmaster, the staff, faculty, or volunteers will make a report to the appropriate state of Texas authorities. In no way does any provision in this policy discourage any staff, faculty, or volunteer from reporting a suspicion of abuse or neglect to the appropriate state of authorities.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff, faculty, or volunteers, the Headmaster will speak with the person or volunteer to whom the child spoke in order to get detailed information about the entire conversation. The Headmaster will be notified as soon as reasonably possible.

### **RESPONSE TO REPORT OF ABUSE**

The Temple Christian School Administration will take appropriate action on behalf of the school when a report of abuse occurs.

Any report of inappropriate behaviors or suspicions of abuse will be taken seriously, and will be reported in accordance with this policy to the appropriate the Headmaster. If appropriate, the Texas Department of Family and Protective Services (1-800-252-5400), or Child Protective Services (817-321-8680) will be notified.

### **WHEN A CHILD HAS BEEN VICTIMIZED**

If a staff, faculty, or volunteer has knowledge or a suspicion that a child is a victim of sexual abuse or other maltreatment, the information will be reported to supervisory staff and the appropriate authorities as outlined above.

### **BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE**

Staff members and faculty should avoid taking children to the restroom. Elementary students may be accompanied to the restroom for supervision and assistance when needed. (However, the student should receive the minimum amount of assistance needed based upon their individual capabilities.) If a staff member or faculty must go to the restroom to check up on an individual child they should:

- 1) Seek out another person to accompany them.
- 2) If another person is not available to accompany them they should go to the exterior bathroom door, knock, and ask if the child needs assistance.

- 3) If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities while the child remains behind the door of the bathroom stall.
- 4) Any assistance with the straightening or fastening of garments should only be done in the presence of another staff or faculty.

### **GIFT GIVING**

Staff, faculty, or volunteers are prohibited from providing special gifts to any individual student. Special occasions or special accomplishments should receive group acknowledgement and can easily be rewarded with group recognition (i.e., give mention during announcements; have the entire class sing Happy Birthday, etc.) Any requests for variance from this policy must be addressed to the Headmaster.

### **INTOXICANTS**

Staff, faculty, and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in the facility, during a school activity, or while working with students at Temple Christian School. Staff, faculty, and volunteers are prohibited from providing alcohol or illegal drugs to students.

### **TOBACCO**

Temple Christian School is a tobacco-free facility. Temple Christian School requires staff, faculty, and volunteers to refrain from the use or possession of tobacco products in the facility, and while in the presence of children and students or their parents. Temple Christian School staff, faculty, and volunteers are prohibited from providing tobacco products to students.

### **NUDITY**

Staff, faculty, and volunteers at Temple Christian School should never be nude in the presence of students in their care.

### **ONE-TO-ONE INTERACTIONS WITH CHILDREN AND STUDENTS**

Temple Christian School recognizes that meeting the educational needs of students may occasionally require that staff members and faculty interact with them on an individual basis. Workers should observe the following guidelines when interacting with students:

#### **Individual Meetings**

Staff members and faculty should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed. There will be no one-to-one meetings between a staff member or a faculty and a student behind closed doors. If a circumstance arises where a private one-to-one meeting does occur, the staff member or faculty will notify the appropriate Principal immediately before or after the meeting.

#### **Transportation**

Staff, faculty, or volunteers may from time to time be in a position to provide transportation for students. The following guidelines should be strictly observed when workers are involved in the transportation of students:

- 1) Students should never be transported without parental permission.
- 2) Students should be transported directly to their destination. No unauthorized stops should be made.
- 3) Staff, faculty, and volunteers should avoid physical contact with students while in vehicles.
- 4) No cell phones may be used by the driver while providing transportation for students.
- 5) No drivers under age 25 may provide transportation for students.
- 6) Students should not use a vehicle belonging to a staff, faculty, or volunteers.

### **PARENTAL CONTACT**

Parents who leave their students in the care of Temple Christian School staff, faculty, and volunteers for services and activities will be contacted if their child/student becomes ill, injured, or has a severe disciplinary problem while participating in school activities.

### **PARENTAL INVOLVEMENT**

Parents are encouraged to be a part of any and all services and programs in which students are involved at Temple Christian School. A parent accompanied by a child to any school program or activity is responsible for their child's safety.

### **PARENT VOLUNTEERS**

A parent who desires to participate in such a way as to have ongoing Supervisory Role (Room Moms, Volunteer Coaches, Fine Arts Volunteers, etc.) with children in the school other than his/her own will be considered a Parent Volunteer. All Parent Volunteers will be required to complete Temple Christian School's Child Safety Application.

### **PHYSICAL CONTACT**

Temple Christian School is committed to protecting the students in our care. The School has implemented a physical contact policy that will promote a positive, nurturing environment while protecting our students. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of Temple Christian School staff, faculty, or volunteers must foster trust at all times – personal conduct must be above reproach. The following guidelines are to be carefully followed by anyone working in School programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff, faculty, or volunteers and students are important for student's development, and are generally suitable in the school setting.
2. Physical affection should be appropriate to the student's age. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate touching and inappropriate displays of affection should be immediately reported to the Headmaster or the respective Principal.
3. Physical contact and affection should only be given when in the presence of other children or School staff and faculty. It is much less likely that touches will be inappropriate or misinterpreted as such when more than two individuals are present and the touch is open to observation.

4. Do not force any physical contact, touch or affection upon a reluctant child. A child's preference not to be touched must be respected.

### **RELEASE OF CHILDREN**

At the end of the school day or school activity, Temple Christian School faculty and/or staff members are responsible for releasing children in their care only to parents, legal guardians, or other persons designated in writing by parents or legal guardians.

In the event that staff members or faculty are uncertain of the propriety of releasing a student, they should immediately locate or contact the Headmaster or his designees before releasing the student.

### **SEXUALLY ORIENTED CONVERSATIONS**

Staff, faculty, and volunteers are prohibited from engaging in any sexually oriented conversations with students. However, it is expected that from time to time staff may be called upon to address students regarding human sexuality and purity. Staff, faculty, and volunteers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any student in the School. This provision includes the use of cellular phones, text messages, e-mail, instant messaging and online chat rooms.

### **POSSESSION OF SEXUALLY ORIENTED MATERIALS**

Temple Christian School staff, faculty, and volunteers are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, etc.) on School property or in the presence of students. Additionally, Temple Ministries considers private use of such materials grounds for disqualification from serving in these roles. If any such materials are purportedly necessary for classroom instruction, they must be approved in advance by the Headmaster.

### **INTERNET/ELECTRONIC MEDIA**

No computer at or related to Temple Christian School is to be used by staff, faculty, volunteers or students to engage in computer chat room discussions or visit pornographic or sexually inappropriate websites. Violation of this policy can lead to discipline from the Headmaster. Any questions about inappropriate use of computers or the suitability of a particular website should be discussed with the Headmaster.

### **SOCIAL MEDIA/NETWORKING**

Temple Christian School establishes a social networking policy to safeguard the students, employees, and the reputation of Temple Christian School and to provide guidelines to assist employees in using this communication vehicle. For more information regarding this policy, please reference the Social Networking portion of the Staff Handbook.

### **Alumnae**

It is acceptable to accept social network 'friend requests' with alumnae over the age of 18. However, it is best not to initiate friend contacts with alumnae. Understand that uneven power dynamics of the school environment, in which adults have authority over former students, might continue to shape those relationships. Consider that recent alumnae are in



some ways similar to current students because of proximity and age, and because they likely perceive faculty and staff member as authority figures.

### **Other Friends**

Remind other members of your network of your position at Temple Christian School and that your profile may be accessed by current or former students, and to monitor their posts to your network accordingly. Conversely, be judicious in your postings to all friends' sites, and act immediately to remove any material that may be inappropriate from your site whether posted by you or someone else.

### **Privacy**

Recognize that there is no such thing as complete privacy on a social networking site. Take care in anything you post online. Keep your privacy settings at appropriate levels to protect yourself. Any violation in this policy may lead to disciplinary action, up to and including termination of employment.

### **SLEEPING ARRANGEMENTS**

It is anticipated that certain Temple Christian School activities may occasionally require that overnight sleeping arrangements be made for students and staff members or faculty. In the event that an activity requires sleeping arrangements, staff members and faculty will strictly observe the following rules; any exceptions to the below policies must be approved in advance by the Headmaster:

1. Staff members and faculty will monitor sleeping students periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping areas.
2. Only students of the same sex will be permitted to sleep in the same room.
3. At times, a staff member or faculty will sleep in the same room as students or in an adjoining room. However, staff members or faculty are prohibited from sleeping in a 1:1 ratio setting with students for any reason, unless the staff member or faculty is an immediate family member of the student.
4. In the event that overnight arrangements do not include standard beds, each staff member, faculty, and/or student will use single sleeping bags or blankets. In these instances a "one-person-to-one-bag or blanket" rule will be observed.
5. Staff members, faculty, and students will be required to wear both top and bottom clothing while sleeping.

### **SUPERVISION**

Temple Christian School staff, faculty, and volunteers are expected to provide adequate supervision for children in their care while working at the School. Some group activities away from the School may permit youth to function in small, unsupervised groups for brief time periods. When group activities allow for this type of unsupervised functioning, staff, faculty, and volunteers should set clear expectations for students concerning times to meet and "check-in" with staff members or workers in charge of the activity.

## **VERBAL INTERACTIONS**

Verbal interactions between staff, faculty, and volunteers and students should be positive and uplifting. Temple Christian School staff, faculty, and volunteers should strive to keep verbal interactions encouraging, constructive, and be ever mindful of their mission of aiding parents in the educating children. Staff, faculty, and volunteers are expected to refrain from swearing in the presence of students.

**Child Safety Policies**  
**Statement of Acknowledgment and Agreement**

I have received and read a copy of Temple Christian School's Child Safety Policies and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at Temple Christian School.

Further, I understand that the manual may be modified at any time, and that any guideline may be amended, revised, or eliminated at any time by Temple Christian School.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt and agreement of the policies contained herein.

\_\_\_\_\_  
Staff, Faculty, or Volunteer's Name (please print)

\_\_\_\_\_  
Staff, Faculty, or Volunteer's Signature

\_\_\_\_\_  
Date

[This page to remain attached to the Temple Christian School Child Safety Policies]



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Staff, Faculty, or Volunteer's Signature

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Date

[This page to be signed, detached and delivered to a Temple Christian School Administrator]