

EFree Diamond Bar Church
Child/Youth Protection Policy

MINISTRY PURPOSE

EFree Diamond Bar is a non-profit religious organization and is substantially controlled by our Board of Elders. Our organization is a community of believers who have joined together to meet the spiritual needs of the greater community by knowing Jesus and making Him known.

Our organization promotes behavior consistent with the Holy Scriptures. Consequently, when joining EFree Diamond Bar's staff, youth or children's ministry, or elder board, you freely and willingly agree to the standards of behavior outlined in this policy. The standards included in this policy are not exhaustive; rather, they provide a guideline of conduct we believe is in accordance with biblical standards.

As representatives of EFree Diamond Bar, we strive to keep our actions above reproach in all things. Consequently, the following standards of conduct shall apply to all staff and volunteers. Violations of these standards by employees are regarded as a serious breach of integrity and could result in discipline, up to and including termination. Violations of these standards by volunteers may result in your removal from the volunteer team.

God's Word teaches us that certain attributes are desired, including: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-24). We will strive to seek, encourage, and demonstrate these attributes in my relationships and in working with children or youth.

Scripture further teaches us that every believer has a duty to protect the spiritual, emotional, and physical well-being of those most vulnerable among us. (Psalm 127:3, Proverbs 22:6, Mark 9:42, and James 1:27).

EFree Diamond Bar understands the responsibility placed upon our church by both God and parents who entrust children to our care. Any person known to pose a threat to children or youth will be prohibited from working in any ministry involving children or youth. This is non-negotiable. We desire to protect children or youth.

As an employee, regular volunteer, or administrator of EFree Diamond Bar, I agree to follow the standards of conduct of this ministry.

DEFINITIONS:

For purposes of this policy, the terms “**child**” or “**children**” or “**youth**” includes all persons under the age of eighteen (18) years.

Youth Service Organization: EFree Diamond Bar is considered a youth service organization because it has activities that involve the direct supervision of children.

A **regular volunteer** is any volunteer who is 18 years of age or older and who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.

An **occasional volunteer** is any volunteer who is 18 years of age or older and who has contact with children and works less than 16 hours per month or less than 32 hours per year.

Employees include all employees, whether they work with children or not, including seasonal, occasional, and part-time employees.

Administrators include ministry leaders including pastors and all elders.

Mandated Reporters: California Penal Code section 11165.7 identifies who are considered mandated reporters. “An administrator, or employee of a public or private organization whose duties require direct contact and supervision of children, including a foster family agency.” Cal. Pen. Code § 11165.7

TRAINING ON CHILD ABUSE & NEGLECT IDENTIFICATION AND REPORTING

Child abuse and neglect, as defined in *the Child Abuse and Neglect Reporting Act* (CANRA), includes: physical abuse, sexual abuse (including both sexual assault and sexual exploitation), willful cruelty or unjustified punishment, unlawful corporal punishment or injury, and neglect (including both acts and omissions).

An administrator, employee, or regular volunteer of EFree Diamond Bar shall individually complete training in child abuse & neglect identification and training in child abuse & neglect reporting consistent with Business and Professions Code 18975(a). This California specific training will cover types of abuse & neglect, what the law requires of mandated reporters, how to spot evidence of child abuse, examples of different types of abuse, how to report abuse, what happens after a report is filed, and much more.

Employees and regular volunteers at EFree Diamond Bar are required to complete the Ministry Safe Sexual Abuse Awareness training and return the certificate(s) of completion to the EFree Diamond Bar Custodian of Records.

Mandated Reporters will also be required to complete the Ministry Safe Reporting Child Sexual Abuse training and return the certificate(s) of completion to the EFree Diamond Bar Custodian of Records.

ADMINISTRATORS, EMPLOYEES AND REGULAR VOLUNTEERS – BACKGROUND CHECKS

All administrators, employees, and regular volunteers must undergo a background check as set forth in Business and Professions Code section 18975 and Penal Code section 11105.3 to identify and exclude any persons with a history of child abuse.

SCREENING PROCEDURES

All employees, administrators, regular volunteers and occasional volunteers who work with those under the age of 18 participating in our programs and activities will be screened. Volunteers must be regular attendees at EFree DB for at least 6 months prior to being screened.

1. Prior to consideration, all candidates seeking a volunteer position that involves working with children, youth, or vulnerable adults will complete and return an initial ministry application. The Worker Application form will ask whether the prospective worker has ever participated in, or has been accused, convicted or pleaded guilty or no contest to abuse or any sexual misconduct.
2. The ministry leader, or designee, will carefully review the application, ensuring that the candidate is an appropriate match for the ministry position. The ministry leader will permanently store all application materials in a secure location.
3. If the individual appears to be an appropriate candidate for the ministry position, the ministry leader, or designee, will check references to confirm the information that the candidate provided on the ministry application.
4. Criminal Background Check Guidelines: Pursuant to Section [11105.3 of the Penal Code](#), all employees, administrators, and regular volunteers shall undergo a background check to identify and exclude any persons with a history of child abuse or other convictions that have been determined by the FBI that would preclude them from working with youth.

Before a background check is conducted, all employees, administrators and regular volunteers will be asked to complete and sign an authorization form allowing EFree Diamond Bar to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the authorized Custodian of Records based on guidance

provided by the FBI. Pursuant to privacy laws, the result of the background check will not be disclosed to any applicant.

However, you may contact the FBI directly for your records.

The background check authorization form and results will be permanently maintained in confidence on file at EFree Diamond Bar.

5. When indicated by our screening procedures, volunteer candidates who pose a threat to children, youth, or vulnerable adults will be removed from consideration for any ministry position involving children, youth, or vulnerable adults.

6. All candidates are required to read and sign the EFree Diamond Bar Church Child Protection Policy.

EMPLOYEE CANDIDATE SCREENING PROCEDURES

1. The same procedures set forth in “Screening Procedures” above also apply to all potential employees, regardless of the ministry position for which they are being considered.
2. When indicated by our screening procedures, employment candidates who pose a threat to children, youth, or vulnerable adults will be removed immediately from consideration for employment anywhere within our organization.

SUPERVISION OF CHILDREN AND YOUTH

Two Adult Rule: To the greatest extent possible, the presence of two unrelated mandated reporters will be available for ministry activities involving children or youth. California does not consider volunteers to be mandated reporters.

Appropriate Behavior with Children: Workers should avoid the appearance of impropriety—such as sitting older children on their lap, kissing or embracing others, etc.

OPEN DOOR/WINDOW POLICY

Classroom doors should remain open whenever children are present unless there is a window in the door or a side window beside it. Window shades shall not be used and doors should never be locked while persons are inside the room unless while experiencing an emergency or emergency drill with procedures that dictate otherwise.

RESTROOM GUIDELINES

Children five years of age and younger should utilize a classroom bathroom, if one is available.

If a classroom bathroom is not available, the designated rover should take the child(ren) to the bathroom so the other two adults may remain with the other children. The rover should be a female. The worker should check the bathroom first to make sure that it is empty, then allow one child in at a time. The worker should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the worker should prop open the bathroom door and leave the stall door open as she assists the child.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

CHECK-IN/CHECK-OUT PROCEDURES

1. Workers should arrive at least 10 minutes before a scheduled activity. They must remain at their assigned post until all people in their care have been picked up by an authorized person. No children or youth should be released to find their parents or wait unattended for transportation.
2. Workers are to release children in their care only to parents, guardians, or persons specifically authorized to pick up the child.

ACCIDENTAL INJURIES TO CHILDREN

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, employees or volunteers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, incident documentation will be completed in the case of injuries requiring treatment by a medical professional.

TEENAGE WORKERS

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to such workers:

1. Teenage workers must be at least age 14.
2. Teenage workers will complete the Ministry Safe Sexual Abuse Awareness Training and provide a certificate of completion to the Custodian of Records.
3. Teenage workers will also sign the Child Protection Policy and return it to the Custodian of Records.
4. To the greatest extent possible, teenage workers will be under the guidance or supervision of two adults who have completed the screening process.
5. (Using only underage workers does not meet the requirements of Business and Professions Code section 18975)

INJURIES OR ILLNESS

1. Persons who are ill (with a fever, or a communicable disease that can be transmitted by cough or by touch) will not be permitted to participate in any ministry activity.
2. A suitable worker—one who has been previously approved through our ministry screening process—must be used to take the place of a worker who is ill.
3. Participants should be returned to their parent or guardian as soon as the illness is discovered. If immediate return is not possible, then the person who is ill should be isolated in a manner that allows an adult worker to monitor the participant until he/she can be returned to a parent or guardian.
4. Take reasonable steps to avoid contact with blood, saliva, or other bodily fluids.
5. Ministry coordinators and supervisors who become aware of an injury to a worker or participant will take steps for proper medical attention to be given to the injured person and provide for continued monitoring of the remaining activity participants.
6. Persons who have received an injury that is obviously minor should be given first aid as needed at the time of injury. The individual's parents or guardians should be notified of the injury when they pick up the injured person.
7. Any injury that may require medical treatment beyond simple first aid should be given immediate attention. The parents or guardians of the injured person should be notified immediately, along with the ministry worker's coordinator or supervisor. If warranted by the injury, emergency medical personnel should be called.

MEDICATIONS POLICY

It is the policy of EFree Diamond Bar not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the appropriate Ministry Leaders to develop a written plan of action.

DISCIPLINE POLICY

It is the policy of EFree Diamond Bar not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, pushing, or other physical discipline of children. Workers should consult with the Staff Ministry Leader if assistance is needed with disciplinary issues.

VIOLATION OF POLICY OR PROCEDURES

1. If a worker witnesses any abuse or violations of this policy, he/she should take immediate steps to stop the abuse or correct the violation. Thereafter, the worker should immediately report the incident to the designated mandated reporter on call.
2. Ministry workers must promptly notify their ministry coordinator or supervisor when they or others violate the procedures mandated by this policy.
3. Ministry coordinators, supervisors, and ministry leaders who become aware of a violation of the procedures set by this policy are required to take all necessary steps to ensure future compliance with them. In the process of ensuring compliance with this policy, it may become necessary to remove workers from their positions.

REPORTING ABUSE

Mandated reporters must report to a county child welfare department, child protective services or to local law enforcement (police or sheriff's department) immediately through one of the following: (800)-540-4000 (800)-272-6699 – TDD or Online Reporting: <https://reportChildAbuseLA.org>

A written report must then be sent within 36 hours electronically (if available). Written reports must be submitted on the California Suspected Child Abuse Form 8572. This form can be found here:

https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf

If child abuse is suspected, administrators, employees and regular volunteers must also report the incident to the ministry leader, elder, and lead pastor, so that Efree Diamond Bar may ensure that the incident is reported to persons or entities outside of EFree Diamond Bar including the reporting required by section 11165.9 of the Penal Code.

INVESTIGATIONS

1. This ministry organization considers any allegation of abuse or neglect a serious matter. Each situation will be fully investigated first through civil authorities, then by ministry leaders, following a consultation with qualified legal counsel. The ministry will not interfere with a pending law enforcement investigation.
2. Employees who are the subject of an investigation will be removed from their position pending completion of the investigation. Employees who admit to the abuse or molestation will be terminated consistent with the established employment practices of this ministry.
3. Volunteer subjects of any investigation will be removed from their positions pending completion of the investigation.
4. This ministry will permanently remove any employees or volunteers from all activities related to the organization if they are found guilty of abuse or molestation.

DEALING WITH LAW ENFORCEMENT, NEWS MEDIA

1. All ministry leaders, employees, and volunteers of Efree Diamond Bar will cooperate fully with law enforcement or governmental agencies investigating abuse and neglect.
2. The Administrators will seek legal counsel as soon as possible after we receive notice of possible abuse or molestation within the organization and a report will be provided to our insurance carrier. Advice from legal counsel will be the basis for our response to the allegations.
3. One individual—a member of the leadership team, an employee, or our attorney will be the designated 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.

(Issued 3/26/2025)