

# Risk Management



## TRAINING MANUAL (Recertification)



BEULAH MISSIONARY BAPTIST CHURCH  
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*"Helping You Get Where God Wants You To Be"*

# SACA TRAINING OVERVIEW

- To review the process of becoming a Certified Children/Youth Volunteer for Beulah Missionary Baptist Church
- To review the legal definitions of child abuse
- To review who is considered a mandated reporter
- To review the policy for Beulah Missionary Baptist Church regarding Child/Adult Interaction
- To review the Child Abuse Reporting Process for Beulah Missionary Baptist Church
- To become knowledgeable of ongoing action items
- To discuss what actions to take in various situations

## CERTIFIED CHILDREN & YOUTH VOLUNTEER BEULAH MISSIONARY BAPTIST CHURCH CHECKLIST

- ✓ Minimum six-month church membership
- ✓ Meet with Leadership
- ✓ Personal Interview
- ✓ Complete and pass background check
- ✓ Complete Volunteer Application
- ✓ Attend SACA Training
- ✓ Wear badge when operating as Volunteer



# DEFINITIONS

According to the Official Code of Georgia Annotated (O.C.G.A), terminology related to abuse, neglect, and deprivation is defined as follows:

## Deprived Child

“A child who is without proper care or control, subsistence, education as required by law, or other care or control necessary for his physical, mental, or emotional health or morals; has been placed for care or adoption in violation of the law; has been abandoned by his parents or other legal custodian; or is without a parent, guardian, or custodian. “

O.C.G.A. 15-11-2

## Child Abuse

“Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means...provided, however, physical forms of discipline may be used as long as there is no physical injury to the child.”

O.C.G.A 49-5-180(5)(A)

## Child Neglect

“Neglect or exploitation of a child by a parent or caretaker if said neglect or exploitation consists of a lack of supervision, abandonment, or intentional or unintentional disregard by a parent or caretaker of a child’s basic needs for food, shelter, medical care, or education as evidenced by repeated incidents or a single incident which places the child at substantial risk of harm.”

O.C.G.A 49-5-180(5)(B)



# DEFINITIONS

## Child Sexual Abuse

“Sexual abuse means a person’s employing, using, persuading, inducing, enticing, or coercing any minor who is not that person’s spouse to engage in any act which involves:

- (A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;
- (B) Bestiality;
- (C) Masturbation;
- (D) Lewd exhibition of the genitals or pubic area of any person;
- (E) Flagellation or torture by or upon a person who is nude;
- (F) Condition of being fettered, bound, or otherwise physically restrained on the part of the person who is nude;
- (G) Physical contact in an act of apparent sexual stimulation or gratification with any person’s clothed or unclothed genitals, pubic area, or buttocks or with a female’s clothed or unclothed breasts;
- (H) Defecation or urination for the purpose of sexual stimulation;
- (I) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure; or
- (J) Sexual exploitation.

Sexual abuse shall not include consensual acts involving persons of the opposite sex when the sex acts are between minors or between a minor and an adult who is not more than five years older than the minor. This provision shall not be deemed or construed to repeal any law concerning the age or capacity to consent.

O.C.G.A 49-5-180(8.1).

## Sexual Exploitation

“Conduct by a person who allows, permits, encourages, or requires a child to engage in:

- (A) Prostitution, as defined in Code Section 16-6-9; or
- (B) Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct, as defined in Code Section 16-12-100.”

O.C.G.A. 49-5-180(9)



# GENERAL POLICY INVOLVING BEULAH BAPTIST CHURCH

1. Beulah Baptist Church utilizes the “Two Adult” Rule. All adult/child interactions must include two unrelated adults, who have been fully screened and authorized, for any size group of children. For example, when you have only one child or more in your classroom, two adults must be present at all times. The one exception being that a child may be one on one with his or her parent or guardian.
2. Adequate adult supervision is required. Ratios (adult/children) that are to be met are as follows:
  - a. Up to 18 months old - 1:6
  - b. Nursery aged – 1:6
  - c. Ages 4 - 1:18
  - d. Ages 5 -12 – 1:20
  - e. Ages 13+ - 1:25
3. If there is not adequate coverage to comply with adequate adult supervision, activities and /or services may have to be suspended.
4. **NO ONE UNDER THE AGE OF 16 IS ALLOWED TO PICK UP, CARRY, OR TAKE ANY CHILD OUT OF THE CLASSROOM.**
5. There is to be NO corporal punishment or any kind for any reason (spanking, pinching, etc.).
6. There is to be NO physical contact with the “private parts” of any child, with the exception of diaper changing. All diaper changing will be done in the classroom on the changing table in full view of everyone present.
7. Parents are to be notified and an “Incident Report” is to be completed as soon as possible in the event that an accident has occurred in the classroom. Parents should sign the “Incident Report”. A copy is to be given to the parents. The additional copy of the “Incident Report” is to be turned in to the children’s ministry and Director of Risk Management.
8. All leaders/workers must have a completed background check on file that has been approved by the Department Head before assuming responsibility and care of the children.
9. All leaders/workers must register each time they are involved in a classroom activity by signing in where they are working.
10. All leaders/workers **MUST** wear the identification badge **AT ALL TIMES WHEN WORKING WITH CHILDREN AND YOUTH.**

SACA guidelines must be considered and followed with the following activities and events:

- Bathroom visits
- Parental and Guardian Involvement
- Overnights
- Transportation
- Field Trips
- Special Programs
- Weekly activities/meetings



1. Determine the number of volunteers/staff members necessary to provide adequate supervision for children.
2. Ensure all volunteers are certified to work with the children.
3. If applicable, distribute to all parents/guardians of children participating in the event information explaining the event and rules of conduct.
4. If applicable, make sure to receive for each child participating in the event, a release form completed and signed by the parents/guardians that confirms the parents/guardians have seen the event information form, and that they consent to their child's participation in the activity.
5. Communicate clearly to the volunteers:
  - a. Appropriate and responsible supervision for the event;
  - b. Discuss risks and procedures for handling problems or emergencies.



# CHILD ABUSE REPORTING PROCESS

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person's belief in accordance with this procedure:

## 1. Initial Abuse Reporter

- a. Fill out Child Abuse – Incident Report Form (Forms can be obtained from any department leader or mailroom from bottom level).
  - i. Be sure to obtain all pertinent information. TIME IS OF THE ESSENCE IN MAKING THE REPORT.
- b. Contact Church Counselor OR Director of Risk Management
- c. Contact Department Leader

## 2. Risk Management Personnel

- a. Record any additional information provided by the reporting individual on the Child Abuse – Incident Report Form.
- b. Contact the Department of Family and Child Services or report the abuse to the police department.
- c. If the perpetrator is known to be a youth volunteer or church staff member, the individual will be removed from their position immediately until a thorough investigation is conducted.

**FAILURE TO REPORT:** In Georgia, any person who is required by law to report and who knowingly and willfully fails to report suspected abuse shall be guilty of a misdemeanor.

**IMMUNITY:** The State of Georgia grants immunity for any civil or criminal liability for the making of a report based on the requirement that the report is made in good faith.

**NO ONE WITH A LEGAL DUTY TO REPORT INFORMATION TO A GOVERNMENT AGENCY, WHETHER BY VIRTUE OF A DESIGNATED OCCUPATION OR OTHERWISE, SHALL BE PROHIBITED OR HINDERED FROM REPORTING.**



# VOLUNTEER/EMPLOYEE CODE OF ETHICS

While acting in the capacity of a Volunteer or Employee of Beulah Missionary Baptist Church the following rules shall apply:

1. I understand smoking or using tobacco products in the presence of minors is prohibited.
2. I understand the presence, consumption, possession, of or being under the influence of alcohol, illegal, or illicit drugs will NOT be tolerated. This includes while leading or participating in events for minors of Beulah Missionary Baptist Church.
3. I understand volunteers and employees of minors shall not abuse any minor including:
  - a. Any direct observation or evidence of sexual activity in the presence of or in association with a minor;
  - b. Any display or demonstration of sexual activity, abuse, insinuation of abuse or evidence of abusive conduct towards a minor;
  - c. Sexual advances or sexual activity of any kind to a minor(s);
  - d. Infliction of physical abuse behavior or bodily injury to a minor;
  - e. Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Beulah Missionary Baptist Church;
  - f. Mental or emotional injury to a minor;
  - g. The presence or possession of obscene or pornographic material at any function of Beulah Missionary Baptist Church;
4. I understand there is limited access to confidential and locked records.
5. I understand there will be annual updates to the Volunteer Information Forms.
6. I understand I must update my background check every two years.
7. I understand employees and volunteers must treat all people of all races, religions, and cultures with respect and consideration.
8. I understand employees and volunteers must be free of physical and psychological conditions that might adversely affect any minor's health, including but not limited to, contagious disease.
9. I understand employees and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
10. I understand employees and volunteers will be expected to act and react with Christian love and understanding in all situations.
11. I understand employees and volunteers will avoid being in situations where they are alone with a minor unless said minor is their own.
12. I understand that allegations of abuse against employees and volunteers may result in immediate suspension from duties and may result in permanent dismissal, at the sole discretion of Beulah Missionary Baptist Church.
13. I understand the responsibility to report abuse and other inappropriate conduct directed toward a child to the immediate director of the program and to a member of the Risk Management Team, and, as necessary, the appropriate state authorities.
14. I understand that Beulah Missionary Baptist Church takes every allegation of abuse seriously, that abuse in any form will not be tolerated, and that Beulah Missionary Baptist Church will cooperate fully with the authorities in the investigation of any allegation of abuse.





# ONGOING ACTION ITEMS

- **How risky is a situation?**
  - Isolation
  - Accountability
  - Power
- **Handling Incidents**
  - Discuss suspicious behavior immediately
  - Monitor facilities and create open environments
  - Review safeguards for arrival and dismissal
  - Discuss appropriate and inappropriate touching
  - Mutual accountability
  - Personal responsibility
- **If Ministry is accused of abuse**
  - Fill out incident report
  - Contact appropriate personnel
  - Provide support to the victim
  - Fulfill state reporting obligations
  - Respond to the concerns of the congregation
  - PRAY



# NOTES



## NOTES

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