



Dear Staff Member and Volunteer,

Welcome to Global Gates!

At Global Gates, we take our responsibility to care for children very seriously. To that end, we have adopted the attached Global Gates Child Safety Policy. These policies will be strictly enforced so we urge you to read them carefully.

After you have read them, please sign, and return the Statement of Acknowledgement and Agreement form located on the last page.

Sincerely,

Global Gates Network Staff



# **Global Gates Child Safety Policy**

## **Contents:**

1. Overview of Safety System	1
2. Child Safety Policy	2
3. Reporting Policy Violations and Abuse	2
4. Safety Committee	5
5. Monitoring Plan for All Gatherings	6
6. Disciplinary Policies	7
7. Restroom Policies	9
8. Medication	10
9. Transportation	10
10. Verbal Interaction with Children	11
11. One-to-One Interaction with Children	11
12. Physical Contact	11
13. Intoxicants	12
14. Tobacco Use	12
15. Sexually Oriented Conversations	12
16. Sexually Oriented Material	13
17. Nudity	13
18. Parental Involvement	13
19. Statement of Acknowledgement and Agreement	14

## **Overview of the Global Gates Safety System**

Because we love children and desire to protect them, Global Gates requires all staff members and volunteers (and other vulnerable populations) to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

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

Global Gates policies require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to the Director of Human Resources (828-432-7917). Staff members and volunteers 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 Global Gates staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Global Gates requires all staff members and volunteers to complete MinistrySafe's Sexual Abuse Awareness Training (live or online at [www.MinistrySafe.com](http://www.MinistrySafe.com)). This training will be renewed every two years.

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

Global Gates staff members and Associates are required to complete the Global Gates Screening Process, which requires:

- an Employment Application;
- a Safety Application;
- a face-to-face interview; and,
- references to be checked.

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

Staff members and volunteers are required to review these policies and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

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

Global Gates requires that all staff members and volunteers undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required. Individuals who have committed sexually oriented or sex-related crimes may not serve with Global Gates.

*Where a Global Gates staff member or volunteer is engaged in ministry activities outside of the United States, please contact the Director of Human Resources for policies and procedures tailored for your location.*

## **Child Safety Policy**

### **ABUSE TOLERANCE**

Global Gates has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at Global Gates to act in the best interest of all children in every program.

In the event that staff 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** their observations to the Human Resource Director (as of September 2021, that is Shirley Sells: 917-243-4979).

### **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

Global Gates 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 applicable United States law, to the Global Gates Safety Committee and the Police Department, Child Protective Services, or other appropriate agency.

*Where a Global Gates staff member or volunteer is engaged in ministry activities outside of the United States, please contact the Director of Human Resources for reporting procedures in your location of ministry.*

An element of the safe environment referenced above includes the fostering of a *culture of reporting* relevant information to the Director of Human Resources. Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to the Director of Human Resources.

### **ENFORCEMENT OF POLICIES**

Global Gates staff members and volunteers who supervise others are charged with the diligent enforcement of all Global Gates policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from a position that interacts with children. Final decisions related to policy violations will be the responsibility of the Safety Committee and the Board of Directors.

## **Reporting Policy Violations and Abuse**

### **REPORTING VIOLATION OF POLICY**

In order to maintain a safe environment for children, Global Gates staff members and volunteers must be aware of their individual responsibility to **report any questionable**

**circumstance, observation, act, omission, or situation that is a violation of these policies.**

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor, the Human Resources Director, or a member of the Safety Committee. The present members of the Safety Committee are:

Shirley Sells- Director of Human Resources- (828) 432-7917  
 Daniel Owen- Director of Operations and Compliance- (251) 656-9462  
 Bonnie Hearon- Director of Personnel Selection- (210) 709-6188  
 Holley Greeson- G3 Coordinator- (832) 490-6263  
 Brad Wall- Associate Director- (718) 213-6590

### **Steps to Reporting (Non-abusive behavior)**

1. Breaking protocol/policy or grooming behavior
  - a. Immediately speak to the staff and volunteer and remind them of policy.
  - b. Report to Human Resources Director, Supervisor, or Safety Committee Member
2. Repeated breaking of protocol/policy
  - a. Speak to associate/volunteer each time
  - b. Report every time to Human Resources Director, Supervisor, or Safety Committee Member
  - c. Safety Committee will contact staff/volunteer

### **CONSEQUENCES OF POLICY VIOLATION**

Any person accused of committing a policy violation or any act considered by Global Gates to be potentially harmful to a child will be subject to disciplinary action up to and including suspension and/or termination. If suspended, this suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a policy violation may be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students, or vulnerable populations with Global Gates. If the person is a staff member or employee, such conduct may also result in termination of employment from Global Gates.

Failure to report a policy violation or prohibited act to the designated staff is grounds for termination (employee) or removal (associates). Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students, or vulnerable populations with Global Gates.

## **REPORTING ABUSE OR SUSPICIONS OF ABUSE**

Global Gates is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behavior or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and United States law.

Because sexual abusers ‘groom’ children for abuse, it is possible that a staff member or volunteer may witness behavior intended to groom a child for sexual abuse. Please report ‘grooming’ behavior, policy violations, or any suspicious behaviors to the Director of Human Resources, so that Global Gates may take appropriate action to safeguard children in the program.

Steps for Reporting Abuse or Suspicions of Abuse (Abusive behavior)

- a. Remove the child to safety
- b. Never allow the perpetrator to be alone with children
- c. Immediately call the Director of Human Resources (828-432-7917) or a Safety Committee Member if unavailable.
- d. Report to authorities, or allow Safety Committee member to assist you in reporting

## ***REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE TO LAW ENFORCEMENT***

**We report all suspected or alleged abuse or neglect of children to the Department of Family and Protective Services in the State or appropriate agency where the abuse occurred.**

Because many adults are unfamiliar with their state’s reporting requirements and may be fearful of the process, Global Gates utilizes a ‘tandem or dual report’ model, where permitted. A ‘dual report’ occurs when the Global Gates Director of Human Resources, or a member of the Global Gates Safety Committee reports the suspicion or allegation *together* with the individual who saw, heard, or received information causing him or her to suspect abuse or neglect.

THIS PRACTICE IS NOT REQUIRED OR INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM REPORTING TO THE APPROPRIATE LAW ENFORCEMENT AGENCY. Instead, it is meant to facilitate reporting, protect children, and support individuals who may not feel able or willing to report alone.

***NO PERMISSION IS NEEDED from Global Gates before reporting to law enforcement.***

***When in doubt, report.***

## **INTERNATIONAL TEAMS**

*Where a Global Gates staff member or volunteer is engaged in ministry activities outside of the United States, please contact the Director of Human Resources for reporting procedures in your location of ministry.*

## **Safety Committee**

Recognizing the importance of providing and maintaining a safe environment for children, Global Gates will appoint and maintain a Safety Committee, which will meet once each quarter.

The purpose of the Safety Committee is to enable Global Gates to carry out appropriate ministry activities while safeguarding program participants against emotional, physical, or sexual abuse.

### **COMPOSITION**

The Safety Committee will be comprised of the following members:

- the Director of Human Resources
- the Director of Personnel Selection
- Director of Operations and Compliance
- up to 2 additional members as chosen by the committee

### **RESPONSIBILITIES**

The Safety Committee will be charged with the following duties:

1. Applying existing Global Gates policies related to children's safety and risk management issues.
2. Monitoring all programs with children for ongoing compliance with safety policies.
3. Making recommendations to the Global Gates Leadership Team and Board of Directors regarding safety issues.
4. Assisting staff and individuals in reporting to the appropriate state agencies and/or law enforcement.

## **Monitoring Plan for All Gatherings**

### **LOCATION SAFETY**

Every ministry supervisor is responsible for ensuring that the ministry program area (usually a home or church building) is monitored during programming serving children. This includes unobserved monitoring of staff members, volunteers, and children. No child should ever be left unattended during regular programming, classes, or activities.

### **SUPERVISION**

Only parents, screened ministry volunteers, staff members, associates, and children are allowed in areas where ministry to children is occurring. All other adults should be asked to remain in the adult area.

**Two trained, screened adults (over the age of 17 and unrelated) should supervise children at all times.**

Avoid being alone with an individual child in any room or during any ministry activity. If one supervising adult must leave a group of children, another trained and screened adult must be notified so that the *Two Adult Rule* can be followed.

If two individuals serving in a room are related to one another, a third unrelated trained and screened adult must be present.

If an unusual circumstance occurs and you find yourself alone with a single child, take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

If you need to talk with a child alone, do it in the hallway or a highly visible area, or have another leader with you.

After every ministry event, ensure that every room, area and restroom is checked prior to leaving.

### **MEETINGS IN HOMES (HOUSE CHURCH, BIBLE STUDY GROUPS, TEAM MEETINGS)**

When meeting in a home or house church setting, the follow guidelines need to be followed:

1. If there are not enough adults present to maintain the policy stated above, have the children meet in a corner or in an adjoining room where they can be always seen.
2. All toileting needs should be the responsibility of the child's parent(s) or guardian.



## PLAYGROUNDS

On the playground, remember to circulate, watching children during play periods, giving particular attention to areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

## VOLUNTEER TEAMS

All volunteer teams must adhere to the Global Gates Child Safety Policy including providing background checks and completing the MinistrySafe Awareness Training.

Prior to the volunteer team's arrival on the field, the Global Gates team leader must provide the volunteer team coordinator with the instructions for obtaining background checks for every team member, completing the MinistrySafe Awareness Training for every team member, and signing the Global Gates Child Safety Policy Statement of Acknowledgement and Agreement form for every team member. NOTE: All these documents must be obtained by Global Gates BEFORE the volunteer arrives on the field to participate in ministry with Global Gates.

When teams arrive on the field, orientation should be given to each team including instructions on adhering to the Global Gates Child Safety Policy. Global Gates employees should review the Child Safety Policy with each team member. Emphasis should be given to the following:

- Volunteers should never be alone with a minor child or minor children.
- The two-adult rule also protects the volunteer.
- Each volunteer is responsible for the behavior of each member of their team so that no one disappears from the group at any time.

## Disciplinary Policies

### DISCIPLINE

It is Global Gates's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children being served. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. When a child is misbehaving, follow these steps:

1. Go to the child and calmly ask him or her to stop the behavior. (Most children respond immediately and correct the behavior.) Give a warning and remind the child of class expectations, and redirect to a positive behavior. Do this individually, when possible, try not to single out a specific child in a large group setting. \*When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.

2. If the child repeats the action, guide them to a quiet place – separate from the other children – for a short but designated period of time. Stay within sight of others and avoid being alone (or unseen) with the child.

Provide the child with a simple, understandable reason for the separation, and a clear explanation of your expectations. (“Terry, you didn’t stop hitting Kelly when I asked you to, so it was necessary for me to separate you from the group.”)

3. After a 3rd time, inform a parent or guardian, who may be asked to become involved in redirecting misbehavior.
4. If parents are present in the same room as their child(ren), parents are expected to maintain the discipline of their child(ren) as outlined in the discipline policy.

Uncontrollable or unusual behavior should be reported to the ministry supervisor and Human Resources Director.

### **NEVER...**

- Never yell at a child.
- Never grab a child.
- Never threaten a child. Always follow through with your words.
- Never hit a child.
- Never confront a parent in front of others.
- Never openly humiliate a child in front of others.

### **BULLYING**

Verbal, physical, or emotional bullying is not acceptable in Global Gates ministry programs. At the first sign of bullying in any form, act decisively, and inform your ministry supervisor. There is no “harmless put-down” where bullying is concerned.

1. *First Offense*: Issue a warning to the child and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise.
2. *Second Offense*: Pull the offending child(ren) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the child know that the next step is communication with a supervisor and the child’s parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.

Privately, but with another adult present, confirm that a child who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. DO NOT SINGLE A CHILD OUT IN FRONT OF THE GROUP ... be discreet.

3. *Third Offense:* Send the child to a ministry supervisor for a phone call (or communication onsite) with his or her parent(s) and possible removal from the activity or event.

## **Restroom Policies**

### ***NURSERY CHILDREN***

Because nursery aged children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

#### **Diapering**

- Whenever possible, parents should undertake all diapering of their children.
- When not possible, only female nursery workers will undertake the diapering of children of either sex.
- Changing of diapers should be done in plain sight of other nursery workers.
- Children will never be left unattended on changing tables.
- Any special instructions given by parents leaving children in nursery will be recorded on the registration cards (“Seth Adams has a medicine in the bag for rash.”)
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.

#### **Toilet training**

- No child will be forced to learn toilet training.
- Only female nursery workers or the child’s parent or legal guardian will participate in toilet training efforts with children of either sex.
- When children are taken into bathrooms the door will be left partially open.
- Young children will never be left unattended in bathrooms.
- Parents should be consulted on each child’s progress in the toilet training process before leaving the child with staff members or volunteers. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card (“Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.”).
- Children should be assisted in straightening their clothing before returning to the room with other children.
- “Accidents” should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers should be furnished by the parents if the child is toilet training.

### ***GRADES 1-6***

If you must go into the restroom to check on an individual child, seek out another staff member or volunteer to accompany you. If another staff member or volunteer is not

available, go to the exterior bathroom door, knock, and ask if the child needs assistance. Do not enter the restroom.

If a child requires immediate assistance, leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his or her toileting activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

If restroom use is required:

- If a parent or guardian is present or available, they should handle toileting needs of their own children.
- Only *adult* female workers will assist children in the restroom unless a parent is assisting their own child.
- Only one child in the restroom at a time, in a single toilet facility.
- When assisting a child, the door must not be locked, and must remain ajar. In general, children should receive the minimum amount of assistance needed based upon their individual capabilities. Encourage children to do all they can for themselves.
- All students in grades 1-3 must be accompanied to the restroom by a female leader. 4th and 5th grade students may go to KIDS ONLY restrooms alone with a bathroom pass from their room.
- Be aware if a student repeatedly asks to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor if it occurs.
- A single staff member or volunteer should never take a lone child to the restroom.

### ***SPECIAL NEEDS***

Parents will offer instruction to staff members or volunteers to change the diapers of individuals with special needs. After the age of 4, parents or legal guardians will change the diapers of all individuals with special needs. If someone with special needs requires assistance using the restroom, a special needs volunteer may assist them in the restroom.

## **Medication**

Only parents or legal guardians may administer medications of any kind to any child while involved in ministry programs, including 'over the counter' drugs.

## **Transportation**

Staff members and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when workers are involved in the transportation of children:

- Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
- Staff members and volunteers should avoid physical contact with children while in vehicles.
- No cell phones may be utilized by the driver while driving children unless in an emergency.
- No drivers under age 25 may drive children.

## **Verbal Interactions with Children**

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Global Gates staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

## **One-to-One Interactions with Children**

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Global Gates Children's ministry programs. Another staff member or volunteer who has completed the Global Gates application and screening process should always be present.

## **Physical Contact**

Global Gates is committed to protecting children in its care. To this end, Global Gates has implemented a 'physical contact policy' which promotes a positive, nurturing environment while protecting our children. The following guidelines are to be carefully followed:

- Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development and are generally suitable.
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Human Resources Director, or a member of the Safety Committee.
- Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.

- Physical contact and affection should be given only in observable places or when in the presence of other children or staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers must always foster trust. Personal conduct must be above reproach.
- Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.
- Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
- Any inappropriate behavior or suspected abuse must be reported immediately in compliance with this policy.

## **Intoxicants**

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any intoxicating drugs while in any Global Gates activity, while traveling with children, or while working with or supervising children.

## **Tobacco/Vaping Use**

Global Gates requires staff members and volunteers to abstain from the use or possession of tobacco or vaping products during all Global Gates activities or programs.

## **Sexually Oriented Conversations**

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child.

## **Sexually Oriented Material**

Staff members and volunteers of Global Gates are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.).

## **Nudity**

Staff members and volunteers should never be nude in the presence of children in their care.

## **Parental Involvement**

### **PARENTAL CONTACT**

Parents who leave a child in the care of Global Gates staff members and volunteers during group activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Global Gates activities.

### **PARENTAL INVOLVEMENT**

Parents have an open invitation to observe all Global Gates programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at Global Gates will be required to complete the Global Gates volunteer application and screening process.

## **Global Gates Child Safety Policy Statement of Acknowledgement and Agreement**

This page is to be signed, detached, and delivered to [hrdirector@globalgates.info](mailto:hrdirector@globalgates.info).

I have received and read a copy of Global Gates's Child Safety Policy and understand the importance of the material. I agree to abide by these policies while serving or working at Global Gates. I understand that any violation of these policies will result in disciplinary action up to and including termination of employment or ending the volunteer relationship.

I understand these policies may be amended, revised, or eliminated by Global Gates.

I understand it is my responsibility to immediately review new policies related to child safety which may be created and distributed.

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Staff Member or Volunteer's name (please print)

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Staff Member or Volunteer's signature

Date \_\_\_\_\_