



**MADISON CHURCH OF CHRIST  
SECURITY POLICY**

Updated 11/15/17

## **Assembly Protection Procedures**

The Madison church building by nature is an open access facility but it should be physically secured against unauthorized intrusions, attacks against members or visitors, unauthorized collection of children, or similar undesirable events. Security will be accomplished by using a combination of personnel, equipment, and procedures to mitigate as much risk and exposure as possible while still providing a welcoming environment for members and visitors. The carrying of a personal firearm on church property is allowed as long as the carrier has a current pistol permit and is following all local, state, and federal laws and guidelines.

### **Security team**

#### **Physical Protection Team**

There is a team responsible for ensuring all doorways are secure, patrolling the building, monitoring available cameras, and conducting routine testing of existing security systems. These members are expected to undergo a background check due to their work with the camera system.

#### **Greeters/Ushers**

Ushers should follow the most recently published ushers guide. The guide contains conduct guidelines that provide great welcoming service to members and visitors and positions the ushers in security sensitive areas during services. Since the ushers are already in great security positions, they are asked to stay aware and alert of any unusual occurrences and have a two-way communication device (cell phone or radio) to alert others to a potentially dangerous incident.

#### **Teachers**

Teachers are an essential part of the security team as they are the first responders to emergencies during class. They are asked to follow the below youth protection procedures to ensure the safety of the youth in their custody during class. These members are expected to undergo a background check due to their work with the youth.

#### **Staff and Employees**

Staff and employees are asked to ensure exterior doors close and lock behind them when they leave the building, approach individuals unknown to them that are in the building outside of normal service and class hours, and alert others to any unusual activity. These members are expected to undergo a background check due to their work with the youth.

### **Physical Security Measures**

The building is secured with several electrical and mechanical devices and systems that aid in the deterrence of crime and other unwanted incidents. These devices and systems are most effective when those using them adhere to sound procedures for their use. Below are procedures for the use of the electromagnetic locks on the exterior doors, cameras on interior hallways and common areas, and mechanical locks on interior doors.

#### **Exterior doors**

The exterior doors should be secured 15 minutes after the start of any service or class. They should be periodically checked to ensure they are secure after services, classes, and at the end of the workday.

#### **Interior doors**

The doors of rooms that contain sensitive information or valuable contents should remain locked. Classroom doors should be closed and locked while class is in session.

### **Monitoring**

The cameras should be monitored from a remote location or the security office during services and classes. Viewers should focus on anyone exhibiting out of the ordinary behaviors

### **Hallway security**

At least one usher, physical protection team member, or other qualified person should patrol the foyer and halls to detect and deter any undesirable event during services and classes.

#### **Hall Security Team**

- **Ushers**
- **Physical Protection Team member**
- **Qualified Adult member of Madison**

### **Training**

All members of the security team should attend initial and regular security training to educate, enhance, and improve their ability to detect an undesirable incident. The security personnel are an important element of security and will likely be the first responders to an incident. Regular training will help keep everyone on the same page and responses to incidents uniform. Training should address ways to respond to suspicious persons, violent incidents, bomb threats, medical emergencies, response to allegations of child abuse, or other emergencies

### **Active Shooter/Violent Incident**

Madison utilizes the Department of Homeland Security's Run Hide Fight protocol if an incident occurs during a service and lockdown procedures if an incident occurs during class. Be aware of your surroundings, locate the closest exit, and help others.

**Run** - Have an escape route and plan in mind, leave your belongings behind, keep your hands visible

**Hide** - Hide in an area out of the intruder's view, block entry to your hiding place and lock the doors, silence your cell phone and/or pager

**Fight** - As a last resort and only when your life is in imminent danger, attempt to incapacitate the intruder, act with physical aggression and throw items at the intruder

### **Lockdown**

Should a presumed dangerous intruder (armed or unarmed) enter our building or a violent incident occur during a Bible class period our procedures are as follows for the classes:

1. A member of the security team or qualified adult will attempt to sound the class bell 5 times to signify a lock-down alert
2. Teachers will make sure classroom doors are closed and locked
3. Teachers will turn out lights, close window coverings/blinds/shades
4. Teachers will place youth in a safe corner of the room quietly out of sight of the door window
5. Wait for Law Enforcement to evacuate the classroom or for a long bell signal to signify that the lock-down alert is over

## **Youth Protection procedures**

Madison is committed to providing and promoting a safe and secure environment for all youth in our care. The following procedures have been developed for all church planned events on and off campus. Madison is committed to creating an environment where youth may grow physically, mentally, emotionally, and spiritually under the direction of dedicated leaders. Madison is committed to the safety of those participating in church events/classes, to the prevention of child abuse, and to ministering to those who have been affected by incidents of child abuse. Should an incident occur, Madison will comply with the state requirements for reporting child abuse. All employees, volunteers and interns working with youth in the facility for regular or scheduled activities or our Mother's Morning Out Ministry are expected to support this policy and are required to be familiar with it.

### **Screening**

Madison will conduct a screening process for all individuals involved with youth during church planned events. This involves performing a criminal background check, completing training, providing references, and signing an acknowledgement of the security procedures. The criminal history check will be at the expense of the church and will be treated as confidential information. The form and results will be stored for two years in a secure location. Any applicant with a conviction for child abuse, physical abuse, sexual or violent crime cannot be engaged in any capacity that would bring them into contact with youth. The Youth Protection Team will authorize those with other convictions to participate in the youth program on a case by case basis. Refusal to consent to any part of the screening process will result in the person not being allowed to participate in any youth program events. New members to the Madison congregation may be subject to a 3 month waiting period before being allowed to participate in youth events.

### **Two Worker Rule**

There should be a minimum of two workers to supervise youths during church planned events. The "two worker" rule prohibits one worker from being in an isolated setting with a youth or group of youths. Any worker under the age of eighteen must have an adult worker present while supervising children. Diapering, when necessary, will be done in the presence of another worker. Workers will be required to wear gloves while changing diapers and sanitize their hands after changing diapers. In activities where there is a legitimate reason, or parental consent, for being alone with a youth (ex. pastoral counseling), workers should make every effort for the activity to be conducted in a place where there are other people nearby to observe the activity or in view of a camera.

Youths that are not capable of using the bathroom without assistance will be assisted by either one worker of the same gender or another responsible adult of the same gender. Youths that are capable of using the bathroom by themselves, will use designated facilities unassisted. All incidents and accidents should be reported and the reports kept confidential. Two workers must remain after an event until all children are in the custody of their parent/guardian or responsible adult. Teen drivers will be allowed to drive home after the event.

### **YOUTH PROTECTION TEAM**

- **Established, reputable member of Madison**
- **MMO Staff representative**
- **Youth Ministry Staff representative**
- **Family Ministry Staff representative**
- **Elder Liaison**

## **Health and Safety Issues**

Teachers, parents, or responsible adults are asked to follow the following health guidelines to help insure the well-being of the other students in the classroom.

- All classes should keep a roster of the children attending the class.
- Attached to the roster should be an information list for each child containing emergency contact information, a list of known allergies, and those authorized to pickup the child.
- No child who has a fever, diarrhea, or vomiting within twenty-four hours should be brought to the classroom.
- No child with excessive coughing, sneezing or runny nose should be brought to the classroom.
- No child with any contagious virus or infection should be brought to the classroom.
- If a child needs medication while they are in the classroom, the parent or responsible adult is required to come and administer the medication.

## **Check In Procedure**

1. Preschool children should be dropped off by their parent or responsible adult.
2. Grades K-3 should be dropped off by their parent, responsible adult, or a preapproved sibling who is age 4<sup>th</sup> Grade and up.
3. Grades 4 and up may check themselves into their classrooms.
4. Children a worker does not know should be checked in by their parent or responsible adult. Basic information will be gathered from the parent/adult regarding contact information, allergies, and medical conditions that may require attention while the child is in class.

## **Pick Up Procedures**

1. Parents or responsible adults should pick up their preschool child after the second bell. Preschool children will not be free to leave the room in search of parents or responsible adults. Older siblings may not pick up preschool children.
2. Grades K-3 may be picked up by their parent, responsible adult, or a preapproved sibling who is age 4<sup>th</sup> Grade and up.
3. Grades 4 and up may leave their classrooms following the second bell and class dismissal.

## **Allegations of Child Abuse**

If an allegation of child abuse occurs, the allegation will be taken seriously and handled legally and forthrightly with due respect for the victim's privacy and confidentiality. In each case, response to these allegations will take place immediately. If a worker suspects or observes child abuse, the worker is required to report it directly to Child Protective Services (CPS) or a law enforcement agent. The numbers to call in these cases are:

Department of Human Resources (DHS) / CPS	256.772.5612
Madison Police Non-emergency Number	256.772.5685
Madison Police Emergency Number	911

If a report is made to DHS/CPS or Madison Police, the reporter is requested to notify a member of the Child Protection Team or Eldership so they can take any required actions. If the observation does not warrant a call to DHS/CPS or law enforcement, but is something of necessary concern, the observer should report it to a member of the Child Protection Team or the Eldership who will again take any needed actions to address or resolve the situation. The ministerial staff and Mother's Morning Out staff are mandatory reporters, so if the incident detailed is such that it needs to be reported to the authorities, the ministerial staff will be obligated to make such a report.

# **Overnight Trip Safety Procedures**

## **Chaperone Ratio Requirements**

Unless otherwise specified, all youth overnight trips should aim to have at least a 1:6 chaperone to student ratio. Exceptions to this rule would be for events like Madison's Bible Camp. At Bible Camp, two adults are required to stay in each cabin.

## **Procedures for Youth Overnight Activities**

These procedures cover pre-approved youth activities which require an overnight stay and are sponsored and/or supervised by Madison, whether they be camp outs, retreats, lock-ins, hotel stays, or overnight outings in personal dwellings.

## **Rules of Conduct**

- None of the youth will be allowed away from the designated overnight area without prior permission of the group leader and the parent or legal guardian's signed permission.
- No child or youth is to be left alone in a room or house except the restroom.
- No couple is to be left unsupervised.
- No members of the opposite sex will be allowed to sleep in the same room.
- After dark, couples must be seated in first half of buses in plain view of chaperones.
- Once a year or on specific trips as required, parents or legal guardians will sign a parent permission slip and fill out a medical release form in order to allow their child/children to participate in overnight or off campus activities. Without properly signed forms, the child or youth will not be allowed to participate in the activity.

## **Procedures for Youth Transportation**

- The following procedures are for providing transportation for youth to and from activities sponsored and/or supervised by Madison. These procedures are specific to transportation provided by the church, parents or responsible adults of participating youth, and youth workers to activities off the church property. These vehicle requirements pertain to vehicles owned or leased by the church, those provided by parents of participating youth, those provided by workers and any external commercial vehicle provided for transportation.

## **Vehicle Requirements**

- All vehicles owned or leased by Madison shall be in good running order and possess a current Alabama license plate, and have insurance coverage as required by Alabama law.
- State seatbelt and child seat laws will be followed in all cases. If all car seats are taken or not available on a particular vehicle for a child requiring such, the child will not be allowed to ride in the vehicle.

## **Qualifications of Drivers - Madison Transportation Policy**

- All drivers operating vehicles owned or leased by Madison will be "qualified" workers, parents of participating youth and/or licensed commercial drivers per our safety standards.
- All drivers operating vehicles owned or leased by Madison will have a current driver's license with the classification for the vehicle driven and be at least 25 years of age.

- Before driving any Madison owned vehicle, all drivers must review and sign the Madison Transportation Policy and have a driving record check performed by Madison.
- Madison will not be responsible/liable for any youth driving a personal vehicle prior to or following a Madison Youth activity.
- Teen drivers are highly discouraged driving to out-of-town activities but may be permitted only by prior mutual agreement of parent and youth ministry team.

#### **General Rules**

- Unless otherwise approved by the ministers and the parents so informed, all transportation subject to these procedures will begin and terminate at the church property.
- All drivers will obey the traffic laws.
- No ministry volunteer, staff member, or youth worker is to transport any youth alone. If possible, two adults should travel in each vehicle. If this is not possible, more than one youth will be required with the adult.
- Drivers will make a final pass through a parked vehicle to ensure all youth have exited before the vehicle is locked.

## **Definitions**

Throughout this document a number of terms are used such as “Three Month” rule and the “Two Worker” rule. The following definitions are provided to ensure that there is a common understanding of the meaning of these terms.

**Adult** As used in this document, “adult” means a person 18 years of age or older.

**Qualified** An adult volunteer, parent, or worker who has been approved by Madison.

**Child** As used in this document, child means a person under the age of 12 years unless referring to child abuse which includes all persons under the age of 18.

**Child Abuse** Defined by state law, but generally includes (1) non-accidental physical injury, (2) sexual contact or exploitation, (3) neglect, or (4) emotional distress.

**Child Protection Team** volunteer or paid individuals to oversee, make judgments and uphold child safety policies as approved

**Child Sexual Abuse** Defined by state law, but generally any sexual contact with or exploitation between an adult, caregiver and a youth even if the victim consents.

**Church Planned Events** This includes any classes, devotionals, activities, trips, etc. that involve children or youth that are planned through Madison. This includes any overseas mission related trips.

**Criminal Liability for Failure to Report** A person failing to report child abuse or neglect commits a Class B Misdemeanor. A civil claim may be imminent in a failure to report incident; therefore all incidents will be investigated and reported to the proper authorities.

**Madison** As used in this document, Madison refers to the Madison church of Christ.

**Member** As used in this document, member means a person who has officially placed membership and is in good standing as a member at Madison.

**Parent** As used in this document, the legal parent and/or legal guardian of a youth.

**Responsible Adult** As used in this document, a responsible adult is defined to be a legal guardian, grandparent, family member or adult supervisor responsible for a particular child.

**Sexual harassment** is defined as any “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to the conduct enters into employment decisions and or the conduct unreasonable interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment.” Sexual harassment is an illegal offense under civil law, Civil Rights Act of 1964, Title IV. The courts define two types of sexual harassment: (i) *Quid pro quo* which means something for something, demanding sexual favors in exchange for favors or benefits and (ii) a hostile environment where unwelcome conduct of a sexual nature substantially interferes with someone’s mental or physical health or interferes with job performance. Sexual harassment of children, between children, or adults, will not be tolerated at Madison.



**Sexual misconduct** defined under the Alabama Penal Code includes indecent exposure, indecency with a child, and sexual assault, including rape, or conduct that may be sexually oriented. Sexual misconduct at Madison will be investigated and reported to the proper authorities.

**Staff** Staff includes all of the paid ministerial and administrative personnel at Madison.

**Teen**

As used in this document, “teen” means a person 13 to 17 years of age.

**Three month rule**

Volunteers may be asked to be a member of Madison for three months before being approved to work with children. This waiting period allows new members to become familiar with the church and its ministries; it also allows the church additional time to evaluate prospective workers, and their suitability for serving within these ministries.

**Two worker rule**

During any church planned event involving children and youth, a minimum of two adult workers should be present.

**Worker**

A paid or volunteer individual who serves in a position at the church that requires or allows them to be in contact with children or youth during a church planned event on or off campus.

**Youth** As used in this document, youth means any person under the age of 18 years.

**Hall Security member**

A qualified volunteer who provides supervision to children in the halls during Bible class hours for restroom purposes, safety, and surveillance.

**Please complete the form online:**

<http://www.madisonchurch.org/security>

**Or Print this page and turn into the church office**

**Madison Church of Christ  
Procedure Agreement Form**

I, \_\_\_\_\_, acknowledge that I have received a copy of the Madison Church of Christ Security Procedures. I have read the document and recognize that it is my personal responsibility to follow its procedures and practices.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_