



Titan Christian Education

TitanChristianEd.org

Child and Youth Protection Policy

Titan Christian Education Mission: To share God's word with students and families of the Triway Local School District.

Guiding Scripture: Show me your ways, Lord, teach me your paths. Psalm 25:4

The Purpose of the CHILD AND YOUTH PROTECTION POLICY of Titan Christian Education (TCE) is to:

1. Provide procedures specifically designed to protect students, TCE Members, staff, and volunteers associated with the ministries of TCE. Individuals serving in these capacities will attest in writing that they have read and understand the material provided in the CHILD AND YOUTH PROTECTION POLICY.
2. Establish appropriate ways of responding to alleged, reported, or suspected incidents of child abuse
3. Be in a compassionate ministry with all affected persons- the alleged victim, the alleged victim's family, the accused, the accused's family, and TCE membership.

We hereby resolve to put into practice the procedures set forth herein with the intent to:

1. Safeguard the students of TCE from harm, abuse, and neglect.
2. Respond to all allegations in a fair and compassionate manner.
3. Protect TCE Members, Staff, and volunteers from potential false allegations of abuse.
4. Limit the extent of TCE's legal risk and Liability.
5. Strengthen TCE's student ministries.

A Student is any child under 18 years of age, otherwise a minor.

This policy was drafted by the Titan Christian Education Board. No changes may be made to this policy without approval of that entity.

Reporting Suspected Child Abuse

Abused child defined by Ohio Revised Code

As used in this chapter, an "abused child" includes any child who:

- (A) Is the victim of "sexual activity" as defined under Chapter 2907. of the Revised Code, where such activity would constitute an offense under that chapter, except that the court need not find that any person has been convicted of the offense in order to find that the child is an abused child;
- (B) Is endangered as defined in section 2919.22 of the Revised Code, except that the court need not find that any person has been convicted under that section in order to find that the child is an abused child;
- (C) Exhibits evidence of any physical or mental injury or death, inflicted other than by accidental means, or an injury or death which is at variance with the history given of it. Except as provided in division (D) of this section, a child exhibiting evidence of corporal punishment or other physical disciplinary measure by a parent, guardian, custodian, person having custody or control, or person in loco parentis of a child is not an abused child under this division if the measure is not prohibited under section 2919.22 of the Revised Code.
- (D) Because of the acts of his parents, guardian, or custodian, suffers physical or mental injury that harms or threatens to harm the child's health or welfare.
- (E) Is subjected to out-of-home care child abuse.

Effective Date: 08-03-1989

Endangered

Citation: Rev. Stat. § 2919.22

'Endangering children' includes any of the following acts committed against a child under age 18 or a mentally or physically handicapped child under age 21:

- Abuse, torture, or cruel abuse
- Corporal punishment, other physical disciplinary measure, or physical restraint in a cruel manner or for a prolonged period that creates a substantial risk of serious physical harm to the child
- Repeated and unwarranted disciplinary measures that, if continued, create a substantial risk of serious impairment of the child's mental health or development
- Allowing the child to be on the same parcel of real property and within 100 feet of, or, in the case of more than one housing unit on the same parcel of real property, in the same housing unit and within 100 feet of, the illegal manufacture of drugs, cultivation of marijuana, or possession of chemicals for the illegal manufacture, when the person knows that the act is occurring, whether or not any person is prosecuted for or convicted of the violation

Neglect

Citation: Rev. Stat. § 2151.03(A)

'Neglected child' includes any child:

- Who lacks proper parental care because of the faults or habits of the child's parents, guardian, or custodian
- Whose parents, guardian, or custodian neglects the child or refuses to provide proper or necessary subsistence, education, medical or surgical care or treatment, or other care necessary for the child's health, morals, or well-being
- Whose parents, guardian, or custodian neglects the child or refuses to provide the special care made necessary by the child's mental condition
- Whose parents, legal guardian, or custodian have placed or attempted to place the child in violation of statutes regarding the placement and adoption of children
- Who, because of the omission of the child's parents, guardian, or custodian, suffers physical or mental injury that harms or threatens to harm the child's health or welfare
- Who is subjected to child neglect in out-of-home care

Sexual Abuse/Exploitation

Citation: Rev. Stat. §§ 2151.031; 2907.01; 2919.22

The term 'abused child' includes a child who is the victim of sexual activity when such activity would constitute an offense, except that the court need not find that any person has been convicted of the offense in order to find that the child is an abused child. Sexual activity means sexual conduct or sexual contact or both.

'Sexual conduct' means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

'Sexual contact' means any touching of an erogenous zone of another, including without limitation, the thigh, genitals, buttocks, pubic region, and if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

A person commits the crime of 'endangering children' when the person does any of the following to a child: Entice, coerce, permit, encourage, compel, hire, employ, use, or allow the child to act, model, or in any other way participate in, or be photographed for, the production, presentation, dissemination, or advertisement of any material or performance that the offender knows or reasonably should know is obscene, sexually oriented, or nudity-oriented matter.

Emotional Abuse

Citation: Rev. Stat. § 2151.011

'Mental injury' means any behavioral, cognitive, emotional, or mental disorder in a child caused by an act or omission that is described in § 2919.22 and is committed by a parent or other person who is responsible for the child's care.

Abandonment

Citation: Rev. Stat. §§ 2151.03(A); 2151.011

The term 'neglected child' includes a child who is abandoned by his or her parents, guardian, or custodian. A child shall be presumed abandoned when his or her parents have failed to visit or maintain contact with him or her for more than 90 days, regardless of whether the parents resume contact with the child after that period of 90 days.

Bullying:

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

A. This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

B. Types of Bullying can take on many forms:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

Safety Drills

1. A.L.I.C.E.

In the event of an active shooter in the area: activate the A.L.I.C.E. training

A- Alert: Did you see something the police should know about? Get the word out. Use a landline if possible. Use concise, clear language: Who you are, where you are, and what is happening.

L-Lockdown: Barricade doors and windows. Stay out of view. Don't open door unless police give authorization.

I- Inform: Communication keeps shooter off balance. Be aggressive. Name shooter publicly.

C- Counter: If shooter enters room: Distract and confuse shooter. Gain control

E- Evacuate: Run with hands up. Get out! Hit the corner of the window to pop it out.

2. Tornado (Reviewed at location)

3. Fire(Reviewed at location)

Job Descriptions

Teacher Description:

The teacher is responsible to the Titan Christian Education Board for Bible teaching, encouraging spiritual growth, and facilitating life change. Specific responsibilities of the teacher are as follows:

1. Prepare the lesson and all necessary materials before your class time.
2. Arrive early to prepare the classroom and greet the first students. (This will mean being present at least 15 minutes before the start of your session.)
3. Guide individuals or small groups in Bible learning activities.
4. Lead or assist as appropriate during group time.
5. Cooperate with the Titan Christian Education Board in planning, performing, and evaluating the work.
6. Arrange for a substitute teacher when you must be absent. These substitutes will be called from the approved list.
7. Attend periodic training meetings provided for TCE workers.

Helper Description:

1. Arrive early to help prepare the classroom. (This will mean being present at least 15 minutes before the start of your session.)
2. Take attendance to ensure that all students are present.
3. Walk students to and from the school building in an orderly manner with volunteers at the front and end of the line.
4. Guide individuals or small groups in Bible learning activities as directed by the teacher.
5. Help to maintain classroom order. Lead or assist as appropriate during group time.
6. Secure a substitute when absence is necessary and notify the teacher of the substitution. These substitutes will be called from the approved list.
7. Attend periodic training meetings provided for TCE workers.

Discipline Guidelines

When a student displays negative behaviors, inform the student that the behavior is unacceptable through eye contact, a shake of the hand, a gentle touch on the shoulder, or verbally. If the behavior persists, it may be necessary to remove the student from the group or room for a brief period of time.

To help students understand what behaviors are acceptable at TCE, the teacher may choose to post a list of rules in the classroom. If a list is posted, it should be short and the teachers should carefully review the rules with the students to assure that each rule is fully understood. Students are expected to show the Fruits of the Spirit (Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, Self-Control) in their classroom behavior.

When a rule is broken, the teacher should remind the student through one of the ways listed above that a rule has been broken. If the unacceptable behavior continues, the teacher should discuss behavior with the student at an appropriate time. If the problem still persists, the teacher should discuss the situation with the TCE President and/or Board Member in order to determine the proper course of action. The TCE President and/or Board Member will consult with the TCE Board as needed.

Expectations

1. Show respect to teacher and classmates.
2. Follow along in the lesson.
3. Respect neighbors' belongings.
4. Take turns when talking.
5. Keep hands and feet to yourself

Training

TCE workers will be required to attend at least one complete training session annually. Attendance will be taken at each training event at the close of the session.

Supervision

To guard against the potential of abuse or injury, it is important that all of those working with minors understand the necessity for proper supervision. In addition, the following guidelines must also be followed:

- No adult will be permitted to be alone with one student at any time
- When in a room with students, if there is no window glass, the door must remain open
- Adults should not be alone with students in the restroom. Trips to the restroom should be with at least two students. Where possible, the adult should be in the doorway and not in direct, physical contact with the student
- Any students participating in dangerous, hazardous or unusual behavior must be corrected and reported to the staff person in charge
- All injuries or suspected abuse should be reported to TCE President
- Behavior that is disruptive to the group will be handled with positive verbal instruction defining behavioral expectations and/or time outs. Physical discipline, isolation and abusive verbal correction is prohibited
- Never allow yourself to be involved in a situation that could give rise to the perception or appearance of inappropriate behavior
- Any physical contact with a person should be done in a public area and be done modestly and in moderation

Visitor

Visitors are allowed but should not be left alone with a student. Advanced notice is appreciated when visiting.

Accident, Allegation, Incident Response and Reporting

As an adult leader, you are responsible to respond to and report all acts of physical, emotional or spiritual abuse and any accidents or incidents that could have or did cause injury.

Emergencies: You may be called upon to respond to an emergency (illness, injury, accidents, etc.). Render whatever aid that you can on the spot. Remove them from immediate harm. Unless you are trained in first-aid, it is best not to move the victim. Keep them calm and call for help immediately. An Accident, Allegation, Incident Report Form should be completed.

Abuse: ALL abuse or suspected abuse should be reported to the staff person in charge using the appropriate form. A report should be written and reviewed by the TCE President as to who will report and how it will be reported to the authorities.

The following procedures will be followed when confronted with an abuse allegation or incident:

1. Immediately ensure the safety of the student.
2. Report the event immediately to staff person in charge but do not leave the student alone while doing so.
3. Make notes as appropriate as to what was seen or heard.
4. Do not discuss the event with anyone other than staff person in charge.
5. Do not confront the alleged perpetrator.
6. Any employee or worker accused of abuse will be removed immediately from contact with students until an investigation by authorities is concluded. The results of the investigation will determine if the person is reinstated or released.
7. The appropriate staff member or TCE President will:
 - a. Notify the student's parent(s) or guardian(s)
 - b. Complete the Accident, Allegation, Incident Report Form
 - c. Contact the appropriate authorities: Childrens Services
 - d. Notify TCE's legal counsel and insurance carrier
 - e. Determine appropriate communication necessary to TCE membership and media

Policy Violations

Any TCE Member, staff, or volunteer that does not follow these policies will be notified of their actions. If the violation is considered to be major (as determined by the Board) the person will be terminated from their position immediately. Pending an investigation and/or review he/she may be reinstated. Minor violations will be placed in the worker's file. Multiple violations may result in termination.

Accident/Allegation/Incident Report Form

Date: _____ Name of preparer: _____

Please circle which is being reported: Accident Allegation Known incident Other: _____

Date of incident/accident/allegation: _____

Place of incident/accident/allegation: _____

Date and time incident was first reported: ____/ ____/ ____ : ____AM PM

Who made you aware of the incident/accident/allegation: _____

Name(s) of student(s) involved: _____

Please describe the incident/accident/allegation as you saw it or as it was reported: _____

Did anyone else witness the incident/accident/allegation (list names)? _____

Describe any visible physical injuries observed: _____

If injuries were treated, describe treatment and by whom? _____

Was anything said by the victim, witnesses, or accused (describe): _____

Were parent(s)/guardian(s) notified? ___ When? _____ By whom? _____

Was the incident/accident/allegation reported to authorities? ___ yes ___ no

If so, who was contacted (list details): _____

Was the insurance company notified? ___ yes ___ no

What other aspects of the incident/accident/allegation need to be shared? _____

Signed _____ Date: _____ Time: _____

**Acknowledgement of Receipt of the
TITAN CHRISTIAN EDUCATION
CHILD AND YOUTH PROTECTION POLICY**

I have been given a copy of the Titan Christian Education CHILD AND YOUTH PROTECTION POLICY and have read and understand this document. Further, I understand that my services as an employee or volunteer at Titan Christian Education are dependent on my strict adherence to these policies.

Name (Please Print) _____

Signature _____ Date _____



Titan Christian Education

TitanChristianEd.org

Name: _____

Address: _____ City: _____ Zip Code: _____

Work phone: _____ Home phone: _____

Email: _____

Sex: _M _F Date of Birth: ___ / ___ / ___

Position being applied for: _____

Are you a member of TCE? _____ If you are applying for a teacher position you must become a member. You can do so by going to www.TitanChristianEd.org and clicking on membership.

Are you a member of a church? _____

Where? _____ Since (year) _____

Please list churches attended for the last 5 years if different from above:

Name	City	State
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any work done in a church, volunteer work, or any work involving minors. Include type of work, supervisor's name and contact number.

Dates	Organization	Type of Work	Supervisor's Name	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Employer name: _____

Any other employers in last five years:

Dates	Organization	Type of Work	Supervisor's Name	Phone
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References: (please list three references with at least one being an organizational or professional reference)

Name: _____ Phone: _____

Address: _____

How long have you known this person?

Name: _____ Phone: _____

Address: _____

How long have you known this person?

Name: _____ Phone: _____

Address: _____

How long have you known this person?

The information I have provided on this application is true and correct.

Applicant's printed name

Applicant's signature

Date