



FIRST ORLANDO



# SAFE

SECURE AND FUN ENVIRONMENTS

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# SAFE

## SECURE AND FUN ENVIRONMENTS

***Children are a gift from the Lord; they are a reward from him. Psalms 127:3***

First Orlando has SAFE policies and procedures that have been developed to prevent intentional and unintentional harm happening to children and students as they participate in programs at First Orlando and any of our campuses. In this document you will see the term First Orlando, however, this term encompasses all participating campuses in the First Orlando organization, including Horizon West Church, Evolve Church, First Orlando Campus Hispano, and First Orlando Campus Brasileiro.

## THE WHY

The Bible clearly defines the innate value of children and God's heart for protecting the vulnerable. Believing that children are image bearers of God and our sacred trust, First Orlando intends to provide a nurturing and dynamic environment that will foster a child's Christian faith. We see Jesus' approach to children when he valued their participation in his teaching and helpfulness in His ministry.

***Let the Children Come to Me***

***<sup>13</sup>Then children were brought to him that he might lay his hands on them and pray. The disciples rebuked the people, <sup>14</sup>but Jesus said, "Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven." <sup>15</sup>And he laid his hands on them and went away. Matthew 19:13-15***

All First Orlando campuses maintain a Zero Tolerance approach to all forms of child abuse. We take the care of children and students seriously and are fully committed to uphold the policies and procedures that have been developed to prevent intentional or unintentional harm from happening to children and students in our care. **Any staff or volunteers at First Orlando who violate the SAFE policies, procedures, and standards will be subject to the following depending on the situation:**

- Restriction or limitation of duties
- Mandatory retraining
- Request to stop serving as a volunteer
- Dismissal or termination
- Prosecution

## FACTS

First Orlando is committed to protecting our kids and students from abuse. We believe that happens through knowledge and awareness about the different kinds of abuse. Abuse is a spiritual and moral violation of God's law and character, and the Bible is abundantly clear about child abuse of any kind. Whether it is sexual abuse, abuse of authority, neglect, other mental or physical abuse, the Bible condemns it all.

# ABUSE STATISTICS

## 10%

In the United States, 10% of all children will report experiencing some form of sexual abuse before age 18.

## 90%

90% of those know their abuser.

## 30%

The US Department of Justice estimates that only 30% of sexual abuse cases are reported to authorities.

## 1 in 3 Girls

Experience sexual abuse in childhood.

## 1 in 7 Boys

Experience sexual abuse in childhood.

## Possible Abuse Indicators

### PHYSICAL

- Bruises and other marks of physical contact
- Flinching when approached/touched by adults
- Showing fear of certain adults
- Increasingly aggressive or very compliant

### EMOTIONAL

- Failure to thrive in a situation
- Extreme fear or anxiety of making mistakes
- Low self-esteem
- Inappropriate emotional responses.

### SEXUAL

- A marked change in the child's general behavior
- Sudden change in dress
- Eating disorders
- Description of special attention or a 'secret'

### NEGLECT

- Untended medical needs
- Malnourishment
- Gaps in education
- Frequently found unsupervised/alone

## Ways You Can Help

- Educate yourself to be aware of potential abuse.
- Report suspicious activity to your local law enforcement or ministry leader.
- Pray that the Lord would grant safety to the vulnerable and justice to the abused.
- Seek personal holiness. Creating safe environments is a community initiative.

# THE CODE OF CONDUCT

## FOR APPROPRIATE INTERACTION WITH CHILDREN

- **I will maintain the two-person rule** while serving and will refrain from meeting alone with a child except in an open area or space that is always visible to others.
- **I will SAY SOMETHING if I SEE SOMETHING** by notifying a Staff Member of any behavior (child, parent, volunteer, or staff member) that seems “off” or suspicious.
- **I will watch for and report “grooming” behavior.** Anything that creates secrecy, privacy, or isolates a child from the group by an adult should be reported. I will not show, discuss, or distribute any pornographic or indecent material to a child.
- **I will teach and model healthy touch** and not engage in spanking, hitting, or threatening any child, nor any behavior or touching which is inappropriate with a child including sexualized behavior. We will respect a child’s ability to say NO.
- **I will not act or behave in any way that jeopardizes the health and safety of a child in my care.**
- **I will affirm each person’s inherent dignity as someone made in the image of God** and will not allow any type of harassment or bullying of another.
- **I will be aware of the potential for peer abuse and seek to provide supervision and intercession that will minimize this risk.**
- **I will communicate with everyone in a safe, respectful, and encouraging manner.** This also includes the two-adult rule in all electronic communication with children.
- **I will not offer or allow the use of tobacco, alcohol, incendiaries, matches, lighters, or other illegal substances to a child in my care.** I will only allow prescription medication to be taken by the person prescribed and in the manner that it is prescribed.
- **I will respect the privacy of children when they use restroom facilities, change clothes, or otherwise disrobe.** In case of children that are too young to use the restroom on their own, I will help in a way that follows the two-person rule and always be visible to others.
- **I will be alert to potential safety risks and take action to prevent injury to children.** I agree to document any accidents, injuries or reasonable suspicions of abuse and report accordingly, consistent with applicable mandated reporter obligations.
- **I will refrain from giving gifts of any kind** prior to discussing it with leadership and, if leadership recommends doing so, seeking, and receiving permission from the intended recipient’s parent/guardian.
- **I agree to uphold all the directives of the child protection policies and comply with the information given in my training orientation as I participate in programs at First Orlando and any of our campuses.**
- **I understand that every approved volunteer or staff member in KIDS or Students will check-in and wear a visible name badge or lanyard during their time serving.** NO ONE without this identification will be allowed to serve.

*I understand that First Baptist Orlando maintains a Zero Tolerance policy to all forms of child abuse. In the event that my personal conduct or behavior is deemed a violation of the child protection policies, I may be subject to the termination of my ability to serve and other adverse consequences.*

# FAMILY MINISTRY LEADER AGREEMENT



## FIRST ORLANDO

We believe that you are never more like Jesus than when you are serving others, but we also know that God wants to use you to be a difference maker as you lead on one of our ministry teams.

As you serve and lead, you are placed in a position of increased influence, and with that comes increased accountability. Our expectations for a leader can be summarized in two words: First Follower. Being a First Follower is all about showing others what it means to follow Jesus and lead others to do the same by the way we live our life. The challenge of being a First Follower is all-encompassing; it involves seven days a week, not just one.

### **Regarding Substance Abuse**

If any of the following statements are true, we ask that you not volunteer at this time.

- You've been arrested for or convicted of an alcohol or drug-related offense in the past 12 months or have a pending court case.
- You have used any illegal substance during the past 12 months.
- You regularly consume alcohol to the point that it's unwise or illegal for you to drive.

### **Regarding Relationships**

If any of the following statements are true, we ask that you not volunteer at this time.

- You are sexually active and are not married.
- You are in or pursuing a same-sex relationship.
- You are not married and are living with your significant other.
- You are married and have been involved in a sexual relationship outside of your marriage in the past two years.
- You regularly view pornographic materials.

**If you find that a volunteer role isn't a good fit for you, or if you're concerned about the following statements - especially if you believe any of them may exclude you from leadership - please talk with a staff member. You are important to us, and we welcome the conversation.**

Signature: \_\_\_\_\_

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

# SAFE 10-STEP SCREENING PROCESS

## 1. Expressed Interest

A prospective volunteer expresses interest in serving with First Orlando KIDS or Student ministries and the screening process begins.

## 2. Initial Contact

A prospective volunteer is invited to interview with a First Orlando Staff member.

## 3. Volunteer Application

All prospective volunteers will complete a Volunteer Application.

## 4. Social Media Check

A First Orlando Staff member will review the prospective volunteer's application and profile on myFirstOrlando. The Staff member will also review the prospective volunteer's social media accounts.

## 5. Background Check

The prospective volunteer (18 years or older) must complete and pass a criminal background check.

- Background checks are renewed annually.
- Current volunteers who turn 18 while serving will be asked to complete and pass a criminal background check on their 18th birthday to continue serving.

## 6. Three References

The prospective volunteer will be required to provide 3 (non-family) References. At least one reference should be someone connected at First Orlando.

- The references will be contacted and asked questions about the suitability of the prospective volunteer serving with minors.

## 7. Involvement Check

We invite you to volunteer with KIDS and Students after you have been involved for 3 months. Involvement can include a Group, Class, or Event through First Orlando campuses.

## 8. Interview

Each prospective volunteer will be interviewed by an approved Staff member using the SAFE Interview questionnaire.

## 9. Training / Orientation

The prospective volunteer must complete training and attend orientation prior to being given access to serving in the ministry areas.

## 10. Shadow / Code of Conduct

A prospective volunteer will shadow with an experienced volunteer, complete each step in the KIDS or Students Onboarding Process, and sign the SAFE Policy Code of Conduct prior to serving in the ministry area.

Prospective volunteers for KIDS or Student ministries who fail to complete the requirements or do not pass the screening process will have a status change noted on their MyFirstOrlando profile.

## Minors Serving in KIDS or Student Ministries:

First Orlando Students (minors ages 11-17) who have expressed interest in serving in KIDS or Student ministries will be required to complete a 5 Step Screening Process:

- Complete a Student Volunteer Application (with Parent Consent Signature)
- Provide 2 references
- Interview
- Social Media profile check
- Attend Orientation and Training



# VOLUNTEER TRAINING REQUIREMENTS

The First Orlando Staff is committed to protecting children and students and will be required to attend training, sign the SAFE Code of Conduct, and pass a criminal background check.

## ALL VOLUNTEERS

As a part of the 10 Step Screening process, prospective volunteers will be thoroughly trained before serving in the designated ministry area.

- Ministry specific orientation/training – this step is designed to equip volunteers with the tools and skills to confidently serve in KIDS or Student ministries.
- Child Abuse Prevention Training. (This training is designed for volunteers who are 18 years or older.)
- Shadow with a veteran volunteer in the designated area of interest.
- Sign and adhere to the Code of Conduct.

## EXISTING VOLUNTEERS

- Will attend annual training to continue serving in KIDS or Students ministries.
- Must be familiar with, sign, and adhere to the annual Code of Conduct and Ministry Leader Agreement to continue serving in KIDS or Student ministries.





# INDICATORS OF ABUSE

It is the policy of all First Orlando campuses to implement and observe precaution and safeguards to prevent child abuse of all types at First Orlando, and to swiftly address and resolve all suspicions and allegations of abuse.

First Orlando maintains a zero-tolerance policy for child abuse and will strive to protect children and workers with reasonable safeguards, and to respond appropriately to allegations of child abuse or neglect.

According to federal law, all First Orlando staff and volunteers serving in KIDS or Student Ministry are considered mandatory reporters. First Orlando will provide resources on how to report abuse whether suspected or witnessed. First Orlando will take all reports seriously. We have a Zero Tolerance policy that strictly enforces regulations and bans against behaviors deemed undesirable.

## DEFINITIONS OF THE TYPES OF ABUSE

**Child:** A person who is under eighteen years old, and sometimes also known as a “minor”; the plural is children.

**Child Emotional Abuse:** Child emotional abuse “means injuring a child’s self-esteem or emotional well-being. It includes verbal and emotional assault — such as continually belittling or berating a child — as well as isolating, ignoring, or rejecting a child.” (1)

**Child Neglect:** “Child neglect is failure to provide adequate food, clothing, shelter, clean living conditions, affection, supervision, education, or dental or medical care.” (2)

**Child Physical Abuse:** “Physical child abuse occurs when a child is purposely physically injured or put at risk of harm by another person.” (3) A non-accidental physical injury does not include appropriate medical care, appropriate restraints, or appropriate discipline.

**Child Sexual Abuse:** “Child sexual abuse is any sexual activity with a child. This can involve sexual contact, such as intentional sexual touching, oral-genital contact, or intercourse. This can also involve non-contact sexual abuse of a child, such as exposing a child to sexual activity or pornography; observing or filming a child in a sexual manner; sexual harassment of a child; or prostitution of a child, including sex trafficking.” (4) State laws typically define this term similarly

**Sexual Abuse:** According to federal law, the Child Abuse Prevention and Treatment Act (CAPTA), sexual abuse is defined as the “employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct” and the “rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.” (5)

# CHILD SAFETY TEAM

## CHILD SAFETY TEAM OVERVIEW

Our Child Safety Team meets annually to review the SAFE policies and procedures. If you are a parent or volunteer and have questions or concerns, we would love to hear from you. Contact the Child Safety Coordinator at your campus or email [SAFE@FirstOrlando.com](mailto:SAFE@FirstOrlando.com).

### First Orlando Campuses and Contacts

**First Orlando:** Chris Bacon, Next Gen Pastor – [ChrisBacon@FirstOrlando.com](mailto:ChrisBacon@FirstOrlando.com)

**First Orlando:** Alexis Hartsfield, Global Child Safety Coordinator – [AlexisHartsfield@FirstOrlando.com](mailto:AlexisHartsfield@FirstOrlando.com)

**First Orlando Campus Hispano:** Israel Martin, Campus Pastor – [IsraelMartin@FirstOrlando.com](mailto:IsraelMartin@FirstOrlando.com)

**First Orlando Campus Brasileiro:** Jay Bauman, Campus Pastor – [JayBauman@FirstOrlando.com](mailto:JayBauman@FirstOrlando.com)

**Horizon West Church:** Chris Ogden, Campus Pastor – [ChrisOgden@HorizonWestChurch.com](mailto:ChrisOgden@HorizonWestChurch.com)

**Evolve Church:** Wes Stapp, Campus Pastor – [WesStapp@iEvolve.Church](mailto:WesStapp@iEvolve.Church)

## MEDIA DISCLAIMER

By attending First Orlando's services or events, you release, hold harmless and indemnify First Orlando, its pastors, church staff, volunteers and each and all persons involved, and their successors, assigns and licensees, from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or audio recordings, and you waive all rights to any claims for payment or royalties in connection with any use of these materials. You also waive any right to inspect or approve any photo, video, or audio recording taken by First Orlando.

While First Orlando reserves the right to photograph and record events, we strive to ensure that photography and videography are used in safe and positive ways. First Orlando will not knowingly and intentionally post any image, likeness, voice or statements that would be embarrassing, objectionable or hurtful to any clearly, personally identifiable individual. In addition, if you see a photo on the First Orlando website or social media page that includes you or your child and would like it removed, please contact Morgan Bacon at [MorganBacon@FirstOrlando.com](mailto:MorganBacon@FirstOrlando.com).

## REPORT ABUSE

### WHEN TO REPORT

It is important to remember that unless you see the abuse happening you are dealing with potential abuse. It is not your responsibility to decide IF abuse has occurred, but to report and allow the authorities to make that decision. Report potential abuse IF:

- You have a reasonable cause to suspect abuse or neglect.
- You witness any abuse of a child at ANY First Orlando campus by any person.

### Steps to Take

- Report potential abuse to authorities.
- Report any potential abuse to your Ministry Leader/Pastor.
- Complete a First Orlando SAFE Disclosure Form.
- Send report to the Child Safety Coordinator: [SAFE@FirstOrlando.com](mailto:SAFE@FirstOrlando.com)

# RESOURCES

## A. DEFINITION OF TERMS

**Advanced Screening Techniques:** Methods by which staff and volunteers are thoroughly vetted to identify perpetrator patterns and detect red flags or indicators to exclude individuals who will create an unacceptable risk if placed in positions that offer access to vulnerable people.

**Child Safety Coordinator:** Person responsible for managing child safety at the organization.

**Child Safety Program:** The combination of governance, oversight, policies, committees, and operations that work together to ensure child safety and response within the organization.

**Code of Conduct:** A set of biblically based rules or guidelines for behavior in a specific context. For example, an organization should have a Code of Conduct for employees and volunteers during the period that they work with or volunteer for the organization.

**Employees:** Employees are individuals who have been hired by representatives of the organization and receive compensation to perform duties for the organization.

**Reporting System:** A process or procedure used to facilitate reports of child abuse. This system should clearly identify who in the system is responsible for reporting accusations, tracking accusations, and passing information along to other decision makers.

**Rule of Two:** There should be at least two unrelated persons (an adult and another adult or a responsible teenager) with one child.

**Student:** The term “Student” refers to a child or youth attending grades: 6th- 12th and being in the age range of 11-17 years old. A Student may turn 18 before completing 12th grade, but the student will adhere to the adult standards and a requirement as a volunteer.

**Volunteers:** Volunteers are individuals who have been approved by representatives of the organization to perform duties for the organization and do not receive compensation.

**Workers:** An adult or minor approved by the organization to work directly with children or youth. A worker may be an employee, volunteer, or independent contractor that has both access to and authority in the perception of a Child.

**Zero Tolerance:** Strict enforcement of regulations and bans against behaviors deemed undesirable, for example organizations should have zero tolerance for anyone who perpetrates Child Sexual Abuse.

[Click Here to Learn More](#)

## RESOURCES

[Florida Abuse Hotline](#)  
[First Orlando Counseling](#)  
[Evangelical Council For Abuse Prevention](#)  
[Lighthouse Services](#)

### DISCLAIMER

As the statistics and information listed indicate, we recognize there are possibly members of our church family who find themselves in the middle of these numbers. Discussing childhood sexual abuse and how we must prevent it may be triggering and difficult. If that is you, please know that it is our deepest desire to cultivate a SAFE environment by both caring for and grieving this space with you. Below you will find resources and ways to start or continue your healing journey.

**If you are a victim of or are aware of abuse outside of First Orlando:**

#### **Report by Phone**

1-800-962-2873  
Florida Relay 711 or  
TTY: 1-800-955-8771

#### **Report Online**

<https://reportabuse.myflfamilies.com/s/>  
<https://www.myflfamilies.com/>

**If you have concerns regarding the SAFE program or our  
policies and procedures, please contact:  
[SAFE@FirstOrlando.com](mailto:SAFE@FirstOrlando.com)**

## WANT TO KNOW MORE?

**If you want to learn more about safe and secure  
environments for parents and guardians please  
contact us at [SAFE@FirstOrlando.com](mailto:SAFE@FirstOrlando.com)**



[FIRSTORLANDO.COM](https://firstorlando.com)



### First Orlando SAFE Disclosure Form

This form is to be used when a child, youth or special needs adult discloses potential abuse to a First Orlando staff member or volunteer, or a potential SAFE protection incident occurs during a First Orlando sponsored event. Please provide as much information as possible.

**Reporter's Name:**

**Child's Name**

**Date of incident:**

**Time of incident:**

**Location of incident:**

**List all people who were present when the incident occurred (adults and children):**

**Provide a detailed description of the incident:**

**Provide a description of any action taken after the incident:**

**Was a report made to CPS? If yes:**

**Date of report:**

**Case #:**

**Name of reporter:**

**Hotline or webform?**