



**Bethany
Church
Jesus Club
Handbook**

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1. Introduction

Welcome to our Jesus Club Handbook. This document aims to provide you with a comprehensive overview of our safety policies and practices. We are committed to creating a safe and nurturing environment for all participants in our youth programs. It is essential to have a clear understanding of our policies to ensure the well-being of every child involved.

2. Program Overview

The main purpose of Jesus Club is for it to be student led, while Bethany church offers support and resources needed for it to flourish and make a positive impact on the school. We believe that this club will not only provide a fun environment for students to gather, but also a place to learn and grow in their faith. Our efforts are also to support the school's student athletes (as well as others) and provide a positive outlet for them to connect with their peers. Efforts such as donating gatorades at practices or before the games and any other needs the school may possess. Along with Woodlawn High, our goal is to help equip students across the Baton Rouge area with the proper resources to grow in their faith, but to also be active participants in helping make a positive impact within their communities.

3. Safety Policies and Practices

a. Child Abuse Prevention and Response

Our organization adopts a zero-tolerance policy towards child abuse. We are committed to preventing any form of abuse and responding promptly if such incidents occur. Our child abuse prevention and response policies include:

- **Mandatory Reporting:** All staff members must report any suspicion or evidence of child abuse immediately to the designated authority.
- **Training and Education:** All staff members and volunteers undergo comprehensive training in recognizing signs of abuse and handling disclosure. We also provide educational resources to parents and guardians to raise awareness about child abuse prevention.
- **Code of Conduct:** We have a clearly defined code of conduct that outlines appropriate behavior for staff and volunteers. It emphasizes the importance of maintaining professional boundaries and treating all participants with respect.
- **Background Checks:** All staff members, volunteers, and contractors undergo thorough background checks before being permitted to work with youth.

b. Staff-to-Child Ratios

We maintain appropriate staff-to-child ratios to ensure the safety and supervision of every participant. Our guidelines for staff-to-child ratios are based on age, group size, and the nature of activities. These ratios are strictly adhered to at all times to guarantee close supervision and effective response in case of emergencies.

c. Private One-on-One Interactions

To protect both staff and participants, private one-on-one interactions between youth and staff are strictly prohibited. We recognize the importance of maintaining transparency and creating a safe environment that discourages potential risks. All activities and interactions should take place in open, observable spaces for the safety and well-being of all.

4. Screening and Onboarding

We have strict screening and onboarding processes to ensure the suitability and safety of all staff members, volunteers, and contractors. These processes include:

- **Interview:** All prospective staff members and volunteers undergo an interview process to assess their suitability for working with youth.
- **Background Checks:** As mentioned earlier, all individuals working with youth must undergo comprehensive background checks to identify any prior record of misconduct or criminal activity.
- **Training and Orientation:** All newly recruited staff members, volunteers, and contractors are required to attend training sessions and orientation programs to familiarize themselves with our policies, procedures, and safety protocols.

5. Incident Management

In the unfortunate event of an incident or emergency, we have an incident management process in place. This process ensures a prompt and appropriate response by all staff members involved. It includes:

- **Reporting and Documentation:** All incidents, regardless of their severity, must be reported immediately. Staff members are responsible for documenting the details of the incident accurately and thoroughly.
- **Investigation:** Our designated authority will conduct a thorough investigation to determine the facts surrounding the incident and take appropriate actions.
- **Communication:** Parents or guardians of the affected youth will be promptly informed about the incident, as transparency is essential in maintaining trust and confidence.

6. Transportation Safety

Transportation safety is a critical aspect of our youth program. We prioritize the safety of participants during transit. Our transportation safety policies include:

- **Vehicle Safety Checks:** All vehicles used for transportation are regularly inspected to ensure they meet safety standards. Maintenance records are properly maintained.
- **Driver Requirements:** All drivers must possess a valid driver's license, undergo background checks, and adhere to all applicable traffic and transportation regulations.
- **Seat Belt Policy:** All participants and staff members must wear seat belts at all times while in transit.
- **Authorized Pick-Up and Drop-Off:** Only authorized individuals designated by parents or guardians will be allowed to pick up or drop off youth participants.

7. Drug and Alcohol-Free Policy:

This program is committed to creating and maintaining a drug and alcohol-free environment. The use, possession or distribution of drugs, alcohol, tobacco, or any other controlled substances is strictly prohibited on program premises or during program activities.

8. Conclusion

This Youth Program Handbook outlines our commitment to providing a safe and secure environment for all participants. By adhering to our safety policies and practices, we can ensure that every child's well-being is prioritized. Please familiarize yourself with this handbook and feel free to contact our staff if you have any questions or concerns.