



## TIME Participant Protection Policy

### PURPOSE

TIME's moral and socially conscious foundation demands that both hospitality and protection be extended to the youth participants of its programs. In addition, TIME is committed to the protection of those engaged in its outreach ministry as adult participants and homeowners. Therefore, the TIME Participant Protection Policy is in place to protect all persons participating in the programs of TIME from exposure to economic, physical, and social exploitation or abuse and in turn the possibility of false allegations.

### POLICY STANDARDS AND GENERAL CHRISTIAN MORAL STANDARD

Organizers and volunteers who work in any area of the programs of TIME with vulnerable adults, youth, or children are required to adhere to the policies and procedures herein.

### GUIDELINES FOR FULL-TIME ADULT PARTICIPANTS

All persons volunteering to participate in an on-site roofing supervisory capacity, in an overnight chaperone capacity, or worship leadership capacity shall:

- Be at least 21 years of age or 5 years older than the oldest youth being supervised.
- Be able to prove certification in a TIME approved Protection Policy Program, or
- Complete a TIME Protection Certification Application which requires:
  - A. Three (3) character references with contact information,
  - B. Consent to a criminal records check and a driver's license record check,
  - C. A TIME Administrator interview, and
  - D. Completion of participant protection policy training provided by TIME or other TIME approved agency before participation.

### GUIDELINES FOR SUBSTITUTE FULL-TIME PARTICIPANTS

In the event that a substitute adult participant must be brought in under last minute circumstances, that person must:

- Be at least 21 years of age or 5 years older than the oldest youth being supervised.
- Be able to prove certification in a TIME approved Protection Policy Program, or
- Complete a TIME Protection Certification Application which requires:
  - A. Three (3) character references with contact information,
  - B. Consent to a criminal records check and a driver's license record check,
  - C. A TIME Administrator interview, and
  - D. Completion of participant protection training provided by TIME or other TIME approved agency before participation.

### GUIDELINES FOR PART-TIME PARTICIPANTS

All adult participants with limited contact with youth participants shall:

- Be 21 years of age,
- Be aware of the policy procedures and participate under the direct and continuous leadership of a TIME Participant Protection Policy certified participant, or
- Be able to prove certification in a TIME approved Protection Policy Program, or
- Complete a TIME Protection Certification Application which requires:
  - A. Three (3) character references with contact information,
  - B. Consent to a criminal records check and a driver's license record check,
  - C. A TIME Administrator interview, and Completion of basic Participant Protection orientation/training provided by TIME or other TIME approved agency before actually beginning work.

### HOMEOWNER GUIDELINES

All homeowners and adult residents shall consent to a criminal records check and a driver's license record check.

### TRAINING & TERM OF CERTIFICATION

- The TIME Administrative Team shall be responsible for assuring that adequate participant protection training is regularly offered for interested adult participants.
- The Administrative Team must also have a person available during TIME, who is trained and certified to receive any report of allegations of abuse and follow through according to the guidelines and the requirements of State Law.
- All certified participant policy participants must renew their certification every two years.
- Training shall include information, explanation, and discussion of:
  - A. The purpose of the policy,
  - B. The regular and specific protection policy procedures,
  - C. Behaviors or other indicators which may signal problems, and
  - D. Procedures for response to incidents of abuse and for reporting incidents of abuse.
- All adult participants shall be required to sign a TIME Protection Policy covenant before being allowed participation in TIME.

GENERAL PROTECTION POLICY PROCEDURES  
FOR TIME PROGRAMS AND EVENTS

TIME administrators and adult participants with supervisory responsibilities are charged with enforcing the procedures of the Protection Policy. Any violation of these policies or persistent failure to follow this policy can result in immediate dismissal, disciplinary action, or reassignment to another area of work at the discretion of the TIME Administration. Anyone who suspects this policy is not being enforced should bring it to the attention of the person who is deemed “person in charge” of the specific program or event. This person must take immediate action on this violation. All reports must be brought before the TIME designee within twenty-four (24) hours. All programs of TIME shall be governed by these procedures:

- Groups of youth participants shall always be supervised by two adults.
- If both boys and girls are participants, then adult supervisors should also include both men and women.
- The number of adult supervisors required for each event (above the minimum of two) will be determined by the number of youth participants and the nature of the activities.
- Unauthorized visitors will not be allowed to remain with the group.
- Participants will not be allowed to leave the designated meeting area without permission or supervision if deemed appropriate.
- At no time shall, one-on-one activities be conducted “behind closed doors” or in “isolated areas” away from the group.
- All events will be carried out in appropriate locations with adequate equipment and trained adult supervisors present.
- Whenever possible the “TIME Rule of Three” shall be the standard for all participants of TIME.

THE TIME RULE OF THREE

All TIME participants shall strive to work, worship, and socialize together in groups of no less than three people.

TRANSPORTATION PROCEDURES

- Only TIME Protection Policy certified drivers may provide transportation to and from worksites and events.
- Mixed youth and adult driver groups shall be no less than three (3) people per vehicle.
- The occupancy of a vehicle shall never exceed the designed safe capacity of the vehicle.
- For trips of more than 30 miles in distance, there must be two adults riding in each vehicle.
- Participants under age 21 are not allowed to drive TIME transportation.

## OVERNIGHT LODGING PROCEDURES

- Distinctly separate lodging facilities are provided for male and female participants.
- All participants shall provide their own bedding.
- No participants may share bedding.
- Protection Policy certified adult participants shall provide continuous overnight supervision of the lodging facilities.

## SHOWERING PROCEDURES

- Distinctly separate locker room style showering facilities are provided for male and female participants.
- All participants shall provide their own toiletries and bath towels.
- Participants are encouraged to wear swimwear while showering.
- Protection Policy certified adult participants provide supervision of the showering facilities during the shower times.

## REPORTING OF INCIDENTS

All reporting of alleged incidents or actual incidents of abuse must strictly follow Georgia law.

TIME regards any form of abuse and evidence thereof as unacceptable and has a strict policy regarding the reporting of such abuse. This is a serious criminal allegation and will be taken seriously. If a participant becomes aware of an abuse allegation, he or she must report it to a TIME Administrator IMMEDIATELY. For ALL allegations, a report MUST be made by the reporter by phone to the Department of Family and Children's Services in the county of the victim's residence. A copy of the report must be turned into TIME within twenty-four hours. If any further reporting is needed, a TIME designee will handle the future reporting, including a report to law enforcement. Should the press or TV become involved, only an approved TIME spokesperson should respond. It is better not to make any response. Do not try to interview the victim. Leave that process to the proper professional law enforcement official, who is better qualified.

The following is a definition of abuse supplied by The Georgia Department of Family and Child Services. The same definition applies to elder abuse.

***Physical Abuse-*** injury to a child under age 18, by a parent or caretaker, which results in bruises, welts, fractures, burns, cuts or internal injuries.

***Neglect*** – the failure of the parent or caretaker to see that the child is adequately supervised, fed, clothed, housed, or provided medical care.

***Sexual abuse*** – occurs when a parent or other adult uses a child under the age of 18 for sexual stimulation.”

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