



TW Quarter Circle Ranch Ministries

Policy Manual

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V. Policies and Procedures

- a. Before permission will be granted to work with TW Quarter Circle Ranch Ministries (TWQC), an individual must:
 1. Be a faithful, regular member of a church of like faith and practice. (a list of area churches is available from TWQC)
 2. Complete an Application and turn it in to a TWQC director.
 3. Sign (Online applications are signed at the TWQC Ranch after acceptance)
 4. Read and agree to abide by the Ministry Policy Manual (this document)
 5. Undergo a criminal background check (to be implemented in the future)
 6. Undergo a reference check.
- b. Those who have a prior conviction of any kind of sexual misconduct or abuse—whether standing or expunged—will not be allowed to serve with TWQC.
- c. Two adults over the age of eighteen are to be present wherever a ministry is taking place with children or youth. Wranglers or ranch hands are never to be alone with a child (this includes being together in the barn).
- d. For on-site trail rides (or other trail rides) away from the view of others, there should never be two persons of the opposite sex alone (wranglers, ranch hands, or riders). In case of unusual need, a director may approve of an exception.
- e. When a wrangler rides with a special-needs rider, the rider is in the saddle and the wrangler sits behind the saddle.
- f. Only family members over the age of eighteen may pick up children from the ranch except with written permission from the child's parent or legal guardian. When granting written permission for an adult outside of the immediate family or grandparents, a parent must include the name of a specific adult who will be responsible for picking up the child.
- g. All suspicious activity must be reported to a director immediately and must be documented using the Incident Reporting Form (see Appendix D).
- h. When demonstrating affection, exercise discretion. Inappropriate behavior will result in immediate dismissal. (See Appendix A for affection guidelines.)
- i. Physical force is not permitted in any form unless necessary to prevent a child from hurting himself or other children. There is to be no corporal punishment administered by a wrangler under any circumstances.¹

¹ As a ministry, we believe in and teach the legitimacy of loving, Spirit-filled corporal punishment as the correct means of disciplining children in times of disobedience. Such discipline is, however, reserved for the parents to administer, and is not to be administered, under any circumstances, by any other persons.

- j. Wranglers are not to drive children to or from home without parental permission and must have another adult over the age of 18 present for the duration of the ride. At the end of an activity, two adults must wait until the last child has been picked up.
- k. Publications, other than those associated with this ministry, are not to be distributed or sent home without permission from a director.
- l. Videos of riders may be reviewed by the riders together with an instructor. Other videos are not to be shown without first being approved by a director.
- m. In accordance with our policy, the King James Version is to be the only Bible version used in the preaching and teaching at TWQC activities and lessons.²
- n. Because of the association with bribery or favoritism, exercise caution and forethought when giving gifts to children. Wranglers should seek to maintain a class-wide policy; otherwise, notify the child's parent(s) to explain why their child was the recipient of a particular gift.
- o. Every effort must be made to follow these policies. If an emergency or unavoidable circumstance arises which compromises your ability to follow all of these policies, exercise wise judgment, contact a director immediately, and stay in public view with the child.

VI. Reporting Procedures

a. Reporting overt acts of sexual abuse or harassment³

- 1. If possible, the witness should intervene immediately so that the action is not allowed to continue.
- 2. The witness is to report the incident immediately following steps (2) through (8) under letter (b) below.

b. Reporting allegations of sexual abuse or harassment

- 1. Every allegation given by a child should be treated as sincere and legitimate until shown to be otherwise.
 - Whoever receives a complaint is to listen calmly and carefully, taking note of the child's behavior.
 - Do not panic or overreact to the information being disclosed.
 - Do not criticize or suggest that the child is not telling the truth.

² The intention of this policy is simply to maintain consistency in teaching and preaching. TWQC is loyal to the King James Version as an honored and excellent translation. Yet, as the Faith Baptist Church (Taylors, SC) Constitution says, "We believe that the teaching that proclaims the inspiration of the King James *translation* of the Bible is an overreaction to the trend of mistranslation and perversion of Scripture by the modernists, and is to be rejected. We do believe that the King James Version of the Bible carries the full authority of the original autographs.

³ See "IV. Definition of Terms" below.

- Be careful, also, not to lead the child’s responses by putting words in his/her mouth.
 - Respect the child’s privacy by not discussing the situation with others.
 - Do not deny or minimize the allegation or blame the child for what has happened.
 - Never promise confidentiality; always answer such requests by affirming that only those who need to be informed or involved will be notified.
2. The wrangler or ranch hand who received the allegation from a child is to contact a director immediately by phone or in person—e-mail or other written communication is not to be used.
 3. The Ministry Director and the person who received the allegation will together contact the appropriate authorities within 48 hours of the initial report from the child. The person who received the allegation will then fill out the Incident Reporting Form (see appendix D) and turn it in to a director.
 4. Two directors—or a director and the wrangler or ranch hand who received the allegation from a child —will together bring the situation to the attention of the child’s parent(s) or legal guardian(s) at pick-up time and then make an appointment to discuss it more thoroughly.
 5. Further action will be taken only as directed by the appropriate authorities, or by the direction of the Ministry Director.
 6. If the accused person is a wrangler or ranch hand, he/she will be temporarily relieved of all ministry duties until the matter is resolved.
 7. The person who received the allegation is not to discuss the situation in any way with anyone else inside or outside of TWQC. All questions about the situation are to be directed to the Ministry Director. Violation of this policy will result in dismissal from TWQC.
 8. Only the Ministry Director may speak on behalf of TWQC to the media. All requests for information by anyone in the media are to be directed to this spokesman. Violations of this policy will result in dismissal from TWQC.

c. Reporting Policy Manual Violations

1. The witness is to lovingly remind the individual of the applicable policies.
2. If the policy violation continues (time frame to be directed by the seriousness of the infraction), the witness should report the violation to a director. Some infractions must be reported immediately.
3. A director is to lovingly confront the individual and remind him/her of the applicable policies, and take the appropriate actions.

4. Further violations after being confronted by a director may result in dismissal from this ministry.

VII. Injuries and Medical Assistance

- a. Because of the risk of blood-borne pathogens and other complications, great caution must be exercised when assisting with a medical injury or illness, especially when it involves any bodily fluids. When possible, seek the help of someone who has been trained in First Aid or any trained Medical Personnel. If the situation is truly an emergency, call 911 before sending another adult to enlist the help of a medically trained person.
- b. The barn and the big trailer are equipped with a First Aid Kit. It is the responsibility of the directors (see Appendix E) to ensure that the First Aid Kit is well stocked. If supplies are used, make sure the directors are aware so that the kit is restocked.
- c. Always wear gloves before dealing with blood or any body fluid. Once the situation is under control, wash your hands immediately!
- d. In the First Aid Kit are copies of the “Incident/Accident Report Form.” This report must be filled out by the person who administered the treatment, no matter how minor the incident or treatment.

VIII. Definition of Terms

- a. Sexual Abuse:
 1. “the term ‘sexual abuse’ includes—
 - “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”⁴
 - Contacts or interactions between a child and an adult when the child is being used for the sexual stimulation of the perpetrator or another person.
 - Sexual abuse may also be committed by a person under the age of eighteen when that person is either significantly older than the victim or when the perpetrator is in a position of power or control over another child.
 2. Sexual abuse can be defined broadly as “any activity, verbal, visual, or physical, engaged in without consent, which may be emotionally or physically harmful and which exploits a person in order to meet another person’s sexual or emotional needs. The person does not consent if he or she cannot reasonably choose to consent or refuse because of age, circumstances, level of understanding, and dependency or relationship to the offender.”

⁴ The Child Abuse Prevention and Treatment Act, June 5, 2003
http://www.acf.hhs.gov/programs/cb/laws_policies/cblaws/capta03/capta_manual.pdf. (Accessed on December 11, 2007)

b. Harassment:

1. Sexually harassing conduct, whether committed by supervisors or non-supervisory personnel, paid or volunteer, is strictly prohibited. Such conduct includes but is not limited to the following:
 - Sexually oriented humor or language, questions or comments about sexual behavior, unwelcome or undesired physical contact, inappropriate comments about clothing or physical appearance, or repeated requests for social engagements, in a situation where there is an employment, mentor, ministry, or colleague relationship between the persons involved.
 - Sexual flirtation and innuendo, touching advance, or propositions.
 - Verbal abuse of a sexual nature
 - Sexually degrading words to describe an individual
 - The display of sexually suggestive objects or pictures.

c. Exploitation:

1. The development, or the attempted development, of a sexual or romantic relationship between a ministry worker and any person with whom he or she has a relationship of supervision or instruction, whether or not there is apparent or deliberate⁵ consent from the individual.
2. Exploitation is understood to be synonymous with abuse and/or harassment.

d. Children:

1. These policies encompass all of the ministry activities that involve those under the age of eighteen. Herein, “child” and “children” refer to minors of any age.

⁵ That is, consent may be given orally, before the act(s) but it must be recognized that such consent may be due to intimidation because of the ministry worker’s position of authority, influence, or trust.

Appendix A

Guidelines for Discretion in Physical Contact and Showing Affection

The following lists are not meant to be exhaustive, but to serve as a guideline. As always, common sense and discernment should be exercised.

1. Appropriate behavior:
 - a. Putting a comforting arm around a child briefly
 - b. Carrying a younger child to the parent or a nurse
 - c. Nurturing touches to the head or shoulders
 - d. “High fives”

2. Questionable or Inappropriate behavior:
 - a. Hugs or embraces between members of the opposite sex
 - b. Back rubs
 - c. Tickling
 - d. Kisses of any kind
 - e. Touching private areas
 - f. Slapping on the buttocks
 - g. Sitting on a child’s or teenager’s lap
 - h. Corporal punishment (see I.i. above) or discipline that inflicts pain on the child (hitting, slapping, spanking, shaking, squeezing, biting, etc.)
 - i. Riding double bareback in physical contact with a person of the opposite sex
 - j. Long handshakes

Appendix B

Discipline As a Part of the Discipleship Process

Discipline is not merely the enforcement of rules. It is the shaping, developing and controlling of a person's faculties and powers. We want to train our children how to, under the control of God's Spirit, discipline their body and guard their heart, out of which flows the issues of life (Prov. 4:23). We cannot address behavior merely; we must also address the heart. This kind of training requires exercising ourselves in the right thinking process as well as the right behavior as we seek to help children practice right thinking and right behavior.

As we work with children, we must disciple them rather than seek to merely control them. There are several things we can do that will give us more opportunities for discipleship.

I. Be Prepared

Being prepared ahead of time, planning your work and working your plan, is the best way to handle discipline problems before they start.

- a. Make contact as the riders arrive. Wranglers should be ready for their rider to arrive; this includes knowing the location of the tack for their rider's horse.
- b. Instructors should try to be at the arena as the riders are brought there by their wranglers, although sometimes circumstances will prevent this. If the instructor is delayed, wranglers should take the initiative to involve the students in constructive activity.
- c. Instructors should be well prepared, so that the lesson activities move right along.
- d. Be aware of the characteristics of the age group.

II. Have enough trained staff (two adults, and generally a ratio of one adult to every four or five children).

III. Help Children Learn Self-Discipline

- a. Develop an atmosphere of love and acceptance (not fear and duty).
- b. Provide meaningful, enjoyable activities.
- c. Be realistic and consistent in your expectations.
- d. Focus on positive actions.

IV. Discipline Aids

- a. Wranglers should set a good example. They should be among the riders and give their attention to the riders, not to the other staff.
- b. Commend children for doing right, for accomplishments and work well done. Reward good behavior.
- c. Give smaller assignments so that they can succeed.
- d. Ask children questions to keep them involved.
- e. Sit or ride next to a child to give him or her individual attention.
- f. When you can, correct a child individually, not in front of the whole group of riders.

- g. Wranglers should take initiative to correct if needed. Don't wait for the instructor to get involved.
- h. Show your love by your actions as well as your words. Be firm but kind in discipline, treating children equally, justly, and fairly. Be careful to communicate love in your tone and body language.

V. Maintain a Sense of Humor

- a. Remember that children are not adults. Be realistic in your expectations for their maturity level.
- b. Keep silliness from becoming disruptive or out of control, but do not overreact to it.

VI. Discipline Procedure

- a. Set boundaries, expectations, and consequences from the very beginning. Have realistic expectations for the group.
- b. Request that the child change his/her behavior (tap his/her shoulder, shake your head, ask him/her individually).
- c. If a serious matter should arise, deal with the child individually.
 - Have the child tell you what he/she said or did.
 - Ask the child if he/she violated biblical principle.
 - Discuss why it was unacceptable behavior according to biblical principle.
 - Redirect the child into God-pleasing behavior.
 - Let the child experience the consequences of his/her behavior.
- d. Consider why the misbehavior may be happening. When talking with the child one-on-one you may discover the reason for the problem.
 - The child is having too much fun and simply needs to settle down. Do not allow children to become out of control.
 - The child is bored and needs to be engaged.
 - The child is hurt and is trying to seek revenge.
 - The child is too young to know what is acceptable behavior.
 - The child has unmet needs:
 1. Personal attention
 2. Physical needs (too hot or cold, tired, hungry, etc.)
 3. Lack of consistent discipline at home. (Be patient in your expectations.)

Appendix C
Potential Signs and Behavioral Indicators of Abuse
(Collected from various legal studies)

Most children do not tell in words that they have been sexually assaulted. Often the reason they don't tell is because they think no one will believe them. They are often afraid of what might happen. They may also lack the vocabulary to talk about it. They may, however, tell by their actions.

**Remember, these are only potential, common indicators. They do not necessarily mean that a child has been abused. Some of these indicators can be attributed to other ordinary circumstances.

- Group 1:** Infancy—Kindergarten
Group 2: School Age—Pre-Adolescence
Group 3: Adolescence—Teenage Years

Groups 1 and 2

- Fear of restrooms, showers, or baths
- Specific knowledge of sexual facts and terminology beyond their development age
- Fear of disrobing in front of particular persons
- Moodiness, excessive crying
- Bed wetting (those already potty trained)
- Unusual need of assurance of love
- Regressive behavior (fantasies and/or infantile behavior)
- Aggressive or violent behavior toward other children
- Clinging behavior
- Passive or withdrawn behavior
- Indirect hints or statements about abuse
- Uncharacteristic hyperactivity
- Development regression
- Explicit sex-play with other children

Groups 2 and 3

- Being uncomfortable around someone previously trusted
- Wearing multiple layers of clothing
- Constant, unexplained anxiety, tension or fear
- Frequent tardiness or absence from school
- Eating disorders (bulimia, anorexia, obesity)
- Reluctant to go home after school or expresses a desire to live elsewhere
- Nightmares on a regular basis

- Abrupt personality changes
- Changes in sleeping habits
- Lack of self-worth, low self-image
- Poor peer relationships
- Role reversal, overly concerned about siblings
- Self-destructive behavior
- Running away
- Withdrawn, less verbal, depressed or apathetic
- Sexually acting out with other children
- Seductive toward peers and adults

Group 3

- Suicidal gestures or attempts
- Drug and alcohol abuse
- Self-mutilation (cutting, etc)
- Extreme hostility toward a parent or caretaker
- Self-conscious behavior, especially regarding the body
- Chronic depression
- Social isolation
- Defiance or compliance to the extreme
- Friends tend to be older
- Promiscuity, prostitution, sexual abuse of younger children

**Appendix D
Incident (misconduct) Reporting Form**

Date of report: _____

Name of person filing report: _____

1. Are you reporting as an eye-witness to this event? Yes No
2. How did you find out about this alleged misconduct:

Date and time of alleged misconduct: _____

Location: _____

Ministry activity during which this event took place (e.g., lessons, grooming/saddling, trail ride):

Person in charge of this activity at the time of this event: _____

Name of the accused person: _____

Name of the alleged victim: _____

Nature of alleged misconduct (give as much detail as you are able):

Signature of person reporting the incident: _____

Reviewed: Date of review: _____

Signature: _____

Reported to the Authorities? Yes Date and Contact Person: _____
No

(To be completed by the Ministry Director only)



TW Quarter Circle Ranch Ministries
Incident/Accident Report Form

Location:	Date:
Name of injured (if appl.):	
Injured person was (if appl.): <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Staff <input type="checkbox"/> Activity participant <input type="checkbox"/> Visitor <input type="checkbox"/> Other _____	
Name of horse (if appl.):	
Briefly describe incident or accident:	
List witnesses (include contact information if not on file at TWQC):	
Statements from witnesses (Use reverse side if needed):	
Describe injury (if appl.) and individual's condition (alert? Pain level, shocky?, etc.):	
Describe first aid given and/or action taken:	

Appendix E

Ministry Leaders and Contact Information

- 1. Ministry Director: Curt Doherty**
 - 864-979-1552 cell
 - cbgallatin@gmail.com
- 2. Horsemanship Director: Bev Doherty**
 - 864-430-9526 cell
 - montanatwqc@gmail.com