

CIRCLEVILLE FIRST BAPTIST CHURCH
CHILDCARE PROTECTION POLICY

PURPOSE AND OBJECTIVE

We, the members of Circleville First Baptist Church, affirm our spiritual and moral responsibility to nurture and guide children under age 18 placed in our care. Precaution dictates that we develop policies that will reduce potential problems through a structured selection process, training program, worker supervision, reporting obligations, and allegations response plan for staff and volunteers serving in the areas of childcare.

WORKER SELECTION

1. All volunteers will complete an "Application for Work with Children or Youth" before serving in Children's Ministries. These applications will be reviewed and approved by the Child Protection Screening Team comprised of the Pastor, Sunday School Director, Nursery Director, and Youth Director.
2. Individuals who have been convicted of either child sexual, physical, or emotional abuse will not serve in any church sponsored activity/program for children or youth.
3. All volunteers working with children and youth are required to have regularly attended Circleville First Baptist Church for a minimum of **six months**.
4. Background checks will be required of all adult volunteers and updated every five years.

TRAINING

1. All volunteers will be required to complete a training seminar that will equip them with an understanding of our childcare policies. Those trained would be comprised of volunteers who chaperone or work with children. Volunteers include adults and youth, grades 7-12, in leadership positions.
2. This training will provide information and skills to help them prevent as well as respond to any behavior prohibited in our childcare policies.
3. This initial plan will be implemented within six months from the date the policy is approved by our church. No one will be allowed to serve in any area with our children unless they have completed all requirements as stated in our policy.

WORKER SUPERVISION

1. All efforts will be made to adhere to a **two person** (leader, teacher, or chaperone) policy for ministry activities at the church, or away from the church. Special events will require two screened individuals. For mixed gender activities, we require at least one male and one female chaperone. Married couples or family members count as one person.
2. An open setting must be maintained. Classrooms should have windows in the classroom door and they should never be covered. This will permit supervision of the ministry activities by a separate person.
3. Adequate supervisors must be provided for all ministry activities. A ministry worker should avoid any appearance of impropriety. Contact should be governed by the age and development of the child/youth. Photography of children may only be done in open, visible areas. If photos are to be taken for publicity, a release form should be obtained from the child's parents or guardian.

4. Ushers and/or appointed leaders will monitor the church facilities during scheduled services and programs.
5. An adult must be present when minors are used as volunteers. Junior and Senior High workers, grades 7-12, are to only be used as scheduled helpers with adults.
6. Diapers are only to be changed when two volunteers are present. When taking children to the restroom, the door should be left partially open.
7. In the rare instance where a church-wide event involves all of our church members, outside volunteers may be used provided that they have completed their home church's volunteer screening process.

REPORTING OBLIGATIONS

1. Protect the victim. Separate the victim from the accused.
2. Volunteers should immediately report any abusive or inappropriate behavior to the Pastor. If the Pastor is not available, the report should immediately be made to the appropriate person on the Child Protection Screening Team.
3. If the Pastor is accused of childcare misbehavior, the chairman of the Deacons will assume the role in reporting the incident to appropriate authorities.

ALLEGATIONS RESPONSE PLAN

1. Maintain accurate records of our Childcare Protection Policy, the Applications for Work with Children or Youth, and our Training Programs.
2. No report of child abuse will be ignored.
3. Don't deny or minimize the situation, and don't blame the victim.
4. Understand the reporting requirements. Immediate action must be taken.
5. Our Pastor will be our only spokesperson. By law, we must report any suspected case of child abuse to Pickaway County Children's Services.
6. An incident report must be prepared and given to our Pastor. This report should be reviewed by an attorney. We will work with civil officials and our insurance company.
7. The alleged offender will be informed of the accusations and appropriate church leaders will discuss them with him/her.
8. Alleged offenders will be treated with dignity and support, and suspended immediately from all ministries while a confidential investigation is being conducted. Paid staff will be suspended with pay.
9. Every action taken during our response must be documented in detail.
10. We will make a godly effort to meet the child's parents, together with appropriate authorities, and, with their permission and in their presence, discuss the alleged offense with the child.
11. Children will be reassured they have done nothing wrong, and that he/she has the right to report the incident. The purpose of this meeting is to learn more fully the nature of the allegations, including who, what, how, when, and where of the alleged offense. Children will be allowed to speak freely.
12. The privacy of all parties involved will be protected. No information will be divulged that may jeopardize legal proceedings. Extreme caution will be taken in what is said about the alleged offender, or his/her family, so that nothing could be construed as libelous.
13. Any church discipline issues resulting from this policy will be handled by the Deacons.

Application for Children and Youth Work

Circleville First Baptist Church - Circleville, Ohio

This form is to be completed by all present and any future applicants involving the supervision, teaching or custody of the minors within this church. The purpose is to help the church provide a safe and secure environment for those children and youth who participate in our programs, ministries and use of our facilities.

Date _____ Name _____

Present Address _____ City _____ Zip _____

Phone _____ Cell Phone _____

Email _____

Date of Birth _____ Social Security Number _____ - _____ - _____

Previous Address _____

Occupation _____

Employer _____

1. Do you have a valid driver's license? Yes No

Please indicate any special level of driver's license you have _____

2. Previous names used _____

3. Please rank the areas below according to your preferences (rank in order from 1 being the most favorite through 7 or put 0 not at all).

- ____ Nursery (ages 0-walking)
- ____ Toddlers (ages walkers-3)
- ____ Children's Church Class 1 (age 4 to Kindergarten)
- ____ Children's Church Class 2 (grade 1-3)
- ____ Junior (grades 4-6)
- ____ Junior High (grades 7-8)
- ____ Senior High (grades 9-12)

Why do you prefer that group(s)? _____

4. Are you willing to work or chaperone special events outside of regular services? Yes No

If Yes, circle any that interest you

- | | |
|------------------|-----------------------------------|
| Christ Followers | Children's Camp |
| Jr Jam | Youth Evangelism Conference (YEC) |
| Youth Camp | VBS |
| Other | _____ |

5. What is your minimum length of commitment? _____

6. How long have you attended Circleville First Baptist Church? _____

7. How long have you been a member of Circleville First Baptist Church? _____

8. List other churches you have attended regularly during the past five years.

9. List all previous church work involving children or youth.

10. List hobbies or other personal interests that you have.

11. Would you be willing to transport children and youth to events away from the church?

Yes No

The following questions will be discussed at a later date. Answering yes to any of these questions does not necessarily exclude or disqualify you from service.

12. Have you ever been convicted of or pleaded guilty to a felony? Yes_____ No_____

13. Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? Yes_____ No_____

If you have answered yes to either of the above questions please explain.

14. Personal References, please list three.

Name _____ Relationship to Applicant _____

Address _____

Telephone _____

Name _____ Relationship to Applicant _____

Address _____

Telephone _____

Name _____ Relationship to Applicant _____

Address _____

Telephone _____

The information contained in this application is correct to the best of my knowledge. I understand false information or significant omissions may disqualify me from further consideration for service now and/or in the future. I authorize any references, churches, or organizations listed on my application to give any information (including opinions) that they may have regarding my character and fitness for children and youth work. I release such references from any liability for furnishing such evaluations to you, provided they do so in good faith without malice.

Applicant's Signature

_____ Date _____

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Authorization for Criminal Records Check

Circleville First Baptist Church – Circleville, Ohio
Preschool/Children/Youth Workers

I hereby authorize Circleville First Baptist Church to conduct a criminal records investigation to obtain information about my identity and any past criminal activity. I hereby authorize all law enforcement agencies –local, state, or national—to release any and all information in their files pertaining to criminal activity.

I further release from liability Circleville First Baptist Church leadership staff and its duly authorized representatives from all actions performed in good faith in the evaluation of my application and background.

Signature: _____ Date: _____

Print Name: _____

Print Maiden Name (if applicable): _____

Print All Aliases: _____

Social Security Number _____ - _____ - _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Driver's License Number: _____ State: _____

Date of Birth: _____ Phone Number: _____

Incident Report
Circleville First Baptist Church – Circleville, Ohio

Date of Incident _____ Time _____

Name of Person Injured _____

Date of Birth _____

Address _____

Phone Number _____

Parent/Guardian Name _____

Address if different from child _____

Exact location where incident occurred _____

Names of eyewitnesses _____

Describe exactly what happened including activity of person involved. _____

Signature of person preparing report _____ Date _____

Pastor's Signature _____ Date _____