



Grace  
Church

## Screening Form for Children's Ministry Workers

This form is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This form will be used to help the church provide a safe and secure environment for those children and youth who participate in our church sanctioned program ministries. All of your answers will remain confidential and will be privately filed in the church office.

### Personal Information

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

Name: \_\_\_\_\_  
Last First Middle

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Present Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous addresses in the past five years: \_\_\_\_\_  
\_\_\_\_\_

Do you agree to observe all the written guidelines provided to you regarding our children's ministry?

\_\_\_\_\_ Yes

\_\_\_\_\_ No (if no, then please explain \_\_\_\_\_  
\_\_\_\_\_

(use the back of this page if necessary)

### Criminal History

(Your answers are confidential)

Have you ever been convicted of or plead guilty to a crime?

\_\_\_\_\_ Yes (If yes, then please explain) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use the back of this page if necessary)

\_\_\_\_\_ No

Have you ever had allegations, complaints, or been arrested for domestic violence, child abuse, or child neglect?

Yes (If yes, then please explain) \_\_\_\_\_

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(use the back of this page if necessary)

No

Have you ever been a victim of abuse or molestation while a minor?

Yes (If yes, then please explain) \_\_\_\_\_

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(use the back of this page if necessary)

No

(Though this question is difficult for some, we are required to ask it. If you prefer, you may refuse to answer this question and/or discuss your answer in confidence with the Sunday Morning Children's Ministry Supervisor or one of the church elders. Answering yes, or leaving the question unanswered in order to have further discussion, will not (automatically) disqualify you from participating in our Children's Ministry.

### **Church History and Prior Work with Minors**

Have you ever been employed and licensed in the field of child care?

Yes State: \_\_\_\_\_ County: \_\_\_\_\_

No

Name and address of former churches of which you were a member in the past five years: \_\_\_\_\_

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List all your previous church work involving youth and children (Include the name and address of the church, the type of ministry, and the dates you served): \_\_\_\_\_

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List all your previous non-church work involving youth and children (list the organization's name and address, the type of work you performed and dates you served): \_\_\_\_\_

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## Personal References

(Please do not list any family members)

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

## Worker's Agreement

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give any information (including opinions) that they may have regarding my character and fitness for children. I hereby release any person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization, excepting only the communication of knowingly false information.

I (check one)  waive  do not waive any rights that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Furthermore, I have read the attached written guidelines and I agree to observe the guidelines as written. I also pledge to refrain from any unscriptural conduct in the performance of my services on behalf of Grace Church of Dunedin, Inc.

I have carefully read the above release and know the contents thereof and I sign this release as an act of my own free will. I realize that this document is a binding agreement which I have read and understand.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## Authorization for Criminal Background Check

I hereby authorize Grace Church of Dunedin, Inc. to conduct a criminal background check using the services of any law enforcement agency, government agency, or reporting institution to gain any needed information concerning my criminal background including allegations, complaints, arrests, and convictions. Furthermore, I hereby release any of the above agencies or institutions from any and all liability resulting from such disclosures.

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Signature

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Print Name

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Print Maiden Name if Applicable

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Print all Aliases

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Race

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Gender

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Date of Birth

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Place of Birth

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Social Security Number

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Driver's License Number/State



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## Guidelines for Children's Ministry Workers

### General Requirements and Responsibilities:

1. All workers are to maintain a positive, loving manner toward the children and parents.
2. Workers are expected to be in the classroom they are assigned to at least 20 minutes before scheduled time to begin (10:00am).
3. Never take a child alone out of the classroom or the building.
4. Children will be released only to those who have been indicated on the sign-in sheet & name tag.
5. In the case of a fire alarm, workers are not to wait for the parents to come get their children. Workers are to take the children outside in a quick and orderly manner. Babies can be wheeled out to safety in the cribs (the cribs are narrow enough to fit through all the doors.)
6. No worker should ever work with a child in an isolated situation. If a worker ever needs to speak or minister to an individual student, the worker should teach or speak to that student in an area where other people are present or within easy access (i.e. keep the door open and let others know that you are teaching a student one-on-one, etc.) This rule will protect the worker and the student from allegations.
7. Any physical accident or altercation needs to be reported to Sunday Morning Children's Ministry Supervisor and the parents of all the involved children need to be informed of the incident.
8. Any incident or sign of physical abuse, emotional problems, and behavioral problems must be reported by the worker to the Sunday Morning Children's Ministry Supervisor.
9. In addition, the State of Florida mandates that any person who knows, or has reasonable cause to suspect that a child is abused or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report immediately such knowledge or suspicion to the central abuse hotline or the Department of Children and Families (Florida Abuse Hotline: 1-800-96-ABUSE).
10. Children may be disciplined by appropriate verbal warning and reprimand, removing the child from the group or activity, and calling the Sunday Morning Children's Ministry Supervisor and/or the parents of the child. No worker under any circumstances is allowed to discipline the child with physical punishment.
  - a. Physical punishment includes: 1) any touching or striking a child with the hand, foot, or any part of the adult workers body; 2) any touching or striking a child with any object of any kind; 3) any physical harassment or humiliation
11. The only time a worker may physically restrain a student is to prevent the child from hurting himself/herself or from hurting another child.
12. A worker may touch a student in a loving manner only under the following restrictions:
  - a. the worker may initiate handshakes and/or hand-slaps, high fives, pats on the back, appropriate hugs (e.g. side hug), etc.
  - b. no kissing or inappropriate hugging

### General Procedures for Hygiene

Hand washing is of utmost importance in the prevention of the spread of infection. Hands shall be washed with bacterial soap and/or cleansed with hand sanitizer upon arrival in the classroom. Workers are to wash hands after each diaper change, after accompanying a child to the toilet, after assisting a child to wipe his/her nose, after contact with blood (e.g. a cut or bloody nose), after using the toilet, after contact with his/her own nasal secretions, and before food preparation. Workers should make sure that a child's hands are washed after using the toilet, after use of tissues for wiping eyes and nose, and before eating. Disposable towels will be used after hand washing.

## **General Procedures for Sick Children**

For the safety of all children and workers in the children's area, we reserve the right to deny any child access to the classroom area for the following reasons:

1. Fever (anything above 99 degrees)
2. Vomiting or diarrhea-must be free from diarrhea for at least 24 hours
3. Any symptom of childhood diseases such as scarlet fever, measles, mumps, chicken pox, or whooping cough
4. Common cold-from onset of symptoms through two days, with mucus that is thick, yellowish-green, congested coughing, rattling in chest or difficulty breathing.
5. Sore throat
6. Any skin infection - boils, ringworm, impetigo, rash, etc... that has not been treated by a doctor
7. Pink or other eye infection
8. Head lice

Sick children are to be isolated from the other children until a parent can be notified to come remove them from the children's area.

No medication (prescribed or over the counter) may be given by workers without parental permission.

## **Fire Alarm Procedure:**

In the case of a fire alarm, workers are not to wait for the parents to come get their children. Workers are to take the children outside to the west parking lot of the school in a quick and orderly manner. Babies can be wheeled out in the cribs or carried to safety. It is imperative that the class/nursery stay together.

## **Specific Requirements and Responsibilities for GBABIES Workers:**

1. A worker may never leave a baby unattended in a bed unless the side of the crib is fully raised.
2. A worker is not to change a diaper without another worker present.
3. Please ask the parent for any specific instructions about caring for the baby (allergies, special care, etc...). And please make sure the parent has filled out the name tag properly, signed the baby in properly, and be sure to have their cell # written down in case you need to get a hold of her/him.

## **Specific Requirements and Responsibilities for GTOTS:**

1. A worker is not to change a diaper without another worker present.
2. When taking the children to the potty, 2 workers must be present. Assist the children with the potty as needed. Please make sure both you & the children wash their hands before returning to class.
3. Keep the children in an orderly group(s) when going outside or to the potty. (Do not take a child anywhere alone.)
4. Always count your group when transporting the class (to verify that you have everyone).
5. Please ask the parent for any specific instructions about caring for the child (allergies, potty-training, special needs, etc...). And please make sure the parent has filled out the name tag properly, and signed the child in properly.

## **Specific Requirements and Responsibilities for GKIDS:**

1. When taking the children to the bathroom, always take 2 or more children to the bathroom a time. (Never take a child to the bathroom by yourself.)
2. Assist the children with the bathroom only when asked (due to a problem or need of assistance); and when assisting, make sure another worker is present or the bathroom door is left open. Please make sure both you & the children wash their hands before returning to class.
3. Keep the children in an orderly group(s) when going outside or to the bathroom. (Do not take a child anywhere alone.)
4. Always count your group when transporting the class (to verify that you have everyone).
5. Please ask the parent for any specific instructions about caring for the child (allergies, special needs, etc...). And please make sure the parent has filled out the name tag properly, and signed the child in properly.