



Child Protection Policy

Point Mallard Parkway Baptist Church

Adopted August 2023

Intended for the use of Point Mallard Parkway Baptist Church's Children's Ministry

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Our Vision: Generations of Godliness

“Hear, O Israel: The Lord our God, the Lord is one. You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates. (Deuteronomy 6:4-9, ESV)

“But as for you, continue in what you have learned and have firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus.” (2 Timothy 3:14-15, ESV)

Our Mission: To Glorify God

The children’s ministry of Point Mallard Parkway Baptist Church (“the church”) exists to glorify God by:

- Maintaining a safe and secure environment for our children.
- Supporting and encouraging parents who are primarily responsible for teaching biblical truths to their children (Ephesians 6:4)
- Making the whole counsel of Scripture known to children with special emphasis on the Gospel (Deuteronomy 6:6-9; Romans 1:16-17)
- Praying for the children and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word (Romans 10:17; Ephesians 2:4-10)
- Living faithfully before the children and modeling for them how Christians are called to respond to God, interact with each other, and with the world around us (Matthew 5:16; 1 Corinthians 11:1)
- Encouraging children to learn to serve and to not just be served (Mark 10:43-45).
- Maintaining the highest ethical standards such that volunteers and teachers always live and serve above reproach, protecting the reputation of the gospel of Jesus Christ.
- Preparing children to one day walk with God as adults, which means getting them ready to be a part of the public worship services and Lord willing, one day, a fully participating adult member.

Staff and Volunteer Expectations

All children’s ministry staff and volunteers share a particular responsibility for:

- Loving the children as Christ loves them
- Setting an example of proper Christian conduct in the way we live our lives
- Ministering to the children
- Understanding that the care of children is not a right, but a privilege; and this privilege embodies responsibilities to God for ministering to and caring for the children

Child Protection

Our first concern is that children be safe while they are in our care. To this end we:

- Perform background checks on all children's ministry volunteers (age 19+) and paid personnel regardless of whether or not they have direct contact with children.
- Require training for all children's ministry staff and volunteers
- Use parent authentication identification system
- Employ scheduling procedures and volunteer/child ratios that optimize safety
- Employ the church security team to promote and maintain safety in the building
- Equip each ministry with a first aid kit
- Educate our staff and volunteers to recognize suspected child abuse and to require them to understand and follow any applicable reporting laws and to encourage them to report suspected abuse to church officials
- Adhere to a healthy child policy for admittance to children's ministry
- Adhere to a two-volunteer room policy, with the volunteers not being married to one another without a third helper.
- Equip our volunteers to know how to evacuate children safely in case of an emergency

Parameters for the Child Protection Policy

This child protection policy applies to children (from birth to 5th grade) who are voluntarily placed by parents under the responsibility of the church for the church's public worship services or specific children's ministry-related church-sponsored activities.

Personnel Summary

Adults are individuals eighteen years or older.

Minors are individuals under eighteen years of age.

Staff are the paid employees of the church. All church staff are required to receive a background check regardless of whether or not they have direct contact with children.

Volunteers are adults who work with children and are not in the employment of the church. All volunteers who serve in children's ministry are required to go through both the children's ministry training and screening procedures before they serve. Volunteers include childcare workers, teachers, coordinators, and anyone else who serves the children. The term 'volunteer' will be used throughout this policy manual as an all-encompassing term for anyone who serves the children and is not church staff.

Helpers are minors who are at least in 7th grade and are assisting in some area of children's ministry alongside an adult. Helpers do not count towards the adult-to-child ratios. Helpers must be children of members; may or may not themselves be a member the church; will not go through childcare training, but will be vetted by the children's ministry staff. Helpers will be supervised by the adult volunteers in the same room.

Children's Minister is a paid staff position which also includes any children's support staff positions. They are in the full time or part time employment of the church and are directly under the oversight of the pastors.

Deacons are elected officers of the church who serve the church as a whole. They must go through both the children's ministry training and screening procedures if they are to serve in children's ministry, just like any other volunteer.

Pastors are elected officers of the church who serve the church by providing teaching and leadership to the congregation as a whole. They must go through both the children's ministry training and screening procedures if they are to serve in children's ministry, just like any other volunteer.

Protecting the Children Before They Arrive

Ensuring a safe environment begins long before Sunday or Wednesday services. Every applicant who wishes to serve in children's ministry is required to go through a screening process and attend childcare training.

Screening Procedure

To ensure safe and quality care, PMPBC has established a screening procedure to approve all volunteers to work with our children:

- All volunteers must be members of PMPBC in good standing, unless pastoral approval is given.
- All volunteers must be eighteen years of age or older, unless pastoral approval is given.
- Children who are at least in 7th grade or older are welcome to help (subject to the approval and direction of the Children's Ministry Leader), but they are always in addition to the adult volunteers.
- All volunteers must have completed the volunteer application and been recommended by or in consultation with the pastor responsible for children's ministry.
- Background checks must be satisfactorily completed prior to beginning of service.
- If a background check returns with a concern, we will (1) contact the screening agency and gather as much information as possible. (2) We will contact the person being screened to indicate that there is a problem with their background check. (3) The Children's Ministry Leader will then determine in what capacity the person can serve. (4) Approval from the Pastors is necessary before any volunteer is cleared for service.
- All completed records of screening procedures will be kept securely along with the original application.
- Volunteers are to be approved by the Children's Ministry Leader in consultation with one of the pastors.
- All volunteers must repeat the screening procedures and criminal background checks every five years.
- PMPBC reserves the right to reject any applicant for volunteer service or dismiss an existing volunteer for any reason, including, but not limited to, refusing or failing to complete screening; failing to provide requested information; providing information that is subsequently determined as false or misleading; sin or suffering issues that compromise the applicant or volunteer's ability to care for children; any criminal report or charge; obtaining information from references or criminal record checks that suggest that the applicant is not suitable to help with children.
- Any volunteer, helper, deacon, staff or pastor (or any PMPBC member) who learns of or has knowledge of misconduct by an applicant must report that knowledge to the Children's Ministry Leader and/or the pastor who oversees children's ministry. He or she also must be personally

responsible for any legal obligation that he or she may have to disclose such information to the authorities.

Protecting the Children As They Arrive and Depart

Arrival and Departure Times

Volunteers should be ready to accept children 15 minutes prior to the start of any session, so that parents have enough time to transition their children before the session begins.

Parents are encouraged to pick up their children immediately after the conclusion of the session.

In the event that a child is not picked up within 15 minutes of the end of the session, volunteers will ask the Security Team or Children's Ministry Leader to locate the parents.

Signing a Child in to Children's Ministry

Any parent who would like his/her child to participate in a children's ministry program will sign the child in to the appropriate classroom, nursery, or activity when he/she arrives, granting permission for the child to participate in that PMPBC event or program. The parent should also use this opportunity to note any allergies or special needs the child may have. For more details on our procedures for caring for children with allergies, please see the "Snacks and Food" section below. Check-in and check-out of children applies to all children birth through 5th grade.

Ministry leaders, pastors, and staff have the right to refuse any child at check-in. Some reasons might include potential illness, behavior that endangers other children, the room being closed because the adult child ratio, or anything else that might impair our ability to maintain a safe and secure environment for the children.

Parental Authentication Identification System

In order to protect the children in our care, each child must be signed into his/her class by a parent or guardian.

Only the parent/guardian who signed the child into the class is authorized to pick up the child. The exceptions to this are:

1. In the event of an emergency that would result in neither parent/guardian being available to sign out the child at the end of a session, the child will be released to the care of a pastor, deacon, or staff member of PMPBC.
2. A church member can send their spouse to pick up their children.
3. A member parent may make prior arrangements with the Children's Minister to allow for someone other than him/herself or his/her spouse to pick up the child at the end of a session.

Divorce, Separation or Custody Visitation

In a situation where the parents are divorced or separated, the volunteers should only release the child to the parent who brought this child to check-in. If the other parent or anyone else attempts to check-out the child, the volunteer or staff should immediately contact the pastor responsible for children's ministry or the Children's Minister. If a parent presents a court order for a child, the police must also be present and we are to release the child to police custody. In any of these circumstances, the volunteer or staff should immediately contact the Children's Minister and a pastor.

Protecting the Children While They Are In Our Care

Two Volunteer Rule

For all children's classes and programs, at least two qualified, unrelated adult volunteers must be present in each classroom at all times.

Helpers are always in addition to and supervised by the two adults. Helpers are never to be left alone at any time with children without the presence of the two adult volunteers.

Staff, deacons and volunteers must never leave a child alone in a classroom.

A staff member, pastor, deacon or volunteer may take children out of the nursery or classroom only for a compelling reason, such as to use the bathroom or in cases of illness, emergency, or evacuation.

Staff or volunteers should not have private one-on-one meetings with a children. When a meeting on the church premises is necessary, it should be done with at least one other adult present, and held with the knowledge and consent of the staff and the parents.

Visibility

When children's classes or programs are in session, the interior doors and windows should allow for unobstructed views from the outside of everyone inside the room.

All Children age 8 and younger are to be in classrooms with an interior window on the door.

Security Team

The Security Team is composed of qualified volunteers whose duties are not limited to any one classroom. The Security Team generally moves about the hallways and buildings during scheduled session times to observe any unusual activity and be of service to volunteers (e.g., locating parents or substituting temporarily for another volunteer.) The Security Team is on duty during Sunday morning and Wednesday evening services.

Child-to-Volunteer Ratios

In addition to always having at least two volunteers present, the following ratios are maintained during the three regularly scheduled weekly meetings of the church:

- Children 0-2 years: One adult for every five children
- Children ages 3-5: One adult for every eight children
- Children ages 6-12: One adult for every twelve children

Once this target ratio is met, additional children should only be accepted into a classroom after notifying Children's Minister or Security Team member and volunteers are requested to maintain these ratios. Whenever age-groups are combined, the ratio is determined by the age of the youngest child.

Diaper Changing and Rest Room Procedure

0 Months through 2 Years Old

Parents of children with dirty diapers are asked to change their children prior to signing them into the classroom. Volunteers will change diapers at least once or as needed during service. Only women are allowed to change diapers. Diapers must be changed in the presence of at least one other volunteer.

2 Years Old through Pre-K

Parents should take their children to the restroom prior to signing them into a class.

At check-in and drop-off, parents should let the volunteers know if their child is potty training.

In the event that a child needs to use the rest room, the volunteers will escort the child to the nearest restroom. The volunteer should wait outside the closed restroom stall door unless the child requires assistance. The child and the volunteer must wash their hands with soap and water (or anti-bacterial hand sanitizer) before returning to the classroom.

K to 4th Grade

For all other classes up to 4th grade, a volunteer will ensure the child arrives at the bathroom safely, standing outside the closed bathroom door until the children are finished. The children must wash their hands with soap and water (or anti-bacterial sanitizer) and return with the volunteer to their classroom. The Security Team member can be available to step into a classroom temporarily if necessary to maintain appropriate child to volunteer ratios.

Appropriate Discipline

All children's ministry volunteers are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.

Acceptable means of redirecting inappropriate behavior may include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the situation or problem for a brief time (particularly if his behavior is endangering or upsetting other children). During correction, a child should never be removed from the classroom. Correction should be discrete; in the classroom (not in the hallway); and never outside of the sight of others.

Steps of correction might include (depending on the age of the child): (1) removing the child from the situation or problem; (2) pointing out the problematic behavior; talking to the child about his/her sin and need for Christ; (3) praying for the child and redirecting to a new activity; (4) helping the child to reconcile with the offended children when appropriate. Volunteers should view misbehavior as an opportunity to introduce children to the gospel.

Children's ministry volunteers and staff members are strictly prohibited from using any form of corporal punishment such as slapping, kicking, punching, spanking, or hitting. They should never speak harsh words, insults, belittling comments, threatening words, or any other verbal humiliation to children.

If a child's behavior is uncontrollable or the child does not respond to the acceptable means of discipline indicated above, volunteer or staff should ask the Security Team to call the parents. If the child assaults, harasses or bullies other children, misbehaves beyond minor correction, or has a pattern of misbehavior, the parents should be immediately called so the child can be removed. Volunteers, staff or deacons are allowed to physically restrain a child if he/she is physically endangering other children. Please report any of these problems (as well as the appropriate response taken to deal with the behavior) to the Children's Minister. Once a child is removed from children's ministry, reinstatement is possible at the determination of the pastor who oversees children's ministry and the Children's Minister. A child may be reinstated if the risk of re-offense has been adequately reduced.

For further information regarding discipline, please speak with the Children's Minister.

Physical Touch Policy

Two types of relationships are important to consider: volunteer-to-child and child/teen-to-child.

Volunteer-to-Child

While appropriate physical contact with children can be an effective means of aiding in communication, redirecting attention, calming restlessness, or showing godly love and care, it can also be misinterpreted. Particularly in our interaction with children, we want to be blameless and above reproach. The following will help workers to avoid any compromise or concerns in this area.

- Always remain in open sight of other adults.
- Appropriate touch is positive physical contact that nurtures children and develops a sense of emotional security and maturity in their interactions with adults. Appropriate touch is applied to meet the needs of children and not the adults.
- Appropriate physical contact will vary according to the age of the child. What is appropriate for nursery children (holding, rocking, sitting on laps, etc.) will not be appropriate for grade school children.
- Inappropriate touch involves, but is not limited to coercion or other forms of physical contact which exploits the child's lack of knowledge, satisfies adult physical needs at the expense of the child, violates laws against sexual or physical contact between adult and child, and any attempt to modify child behavior with physical force.
- For ages 2 thru 5, only women can take children to the restroom.
- Sitting on laps is only appropriate for ages 0 to 5.
- In general, a man will need to limit physical contact more than a woman in the same situation, especially when working with older children.
- Volunteers should refrain from rough-housing, wrestling, shoulder or piggy-back rides, full hugs, rubbing, massaging, or any physical activity that might make a child feel unsafe or uncomfortable.
- Only touch children in "safe" areas and for brief time. "Safe" areas generally include hands, arms, shoulders, upper back, or gentle pats on the top of the head. Never touch a child on or near any region that is private or personal, unless when necessary while assisting in a diaper change or restroom visit.
- Never touch a child out of frustration or anger. Physical discipline is not an appropriate means of correcting someone else's child.

Child/Teen-to-Child

- No male or female under eighteen should ever be alone together while in children's ministry.
- No inappropriate touching (as defined above and in the appendix) of any kind will be accepted.
- Fighting will not be tolerated and any child participating in violent action will be dismissed from a class/program and placed into his or her parent's care.

Further guidelines on appropriate and inappropriate touch can be found in Appendix I.

Parents in the Classroom

If a child would feel more at ease with a parent in the classroom, this is allowed temporarily (for a few minutes), especially for visitors or children who are going through separation anxiety. If this goes beyond a few minutes and the child cannot remain without the parents, the parents should remove the child from the classroom and are encouraged to relocate to a different location. While accompanying

their children, a parent should be kindly but firmly dismissed if the parent is causing difficulty or presenting concerns for the welfare of the class.

Food and Drink Policy

The only snacks/drinks that may be served in the preschool are those provided by the preschool or those brought by parents/guardians for children with allergies. Parents/guardians should provide a written notice to the teacher concerning any allergy conditions their child may have.

Teachers should check with the Children's Minister prior to giving any non-church provided snacks/treats/drinks to the children (special occasions, celebrations, teacher treats, etc.).

Ages 0-3 Years Old

Volunteers may offer properly labeled sippy cups as provided by the parents upon signing the child in.

Security and Emergency Response

Emergency Situations

In emergency situations, if appropriate, 911 will be called to secure help and/or the display monitors will be used to summon staff and volunteers to the children's ministry floors to assist with the emergency.

Accidents, First Aid and Medical Emergencies

All ministry areas are equipped with basic first aid kits. In the event of life-threatening injury or illness, emergency medical services will be called and parents should be located and informed immediately. Volunteers should complete an Incident Report Form for all injuries, whether major or minor prior to leaving the premises on the day of the accident.

Evacuation Procedures

In the event of a fire, a volunteer or church staff member should call 911 and also assist all children in immediately evacuating the building. Staff and volunteers will help keep parents away from the children's floors. Parents should not report to the children's floors because they risk creating chaos and blocking the exit stairwells for children. Instead, parents will meet their children in the designated areas outside of the church building. Evacuation information is located on all of the floors. Volunteers and parents should familiarize themselves with this information.

A Live Threat

A live threat includes a shooting or some other type of security hazard.

Step 1: Volunteers and Staff Communicate the Danger

- As soon as a person is confronted with a real threat, they should respond immediately by notifying the nearest Security Team member.
- Church staff members will then notify the remaining volunteers about the live threat.

Step 2: PMPBC Personnel Communicates the Danger to the Police

- When it is safe to do so, church staff or a volunteer should call 911. Give the following information:
 - Location and the nature of the threat.
 - If shots have been fired tell police we have an "active shooter."

Step 3: Hide.

- If running is not a safe option, hide in as safe a place as possible.
- Close the door, including the top portion of each door and pull the latch down.
- Barricade the doors with heavy furniture.
- Turn off the lights.
- Silence all electronic devices.
- Maintain silence.
- Have children lie or sit on the floor away from the door. If possible, stay out of sight of any interior windows.

Step 4: Security or Volunteers fight the Live Threat

- If neither running or hiding is a safe option, as a last resort, when confronted by a shooter or some other danger, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as a fire extinguisher or chairs.
- Under no circumstances will a child be allowed to confront the potential danger.

After the area has been made safe and secure by police, the Children's Minister, the pastor who oversees children, or Security Team personnel will communicate an "all clear" sign to anyone who is in lock-down mode.

Missing Child or Kidnapping

In the case of a missing child, the Security Team will first do a thorough check of the children's ministry floors to make sure the child is not in another part of the building. Security Team and other volunteers will continue to search for the child until they are found. If the child is not found, the staff or pastors will call police to secure further help.

In the case of a kidnapping, church staff or pastors should call 911 to secure help from the police.

Parent involvement in Emergency Procedures

The pastor who oversees children and/or the Children's Minister will decide how and when to notify parents about security or emergency situations. Involving parents too early might cause unnecessary fears or panic. If an emergency does happen, parents will need guidance, pastoral care and counseling, so we rely on a pastor or staff to walk with parents through difficult situations.

Healthy Child Policy

Communicable Disease Policy

In order to prevent the spread of communicable diseases among the children, several guidelines are in place concerning disease.

1. Children with infectious diseases should be kept home until they are no longer contagious. If a child is exhibiting symptoms of illness such as fever, diarrhea, open skin lesions or blisters (as in chicken pox), or persistent nasal discharge, the parent should keep the child home.
2. Volunteers will use disposable latex gloves and proper hygiene procedures to change diapers, wipe noses, and handle blood spills.

3. Hand washing or use of anti-bacterial hand sanitizer must be a regular habit for both children and volunteers.
4. Toys and equipment should be washed and disinfected regularly.
5. PMPBC is dedicated to preventing the spread of disease among the children. The Children's Minister has the right to refuse a child on the basis of questionable symptoms. To prevent this, parents are asked to comply with the Healthy Child Policy guidelines.

A child should not participate in a class if and when any of the following exist:

- Fever, vomiting or diarrhea (Note: Children should be free of a fever, vomiting or diarrhea for 24 hours before coming to children's ministry.)
- Any symptom of scarlet fever, German measles, mumps, chicken pox, or whooping cough
- Common cold – from onset of symptoms and one week thereafter
- Sore throat
- Croup
- Lice
- Any unexplained rash
- Any skin infection such as boils, ringworm, impetigo
- Pink eye or other eye infection
- Thick green, yellow or constant nasal discharge
- Any other communicable disease

Children who appear ill during a class will be kept at the sign-in desk with a volunteer while the Security Team locates the parents.

Please inform the Children's Minister if your child appears to have contracted an illness while attending a PMPBC event so that other parents may be notified if necessary. If a child contracts an illness and has been in contact with other children while at PMPBC, it is the responsibility of parents to notify the Children Minister.

Neither volunteers nor church staff may give any medication to any child.

Parents of children with special needs are encouraged to contact the Children's Minister before signing the child into class. This allows the staff to assess the needs of the child and assist parents in transitioning their child into a classroom setting.

Universal Precautions

Universal precautions are very effective for protecting both the children and volunteers from illness. These methods are employed such that all human bodily fluids are treated as if they carried infectious diseases. Universal precautions are applicable in any setting and should always be used.

Important Points of Universal Precautions:

- Wash hands before and after any contact with bodily fluids, including wiping noses, changing diapers, cleaning vomit, and treating a blood spill.
- Always wear disposable gloves when dealing with any bodily fluids.
- Treat all soiled linen (i.e. sheets, clothing) as potential infectious agents.

- In rooms with children ages 23 months and below, remove toys that children have mouthed from the general play area. Set them in the container by the sink and wash.
- At the end of the session, disinfect the room with Lysol disinfectant spray.

Neglect & Abuse Prevention, Reporting & Response

Definitions

What is child neglect and abuse? It is important to define our terms.

Child neglect is failure, whether intentional or not, of the person responsible for the child's care to provide for the child's basic needs such as adequate feed, clothing, medical and dental care, supervision, and/or proper education, or the failure to protect the child from harm.

Child abuse is any recent act or failure to act resulting in imminent risk or serious harm, death, serious physical or emotional harm, sexual harm or exploitation of a child by a parent or a caretaker who is responsible for the child's welfare.

Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature that occurs between a child and an adult. This includes activity which is meant to arouse or gratify the sexual desires of the adult or child. Sexual behavior between a child and an adult is always considered to be forced whether or not the child consents to it.

Sexual abuse perpetrated by a child is any contact or activity of a sexual nature that occurs between children, with or without the consent of either child, when one child has power or perceived authority over the other child. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children.

Sexual exploitation includes forcing a child or soliciting a child for the purposes of prostitution; and using a child to videotape or photograph pornography.

Child sexual abuse is any form of sexual contact with a minor, non-touching offenses, or sexual exploitation of a minor. This is criminal behavior that involves children in sexual behaviors for which they cannot be personally, socially, and developmentally ready.

Child spiritual abuse the use of spiritual authority (the Bible or church authority) to emotionally, physically, and/or sexually abuse a child.

Prevention

PMPBC takes protection against and reporting of neglect and abuse very seriously. In an effort to prevent abuse and neglect, we:

- Educate and equip staff and volunteers about neglect and abuse
- Adhere to the procedures and guidelines as set out in this policy manual. Many of the policies are written to protect children, including the two adult rule, visibility guidelines, and diaper and bathroom policy.
- Train and screen volunteers prior to contact with any children. Screening includes filling out an application, getting feedback from references and requiring a criminal background check.
- Require all full-time staff to submit to a criminal background check within a month of joining staff.

- Repeat screening procedures and criminal background checks for full-time staff and volunteers every five years.
- Require volunteers and staff to be approved by pastors prior to serving in children's ministry.

Any instance of suspected or observed abuse or neglect should be handled with the following guidelines.

Child Protection Committee

The Child Protection Committee (CPC) consists of the pastor overseeing children's ministry, the Children's Minister, the Children's Ministry Associate, and any PMPBC member who has been designated by the pastors. All members of the CPC stand ready to address all allegations of neglect and abuse in accordance with the PMPBC church covenant and the laws of the state of Alabama and surrounding jurisdictions.

Reporting of Neglect & Abuse

Point of Contact for Reporting

Anyone who suspects, witnesses, or has any reason to believe that a child has been or is likely to be neglected and/or harmed or threatened with abuse in any form should contact the Children's Minister, the pastor who oversees children's ministry, or any pastor at PMPBC. This reporting includes questionable behavior (overly flirtatious behavior, shoulder massages or other intimate acts, etc.) and/or possible offenses (volunteers observing actual abuse or possible evidence of abuse, like abrasions, lacerations, etc.).

Any person who serves as the initial point of contact is required to report all allegations and/or eye-witness accounts to the entire Child Protection Committee.

Guidelines for Mandatory and Permissive Reporters

In reporting of neglect or abuse to the authorities, it is important to distinguish between permissive and mandatory reporters. A mandatory reporter may include social workers, teachers and other school personnel, physicians and other health care workers, mental health professionals, childcare providers, law enforcement officers, and domestic violence workers. Permissive reporters include anyone who is not a mandatory reporter, which will be the majority of PMPBC's volunteers and staff.

The church has a moral and ethical obligation to report any neglect and abuse, so if the person suspects or witnessed or has knowledge of neglect or abuse, the person must talk to the point of contact for reporting—the Children's Minister, or the pastor who oversees children's ministry, or any pastor at PMPBC.

If the person who suspects or witnessed or has knowledge of neglect or abuse is a mandatory reporter, he or she must follow the guidelines and laws set out for mandatory reporters. He or she must fulfill his/her obligations to the law, including reporting to Child Protective Services or the police. At no time will the mandatory reporter be prohibited from reporting, even if their consultation with staff or leadership in the church results in a disagreement. If you are a mandatory reporter, it is important that you know whether you must report only in the context of your professional duties or whether the obligation to report also applies when you're away from your professional duties or functioning as a volunteer at our church.

If the person who suspects or witnessed or has knowledge of neglect or abuse is a permissive reporter, they should contact the Children's Minister and/or the pastor who oversees children, or any PMPBC

pastor. Because permissive reporters do not have professional training or experience in recognizing abuse, and because many of PMPBC's volunteers are single adults with very little or no experience with children, they are required to report first to the Children's Minister, the pastor who oversees children, and/or any PMPBC pastor. If reporting to Child Protective Services or police is deemed as warranted by the Child Protection Committee and the pastors of PMPBC then that person must report. At all times, this person will be required to fulfill their obligations to the law.

State and federal laws authorize civil or criminal penalties or civil liability for failing to report a reasonable suspicion of child abuse. In addition, obstructing or interfering with an investigation of child abuse can result in criminal charges.

The church will not tolerate any retaliation against a reporter who has a reasonable suspicion of neglect or abuse.

More Guidelines on Reporting

When available, the following information will be documented and reported when helpful:

- The name, age, gender and address of the victim(s).
- The name, age, gender and address of the alleged perpetrator/offender(s).
- The nature, frequency, date(s) and location(s) of the abuse alleged to have occurred.
- The relationship between the victim and the alleged perpetrator/offender.
- Other evidence that supports the allegations (eyewitness, medical exams, confessions, etc.)

What should a volunteer, staff, or pastor do when they suspect, hear about or observe what appears to be a sign or symptom of neglect or abuse? Talk immediately with the Children's Minister and/or the pastor who oversees children. The volunteer, staff, deacon or pastor should document this information on the Child Abuse Reporting form, which is available in every classroom. After the Children's Minister or the pastor who oversees children serve as an initial point of contact, they are required to report all allegations and/or eye-witness accounts to the entire Child Protection Committee.

What should the Children's Minister or the pastor who oversees children say or do with the child who is allegedly neglected or abused? Talk with the child and find out how the injury happened, though be careful of the level of detail you pursue. Asking for too much detail might be harmful for a child as it causes them to relive the abusive experience. If the child is describing what might be abuse, the objective is to obtain very general information that may help substantiate or alleviate the suspicion. Ask the child open-ended questions and get them to relay the event in their own words. Be careful to not suggest answers to the child and be sensitive to the fact that the child will be scared to tell the story, sometimes out of fear that it will upset adults or will not be believed. Write out a report that should include signs or symptoms observed, notations about bruises or injuries that are visible, a summary of the conversation with the child, and a description of any emotions expressed by the child. Do not ask the child to undress in order to show bruises or injuries that are not visible. Include all of this information on the Child Abuse Reporting form, which is available in every classroom.

What should volunteers or staff report when they hear of a story of abuse? Note what the child said happened, who the child was with when it happened, where it happened, and when it happened. All of this should be documented.

What should a volunteer or staff do when they observe an incident that may be abusive? Immediately intervene to protect the child; follow-up immediately with Children's Minister or the pastor who oversees children; write out a report about the incident; and act in accordance with all reporting laws.

The volunteer or staff should keep an on-going log of the suspected person's behavior and anything else that is relevant concerning the person or the child or their relationship.

How Can We Learn About the Different Laws, Regulations, and Guidelines in Alabama?

Laws, regulations, and guidelines for reporting child neglect and abuse differ from state to state. For general information on guidelines for mandatory or permissive reporters in Alabama, ask the Children's Minister for the summary page entitled Child Abuse & Neglect Reporting Guidelines in AL. For specific questions regarding your legal obligation under one or more of these laws, please consult with an attorney.

Response to Neglect & Abuse

PMPBC will ensure that a caring response is always provided to any suspicion or witnessing of neglect or abuse. Every allegation of neglect or abuse will be taken seriously. Proper guidelines for handling such complaints will be followed diligently and exhaustively. The victim(s) and victim's family will be cared for by the church in whatever way is available. Situations will be handled forthrightly with due respect for all parties' privacy and confidentiality.

Who Should be Notified?

The church will seek professional assistance when deemed appropriate by the Child Protection Committee and the pastor board of PMPBC. Notification will be limited to those who need to know about the allegation and to those who can provide assistance in responding to neglect or abuse. The church may:

- Report suspicions or firsthand accounts or any knowledge of abuse to civil authorities. Full cooperation must be given to civil authorities.
- Notify church leaders, counselors or medical personnel in order to obtain ongoing care for the victim(s) and victim's families.
- Notify an insurance agent, denominational leaders, or any other outside officials.
- Notify and consult with a church attorney.

How Will PMPBC Respond to Allegations, Admission or Criminal Conviction?

Allegations of neglect or abuse, admission of child abuse by staff, elder, deacon, volunteer, helper, or any member of PMPBC, or criminal conviction of abuse should:

- be reported to PMPBC's pastor board. This disclosure of abuse is to be done regardless of the source of the information and should be conveyed to the elders board within 48 hours of the allegation being made or the admission of child abuse or criminal conviction.
- immediately result in removal of the alleged perpetrator or criminal offender from any activity or program involving children;
- result in immediate ineligibility of the alleged perpetrator or criminal offender from being granted approval to participate in any activity or program involving children.

The Child Protection Committee and the pastors of PMPBC will decide on other appropriate responses to allegations, self-admission of guilt, or criminal conviction, some of which may include:

- Contacting police or CPS.
- Notification of staff, deacons and any volunteers.
- Reporting allegations, self-admission or criminal conviction to the congregation during PMPBC's public services or members' meeting.
- Barring from any activities or church programs with children or the children's ministry floors at the church building.

- The Child Protection Committee will designate PMPBC members or staff, who will accompany the alleged perpetrator or criminal offender at all times while he or she is on PMPBC's property or anywhere in PMPBC's buildings. The alleged perpetrator will be notified of this requirement immediately after allegations are made known to staff or pastors.
- Disciplining (removal from membership) of alleged perpetrator or criminal offender in a public members' meeting by the congregation.
- Barring alleged perpetrator or criminal offender from any and all church property.
- Suspension or termination of a paid staff member or volunteer position.
- Acknowledging to another organization about allegations against or termination of staff, an elder, deacon, volunteer, helper, or any member of PMPBC for misconduct or abuse against children.

If staff, PMPBC pastors, or a member of the Child Protection Committee learns from CPS or police that allegations of neglect or abuse are being investigated or criminal charges have been filed, the PMPBC pastors should:

- Be careful to not interfere with the investigation by police or CPS;
- Prevent contact between the accused and the accuser if appropriate;
- Remove the accused from activities or programs involving children, pending the outcome of the investigation.
- Appoint a member of the Child Protection Committee or the pastor team to be a liaison with CPS and the police.

If an adult alleges an incident of neglect or abuse that happened when he was a child in a PMPBC program, then:

- Members of the Child Protection Committee should hire a trained mental health professional (preferably who is not associated with the church) who can provide the Child Protection Committee with an assessment. The victim will have to provide consent for such an interview and to have the assessment released to the Child Protection Committee in confidence.
- If the accused is no longer a part of PMPBC then the Child Protection Committee should consult with the elders and legal counsel to determine legal and moral need to report to police or CPS and any other organization that the accused may be a part of since his departure from PMPBC.
- Even if government officials are no longer bound to investigate due to a statute of limitations, PMPBC should respond to all allegations with the care and diligence traced out in this policy manual.

Confidentiality

The church, as well as permissive or mandatory reporters, will maintain confidentiality to the extent that it deems appropriate for the care of its members and consistent with applicable law. Allegations and suspicion should be reported only to the persons specified in this policy manual.

Response to Media

If appropriate, the PMPBC pastors will respond to the media. Normally, one pastor or member will be designated by the pastor board to speak to the media on behalf of the church. A written statement should be distributed at the time of media disclosure. Great care should be taken to disclose only facts and not suspicion. Disclosed facts might include the nature of the abuse allegation and when the alleged abuse happened. Great care should be taken to protect the identity of all parties involved (the alleged abuser and victim). Alerting the media lets the alleged victim know that allegations will be taken seriously and gives other vulnerable members of the community a chance to be protected.

Sexual Offenders in the Church

When An Alleged or Convicted Offender Attends PMPBC or a PMPBC Related Activity

If PMPBC's pastors or children's ministry staff learn in advance that an alleged or convicted sexual offender is wanting to attend a PMPBC service:

- The Child Protection Committee must decide whether to admit him or her to church services or PMPBC related activities. Admission of the offender will be based on factors such as extent of prior convictions, and his or her willingness to follow guidelines set out by this policy. This is not a comprehensive list of admission criteria.
- A member of the Child Protection Committee (or a designated member of PMPBC) will contact the offender letting him or her know that he or she must be accompanied at all time while on PMBC's property or anywhere in PMPBC's buildings.

If an alleged or convicted sexual offender participates in any PMPBC related activity or public service that has the possibility of children being present:

- The pastor overseeing children's ministry, children's minister, the specific volunteers serving on that day, and security should be notified.
- The Child Protection Committee will designate PMPBC members or staff, who will accompany the alleged perpetrator or criminal offender at all times while he or she is on PMPBC's property or anywhere in PMPBC's buildings.
- He or she will not be allowed beyond the check-in desk on the Children's hallway.
- The Child Protection Committee will work with members to come up with guidelines for PMPBC related activities that are not on church property, but elsewhere.

When An Alleged or Convicted Offender Attends Regularly

If he/she chooses to attend regularly:

- The pastors will be notified.
- The congregation will be notified in a public service of the church, most likely the members' meeting. PMPBC reserves the right to forbid someone from coming to the church for worship services, programs or activities. When participating in church activities outside of the church building, the same guidelines apply.
- The sexual offender should provide a member of the Child Protection Committee with the name of his/her probation officer. Someone from the Child Protection Committee will contact the probation officer and find out 1) more about the underlying offense – offenders tend to minimize their offenses, and 2) the specific terms of the probation in order to make sure the offender stays in compliance while at the church.

When A Sexual Offender Seeks Membership at PMPBC

If the offender seeks membership at PMPBC, the pastors retain a right to refuse membership. If the pastors offer membership to an offender, it will be conditional on his or her agreement to:

- Verify the history of offenses, convictions, and adjudication of sexual offenses and disclose them to the PMPBC pastors and the members of the Child Protection Committee.
- A member of the Child Protection Committee contacting his/her probation officer to find out the underlying offense and the specific terms of probation.
- The Children's Ministry Administrator doing a thorough criminal background check. If the information provided by the offender differs from the information given by the probation officer or gathered by the Children's Ministry Administrator that will be grounds for denying membership.
- Disclosure of information to parents and the congregation. The information released to the church is at the discretion of the pastors. A letter detailing this information will be sent directly to all member parents.

- Refrain from any form of communication (including phone, IM, texting, email, social media or any type of technology), social fellowship, physical contact, mentoring, baby-sitting, or coaching with children or youth or participate in any activities or programs related to children or youth both inside and outside of the church.
- The Child Protection Committee will designate PMPBC members or staff, who will accompany the alleged perpetrator or criminal offender at all times while he or she is on PMPBC's property or anywhere in PMPBC's buildings or in attendance at any church related services, activities or gatherings that has the possibility of children being present.
- Any restrictions that pastors determine.
- Permission to notify the leadership, congregation, and parents of anything that the pastors deem significant for these groups to know.
- A warning that the church will report any suspected activity to civil authorities.
- A warning that any violation of the code of conduct (including allegations or suspicion of abusive behavior) can result in discipline and banning from the church facilities or any church related programs and activities.
- Sign a written document that details all of these items, plus anything else that the pastors or the Child Protection Committee deems important to include.

Other Guidelines About Sexual Offenders

If a convicted sexual offender applies for a volunteer or staff position, he or she will be denied by the church. Exceptions may only be made upon the approval of the pastors, full-disclosure to the congregation and a congregational vote.

If a sexual offender does not disclose a former allegation, conviction or adjudication, and it is revealed later, the offender will be removed from any paid or volunteer position immediately and may be removed from membership as well.

If a sexual offender is a minor, the church reserves the right to bar that minor from any children or youth activities, and will follow the guidelines set out above for any sexual offender who seeks participation in church-related public services, programs or activities.

If a sexual offender leaves PMPBC (as a member or regular attender) and begins attending another church, the elders will disclose allegations or self-admission or criminal conviction of neglect or abuse to the leadership at the next church.

APPENDIX I:

Inappropriate and Appropriate Touch

Inappropriate Touching

- Shoving, hair pulling, shaking, slapping, pinching, biting, kicking, hitting, or spanking a child for any reasons.
- Squeezing of arm, neck, face, or any parts of the body.
- Tickling children of any age. It is over stimulating and is considered by some professionals to be a deceptive device that could lead to inappropriate touching.
- Children sitting on laps of adults is inappropriate for ages 6 and older.
- Holding or restraining children on the lap. However, holding a child 5 years and younger is appropriate for short time spans when comfort is needed by the child or the child's behavior is out-of-control or endangering other children.
- Touching a child in the genital areas except for younger and developmentally delayed children requiring a diaper change, bathing/washing and assistance with toileting procedures. Otherwise, touch in the genital area is only permitted by medical personnel in case of injury or suspected injury.
- Kissing a child on the lips, neck, or anywhere else. A child should never be allowed to kiss a staff member, volunteer, deacon or another child on the lips, neck, or anywhere else. Children are also not allowed to kiss one another.
- Slapping a child on the behind, even when playing.
- Fondling children, even in non-private areas.
- Carrying a child on the back unless the child is unable to walk.

Appropriate Touching

- A comforting pat on the shoulder and back, or allowing an emotionally distressed child to lean their head on your shoulder is appropriate.
- Back rub to help comfort, or put an irritable child to sleep is appropriate.
- High-Fives, handshakes, or the touching of two fists are appropriate and recommended touch, especially when interacting with older children.
- Holding hands is permitted with children 10 years and under when initiated by the child, or when helping a child to walk, climb stairs, etc.
- Holding a child firmly with your hands to restrain him/her is appropriate when it is used to prevent a child from an accident, injury, hurting self, others, or you.

APPENDIX 2: **Incident Report**

Today's Date: _____

Check all that apply:

- ☐ Children's Minister Notified
- ☐ Pastor Notified

Name of person issuing this report: _____

Name of Child: _____

Witness(es): _____

Date, time, and location of incident:

Written description of incident:

Signature of person issuing this report: _____

Signature of person receiving this report: _____

APPENDIX 3:

Child Abuse & Neglect Reporting Guidelines in Alabama

National Children's Advocacy Center
<http://www.nationalcac.org/>

U.S. Department of Health and Human Services Administration for Children and Families Administration on Children, Youth and Families Children's Bureau
http://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm

Introduction

Each individual PMPBC employee and volunteer is responsible for fulfilling his or her personal obligation to comply with the laws and regulations applicable to him or her with respect to reporting child abuse and neglect, and may need to consult with a legal professional in order to understand and comply with applicable laws and regulations. However, in determining any legal obligations that PMPBC may have with respect to reporting child abuse or neglect, it may need the assistance of a staff person or volunteer to determine relevant facts and circumstances.

Ala. Code § 26-14-3 (2012). Mandatory reporting.

(a) All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report, or cause a report to be made of the same, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority.

(b) When an initial report is made to a law enforcement official, the official subsequently shall inform the Department of Human Resources of the report so that the department can carry out its responsibility to provide protective services when deemed appropriate to the respective child or children.

(c) When the Department of Human Resources receives initial reports of suspected abuse or neglect involving discipline or corporal punishment committed in a public or private school or suspected abuse or neglect in a state-operated child residential facility, the Department of Human Resources shall transmit a copy of school reports to the law enforcement agency and residential facility reports to the law enforcement agency and the operating state agency which shall conduct the investigation. When the investigation is completed, a written report of the completed investigation shall contain the information required by the state Department of Human Resources which shall be submitted by the law enforcement agency or the state agency to the county department of human resources for entry into the state's central registry.

(d) Nothing in this chapter shall preclude interagency agreements between departments of human resources, law enforcement, and other state agencies on procedures for investigating reports of suspected child abuse and neglect to provide for departments of human resources to assist law enforcement and other state agencies in these investigations.

(e) Any provision of this section to the contrary notwithstanding, if any agency or authority investigates any report pursuant to this section and the report does not result in a conviction, the agency or authority shall expunge any record of the information or report and any data developed from the record.

(f) Subsection (a) to the contrary notwithstanding, a member of the clergy shall not be required to report information gained solely in a confidential communication privileged pursuant to Rule 505 of the Alabama Rules of Evidence which communication shall continue to be privileged as provided by law.

Ala. Code § 26-14-4 (2012). Permissive reporting.

In addition to those persons, firms, corporations, and officials required by Section 26-14- 3 to report child abuse and neglect, any person may make such a report if such person has reasonable cause to suspect that a child is being abused or neglected.

Ala. Code § 26-14-9 (2012). Immunity from liability for actions under chapter.

Any person, firm, corporation, or official, including members of a multidisciplinary child protection team, quality assurance team, child death review team, or other authorized case review team or panel, by whatever designation, participating in the making of a good faith report in an investigation or case review authorized under this chapter or other law or department practice or in the removal of a child pursuant to this chapter, or participating in a judicial proceeding resulting therefrom, shall, in so doing, be immune from any liability, civil or criminal, that might otherwise be incurred or imposed.

Ala. Code § 26-14-10 (2012). Doctrine of privileged communications not grounds for exclusion of evidence as to child's injuries.

The doctrine of privileged communication, with the exception of the attorney-client privilege, shall not be a ground for excluding any evidence regarding a child's injuries or the cause thereof in any judicial proceeding resulting from a report pursuant to this chapter

Ala. Code § 26-14-13 (2012). Penalty for failure to make required report.

Any person who shall knowingly fail to make the report required by this chapter shall be guilty of a misdemeanor and shall be punished by a sentence of not more than six months' imprisonment or a fine of not more than \$500.00.

Ala. Code § 38-3-8 (2012). Powers and responsibilities of department.

The Department of Senior Services shall:

(1) Be the designated state agency to administer programs of the federal government relating to the aged, requiring action within the state, that are not the specific responsibility of another state agency under federal or state statutes and to administer programs for the aged when designated as an operating agency by another state agency. The department may not take over from another state agency any of the specific responsibilities held by such other state agency nor may the department withhold from another state agency any state or federal funds designated for programs administered by that agency. The department shall be the state agency to administer funds granted by the federal government under the "Older Americans Act of 1965," 42 U.S.C. § 3001, as amended, except for programs administered by another state agency. The department shall cooperate with federal and state agencies, counties, municipal corporations, and private agencies or facilities within the state in furtherance of the purposes as set forth in this chapter.

- (2) Advise, consult, and coordinate with other state agencies upon request which are proposing plans, programs, and rules primarily affecting persons 60 years of age or older.
- (3) Plan, initiate, coordinate, and evaluate statewide programs, services, and activities regulated by the department for elderly people which are not duplicative of services, programs, and activities provided by other state agencies.
- (4) Disseminate information concerning the problems of elderly people and establish and maintain a central clearinghouse of information on public programs at all levels of government that would be of interest or benefit to the elderly.
- (5) Report annually to the Governor and the Legislature on the programs of the department.
- (6) Have authority to contract with public or private groups to perform services for the department.
- (7) Adopt rules pursuant to the Alabama Administrative Procedure Act to govern the operation of services and facilities for the elderly that are regulated by the department and determine that those services and facilities are operated in conformity with these rules.
- (8) Determine the needs of the elderly and provide information on their needs to all levels of government.
- (9) Report immediately any suspected abuse, neglect, and exploitation to the Department of Human Resources as a mandatory reporter as specified in Section 38-9-8.

APPENDIX 4: **Volunteer Application**

Thank you for your interest in serving the children and families of Point Mallard Parkway Baptist Church. Once your application has been approved, the Children's Minister will work with you to find a spot on our children's ministry team that will be a good fit for you based on our needs and your interests and experience.

Personal Information

Name: _____ Today's Date: _____
 LAST FIRST MI

Street Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

I prefer to receive information regarding children's ministry via: ___ email ___ phone

Family Information

I am: ___ Single ___ Married ___ Divorced ___ Widowed

Do you have any children? ___ Yes ___ No How many: _____

Membership Information

Are you a member of Point Mallard Parkway Baptist Church? _____ **DATE JOINED:** _____

What other ministries and activities have you participated in at PMPBC?

Prior Experience

Have you taught or cared for children in any church or similar ministry before
___ Yes. Please describe (including dates and places):

___ No

Please describe any training, education, or other factors (including musical training) that would apply to your ministry to children.

Training

I attended PMPBC's Child Protection Policy training on _____ (date)

Personal Commitment

In dependence on the Holy Spirit and by God's grace:

- ☐ I will be faithful and dependable in this ministry.
- ☐ I will seek to learn more about ministering to children, as information and training are available.
- ☐ I will faithfully pray for the children who are under my care.
- ☐ I commit myself to continuing personal spiritual growth.
- ☐ I commit to knowing when I am scheduled to serve and arriving to serve on time.
- ☐ I have read, understood, and commit to abide by the policies contained in the PMPBC Child Protection Policies Manual.

Signature: _____

Date: _____

Personal References
(NO RELATIVES PLEASE)

*Please provide two personal references.
The Children's Minister will contact these references.
Applicant waives the right to view reference statements*

Reference #1

Reference #2

*A pastor or church leader from the church
you most recently attended. (If no prior
church, list employer, teacher, coach, etc.)*

*A person with whom you have worked/
served who knows you well (if in children's
ministry, list someone who served with you
in that context)*

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Relation: _____

Relation: _____

Permission to Obtain a Background Check

(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least five years after requesting a background check.)

I, the undersigned applicant (also known as “consumer”), authorize Point Mallard Parkway Baptist Church through its independent contractor, First Advantage, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject, upon my request to Point Mallard Parkway Baptist Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature Date

Identifying Information for Background Information Agency (Consumer Reporting Agency)

Print Name: _____ Gender: _____
First Middle Last

Other Names Used (alias, maiden, nickname): _____

Current Address: _____
Street/PO Box City State Zip Code Dates

Former Address: _____
Street/PO Box City State Zip Code Dates

Social Security Number: _____ Telephone Number: _____

Driver's License Number: _____ State of Issuance: _____ Date of Birth: _____

Confidential Information

Name: _____

The following questions are designed to help us promote a safe, secure, and loving environment for the children who participate in our programs. ***This is for child protection purposes***

This information will be kept confidential, viewed only by the Pastors and/or Children's Minister.

Answering "yes" to any of these questions will not necessarily disqualify you from participating in children's ministry.

1. Have you ever been accused of, participated in, plead guilty to, or been convicted of child abuse, child neglect, or any other crime against a minor?

- ☐ Yes
- ☐ No
- ☐ I would like to discuss this.

Comments:

2. Have you ever been convicted of or plead guilty to a crime (other than minor traffic violations)?

- ☐ Yes
- ☐ No
- ☐ I would like to discuss this

Comments:

3. As a child or teenager, did you ever have sexual interaction or contact with a child?

- ☐ Yes
- ☐ No
- ☐ I would like to discuss this.

Comments:

4. Is the intentional viewing of pornographic material an ongoing, current struggle for you?

(This includes reading, watching, listening to, or in any other way using pornographic material, including books, magazines, television shows, movies, the Internet, or telephone services.)

- ☐ Yes
- ☐ No
- ☐ I would like to discuss this.

Have you ever viewed child pornography?

- ☐ Yes
- ☐ No
- ☐ I would like to discuss this.

Comments:

5. Do you have any ongoing sin struggles that you think would keep you from ministry to children?

- ☐ Yes
- ☐ No
- ☐ I would like to discuss this.

Comments: