



Background Check Code: _____ Today's Date: _____
Date of Approval: _____

VOLUNTEER APPLICATION for Adults Volunteering in Children's Ministry
Revised January 2017

BAYSIDE COMMUNITY CHURCH OF GOD, INC. - 3380 S.R. 580, SAFETY HARBOR, FL 34695 - PHONE: (727) 669-7212

REQUIREMENTS OF A VOLUNTEER:

1. HAS A PERSONAL RELATIONSHIP WITH JESUS CHRIST.
 - A. MAINTAINS A GODLY LIFESTYLE, IS AN EXAMPLE AS A LEADER IN THE BODY OF CHRIST, AND MAINTAINS A GROWING RELATIONSHIP WITH JESUS CHRIST THROUGH REGULAR READING OF THE BIBLE, PRAYER, AND CHURCH ATTENDANCE.
2. FULLY AND ACCURATELY COMPLETES THIS VOLUNTEER APPLICATION.
 - A. HAS POSITIVE RESPONSES FROM INTERVIEW, REFERENCES, AND CLEAR BACKGROUND CHECK.
3. FUNCTION WITHIN THE GUIDELINES OF BAYSIDE CHURCH CHILDREN'S MINISTRIES.
 - A. POLICY AND PROCEDURES WILL BE PROVIDED IN HANDBOOK AND/OR TRAINING
4. ATTENDS ANY NECESSARY TRAINING PROVIDED TO SERVE WITHIN THE MINISTRY.

PERSONAL INFORMATION

Name _____
Last First Middle

Any other names used at any time (including maiden name): _____

Email Address: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Birth Date: Month _____ Day _____ Year _____

Current Residence Address: _____

City: _____ Zip: _____ From: _____ To: current

Previous Residence (if 1st address is less than 3 years): From: _____ To: _____

Address: _____

City: _____ State: _____ Zip: _____





AUTHORIZATION FORM

By signing below, I authorize Bayside Church to Obtain information (written, oral or other) from any law enforcement agency, consumer reporting agency, or other persons with knowledge of such information, bearing on my character, general reputation, personal characteristics, mode of living, and criminal background. Bayside Church reserves the right to conduct this investigation at any time.

The information I have given is correct, and you may verify the information listed, if necessary. I understand that I am a volunteer at will and that Bayside Church reserves the right to disqualify me from my volunteer position for any reason it deems appropriate. I hereby release and hold Bayside Church harmless from all claims arising under this application.

I am aware that background public record checks will be undertaken to ascertain my suitability, including a national criminal record check for charges and/or convictions (including spent convictions) for:

- Any sexual offense (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
- Any child-related personal violence offense;
- Any assault, ill treatment or neglect of, or psychological harm to a child and any other registrable offenses.

I consent to these checks and any other checks being conducted currently, and updated periodically thereafter, and I am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk.

I release Bayside Church of God, Inc., including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may result because of this authorization and resulting background check.

Have you ever been convicted of a crime? Yes No

If yes, please provide date, location, case number, nature of offense, and disposition:

Are there any felony charges presently pending against you? Yes No

If yes, please provide date, case number, location of court, and nature of offense:

Printed Name _____

Signature: _____ Date: _____

Required to complete application process:

Social Security # _____ (This will be shredded once the back check has been run)

Birth Date: Month _____ Day _____ Year _____

Identifying document type (e.g. driver's license/passport): _____



REFERENCES

Please list 3 personal ADULT references, who have known you for at least 3 years and are NOT relatives or members of Bayside Church Staff:

- 1) Name _____
 City _____ State _____
 Relationship _____ Telephone (_____) _____
- 2) Name _____
 City _____ State _____
 Relationship _____ Telephone (_____) _____
- 3) Name _____
 City _____ State _____
 Relationship _____ Telephone (_____) _____

Guidelines for Ministry Agreement: (Please Initial)

_____ I have read and agree to the guidelines set forth by the YOUTH Department.

_____ I understand that volunteering is a privilege and I will respect the children, youth, families and their privacy. Any information shared with me by a child/student regarding their family is private and not to be shared amongst others at Bayside or in the community.

_____ If there is a danger or life threatening situation I will notify the Bayside Department Leaders to speak with the families directly.

_____ I will not photograph or post any pictures of children/students without the consent of their guardian.

Printed Name _____

Signature: _____ Date: _____

Copy of Ministry Agreement is provided for volunteer.

FOR OFFICE USE ONLY

1) Interview date _____ By _____

Comments _____

2) Reference Checks:

#1: Date _____ Results _____

#2: Date _____ Results _____

#3: Date _____ Results _____

3) Attended orientation and/or training on Date: _____



Today's Date: _____

PERSONAL & FAITH INFORMATION For Children's Ministry

Name: _____

Marital Status: _____ Spouse's Name _____

Children (names & ages): _____

Family Comments: _____

Occupation: _____ Employer: _____

Any business skill you think would be useful to Children's Ministry: _____

When and where did you become a Christian? _____

How is Christ evidenced in your life today/How do you hope to share that with children?

When did you begin as a regular attender at Bayside _____

Please check the service or groups you regular attend:

First Service Second Service Wednesdays Other _____

Please give your last place of worship. Did you work with children there? Yes No

Church _____

City _____ State _____ Zip _____

LEADERSHIP INFORMATION

List your ministry experience here at Bayside/Other churches:

<u>Date Started</u>	<u>Ministry/Activity</u>	<u>Date Ended</u>

List any gifts, training, education, or other factors that have prepared you to work with children:

Age/Grade Preference: Nursery/Toddler Preschool /Kindergarten

1st & 2nd Grades 3rd & 4th Grades 5th Grade

Teaching Time: Sun 1st Service Sun 2nd Service Wed Evenings

Other/Weekday Help/Special Events/Drama/ WorshipTeam/First Impressions Team:

What are some of your favorite things? (Restaurants, food, places to go, interests, hobbies, etc.)?

The greatest strength I bring to Children's Ministries is:



Guidelines for Children's Ministries @ Bayside Church Regarding Child Protection

General Purpose Statement

Bayside Community Church of God, Inc (Bayside) seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the practices described below, our goal is to protect the children and youth of Bayside from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

Definitions

For purposes of this policy the terms "child" children" "student" include all persons under the age of (18) years.

Selection of Workers

The final decision as to all employees or volunteer who shall be permitted to work with children at Bayside is in the sole discretion of the staff member in charge of the particular program. All employees and all persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

Time of Service

Volunteers will be considered for a position involving contact with minors until he/she has regularly attended Bayside for an acceptable period of time deemed by church staff. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The applications will request basic information from the applicant and will inquire into previous experiences with children, previous church and school affiliations, references and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at Bayside.

Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. References from organizations where the applicant worked with children in the past are especially useful. Documentation of the reference checks will be maintained in confidence of Bayside.

Criminal Background Check

A national criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

- Those who will be involved in overnight activities with minors;
- Those involved in one-on-one mentorship of minors; and
- Those having occasional one-on-one contact with minors
 - Before a background check is run, prospective workers will be asked to sign an Authorization Form allowing the church to run the check. If an individual declines to sign the authorization form, he/she will be unable to work with children.
 - Matters that constitute a disqualifying offense that will preclude an individual from working with children will be determined by Bayside on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children.
 - Failure to disclose a criminal conviction on the application form will also be a disqualifying event. The background check Authorization Form and results will be maintained in confidence at Bayside.

Two Adult Rule

It is our goal that a minimum of two adult/student workers will be in attendance at all times when children are being supervised during our programs. Classes may have one adult and one student or perhaps 3 trained student leaders.

1. Doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.
2. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.



Allegations of Child Abuse Definitions

Physical Abuse: any physical injury to a child which is not accidental, such as beating, shaking, burns and biting.

Emotional Abuse: emotional injury when a child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.

Sexual Abuse: any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling exhibitionism, intercourse, incest, and pornography.

Neglect: depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

1. For purposes of this policy, "child abuse" is any action (or lack of action) which endangers or harms a child's physical, psychological or emotional health and development. Child Abuse occurs in different way and includes the following:
 - a. In the event that an individual becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the staff member in charge of the program or to any other Bayside staff member for further action including reporting to authorities as may be mandated by state law.
2. In the event that an incident of abuse or neglect is alleged to have occurred at Bayside or at any off campus Bayside program or activity, the following procedures shall be followed:
 - a. The parent/guardian will be notified.
 - b. All a worker is alleged to be the perpetrator of the abuse or misconduct, he/she will immediately be placed on leave from working with children pending an investigation.
 - c. Our insurance company will be notified, with completed incident report.
 - d. We will comply with the state's requirements regarding mandatory reporting of abuse as the law exists.
 - e. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
 - f. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children or youth.
 - g. Bayside will designate an official spokesperson to the media concerning incidents of abuse or neglect. All other workers should refrain from speaking to the media.
 - h. A pastoral visit will be arranged for those who desire

Student Leaders

We recognize that there may be times when it is necessary or desirable for child care (paid or volunteer) who are themselves under age 18, to assist in caring for children during programs or activities. The following guidelines apply to such workers:

1. Student Leaders should be at least age 14
2. Complete an application & training.
3. Monitored by an adult

Check-in/Check-out Procedure

1. All children must check in at the computers and be wearing a name-tag before entry into a classroom.
2. At Check Out, volunteers will collect/check security label and remove child's nametag.

Sick Child Policy

1. It is our desire to provide a healthy and safe environment for all the children at Bayside. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off: Fever, diarrhea or vomiting within the last 48 hours, green or yellow runny nose, eye or skin infections, other symptoms of communicable or infectious disease.
2. Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to arrange for the child to be picked up for the day.

Medications Policy

1. It is the policy of Bayside not to administer either prescription or non-prescription medications to the children under our care unless deemed necessary by parent/guardian. it will be handles on a case by case basis.
2. Exceptions to the medication policy may be granted to parents of children with life threatening conditions. Parents should address the situation with the Bayside worker and develop a plan of action.



Discipline Policy

It is the policy of Bayside not to administer spanking, grabbing, hitting or other physical discipline of children. Workers should consult with the staff member in charge of the Program if assistance is needed with disciplinary issues.

1. We begin by offering a child a warning and re-direct their attention
2. After a couple reminders and re-direction a child may sit in a time out
3. Time out may also be given if a child harms another child.
4. If you need to speak with a parent; remember to start with a positive comment, explain the wrong behavior and encourage that you will work together for good choices the next week in a positive method.

Restroom Guidelines

1. Children should utilize a classroom bathroom if available. If a classroom bathroom is not available worker(s) should escort a group of children to the hall bathroom. Never take a child into the bathroom alone. The workers should check the bathroom first to make sure that it is empty and then allow the children inside. The workers should remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door and leave the door open as he/she assists the child.
2. For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Fire and Emergency Plan

At the sound of an alarm or notification by person(s) in the church of an emergency requiring evacuation:

1. Say Emergency (Evacuation maps are posted in every classroom)
2. Say Stand and Line Up (Exit immediately)
3. Say Silent and follow me outside to safety

You may need to

- Crawl low under smoke
- Feel the door for heat and evaluate your quickest exit if evacuation route is blocked
- If a person(s) clothing catches on fire; remember STOP – DROP – ROLL
- If you get trapped in a fire; close doors between you, the children and the fire. If you have a phone call 911 and report your location inside the building. Go to a window and signal for help. Cover all cracks under doors and at vents to slow smoke from entering your area.

Adult and or Student leaders should remain calm and keep all of your children in line and with you until you exit the building where children can be accounted for before releasing to parent or guardian. Do not release any child to an adult or student/sibling that does not have the proper security ticket

Emergency Requiring Lock Down

At the sign of an indoor emergency requiring lock down or duck and cover

1. Say Emergency and close your classroom door
2. Say Come to “_____” near me for safety
 - a. “_____” could be under a table, in a corner away from windows, or in a classroom bathroom.
You will need to use your best judgement for protection in this situation within your space.
3. Wait quietly until notified by Bayside staff or emergency personal that it is safe to resume normal activities

Training: Bayside will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.