



Bayside Community Church
3380 State Road 580
Safety Harbor, Florida 34695
(727) 669-7212

It is our policy to protect children and youth from physical, emotional, or sexual abuse and to provide a safe environment for them. This commitment flows from our common belief in the dignity and uniqueness of every human life. It is our policy to respect that dignity and uniqueness.

We start from the principle that each child has a right to expect the highest level of care and protection, love, encouragement, and respect that we can give. It is our aim to provide an environment that supports and nurtures children so they can develop and mature as safe from harm as possible.

While we strive to protect our children and youth from all kinds of harm, we accept that some element of risk is unavoidable. This Child Protection Policy is intended to minimize these risks. This Policy is also intended to assist our staff and volunteers in identifying ways in which they can safeguard the best interests of the children and youth in their care.

Roles and Responsibilities

It is everyone's responsibility to care for and protect the welfare of children entrusted to our care with the roles and responsibilities outlined below.

- Ensure that appropriate and properly trained supervision is in place for all activities involving children.
- Ensure that proper screening of staff and volunteers is conducted.
- Maintain and update this program as needed.
- Respond appropriately to all suspicions and allegations of abuse.
- Collect and maintain proper documentation for all employees and volunteers as well as all consent forms, and other documents.
- Train staff and volunteers in the application of this program.

Staff and Volunteers

- Ensure that trained supervision is in place for every event involving children or youth.
- Promptly report suspicions of abuse.
- Respect a child's right to privacy.
- Behave in a manner that reduces the likelihood of someone misinterpreting your actions.

Bayside Church will make every effort to prevent conduct that will be harmful to the child.

Definitions of Child Abuse and Neglect

It is important for all individuals involved in your child protection program to understand the terms that are used. The precise legal definition for the terms listed below will vary from state to state. We strongly recommend that an attorney review these definitions and include those that are used in your state. The definitions we use are taken from the federal source indicated below.

Child: A person who has not attained the age of 18, except in cases of sexual abuse, or the age specified by the child protection law of the state in which the child resides.

Child Abuse or Neglect: Any recent act or failure to act on the part of a parent, guardian, or caretaker which presents an imminent risk of, or results in, death, serious physical or emotional harm, sexual abuse or exploitation.

Child Sexual Abuse: The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in any sexually explicit conduct or a visual depiction of such conduct. This includes, rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution or other forms of sexual exploitation of children. Verbal comments of a sexual nature, pornographic material and exhibitionism directed at children, and allowing children to witness sexual activity are included.

The Federal Child Abuse Prevention and Treatment Act

Prohibited Acts: Based on the definitions above, the following acts are prohibited during any activity for children and youth.

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct toward a child or youth.
- Sexual advances or sexual activity of any kind between any adult and a child or youth.
- Infliction of physically abusive behavior or bodily injury to a child or youth.
- Physical neglect of a child or youth, including failure to provide adequate supervision in relation to planned activities. Adequate supervision means the type of supervision a reasonable person would provide in the same or similar situation.
- Causing mental or emotional injury to a child or youth.
- Possessing or accessing obscene or pornographic materials at any activity.
- Possessing illegal drugs or being under the influence of any illegal drugs.
- Consuming or being under the influence of alcohol while participating in any activity designed for children and youth.

Signs of Child Abuse

Children suffering from abuse will quite commonly not tell others. They frequently blame themselves for the abuse. The list below is not all-inclusive but includes common indicators of abuse. In addition, any change in appearance or behavior in a child should serve as a warning sign. Keep in mind that a sign by itself may not indicate abuse but could have a number of other causes.

These signs should be a warning that further investigation may be necessary.

If you observe any of the following in a child, report it immediately to the Director of Children's Ministry or the Student Pastor.

Physical Abuse

- Injuries such as burns or bruises in a pattern, cuts, black eyes, or other serious injuries.
- Aggressive, disruptive, or destructive behavior
- Fear of parents or other adults
- Frequent complaints of pain or lack of reaction to pain.
- Passive, withdrawn, or emotionless behavior

Signs of Neglect

- Appears malnourished
- Stealing or begging for food
- Fatigue or listlessness
- Depression
- Lack of personal cleanliness
- Clothes that are torn or dirty or inappropriate for climate
- Medical conditions that are not treated

Sexual Abuse

- Knowledge about sexual relations beyond what is appropriate for the child's age.
- Difficulty sitting or walking
- Sexually suggestive or promiscuous behavior
- Physical signs of sexually transmitted diseases
- Evidence of injury to genital area
- Complaints of painful urination
- Hostility towards adults, fear of being alone with adults

Reporting and Responding

Your staff should be aware of the laws in your state that govern the reporting of child abuse. Every state has requirements for who can report cases of child abuse and will specify the state agency that handles these reports. In addition, the length of time to report a case can vary by state. There are also criminal penalties for failing to report a suspected case of abuse. Because of state specific requirements and the critical nature of reporting these cases, the assistance of an attorney will be required to complete this section of your program.

Once you become familiar with your state's requirements, it is very important to train all staff and volunteers. It is our policy to report any suspicion or incident of child abuse involving any child under our care.

There are typically three ways that someone may become aware of abuse:

You observe abuse: Anyone who observes a situation of child abuse should attempt to stop the abuse if it is safe to do so and then call 911. Remain calm, attempt to protect the child's privacy, and follow the reporting procedure listed below.

You suspect abuse: Report it immediately following the procedures below.

A child reports abuse to you: Remain calm, believe the child, respect the child's privacy, and report the incident immediately as indicated below.

Reporting Procedure

We recommend that you appoint a person or persons to receive any reports of abuse and to follow through on them with the appropriate state agencies as required or any internal investigations. These designated reporters should handle the interaction between your organization and the state agency and they should be trained in your state's reporting requirements. However, many states have identified people in some positions as mandatory reporters. This could include for example, a Sunday school teacher or youth leader. In these situations, mandatory reporters who witness or suspect child abuse are required to report directly to the state and could face criminal penalties for failing to do so. It is important to emphasize that the authorities must be contacted immediately after an incident becomes known.

Reports of child abuse must be made immediately, following these steps:

1. Make sure the child is safe from further harm.
2. Do not leave the child alone to report the incident.
3. Do not attempt to confront an alleged violator.
4. Report the incident immediately to a designated reporter or main office number.
5. Report abuse and neglect to local authorities as required by law. It is important that the authorities be contacted immediately with no delay.
6. Complete a Report of Suspected Incident of Child Abuse and present it to the Director of Children's Ministry Jeannie Zier or the Student Ministries Pastor Mickey Taylor.
7. Executive Pastor Randall Spence will handle all external communications on our behalf and has been trained and informed how to contact the media.
8. They, in turn, will contact:
 - a. The child's parents (unless suspected in the abuse)
 - b. Legal counsel
 - c. Our insurance agent
 - d. Other authorities as required

Confidentiality

All reports of child abuse will be held in absolute confidence. No communication by any person is allowed concerning the alleged event except as necessary to cooperate with an official investigation. In no case will the identity of the victim or the accused be disclosed except as required by law.

Response Plan

If a person suspected or accused of child abuse is a member of your staff or a volunteer, you will be required to take some action. You should consult with your attorney to determine the best course of action to protect your organization, the children under your care, and respect the rights of the individual involved.

The following text is only a suggestion and should be modified as needed.

Any person who is accused or suspected of abusing a child, whether a volunteer or employee, will be suspended automatically from any further participation in any of our activities that involve children. The suspension will continue until the results of any our internal or law enforcement investigations and any resulting legal proceedings are concluded.

Those persons involved in the investigation will determine based on the results of the investigation whether to return the person to their prior position if the allegations are found to be untrue or take other action up to termination for an employee if found guilty.

Report of Suspected Incident of Child Abuse

(Return completed form to the Director of Children’s Ministry or to the Student Pastor.)

Date and Time of Incident: _____

Place: _____

Name(s) of Child(ren): _____ Age(s): _____

Name(s) of Child(ren): _____ Age(s): _____

Name(s) of Child(ren): _____ Age(s): _____

Description of what happened:

Child’s statement:

Name of person suspected of abuse: _____

Relationship to the child: _____

Names of any other witnesses:

What immediate action was taken:

Signature of Person Reporting: _____ Date: _____

Printed Name: _____

Contact Log

Contact with Child's Parents

Date and Time: _____

Name of person you spoke with: _____

Summary of discussion:

Contact with Children and Family Services

Date and Time: _____

Name of person you spoke with: _____

Summary of discussion:

Contact with Police

Date and Time: _____

Name of person you spoke with: _____

Summary of discussion:

Others

Date and Time: _____

Name of person you spoke with: _____

Summary of discussion:

Supervisory Requirements

In addition to proper screening of staff, you should provide guidance for the day-to-day operations that involve children and youth. These requirements are designed to safeguard the children under your care but also avoid situations where children can become isolated in a one on one situation with staff or supervised by underage volunteers. In addition, the physical safety of the children is also your responsibility and your staff should be prepared to respond to an emergency.

Two-Adult Rule

At least two adults will be present for any activity involving children. Ideally, these should be a male and female. Teen volunteers (under the age of 18) can assist but only under the supervision of at least two adults.

We have identified key people or staff responsible to ensure that proper supervision is on hand for all events involving children. They are Jeannie Zier, Rick Kuntz, Kelly O'Brien, Mickey Taylor, Robyn Taylor.

The ratios given here are for children without mental or physical impairments. Keep in mind that as a minimum, two screened adults need to be present at all times.

Age	Staff/Child
0-2 Years	1:4
2-3 Years	1:5
3-5 Years	1:9
5-8 Years	1:15
8+ Years	1:15

No Workers Under 18 Years Old

No individual under age 18 will be allowed the primary responsibility for supervising children.

The Five Years or Older Rule

Any screened staff member or volunteer assigned primary responsibility for supervising children or youth must be at least 5 years older than the oldest child present.

This is a question of authority and control. Placing children in charge of children is not a good idea and can lead to problems. Workers within 5 years of age of the children they are asked to supervise may also present a control problem.

Six-Month Rule

A volunteer wishing to work with children must be a member of Bayside Community Church for at least six months.

Observation of Children

Activities involving children will be conducted in areas that are visible from other areas. If the activity is taking place indoors, this will involve keeping doors or window coverings open or using half doors or doors with windows.

At no time will an adult meet with a child alone in any room or area where they cannot be seen.

Counseling Safeguards

Any room used for counseling of children will be required to have the door open for the entire session or a door with a vision panel with an unobstructed view.

First Aid and CPR Training

We will ensure that First Aid and CPR training is made available for all staff members and volunteers on an annual basis. Only those individuals who have current training are allowed to use any emergency supplies or equipment. Those persons are: *(see addendum)*

Parental Permission

In a situation where a trained staff member or volunteer has a legitimate reason to be alone with a child, written parental permission will be required.

For special events such as trips, camps, or other events outside the normal, written parental permission will be required. Without a signed form in our possession, the child cannot participate in the special event.

Annual Refresher Training

We will hold an annual orientation session for all paid staff and volunteers. The topics covered should include the following:

- A review of the policy regarding the protection of children.
- The definitions for child abuse
- The state laws regarding child abuse
- Symptoms of abuse in children
- Supervisory requirements
- Appropriate steps to report an incident of child abuse

A record of those in attendance will be kept in the offices of the Director of Children's Ministry and Office Manager which serves as our HR Department.

[First Aid and CPR Training - Addendum](#)

We will ensure that First Aid and CPR training is made available for all staff members and volunteers on an annual basis. Only those individuals who have current training are allowed to use any emergency supplies or equipment.

Bayside First Responders:

Amy Kendall
Rebecca England
Francy Pettus

Bayside Children's Ministry Staff with CPR Training:

Jeannie Zier
Rick Kuntz
Becky Paulen
Maria Meola
Kelly Randolph

Parental Consent and Student Agreement Form for Bayside Family Ministries

Form valid from Jan. 1st Dec. 31, 2019

3380 SR 580 // Safety Harbor, FL 34695 // Phone: 727.669.7212



Student/Child Full Name: _____ Birth Date: _____
Grade (2018-2019): _____ Gender: M F
Student/Child Shirt Size: (Adult) S M L XL XXL (circle one) Other Size: ____
Street Address: _____ City: _____
State: _____ Zip: _____
Parent / Guardian Contact Name: _____ Phone: _____
Alternate Contact Name: _____ Phone: _____
Medical Insurance Company: _____ Insurance Policy #: _____
Allergies / Health Issues: _____
Medications: _____

The above student/child has my **permission to attend and participate in activities** sponsored by Bayside Community Church of God, both on and off the church property.

In order that my student/child may receive the necessary **MEDICAL TREATMENT** in the event of an injury or illness, I hereby hold Bayside Community Church of God harmless in the exercise of this authority.

I understand that every attempt will be made to contact me or my representative in case of emergency. If I cannot be reached, I hereby give permission to the physician or dentist selected by the activity leader to hospital, to secure medical treatment, and/or to order an X-ray examination, injection, anesthesia, surgery, or dental diagnosis/treatment for my child as deemed necessary. I understand that I am liable and agree to pay all costs and expenses incurred in connection with such medical and dental services.

Should it be necessary for my student/child to return home due to medical reasons or otherwise, I agree to assume all **TRANSPORTATION** costs. I also give permission for my child to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in activities sponsored by Bayside Community Church of God.

I understand that all reasonable safety precautions will be taken at all times by Bayside Community Church of God and its' agents. I further acknowledge, understand, and agree that in taking part in these activities/events there is a responsibility of physical illness or injury (minimal, serious, or catastrophic) and that I am **ASSUMING THE RISK** of such injury by participating.

I further agree to **HOLD HARMLESS** the Bayside Community Church of God, including its officers, elders, employees, volunteers, and the facility in which the activity/event is being

conducted for any injury or illness incurred by my child and the participants prior to, during the course of, or after the event/activity.

I give permission for Bayside Community Church of God to use and publish **PHOTOGRAPHS** or other Images of my child in any print, electronic, digital, or other media; and to alter the same without restriction. I understand that the name of my child will not be included with any photograph or image used in any medium. I release Bayside Community Church of God and its legal representatives from all claims and liabilities relating to said photographs and images.

I have read and agree to the above statements.

PRINT Parent / Legal Guardian _____

SIGN Parent / Legal Guardian _____

Date: _____

STUDENT COOPERATION AGREEMENT: I agree to abide by all the rules and guidelines given by the leaders of Bayside Family Ministries. I understand that if, at any time, I choose not to cooperate with the leaders or follow the rules I may be sent home at my or my parent's expense. I also understand that I am responsible for any damage I cause to property.

I have read and agree to the above statement.

Student Signature _____

Student Print _____

Date: _____

Child Protection Program Self-Evaluation

Use this evaluation to indicate the policies and programs that you have in place at your organization.

Child Protection Policy and Definition of Terms

- Written policy statement emphasizes the importance of our Child Protection Program and details roles and responsibilities.
- Definition is prepared as to what is meant by Child Abuse and Child Neglect.

Selection and Screening

- All staff and volunteers who work with children or youth are required to sign a document stating that they have read and will abide by our Child Protection Program.
- References and conduct background checks on all paid staff who works with children or youth and all volunteers in leadership positions, (youth leaders, etc.) or who could have unsupervised access to children.
- Interview and check references on all volunteers who work with children on an occasional basis or in a group setting.
- Requirement that individuals who operate our vehicles to transport children to have a valid driver's license and an acceptable driving record.

Supervisory Requirements

- Prohibit anyone under the age of 18 to supervise youth or children.
- Require at least two unrelated adults to be present at all times during any sponsored program or event involving children or youth.
- Provide CPR and first aid training for staff and volunteers who work with children and youth.
- Require six-month waiting period before new member volunteers are allowed to work with children or youth.
- All activities involving children or youth are conducted in areas that are visible from adjoining areas.
- Provide written advanced notice to parents or guardians of any events for children or youth and require written permission before their child can attend.
- Train all paid staff and volunteer workers on all aspects of our child protection program on an annual basis.

Reporting and Responding

- Alerts posted listing the most common physical and verbal signs of abuse that children exhibit.
- Written reporting procedure for suspected incidents of abuse.
- Response plan in the event that an allegation of abuse is made against our organization.

Oversight and Documentation

- Program has received legal oversight to approve compliance with local laws and regulations.
- Broker has verified adequate insurance coverage and limits when claims occur.

All aspects of our Child Protection Program are under a full document retention and management protocol.

Annual Child Protection Program Training

I have participated in the annual review of our Child Protection Program. I understand and will abide by all aspects of the program designed to protect the children under my care.

The following information was reviewed:

- The policy of Bayside Community Church regarding the protection of children
- The definitions for child abuse
- The state laws regarding child abuse
- Symptoms of abuse in children
- Supervisory requirements designed to protect children
- Our policy on how to report an incident of child abuse

Signature _____

Print Name _____

Selection and Screening of Staff and Volunteers

The proper selection of those individuals who will work with children or youth is one of the most critical aspects of a Child Protection Program. It is the first line of defense in the protection of children and your organization against negligent supervision lawsuits.

The question becomes one of whom to check and what kind of checks to perform. Many organizations have a hard time deciding the best policy to adopt. In this and other aspects of your program, it is advisable to consult with an attorney who is familiar with the laws in your state regarding this.

The following are guidelines to help you work through this decision.

The greater the time spent with children and the potential for unsupervised access to children, the more thorough the screening process should be. It is a question of time and access.

Is the staff member and/or volunteer working directly with children on a regular basis?

Are they working around children for an extended length of time? Fifteen (15) or more hours per week is often used as a guide.

Individuals who fall into either category could include all paid staff (even if their job does not involve working with children, if your organization has children on site on a regular basis, they potentially would have access to children.) Some volunteers who have ongoing assigned positions such as Sunday school, daycare or preschool teachers, youth leaders or assistants, coaches or trainers, and those who may go off site or overnight with children to camps or events would fit this description. This list is by no means all-inclusive.

For these positions, the most thorough screening process will include a criminal **background** check on an annual basis.

Any paid member of the staff is also required to complete an application at time of hire and submit to reference checks and a criminal background check.

Any volunteer with regular access to children as noted above is also required to complete a volunteer application and submit to reference checks and a criminal background check.

Occasional volunteers who may be called upon to help in a group setting, work under the supervision of a screened staff member, or volunteer will still be required to complete a volunteer application and reference checks will be conducted.

It is our goal to provide a safe environment for children and those who work with them. To help achieve that goal, we will adequately screen the applications of all persons desiring to work with children participating in all of our programs. Any information collected during this process will be held in the strictest confidence and will only be available to human resources administration (Executive Pastor and Office Manager). It will be a Human Resource responsibility to conduct staff and volunteer screening.

Guidelines for Ministry Agreement: (Please Initial)

_____ 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 per the Policy requirements.

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

Printed Name _____

Signature: _____ Date: _____

**Application for Volunteers Who Will Work With
Children/Youth (Minor under 18 years of age) at Bayside Community Church of God, Inc.
Document Revised and Approved October 2019**

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.
 - b. Has been attending Bayside Church on a regular basis for a minimum of six months.
2. Fully and accurately completes this Volunteer Application.
 - a. Has positive responses from interview, references, and clear background check.
3. Review and function within the guidelines of Bayside Church Child Protection Policy.
 - a. Attends any necessary training provided to serve within the ministry.
 - b. One policy review meeting per year is mandatory.
 - c. CPR and First Aid will be offered to the individuals on an annual basis.

PERSONAL INFORMATION

Name _____
Last First Middle

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

Email Address: _____

Primary Phone: _____ Secondary phone/work: _____

Current Address: _____

City: _____ Zip: _____ Years lived here: _____

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

Address: _____

City: _____ State: _____ Zip: _____

Required to complete application process:

Birth Date: Month _____ Day _____ Year _____

Driver's license # _____ Expires: _____

Please provided a copy of License to be kept on file with application.

Social Security # _____

(This will be shredded once the back check has been run)

Authorization for Criminal Background Check

I certify that I have read my completed application and it is correct and true to the best of my knowledge. I authorize Bayside Community Church to maintain my photograph on file and to conduct a criminal background check or any other type of background check that Bayside Community Church deems appropriate.

I authorize all persons, organizations, and law enforcement agencies to supply Bayside Community Church with any information concerning my character or background in connection with working with children and I release them from any liability or damages that may occur as a result of their response to this request.

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 charged, convicted, or pleaded guilty to a crime?

- No
- Yes (If yes, please explain fully)

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:

I have read this release and fully understand the contents.

Signature

Date

References: List three personal references (people who are not related to you by blood or marriage) and provide an address and phone number for each. References are confidential.

#1. Name _____

Address: _____

Home Phone: _____ Relationship to you: _____

#2. Name _____

Address: _____

Home Phone: _____ Relationship to you: _____

#3. Name _____

Address: _____

Home Phone: _____ Relationship to you: _____

FOR OFFICE USE ONLY

Interview date _____ By: _____

Comments: _____

Reference Checks:

#1: Date _____ Results _____

#2: Date _____ Results _____

#3: Date _____ Results _____

Attended orientation and/or training on Date: _____

Personal and Faith Information for Family Ministry

Name: _____ Today's Date: _____

Marital Status: _____ Spouse's Name _____

Children: (name & ages) _____

Family Comments: _____

Occupation: _____ Employer: _____

Any business skill you think would be useful to Family Ministry: _____

When and where did you become a Christian? _____

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

Have you been Baptized? _____

When did you begin as a regular attender at Bayside? _____

Have you take any parts of the Bayside Church GROW Plan: _____

New Comers Lunch Faith Foundations The LAB Leadership Community

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/youth there?

- Yes
- No

List your ministry experience here at Bayside/Other churches:

Date Started

Ministry/Activity

Date Ended

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

Age/Grade Preference:

- Nursery/Toddler Preschool /Kindergarten Early Elementary
 Older Elementary Middle School High School

Teaching Time:

- Sun 1st Service Sun 2nd Service Wed Evenings

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

When would you be available (indicate times and days or week)

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

The greatest strength I bring to Children and Youth Ministries is:

Please note prior experiences that you had working with children/youth:
