

## **Damascus Baptist Church Child Abuse Prevention Policy**

- 1. Any volunteer or paid worker who works with children age 18 or under should be given the legal definition of child abuse in writing, as well as the policy of the church on reporting of child abuse. Annual child abuse training should be provided to children and youth workers. The definition and training should help the workers identify child abuse.**

**“...a child whose physical or mental health or welfare is harmed or threatened with harm by acts or omissions of his/her parent or other person responsible for his/her welfare.” U.S. Department of Health and Human Services**

**Suspected child abuse is to immediately be reported to the Pastor or ministerial staff or in their absence the Chairman of Deacons. The ministerial staff is obligated by Georgia state law to immediately notify DFACS or the Child Protective Services Hotline of any possible child abuse.**

- 2. The Church has adopted the “Two Adult” rule which requires a minimum of two adult workers to be present in each situation involving the supervision of children and youth.**
- 3. Children and youth church leadership should supervise children and youth ministries on an ongoing basis and make unannounced visits into classes or other programs sites from time to time.**
- 4. Every volunteer/staff children or youth worker should have a screening form or Church application on file with the Church.**
- 5. Reference should be checked on anyone working with children or youth. The reference checks should be completed on all paid and volunteer workers.**
- 6. A criminal background should be conducted on all employees and volunteers having ministry responsibilities with children 18 years old and under.**
- 7. The supervisor of the respective ministry area should interview each children and youth worker personally. Documentation like the application or screening form must be kept confidential and in a secure location.**

## **Damascus Baptist Church Volunteer/Staff Code of Ethics and Rules for Child Abuse Prevention**

- 1. Volunteers or staff working with minor children shall not abuse such minors. Including:**
  - a. Any direct observations or evidence of sexual activity in the presence of or in association with a minor.**
  - b. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.**
  - c. Sexual advances or sexual activity of any kind between any person and a minor.**
  - d. Infliction or physically abusive behavior or bodily injury to a minor.**
  - e. Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of DBC.**
  - f. Mental or emotional injury to a minor.**
  - g. The presence or possession of obscene or pornographic materials at any function of DBC.**
  - h. The presence, possession or being under the influence of alcohol or illegal drugs while participating in a function of DBC.**
- 2. Smoking or the use of tobacco products in the presence of minors is prohibited.**
- 3. Volunteers/staff must treat all people with respect and consideration.**
- 4. Volunteers/staff shall not use or tolerate the use of profanity in the presence of minors.**
- 5. Volunteers/staff will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy and maturity.**
- 6. Volunteers/staff will be expected to act and react with Christian love and understanding in all situations.**
- 7. Volunteers/staff will be expected to adhere to this code of ethics and rules in any electronic posting (email, text, Facebook, etc.) to promote respect, loyalty, patience, courtesy, maturity and Christian love.**
- 8. Volunteers/staff will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own child.**

**I understand that as a volunteer/staff with minors for DBC I will be subject to a criminal background check. I also understand that any violation of this code may be grounds for removal as a volunteer/staff with minors.**

**Printed Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

## Worker's Statement

The information contained in this screening form is correct to the best on my knowledge. I authorize any references to give you and information, including opinions, which they may have regarding my character and fitness for work with minors or the mentally handicapped. Each reference will be asked to submit the name of one person to be used as a reference. In consideration of the receipt and evaluation of this application by Damascus Baptist Church. I hereby release any individual, church, youth organization, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me or my references in this screening form.

Should my application be accepted, I agree to be bound by the Bylaws and Policies of Damascus Baptist Church and to refrain from unscriptural conduct in the performance of my services on behalf of Damascus Baptist Church.

I further state that I have carefully read the foregoing release and know the contents thereof; and sign this release as my own free act. This is a legally binding agreement which I have read and understand.

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

Applicant's Signature \_\_\_\_\_

Print Witness Name \_\_\_\_\_ Date \_\_\_\_\_

Witnesses' Signature \_\_\_\_\_

**CRIMINAL HISTORY RECORD INFORMATION**  
**CONSENT FORM**

I hereby authorize the **Kilpatrick Baptist Association** to have **LexisNexis.**, to receive any criminal history information pertaining to me, which may be in the files of any National, State or Local criminal justice agency and release all such information obtained to the Kilpatrick Baptist Association.

Today's Date: \_\_\_\_\_

Print your LAST name: \_\_\_\_\_ FIRST name: \_\_\_\_\_

MIDDLE initial/name: \_\_\_\_\_

List any maiden name or alias: \_\_\_\_\_

Other Last name: \_\_\_\_\_

Other First name: \_\_\_\_\_

Other Middle Initial: \_\_\_\_\_

SS# (no dashes or hyphens): \_\_\_\_\_

Sex: \_\_\_\_\_ (M/F) Date of Birth: \_\_\_/\_\_\_/\_\_\_ (MM/DD/YYYY)

List any other SS#'s you have used: \_\_\_\_\_

Your present street number #: \_\_\_\_\_ Street Name: \_\_\_\_\_

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

County: \_\_\_\_\_ Phone number : \_\_\_\_\_

Sign your name: \_\_\_\_\_

Office use only

date: \_\_\_\_\_ reply: \_\_\_\_\_ initials \_\_\_\_\_

Revised 2 /12

**SCREENING FORM FOR THOSE WORKING WITH MINORS  
OR MENTALLY HANDICAPPED**

This form is to be completed for any position (paid or volunteer) involving the supervision or care of minors or the mentally handicapped. This is being used to provide a safe and secure environment for the activities or programs of the church.

Name \_\_\_\_\_  
Last First Middle Maiden

ID or DL# \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Identity MUST be confirmed with a driver's license or DPS identification card.)

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_

If less than one year:  
Previous Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Occupation \_\_\_\_\_ Work Phone \_\_\_\_\_

Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse?  
yes \_\_\_\_\_ no. If yes, please explain \_\_\_\_\_

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Personal References (3)		
Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____