

Policy for Working with Minors

Purpose

It is the purpose of the members and staff of _____ Church to provide a safe and secure environment for preschoolers, children and youth entrusted to our care. We do this to encourage those preschoolers, children and youth and their families to grow in their relationship with God and one another.

A safe and secure environment includes a formal, written policy to help prevent the occurrence of child abuse. The following policy and procedures are for the protection of our preschoolers, children, youth, employees, volunteers and our entire church family at _____ Baptist Church.

Scope

This policy shall apply to all current and future workers, whether compensated and/or volunteer, who will have responsibility of supervising the activities of preschoolers, children or youth.

Definitions

For the purpose of this policy the following definitions shall apply:

1. "Preschooler", "child", "children", "youth" and "minor" shall be defined as any individual *under* the age of eighteen (18).
2. "Adult" shall be defined as any individual at least eighteen (18) years of age.
3. "Worker" shall be defined as any adult who serves as a volunteer and/or paid person given the responsibility of working with or caring for minors.
4. "Teenage Worker" shall be defined as any worker at least fourteen (14) years old or older, but under the age of eighteen (18) enlisted to assist with the care of minors.
5. "Child Abuse" shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth or minor.
6. "Criminal Background Check" (CBC) is the procedure used by _____ Baptist Church to check the background of adult volunteers for criminal activity.
7. Qualified representatives will be Senior Pastor and Office Manager.

What is Child Sexual Abuse?

“Any sexual activity with a child – whether in the home by a caregiver, in a day care situation or in any other setting, including on the street by a person unknown to the child.”

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the action.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially or developmentally ready.

Child sexual abuse includes behaviors that involve touching and non-touching aspects.

Also, may include physical injury, which means an injury to or condition of a child which impairs the physical condition of the child, including but not limited to: bruising or contusion of the skin, minor laceration or abrasion, failure to thrive or malnutrition or any other condition which imperils the child’s health or welfare.

Worker Enlistment

1. Criminal background checks (CBC) will be performed on each worker after the applicant has signed all the appropriate forms and prior to being enlisted as a worker. Annual criminal background checks will be performed on workers, randomly or as deemed necessary. (Only qualified representatives of _____

Baptist

Church will have access to the criminal background check report. Recommendations will be given by this individual(s) to the Nominating Committee as to the qualification of applicants.)

2. Any prospective worker that has prior incidents of sexual misconduct or child abuse will not be allowed to serve in any capacity where they would have contact with minors.
3. No worker will be allowed to work with minors until a criminal background check and training has been completed.
4. At the applicant’s request, _____ Baptist Church shall allow the applicant to review his/her criminal history record transcript at the church, but in no event shall the church allow the applicant to retain and/or copy his/her transcript.
5. The church shall immediately notify the qualified agency if an applicant disputes any incorrect information related to criminal histories provided by the agency. The church shall submit, in a reasonable time period, the resolution request to the agency.

Worker Training

Each new worker will be given the legal definition of child abuse in writing, as well as the policy of the church on reporting of child abuse. New workers will also be required to view child abuse prevention video(s) and read the written materials available on the subject to help them gain an appreciation for the reality of the concern. This will help workers identify child abuse in the future if they see signs of it. This training will fall under the Education Department.

Volunteer Information Form

Employees, teachers of minors, and volunteers of activities or programs for minors of _____ Baptist Church will be required to complete the Criminal Background Check Consent Form providing personal and confidential information necessary to perform criminal background checks and reference checks on each individual worker. While this process understandably trespasses into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all security background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be maintained in the strictest of confidence.

Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a volunteer from participating in the leadership, sponsorship or supervising of any activities or programs with minors:

Any conviction of:

- ✓ Criminal homicide
- ✓ Aggravated assault
- ✓ Crimes related to the possession, use or sale of drugs or controlled substances
- ✓ Sexual abuse
- ✓ Sexual assault (rape)
- ✓ Aggravated sexual assault
- ✓ Injury to a child
- ✓ Incest
- ✓ Indecency with a child
- ✓ Inducing sexual conduct or sexual performance of a child
- ✓ Possession or promotion of child pornography
- ✓ The sale, distribution, or display of harmful material to a minor
- ✓ Employment harmful to children

- ✓ Abandonment or endangerment of a child
- ✓ Kidnapping or unlawful restraint
- ✓ Public lewdness or indecent exposure
- ✓ Enticing a child

All charges for these crimes or charges or conviction for any other crimes not listed above will be reviewed by qualified representatives for interpretation of the criminal history record transcript and approved by the church for reviewing applicant transcriptions. Only qualified persons may view information obtained on the criminal history record transcript.

Specific Acts and Omissions in Violation of the Policy

The following acts of omissions are violations of this policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the designated program staff after the safety of the child, children, youth or minor has been assured.

- ❖ Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- ❖ Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- ❖ Sexual advances or sexual activity of any kind between any person and a minor.
- ❖ Infliction of physically abusive behavior or bodily injury to a minor.
- ❖ Physical neglect of a minor, including failure to provide adequate supervision during the activities of _____ Baptist Church.
- ❖ Mental or emotional injury to a minor.
- ❖ The presence, possession of obscene or pornographic materials at any function of _____ Baptist Church.
- ❖ The presence, possession, and/or consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participation in a function for minors at _____ Baptist Church.

Worker Supervision

1. Church staff and volunteer directors will supervise on an ongoing basis and may make unannounced visits into classes or other program sites from time to time.
2. An identification system within the preschool department shall be adopted so that the adults who drop off a child are the same adults who pick up the child.
3. In counseling sessions with minors, parental permission shall be obtained prior to a minister meeting privately with a minor, or the two adult rule shall be used in that instance.
4. Lists of workers that meet church approval as workers with minors shall be posted

near each classroom or area where minors are cared for.

Occasional Workers

1. Those who only volunteer occasionally must go through the entire volunteer screening process. There are to be no exceptions
2. Teenagers under eighteen (18) wanting to serve as teen workers in any capacity with activities, studies, or programs for children will need to complete the Screening Form for Teen Volunteers.

Supervision of Workers

1. Parental permission shall be obtained in advance for involvement in church sponsored programs, activities or whenever an adult might be spending time alone with a minor in an unsupervised situation.
2. A door shall remain open at all times when two (2) workers are not present.
3. Use a "Check-in-check-out" procedure for all kindergarten aged children and younger.

Child Abuse Prevention Reporting

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person's belief in accordance with this procedure. Non-accusatory reports (reports that identify the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made by calling 911 or Layton City Police at (801) 497-8300. Also, the Child Abuse Hotline number is (800) 678-9399.

1. Fully comply with the authorities.
2. The church should also immediately contact the insurance company to report the occurrence.
3. In instances where child abuse is confirmed, and a member of the ministerial staff is the perpetrator, the immediate supervisor should be contacted and advised.
4. This procedure is not only required as a condition of your job or volunteer position, but it is also required by law.

5. Upon the first suspicion of an instance of child abuse, the following steps should be taken immediately:
 - a) Do not treat the suspicion as frivolous.
 - b) Commence the investigation immediately and conclude it as soon as possible.
 - i) If a sponsor or worker of minors suspects a case of child abuse, he or she is required by law to report his/her suspicions within 24 hours to Layton City Police. It is the policy of _____ Baptist Church that it also be reported immediately to one of the ministerial staff of the church.
 - ii) The staff member receiving the initial report will be responsible for confirming the facts reported and the condition of the child, on the same day on which the first report was made. Use the “Reducing the Risk Application Checklist” to complete the church/staff responsibilities involved with the occurrence.
 - iii) Data concerning the child, name, address and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and address of the person responsible for the care of the child, if available, will be obtained.
 - iv) After the information is obtained, the staff member will contact Layton City Police.
 - c) Maintain confidentiality of the investigation as much as possible. Emphasize confidentiality of the victim and any accused.
 - i) On the same day that the case is first reported verbally to Layton City Police, the report will be documented on an Incident Report Form. A copy of this form must be sent within five (5) days to Layton City Police.
 - d) Cooperate fully with law enforcement officials.
 - e) Suspend any accused from the performance of duties involving children until the investigation has been completed.

- f) Inform the victim and the victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigations. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take in the matter, and fully cooperate to address their request within the bounds of a legal and prudent response (church legal counsel, if available, should assist in this determination).
 - g) In instances where child abuse is confirmed, the church should immediately dismiss the worker from that position.
 - h) Keep the congregation informed of the investigation with respect to matters which are not confidential, so that the congregation will hear about the investigation from within the church rather than the news media.
6. Promptly take steps to plan for the response to the media and attempt to speak to the media only through a designated church spokesperson. The church should emphasize through the media to the public its position on child abuse and its concern for the victim.

Insurance

The church shall obtain a sufficient level of liability insurance coverage that would cover child abuse and sexual misconduct claims. If available, the church should have the levels of coverage that are required for limited immunity.

Conclusion

_____ Baptist Church is "a church that cares" through the implementation of the above policy. Adoption of these provisions will enable us to provide a safe and secure nurturing environment for our children. It shall also be noted that any accusation is a serious matter. False or frivolous statements can cause irreparable damage to reputation and careers. Extreme care should be taken to substantiate claims of abuse.

_____ Baptist Church

Resolution Request

_____ Baptist Church
Preschool Department Check In/Check Out

Parents:

Your child has been given a name tag with an assigned number to be worn each week. There is a corresponding parent bracelet for you. This will help our teachers and volunteers to readily identify each child and contact the correct parent if a concern arises in class.

Please follow these procedures:

1. Sign your child in. If this is your first time attending or you are visiting, please complete information card.
2. Pin your child's name tag on the back of his/her shirt/dress. If there is no tag with your child's name on it, please put your child's name on a blank tag. The corresponding bracelet is for you to take during service and Sunday School classes.
3. When you pick up your child, sign him/her out and return the bracelet to your child's teacher.

_____ Baptist Church
Preschool Department Check In/Check Out

Child's full name _____
Parent's full name _____
Address _____

Phone Number _____
Birth Date _____ Age/Grade _____
Allergies & other necessary information _____

_____ Baptist Church

**Reducing the Risk Application Checklist
To be completed by Ministerial Staff Member**

In the case of an allegation of child/youth abuse, the volunteer or ministerial staff member who observes or to whom the information is given is required by _____ Baptist Church and by the state law to complete the tasks listed below. Date and initial as each step is completed.

Date: _____	Initial: _____	1. For ministerial staff member: remove the accused from the situation and suspend the accused from duties involving children/youth.
Date: _____	Initial: _____	For volunteers: Remove the accused from the situation and immediately notify the closest available ministerial staff member who will suspend the accused. If the ministerial staff member to whom the allegation is reported is not the department director, the person reporting will inform the director as soon as possible.
Date: _____	Initial: _____	2. Make written documentation of everything done and said. If the person reporting the allegation is a volunteer, both the volunteer and the ministerial staff member to whom the volunteer has reported will document the procedures taken.

The procedures after this point will be administered by ministerial staff member only.

Date: _____	Initial: _____	3. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns.
Date: _____	Initial: _____	4. Immediately notify state authorities. Failure to report any suspected, alleged or witnessed abuse is a crime
Date: _____	Initial: _____	5. Immediately notify the minister in charge.
Date: _____	Initial: _____	6. Make written documentation of persons contacted and action taken to this point.

_____ Baptist Church

Incident Report Form

Instruction: In the event that any incident occurs of any nature that involves injury, damage to the church or someone's property, a complaint or dispute of a serious nature, then this form needs to be completed by the teacher or other leader and given to the Church Office.

Incident Date: _____ Time: _____ Place: _____

Describe what happened: _____

Injury Yes No

Who was injured: _____ Age (if a child) _____

Describe any injuries: _____

Describe any treatment given: _____

If child was injured, were parents notified Yes No

How was notice given: _____ When: _____

Who gave the notice: _____

Was an ambulance called: Yes No

Was the victim taken to the hospital Yes No

Did the parents consent to treatment, ambulance, or hospital Yes No

Damage to property Yes No

Describe the property (example: book, car, clothes): _____

Describe the damage: _____

Whose property: _____

List other people involved and how they were involved: _____

Witness Name: _____ Telephone: _____

Witness Name: _____ Telephone: _____

Comments: _____

Signature

_____ Baptist Church

Non-Disclosure Statement

To assure the protection and preservation of the confidential information regarding the background records and reference checks on current or potential workers, I, _____ (print name) agree to not release any obtained information to anyone, except the qualified representatives defined in the Policy and Procedure for the Prevention of Child Abuse.

Those names that are approved through this process will be passed along to the Nominating Committee.

Signature: _____

Title: _____

Date: _____

Signature of Parent/Guardian

Date

_____ Baptist Church
Criminal Background Check Consent Form

I, _____ (applicant's complete name), hereby authorize _____ Baptist Church and/or its agents to make an independent investigation of my criminal background.

I release _____ Baptist Church and/or its agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Full name (printed)

Maiden name or other names used

Present street address

How long?

City/State

Zip

Former street address

How long?

City/State

Zip

Date of birth

Social Security #

Signature

Date

This social security number and other confidential information given cannot and will not be disclosed except in accordance with the federal and state laws.