

***Policy and Procedure
For Working with Children
At First Baptist Church***

Purpose statement

The purpose of this statement is to ensure First Baptist Church is a safe place for all people. The intent of the policies and procedures are to protect children and youth, from harm and abuse, adults who work with them from unwarranted accusation, and the church from unnecessary litigation. Individuals who desire to work with the children, youth, and disabled of the congregation are required to follow these policies and procedures. Volunteer workers must be members of First Baptist Church prior to filling vacancies in youth programs. Minor dependents of members may serve under approved supervision.

Screening

A. The pastor and screening panel, consisting of deacons, deaconess, youth director, Sunday School leadership, shall have the authority to approve volunteer workers. Any concerns shall be referred to the deacon board for a final decision.

B. Provide a complete description of any and all charges brought against volunteers relating to crimes against children or domestic violence. Is this person clear of any history of felony offense or any sexual abuse or domestic violence history?

Yes ___ No ___. If Yes explain _____

Volunteers who have been convicted of or pled guilty in a court of law to sexual abuse shall not work with youth or children. All volunteer workers must be willing to submit to a Minnesota Bureau of Criminal Apprehension Child Protection Background check.

Supervision Guidelines

A. Volunteers shall always conduct themselves in a godly manner being an example of respect and honesty to others. If a worker and a child need to talk to each other in confidence, it is best to take a child aside, away from but still with in view of the rest of the group. Workers will respect the children's rights not to be touched in a way that makes them uncomfortable, with the exception that if physical restraint is required on a child for the purpose of restoring order, for self defense, defense of other children, or defense of church property. Workers shall give priority to the safety and well being of the child over strict adherence to portions of this policy. Parents are legally responsible for the actions and behaviors of their children; however the church staff/volunteers is responsible to correct inappropriate behavior for the safety of everyone.

B. Any person who knows or has reasonable cause to believe or suspect that a child has been abused or, who observes any child being subjected to conditions or circumstances that would result in abuse, shall immediately report it to the pastor and deacons to determine if it is necessary to report it to the child protective agency, local law enforcement agency, or cause a report to be made.

C. Diaper changing shall always take place in such a manner that the nursery worker can see the child being changed as well as the other children in the nursery. Children using the nursery restroom should leave the door half open.

D. Every effort shall be made if a child becomes ill or distressed during an activity, to contact the parent or guardian as soon as possible. If medical emergencies arise, the pastor, deacons, ushers, or activity director should be contacted to make the appropriate response to the situation.

E. Proper supervision precautions will be discussed with parents or guardians for planned activities and overnight events that require travel. Transporting children one on one should be avoided.

Training

All new workers shall be made aware of this policy and receive training as deemed appropriate by the pastor, deacons, or activity director. These policies and procedures shall be reviewed on an annual basis or more frequently should a situation warrant review.

Response to Allegations

All allegations shall be taken seriously. A written report shall be produced in a timely manner and given to the pastor and deacon board to determine appropriate action. The pastor and deacon board shall document the action taken.

The church's insurance company and attorney shall be notified by the pastor and deacon board of any incident reported. The pastor and deacon board shall designate a spokesperson to speak to the congregation or media in a manner to safeguard the privacy and confidentiality of all involved.

signature

date

Children/Youth worker Application Volunteers and Employees

THIS FORM MUST BE FILLED OUT COMPLETELY-

Personal

Name: _____ Daytime telephone: _____

Address: _____ E-mail address: _____

Social Security number: _____ Drivers License State & number _____

Date of Birth: _____ Length of attendance at First Baptist Church _____

Are you currently a member of First Baptist Church _____

In which children/youth program(s) are you seeking to become involved? _____

Please circle preference: AM Worship Sunday School PM Worship Prayer Meeting

What skills would you bring to the children/youth program? _____

What other children/youth work experience do you have? (Please list)

Organization	Program	Dates	Contact Name and Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Have you at any time ever engaged in, or been accused of, any act of child molestation, exploitation, or abuse? Yes ___ No ___

If yes please explain in detail _____

Church Activity- What church or church or churches have you attended in the past ?

Church name and address	Pastor's name	Years attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES (Other than relatives)

Please Note: Two of the four references should be from the First Baptist Church family.

1. _____
Name _____ Street _____ City _____ State _____ Zip Code _____
Relationship _____ Phone Number _____ E-mail _____

2. _____
Name _____ Street _____ City _____ State _____ Zip Code _____
Relationship _____ Phone Number _____ E-mail _____

3. _____
Name _____ Street _____ City _____ State _____ Zip Code _____
Relationship _____ Phone Number _____ E-mail address _____

4. _____
Name _____ Street _____ City _____ State _____ Zip Code _____
Relationship _____ Phone Number _____ E-mail address _____

APPLICANT VERIFICATION AND RELEASE

I recognize that the organization to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize the organization to contact any person or entity listed in this application, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release the organization and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.

I have carefully read the policy and procedures of the organization, and I agree to abide by them and to protect the health and safety of the children or youth at all times.

Printed name: _____

Signature: _____ Date: _____