

First Baptist Church Calvert City, Kentucky

Church Child Protection Policy

October 10, 2012

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First Baptist Church Calvert City, Kentucky Church Child Protection Policy

Dated: Approved October 10, 2012

General

Goal

It shall be the goal of the First Baptist Church Calvert City to provide a safe environment for the physical and emotional well-being of all children participating in church activities, including participants in any daily or temporary childcare programs. The church's goal is to inform workers and enforce policies to ensure that all children are safe and well protected while attending scheduled activities.

Future revisions to this policy may be made with the authorization of both the Pastor and the Personnel Committee.

Definition of "Children"

The term "child" or "children" shall include all persons under the age of eighteen (18) years.

Selection and Screening Process

Pre-employment Procedures for Paid and Volunteer Workers

It is the goal of the First Baptist Church Calvert City (herein referred to as "The Church" or as "church") to adequately screen the applications of persons desiring to work with children participating in all church programs, including participants in any daily or temporary childcare programs.

Volunteers must be Members of the Church

All volunteers who work with children must first be members of the First Baptist Church Calvert City. Under certain circumstances, the Pastor or the Personnel Committee may authorize an exception to this rule for a specific planned event.

Classification of Workers

In order to screen workers appropriately for their responsibilities, the ministerial staff person responsible for each division will categorize workers into two categories: primary and secondary. These terms refer to the relative levels of responsibility and risk, not to the ages of the children being served.

Primary volunteer workers: All paid staff members plus those volunteers in roles with greater responsibility or risk are classified as primary workers and should meet the primary screening standards. These include Sunday school teachers, AWANA leaders,

choir leaders, and youth leaders. Primary volunteer workers must be eighteen (18) years of age or older.

Secondary volunteer workers: Persons who occasionally interact with children and/or do so in less risky circumstances. i.e.: Substitute teachers and volunteers who interact with children in a group setting, on church premises, or who interact with children in the presence of an approved primary worker are classified as secondary workers. This category may also include parents of participants who help supervise activities. All volunteer workers under the age of eighteen (18) will be considered secondary workers.

Minimum Age

All primary volunteer workers must be 18 years of age or older. Younger persons may assist adults, but may not take the place of adult workers. The church may employ responsible teens (under the age of 18) only in positions with and under the direct supervision of an approved adult worker.

Six-month Rule

No volunteer will be allowed to work with children in a primary leadership position until they have been an active and participating member of the church for a minimum of six (6) months. The applicant must have been a regular attendee and involved in church activities for that period of time. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

Volunteer Applications

Volunteer applicants must complete and sign an *Application for New Volunteer Workers Who Will Work with Children*.

Applications will be submitted to the administration office. Church staff will be responsible for the interview process and reference checks.

The church keeps confidential all information received in the applicant selection process. Such information will be stored with access afforded only to appropriate church staff on a need-to-know basis.

If the church learns of false, misleading or amended information on an application that could cause potential danger to children or liability to the church, that person will be terminated.

References

The ministerial staff will check and document at least three (3) references for each primary worker applicant and conduct a reasonable inquiry into the character of secondary worker applicants. References may be checked by phone, mail or in person.

The three references shall include:

- a. a person who has known the applicant for 6 months to 1 year; and
- b. a former supervisor, teacher, pastor; and
- c. list any previous work with children or youth, either church related or non-church related. Include name and address of organization, type of work, dates.

Information gained in these checks should be noted directly on the application.

Survivors of Child Abuse

Survivors of childhood sexual or physical abuse need the love and acceptance of the church family. Their experience with abuse and their recovery process may be pertinent to their work with children. Survivors of abuse may, if they choose, request confidential counseling either from the pastor or from a professional counselor. It will not necessarily disqualify them from service. The desire of the church is to assist and care for survivors of abuse as well as fulfill our obligation to protect the children left in our care.

Confidential Interviews

All applicants desiring to work with children must be interviewed for suitability for the work they desire to do. Church policy concerning prevention and response to child abuse and neglect must be discussed during the interview.

Criminal Background Check

A criminal background check and child abuse registry check shall be required for all children's activities; both employee and primary volunteer workers. No one who has been convicted of a crime involving misconduct with children will be allowed to volunteer with children. In the event a felony conviction turns up on the report, the ministry staff will review, without revealing the name of the volunteer. Collectively, the ministerial staff will decide whether or not to approve the volunteer for work with children. Completing the *Application for New Volunteer Workers Who Will Work with Children* authorizes the church to conduct these checks. Background checks will be kept confidential in a locked file with access afforded only to appropriate church staff on a need-to-know basis.

Vehicle Safety

Persons who drive First Baptist Church Calvert City owned or privately-owned vehicles for conducting church business or transporting children on a regular basis must maintain a current valid Kentucky driver's license, provide proof of insurance in such amounts as may be required by the church and comply with all other church transportation policies. Copies of driver license and proof of insurance will be on file in the church office.

First Aid Training

It will be the goal of the church that most paid employees who work with children will maintain current certification in basic first aid and basic CPR (or the equivalent) as required by applicable licensing requirements or other local regulations. The goal of the

church is to provide the cost of this training. Volunteer workers are encouraged, but not required to get training if they frequently accompany children on activities such as recreational activities, camps, retreats, mission trips or any other activity with an element of risk.

Identification of Workers

All employees or volunteers who are engaged to work with children must be photographed with copies of those photographs kept in their personnel file. Primary and secondary volunteer workers shall wear identification while working with children.

Acknowledgement of Church Policies

All applicants must acknowledge in writing that they understand the church's policies pertaining to the protection of children and that they agree to abide by them. This requirement will be met by having applicants sign the *Acknowledgement of Receipt* form.

Supervisory Requirements

It is the policy of the church to provide adequate supervisory control of persons working with children participating in all church programs, including daily or temporary childcare programs of the church. The following regulations shall be applicable to all primary and secondary workers having contact with children participating in all church programs:

Safety of Children

It is the responsibility of all persons having contact with children participating in church programs to promote the emotional and physical safety of the participants giving regard to all factors and circumstances known to them. If in their opinion, an unsafe condition exists; such persons shall immediately take appropriate precautions under the circumstances to protect all children. Nothing contained in any other church policy, procedure or instruction shall be construed to relieve persons having contact with children from this responsibility.

Preschool Identification System

To reduce the possibility of kidnapping, the church will develop an identification system so that the adults who drop off a small child are the same adults who pick the child up. The primary volunteer in charge shall maintain the system to identify persons authorized to pick up and take responsibility for preschool children leaving a church activity. The identification system will not be necessary for children above the grade of kindergarten unless a parent specifically requests it in writing.

Two-Adult Rule

It shall be the goal of First Baptist Church Calvert City that a minimum of two workers will be in attendance at all times when preschoolers and children are being supervised during a church activity regardless of the number of participants, location or activity. At least one of these must be a primary worker.

Some Youth Sunday School classes may have only one adult in attendance as the teacher while the class is in session. In these instances, doors to the classrooms will be either removed or will remain open. Windows may be installed on the doors of the classrooms for visibility. At no time should an adult ever be in a room or an enclosed area alone with a child.

Observation of Children

Church activities for children should be scheduled in areas visible from adjoining areas. Such visibility will be maintained by leaving curtains and blinds open and, wherever possible, by leaving the door to the room open.

Ratio of Workers to Children

It is required that a reasonable ratio of adults to children is maintained at all times involving the supervision of children. The ministerial staff shall be primarily responsible for setting and maintaining a reasonable ratio of workers to children for the educational ministry of the church.

Worker Training

Each new worker will be given a copy of the Commonwealth of Kentucky's "Reporting Child Abuse and Neglect" booklet and First Baptist Church Calvert City's Child Protection Policy. They must sign a statement indicating they have received and read both before they can begin working with children.

Ministerial and Staff Oversight

The ministerial staff will ensure ongoing supervision of all workers. This will include periodic unannounced visits to the classes and other program venues.

Awareness of Church Policy

The ministerial staff shall periodically review the definition of child abuse and neglect as defined by law and the church's policy concerning these crimes. These reviews can be conducted, either with the workers individually, or in groups, at least once a year. Any changes or additions to the church's *Child Protection Policy* will be covered in the reviews. Each worker shall acknowledge receipt of a written copy of the policy prior to the time they commence working with children and after each change to such policy. Each worker shall acknowledge participating in the periodic review of the church's policies and procedures. The signed acknowledgements shall be retained in the personnel file of the worker.

Children's Pickup

Children who are eight years old or older are permitted to leave the area of the church activity at the conclusion of the scheduled activity without further supervision by the workers, unless otherwise instructed by the parent or guardian. If their parent or guardian does not pick up a child younger than eight on time, the child will be kept by their teachers in the children's area where safe supervision can be continued until the parent or guardian is located.

A child of fifteen years or younger shall not be taken from or allowed to leave church property, either unattended or in a group without specific parental permission. Permission must be obtained from a parent or guardian for any volunteers to transport children to or from any organized church activities.

Release of Claims

Prior to any activity away from the church, a *Release of Claims* will be necessary to be signed by the child's parent or legal guardian. Without the form signed and in the possession of the church, the child will not be allowed to participate in the away activity.

Reporting and Responding to Alleged Child Abuse or Neglect

Reporting Policy

It is the policy of the church to report any incident of child abuse or neglect toward any child in the church.

- a. Do not treat any suspicion as unimportant.
- b. Notify the pastor or a church staff person immediately. Commence the investigation right away.
- c. The pastor and his appointee in charge will suspend the accused person from the performance of duties involving children until the official investigation has been completed.
- d. Cooperate fully with law enforcement officials.
- e. The pastor or his appointee will inform the victim and victim's family of the steps that are being taken. 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 requests within the bounds of a legal and prudent response. The church will seek legal counsel during any investigation of alleged sexual abuse.
- f. In an instance where child abuse is confirmed, the church will immediately dismiss the worker from their position. Termination will be considered appropriate, due to the circumstances.
- g. In instances where evidence is inconclusive, the church should take action based on the advice of legal counsel, in consultation with law enforcement officials. This depends on the strength of the evidence available and after consideration of the victim and the victim's family's requests.
- h. The pastor, in consultation with legal counsel, will determine the amount of information he believes is appropriate to relate to the congregation.

Reporting Obligation

By Kentucky law, anyone who has reasonable cause to believe that a child is being physically or sexually abused, or neglected, or is a dependent is required to report this information. If abuse is suspected, call the Marshall County Social Services Department (270-527-1354) or the Child Abuse Hot line (800) 752-6200. If it is an emergency situation where a child is in danger, call 911. Church leadership should also be informed immediately of any suspected child abuse.

Reports Required

Any worker of the church who has cause to believe that a child's physical or emotional health or welfare has been or may be adversely affected by abuse or neglect shall report that belief according to the following procedure:

- a. The worker shall report such belief to the pastor, a member of the church staff and/or church leadership.
- b. The pastor or staff member will immediately report to one of the following: the Marshall County Social Services Department (270-527-1354), or the Child Abuse Hotline (800-752-6200) or any local law enforcement agency.
- c. The pastor or his appointee will notify the parents of the child (unless the parent is the person responsible for the abuse or neglect).
- d. The pastor or his appointee, in consultation with the chairperson of the Personnel Committee, will notify the appropriate legal counsel.
- e. The pastor, or his appointee, will notify the church's insurance agent that an abuse report has been filed with the appropriate local or state agency.

The person making a report should identify:

- a. The name and address of the child.
- b. The name and address of the person responsible for the care, custody, or welfare of the child.
- c. Any other pertinent information concerning the alleged or suspected abuse or neglect.

Confidentiality

All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person, except as necessary, in order to cooperate with any official investigation. Any breach of this confidentiality by an employee or volunteer of the church shall be cause for immediate dismissal. In no situation shall the identity of the victim or the accused person be disclosed, except as required by law.

Investigation of Alleged Abuse or Neglect

No person shall attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person or a witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a child has been abused or neglected. Interviews shall be conducted only by authorized officials of the agency to whom the suspected crime has been reported or, when appropriate, by legal counsel or persons representing the church in an official capacity. All employees and volunteers of the church shall cooperate with the official investigation as requested.

Suspension of Church Related Duties

A person accused of child abuse or neglect will be suspended from all church related duties involving children. The Personnel Committee is not authorized to conduct an investigation of the incident but is allowed to monitor the investigation. The Personnel Committee may receive confidential information concerning the incident as deemed necessary to determine issues concerning continuation of employment and compensation. The person accused will be suspended on 'paid leave' until the investigation is completed. This removal from duty should occur in such a way that an innocent person is not immediately deemed guilty. There are false claims made each year. If the allegation is determined to be unsubstantiated, the employee may be allowed to return to their prior position.

Preservation of Records

Copies of all documents relating to an event of abuse or neglect, including a list of all persons known to be present or in the vicinity shall be transferred to the pastor or his appointee. These documents will be reviewed to determine if they are complete, in accordance with church policy. If any documents are missing, a written notation will be made and the transferred documents will be retained by the church.

Ministerial Care

The ministerial staff shall encourage and assist the child and the parents in securing appropriate counseling, care and support. In the event the abuse or neglect involves a member, employee or volunteer of the church, the staff shall encourage and assist the individual in securing appropriate pastoral care and support, including third party counseling, being mindful of the potential for a conflict of interest. All persons shall act towards the child, the parents and the accused in accordance with the principles of Christianity at all times.

Liaison with the Community

The pastor, or his appointee, will serve as the church's sole access to the media with a consultation of an attorney. The church will emphasize to the public its position on child abuse, its concern for the victim, and the extensive steps being taken to address the safety of all children.

Appendix
Required Forms

First Baptist Church
85 South Ash Street
Calvert City, Kentucky 42029
270-395-4600
<http://www.calvertfbc.org/>

Annual Transportation Permission Form

This permission form is to be completed by the parents or guardians of children, including middle school and high school youth who will be transported by their leaders, on short-term outings to and from the church facilities during the year.

NAME OF PARENT(S) OR GUARDIAN: (Please Print): _____

ADDRESS: _____

NAME OF CHILD: _____

EMERGENCY PHONE NUMBER: _____

ALLERGIES/MEDICATIONS: _____

Permission Statement

I _____ do hereby give permission for _____
(Parent or Guardian) (Child's name)

to be transported to and from the church property for participation in periodic local trips throughout the year with _____.

(Leader's name)

I authorize First Baptist Church and its designated leaders to render or obtain such emergency medical care or treatment as may be necessary, should any injury, harm or accident occur to my child while participating in any planned transportation or activity.

Signature of Parent or Guardian

Date

Release of Claims Form

NAME OF PARENT(s) OR GUARDIAN(s) (please print):

ADDRESS: _____

CHILD'S NAME(s): _____

ACTIVITY: _____

DATE(S) OF ACTIVITY: _____

I hereby affirm that my child shall be participating in the above named activity and certify that I am cognizant of the inherent risks associated with participation in the activity and with the fact that participating in the activity may take place outside of, or off of, church premises.

I understand and agree neither First Baptist Church Calvert City, nor its representatives, instructors or appointees may be held liable in any way for any occurrence in connection with my child's participating in the activity which may result in injury, harm or other damages to me or my family.

As a part of the consideration for being allowed to enroll and participate in the activity, I hereby personally assume all risks in connection with my child's participation. I further release First Baptist Church Calvert City, its instructors, appointees and representatives for any injury or damage which may befall my child while my child is enrolled in or participating in the activity.

I further agree to hold unaccountable First Baptist Church Calvert City, its instructors, appointees and representatives from any claim by me or my family, estate, heirs or appointees arising out of my child's enrollment and participation in the activity.

I also authorize First Baptist Church Calvert City to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm or accident occur to my child while participating in the activity.

I further state that I am of lawful age and legally competent to sign this affirmation and release; that I understand the terms herein are contractual and not a mere recital; and that I signed this document of my own free act and volition. I further state and acknowledge that I have fully informed myself of the contents of this affirmation and release by reading it before signing it.

I have executed this affirmation and release on the _____ day of _____ 20____.

Signature _____

Application for New Volunteer Workers Who Will Work with Children

This application is to be completed by all applicants for positions involving the supervision or custody of children. It will assist the church in providing a safe and secure environment for all children. The term "child" or "children" includes all persons under the age of eighteen (18) years.

Date: _____

Full Name: _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell _____ Business _____

Driver's License # _____ State _____ Expiration Date _____

Date of Birth _____ Social Security # _____

Position applying for: _____

Date you would be available _____ Days of the week available: _____

When did you make your profession of faith in Christ? When baptized?

Are you a member of this church? Yes ___ No ___

Please list the names and locations of other churches that you have attended regularly within the last 10 years.

Please list the names of three other members of the church who know you:

1) _____

2) _____

3) _____

List the names and addresses and phone numbers of three personal references

1) _____

2) _____

3) _____

Because we care for our children and desire to protect them, we ask you to please answer the following questions. We understand they are personal and we will protect your privacy.

Have you ever been known by another name? Yes ___ No ___. If yes, please explain:

During your lifetime, have you ever been arrested for molesting or abusing a child, accused of physical assault or a sexual offense of any nature? Yes ___ No ___. If yes, please explain:

Have you ever been prosecuted for child abuse or molestation? Yes ___ No ___. If yes, please explain:

Have you ever been convicted of a crime, including a child related offenses? Yes ___ No ___
If yes, please explain:

Have you ever participated in the physical and/or sexual abuse of a child? Yes ___ No ___
If yes, please explain:

Are you willing to be photographed for the confidential church personnel records? Yes ___ No ___
If no, please explain:

Are you willing to wear a photo identification nametag whenever you are supervising children? Yes ___ No ___
If no, please explain:

Applicant Statement

I hereby certify that I have read and completed the above application. My answers are true and correct to the best of my knowledge.

I give permission for the church to maintain my photograph on file and to conduct a background check on me now and at regular intervals. If allowed to work with children I agree to be bound by the bylaws and policies of First Baptist Church Calvert City.

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

I authorize First Baptist Church Calvert City to supply my service record, in whole or part, to any prospective or future organization or agency with a legal and proper interest in them. I understand that if allowed to serve, that any misrepresentation made by me in this application shall be considered sufficient cause for my dismissal without advance notice. I have been apprised of and support the church's position regarding the problem of child abuse and neglect.

Signature: _____ Date: _____

First Baptist Church
85 South Ash Street
Calvert City, Kentucky 42029
270-395-4600
<http://www.calvertfbc.org/>

**Acknowledgement of Receipt of the
Reporting Child Abuse and Neglect Booklet
and the Child Protection Policy Statement**

I have been given a copy of both the Commonwealth of Kentucky's "Reporting Child Abuse and Neglect" booklet and the First Baptist Church Calvert City's Child Protection Policy.

I have read and understand both documents. I understand my services as an employee of The Baptist Church or as a volunteer worker who works with children at First Baptist Church Calvert City is dependent on my strict adherence to these policies.

Name (please print): _____

Signature: _____

Witness: _____

Date: _____

First Baptist Church
85 South Ash Street
Calvert City, Kentucky 42029
270-395-4600
<http://www.calvertfbc.org/>

Periodic Review of Child Protection Policy Volunteer Worker Acknowledgement

I acknowledge that the church staff has reviewed the *Child Protection Policy* with me and I have been informed of any changes to the policy. I have also received a copy of the *Child Protection Policy* in my review and have an understanding of what the term “abuse of a child” means.

(Signature)

(Date)

Application for Volunteer Workers Who Are Working with Children

This application is to be completed by all applicants for positions involving the supervision or custody of children. It will assist the church in providing a safe and secure environment for all children. The term "child" or "children" includes all persons under the age of eighteen (18) years.

Date: _____

Full Name: _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell _____ Business _____

Driver's License # _____ State _____ Expiration Date _____

Date of Birth _____ Social Security # _____

Because we care for our children and desire to protect them, we ask you to please answer the following questions. We understand they are personal and we will protect your privacy.

Have you ever been known by another name? Yes ____ No ____.

If yes, please explain:

During your lifetime, have you ever been arrested for molesting or abusing a child, accused of physical assault or a sexual offense of any nature? Yes ____ No _____. If yes, please explain:

Have you ever been prosecuted for child abuse or molestation? Yes ____ No _____. If yes, please explain:

Have you ever been convicted of a crime, including a child related offenses? Yes ____ No ____

If yes, please explain:

Have you ever participated in the physical and/or sexual abuse of a child? Yes ____ No ____

If yes, please explain:

Are you willing to be photographed for the confidential church personnel records? Yes ____ No ____

If no, please explain:

First Baptist Church
85 South Ash Street
Calvert City, Kentucky 42029
270-395-4600
<http://www.calvertfbc.org/>

Are you willing to wear a photo identification nametag whenever you are supervising children?
Yes ___ No___ If no, please explain:

Applicant Statement

I hereby certify that I have read and completed the above application. My answers are true and correct to the best of my knowledge.

I give permission for the church to maintain my photograph on file and to conduct a background check on me now and at regular intervals. If allowed to work with children I agree to be bound by the bylaws and policies of First Baptist Church Calvert City.

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

I authorize First Baptist Church Calvert City to supply my service record, in whole or part, to any prospective or future organization or agency with a legal and proper interest in them. I understand that if allowed to serve, that any misrepresentation made by me in this application shall be considered sufficient cause for my dismissal without advance notice. I have been apprised of and support the church's position regarding the problem of child abuse and neglect.

Signature: _____ Date: _____