

**CIRCLEVILLE FIRST BAPTIST CHURCH  
CHILDCARE PROTECTION POLICY  
11/10/19**

**PURPOSE AND OBJECTIVE**

We, the members of Circleville First Baptist Church, affirm our spiritual and moral responsibility to nurture and guide children under age 18 placed in our care. Precaution dictates that we develop policies that will reduce potential problems through a structured selection process, training program, worker supervision, reporting obligations, and allegations response plan for staff and volunteers serving in the areas of childcare.

**WORKER SELECTION**

1. All volunteers include adults and youth, grades 7-12.
2. All volunteers working with children and youth are required to have regularly attended Circleville First Baptist Church for a minimum of **six months**.
3. All volunteers will complete an "Application for Work with Children or Youth" before serving in Children's Ministries. These applications will be reviewed and approved by the Child Protection Screening Team comprised of the Pastor, Sunday School Director, Nursery Director, and Youth Director.
4. Background checks will be required of all adult volunteers and updated every five years.
5. The volunteer may begin working with minors only after completion and approval of application, background check and childcare protection training.
6. Individuals who have been convicted of either child sexual, physical, or emotional abuse will not serve in any church-sponsored activity/program for children or youth.

**TRAINING**

1. All new volunteers who chaperone or work with children will be required to complete a training seminar that will equip them with an understanding of our childcare policies.
2. Each person who works with minors will review and sign this policy annually during the church recruiting season.
3. This training will provide information and skills to help them prevent as well as respond to any behavior prohibited in our childcare policies.

**WORKER SUPERVISION**

1. All efforts will be made to adhere to a **two person** (leader, teacher, or chaperone) policy for ministry activities at the church. Special events away from the church or outside regular scheduled events will require two screened individuals. For mixed gender activities, we require at least one male and one female chaperone. Married couples or family members count as one person.
2. Two adults are required in each vehicle when transporting minors.
3. An open setting must be maintained. Classrooms should have windows in the classroom door and they should never be covered. This will permit supervision of the ministry activities by a separate person.
4. Adequate supervisors must be provided for all ministry activities. A ministry worker should avoid any appearance of impropriety. Contact should be governed by the age and development of the child/youth. Photography of children may only be done in open, visible areas. Church publicity photographs will not be taken of children whose parents or guardians do not give their consent.
5. Security Team Members and/or appointed leaders will monitor the church facilities during regular scheduled services and programs.
6. An adult must be present when minors are used as volunteers. When minors become 18, they can be scheduled as an adult childcare worker.
7. Diapers are only to be changed when two volunteers are present. When taking children to the restroom, the door will be left completely open.
8. In the rare instance where a church-wide event involves all of our church members, outside volunteers may be used provided that they have completed their home church's volunteer screening process.

9. Digital communication with minors should only be done in group settings and with other adults copied on all communications.
10. All minors 5<sup>th</sup> grade or younger who are under our care must participate in our nametag/claim check procedure so that children are released to the proper adult.
11. If pastoral care is needed for minors, it should never be one on one.

**REPORTING OBLIGATIONS**

1. In the event of an incident, workers will protect the victim and separate the victim from the accused.
2. Volunteers should immediately report any abusive or inappropriate behavior to the Pastor. If the Pastor is not available, the report should immediately be made to the appropriate person on the Child Protection Screening Team.
3. If the Pastor is accused of childcare misbehavior, the chairman of the Deacons will assume the role in reporting the incident to appropriate authorities.
4. If a convicted sexual offender should attend our church, find out if their presence is legally allowed. If they are legally allowed to attend our church, they must be accompanied by a church mentor or adult buddy at all times.

**ALLEGATIONS RESPONSE PLAN**

1. Maintain accurate records of our Childcare Protection Policy, the Applications for Work with Children or Youth, and our Training Programs.
2. No report of child abuse will be ignored.
3. Do not deny or minimize the situation, and do not blame the victim.
4. Understand the reporting requirements. Immediate action must be taken.
5. Our Pastor will be our only spokesperson. By law, we must report any suspected case of child abuse to Pickaway County Children’s Services and the police.
6. An incident report must be prepared and given to our Pastor. This report should be reviewed by an attorney. We will work with civil officials and our insurance company.
7. The alleged offender will be informed of the accusations and appropriate church leaders will discuss them with him/her.
8. Alleged offenders will be treated with dignity and support, and suspended immediately from all ministries while a confidential investigation is being conducted. Paid staff will be suspended with pay.
9. Every action taken during our response must be documented in detail.
10. We will make a godly effort to meet the child’s parents, together with appropriate authorities, and, with their permission and in their presence, discuss the alleged offense with the child.
11. Children will be reassured they have done nothing wrong, and that he/she has the right to report the incident. The purpose of this meeting is to learn more fully the nature of the allegations, including who, what, how, when, and where of the alleged offense. Children will be allowed to speak freely.
12. The privacy of all parties involved will be protected. No information will be divulged that may jeopardize legal proceedings. Extreme caution will be taken in what is said about the alleged offender, or his/her family, so that nothing could be construed as libelous.
13. Any church discipline issues resulting from this policy will be handled by the Deacons.

I have read and agree with this Childcare Protection Policy:

Signature of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

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

**Application for Children and Youth Work**  
Circleville First Baptist Church  
1540 North Court Street, Circleville, Ohio 43113

This form is to be completed by all present and any future applicants involving the supervision, teaching or custody of the minors within this church. The purpose is to help the church provide a safe and secure environment for those children and youth who participate in our programs, ministries and use of our facilities.

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

Present Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Previous Address \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

1. Do you have a valid driver's license? Yes No

Please indicate any special level of driver's license you have \_\_\_\_\_

2. Previous names used \_\_\_\_\_

3. Please rank the areas below according to your preferences (rank in order from 1 being the most favorite through 7 or put 0 not at all).

- \_\_\_\_\_ Nursery (ages 0-walking)
- \_\_\_\_\_ Toddlers (ages walkers-3)
- \_\_\_\_\_ Children's Church Class 1 (age 4 to Kindergarten)
- \_\_\_\_\_ Children's Church Class 2 (grade 1-3)
- \_\_\_\_\_ Junior (grades 4-6)
- \_\_\_\_\_ Junior High (grades 7-8)
- \_\_\_\_\_ Senior High (grades 9-12)

Why do you prefer that group(s)? \_\_\_\_\_

\_\_\_\_\_

4. Are you willing to work or chaperone special events outside of regular services? Yes No

If Yes, circle any that interest you

- Christ Followers      Children's Camp
- Jr Jam                  Youth Evangelism Conference (YEC)
- Youth Camp          VBS
- Other \_\_\_\_\_

5. What is your minimum length of commitment? \_\_\_\_\_

6. How long have you attended Circleville First Baptist Church? \_\_\_\_\_

7. How long have you been a member of Circleville First Baptist Church? \_\_\_\_\_

8. List other churches you have attended regularly during the past five years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. List all previous church work involving children or youth.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. List hobbies or other personal interests that you have.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Would you be willing to transport children and youth to events away from the church?

Yes No

The following questions will be discussed at a later date. Answering yes to any of these questions does not necessarily exclude or disqualify you from service.

12. Have you ever been convicted of or pleaded guilty to a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? Yes \_\_\_\_\_ No \_\_\_\_\_

If you have answered yes to either of the above questions, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Personal References, please list three.

Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge. I understand false information or significant omissions may disqualify me from further consideration for service now and/or in the future. I authorize any references, churches, or organizations listed on my application to give any information (including opinions) that they may have regarding my character and fitness for children and youth work. I release such references from any liability for furnishing such evaluations to you, provided they do so in good faith without malice.

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

# **Applicant Authorization and Consent for Release of Information**

**Circleville First Baptist Church  
1540 North Court Street, Circleville, OH 43113  
Preschool/Children/Youth Volunteers & Employees**

## **PLEASE READ CAREFULLY**

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of the attached employment/volunteer application is true and complete to the best of my knowledge. I understand that any false statement provided by me will be considered as cause for possible dismissal. All results of the research into my background will be proprietary and kept confidential. The information obtained will not be provided to any parties that are not part of the hiring decision.

This Authorization and Consent for Release acknowledges that Circleville First Baptist Church may now conduct a verification and/or screening of my previous employment, education, driving record, references, tenancy, and any criminal history record information pertaining to me that may be in the files of any federal, state, or local criminal justice agency in any state, territory, possession, or jurisdictional area of the United States of America, or other nations or countries. I acknowledge by my signature below that employment/volunteer with Circleville First Baptist Church is contingent upon a satisfactory background verification.

I have read and understand this Authorization and Consent for Release, and I authorize the background search. I authorize persons, current and former employers, and other organizations and agencies to provide all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is valid as the original.

I do hereby agree to forever release and discharge Circleville First Baptist Church, their agents, and their associates, to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expense, or any charge or complaint filed with any agency arising from the retrieving and reporting of this information. According to the Federal Fair Credit Reporting Act, I am entitled to know if my employment/volunteer application was denied based on information obtained by prospective employer and to receive upon written request, a disclosure of the public record information and of the nature and scope of the background screening report.

Applicant's Full Name (print): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License # and State: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature (must be signed by applicant)

**Incident Report**  
Circleville First Baptist Church  
1540 North Court Street, Circleville, Ohio 43113

Date of Incident \_\_\_\_\_ Time \_\_\_\_\_

Name of Person Injured \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address if different from child \_\_\_\_\_

Exact location where incident occurred \_\_\_\_\_

Names of eyewitnesses \_\_\_\_\_

Describe exactly what happened including activity of person involved. \_\_\_\_\_

Signature of person preparing report \_\_\_\_\_ Date \_\_\_\_\_

Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_