



# **SAFE CHURCH INITIATIVE**

## **Sample Church Child Protection Policy**

### **General**

#### **I. Goal**

It shall be the goal of the \_\_\_\_\_ Baptist Church 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.

#### **II. Definition of "children"**

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

### **Selection and Screening Process**

#### **III. Pre-employment procedures for paid and volunteer workers**

It is the goal of the \_\_\_\_\_ Baptist Church (herein referred to as "The Baptist 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.

#### **IV. Volunteers must be members of the church**

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

#### **V. 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:** Includes 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. Must be eighteen (18) years of age.

**Secondary volunteer workers:** Persons who occasionally interact with children and/or do so in less risky circumstances. i.e.: Sunday school teachers and volunteers who see children only 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.

## **VI. 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.

## **VII. Six-month rule**

No volunteer will be allowed to work with children in any capacity 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.

The six-month rule may be waived with the authorization of the Personnel Committee, as in the case of a new staff member. If waived, program ministers must take additional steps to screen the applicant.

## **VIII. Volunteer applications**

Volunteer applicants must complete and sign an *Application For Volunteer Workers Who Will Work With Children*.

Applications will be submitted to the administration office. The minister in charge of the division in which the volunteer will work will be responsible for the interview process and reference checks. If an applicant needs additional confidentiality they may choose to submit their application to the minister in charge of their division or directly to the pastor.

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.

## **IX. References**

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

Whenever possible, the three references should include:

- a person who has known the applicant for an extended period;
- a former supervisor; and
- a member of the applicant's immediate family.

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

#### **X. 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.

#### **XI. Confidential interviews**

All applicants desiring to work with children must be interviewed for suitability for the work they desire to do. The ministry leader of the program in which the applicant will work conducts interviews. A team of interviewers may be used. Church policy concerning prevention and response to child abuse and neglect must be discussed during the interview.

#### **XII. Criminal background check**

A criminal background check and child abuse registry check shall be required for all children's worker positions, both employee and volunteer workers. No one who has been convicted of a crime involving misconduct with children will be allowed to work with children. Completing the *Application for 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.

The designated church representative will conduct criminal background checks notifying the appropriate minister if a negative report is received.

#### **XIII. Vehicle safety**

Persons who drive \_\_\_\_\_ Baptist Church owned or privately-owned vehicles for conducting church business or transporting children on a regular basis must maintain a current valid Kentucky drivers license, provide proof of insurance in such amounts as may be required by the church and comply with all other church transportation policies.

#### **XIV. 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 church will pay the cost of this training. Employees will be paid for attending 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.

## **XV. 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.

## **XVI. Identification badges**

All church employees and volunteer workers, both primary and secondary, who work with children, are required to wear a photo identification nametag whenever they are supervising children. These tags will be provided by the church and will show the worker's name and their picture.

## **XVII. 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:

## **XVIII. 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.

## **XIX. Preschool identification system**

To reduce the possibility of kidnapping, the church will have in place an identification system so that the adults who drop off a small child are the same adults who pick the child up. The ministry leader 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.

## **XX. Two-adult rule**

It shall be the goal of \_\_\_\_\_ Baptist Church that a minimum of two workers will be in attendance at all times when 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. These two adults cannot be related to one another.

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 between these classrooms for full visibility. At no time should an adult ever be in a room or an enclosed area alone with a child.

#### **XXI. 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. Reasonable exceptions to this rule may be made by the minister in charge where seclusion is necessary for rest provided two unrelated workers are present in the room at all times.

At no time will an adult meet alone with a child in any room where the door is closed or in an area where they cannot be seen. A clear glass window will be installed in the door of all rooms typically occupied by children and into the door of all offices in the church.

#### **XXII. 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 member responsible for the division shall be primarily responsible for setting and maintaining a reasonable ratio of workers to children giving due regard to all factors present, including the number and age of the participants, the nature of the activities and the location where the activities are taking place.

#### **XXIII. Worker training**

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

#### **XXIV. Ministerial and staff oversight**

The ministerial staff member responsible for each division shall coordinate with the respective ministry coordinators to ensure ongoing supervision of all workers. This should include regular unannounced visits into classes and other program sites.

#### **XXV. Awareness of church policy**

The minister responsible for each division 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 and following each change in or addition to such policies. 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.

## **XXVI. Children's pickup**

Children who are six years old or older are permitted to leave the area of the church activity at the conclusion of the scheduled activity without further supervision of the workers unless otherwise instructed by the parent or guardian. If their parent or guardian does not pick up a child younger than six 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 twelve years or younger shall not be taken from or allowed to leave church property, either unattended or in a group without specific parental permission.

## **XXVII. 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**

### **XXVIII. Reporting policy**

It is the policy of the church to report any incident of child abuse or neglect toward any child in the church. This would include participants in temporary childcare programs.

- Do not treat any suspicion as frivolous.
- Notify your supervisor immediately. Commence the investigation right away.
- The staff member in charge should suspend the accused person from the performance of duties involving children until the official investigation has been completed.
- Cooperate fully with law enforcement officials.
- The pastor or his agent will inform victim and victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigation. 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. (Church legal counsel should assist in this determination.)
- In an instance where child abuse is confirmed, the church will immediately dismiss the worker from their position. Termination will be considered appropriate in the circumstances.
- In instances where evidence is inconclusive, the church should take action with the advise of legal counsel in consultation with law enforcement officials depending on the strength of the evidence available and after consideration of the victim and the victim's family's requests.
- The pastor, in consultation with legal counsel, will determine the amount of information he believes is appropriate to relate to the congregation. Usually commenting in detail on an ongoing investigation is not wise.

### **XXIX. Reporting obligation**

By Kentucky law, anyone who has reasonable cause to believe that a child is being physically abused, sexually abused, neglected or is dependent is required to report this information. If you suspect abuse, you should call your local Department for Community Based Services office or the Child Abuse Hot line (800) 752-6200. Church leadership should also be informed immediately of any suspected child abuse.

### **XXX. 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 local Department for Community Based Services (Kentucky Cabinet for Health and Family Services), the Child Abuse Hotline (800-752-6200) or any local law enforcement agency.
- c. The pastor or his agent will notify the parents of the child (unless the parent is the person responsible for the abuse or neglect).
- d. The pastor, or his agent, in consultation with the chairperson of the Personnel Committee and/or the chairman of the Deacons will notify the appropriate legal counsel.
- e. The pastor, or his agent, will notify the church's insurance agent that an abuse report has been filed with the appropriate local or state agency.

### **XXXI. Incident report**

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.

### **XXXII. 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 to cooperate with any official investigation. Any breach of this confidentiality by an employee of the church shall be cause for immediate dismissal. The pastor, in consultation with the official conducting the investigation may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified, but in no case shall the identity of the victim or the accused person be disclosed except as required by law.

### **XXXIII. 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.

### **XXXIV. Suspension of church related duties**

A person accused of child abuse or neglect will be suspended from all church related duties involving children. This would include all childcare, teaching, transportation or sponsorship duties. The Personnel Committee is not authorized to conduct an investigation of the incident but is allowed to monitor any such investigation and receive confidential information concerning the incident as may be necessary to

determine issues concerning continuation of employment and compensation. The person accused should 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 can be returned to their prior position.

#### **XXXV. 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 agent. They will review them to determine if the documents are complete in accordance with church policy. If any documents are missing, they shall make a written notation and transfer the documents to the church business administrator who shall retain them until advised that all criminal and civil investigations and actions have been completed.

#### **XXXVI. 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 or employee 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.

#### **XXXVII. Liaison with the community**

The pastor, or his appointed agent, will serve as the church's sole access to the media. The church should 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.

**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 \_\_\_\_\_ Baptist Church's Child Protection Policy.

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

NAME (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date \_\_\_\_\_

## Release of Claims Form

NAME OF PARENT OR GUARDIAN (please print): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_

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 dangers 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 that neither \_\_\_\_\_ Baptist Church, not its trustees, representatives, instructors or agents 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 in the Activity. I further release \_\_\_\_\_ Baptist Church, its trustees, instructors, agents 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 save and hold harmless \_\_\_\_\_ Baptist Church, its trustees, instructors, agents and representatives from any claim by me or my family, estate, heirs or assigns arising out of my child's enrollment and participation in the Activity. I also authorize \_\_\_\_\_ Baptist Church 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 I have signed it.

I have executed this affirmation and release on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature \_\_\_\_\_

## Application for Volunteer Workers Who Will Work With Children

This application is to be completed by all applicants for positions involving the supervising or custody of children. It will assist the church in providing a safe and secure environment for all preschoolers, children and youth.

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

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

Full Name: \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

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: \_\_\_\_\_

Are you willing to be photographed for the confidential church personnel records?

Yes \_\_\_\_ No \_\_\_\_

Are you willing to wear a photo identification nametag whenever you are supervising children?

Yes \_\_\_\_ No \_\_\_\_

### **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 criminal-court 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 \_\_\_\_\_ Baptist Church.

I hereby authorize all persons, schools, organizations and law enforcement agencies to supply \_\_\_\_\_ Baptist Church 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 \_\_\_\_\_ Baptist Church 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: \_\_\_\_\_