

APPENDIX B

CHILD PROTECTION POLICY

Child Protection First!

Child Abuse Prevention Policy
for
Southside Baptist Church

PURPOSE: It is the purpose and intent of Southside Baptist Church to provide a safe, secure environment to teach and care for the children and students of our faith family.

GOAL: Our goal is to protect children from sexual abuse, child molestation, or any type of inappropriate sexual behavior by employees or volunteers in this church and to protect employees and volunteers from false accusations.

DEFINITION OF CHILD SEXUAL ABUSE: The National Resource Center on Child Sexual Abuse defines child sexual abuse as "any sexual activity with a child, whether in the home by a caretaker, in a day-care situation, in any organized ministry, whether at the main facility (church) or away, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child.

Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children in sexual behavior. Child sexual abuse can involve fondling; penetration of the oral, genital, and anal areas; intercourse; and forcible rape. Other forms of abuse can include verbal comments, any exposure to pornographic materials, inappropriate internet activity, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

DEFINITION OF A MINOR: A minor is any individual under the age of 19 years.



The policy and procedure set forth below will apply to all people who give supervision or have custody of minors or who have opportunity to have contact with minors in church facilities or church sponsored activities.

This policy will address four (4) areas that are critical for the protection of the children, our employees, and our church: **selection process, protection policy, reporting procedures, and responses to allegations.**

I. SELECTION PROCESS

A. **Employee** – anyone who is paid by the church on a full-time or part-time basis, whether or not they work directly with preschoolers, children, and/or students.

Current employee

- Complete a confidential application form
- Complete a consent to release confidential information
- Recommendation Report completed by supervising staff member
- Criminal records check
- DHR records check authorization form
- Received letter from State of Alabama DHR stating “meets the suitability” criteria under State statute
- Received appropriate clearances of all checks to work with minors

New employee (effective 14 August 2009)

- Complete a confidential application form
- Complete a consent to release confidential information
- Criminal records check
- DHR records check authorization form
- Interview by appropriate staff member
- References checked and verified
- Received letter from State of Alabama DHR stating “meets the suitability” criteria under State statute
- Received appropriate clearances on all checks to work with minors

All records, forms, and reports will become a part of the employee’s confidential personnel file.

B. **Volunteer** – anyone who is not paid by the church on a full-time or part-time basis, and is serving in any position involving the supervision or custody of minors. Examples: nursery; childcare; preschool, grade school, middle school, high school, and college workers; bus drivers; teachers; chaperones; others as designated by the Pastor.

Current volunteer

- Complete a confidential application form
- Complete a consent to release confidential information

- Recommendation Report completed by supervising staff member
- DHR records check
- Criminal records check*
- Received letter from State of Alabama DHR stating “meets the suitability” criteria under State statute
- Received appropriate clearances on all checks to work with minors

New Volunteer (effective 14 August 2009)

- Complete a confidential application form
- Complete a consent to release confidential information
- Interview by appropriate staff member
- References checked and verified
- DHR records check
- Criminal records check*
- Received letter from State of Alabama DHR stating “meets the suitability” criteria under State statute
- Received appropriate clearances on all checks to work with minors

****Criminal records checks for volunteers will be limited to any criminal activity involving the following: (1) a minor; (2) child molestation, (3) any type of sexual offense; (4) any type of pornographic or obscene material; (5) any type of physical violence; and (6) suspected child abuse.***

In addition to the above requirements, a volunteer must have been a member in good standing of Southside Baptist Church for at least six (6) months.

C. **Minors** – A minor who is an employee or volunteer must submit a separate certification from his or her parent or guardian that the parent or guardian “knows no reason why the minor should not be allowed to work directly or indirectly with other minors.”

II. PROTECTION POLICY

A. Two Adults

Age-group ministers, division directors, hall monitors, greeters and/or program directors will be present, or nearby, and available on each floor and in the hallways where minors are present. Reasonable effort will be made to have two (2) unrelated adult workers present, or nearby, with preschoolers, children, and students during church activities. For the purpose of this policy, husband/wife, parent/child, or siblings working in the same room will typically be considered as one adult. Reasonable effort will be made to assure that one adult is not left alone with one minor.

B. View Windows/Open Doors

Reasonable effort will be made to place preschoolers, children, and students in rooms with view windows or open doors for all teaching/learning activities.

C. Over-Night Activities

All Employees and Volunteers will be required to comply with all of the *Child Protection First!* Policies during Southside Baptist Church sponsored over-night activities.

D. Within Town Activities

All Employees and Volunteers will be required to comply with all of the *Child Protection First!* policies during Southside Baptist Church sponsored within town activities.

E. Out-of-Town Activities

All participants should have written parental consent and a notarized medical release form. Consent forms may be completed for a one-year period and should be renewed annually. All consent forms will be considered valid until renewed. All Employees and Volunteers shall be required to comply with all of Southside Baptist Church's policies including, but not limited to, those outlined in *Child Protection First!* during Southside Baptist Church sponsored out-of-town activities.

F. Preschool Security Policies and Age-Specific Guidelines

Southside Baptist Church has a detailed, working preschool security policy (Preschool Policies and Procedures for Southside Baptist Church) that should be conscientiously followed and all Employees and Volunteers shall abide by the preschool security policy as well as any other applicable age-specific guidelines and *Child Protection First!* policy. Please contact the age group minister relative to questions about these policies.

III. REPORTING PROCEDURES

Observed or reported child sexual abuse or child molestation should be reported immediately to the appropriate age group minister or the Pastor. Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect abuse, you should talk with an appropriate person to see what steps could

and should be taken to protect the child and help the family. When time and circumstances permit, the report should first be made to the appropriate age group minister, who will then proceed with the correct and thorough process.

IV. RESPONSES TO ALLEGATIONS

A. All allegations will be taken seriously and church staff will take appropriate action in accordance with the laws of the State of Alabama, insurance policy requirement, and based upon advice of legal counsel.

B. The official spokesperson for the church in any of these matters will be the Pastor or his appointee. No other staff members or church members shall speak to the media in an official capacity.

C. The church staff will document (in writing, with date and signature) all efforts in the handling of any incident.

D. The church staff will not deny, minimize, or blame any individual involved in allegations. Southside Baptist Church staff will minister to all involved, as well as cooperate with authorities.

V. RESOLUTION OF DISPUTES

Southside Baptist Church believes that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, any civil claim or dispute arising from or related to allegations by or against workers, employees, volunteers, church members or their families, will be submitted to biblically based conciliation in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker Ministries. That forum provides the best opportunity for resolving issues in a fair manner while seeking to preserve or restore the relationships fractured by the dispute and allowing the Church to continue its ministry to all people. (A complete text of the Rules is available at <http://www.hispeace.org/html/geticrul.htm>.)

IV. AMENDMENT OF POLICY

The members of Southside Baptist Church may amend these policies upon 30 days notice to the congregation.

VII. EFFECTIVE DATE

14 August 2009

**Southside Baptist Church of Decatur, Alabama
Child Protection First!**

Confidential Volunteer and Employment Application

This application is to be completed by all volunteers for any position involving the supervision or custody of minors and by all church employees who could have contact with minors in church facilities or on church sponsored activities. It will help our church family provide a safe and secure environment for all boys and girls who participate in our ministries and use our facilities.

Personal

Name _____ DOB _____

Present Address _____ SS# _____

City _____ Zip _____ Marital Status _____

Phone (Evening) _____ Phone (Day) _____ Maiden Name _____

On what date would you be available to begin? _____ Occupation _____

Do you have a current driver's license? No Yes, State _____ Driver license number _____

Have you ever been convicted of, arrested for, or pled guilty to a felony or an offense involving a minor? No

Yes, please describe: _____

I have read the Child Protection First Policy. Yes No

Have you engaged in conduct that would fall within the definition of child sexual abuse?

Yes No

(If you prefer, you may decline to answer the following question, or you may discuss your answer in confidence with one of the ministers rather than answering on this form.

Answering yes or leaving the question unanswered will not automatically disqualify you.)

Were you a victim of abuse or molestation as a minor or as an adult? Yes No

Initial here _____ if you are declining to answer this question.

Present Employment

Employer _____

Address _____ City _____ Zip _____

Supervisor's Name _____ Employment Date _____ to _____

Hours/Week _____ Your position _____

Job description _____

Previous Addresses

If you have lived at your current address for less than two years, please provide information on all addresses during that period of time.

Address _____ City _____ State _____ Zip _____
 Address _____ City _____ State _____ Zip _____
 Address _____ City _____ State _____ Zip _____

Previous Employment

If you have been employed at your present position for less than two years, please provide information for each job held in the last two years.

Employer _____
 Address _____ City _____ State _____ Zip _____
 Supervisor's Name _____ Employment date _____ to _____

Employer _____
 Address _____ City _____ State _____ Zip _____
 Supervisor's Name _____ Employment date _____ to _____

Employer _____
 Address _____ City _____ State _____ Zip _____
 Supervisor's Name _____ Employment date _____ to _____

Church Activity

When did you make your profession of faith in Christ? _____
 Church Member where? _____

List other churches (name and address) you have attended regularly during the past five years:

List all previous church work involving minors:

Church name _____
Address _____ City _____ State _____ Zip _____
Type of work performed _____ Dates _____ to _____

Church name _____
Address _____ City _____ State _____ Zip _____
Type of work performed _____ Dates _____ to _____

Church name _____
Address _____ City _____ State _____ Zip _____
Type of work performed _____ Dates _____ to _____

List all previous non-church work involving minors:

Organization	Address	Telephone number(s)
_____	_____	_____
_____	_____	_____

List any gifts, callings, training, education, or other factors that have prepared you for teaching minors:

Personal References (Not former employers or relatives)

Name _____ Nature of association _____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
Length of time known _____ Occupation _____

Name _____ Nature of association _____
Address _____ City _____ State _____ Zip _____
Home Phone (____) _____ Work Phone (____) _____
Length of time known _____ Occupation _____

Applicant’s Statement and Agreement

The information contained in this application is correct to the best of my knowledge. Should my application be accepted, I agree to be bound by Southside Baptist Church of Decatur, Alabama Child Protection First! Policy and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

Dispute Resolution Agreement

Southside Baptist Church of Decatur, Alabama believes that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, any dispute arising from or related to allegations by or against workers, employees, volunteers, church members or their families, will be submitted to biblically based conciliation in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker Ministries. (A complete text of the Rules is available at <http://www.hispeace.org/html/geticrul.htm>.) That forum provides the best opportunity for resolving issues in a fair manner while seeking to preserve or restore the relationships fractured by the dispute and allowing the Church to continue its ministry to all people.

I have carefully read Southside Baptist Church of Decatur, Alabama Child Protection First! Policy and this application and state that the information I have provided is true and correct and that I accept the above Dispute Resolution Agreement.

Applicant Signature

Date

For Office Use Only

- | | | | |
|----------------------------------|--|-----------------------------------|--|
| Member attending six months | <input type="checkbox"/> Yes <input type="checkbox"/> No | Personal interview satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Application satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No | Former church record satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Release satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No | Employment record satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Personal references satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No | Record check satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Approved by _____ Date _____

**Southside Baptist Church of Decatur, Alabama
Child Protection First!**

Consent to Release of Confidential Information

Having made application to work with minors at Southside Baptist Church of Decatur, Alabama and desiring the church to be informed as to my past record and character, I authorize any persons, references, employers, churches, or organizations with whom I have had any contact to release to Southside Baptist Church of Decatur, Alabama any information (including opinions) they may have regarding my record, character, and fitness for work with minors. **I also authorize Southside Baptist Church of Decatur, Alabama, at its discretion, to contact any law enforcement or social service agency to determine whether I have ever been charged or convicted of a crime, and I authorize such agencies to release such information to Southside Baptist Church of Decatur, Alabama.** I fully release Southside Baptist Church of Decatur, Alabama, its agents, and all persons, organizations, and agencies from any right or claim of confidentiality and from all claims, actions, or causes of action which may arise as a consequence of exchanging such information, and I waive any right that I may have to inspect any such information, letters or statements, provided on my behalf.

Full Legal Name _____ Maiden Name _____

Address _____

Date of Birth _____ Social Security No. _____ Drivers License No. _____

Signature

Date

Witness

Statement from Law Enforcement or Social Service Agency

___ I have checked our records regarding the person named above and have found no indication that this person has ever been charged, arrested, or convicted of a crime, including neglect, physical abuse, sexual abuse, assault, or any other acts of violence.

___ I have found some problems with this person's record: please call me for more information.

Signed _____ Date _____

Agency Name _____ Telephone _____

Please return this form to: Child Protection First Coordinator, Southside Baptist Church of Decatur, Alabama

A PHOTOCOPY OF THIS AUTHORIZATION SHALL HAVE THE SAME EFFECT AS THE ORIGINAL.

SAMPLE ONLY (need to obtain originals directly from DHR)

ALABAMA DEPARTMENT OF HUMAN RESOURCES
REQUEST FOR CLEARENCE OF STATE CENTRAL REGISTRY
ON CHILD ABUSE/NEGLECT

INSTRUCTIONS: Please print or type the information. Refer to the back of this form for information on the laws of confidentiality and on how to interpret the information released from the State Central Registry on Child Abuse/Neglect.

TO: Department of Human Resources From: _____

ORGANIZATION: Southside Baptist Church

Division of Family and Children's Services Address: P.O. Box 1407 Alabaster, AL 35007

State Central CAN Registry: 50 Ripley Street Montgomery, AL 36130

Telephone: 205-664-0122

Signature of Requestor: _____ Date: _____

Signature of Witness: _____ Date: _____

I am requesting that the following person be cleared through the Central Registry on Child Abuse/ Neglect as a perpetrator or alleged perpetrator. This information will be used for:

Name: _____ Race: _____ Sex: _____ DOB: _____
(Last) (First) (Middle)

• Alias, Maiden, or Prior Married Names: _____

• Names of Souse or Ex-spouse(s) (DOB for each): _____

• Names of Children/ Step-children (DOB for each):

• Alabama Counties where person(s) have lived: _____

• Additional Pages May be Attached if Needed.

Below To Be Completed by the Employee/Potential Employee/Adoptive or Foster Parent Application.

I authorize the Department of Human Resources to release information regarding me contained in the State Central Registry on Child Abuse/Neglect to the above-named person/agency/organization. I hereby waive any rights to review or hearing to which I may otherwise be entitled. I further release the Department of Human Resources and its officers and employees from any and all claims arising out of or in any way connected to the release of dissemination of any information concerning me.

Signature: _____ Date: _____
Witness: _____ Date: _____

Below To Be Completed by DHR

Note: Only those perpetrator records which are determined as needed to discover or prevent child abuse/neglect will be released by DHR.

Requested Denied Reason _____

In clearing the State Central Registry regarding the above request, the following information was obtained.

_____ No Perpetrator Record Located

_____ Substantiated Report Located :

Type of Report

_____ Physical Abuse

_____ Emotional Abuse

_____ Sexual Abuse

_____ Neglect

Other: _____

Signature: _____ Date: _____

DHR DFC-1598
Rev. Nov. 1994

Disposition: Submit both copies of this form to SDHR