

# **Child Protection Policy**

Believing that God has trusted us with the safekeeping of His children, First Baptist Church Keller (FBCK) proposes the following policies. First and foremost it is our desire to protect children from harm including, but not limited to, sexual abuse. Our goal is to protect workers and ultimately the ministries of FBCK.

These policies shall consist of four parts:

1. Selection of workers, both volunteer and paid
2. Supervision and education of all workers
3. Reporting guidelines
4. Responding to allegations

## **Definitions**

Child/children – anyone under the age of 18

Worker – anyone (paid or volunteer) who interacts with children either in a leadership or supportive role weekly or occasionally

Neglect – failure to provide adequate protection and supervision

Physical abuse – any non-accidental injury that may include shaking, bruises, or lacerations

Sexual abuse – encompasses a broad range of behaviors that result in the exploitation of a person for the sexual gratification of another person

## **Part 1: Selection of Workers**

**ALL** FBCK employees, including ministerial staff and volunteers who work with children will be required to complete an application form and grant permission for a criminal background check. Applications will be kept private, confidential, and locked in a file inaccessible to support staff or church members. The Church Business Administrator will be the only one with access to this file. The applications and background report will be available to be viewed by appropriate senior ministers who have supervision of the area the applicant will be working with. No copies are to be made. Any questions or concerns on the background report will be reported to the Senior Pastor. The Senior Pastor will meet with the applicant for discussion and will make the final decision on the application.

Volunteers will be required to have been a church member in good standing for at least six months. Exceptions to this requirement will be at the discretion of the minister in whose

area the volunteer will be serving and will be documented by that minister in writing. Those people granted the exception will work with a church member for a period of not less than three months.

The following individuals shall be prohibited from working with children:

- Anyone convicted of a felony in the last 10 years.
- Anyone currently charged with or convicted of physical, mental, or sexual abuse
- Anyone, based on application response or other information, who may pose a threat to children

### **Procedures for Occasional Workers**

(Example: Vacation Bible School, Extended Teaching Care, etc.)

The same as permanent workers.

### **Part2: Supervision and Education of Workers**

Following are some of the supervision policies that will be observed: These are merely highlighted areas of the existing preschool, children and youth policies. For a comprehensive look at these areas please see individual policy statements.

- Two-worker rule – Two previously-approved workers shall be required for every preschool activity, and for every activity involving children in grades one through six.
- No one-on-one situations – At no time, whether at church or at a church-sponsored activity (camp or trip) shall any child be alone in a private setting with only one worker. Exceptions might be for counseling in a location where both the worker and child can, and will be, observed at all times.
- No unsupervised situations – When children are at church, they should be with their parents or in a supervised activity.
- Periodic supervision – Church staff members, division directors and age-group coordinators will make frequent random visits where children’s activities are taking place. Therefore, all activities must take place in rooms that can be viewed from the hallway. In addition, parents may also view children’s activities if they do so discreetly and do not disrupt teaching that is taking place.
- Security system –Preschoolers will be released only to parents, siblings 7<sup>th</sup> grade or older, or the authorized adult who presents a security card given to them when the child was placed in the classroom.
- Age requirement – No one under the age of 18 will be permitted to work in, or enter, classrooms of children age 14 months or younger.

- All workers will be given a copy of written policies and procedures at the time of application submission. Each worker must sign a statement saying that they have read and agree to abide by said policies. Any changes to this policy or the age division policies will be provided to workers. .
- Mandatory training will be provided two times a year that will include policy education as well as ways to recognize, respond to, and report child abuse suspicions.
- An annual event will be provided for children and families regarding ways to avoid abduction and child sexual abuse.

### **Part 3: Reporting Guidelines**

- Workers will be trained to recognize suspicious activities and behaviors and will be trained as to how and to whom they should report such behavior. Suspicions should be reported to the supervisor in charge of the area (Youth minister, Children's Minister, Weekday Ministry Coordinator, etc).
- Ministerial staff members will be trained to respond to every report.
- Workers will be trained to recognize signs of child abuse and will be educated regarding state laws for reporting child abuse allegations.

### **Part 4: Responding to Allegations**

- Up-to-date files on workers' applications and background checks will be maintained. The Business Administrator will be in charge of these items.
- Each allegation shall be taken seriously and thoroughly and promptly investigated.
- Allegations shall be thoroughly documented, but kept private and confidential from other church members.
- The church's insurance carrier, and civil authorities shall be contacted in a timely manner.
- Both the accuser and the accused shall be treated with dignity and respect throughout the investigation.
- Professional care for the victim and his or her family, whether in the form of medical treatment or counseling, shall be offered.
- Only one individual, the pastor or a spokesman he selects, shall speak to the media.
- While the church may elect to meet with parents, children's workers, and a professional counselor in a group setting to deal with the situation at hand, this should not be done during a worship service.

# First Baptist Church Keller

## Preschool/Children/Youth Worker Application

Name: \_\_\_\_\_ Daytime telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

In which program(s) are you seeking to become involved? \_\_\_\_\_

\_\_\_\_\_

List skills, previous experience, or training that qualify you to serve in this area: \_\_\_\_\_

\_\_\_\_\_

Do you have previous experience with preschoolers, children or youth? (Please list)

Organization or Church	Program	Dates	Contact Person

Churches Previously Attended (Please list churches you have attended in the past five years. Indicate city, and approximate dates you attended.)

Church Name	Address and/or City	Years Attended

Have you ever been convicted of or pleaded guilty to a crime (excluding minor traffic violations)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there anything in your background that may prevent you from serving?

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

Would you like the opportunity to discuss this issue in confidence with a pastor?

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

# APPLICANT VERIFICATION AND RELEASE

I recognize that First Baptist Church Keller, the organization to which this application is being submitted, is relying on the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct and I agree to report any changes in the information provided within 30 days of occurrence to the Church Business Administrator. I agree to file a new application at that time.

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

I voluntarily release First Baptist Church Keller and any such person or entity from liability involving the communication of information relating to my background or qualifications. I further authorize First Baptist Church Keller to conduct a criminal background investigation if such a check is deemed at all times.

**Printed name (including middle name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following are required should a criminal background check be necessary:

**Maiden name if applicable:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Place of birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Drivers License Number:** \_\_\_\_\_ **Drivers License State** \_\_\_\_\_

**As with all church records, all information will be held in strict confidence.**

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**FOR OFFICE USE ONLY:**

Received \_\_\_\_\_ (date)

Background check completed \_\_\_\_\_ (date)

Results/Action \_\_\_\_\_

Review/Approve \_\_\_\_\_