

***First Baptist Church
Of Pearsall, TX***

***Child Protection
Policy***

Approved & Enacted August 30, 2009

1... Goal

It shall be the goal of the First Baptist Church (FBC) to provide a safe environment for the physical and emotional well being of all children participating in church programs, 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 Child Protection Policy Committee (CPPC from this point forward), and church vote in a business meeting.

2... Definition of "children"

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

Selection and Screening Process

3... Pre-employment procedures for paid and volunteer workers

It is the goal of the FBC 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.

4... Volunteers must be members of the church

All volunteers who work with children must first be members of the FBC. Under certain circumstances, an exception* to this rule for a ministry, or a specific event may be authorized by the Pastor or the CPPC.

*The following ministries are allowed to use volunteers outside of church membership so long as they are followers of Christ:

- Awana
- Vacation Bible School
- Youth Ministry Events

Volunteers or parents who would like to sponsor, or chaperon an event must have a criminal background check on file with FBC.

5... Classification of workers

In order to screen workers appropriately to 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. ie: 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.

6... 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.

7... Volunteer applications

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

Applications will be submitted to the church office. The Pastor, ministry staff, or CPPC will review the applications and perform the background 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.

8... 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.

9... 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 will be allowed to work with children who has been convicted of a crime involving misconduct 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 Pastor, ministry staff, or CPPC will review the applications and perform the background checks. In the event of a negative return on a check, the applicant will be notified.

10... Vehicle safety

Persons who drive FBC owned or privately-owned vehicles for conducting church business or transporting children must maintain a current valid Texas drivers license. They must also comply with FBC's transportation policy.

Children attending a church function must use a form of transportation pre-authorized by the church. No children will be allowed to be transported in personal auto unless the legal guardian is present to give that permission.

11... 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.

12... 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 **for all persons working with children** **at First Baptist Church**

It is the policy of FBC 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 church staff and volunteer workers having contact with children participating in all church programs:

13... 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.

Outside facilities such as the playground and basketball court will need to be supervised by the event leadership, preferably adult supervision until children are picked up by their parents.

14... 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 identification system will not be necessary for children above the grade of kindergarten unless a parent specifically requests it in writing.

15... Two-adult rule

It shall be the goal of FBC 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.

Some Youth & Children's 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.

16... 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 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. If the door does not have a window the door shall remain open.

17... 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.

18... Worker training

Each new worker will be given a copy of both the legal definition of Child Abuse and Neglect and FBC's Child Protection Policy. They also must attend a video training session in addition to receiving the policy. They must sign a statement (3) indicating they have received and read both before they can begin working with children.

19... 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.

20... 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.

21... Children's pickup

1. Sunday School

- Children who are in first grade or higher are permitted to leave their Sunday School classroom at the conclusion of the scheduled activity without further supervision of the workers unless otherwise instructed by the parent or guardian.

2. Awana/VBS/other children's activities

- A child in Kindergarten or younger shall be picked up by their parents or guardian. If they are not picked up by their parent or guardian on time, they will be kept by their teachers in the children's area where safe supervision can be continued until the parent or guardian is located.

22... Release of claims

Prior to any activity away from the church, a release form and permission slip 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. This will be provided by the appropriate ministry (i.e. Youth, Awana, etc.)

Reporting and Responding to alleged child abuse or neglect

23... Reporting policy of an event that occurs in the church

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 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 will determine the amount of information he believes is appropriate to relate to the congregation. Usually commenting on an ongoing investigation is not wise.

24... Reporting obligation

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must report the person's belief. Non-accusatory reports, that identify the victim whether or not the person responsible for the abuse is known, must be made to the local or state law enforcement agency or to the Texas Department of Human Services as follows:

- An oral report must be made immediately on learning of the abuse or neglect.
- Notify the pastor as quickly as possible.
- A written report must be made within five (5) days to the same agency.
- All reports must contain the name and address of the child, the name and address of the person responsible for the care of the child and any other pertinent information.

The oral and written reports are required by law. This entire reporting policy is required as a condition of employment for both paid and volunteer workers.

25... 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:

- The worker shall report such belief to the pastor or a member of the church staff and will complete an Incident Report.
- The pastor or staff member will immediately report to one of the following: (1) The Police Department (830-334-3311)

(2) The Texas Child Protective Services hot line
(1-800-252-5400 then press 4 for a case worker).
(Local office: 830-334-3395)

- The pastor or his agent will notify the parents of the child (unless the parent is the person responsible for the abuse or neglect).
- 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.
- 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.

26... 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.

27... 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.

28... 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.

29... 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 CPPC 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.

30... Preservation of records

Copies of all documents relating to an event of abuse or neglect occurred, 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.

31... 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.

32... 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
Texas child protection definitions and laws
and
First Baptist Church's Child Protection Policy**

Statement

I have been given a copy of the Texas child protection definitions and laws (#2, & Sections #23-32) and FBC'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 FBC is dependent on my strict adherence to these policies.

Signature _____

Name _____
please print

Date _____

Social Security # _____

First Baptist Church of Pearsall
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 to provide 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.

Name _____ Date _____
last maiden first middle

Address _____ City _____ State ____ Zip Code ____

Home Phone _____ Business Phone _____

Driver's License # _____ State _____ Expiration Date _____

Date of Birth _____

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 a church? Yes ___ No ___ If Yes, which church?: _____
(a member of the Sunday School is not automatically a member of the church)

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

Please list the names of other members of FBC who know you.

Because FBC cares for our children and desires 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 ___.

Have you ever been prosecuted for child abuse or molestation? Yes ___ No ___.

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

Are you willing to wear a pictured name tag 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 FBC.

I hereby authorize all persons, schools, organizations and law enforcement agencies to supply FBC 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 FBC to supply a reference for my volunteer work, 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 appraised of and support the church's position regarding the problem of child abuse and neglect.

Signature _____ Date _____