**FIRST BAPTIST CHURCH OF BALLSTON SPA**

**CHURCH MOUSE NURSERY SCHOOL**

**CHILD PROTECTION POLICY**

**SEPTEMBER 2010**

**TABLE OF CONTENTS**

MISSION STATEMENT 3

INTRODUCTION 3

SCREENING OF EMPLOYEES AND CHURCH VOLUNTEERS 3

GUIDELINES 5

DISMISSAL POLICY/RELEASE POLICY FOR THE CHURCH MOUSE NURSERY SCHOOL 5

OFF CAMPUS DAY TRIPS NURSERY SCHOOL 5

OFF CAMPUS DAY TRIPS 6

PHOTOGRAPHY 6

CHURCH CHILDCARE AND BABY BOX 6

RESTROOM ESCORT 7

DEFINITIONS OF CHILD ABUSE 7

REPORTING INCIDENTS 7

WHAT TO REPORT 7

REPORTING PROCEDURE 9

INFORMATION TO REPORT TO THE CHILD PROTECTION TEAM OR CHILD PROTECTIVE SERVICES 9

CHILD PROTECTION TEAM 10

CHILD PROTECTION COORDINATOR 10

CONCLUSION 10

PRIMARY SCREENING FORM FOR POTENTIAL CHILDREN OR YOUTH WORKERS 11

STATEMENT OF PURPOSE AND FAITH 13

AUTHORIZATION FOR RELEASE OF INFORMATION 13

ANNUAL SCREENING FORM FOR CHILDREN OR YOUTH WORKERS 14

INCIDENT REPORT FORM 15

# MISSION STATEMENT

We are a body of believers united in Christ to proclaim, live, and love according to God’s Word.

# INTRODUCTION

As responsible Christians and leaders, we must take the necessary steps to ensure the safety of the children in our care. For some children, the church may be the only place they find the unconditional love they need to grow and thrive. We must be diligent in creating a safe environment in which we care for and teach our children, including the proper selection and screening of adult and young adult supervision. The diligence put forth in screening volunteers and paid employees to work in child and youth ministries will provide an additional level of confidence that our children will be protected from the abuses outlined herein. It is our intent to prevent child abuse. Thus, it is important and well worth the effort to apply sufficient energy to this activity. Keep in mind that we institute these measures to protect our children.

This policy outlines the guidelines and processes that the church will use in screening adults who are either paid employees of either the church or the nursery school, or volunteers who will potentially be given the responsibility for caring for our children. It also details the procedure for dealing with suspected abuse by persons who are not church employees or volunteers.

For the purposes of this document, “FBC” refers to the First Baptist Church of Ballston Spa. “CMNS” refers to the Church Mouse Nursery School, which exists in the First Baptist Church of Ballston Spa.

# SCREENING OF EMPLOYEES AND CHURCH VOLUNTEERS

No one shall be considered as an employee or a volunteer if he/she is known to have been previously convicted, pled guilty, or pled no contest to any crime arising out of any act or conduct involving sexual abuse, or any act or guilty conduct which is of a sexual, molesting, seductive, or criminally deviant nature, whether or not such conduct involved a child. This includes, but is not limited to, crimes involving adults, murder, kidnapping, pornography, physical abuse, and neglect of any individual. This qualifying rule shall apply no matter how long ago the civil verdict occurred and judgment was rendered.

The types of individuals included in the screening process are volunteers and paid staff who will be working in the Church Mouse Nursery School, First Baptist Church Sunday School, youth activities, Vacation Bible School, children’s church, babysitters during church functions, and chaperones and drivers for youth activities.

The first step in the screening process is to complete a Primary Screening Form, including a Statement of Purpose and Faith and an Authorization for Release of Information. The Primary Screening Form should be signed and submitted to the Child Protection Coordinator or the Church Mouse Nursery School Staff Administrator.

The Annual Screening Form is a follow-up that is meant to provide an update of information originally provided in the primary screening process. The Annual Screening Form shall be completed, signed, and submitted by October 1st of each year.

Paid staff and permanent workers shall be subject to a background check that may include fingerprinting. Volunteers who occasionally work with children (i.e., not on a consistent or daily basis as in the Baby Box, Vacation Bible School, or other childcare situations) will most likely only need to complete the Primary Screening Form and Annual Screening Form.

The First Baptist Church and the Church Mouse Nursery School reserve the right to ask for a background check of any staff member or volunteer. If cost is associated with procuring background checks, funding will be provided by the First Baptist Church or the Church Mouse Nursery School.

A church volunteer will have attended church for at least six months before assuming an unsupervised children’s/youth ministry.

Volunteering to care for the children of our church’s membership is at the sole discretion of the church; the church maintains the right at any time to reject a new volunteer or terminate a current volunteer.

Volunteering at the Church Mouse Nursery School requires approval of the Nursery School Staff Administrator, and a signed confidentiality form is required. In addition volunteers in the classroom should consist of family members who are 18 years of age or older. An adult should supervise anyone under 18 (parent accompaniment is acceptable, as in the case of guest readers who are siblings) and should be related to a child in the class. All volunteers shall sign in at the nursery school office as indicated in the Visitor Policy and shall wear a badge the entire time that they are in the school.

All temporary, periodic helpers and/or minors will always work with or be under the supervision of an approved adult.

The Church Mouse Nursery School Staff Administrator shall coordinate the screening process for the nursery school. The Pastoral Staff Relations Committee shall coordinate the screening process for church employees. The Child Protection Coordinator shall coordinate the screening process for church volunteers. All forms are kept confidential and secured within the appropriate church office.

All approved volunteers and paid staff shall be given a copy of the Child Protection Policy to keep in his/her possession for reference.

Outside groups will not be screened by the church and will be asked to sign and file a user agreement at the church office prior to their event. Outside groups will take full responsibility for ensuring the safety of their participants.

# GUIDELINES

Contained in this policy are general guidelines outlining adult/child situations. Be prepared and willing to cancel an activity if these guidelines cannot be followed, rather than proceeding in violation of the guidelines.

In all First Baptist Church one-day events, overnights, special activities with children or youth, including the Church Mouse Nursery School, two unrelated adults should be present at all times. No child or youth is ever to be alone with an adult or minor helper. EXCEPTION: On those occasions where an adult may be alone with a child or youth (e.g., mentoring), the individual must obtain written permission from the parent or guardian.

**One adult/one child situations**: Avoid situations where one adult and one unrelated child/youth are alone together out of view. Stay in a readily observable location (e.g., open or windowed door). Do not be alone with an unaccompanied child/youth in an unobservable room, remote location, or deserted private area.

# DISMISSAL POLICY/RELEASE POLICY FOR THE CHURCH MOUSE NURSERY SCHOOL

A Release Form is to be completed by the parent/guardian for each child. The Release Form will specify individuals who have the parent’s permission to pick up their child. The Release Form will also specify individuals who do not have permission to pick up the child. If a court order exists concerning the custody of a child, a copy of the order shall be kept in the office by the Staff Administrator. The parents are given two white cards (one for each parent) and one colored card (for caregiver/babysitter) with the child’s name on it. These must be presented when picking up the child. Picture identification may also be requested until the teacher/aide becomes familiar with the families. If additional cards for carpooling parents or other relatives are needed, they may be requested at the office. It is the parent’s responsibility to keep the Release Authorization list updated. These forms are kept with the child’s teacher.

# OFF CAMPUS DAY TRIPS NURSERY SCHOOL

Church Mouse Nursery School: The school has a separate policy for this activity. Please see the Church Mouse Field Trip Policy for additional detail.

# OFF CAMPUS DAY TRIPS

The Chairperson of a church-sponsored event shall report names of responsible workers in advance of said event to the Pastor or to the Child Protection Coordinator.

All adult chaperones shall be cleared in advance to ensure they have completed the necessary screening process.

For overnight activities, chaperones will segregate children into separate sleeping quarters by gender. Chaperones will supervise only children of the same gender during overnight activities requiring sleeping arrangements. EXCEPTION: Parent with his/her own children.

The church reserves the right to supplement workers with teens, if necessary.

Each vehicle transporting minors shall be legally registered and insured, driven by an adult licensed driver, and must transport two or more minors. EXCEPTION: Parent with his/her own children.

All volunteers and paid staff shall follow the church’s reporting procedures immediately if they observe or suspect anyone of child abuse or neglect.

Note: See Youth Group Guidelines for additional detail.

# PHOTOGRAPHY

No videotapes or photographs of children or youth will be used by the First Baptist Church without permission, with the exception of large group church or Nursery School event photographs. Parents/guardians will have the opportunity to complete a photo release for functions including but not limited to Vacation Bible School, Sunday School, Youth Group, and the Church Mouse Nursery School.

# CHURCH CHILDCARE AND BABY BOX

It is considered best practice to staff the Baby Box with two adults in each nursery (infant and toddler). Fewer volunteers are acceptable if appropriate adult/child care ratios are met.

Baby Box volunteers will notify parent/guardian of the tag designation system at drop off. This system, which allows the release of a child only to individuals with the appropriate matching designation, will be followed at all times. Children are not to be picked up by siblings who are younger than 13 years of age.

Baby Box volunteers will use the pager system as directed.

All children are to be visible at all times. EXCEPTION: When a child/youth is in a bathroom stall.

When diaper changing is necessary, work in an observable position or combine nurseries to avoid one adult/one child situation.

Notify the Sunday School Superintendent or the Pastor if a violation occurs.

Note: Childcare providers shall also refer to the Child Care Guidelines posted in the Baby Box.

# RESTROOM ESCORT

A volunteer shall accompany a child to the restroom. The volunteer must check the restroom prior to the child using the facility. While the child is using the facility, it is considered best practice for the volunteer to wait outside. If a volunteer is supervising a class alone, the volunteer must escort the entire group to the restroom.

In every teaching/childcare situation involving a restroom escort, the volunteer shall remain visible, prop the door open, or stand in the doorway. This can be difficult with small children and toddlers who need extra help. Therefore, best judgment should be used.

# DEFINITIONS OF CHILD ABUSE

Abuse encompasses the most serious harms committed against children. Abuse of a child occurs when an individual inflicts serious physical injury upon a child, creates a substantial risk of serious physical injury, or commits a sexual offense against a child. Abuse also includes situations where an individual knowingly allows someone else to inflict such harm on a child.

# REPORTING INCIDENTS

While screening, fingerprinting, and background checks will ideally protect our children from incidents of abuse and neglect by church employees or volunteers, they are not a guarantee. Children who are involved in church activities may reveal abuse to the adults who are working with them, or these adults may notice bruises or behaviors that may indicate abuse by parents or guardians. Therefore, it is important to have policies and procedures in place for dealing with suspected incidents of abuse.

Church employees and volunteers must be aware that several types of child abuse exist. The church must clearly communicate that no form of abuse will be tolerated at any time, and that any incidents or allegations of child abuse will be immediately and seriously addressed.

# WHAT TO REPORT

Suspected or observed physical, sexual, or emotional abuse and neglect of any kind should be reported.

**Indicators of physical abuse may include:**

* Injuries to the eyes or both sides of the head or body (accidental injuries typically affect only one side).
* Frequent injuries of any kind (bruises, cuts, or burns), especially if the child cannot provide an adequate explanation of the cause. These may appear in distinctive patterns such as grab marks, bite marks, burns, or impressions of other instruments.
* Destructive, aggressive, or disruptive behavior.
* Fear of going home or fear of parents, guardians, or other adults.

**Indicators of sexual abuse may include:**

* Sexually suggestive, inappropriate, or promiscuous behavior or talk.
* Expressing age-inappropriate knowledge of sexual matters.
* Sexual victimization of other children.
* Pain when sitting or walking.
* Injury to genital area.
* Symptoms of sexually transmitted disease.

**Indicators of neglect may include:**

* Obvious malnourishment, listlessness, or fatigue.
* Stealing or begging for food. Being overly concerned about food.
* Lack of personal care, poor hygiene, or dirty clothes.
* Untreated need for glasses, dental care, or other medical treatment.
* Child left unattended or without adequate supervision.
* Evidence of substance abuse by parent or guardian.

**Indicators of emotional abuse may include:**

* Child being blamed or belittled frequently.
* Verbal attacks or name calling.
* Child who is rejected or ignored by parents or guardians.
* Non-physical punishment that seems severe.
* Child being excluded from family activities.

Inappropriate behavior of a church employee or volunteer who is interacting with a child (angry yelling, shaming, grabbing, dragging, spanking, teasing, excessive tickling, or wrestling) should also be reported to the Child Protection Team. Incidents of an adult being alone with a child or teenager under suspicious circumstances should be reported.

# REPORTING PROCEDURE

Any individuals identified as mandated reporters must contact Child Protective Services in a timely manner. Mandated reporters are strongly encouraged to inform the appropriate Child Protection Team (CMNS or FBC) at the first possible opportunity. If a volunteer is not a mandated reporter, that individual is encouraged to seek out the appropriate advisory party, including the Pastor, the Sunday School Superintendent, or the Child Protection Coordinator.

Workers and volunteers will report all observations and suspicions as soon as possible to the Child Protection Team. Members of the Child Protection Team will follow the Child Protection Team Protocol in handling all situations. It is not necessary to be certain that abuse or neglect has occurred; even suspected incidents should be reported. Under no circumstances discuss suspicions with anyone, including the suspected individual, until the Child Protection Team has been notified. All allegations, discussion, decisions, people present, and plans of action should be thoroughly documented.

If it is decided that a call to Child Protective Services will be made, it should be done as soon as possible after the observed event. The individual who witnessed the incident or has suspicions must place the call; however, members of the Child Protection Team may be present to provide support.

Anyone who makes a good faith report to Child Protective Services is protected from liability under state law.

# INFORMATION TO REPORT TO THE CHILD PROTECTION TEAM OR CHILD PROTECTIVE SERVICES

* Include name of child, child’s age, sex, and race.
* Include parent name(s), address, names of siblings, and their ages.
* Report the nature and extent of the child’s injuries or the nature of behavior which indicates abuse or neglect.
* Report the identity of the alleged offender.
* Report when and where abuse occurred, if known.
* Provide the name and telephone number of the individual making the report.

Note: See Incident Report Form.

# CHILD PROTECTION TEAM

The Child Protection Team for the First Baptist Church includes the Pastor, the Sunday School Superintendent, and the Child Protection Coordinator.

The Child Protection Team for the Church Mouse Nursery School includes the Pastor and/or a member of the Church Mouse Nursery School Board of Directors. Incidents occurring in the Church Mouse Nursery School are reported as soon as possible.

# CHILD PROTECTION COORDINATOR

The Child Protection Coordinator (FBC) is an individual appointed by the Advisory Board. The Coordinator ensures that all Church volunteers submit the appropriate screening forms. The Coordinator compiles, reviews, and annually updates screening forms. All forms are kept confidential and secured within the appropriate church office.

The Child Protection Coordinator (CMNS) is the staff administrator. The Coordinator ensures that all staff members submit the appropriate screening forms. The Coordinator compiles, reviews, and annually updates screening forms. All forms are kept confidential and secured within the Church Mouse Nursery School office.

# CONCLUSION

This Child Protection Policy has been created to aid church volunteers, employees, and families. It is the duty of every member and employee of the church to do everything in their power to protect the children of our church and preschool. We have a shared responsibility to pray for, protect, and love our children and youth.

**CHILD PROTECTION POLICY DRAFT COMMITTEE**

Vallee Albert, Co-chair

Mike Hensler, Co-chair

Kristen Champion-Terrell

Karen Jones

Donna O’Neil

Pastor Alan Rudnick

Sue Talmadge

Revised August 2010

# PRIMARY SCREENING FORM FOR POTENTIAL CHILDREN OR YOUTH WORKERS

PERSONAL INFORMATION

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Maiden Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alias(es) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Do you have a valid driver’s license? YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

(If yes, please attach a photocopy of your driver’s license.)

CHURCH HISTORY AND PRIOR YOUTH WORK

Are you a member of the First Baptist Church of Ballston Spa? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, list church where you are a member, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been attending this church regularly for at least the past five years? \_\_\_\_\_\_\_\_\_\_\_\_

If no, list other churches (name and location) that you have attended regularly during the past five years:

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

List your previous experience doing church work involving youth (list each church name and location, type of work performed, and dates). Please be sure to include all such work within the last five years.

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

List your previous experience doing non-church work involving youth (list each organization’s name, location, type of work performed, and dates). Please be sure to include all such work within the last five years.

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

Personal References (not former employers or relatives)

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDITIONAL INFORMATION

Do you have any limitations that would prevent you from performing certain types of activities? If yes, please explain.

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

Are there any circumstances involving your lifestyle or unresolved issues in your background that would call into question you being entrusted with the care of minors? If yes, please explain.

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

Have you ever been convicted of or pled guilty to a crime in a court proceeding?

YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

Have you ever been the subject of a complaint involving abuse, misconduct, or neglect?

YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

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

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

Were you a victim of abuse or molestation while a minor? YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the Pastor rather than answering it on this form. Answering yes or leaving the question unanswered will not automatically disqualify an individual for children or youth work.

**I certify that the information contained in this application is true and complete to the best of my knowledge. I agree to be bound by the Bylaws and policies of the First Baptist Church of Ballston Spa, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

# STATEMENT OF PURPOSE AND FAITH

I am a Christian and have received Jesus Christ as my Savior.

I believe that God works in us and through us to complete His good work. God fully provides for us, taking care of all of our needs.

I believe the Bible is the inspired Word of God and the Scripture forms the basis of our Christian beliefs and guidelines for living.

I believe that Jesus Christ is the Son of God and was uniquely God and Man during His time on Earth. He was sent to Earth, died on the cross for our sins, was resurrected, and remains at the right hand of God.

I believe that God is manifested in the Holy Trinity, which consists of God the Father, God the Son, and God the Holy Spirit. These three exist fully as one, each different parts of the one whole and all to be worshipped.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

# AUTHORIZATION FOR RELEASE OF INFORMATION

I authorize First Baptist Church of Ballston Spa or its agents to undertake a reasonable inquiry that it deems appropriate in connection with this application. (Note: The majority volunteers will not be fingerprinted. All staff must undergo a full background check). In consideration of the receipt and evaluation of this application by First Baptist Church of Ballston Spa, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

# ANNUAL SCREENING FORM FOR CHILDREN OR YOUTH WORKERS

This application is to be completed **annually** by every person participating in any church ministry or activity involving the supervision or custody of minors. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

1. Do you have a valid driver’s license? YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_
2. As a church volunteer or staff member, do you agree to observe the Child Protection Policy? YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_
3. In the last year, have you been convicted of or pled guilty to a crime?

YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

1. In the last year, have you been the subject of a founded complaint involving child abuse, misconduct, or neglect? YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_
2. In the last year, have you been a victim of abuse? YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_

If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the Pastor rather than answering it on this form. Answering yes or leaving the question unanswered will not automatically disqualify an individual for children or youth work.

**I certify that the information contained in this application is true and complete to the best of my knowledge. I agree to be bound by the Bylaws and policies of the First Baptist Church of Ballston Spa, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

# INCIDENT REPORT FORM

Child’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s age \_\_\_\_\_\_\_\_ Child’s gender \_\_\_\_\_\_\_\_ Child’s race \_\_\_\_\_\_\_\_

Parent name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Sibling name(s)/age(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Describe the nature/extent of injuries OR the nature of behavior which indicates abuse/neglect.

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

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

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

When did the abuse/neglect occur (if known)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did the abuse/neglect occur (if known)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of alleged offender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INCIDENT REPORTER INFORMATION**

Incident reporter’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident reporter’s telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I certify that the information contained in this incident report is true and complete to the best of my knowledge.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

**COURSE OF ACTION**

Provide a brief summary of the Child Protection Team meeting. Describe any future protocol that is to be followed, including formal report placement, pastoral counseling, dismissal of the incident, etc.

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

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

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

Signature(s) of Individual(s) Present at Meeting

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

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