

Protection Policy for Minors and Workers
First Baptist Church
501 West 5th Street
Winston Salem, North Carolina 27101

Purpose: It is the purpose and intent of First Baptist Church (FBC) of Winston Salem, NC to provide a safe, secure environment to teach and care for the children and students of this church. To avoid physical, emotional, and mental harm to children and students is of the highest priority to this body.

Goal: To avoid acts of child sexual abuse or child molestation by workers or volunteers in this church and to protect workers and volunteers from false accusations.

Definition of Child Sexual Abuse: "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 provided the child is four (4) years older than the victim." (National Resource Center on Child Sexual Abuse).

Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children in sexual behavior for which they are not personally, socially, and developmentally ready. Child sexual abuse can involve touching and non-touching.

Touching involves fondling, oral, genital, and anal penetration, intercourse, and forcible rape.

Non-touching includes verbal comments, pornographic materials, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

The policy and procedures set forth below will apply to all people who work with children and students (0-18 years of age) whether paid or volunteer.

Each staff member and volunteer will receive a copy of this policy and will be asked to familiarize himself/herself with its contents. An original, signed and dated policy indicating they have read and understand the policy will be on file and a copy will be given to them for their records.

This policy will address four (4) areas that are critical for the protection of minors, our workers, and our church.

- A. For purposes of this policy, forms, actions and workers are defined in the following manner:
 1. Forms and actions referenced are as follows:
 - a. An employment application – is to be completed on all paid workers.
 - b. A primary screening form – is to be completed on paid and volunteer workers who may have contact (casual or direct) with children and students. Workers must complete this form before beginning service. Refusal to sign the primary screening form to work with minors forfeits the opportunity to serve in these areas.

- c. A policy review – is done with paid and volunteer workers. This review will be conducted by the Pastor or age-group Minister. The worker will have this policy reviewed and asked to sign off that it is understood.
 - d. A reference check – Each reference should be checked and responses recorded on paid or volunteer workers. Should a reference refuse to give answers, the records should reflect who was asked the questions and any other pertinent information.
 - e. A criminal records check release form – This form is to be completed and signed.
2. Paid workers – Anyone who is paid by the church on a full-time, or part-time basis whether or not they work directly with minors.
- a. Paid workers who may have contact (casual or direct) with minors will be required to complete an application form, complete a primary screening form, be interviewed by appropriate staff and/or committees, have references checked, and have a criminal records check performed.
3. Volunteer workers– Any teacher or worker who serves in the preschool, children, or youth divisions, including, but not limited to activities such as Sunday morning Bible study, weekday Bible study, choirs, missions activities, childcare, athletic activities, etc.
- a. These volunteer workers will be asked to complete a primary screening form, review and sign the policy, and be interviewed, by the pastor, age-group Minister, or Childcare Director. These workers must be a member of FBC for at least six (6) months or known to the age-group Minister for a minimum of one (1) year and actively involved in other areas of church ministry such as Sunday morning Bible study, small group study, fellowship activities.
 - b. In addition to the above requirements, individuals who have been members of FBC less than six (6) months may serve as volunteers upon verification of references and approval of the age-group Minister.
 - c. College students, interns, or adults under Watchcare Membership may serve as volunteers upon verification of references and approval of the age-group Minister.
 - d. Volunteers who participate in short term activities may be required to complete the primary screening form, review and sign the policy, and be interviewed when deemed necessary by the pastor, age-group Minister, or Childcare Director.
 - e. Volunteer workers for The Children's Center will be under the guidelines of the NC Division of Childcare.

B. Every effort will be made to assure that one adult is not left alone with one minor.

1. In the event of only one (1) available adult with one minor, the following action(s) will be taken by the age-group Minister, Childcare Director, or responsible party:
- a. Open door policy – all classroom doors must remain open.
 - b. One on one meetings – the volunteer will inform age-group Minister or responsible party of the meeting time and place with the minor and will arrange to meet in a public place.
 - c. Bathroom policy – preschool bathroom doors will remain partially open.

2. Every effort will be made to have two (2) adult workers present with preschool and school age children during church activities.

3. Overnight Activities: All participants will have parental consent in writing. Adult chaperones and supervisors will be required to comply with the Protection Policy.

4. Church Preschool and Children's Center Identification Procedures: FBC has guidelines that should be conscientiously followed. (See the Children's Ministry Handbook or the Children's Center Handbook for complete guidelines.)

C. Reporting Procedures

1. Workers should immediately report any behaviors which seem abusive or inappropriate to the age-group Minister, Childcare Director, or Senior Pastor.
2. If the abusive or inappropriate behavior is by the FBC age-group Minister, worker, or volunteer, the Senior Pastor should be notified.
3. Any Observation or report of child sexual abuse or child molestation should be reported immediately to the age-group Minister and Pastor.
4. In the event of an allegation, the enclosed Reporting and Response Procedure will be implemented by the age-group Minister and Senior Pastor.

D. Responses to Allegations

1. All allegations will be taken seriously, and church staff will take appropriate action.
2. The official spokesperson for the church in any of these matters will be the Senior Pastor, or church official appointed by the Senior Pastor. No other staff member or church member will speak to the media in an official capacity.
3. The church staff will document all efforts at handling any incident.
4. The church staff will not deny, minimize, or blame. FBC staff will minister to all involved, as well as investigate, and cooperate with authorities.

I have read and understand this policy and have been informed that this signed policy will be kept on file at First Baptist Church.

_____ (signature)

_____ (printed name)

_____ (date)

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Authorization/Consent for Background Investigation

First Baptist Church requires paid staff and volunteers as described in the Protection Policy to authorize a criminal background check. This request will be used at the discretion of the pastor and/or his designee.

I, _____(applicant complete name), hereby authorize First Baptist Church and /or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications for working with children and youth of First Baptist Church.

I release First Baptist Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

_____(signature)

_____(today's date)

_____(print full name)

_____(print maiden name if applicable)

_____(print all aliases)

_____(date of birth)

_____(place of birth)

_____(SS#)

_____(driver's license # and state)

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**Church Staff and Volunteer
Primary Screening Form**

This form is to be completed by all applicants for any position (volunteer or paid) involving the supervision or custody of minors. *This is not an employment application form.* Persons seeking a position with the church as a paid employee will be required to complete an employment application in addition to this screening form. It is being used to help the church provide a safe and secure environment for our children and you who participate in our programs and use our facilities.

Personal Information

Date _____

Name _____

Identity must be confirmed with a state driver's license or other photographic identification.

Present Address _____

City _____

State _____ Zip Code _____ Primary Phone () _____

Do you have a current driver's license? _____ yes _____ no

Driver's License # _____

Have you ever been convicted of or pleaded guilty to a crime?

_____ No
_____ Yes (If yes, please explain. Attach a separate page if necessary.)

Are there any legal charges pending against you?

_____ No
_____ Yes (If yes, please explain. Attach a separate page if necessary.)

Have you ever been formally accused, charged, or alleged to have committed any act of neglecting, abusing or molesting a minor or alleged to have committed any acts of domestic violence, sexual offense or assault.

_____ No
_____ Yes (If yes, please explain. Attach a separate page if necessary.)

Church History and Prior Work with Minors

Name of church of which you are a member: _____

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

List all previous church work involving children/youth (list each church's name and address, type of work performed, and dates).

List all previous non-church work involving children/youth (list each organization's name and address, type of work performed, and dates).

List any gifts, calling, training, education, or other factors that have prepared you for children's or youth work.

Personal References (not former employers or relatives)

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Worker's Statement

The information contained in this screening form is correct to the best of my knowledge. I authorize any personal references to give you any information, including opinions, which they may have regarding my character and fitness for work with minors and authorize the church to obtain a criminal background check.

In consideration of the receipt and evaluation of this application by First Baptist Church, 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.

Should my application be accepted, I agree to be bound by the Policies of First Baptist Church in the performance of my services on behalf of First Baptist Church.

I further state that I have carefully read the foregoing release and know the contents thereof; and sign this release as my own free act. This is a legally binding agreement which I have read and understand.

_____(signature)

_____(print name)

_____(date)

(All records obtained by the Church as part of any background investigation will be considered confidential and released only to those individuals with a need to know such information.)