



Beech Haven Baptist Church

Child Protection Policies and Procedures

Revised July 7, 2020
by Operations & Physical Facilities Committee

Beech Haven Baptist Church
2390 W Broad Street
Athens, GA 30606

"Let the little children come to me and do not hinder them, for the kingdom of God belongs to such as these. And he took the children in his arms, put his hands on them and blessed them." Mark 10:14, 16

"Now it is required that those who have been given trust must prove faithful." 1 Corinthians 4:2

ARTICLE I

PURPOSE

Beech Haven Baptist Church is committed to providing an environment which is as safe as possible for preschoolers, children, and students attending the church or any church sponsored program or activity. The church leadership recognizes the need to have written policies and procedures to help prevent the opportunity for child abuse or neglect. The following policies and procedures are in place for the protection of our preschoolers, children, students, employees, volunteers, and the entire church family at Beech Haven Baptist Church.

ARTICLE II

SCOPE

These policies and procedures shall apply to all current and future workers, members, or non-members, compensated and/or volunteer, who will have the responsibility of working with or caring for preschoolers, children and/or students at Beech Haven Baptist Church. These policies and procedures shall apply to any group using the Beech Haven facilities.

ARTICLE III

DEFINITIONS

For the purpose of this policy the following definitions shall apply:

1. "Preschooler," "child," "children," "students," and "minor" shall be defined as any individual under the age of eighteen (18).
2. "Adult" shall be defined as a screened and approved individual at least eighteen (18) years of age.
3. "Worker" shall be defined as any adult who has been screened, trained, and approved who serves as a volunteer and/or compensated person given the responsibility of working with or caring for minors.
4. "Teen worker" shall be defined as any worker at least fourteen (14) years of age or older, but under the age of eighteen (18) enlisted to assist with the care of minors. All teen workers will be screened, trained, and approved before they begin working.
5. "The Church" shall refer to Beech Haven Baptist Church, located at 2390 West Broad Street, Athens, Georgia.

ARTICLE IV
CHILD ABUSE

As defined by Georgia Code

'Child abuse' means:

1. Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means or creating or allowing to be created a substantial risk by other than accidental means of physical injury.
2. Neglect or exploitation of a child by a parent or caretaker thereof. This would include the failure of a parent or other person with responsibility for the child, to provide needed food, clothing, shelter, medical care, or supervision to the degree that the child's health, safety or well-being may be threatened with harm.
3. Sexual abuse of a child; Under Georgia Law "Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not such person's spouse to engage in any sexual act.
4. Sexual exploitation of a child. Under Georgia Law, "Sexual exploitation" means conduct by any person who allows, permits, encourages, or requires a child to engage in:
 - a. Prostitution, as defined in Code Section 16-6-9.
 - b. Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct, as defined in Code Section 16-12-100.
 - c. Sexting: The sexual exploitation law covers "sexting" pictures of a minor, regardless of the age of the person taking or sending the photograph. The law does not apply to a minor who "takes or possesses" a picture of himself or herself but does apply to anyone who transmits it.
5. Psychological abuse of a child. Under Georgia Law 'Psychological abuse' means conduct by a child's parent or caretaker which amounts to cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify the child's behavior.

ARTICLE V
SCREENING PROCESS

1. All who serve in our children's and student ministries will be screened by our application process, which includes:
 - a) Six months attendance at Beech Haven (highly preferred prior to applying to serve)
 - b) The Volunteer or Employee Ministry Application form

- c) Two personal references
- d) Background check with law enforcement agency
- e) Complete the Children's or Student Ministry Orientation or Training
- f) Complete Abuse Sexual Awareness Training (on-line or live)
- g) Sign the Code of Conduct for Child Protection

If the applicant refuses to complete any of the components of the application process, the application will be denied and access to children, on the part of the applicant, will not be permitted.

If the information received during the application process is deemed questionable by those who review the results, the application will be denied, and access to children will not be permitted.

We will accept applications from people who are 14 years old and older. People younger than 18 will be considered "teens," and must be teamed with adults in service. The screening process for teen workers will be heavily weighted on the interview process since background checks are not available.

2. Application

All workers, compensated and volunteer, are required to complete an on-line application (workers fill out Appendix A and B, Volunteers only Appendix B) and provide legal photographic identification to be copied and kept in a secure file at the Church.

3. Interview

All workers will be interviewed.

- (a) Screen all applicants, both adults and teens, for all positions that will have contact with children or students.
- (b) More in-depth written applications and personal interviews will be conducted for teens, for whom work history and criminal background checks may be unavailable.
- (c) Rigorously screen applicants who will have more autonomy as employees or volunteers.

4. Criminal Background Report Request

All workers compensated and volunteer, eighteen (18) years old and older, will be required to complete a criminal background report request (Appendix E or F). The Criminal Background Report must be received before employment or volunteer services begin.

5. Beech Haven Code of Conduct

All workers should read and sign that they agree with the Code of Conduct, Appendix H.

6. Online Training

Teachers and workers will be required to complete the MinistrySafe's **Sexual Abuse Awareness Training** before working with children or students.

7. Reference Checks

Reference checks may be conducted on any worker, compensated or volunteer, who is making an application.

8. Six Month Rule

It is highly preferred that all volunteer workers be regular attenders of the Beech Haven Baptist Church for at least six months before they take leadership responsibilities for church activities (teaching) where minors are participating.

ARTICLE VI **SUPERVISION**

1. Classrooms

- a. All classrooms and activities must always be staffed by two (2) approved workers.
- b. A lead teacher position will be filled by an adult at least twenty-one (21) years of age. Assistant teaching positions may be filled by adult or teen workers. All workers will be screened, trained, and approved.
- c. A person must be eighteen (18) years of age to be a paid worker in care of minors.
- d. No child under eighteen (18) years of age will be permitted in any classroom other than his/her assigned classroom unless he/she is a teen worker assigned to a classroom by a paid church staff member.

2. Church Activities

Two workers shall be present during any church activity where minors are participating. In addition, at each church activity, at least one of the adults shall be at least twenty-one (21) years of age. The only exception to this rule is as follows:

- a. Sport and outside activities or camps – a teen worker can coach or be a group leader. An adult supervisor at least twenty-one (21) years of age must be present.

3. Bad Touch and Inappropriate Behavior:

- a. Touching in private areas (genital, buttocks or chest), rubbing up against, hugging or touching in such a way that the other person is uncomfortable.

- b. Hugging without permission or full-frontal body hugs.
- c. Lap sitting for children first grade and older.
- d. Asking another to touch or guiding their hand to any part of your body.
- e. Tossing children in the air, swinging them by their arms or legs, shaking or tickling them.
- f. Staring for a long period of time or smiling in such a way that the other person feels uncomfortable or threatened.
- g. NOT being respectful of personal boundaries.
- h. Inappropriate attire for your ministry or dressing in a way that brings attention to your body. Areas of concern: tops that expose any cleavage, bare shoulders, midriff or are tight fitting; pants that are too low, too tight or expose undergarments.
- i. Using God's name in vain, cursing or speaking in a derogatory/disrespectful manner.
- j. Chemical use/abuse which can impair judgment.

ARTICLE VII

PRESCHOOL/CHILDREN'S DEPARTMENT SECURITY PROCEDURE

1. Children's Check In/Check Out Procedure for minors from the 5th grade and under
 - a. It is the policy of Beech Haven Baptist Church Children's Ministry to use a check-in / check-out procedure for all children which requires an adult to check-in or check-out a child. This system is designed to protect children, and to provide the parent(s) with a sense of security.
 - b. Upon arrival, each child must check in through the computerized check in system. At check in each family/guardian will receive a nametag for each child and a family security card. This card must be presented to the child's teacher/worker for child to be released.
 - c. If it necessary to use a manual check-in process, children will only be released to the person checking them in unless prior arrangements have been made for another person to pick up the child.
2. Lost Child Procedures
 - a. If a child is not in the room when the parent(s) come to pick him or her up, the following procedure must be followed.

- i. Verify that the parent(s) have a security card, which indicates they indeed checked the child into the ministry area. If no card exists, ask them what happened when they checked the child into the ministry area. Contact the coordinator, Preschool Director or Children and Family Pastor if needed.
- ii. If the parent(s) have a card, and the child is not in the room, check any other area to which the child may have gone (bathrooms, closets, under tables, etc.)
- iii. If the child is not in the room, contact the Preschool Director or Children and Family Pastor and alert them of the missing child, and ask them to come to the room. Once in the room, the Children's Ministry Pastor will determine what action to take next. The options are:
 1. Rule out the possibilities of the child being taken to the playground or rest room.
 2. Rule out the possibility of someone else checking out the child.
 3. Contact the Associate Pastor and security team.
 4. Physically check the family car.
 5. When all other possibilities are exhausted, contact the police.
 6. Fill out the necessary forms provided by the police, and a Beech Haven Baptist Church Incident Report. Copies of the forms are given to the parent(s) and kept on file in the church office.

3. Student Check In/Check Out

- a. Student check in will occur as the students enter the building in which the activity is occurring.
- b. Records of check in will maintained by the Student Pastor
- c. Wrist bands will be used upon check in on Wednesday nights and will be worn by students during that and at other activities, when it is determined to be appropriate. This will allow us to visibly see who is and is not checked in. It also helps identify the students. Leaders will have a lanyard with their job title listed on it which will be worn at all times.
- d. All students, not serving in another ministry or with a parent, should be in worship or Small Groups. Any students hanging around will need to join in or be asked to leave.

ARTICLE VIII
MISCELLANEOUS POLICIES

1. Notification
It is the parent's/guardian's responsibility to notify the appropriate person in child's department if there is a child custody situation or other legal issue.
2. "Parent or Guardian of Minor Consent Form" (Appendix C) must be completed and signed for each minor participating without a parent/guardian present in all church activities (both on and off-campus).
3. Transportation
 - a. No minor shall be transported to or from any church activity by any driver under the age of twenty-five (25).
 - b. There should be at least two adults in a vehicle transporting children or students to or from any Church activities.
 - c. Each minor must have a completed and signed "Parent or Guardian of Minor Consent Form" (Appendix C) to be transported to/from Beech Haven Baptist Church or to/from any church activity. The original signed form will be in the church office and a copy must be kept in the vehicle in which the child will be riding.
4. Parents/Guardians must be on the premises when their preschooler is at church.
5. Bathroom Use.
 - a. Those struggling with questions of gender identity are welcome to our campus without restriction. While on our property, those who present differently from their biological sex are asked to use the single occupancy bathrooms located throughout the campus.
 - b. Preschool children
 - 1) Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:
 - a) Diapering
 - 1) Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
 - 2) Changing of diapers should be done in plain sight of other nursery workers.
 - 3) Children will never be left unattended on changing tables.
 - 4) Any special instructions given by parents leaving children in nursery will be recorded on the registration form ("Seth Adams has a medicine in the bag for rash.")
 - 5) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
 - 6) Children should be changed on changing stations only.

b) Toilet training

- 1) No child will be forced to toilet train.
- 2) Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- 3) When children are taken into bathrooms the door will be left partially open.
- 4) Young children will never be left unattended in bathrooms.
- 5) Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration form ("Sarah can use the toilet, but she needs to be reminded – ask her if she needs to go.").
- 6) Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present, when possible.
- 7) "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available in the children's area, if the parent has not furnished a clothing change.

6. School age children

- a. School age children may be accompanied to the restroom for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities. Staff members and volunteers should never take a child to the restroom alone.
- b. If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.
- c. Special needs
 - i. Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals.

7. Showering and Clothes Changing

- a. We will develop policies and procedures for reducing risk during activities such as showering and changing clothes that consider not just the risk of employee/volunteer sexual abuse, but also the risk of inappropriate or harmful contact among peers.
- b. Policies will depend on facilities available and the age and number of children involved. At a minimum the following steps should be taken.

- 1) Adult workers should conduct regular sweeps (in teams of two) of locker rooms/changing areas.
- 2) Make sure no child is alone with an adult or much older student.
- 3) Prohibit the use of any recording devices, including cell phone cameras, in changing areas or locker rooms.

ARTICLE IX

REPORTING PROCEDURE

1. Any person having cause to believe that a minor has been abused or neglected, shall immediately report the person's belief in accordance with this procedure to their supervisor or to a member of the Leadership Staff. If reported to supervisor, the supervisor must report it to a member of the Leadership Staff as soon as possible.
2. Any actions which fall into the definition of abuse should be reported. Also, anything that a minor tells a worker should be reported.
3. It is not always obvious that a minor is being abused. Follow your instincts when something does not seem right and make a report. As mandated reporters, we are the critical link in protecting the children.
4. Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Children's or Student Ministry. This suspension will continue during any investigation by law enforcement or Department of Family and Children Services (DFCS).
5. Any person found to have violated this policy may be prohibited from future participation as a staff member or volunteer in all activities and programming involving children or students at Beech Haven Baptist Church. If the person is an employee, such conduct may also result in termination of employment from Beech Haven Baptist Church.
6. Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or students at Beech Haven Baptist Church.
7. Upon the first suspicion of an instance of child abuse, the following steps should be taken immediately according to the Georgia Mandated Reporter Act:
 1. Do not treat the suspicion as frivolous.

2. Remove the child from the situation.
 3. If a worker suspects a case of child abuse, he/she must report it to his/her supervisor or a member of the Leadership Staff immediately.
 4. It is **not** the employee/volunteer's role to investigate injuries or anything the child has told a volunteer/employee.
 5. Asking for more information than is necessary to make a DFCS referral may have negative repercussions on the student and the ability of law enforcement to handle the matter.
 6. Church staff or volunteers should **not** call the child at home and ask about the suspected abuse; nor make any contact with any member of the child's family.
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7. A Minister will under no circumstances exercise any control, restraint, or modification or make any other change to the information provided by the reporter. The initial reporter may be consulted prior to the making of a report to DFCS and may provide any additional, relevant, and necessary information when making the report.
 - a) An oral report by telephone or other oral communication or a written report by electronic submission or facsimile shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred.
 - b) When a report is being made by electronic submission or facsimile to the Division of Family and Children Services of the Department of Human Services, it shall be done in the manner specified by the division.
 - c) Oral reports shall be followed by a later report in writing, if requested, to the Division of Family and Children Services. Appendix G has a list of the type of information that DFCS would like to collect during the intake process.
 - d) Georgia Mandated Reporter Training is available online by clicking on the Pro Solutions hyperlink on the CPS Website home page (<https://cps.dhs.ga.gov/>). This valuable online training is available for free. The one-hour course will help you learn how to better recognize the indicators of abuse and neglect, understand your role in responsible reporting, and identifying the groups of children that may be at a higher risk of being abused or neglected.
 - i) You can begin reporting on this website after completing the online training @ <https://www.prosolutionstraining.com/>.
 - ii) The mandated reporter courses are free – all you need is a Pro Solutions Training account. You will be able to print a certificate and access code as soon as you complete the course and test.

- iii) Should you experience technical issues on the CPS website, please contact the CICC Program Director Jonathan Jackson at 404-449-9238
– JonathanO.Jackson@dhs.ga.gov
 - iv) This training is strongly suggested for Church Staff and other Beech Haven workers.
- e) The church may be requested to complete a Suspected Child Abuse/Neglect Report Form and email to it to DFCS.

ARTICLE X

ADMINISTRATIVE PROCEDURE

1. Administrative activities that the church staff may perform should not in any way compromise the DFCS investigation. The following procedures may occur:
 - a. Suspend any accused from the performance of duties involving children until the investigation has been completed.
 - b. The church should immediately contact its attorney to report the occurrence.
 - c. Complete an “Incident Report Form” (Appendix D).
 - d. Maintain confidentiality of the investigation as much as possible.
 - e. In instances where child abuse by a church worker is confirmed by DFCS, the church should immediately dismiss the worker from his/her position.
 - f. If child abuse is confirmed, assistant Minister or Senior Pastor may ask the victim’s family and the victim (whenever age appropriate) what action they would like the church to take in the matter and fully cooperate to address their request within the bounds of legal and prudent response (Church legal counsel should assist in this determination).
 - g. In instances where the evidence is inconclusive, the church must act depending on the strength of the evidence available and after consideration of the victim’s family’s request.

APPENDIX A

Safety Application Form for Volunteers and Employees

Confidential

This application should be completed by all applicants for any position (volunteer or employment) involving the supervision of children or students. This is not an employment application. The purpose of this form is to assist in the creation of a safe environment for children or students who participate in the programs of Beech Haven Baptist Church or use Beech Haven Baptist Church facilities.

Name: _____

Address: _____

Phone: _____

Driver's License # _____ Social Security # _____ - _____ - _____

Sex: _____ M _____ F Date of Birth: _____

Marital Status: _____ (single, married, separated, divorced, widowed, etc.)

How long have you lived at your current address? _____

Previous address: _____

List all other cities and states where you have lived as an adult:

Date: _____

Please list *all previous volunteer work or employment* involving children or students (List each organization's name and address, type of work, dates, and a **contact person** familiar with your work there. **Use back of this page for more space, if necessary.**)

List any talents, vocations, preparation, training or other experiences that have equipped you to work with children or students:

Please complete a separate reference form providing one professional reference (if applicable), one personal reference, and one family member. References must include one family member and one member of the opposite sex. Please contact these references and inform them an authorized Beech Haven Baptist Church staff person will be contacting them. **(See Reference Form for Volunteers attached.** References supplied on an Employment Application may take the place of this form for applicants seeking *employment* with Beech Haven Baptist Church.)

Because we care for children and desire to protect them, please answer the following questions. We understand that the answers to these questions may be private and deeply personal, and we will protect your privacy in every possible context. It is the position of Beech Haven Baptist Church that suspicions or allegations of child abuse or neglect will be reported to relevant state authorities.

Why do you want to work with children or students at Beech Haven Baptist Church?

Do you have a preference concerning the age group or sex of children or students with whom you would like to work? If so, what is the basis for this preference?

What is your philosophy concerning re-direction or discipline of children?

When you are unhappy, angry, or emotional about a person or circumstance, what do you do?

Have you ever physically or sexually abused a child?

Has someone ever accused you of physically or sexually abusing a child, or molesting a child?

RELEASE

I authorize Beech Haven Baptist Church to contact all individuals, organizations and references listed on this **Safety Application Form** in order to verify the information I have provided. I agree to release from liability any person or organization providing information related to me, including those persons I have listed as references, as well as contact persons from my previous volunteer work or employment with children.

I specifically authorize Beech Haven Baptist Church to undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification will not be disclosed to me except as required by law, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.

Signature: _____ Date: _____

APPLICANT STATEMENT PLEASE READ CAREFULLY BEFORE SIGNING

I hereby authorize you to contact any references or organizations listed in this application and authorize such references or organizations to release any information contained in their files or records concerning me. In consideration of the receipt and evaluation of this application by Beech Haven Baptist Church, I **release** Beech Haven Baptist Church, all of its agents, and all such references and organizations from any and all liability for any damage that may result from furnishing such information to you. I **waive** any right that I may have to inspect any information provided about me by any person or organization identified by me in this application, except what may be required by law.

I understand and agree that if I am offered conditional employment with the Church, my appointment is for no definite period and may, regardless of the date or method of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and is subject to change in wages, conditions, benefits and operating policies.

I agree that if the Church employs me, in the future a potential employer may contact the Church or its representatives concerning my work record and my work performance at the Church.

I hereby consent to and authorize persons employed by the Church to divulge any and all information they consider relevant to any person representing him or herself to be an employer or potential employer of mine with respect to my work and/or performance of my job at the Church. This consent specifically includes any information related to any allegation or investigation of child abuse or sexual abuse or molestation in any form.

I agree to a medical examination or inquiry, if requested if I receive a conditional offer of employment, including the analysis for the detection of the use of illegal drugs or controlled substances. I understand that testing positive for drugs or controlled substances could prevent my employment or continued employment by the Church.

I understand and agree that in the performance of my duties as an employee of the Church, or after I leave the Church, that I must hold in confidence any and all information that I come in contact with regarding my employer or its business.

I understand and agree that it is critical to the mission and ministry of Beech Haven Baptist Church that all employees conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with Beech Haven Baptist Church's policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal.

My responses above are true and correct. I understand and agree that any false answers or statements made by me on this application or any supplement thereto, or any false statements made to the representative(s) of Beech Haven Baptist Church during the interview process will be sufficient grounds for not hiring, or immediately discharging me, no matter when discovered.

I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE FOREGOING "APPLICANT STATEMENT" AND FURTHER UNDERSTAND AND AGREE THAT A COPY OF THIS APPLICATION SHALL BE AS VALID AS THE ORIGINAL.

Applicant Signature _____ Date _____

APPENDIX B

BEECH HAVEN BAPTIST CHURCH EMPLOYMENT APPLICATION

Beech Haven Baptist Church is a religious organization that does not discriminate against applicants for employment on the basis of race, age, sex, national origin, disability, veteran's status, or marital status.

The Church reserves the right to discriminate on the basis of religion to the full extent permitted by law. This application will be current for thirty (30) days only. If the Church contacts you at the end of thirty (30) days, you must fill out a new application in order to be hired.

PLEASE TYPE OR PRINT YOUR ANSWERS TO THE FOLLOWING QUESTIONS. PLEASE ANSWER ALL QUESTIONS - AN INCOMPLETE AND/OR ILLEGIBLE APPLICATION WILL NOT BE CONSIDERED.

Date _____ Position Requested _____

Full Legal Name

Last	First	Middle
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Other Names Used

Current Address

City _____ State _____ Zip Code _____

Telephone _____ Social Security No. _____

IF AT THE ABOVE ADDRESS LESS THAN FIVE YEARS, PLEASE LIST PREVIOUS ADDRESS.

Street Address

City _____ State _____ Zip Code _____

Please list all other cities and states in which you have lived as an adult:

EMPLOYMENT HISTORY (List present or most recent employer first. If more space is needed, add additional pages.)

<i>COMPANY</i>		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
<i>COMPANY</i>		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
<i>COMPANY</i>		SALARY		SALARY	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			
<i>COMPANY</i>		SALARY		DATES	
		START	FINISH	FROM	TO
ADDRESS					
POSITION	SUPERVISOR		PHONE		
DUTIES		REASON FOR LEAVING			

EDUCATION (List most recent educational experience first)

EDUCATION AND TRAINING LEVELS ARE RELEVANT FOR EMPLOYMENT ONLY TO THE EXTENT ALLOWED BY LAW

NO. OF YEARS	SCHOOL NAME	CITY/STATE	DID YOU GRADUATE?	MAJOR COURSE/DEGREE

BACKGROUND INFORMATION

1. Are you legally eligible for employment in the US? ☐ YES ☐ NO

*Proof of citizenship or immigration status will be required upon employment.

2. Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, sexual abuse or other immoral behavior or conduct, involving adults or children? Have you ever been the subject of an investigation or allegation of sexual misconduct, sexual abuse or sexual harassment involving adults or children?

☐ YES ☐ NO If yes, please attach a statement describing the circumstances and relevant facts.

3. Were you a victim of sexual abuse or molestation while a child? (If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence rather than answering on this form. Answering yes or failing to answer will not automatically disqualify an applicant.)

☐ YES ☐ NO

4. Are you over 18 years of age? ☐ YES ☐ NO

5. Contact for notification in case of emergency

6. Phone number and relationship to you

7. If hired, when would you be available?

8. Are there any days/hours you would not be available to work?

9. Have you previously worked for us? (If yes, give dates)

10. Do you have any friends or relatives employed by us? (If yes, please list)

11. Who referred you to us?

12. Do you have any other skills you wish to mention?

CHURCH ACTIVITY

Name of church where you are currently a member:

If a member of Beech Haven Baptist Church, how long have you been attending?

List other churches you have attended over the past five years:

Church Name	Phone Number	Contact Person	Years Attended

List previous work (church and non-church) involving children or youth:

Organization	Phone Number	Contact Person	Type of Work

REFERENCES (Please include complete address, city, state, zip code)

*** One reference must be a person of the opposite sex, one a family member, and the rest non-family members.**

PERSONAL

Name		Address		
City	State	Zip	email	phone

PROFESSIONAL/CIVIC

Name		Address		
City	State	Zip	email	phone

FAMILY MEMBER

Name		Address		
City	State	Zip	email	phone

LEGAL HISTORY

For any “yes” answers, please attach a detailed explanation in writing.

An affirmative answer does not necessarily disqualify an applicant from employment.

Y **N** Have you ever been convicted of a criminal offense (felony or misdemeanor) involving moral turpitude or violence? (Crimes of moral turpitude involve fraud, theft or dishonesty.)

Answer “yes” if you have entered a plea agreement, including a deferred sentence or deferred judgment arrangement in connection with a criminal case. Answering “yes” does not necessarily preclude applicant from employment.

Y **N** Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?

Y **N** Have you ever reported to any organization or registry for abuse or misconduct involving children?

Y **N** Do you have any disciplinary action or investigation pending by an employer, other organization, professional association, or licensing body, for violence, sexual misconduct, or misconduct involving children?

Y **N** Have you ever been disciplined or dismissed from any volunteer or employment position for any reason or following an allegation of sexual misconduct, physical aggression, verbal aggression, or other inappropriate behavior or conduct?

Y **N** Have you ever been reprimanded, or asked to leave or end your involvement/work in any program or organization providing services to children?

Y **N** Have you ever been the subject of a complaint or disciplinary proceeding concerning any professional license or professional affiliation held by you?

Y **N** Do you now or have you ever sought out or intentionally viewed child pornography?

APPLICANT STATEMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby authorize you to contact any references or organizations listed in this application and authorize such references or organizations to release any information contained in their files or records concerning me. In consideration of the receipt and evaluation of this application by Beech Haven Baptist Church, I release Beech Haven Baptist Church, all of its agents, and all such references and organizations from any and all liability for any damage that may result from furnishing such information to you. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application, except what may be required by law.

I understand and agree that if I am offered conditional employment with the Church, my appointment is for no definite period and may, regardless of the date or method of payment of my wages or salary, be terminated by either party at any time without previous notice or cause and is subject to change in wages, conditions, benefits and operating policies.

I agree that if the Church employs me, in the future a potential employer may contact the Church or its representatives concerning my work record and my work performance at the Church.

I hereby consent to and authorize persons employed by the Church to divulge any and all information they consider relevant to any person representing him or herself to be an employer or potential employer of mine with respect to my work and/or performance of my job at the Church. This consent specifically includes any information related to any allegation or investigation of child abuse or sexual abuse or molestation in any form.

I agree to a medical examination or inquiry, if requested if I receive a conditional offer of employment, including the analysis for the detection of the use of illegal drugs or controlled substances. I understand that testing positive for drugs or controlled substances could prevent my employment or continued employment by the Church.

I understand and agree that in the performance of my duties as an employee of the Church, or after I leave the Church, that I must hold in confidence any and all information that I come in contact with regarding my employer or its business.

I understand and agree that it is critical to the mission and ministry of Beech Haven Baptist Church that all employees conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with Beech Haven Baptist Church's policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal.

My responses above are true and correct. I understand and agree that any false answers or statements made by me on this application or any supplement thereto, or any false statements made to the representative(s) of Beech Haven Baptist Church during the interview process will be sufficient grounds for not hiring, or immediately discharging me, no matter when discovered.

I HAVE CAREFULLY READ, UNDERSTAND AND AGREE TO THE FOREGOING "APPLICANT STATEMENT" AND FURTHER UNDERSTAND AND AGREE THAT A COPY OF THIS APPLICATION SHALL BE AS VALID AS THE ORIGINAL.

Applicant Signature _____ Date _____

APPENDIX C
PARENT/GUARDIAN OF MINOR CONSENT FORM

Effective Dates: Beginning _____ and Ending _____

Child's Name: _____ Age: ____ Sex: ____

Address: _____

Phone #: (Home) _____ (Cell) _____

I, _____ (printed name of parent/guardian), being the
parent or legal guardian of _____ (printed name of minor)
hereby give my consent for my minor child to participate in church attendance and/or church activities.

The undersigned further acknowledges that any Beech Haven Baptist Church activity or church attendance may include the minor being transported in a church provided van or bus or personal vehicle and that those drivers will possess a valid driver's license and insurance and be older than age twenty-one (25).

I understand that all reasonable safety precautions will be taken by the leaders, and that the possibility of an unforeseen hazard does exist. I further agree not to hold Beech Haven Baptist Church, its leaders, employees, and volunteer staff liable for damages, losses, diseases, or injuries incurred by the minor listed on this form.

I also understand that my minor child is to be excluded from the following activities:

Signature of parent/guardian: _____ Date: _____

Medical Information

Medical/Health Insurance Information	
Student's Family Doctor Office:	Doctor's
Name: _____	Office Phone: _____
Student's Family Doctor Office	
Address: _____	

Health Insurance Company:	Group/Policy
Number: _____	Office Phone: _____
Medications & Dosage:	

Allergies:	

Other Special Notes/Instructions:	

APPENDIX D

INCIDENT REPORT FORM

Report submitted by:

Reason for report: _____

Date of incident _____ Date of report _____

Location of incident:

Name(s) and age(s) of Minor(s) involved:

Name(s) of worker(s) involved: _____

Quote child's first words verbatim: _____

Briefly describe what happened: _____

What action was taken? _____

List any witnesses: _____

APPENDIX E

Background Check Consumer Report Disclosure and Authorization Form for Employees

Beech Haven Baptist Church may, with your consent, obtain a consumer report, as defined by the Fair Credit Reporting Act (FCRA), from MinistrySafe, LLC (dba Abuse Prevention Systems), a consumer reporting agency, related to your prospective, continued, or future employment. Such report may include, as allowed by law, information regarding previous or current military service, employment, education, criminal, driving history, credit or other matters that may be relevant to the position sought or held.

This may include procurement of an investigative consumer report (defined as a report that includes information as to your character, general reputation, personal characteristics, or mode of living obtained through personal interviews). You may request that the nature and scope of any investigative consumer report be disclosed to you.

Identity Information– This information will be used only in preparing a consumer report.

First Name:

Middle Name:

Last Name:

Other Names Used:

(maiden names or aliases)

Social Security Number:

	-		-	
--	---	--	---	--

Date of Birth:

Month:

Day:

Year:

Current Home Address:

City:

State:

ZIP:

Drivers License State:

Number:

Please list each city/county and state in which you have lived, worked, or attended school during the last ten years. Use a second form if necessary to provide full disclosure.

City:

OR County:

State:

City:		OR County:		State:	
City:		OR County:		State:	

By signing below, I:

☐ Authorize Beech Haven Baptist Church or any of its affiliated or successor companies to obtain the consumer reports described above at any time in connection with my prospective or continued employment,

☐ Acknowledge receipt of the summary of my rights under the FCRA, and

☐ Request and authorize all individuals, agencies, and businesses to release information regarding my previous or current military service, employment, education, criminal or civil litigation, conduct, experience, or other matters to MinistrySafe, LLC. (dba Abuse Prevention Systems), including information which may be deemed negative, in order to complete these reports, to the extent allowable under law.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on: _____

Date
Signature of Applicant/Legal Guardian

For California, Minnesota, or Oklahoma applicants only:

☐ I request a copy of my consumer report be sent to the home address listed above.

8/17/2015

MinistrySafe, LLC (dba Abuse Prevention Systems), 817-737-7233

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free.

You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report; you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of
- fraud; you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to the Surface Transportation Board

5. Creditors Subject to the Packers and Stockyards Act, 1921

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Consumer Financial Protection Bureau
1700 G Street, N.W.
Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box. 1200 Minneapolis,
MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation 1200
New Jersey Avenue, S.E.
Washington, DC 20590

Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street, S.W. Washington,
DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, S.W., 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F Street, N.E. Washington,
DC 20549

Farm Credit Administration 1501
Farm Credit Drive McLean, VA
22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357

APPENDIX F

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- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free.

You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report; you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
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- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
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- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
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b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to the Surface Transportation Board

5. Creditors Subject to the Packers and Stockyards Act, 1921

6. Small Business Investment Companies

7. Brokers and Dealers

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CONTACT:

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1700 G Street, N.W.
Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box. 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, DC 20590

Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street, S.W.
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, S.W., 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F Street, N.E.
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

Beech Haven Baptist Church Volunteer Background Investigation Release Form

In order to provide a secure environment for those to whom we provide services, our staff and volunteers, and our community, Beech Haven Baptist Church, by and through its agents and representatives, routinely procures background investigations on those who minister on the Church's behalf. Please understand that this policy helps us ensure that our services are delivered in a professional and safe manner. This may include procurement of a consumer report (as defined by the Fair Credit Reporting Act) from MinistrySafe, LLC (dba Abuse Prevention Systems), a Consumer Reporting Agency.

By signing below, you grant permission to Beech Haven Baptist Church, by and through its agents and representatives, to obtain such a report now or at any point in the future in connection with your volunteer position. You also grant permission to all parties to release information regarding your character, previous or current military service, or criminal or civil litigation matters to Beech Haven Baptist Church, by and through its agents and representatives, or to MinistrySafe, LLC (dba Abuse Prevention Systems), including information that may be deemed negative.

Signature of Applicant/Legal Guardian

Date

Identity Information

First Name:

Middle Name:

Last Name:

Other Names Used:
(maiden names or aliases)

Social Security Number: - -

Date of Birth: Month: Day: Year:

Current Home Address:

City: State: ZIP:

Drivers License State: Number:

Please list each city/county and state in which you have lived, worked, or attended school during the last ten years. Use a second form if necessary to provide full disclosure.

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

Appendix G

Questions Asked During CPS Intake Process

When making a report, CPS Intake will be engaging the mandated reporter or his/her designee to provide as much detailed information as possible to address level of concern and immediacy. The following is information you may be able to answer. Much of this information is aimed at schoolteachers so a church volunteer's knowledge of the situation may be much less.

Circumstances Surrounding the Concern

1. What was going on with the family before, during and after the specific circumstances/event/alleged child maltreatment you are concerned about?
2. Where were the children at the time and where are they now?
3. What did the child say happened?
4. How do you know about this circumstance/event/alleged maltreatment?
5. Is your concern an ongoing concern with the children?
6. Has this specific concern, or any other concerns about this child, come to your attention previously?
7. If so, please provide an explanation of prior concerns you have.
8. Who else knows about this?
9. Were the police called?
10. If so, what is the officer's name?

Child Functioning

1. Describe each child's day to day functioning in relation to other children their age.
2. What is the child's overall appearance, health and wellbeing?
3. Does the child(ren) have any behavioral, mental, emotional, intellectual or physical disabilities?
4. If so, what and how does it affect their functioning?
5. If school age what grade?
6. On grade level?
7. Describe attendance/discipline issues/general performance.
8. How do the child(ren) interact with their peers?
9. Has child(ren) expressed concerns about going home? If so, what concerns and why?

General Parenting

1. What is the overall parenting style of the parents – structured, strict, laid-back...?
2. Are there any parenting concerns that need to be shared?
3. How do the parents/child(ren) interact?
4. Are the basic needs of the child(ren) met?
5. Who usually care for the child(ren)?
6. Are the parents living in the same home?
7. If not, is the non-residential parent involved with the child?
8. Describe how caretakers react to bad behavior.
9. Describe how they show love and nurturing.
10. Who cares for child when they are at work?

Adult Functioning

1. What is the overall functioning of each parent on a personal level – rather than as a parent?
2. How does the caretaker care for themselves?
3. Are they employed? If so, what shift?
4. Does employment/income appear stable?
5. Is there stable housing?
6. Are there any concerns relating to mental health, substance abuse, domestic violence within the home? If yes, please explain.
7. How do the parents respond when you approach them with concerns?

Is there anything else you feel DFCS needs to know about this family?

APPENDIX H



CODE OF CONDUCT FOR CHILD PROTECTION

INTRODUCTION

Thank you for your willingness to serve! At Beech Haven Baptist Church (BHBC), we take very seriously the responsibility to protect children involved in BHBC sponsored programs. Any person serving as an employee or volunteer in any BHBC sponsored program must understand and comply with this Code of Conduct.

All employees and volunteers must complete the online Sexual Abuse Awareness Training - MinistrySafe training. If you have not completed MinistrySafe Awareness Training within the last two years, please contact the Office Manager or Associate Pastor. The purpose of the Awareness Training is to equip employees and volunteers with an understanding of sexual abuse, the process used by a sexual abuser to groom children and those responsible for protecting children from abuse.

This Code of Conduct, however, may not be the only policies or guidelines associated with your service. BHBC is a Christian ministry organization. Therefore, employee or volunteer conduct should be guided by Biblical principles and the Christian standard of personal conduct. BHBC is involved in several ministry programs – from VBS and Student camp activities to disaster relief. The specific program or activity may have additional policy provisions that create additional requirements and measures to create a child safe environment. In the event there are additional requirements, anyone in an employee or volunteer capacity must acknowledge and comply with all policies related to child protection.

After you have carefully read this Code of Conduct for Child Protection, please sign and return the Acknowledgement page only.

DEFINITIONS

All paid employees and volunteers who work with children (those under 18 years of age) will be classified in one of the following job positions:

1. “Worker” shall be defined as any adult who has been screened, trained, and approved who serves as a volunteer and/or compensated person given the responsibility of working with or caring for minors.
2. “Teen worker” shall be defined as any worker at least fourteen (14) years of age or older, but under the age of eighteen (18) enlisted to assist with the care of minors. All teen workers will be screened, trained, and approved before they begin working.

ABUSE TOLERANCE

Beech Haven Baptist Church has a zero tolerance for abuse in any ministry programs or activity sponsored by BHBC. It is the responsibility of every employee or volunteer to act in the best interest of the children in BHBC sponsored program or activity.

In the event a volunteer or employee observes any inappropriate behaviors (i.e. violation of this Code of Conduct, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual’s responsibility to immediately report their observations to their immediate supervisor, the program administrator, or BHBC pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

BHBC is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behavior or suspicions of child abuse or neglect will be taken seriously and will be reported, in accordance with this Code of Conduct, and if required will be reported to the Department of Family and Children’s Services or law enforcement.

Because sexual abusers ‘groom’ children for abuse, it is possible an employee or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Employees and volunteers are asked to report ‘grooming’ behavior, policy violations, or any suspicious behaviors to their immediate supervisor, the program administrator, or a BHBC pastor.

ENFORCEMENT OF POLICIES

Employees and volunteers who supervise other employees or volunteers are charged with the diligent enforcement of this Code of Conduct and all other policy provisions. Violations are grounds for immediate dismissal, disciplinary action, or reassignment from a BHBC sponsored program for both volunteers and employees.

APPROPRIATE BOUNDARIES OF TOUCH AND TALK

In every program, it is important to establish appropriate boundaries of touch and talk – for the protection of children and those who serve them.

With respect to sexual abuse, abusers will often engage in forms of physical touch that may start playful, benign or seemingly accidental – but will attempt to introduce different forms of touch that will be more intensive and inappropriate. It is important that all employees and volunteers recognize some baseline boundaries. In this way, there is no misunderstanding about what is acceptable. It also makes it possible to clearly see when another person is engaging in behavior that is problematic. To this end, BHBC has implemented a ‘physical contact policy’ that promotes a positive, nurturing environment while protecting children.

Though specific programs or activities may have additional and/or program-specific physical and verbal boundaries, the following boundaries will apply to all employees and volunteers that serve in a BHBC sponsored program or activity:

1. Hugging, pats on the back, and other forms of appropriate physical affection between employees or volunteers and children are important for children’s development and are generally suitable in a ministry setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to their immediate supervisor or the program administrator or a BHBC pastor.
3. Physical contact should be for the benefit of the child, and never be based upon the emotional needs of an employee or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children or program employees and volunteers. It is much less likely that touching will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of employees or volunteers must always foster trust. Personal conduct must be above reproach.
6. Do not force physical contact, touching or affection on a reluctant child. A child’s preference not to be touched must be respected.
7. Employees and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touching by other adults or other children.
8. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor or the program administrator or a BHBC pastor.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

Employees and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in a Church sponsored program or activity. Beech Haven Baptist Church is a Christian ministry organization. Therefore, employee or volunteer conduct should be guided by Biblical principles and the Christian standard of personal conduct.

INTOXICANTS AND ALCOHOL-FREE WORKING ENVIRONMENT

It is Beech Haven's policy to provide employees and volunteers with a working environment that is free of the problems associated with the use and abuse of controlled substances and alcohol. BHBC employees and volunteers therefore are expected to be in such mental and physical condition as will permit them to perform assigned tasks in a professional and competent manner.

Employees and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any ministry facility, while traveling with children, or while working with or supervising children during any BHBC sponsored program or activity.

NUDITY

Employees and volunteers should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the employee or volunteer leading the event will submit a plan to an immediate supervisor or the program administrator concerning arrangements for showering or changing clothes.

SEXUAL ABUSE AMONG CHILDREN

Approximately 1/3 of all reported sexual abuse occurs at the hands of other children or minors. Employees and volunteers have an obligation to report sexual abuse among children, in accord with state reporting requirements. Whether sexual interaction between minors constitutes 'sexual abuse' depends on the existence of an aggressor, the age difference between the minors, and whether there is an imbalance of power between the parties, including physical or intellectual disabilities. If you have concern that an interaction between minors may constitute sexual abuse, report the interaction to an immediate supervisor, the program administrator or a BHBC pastor.

Sexual abuse risk among children is highest in any location that is less easily seen, or any time minors are unclothed or changing clothes for any reason (i.e. restrooms, changing areas, locker rooms, shower areas, cabins).

SEXUALLY ORIENTED CONVERSATIONS

Employees and volunteers are prohibited from engaging in any sexually oriented conversations with children

and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program. However, it is expected that from time to time ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will convey Biblical instruction and teaching.

Employees and volunteers are prohibited from using smart phones or tablets to send or receive sexually oriented materials or communication to/from a minor.

SEXUALLY ORIENTED MATERIALS

Employees and volunteers are prohibited from possessing or transmitting to a child any sexually oriented materials (magazines, cards, images, videos, films, etc.) on BHBC property or in the presence of children in their care.

Employees and volunteers are prohibited from using smart phones or tablets to send or receive sexually oriented materials or communication to/from a minor.

TOBACCO USE

BHBC is a Christian ministry organization. Therefore, employee or volunteer conduct should be guided by Biblical principles and the Christian standard of personal conduct. Employees and volunteers are prohibited from providing tobacco products to a minor.

All BHBC properties are tobacco-free facilities.

VERBAL INTERACTIONS

Verbal interactions between employees or volunteers and children should be positive and uplifting. Employees and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, employees and volunteers should not talk to children in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, employees and volunteers are expected to refrain from swearing in the presence of children.

NOTE:

This document is provided for the Employee or Volunteer to keep all pages (1 through 5) for your records.

Please sign and return only the **“Statement of Acknowledgment and Agreement of Beech Haven Baptist Church CODE OF CONDUCT FOR CHILD PROTECTION”**

Beech Haven Baptist Church Code of Conduct for Child Protection

I have received and read a copy of Beech Haven Baptist Church's CODE OF CONDUCT FOR CHILD PROTECTION and understand the importance of the matters set forth within the code of conduct. I agree to follow and abide by these guidelines during my service at Beech Haven Baptist Church.

Further, I understand that the CODE OF CONDUCT FOR CHILD PROTECTION may be modified at any time, and that any code may be amended, revised, or eliminated at any time by Beech Haven Baptist Church. The most current copy will be made available at the Beech Haven Baptist Church's Office.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the CODE OF CONDUCT FOR CHILD PROTECTION. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time.

I further acknowledge and understand that the materials and guidelines contained in this CODE OF CONDUCT FOR CHILD PROTECTION in no way express or imply a contractual employment relationship between BHBC and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new codes of conduct that are created and distributed. I hereby acknowledge receipt of Beech Haven Baptist Church's CODE OF CONDUCT FOR CHILD PROTECTION.

Signature: _____

Date: _____