
**FIRST BAPTIST MADISON
CHILD AND YOUTH PROTECTION POLICY**

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Church as a Safe Place for All

As Christians, we are called to live according to the Gospel of Jesus Christ. In the Old Testament, we find a deeply rooted legacy of justice and mercy (Micah 6:8; Isaiah 1:17; Amos 5:24; Isaiah 56:1; Deuteronomy 24:17; Leviticus 19:15). We also find a strong tradition of hospitality and generosity (Isaiah 58:10-12 and Leviticus 19:10). Justice and hospitality were essential elements of the covenant between the people and God. Worship was the lifeblood of the covenant. Throughout the history of the Hebrew people God was worshiped in Holy Places. At times, the holy place was no more than a small tent or an altar of rocks. At other times, the holy place was a beautiful temple. No matter what the place of worship looked like, the people treasured it as a sanctuary where they were able to worship in safety and harmony (Psalm 20:1-2 and Psalm 27:4-5). Today, our churches are holy places of sanctuary for the children of God where people of all ages can come together for worship, study, and service, with the assurance that they are safe and secure in the community of faith.

The New Testament makes clear that as Christians we continue in a covenant relationship with God and with the community of faith. We must live just and generous lives, following the commandments set forth by Jesus Christ. Jesus taught that children were to be included and provided for within the community of faith (Luke 18:15-17 and Matthew 18:5-6). Throughout the history of the church, children have been included in the worship and ministry of the community of faith. Today, the church may be the only place where some children find the unconditional love and care they so desperately need to grow, to thrive, and to become faithful people. As Christians, we must take our responsibilities to our children very seriously. We fail in our responsibilities if we neglect to take adequate precautions against all types of abuse within our church. It is unlikely that we can completely prevent child abuse in every circumstance. Yet, it is possible for us to greatly reduce the risk by following a thorough and practical policy of prevention.

When allegations of child abuse in the church are made, whether they are proven true or false, everyone in the church suffers. The child victim and his or her family suffer encompassing pain. The congregation suffers the trauma of knowing that its life-giving covenant has been broken. The family of the accused suffers intense humiliation and a possible break-up of the family unit. Often when such allegations are made, litigation is the result. Criminal charges may be brought against the accused, or a civil lawsuit may be filed against the accused or the church. The costs of litigation, regardless of the outcome, are astronomical – financially, emotionally, and spiritually. These losses are experienced by all who are involved. It may take years to feel that the wholeness of the community of faith has been restored.

Even when allegations of child sexual abuse are proven false, the grief and trauma experienced within the church take an enormous toll. The person who is falsely accused and his or her family are terribly wronged and humiliated. The congregation is guilt-ridden about how abuse could happen in their midst; then the congregation suffers with the accused when the allegations are proven false. The supposed victim who made false allegations is also in need of the love and nurture of the faith community.

The Gospel calls us to be engaged in ministry with children and youth. We must not allow the risks to undermine or stop our ministry. Jesus said, “Whoever welcomes a child...welcomes me.” (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, “If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea” (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children.

First Baptist Madison Child and Youth Protection Policy

General Purpose Statement

First Baptist Madison seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the following practices, our goal is to protect the children and youth of First Baptist Madison from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

From automobiles to toys, parents are attracted to features of safety and security. Families are seeking a caring church family where they can be confident their children are protected. First Baptist Madison desires to provide quality children and youth programs that are attractive to families seeking a new church home as well as continue to earn the trust of families in our membership.

First Baptist Madison has no intention of interfering with parental rights and responsibility regarding the welfare and discipline of their children. These practices relate to times when children are under the direct care and supervision of our staff and volunteers. Parents or guardians are responsible for their children during public meetings (morning or evening worship), Wednesday night dinner, and other church events.

Definitions

For purposes of this policy:

- The terms “child” or “children” include all persons under the age of eighteen (18) years, or still in High School, or whose mental capacity is that of a minor.
- The term “youth” includes all children over the age of twelve.
- The term “adult” is defined as any individual at least eighteen (18) years of age.
- The term “worker” is defined as any adult who serves as a volunteer and/or paid person given the responsibility of working with or caring for children.
- The term “youth worker” is defined as any youth who serves as a volunteer and/or paid person given the responsibility of working with or caring for children.
- The terms “program” or “activity” are defined as an event organized, administered, scheduled, or supervised by workers or staff of First Baptist while serving in their official capacity. This includes on site and off site activities.

General Policies

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Physical Contact Policy

It is our goal that all physical contact among children or with children is of a kind, considerate, nurturing, and non-threatening manner. Workers and children are not to engage in any physical contact not characterized by the above.

Pastoral Counseling of Children

Pastoral counseling of children done by a member of the clergy or a professional counselor may require more privacy than provided in the open door policy but must:

- Take place during operating hours of the church
- Take place with parental knowledge
- Take place in an unlocked room with immediate access to public areas

Outside Organizations

First Baptist often allows outside organizations to use facilities for events, classes, or meetings. These organizations must demonstrate they have comparable policies and procedures for the protection of children and youth. If such policies and procedures do not exist, these organizations must adhere to the policies and procedures of First Baptist Madison.

Worker Policies

Selection of Workers

All employees and all persons who want to work with the children participating in our programs and activities will be screened. This screening includes:

- **One Year Rule**

All adult volunteers involved with children or youth of our church must have been an active participant of the congregation for at least one year before beginning a volunteer assignment. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children. Called staff and paid employees are exempt from the one year rule because of the extensive interview process.
- **Written Application**

All persons seeking to work with children must complete and sign a written application in a form to be supplied by First Baptist Madison. The application requests basic information from the applicant and inquires into previous experience with children, reference, and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence in a locked file at First Baptist Madison.
- **Personal Interview**

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

- **Reference Checks**

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at First Baptist Madison.

- **Criminal Background Check**

A national criminal background check is required for all employees and all volunteers involved in our on-going programs and ministries. Background checks search multiple state and national databases for the existence of prior criminal convictions.

Before a criminal background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, she/he will be unable to work with children.

What constitutes a disqualifying offense that prevents an individual from working with children will be determined by the pastor and program minister on a case-by-case basis. All offenses involving, violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission may preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form is also a disqualifying event.

The criminal background check results will be maintained in confidence by First Baptist Madison.

- **Completion of Participation Covenant**

Before an applicant is permitted to work with children, the applicant must complete and sign the *Participation Covenant Statement for Volunteers with Children and Youth*.

The form is maintained in confidence in a locked file at First Baptist Madison.

Two Adult Rule

Reasonable effort will be made to ensure two unrelated adult workers are in attendance at all times when children are being supervised during our programs and activities. Family teams are welcomed and encouraged. However, related adult workers are considered one adult for the purpose of this rule. For example, spouses are considered one adult worker. Other examples include siblings or a parent and an adult child.

When two unrelated adults cannot be present the following conditions must be met:

- The meeting must take place during regular program hours of First Baptist Madison.
- The meeting must take place in a public area or in a room with the door open to a public area.
- The meeting may take place with the door closed providing the room is in a public area, there is a window in or beside the door, and a program supervisor is in the area.

The Five Year Rule

All workers must be a minimum of five years older than the children in the class or activity.

Youth Workers

We recognize that there may be times when it is necessary or desirable for youth who themselves are under age 18 to assist in caring for children during programs or activities. The following guidelines apply to such workers.

- Youth workers will be screened the same as other workers except they are exempt from the criminal background check.
- Youth workers must always be under the supervision of an adult and must never be left alone with children.

Parents and Guests

We recognize that there may be times when it is necessary or desirable for guests to participate in a program or activity without having fulfilled the requirements of the child protection policy. A parent or guardian may want to accompany their child to any event. A guest speaker or leader may be selected to conduct part of the program or activity of any event. We encourage such participation with observance of the following guidelines.

- Parents and guests are required to review the protection policy.
- Parents and guests are always accompanied by an adult worker during programs or activities and must never be left alone with children other than their own.

Child Care Policies

Check-in/Check-out Procedure

For Sunday Morning nursery childcare of preschoolers, a security check-in/check-out procedure will be followed. The child will be signed in by a parent or guardian, who will receive a “child check” for the child similar to a claim check. The parent or guardian must present the “child check” in order to sign out the child from our care. In the event that a parent or guardian is unable to present the “child check,” a minister will be contacted. The minister will be responsible for releasing the child to the care of a parent or guardian after discussing the surrounding circumstances with the parent or guardian.

Sick Child Policy

It is our goal to provide a healthy and safe environment for all of the children at First Baptist Madison.

Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should not be brought:

- Fever, diarrhea, or vomiting within the last 48 hours.
- Green or yellow runny nose.
- Eye or skin infections.
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted.

Medications Policy

It is the policy of First Baptist Madison not to administer either prescription or nonprescription medications to the children under our care. Medications should be administered by a parent at home. Parents are to be reminded of our sick child policy. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Program Minister to develop a plan of action. For trips, parents may make arrangements with leaders for medication to be administered during the trip.

Discipline Policy

It is the policy of First Baptist Madison not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, hand slapping, or other physical discipline of children. Workers should consult with Children's Minister or Youth Minister if assistance is needed with disciplinary issues.

Restroom Guidelines

If a child five years of age or younger should need to go to the restroom a worker is to be able to see the restroom door the entire time the child is there. The worker should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. If a child requires assistance, the workers should prop open the bathroom door and leave the stall door open as he/she assists the child.

For the protection of all, workers should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class or activity.

Child Abuse and Injury Reporting Procedures

Responding to Allegations of Child Abuse

For purposes of this policy, "child abuse" is any action (or lack of action) which endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes:

- Physical Abuse – any physical injury to a child which is not accidental, such as beating, shaking, burns, and biting.
- Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling, ignoring, and persistent teasing.
- Sexual Abuse – any sexual activity between a child and an adult or between a child and another child at least three years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- Neglect – depriving a child of their essential needs, such as adequate food, water, shelter, medical care, and nurturing attention.

In the event that an individual involved in the care of children here at First Baptist Madison becomes aware of suspected abuse of a child under his/her care, this should be reported immediately to the pastor, the Minister of Pastoral Care, or other ministers for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse is alleged to have occurred at First Baptist Madison or during our sponsored programs or activities, the following procedure shall be implemented:

- The parent or guardian of the child will be notified.
- Any worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
- Our insurance company will be notified and we will complete an incident report.
- We will comply with the states' requirements regarding mandatory reporting of abuse as the law then exists.
- We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
- Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position.
- One designated spokesperson will communicate with the media concerning incidents of child abuse, unless he or she is alleged to be involved. All other workers should refrain from speaking to the media.
- Counseling will be arranged for those who require it.

Accidental Injuries to children

In the event that a child is injured while under our care, the following steps will be followed:

- For minor injuries, scrapes, and bruises, workers will provide First Aid bandages, cold compresses (not including alcohol or Neosporin, etc.) as appropriate and notify the child's parents or guardian of the injury at the time the child is picked up from our care.
- For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian as well as a minister or program director will be immediately summoned. If warranted by circumstances, an ambulance will be called.
- Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Training

First Baptist Madison will provide training on this child protection policy to all new children's workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events.

Appendix - Forms and Checklists

***Participation Covenant Statement for Volunteers
with Children and Youth***

First Baptist Madison is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who wants to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. All adult volunteers involved with children or youth of our church must have been an active participant of the congregation for at least one year before beginning a volunteer assignment.
4. Adult volunteers with children and youth shall observe the "Two-Adult Rule".
5. Adult volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to the program minister any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? Yes No
2. As a volunteer in this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of child abuse? Yes No
3. As a volunteer in this congregation, do you agree to abide by the one year rule before beginning a volunteer assignment? Yes No
4. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule"? Yes No
5. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to our volunteer assignment? Yes No
6. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to the program minister? Yes No
7. As a volunteer in this congregation, do you agree to discuss with a minister of this congregation your experience, if any, as a survivor of child abuse? Yes No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

Signature of Applicant

Date

Print full name

Previous Work Experience: Please list your previous employers from the past five years. Include the job title, a description of position duties and responsibilities, the name of the company/employer, the address of company/employer, the name of your immediate supervisor, and the dates you were employed in each position.

Previous Volunteer Experience: Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, and other crimes of violence, theft, or motor vehicle violations)? Yes No

If yes, please explain:

References: Please list three individuals who are not related to you as references. Please list people who have known you for at least three years.

1. Name: _____
Address: _____
Daytime Phone: _____ Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

2. Name: _____
Address: _____
Daytime Phone: _____ Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

3. Name: _____
Address: _____
Daytime Phone: _____ Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

Waiver and Consent:

I, _____, hereby certify that the information I have provided on this application for employment is true and correct. I authorize this church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event that my application is accepted and I become employed by First Baptist Madison, I agree to abide by and be bound by the policies of First Baptist Madison and to refrain from inappropriate conduct in the performance of my duties on behalf of First Baptist Madison.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature of Applicant *Date*

Witness Signature *Date*

**Application Form for Adult Volunteer
Working with Children**

Name: _____

Address: _____

Daytime phone: _____

Occupation: _____

Employer: _____

Current job responsibilities and schedule: _____

Previous work experience: _____

Previous volunteer experience: _____

Special interests, hobbies, and skills: _____

How many hours per week are you available to volunteer? _____

_____ Days _____ Evenings _____ Weekends

Can you make a one-year commitment to this volunteer role? _____

Do you have your own transportation? _____

Do you have a valid driver's license? _____

Do you have liability insurance? (list policy limits and name of carrier) _____

Why would you like to volunteer as a worker with children (which includes youth)?

What qualities do you have that would help you work with children (which includes youth)?

How were you parented as a child? _____

How do you discipline your own children? _____

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations)? Yes No

If yes, please explain fully:

Have you ever become aware of an incident of child abuse or neglect: Yes No

If yes, how did you feel about the incident? _____

Would you be available for periodic volunteer training sessions? Yes No

References: Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.

1. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Length of time you have known reference: _____

Relationship to reference: _____

2. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Length of time you have known reference: _____

Relationship to reference: _____

3. Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Length of time you have known reference: _____

Relationship to reference: _____

Signature of Applicant

Date

**Application Form for Youth Volunteer
Working with Children**

This form is to be completed for any position (paid or volunteer) involving the supervision or care of children. This is being used to provide a safe and secure environment for the activities or programs of the church.

Name _____
Last First Middle

ID or DL# _____ Date of Birth _____

Present Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

School _____ Grades _____

If less than one year:

Previous Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

School _____ Grades _____

I understand that in serving as a volunteer or in a paid position for First Baptist Madison that I am willing to abide by the Policies & Procedures set forth in the Risk Management Program to reduce the risk of Child Abuse in this church. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse.

Signature of Teen Worker

Date

I do not know of any reason why my child should not serve as a Youth Worker with Children. They do not demonstrate any signs of being a potential risk to the church.

Signature of Parent/Guardian

Date

Form for Reference Check

Applicant name: _____

Reference name: _____

Reference address: _____

Reference phone: _____

1. What is your relationship to the applicant?

2. How long have you known the applicant?

3. How well do you know the applicant?

4. How would you describe the applicant?

5. How would you describe the applicant's ability to relate to children and/or youth?

6. How would you describe the applicant's ability to relate to adults?

7. How would you describe the applicant's leadership abilities?

8. How would you feel about having the applicant as a volunteer worker with your child and/or youth?

9. Do you know of any characteristics that would negatively affect the applicant's ability to work with children and/or youth? If so, please describe.

10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.

Please list any other comments you would like to make:

Reference inquiry completed by: _____
Signature *Date*

Reference Check Authorization Form

NOTE:

This is a sample document. The actual wording and procedures will vary based on the company selected to perform the reference checks.

The information contained in this application form is correct to the best of my knowledge. I authorize any references to give you any information, including opinions, which they may have regarding my character and fitness for work with children. Each reference will be asked to submit the name of one person to be used as a reference. In consideration of the receipt and evaluation of this application by First Baptist Madison, 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 waive any right that I may have to inspect any information provided about me by any person or organization identified by me or my references in this screening form.

Should my application be accepted, I agree to be bound by the Bylaws and Policies of First Baptist Madison and to refrain from unscriptural conduct in the performance of my services on behalf of First Baptist Madison.

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.

Print Name _____ Date _____

Applicant's Signature _____

Print Witness Name _____ Date _____

Witnesses' Signature _____

Report of Suspected Incident of Child Abuse

1. Name of worker (paid or volunteer) observing or receiving disclosure of child abuse:

2. Victim's name: _____
3. Date and place of initial conversation with or report from victim: _____

4. Victim's statement (give your detailed summary here): _____

5. Name of person accused of abuse: _____
Relationship of accused to victim (paid staff, volunteer, family member, other): _____

6. Name of minister reported to: _____
Date/time: _____
Summary: _____

Signature

Date

The information after this point will be recorded by ministerial staff only.

7. Call to victim's parent/guardian: _____
Date/time: _____
Summary: _____

Signature

Date

8. Call to local children and family service agency: _____
Date/time: _____
Spoke with: _____
Summary: _____

Signature

Date

9. Call to local law enforcement agency: _____
Date/time: _____
Spoke with: _____
Summary: _____

Signature

Date

10. Other contacts: _____
Name: _____
Date/time: _____
Summary: _____

Signature

Date

Physical Injury Accident Report Form

(Please print all information.)

Date of injury: _____ Time of injury: _____

Name of child/youth injured: _____

Address of child/youth: _____

Place where injury occurred: _____

Parent or guardian: _____

Name of person(s) who witnessed the injury: _____

 Name: _____

 Name: _____

 Name: _____

Describe injury:

Paid and Volunteer Child Worker Enlistment Checklist

TASK TO COMPLETE	COMPLETED BY – INITIALS
<input type="checkbox"/> Receive Employee or Volunteer Application	_____
<input type="checkbox"/> Distribute Policies & Procedures	_____
<input type="checkbox"/> Distribute Participation Covenant Statement	_____
<input type="checkbox"/> Receive Reference Check Authorization	_____
<input type="checkbox"/> Receive Criminal Records Check Authorization	_____
<input type="checkbox"/> Check References	_____
<input type="checkbox"/> Perform Criminal Records Check	_____
<input type="checkbox"/> Review Criminal Background Check	_____
<input type="checkbox"/> Interview Applicant	_____
<input type="checkbox"/> Receive Participation Covenant Statement	_____
<input type="checkbox"/> Conduct Worker Training	_____

Incident Report Checklist

In the case of an allegation of child/youth sexual abuse, the volunteer or clergy staff person who observes or to whom the information is given is required by First Baptist Church and by the state law to complete the tasks listed below. Date and initial as each step is completed.

Date:_____	Initial:_____	For ministers: remove the accused from the situation and suspend the accused from duties involving children.
Date:_____	Initial:_____	For volunteers: Remove the accused from the situation and immediately notify the closet available minister who will suspend the accused. If the minister to whom the allegation is reported is not the department director, the person reporting will inform the director as soon as possible
Date:_____	Initial:_____	Make written documentation of everything done and said. If the person reporting the allegation is a volunteer, both the volunteer and the minister to whom the volunteer has reported will document the procedures taken.

The procedures after this point will be administered by ministerial staff persons only.

Date:_____	Initial:_____	Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns.
Date:_____	Initial:_____	Immediately notify state authorities. Failure to report any suspected, alleged or witnessed abuse is a crime.
Date:_____	Initial:_____	Immediately notify Pastor.
Date:_____	Initial:_____	Make written documentation of persons contacted and action taken to this point.

Date: _____	Initial: _____	The minister will immediately begin the internal and pastoral care process.
Date: _____	Initial: _____	Notify the insurance carrier of the incident immediately and comply with its investigation, if any.
Date: _____	Initial: _____	Cooperate with legal and state authorities in their investigations, if any.
Date: _____	Initial: _____	Prepare a written statement and designate a spokesperson to respond to media inquiries.
Date: _____	Initial: _____	Provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed.
Date: _____	Initial: _____	Respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved.
Date: _____	Initial: _____	Inform the affected volunteer(s) and paid staff members of the need for confidentiality.
Date: _____	Initial: _____	Consider and respond to the concerns of other parents.
Date: _____	Initial: _____	The director of the affected ministerial area will respond to the pastoral care concerns of persons within the department.
Date: _____	Initial: _____	Within five (5) days of the alleged abuse, the minister who made the original report will prepare a written report and send one copy to the state agency and will give one copy to the senior pastor.
Date: _____	Initial: _____	Make written documentation of persons contacted and action taken.