

**Purpose:** We seek to establish proper preventative measures to protect the children and young people entrusted to our care in all of our ministries. This policy also provides specific courses of action in the case of any allegations or an actual incident regarding sexual misconduct.

**Standard of Conduct:** All workers, volunteer, paid, full-time and part-time, of First Baptist Church and Central Christian Academy are required to comply with the established policy on safety. Any actions contrary to the church and school policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

**Definitions** (National Resource Center on Child Sexual Abuse, 1992).

- Child Sexual Abuse – any sexual activity with a child—whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.
- Sexual activity – may be violent or non-violent, touching or non-touching, and is an exploitation of a child’s vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.
- Sexual Misconduct – any inappropriate behavior relating to or involving a sexual nature.

#### **A) Pre-screening of Workers**

1. All paid workers, part time and full time, will fill out the *Application & Primary Screening for Volunteer Workers & Paid Employees*.
2. All volunteer workers will fill out the *Application & Primary Screening for Volunteer Workers & Paid Employees*.
3. All workers, volunteer, paid, full-time and part-time, will be interviewed by an authority within the applicable ministry of the church or school.
4. All workers, volunteer, paid, full-time and part-time, will provide a valid form of ID (e.g., state driver’s license, social security card, or other acceptable form of ID).
5. All workers, volunteer, paid, full-time and part-time, will provide at least two (2) professional or personal references upon application to be conducted prior to any service with the church. The references are to be conducted by an authorized person from the church office or by a school committee member; who should note any information they tried to secure but could not verify or obtain.
6. All workers, volunteer and paid, full-time and part-time, will sign a release for Criminal Records Check to be used at the church or school's discretion.
7. All full-time paid employees will undergo a criminal background check prior to any activity of employment with the church.
8. All workers in a leadership position with direct relation to children must be members of First Baptist Church or be approved by the Central Christian Academy School Committee.
9. No applicant or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.
10. Any applicant or volunteer who is a survivor of child abuse in the past must meet with a pastoral staff member, Deacons or the school committee prior to service in a position with direct relation to children.

11. All volunteers must be a member or regular attendee of First Baptist Church or Central Christian Academy for a minimum of six months before being considered for working/ministry with minors.

### **B) Common Supervisory Policies and Procedures**

1. Two Adult Rule – minimum of two (2) people (one must be an adult) in any setting or activity regarding children; with the exception of a normal classroom setting (e.g. Sunday School class or Kid's Church). In cases where an adult has a legitimate reason to be alone with a child (e.g., counseling, visitation), all workers should first obtain the consent of the child's parent or guardian prior to being alone with the child.
2. In all school and church activities involving children, there should be a method of signing children in and out.
3. An adult (age 18 or older) will be present with teenage volunteers.
4. Any supervisor is responsible to address suspicious behavior or any behavior that may be contrary to church or school policy and to document and report such occurrences to the proper authorities.

### **C) Reporting Procedures**

1. All allegations must be taken seriously and should be reported to the appropriate authority as soon as possible.
2. The appropriate authority is responsible to notify the parents or legal guardian.
3. All situations will be handled forthrightly with due respect for people's privacy and confidentiality.
5. Full cooperation will be given to civil authorities when applicable.
6. No accused will be addressed by anyone other than the appropriate church or school authorities until the safety of the child or victim is secured.
7. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

### **D) Investigation of an Allegation**

1. All allegations will be investigated expeditiously by established authorities in the church and school.
2. Any accused worker will be relieved temporarily of his or her duties until the investigation is completed.
3. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination or expulsion.
4. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.

### **E) Education of Workers**

1. All new church workers will be given a copy of this policy with instruction as to its process and implementation.
2. All school personnel will have this policy and further instruction as to its process and implementation as part of their annual teacher/staff orientation.



Application & Primary Screening for Volunteer Workers & Paid Employees

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

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

Home phone \_\_\_\_\_ Cell \_\_\_\_\_

How many years at this address? \_\_\_\_\_

Email Address \_\_\_\_\_

Driver's license # \_\_\_\_\_ or Other ID \_\_\_\_\_

Questions:

1. Has a lawsuit, claim, charge of arrest been made against you for sexual misconduct, abuse or molestation? \_\_\_\_\_ Yes \_\_\_\_\_ No If YES, please explain in detail (attach additional pages)

2. Do you give your consent to have your references contacted and to have a background check for the purpose of determining your eligibility for employment or a volunteer position? \_\_\_\_\_ Yes \_\_\_\_\_ No If NO, please explain in detail (attach additional pages)

Personal Reference (not relatives)

1. Name \_\_\_\_\_ (relationship) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

2. Name \_\_\_\_\_ (relationship) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_