

CHILD PROTECTION POLICY (Revised 6/2004)

1. All volunteers for any position involving the supervision of minors must complete an application form.
2. Volunteers will be accepted for such positions after satisfactory review of:
 1. application form
 2. at least two reference forms
 3. a routine police check
3. All application information will be kept strictly confidential.
4. Applicants must regularly attend Berean for at least six months before being accepted for any child care position.
5. Each application (including reference forms and police checks) will be reviewed by two individuals appointed by the Board of Berean Baptist Church. If concerns arise through this review regarding the applicant's fitness to serve in a position involving the care of minors, the reviewers will meet with two members of the pastoral staff to discuss these concerns with the following possible outcomes:
 - a. a majority of this group agrees to approve the applicant, or
 - b. a majority of this group does not agree to approve the applicant, in which case the group will meet with the applicant to inform him/her of this decision and to encourage other avenues of ministry.
6. Applicants who acknowledge having engaged in child abuse or actual or attempted sexual molestation of a minor will not be accepted for any position involving the care of minors. Applicants who have been arrested for or convicted of child abuse or actual attempted sexual molestation of a minor will not be accepted for any position involving the care of minors.
7. Minors (ages 12-17) helping in programs involving the care of children must also be screened according to the policy stated. Parents or guardians must sign application form of minors. No minor may work without an adult worker present.
8. The list of approved children's ministries workers will be updated in the following ways:
 1. If worker does not attend Berean for 6 months, he/she will be removed from list. Exceptions to this policy include workers who have been approved in the past and are:
 - 1) missionaries who remain under support by Berean,
 - 2) college students who are studying out of town, and,
 - 3) military personnel who have been deployed.
 2. Renewal applications will be distributed to all approved workers approximately every three years.

9. For all programs involving children ages five and under, two adults or one adult and one youth helper must be present. One of these two adults, or the adult working with the youth helper must be a female.
10. No male may assist any child to the bathroom. No male may change diapers. When a woman or female youth worker is assisting a child to the bathroom, she should:
 1. stand outside the bathroom
 2. Prop the door open a little while the child is using the bathroom
 3. If the child asks for help, go inside to help, but leave the door propped open a little.
11. No child or youth worker may be alone with a child or youth except with written permission of his or her parent or guardian.
12. All child care workers must be aware of indications that a child may have experienced abuse. Indications of physical abuse include: child reports injury by others; unexplained bruises, welts, lacerations, burns, fractures, abdominal injuries, or human bites; child is unusually wary of physical contact with adults, demonstrates extremes in behavior, or seems frightened of parents or caretakers. Indications of sexual abuse include: child reports abuse by others; has difficulty walking or sitting; torn, stained, or bloody underclothing, complaints of pain or itching in genital area; frequent or urgent need to use the bathroom; bruises or bleeding in external genitalia, vaginal or anal area; unusual interest in or knowledge of sexual matters; or other unusual and excessive behaviors inappropriate for a child of that age. Also, workers should report any inappropriate behavior by a child or youth worker such as inappropriate comments about sexual matters, especially about or in the presence of children. **THESE ARE NOT ALWAYS INDICATIVE OF ABUSE, BUT COULD BE WARNING SIGNS.**
13. Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or for malicious purposes. If abuse is suspected and/or when a child first comes to a childcare worker, the worker should listen, then immediately report such a case to the department head. He or she will contact a member of the Pastoral Staff. A determination will be made as to whether more information is needed or whether Child Protective Services will be contacted. If contacted, Child Protective Services is mandated by law to report suspected abuse to police. At all times, information will be kept confidential. (State law does not require volunteer youth workers in a church to report actual or suspected child abuse or neglect. Should a worker voluntarily make a report to civil authorities, however, the law provides that he or she will be immune to civil or criminal liability, provided the report was made in good faith and without malicious purpose.)

If the allegation is that a child care worker at Berean has abused a child, the worker will be immediately relieved of his or her child care duties until the allegation is resolved.

This application is to be completed by all applicants for any voluntary position involving the supervision of minors. It is being used to help Berean Baptist Church provide a safe and secure environment for the children and youth who participate in our programs.

Date: _____

Personal Information

Full Name: _____

List any other names you have been known by (maiden name, etc.) _____

Date of Birth: _____

Social Security Number: _____

Do you have a current driver's license number? Yes No State: _____

Driver's license number: _____

Present address: _____

City/Zip: _____

Home phone: _____

General health: Good Fair Poor

Do you have any communicable diseases such as TB, hepatitis, HIV, etc? _____

Employer name: _____

Address: _____

City/Zip: _____

What type of children's work do you prefer? _____

For what type of ministry are you presently applying? _____

Name of church of which you are a member: _____

How long have you been attending Berean Baptist? _____

If not a member of Berean Baptist Church, please give a statement of faith:

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

List all previous church work involving youth (identify church and type of work):

What gifts, callings, training, education, or other factors have prepared you for work with children or youth?

Have you ever been the focus of an investigation concerning, arrested for, or convicted of child abuse, or actual or attempted sexual molestation of a minor? Yes No

If Yes, please explain:

Have you ever been convicted of or pleaded guilty to a crime other than the ones described above: Yes No

If yes, please explain:

Have you ever engaged in child abuse or actual or attempted sexual molestation of a minor? Yes No

Personal References

(not relatives or employers; not members of Berean's pastoral staff or Children's Ministries Director)

Name: _____	Name: _____
Address _____	Address _____
City/State/Zip: _____	City/State/Zip _____
Phone _____	Phone _____

Applicant's Statement

The information contained in the application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children's work. I understand that this application will be kept strictly confidential. I release all such references or churches from any liability for furnishing such evaluations to you, provided they do so in good faith and without malice. I waive any right that I may have to inspect references provided on my behalf.

Should my application be accepted, I agree to be bound by the bylaws of Berean Baptist Church and to refrain from any unscriptural conduct in the performance of my services on behalf of the church. I understand that Berean Baptist Church will routinely run a police check on all applicants.

Applicants Signature: _____ Date: _____

Witness: _____ Date: _____

Signature of parent or guardian if application is a minor: _____

Date: _____