

Cedar Street Baptist Church
255 Cedar Street – Metter, Georgia 30439

CHILD PROTECTION POLICY & AGREEMENT FORM

I. CEDAR STREET BAPTIST CHURCH PROTECTION POLICY

- A. The Cedar Street Baptist Church (CSBC) is committed to protecting preschoolers, children and youth from sexual, emotional and physical abuse. The CSBC has a **Zero-Tolerance Policy** prohibiting any act of sexual, emotional, or physical abuse. The zero-tolerance policy requires of **all Cedar Street Baptist Church employees** and **“direct volunteers”** the immediate reporting to the CSBC child protection designee of any occurrence or suspected occurrence.
- B. Any **paid employee** or **“direct volunteer”** (see definition) who works with children (age 17 or under) will be given the definition of child abuse in writing, as well as the **policy on reporting child abuse**. **All paid employees** and **“direct volunteers”** are required to view child abuse prevention video(s) and read the written materials available on the subject to help a worker gain an appreciation for the reality of the concern. The definition and training should help workers identify child abuse in the future if they see signs of it.
- C. The **TWO ADULT RULE** is as follows. The **two adult rule** requires a reasonable number of adult workers to be maintained in each situation involving the supervision of children and youth, but with a minimum of two workers at all times.
 1. The two adults cannot be married to each other.
 2. The two adults cannot be of the same family.
 3. A married couple or two family members account for only “one” in the “two adult” rule.
 4. The two adults must be 18 years old or older.
- D. CSBC will practice the **“two adult rule”** for the nursery at all times. There are no exceptions for the Nursery. A non-member does not count in the “two adult rule” for the Nursery.
- E. CSBC will ensure that all children and youth classes have one adult if there is an interior window to the classroom and will practice the **“two adult rule”** if there is not an interior window to the classroom.
- F. CSBC does make a distinction between members of the church and non-members of the church. After a reasonable amount of time of being active within CSBC, and have proven their Christian character, non-members may become assistants or helpers with any program but they must be paired with an adult member. Also, they will not be allowed to be a teacher or leader within these programs. Not only must they pass a criminal background check but they must practice the **“two adult rule”** at all times. There are no exceptions for non-members. Also, non-members must be approved by the deacon board before they can begin any position within the church that deals with children.
- G. CSBC will practice the **“two adult rule”** for all children and youth events that take place outside of Sunday School, Sunday Morning Worship, Sunday Evening Worship, and Wednesday Evening Bible Study. There are no exception for the two adult rule for all children or youth events. A non-member does not count in the “two adult rule” for youth or children events outside of normal church hours.
- H. The **CSBC event/ministry leaders supervise** on an ongoing basis and make unannounced visits into classes or other sites from time to time.

- I. **All paid employees and “direct volunteers”** must have an application or file that includes a legal release statement allowing the CSBC to conduct criminal background checks. The application includes questions pertaining to working with children and/or youth. The application may include personal interviews, current address information, former churches, references, and general experience in working with children and/or youth.
- J. A **criminal background check** will be conducted on **all paid employees**. A criminal background check will also be conducted on all **“direct volunteers”** having a CSBC planned assignment with children and/or youth. All criminal background checks will be renewed every 5 years.
- K. An **identification system** will be utilized during CSBC events/ministries so that when adults drop off a child they are the same adults or the adult’s designee who picks up the child.
- L. Churches, organizations and/or individuals who utilize CSBC facilities or attend CSBC sponsored events for children and/or youth must certify that a child protection policy is in place and being enforced.

II. DEFINITIONS

- A. Defining Child Abuse
 - **Emotional Abuse:** Occurs when a child’s emotional and mental health are not being met.
 - **Neglect:** Occurs when a child’s needs for food, shelter, clothing, or supervision have not been met.
 - **Physical Abuse:** Occurs when someone inflicts visible or invisible bodily harm.
 - **Sexual Abuse:** Involves direct or indirect sexual acts or behavior.
- B. Identifying Physical and Behavioral Indicators of Abuse/Neglect

Disclaimer: *These indicators are not exhaustive and do not verify actual abuse; however, when observed, they may warrant further investigation. If these indicators are detected, see reporting procedure.*

 - Wary of others
 - Clingy (clinging) to others
 - Uncomfortable with emotions (crying)
 - Emotionally detached
 - Extreme changes in behavior when not around parents
 - Manipulative or controlling/Poor image of self
 - Delinquent behavior
 - Self-mutilation, drug, and alcohol abuse
 - Bruises, welts, burns, bite marks, bed wetting, fractures
 - Reluctant to change clothes in front of others
 - Questionable sexual behavior, knowledge beyond the particular developmental age
 - Promiscuous
 - Withdrawn, distant
 - Self-conscious
 - Obsessively clean
 - Extreme compliance or defiant
 - Anxious
 - Fearful
 - Pain or itching in genital area
 - Injury to genital area
- C. Cedar Street Baptist Church Definitions
 - **Direct Volunteer:** One who is specifically enlisted and serve ministries supported by the CSBC
 - **Indirect Volunteer:** One who is enlisted by his/her church or others that attend CSBC events or use CSBC facilities

III. REPORTING PROTOCOL

- A. Any suspicion or allegation of abuse and/or neglect of a child by a staff member, family member or any individuals shall be confidentially reported to the CSBC child protection designee immediately. Do not treat any suspicion or accusation as frivolous. When reporting, use the protocol flowchart provided by the CSBC child protection designee.
- B. The decisions regarding further assessment of any danger seeking consultation, notification of parents/custody holders, and any further necessary services will be based on the decision of the CSBC Child Protection designee following consultation with the office of the Executive Director.

MEDIA COMMUNICATION

The Communications Office Specialist of the Georgia Baptist Convention should handle all press communications related to sexual molestation. All questions and inquiries should be referred to this individual.

AGREEMENT STATEMENT & SIGNATURE:

I have read this CSBC Child Protection Policy document, and understand Sections I, II, and III. I agree to abide by the policy and procedures as detailed in this document.

Print Name: _____

Employee/Volunteer Signature: _____ **Date** _____

Volunteer for (Department/Ministry) _____

Witness to Signature: _____ **Date** _____

CSBC Office Use Only

Department Name _____

Department Signature _____

Received by VPM Office _____

CEDAR STREET BAPTIST CHURCH
255 Cedar Street – Metter, Georgia 30439

VOLUNTEER APPLICATION

All direct volunteers should have an application on file with the Cedar Street Baptist Church. The application should include questions pertaining to abuse history for volunteers who are specifically assigned responsibilities with children and/or youth. The application may include personal interviews, current address information, former churches, references, and general experience in working with children and/or youth.

CEDAR STREET BAPTIST CHURCH ZERO TOLERANCE POLICY

The Cedar Street Baptist Church is committed to protecting preschoolers, children, and youth from sexual, emotional and physical abuse. The Cedar Street Baptist Church has a zero-tolerance policy prohibiting any act of sexual, emotional, and/or physical abuse. The zero-tolerance policy requires of all Cedar Street Baptist Church employees and direct volunteers the immediate reporting of any occurrence or suspected occurrence.

To fulfill this policy this application form needs to be completed. Please answer or acknowledge every question. A resume may be attached but cannot be used as a substitute for completion of the application.

VOLUNTEER APPLICATION INFORMATION *Please print legibly.*

Volunteer Position/Assignment: _____ Date of Assignment _____

Ministry Department: _____

Event/Ministry Title: _____

PERSONAL INFORMATION

Social Security Number ____ - ____ - ____ Birth Date: (mm/dd/yyyy) ____ / ____ / ____

Name: Last _____ Maiden _____ First _____ Middle _____

Address _____

City _____ State _____ Zip _____

County _____ How long at present address? _____ Years _____ Mos.

Former Address: _____

City _____ State _____ Zip _____

How long at former address? _____ Years _____ Months

Telephone: Home _____ - _____ - _____ Work _____ - _____ - _____

Cell _____ - _____ - _____

Email Address: _____

Have you ever been known by any other name? Yes No

If yes, what name? _____

Drivers License Number: _____ State of License: _____

Is there any reason, including those that are physically, mentally or emotionally related, that might keep you from effectively working with children or that might cause a child potential harm? Yes No

If yes, please explain:

Have you ever been refused participation in any child or youth program? Yes No

If yes, please explain:

Have you ever been charged with, arrested, indicted for, or plead guilty to a crime?
 Yes No

If yes, please explain:

REFERENCES

List names and telephone numbers of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you. Please PRINT all responses.

Name	Relationship	Telephone	Yrs Known
1) _____	(_____)	_____	_____
2) _____	(_____)	_____	_____
3) _____	(_____)	_____	_____

CSBC USE ONLY – REFERENCE RESPONSES

1) _____

2) _____

3) _____

CONSENT/PERMISSION STATEMENT

Are you willing to undergo a criminal background check and fingerprinting?

_____ Yes _____ No

The information contained in this application is correct to the best of my knowledge.

Please initial each statement below.

_____ I authorize the Cedar Street Baptist Church to obtain information from references, employers and churches herein.

_____ I authorize any references, churches or other organizations or employers listed in this application to give you any information, including opinions that they may have regarding by character and fitness for work.

_____ In consideration of the receipt and evaluation of this application by the Cedar Street Baptist Church, I hereby release and agree to held harmless any individual, church, children's organization, charity, employer reference, or any other person or organization, 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 attempt 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 in this application.

_____ I understand the Cedar Street Baptist Church desires to protect its children; therefore, I give permission for Cedar Street Baptist Church leadership to conduct a criminal background check which may include a review of sex offender registries, child abuse and criminal history records and to maintain my fingerprints and photo ID on file.

_____ I understand that the Cedar Street Baptist Church has a zero-tolerance policy for sexual misconduct and abuse and any incident will disqualify me from participation in Cedar Street Baptist Church activities.

_____ I understand that this information will be used only for volunteering purposes and will not be re-disseminated to other persons or used for any other purpose.

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. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of acceptance of my services as a volunteer.

I understand that, if engaged, any misrepresentation made by me in completing this application shall be considered as sufficient cause for removal from service without advance notice.

Print Name of Applicant: _____

Signature of Applicant: _____ **Date:** _____

Witness Signature: _____ **Date:** _____

Addition To Child Protection Policy and Agreement Form Cedar Street Baptist Church

Chairman of Committee for Child Protection

Duties of Chairman:

To call meetings of **Child Protection and Abuse Committee** when necessary.

The committee is made up of four (4) members, plus Pastor and Chairman of Deacons. The Pastor will only be an advisor. He will not vote on any issue.

This committee will be permanent unless one desires to be removed. If anyone desires to be removed from the committee, the church will elect a new person to serve. If a problem arises and goes into litigation no one on the committee can resign until litigation is complete. Only one person from this committee can speak to the news press about any problem covered under the Child Protection Policy. This person will be appointed by the committee. No problems will be discussed outside the committee unless it is necessary to bring it before the church. All who work in any church sponsored program must sign an agreement to a background check.

No person 17 years of age or under may receive counseling along with any church staff without written permission from a parent.

In the event that a problem should arise it will be given to the Pastor or Chairman of Deacons at once. This problem should not be discussed with anyone else. If it is determined that this is possibly child abuse or sexual abuse, this problem will then be reported to the Child Protection Committee and if deemed necessary to the proper authorities at once by the Pastor or Chairman of Deacons.

All records will be placed under lock and key in a safe deposit box. Only the Pastor and Chairman of Deacons will have a key. This key is to be given up when the Pastor or Chairman of Deacons leaves office.

Any questions one may have regarding this policy are to be brought to the Child Protection Committee.

CRIMINAL HISTORY RECORD RELEASE

NAME _____
 LAST FIRST MIDDLE INITIAL

ADDRESS _____

CITY	STATE	ZIP CODE
------	-------	----------

DOB _____ SS# _____

SEX _____ RACE _____

I hereby authorize Metter Police Department to obtain any criminal history record information pertaining to me which may be in files of any federal, state, county or municipal Law Enforcement Agency for the purpose of _____.

Date: _____ Applicant's Signature: _____