

Safe Church Volunteer Screening Form For Non-Peninsula Baptist Church Members

Date: _____

Form 02-02 - This screening form is to be used for any person involved in the supervision or care of persons under the age of 18 and are not members of Peninsula Baptist Church. Only fill this form out if you are not a member of Peninsula Baptist Church.

Pastor Recommendation

Name: _____ Date: _____

Present Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ E-mail _____@_____

The Safe Church Policy of Peninsula Baptist Church reads (in part):

Every volunteer must be a Christian of known character who is active in their local church

Do you as the Pastor of _____ church recommend the above named person? Is this person

- No Yes - a Christian
- No Yes - active in your church, attending worship at least three times per month on average
- No Yes - has a good reputation within the church
- No Yes - has a good reputation in the community

Pastor Signature

Thank you for your cooperation. If you have any other comments, please include them below or on the back of this form.

Peninsula Baptist Church Safe Church Volunteer Screening Form

Date: _____

Form 02-01 - This screening form is to be used for any person involved in the supervision or care of persons under the age of 18.
All must fill this form out.

Name: _____

Present Address: _____ City: _____ Zip: _____

Home Phone: _____ Work Phone: _____ E-mail _____@_____

List names and addresses of churches you have attended regularly during the past 5 years:
Peninsula Baptist Church, 687 Brawley School Road, Mooresville NC 28117 704-664-2958

List previous work involving care and supervision of persons under the age of 18:

Personal References - Name, Address and Phone number

1.

2.

Affidavit of Good Moral Character

Form 02-02 - This screening form is to be used for any person involved in the supervision or care of persons under the age of 18.
Responses to the following questions will be held in a secure file and not made public.

- No Yes - Have you ever been arrested for, charged with, under probation for, or convicted of physical abuse?
- No Yes - Have you ever been arrested for, charged with, under probation for, or convicted of sexual abuse?
- No Yes - Have you ever been arrested for, charged with, under probation for, or convicted of a Felony?
- No Yes - Do you view pornographic material in magazines, on the internet or from any other source?
- No Yes - Do you use illegal drugs?

Criminal Records Check Authorization

Form 02-03 - This screening form is to be used for any person involved in the supervision or care of persons under the age of 18.

By my signature below I declare the above answers (form 02-01 and form 02-02) to be truthful and honest. I also give my permission to Peninsula Baptist Church to obtain information pertaining to any charges and/or convictions I may have had for federal, state, or local criminal law violations. The criminal history record, as received from the reporting agencies may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility to serve with people under the age of 18 at Peninsula Baptist Church. I also understand that as long as I serve at Peninsula Baptist Church the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and if I dispute the record give clarification.

Applicant's signature: _____ Social Security # _____

Please print name: _____ Date of Birth: _____

Print Maiden name or Aliases (if applicable): _____

I have received and reviewed a copy of the PBC Safe Church Policy. _____

Signature

Statement of Faith

"You must teach what is in accord with sound doctrine." ~ Titus 2:1

Form 02-03: In order to be consistent in presenting our faith to Children through ministries of Peninsula Baptist Church, we are asking each volunteer in this program to sign a Statement of Faith. By your signature at the bottom you state you will remain true to the things written on this page and will teach them as appropriate to children as you work with them.

1. ABOUT GOD

There is one and only one living and true God. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus took upon Himself human nature identifying Himself completely with mankind yet without sin. His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, the reconciliation between God and man. He will return in power and glory to judge the world.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He enlightens and empowers the believer and the church in worship, evangelism, and service.

2. ABOUT MAN

Man is the special creation of God, made in His own image. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

3. ABOUT THE BIBLE

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter.

4. ABOUT SALVATION

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer.

5. ABOUT ETERNAL SECURITY

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

6. ABOUT ETERNITY

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

Signed: _____

Peninsula Baptist Church Safe Church Policy

"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

Peninsula Baptist Church's Safe Church Policy

Peninsula Baptist Church is committed to maintaining a safe environment in which preschoolers, children and youth are protected from sexual/physical abuse and neglect (hereinafter referred to as the "Safe Church Policy" or the "Policy"). Our goals are to protect preschoolers, children and youth in church programs and activities, to educate workers and caregivers concerning abuse issues, and to protect staff and volunteers, as well as, the church as a whole, from potential allegations of abuse and neglect.

Purpose of Policy

By fostering awareness of appropriate, as well as inappropriate behavior in the presence of minors, Peninsula Baptist Church, as part of the body of Christ, will demonstrate Christian love and respect for one another.

1.0 **Prohibited Behavior:** The following behaviors are prohibited for all paid employees and volunteers (hereinafter referred to as "workers"):

1.1 Threatening or inflicting physical injury upon a preschooler, child or youth, other than by accidental means.

1.2 Committing any sexual offense against a preschooler, child or youth, or engaging in any sexual or inappropriate contact with a preschooler, child or youth.

1.3 Making any kind of sexual advance, or making a request for sexual favors, or engaging in other verbal, visual or physical conduct of a sexual or inappropriate nature.

2.0 Volunteer Enlistment and Screening:

Leadership recognizes that certain people have exceptional talents for teaching and supporting the growth and development of Peninsula Baptist Church's preschoolers, children and youth, and we wish to encourage them to use their spiritual gifts. At the same time, however, we have established certain criteria for those adults who choose to serve in this capacity so as to provide for the well-being of our preschoolers, children and youth and to provide our workers with guidance.

2.1 **Church Program Activities:** Volunteer workers considered for any position working directly with preschoolers, children and youth must be active church and/or Sunday School members of Peninsula Baptist Church (hereinafter referred to as "the Church") for a minimum of six months before serving in these areas,

with the exception of volunteer assistants, who work no more than five hours per month.

2.1.1 **Church Sponsored Community Outreach Events** Recognizing that God has gifted and led Peninsula Baptist Church to host several Great Commission activities which are larger than the church, this policy recognizes that Vacation Bible School, Fall Festival, Upward Sports and other programs that are considered to be community events and may include others who are not members of Peninsula Baptist Church.

2.1.2 A Peninsula Baptist Church member must serve as director of every community event. Every volunteer must be a Christian of known character who is active in their local church and approved by the event director.

2.1.3 There must be a church member present at all times in any church program or church sponsored activity. The director must be actively observing each unit on a regular and random basis.

2.2 All workers working with preschoolers, children and youth will complete the Screening for those Working with Preschoolers, Children or Youth (Form No. 02-01) and the Affidavit of Good Moral Character (Form No. 02-02).

2.3 All paid staff workers must also complete the Criminal Records Check Authorization (Form No. 02-03). Volunteer applicants may be requested to complete this Form No. 02-03 at the sole discretion of the Church.

2.4 Names of all potential workers will be submitted to the applicable ministerial staff to serve as an additional screening procedure. A minister or ministry leader responsible for that particular ministry area may choose to interview preschool, children and youth workers.

2.6 Individuals who have been charged with, under probation for, or convicted of either sexual or physical abuse can neither be used to serve nor will they be employed for any church sponsored activity or program for preschool, children or youth.

2.7 Adult survivors of child abuse will be interviewed in accordance with the Volunteer Interview Evaluation Form (Form 02-04).

3.0 **Guidelines:** Our intent is not to be judgmental, for we are all accountable to God. We rely on God's wisdom in developing, implementing and carrying out His will through these guidelines. Compassion and truth will be the guiding forces for any investigation, reporting and

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follow-up action that results from the procedures as outlined in this policy.

3.1 A worker should not be alone with a child behind a closed door. Two workers should always be present in each room where preschoolers, children and youth are present.

3.2 Whenever possible the doors to classrooms should be kept open or, in the case of rooms with Dutch doors, the top half of the door should be kept open. Glass in doors and windows should be left uncovered, or shall not be covered to the extent that they hide full visibility to the room.

3.3 Classes shall remain in the assigned spaces. If there is to be a change, the Director must be informed and approve the change.

3.4 Any special information provided by the parent shall be kept on a Parent's Instructions/Baby's Schedule Form (Form 03-01) and kept on file in the applicable room where workers have easy access. Any special needs should be noted on nametag.

3.5 Preschoolers should not be left in a room unattended.

3.6 Classroom doors must never be locked while occupied.

3.7 Two workers should be present during drop-off and pick-up time for all preschoolers. If one of the workers has not arrived, a parent should be asked to stay in the room until the second worker arrives.

3.8 With preschoolers, only a parent or other person specifically designated by the parent and known to the worker may pick them up at the end of the session. Parents will be requested to provide the Director with written information regarding a possible child custody dispute where leadership should pay particular attention to who picks up the child. All children in first grade or higher will be released at the end of class unless the parents provide special instructions to the contrary. When the parent's gives special directions to pick up a child, the parents should do so immediately (but no later than ten (10) minutes) after the scheduled finish time and before going to any other activity. If the parent does not pick up child within ten (10) minute timeframe, the worker is permitted to take children to parents while the other worker waits for late parents until all children are delivered to parents. Please note the Director has the authority to decide to hold all children for pick up by their parents, regardless of age.

3.9 All preschoolers shall wear a nametag provided by the Church to allow easy identification.

3.10 Touching to comfort or affirm a child in an age-appropriate manner is permitted. Children and Youth should not sit in the lap of a worker. Workers shall not touch preschoolers, children or youth in genital areas except as necessary to change a diaper or to assist a child in the bathroom as noted below.

3.11 Workers will change diapers of preschoolers, unless otherwise requested by the parent on the registration form for the child. Parents who request a worker to change diapers shall supply the diapers and other necessities.

3.12 The Director shall prescribe, and communicate to workers, precautionary measures for dealing with dirty diapers, blood, vomit and the like. The Church shall provide supplies. These rules will be updated as new knowledge becomes available.

3.13 Either men or women may change diapers if it is done in the open and not behind closed doors.

4.0 Reporting and Investigations: Congregational support is critical for adherence to this policy. The limited nature of our resources, and our desire to devote as much possible to the work of the Lord, dictate that this policy be fully understood by every member of our congregation and extended family. This will enable staff and leadership to utilize their efforts to preserve the church resources for the work of the Lord.

4.1 Discipline of Preschooler and/or Children

4.1.1 Physical discipline, such as spanking, is never permitted. Using physical restraints to prevent a child from doing something disruptive or dangerous is permitted and may, in some instances, be necessary.

4.1.2 The Director shall instruct workers on the best age-appropriate discipline methods.

4.1.3 The behavior of a child who is a disruption to a class shall be discussed with his or her parents and the Director. The parents can be asked to attend the class to observe or control the problem behavior. If the behavior persists, the child may be removed for the class. If a child becomes a danger to other children, that child shall remain in the class while the other children are removed from the classroom with an adult. A staff member will be immediately notified.

4.2 Continuing Training for Workers

4.2.1 The Director shall encourage workers to take advantage of continuing training opportunities. Some

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classes may be mandatory and the Director may ask the worker to resign from that position for non-attendance.

4.2.2 The Director shall communicate the substance of these training opportunities as set forth in this Policy to all workers, all of whom must agree to comply with them.

4.2.3 The Director shall provide mandatory training and education on a regular basis for fire and building safety, the statutory requirements for the mandatory reporting of child abuse, the definition of abuse and other operational guidelines. Workers who do not attend this training will be relieved of their teaching or volunteer service.

4.3 Communication with Parents

4.3.1 Workers shall attempt to keep open lines of communication with parents.

4.3.2 Parents shall generally be permitted to observe in a classroom although the worker may tell the parent that his or her presence may be disruptive to the child.

4.3.3 Parents shall be given a copy of this Policy, upon request.

4.3.4 Parents shall be clearly advised as to how to report suspected abuse or other concerns regarding a violation of this Policy. Such report shall be kept confidential.

4.3.5 Parents shall be advised that they must pick up their child no later than ten (10) minutes after the activity is over unless special arrangements are made, with consent of the worker concerned.

4.3.6 Parents shall be encouraged to change diapers and take their child to the bathroom before class to avoid problems during the event.

4.3.7 Parents shall not leave a child if the child has a fever or illness. Parents must advise the worker if the child is on medication and provide written instructions regarding such medication.

4.3.8 Information concerning the sleeping accommodations for preschoolers, children and youth at any overnight activity shall be made available to parents.

4.4 Staffing of the Preschool and Children's Programs

4.4.1 There shall be a minimum of two (2) workers assigned to each class, and a minimum of one (1) assigned to each "break-out group" which is part of a larger class. In preschooler rooms, at least one (1) of the workers must be female.

4.4.2 The ratio of workers for preschoolers should never be less than 1:7 and the ratio of workers for children should be 1:15.

4.4.3 There shall always be a Coordinator on duty while classes are in session who will make roving checks of all classrooms. The checks shall be on an irregular, random basis so that the time of the visit cannot be predicted from week to week.

4.4.4 The Coordinator shall make provision for last minute replacements of a worker who cannot be present on a given day with assistance from the Director, if necessary. If the required number of workers cannot be obtained, the class shall be cancelled or combined with another class.

4.4.5 Parents may be requested to work in classrooms to fill in or substitute for other workers.

4.4.6 To ensure that there shall be sufficient substitutes available when the regular workers cannot attend, the Director has the option to ask substitutes to go through the volunteer screening process. All parents shall be encouraged to go through the volunteer screening process to establish a substitute list.

5.0 Guidelines for Volunteers of Youth Programs

5.1 Physical Contact

5.1.1 Back rubs, neck rubs, massages, kissing or similar contact are not allowed. Side by side hugs are to be used instead full body contact. Touching need not be completely avoided, but staff and workers must be aware of how it looks and how the preschooler, child or youth or his parents may interpret the contact.

5.2 Staffing Considerations for Planned Activities

5.2.1 A minimum of two (2) workers who have completed the required screening and training should be present for all activities. A specific ratio of leaders to youths is not suggested; instead, the ratio should be appropriate for the activity being undertaken. The youth's parent or guardian must grant in writing any exceptions to the two-worker rule and the Minister of Youth should be contacted in advance and advised in writing that permission has been obtained.

5.2.2 Any one-on-one meeting involving a youth must be conducted with the door open. Planned one-on-one meetings with members of the opposite sex must be held in public places and may only occur if (1) proper approval has been given by the parent or guardian, (2) another minister designated has been notified, and (3) separate transportation used. At no time shall a youth worker pursue a dating relationship with a student.

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5.3 Unplanned Meeting Between Youth Minister and Youth

5.3.1 Unplanned contacts between a youth and the Youth Minister or youth workers shall, insofar as possible, be conducted under the same rules as are planned activities. It shall not be a violation of this policy, however, for the Youth Minister to talk with a youth in the Youth Minister's office with the door closed, when the youth has requested the closed meeting, provided: (1) the door is closed for a relatively brief time, If the room has a window, it shall remain opened to the extent that the occupants are visible. (2) the Youth Minister informs the other minister or his designee at the beginning of the meeting, (3) the Youth Minister informs the other minister or his designee at the end of the meeting, (4) the other minister or his designee keeps a confidential record of the meeting, its duration and identity of the youth involved, and (5) such meetings are infrequent.

5.4 Driving Rules

5.4.1 Only leaders or other qualified and screened individuals may drive. All drivers must have, if requested to, show to the person in charge of the activity, a valid driver's license and proof of insurance. When one vehicle is used for an activity, the two-worker rule still applies unless parental permission is obtained prior to the trip. When several vehicles are taken for an activity, keeping the other vehicle in sight is an acceptable substitute for the two-worker rule. The number of persons per vehicle must not exceed the number of seatbelts, and seatbelts must be worn by all occupants.

5.4.2 Workers who drive on a consistent basis must be additionally screened by completing an Application For Inclusion On the Approved Drivers List (Form No. 05-01). The information on this form will be used to screen the potential driver through the Church's insurance company and the State's Department of Motor Vehicles for the purpose of determining if the requested driver's driving records indicate that he or she is a safe driver.

5.5 Overnight and Trip Rules

5.5.1 Written Permission and Medical Consent Forms (Form No. 05-02) must be completed prior to the trip. Two-worker leadership must be followed throughout the trip, with any exceptions clearly stated and approved in writing in advance by the parent or guardian. The total number of adults on each trip will be adjusted according to the requirements of the planned activities.

5.5.2 Parent chaperones must complete a Screening Form for Those Working with Preschoolers, Children or

Youth (Form 02-01) and Affidavit of Good Moral Character Form (Form No. 02-02) before supervising an activity sponsored by Peninsula Baptist Church located off church premises.

6.0 Reporting and Investigations

6.1 Reporting Requirements

6.1.1 All workers shall immediately report and document any incident of abuse or violation of the two-worker or open door policy of which they have knowledge or which they have observed.

6.2 Reporting Procedure

6.2.1 The person reporting any incidents of abuse shall immediately contact one of the applicable Directors.

6.2.2 The reporter shall inform him or her of all relevant facts with respect to the incident of abuse. Upon receiving a report of an incident of abuse, the Director, together with the reporter, shall complete the written Suspicion of Child Abuse Report (Form No. 06-01). This report shall be given to one of the ministers.

6.2.3 In all cases where abuse is reported Peninsula Baptist Church shall seek to follow applicable North Carolina laws regarding child abuse.

6.2.4 Peninsula Baptist Church shall seek to resolve any and all charges of abuse through a proper investigation. The family of the victim should be informed at pertinent times through the investigation.

FORMS LISTED IN THIS POLICY ARE AVAILABLE
IN THE CHURCH OFFICE.

Definitions

Preschoolers - newborn children through kindergarten.

Children - children currently attending or just completed grades one through six.

Youth - children currently attending or just completed seven grade through twelve.

Director - an individual responsible for a particular area of ministry or formal program offered at the Church.

Activity - any Adult activity going on at the Church to include, but not limited to, services, training, studies, choir, and formal meetings.

Vulnerable Adult - an individual whom is 18 years or older but does not have the mental capability to make sound decisions on their own behalf.