



Child/Youth Protection Policy Broadway Baptist Church

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Child/Youth Protection Policy

General Purpose Statement

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

Definitions

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years.

Selection of Workers

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

a. **Six Month Rule**

No volunteer will be considered for any position involving contact with minors until she/he has been involved with Broadway Baptist Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children. Staff Member discretion is allowed for people they have known previously.

b. **Personal Interview**

A face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

c. **Reference Checks**

Before an applicant is permitted to work with children, 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.

d. **Criminal Background Check**

A national criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

- Those who will be involved in our preschool, children’s and youth ministries.

Before a 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 will keep an individual from working with children will be determined by the Executive Administrator and appropriate ministerial staff, on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the church office.

Two Adult Rule

It is our goal that a minimum of two adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open, unless the door has a window, and there should be no fewer than three students with the adult teacher.

Care Group Evenings- Evening nursery/preschool will be staffed by different Care Groups on the second and fourth Sunday evening during the school year. Since these are not employees or regular volunteers, the "Selection of Workers" policy above would not apply. The following policies will apply: There will be a minimum of two adults in each room and a paid employee or regular volunteer will regularly check on each room.

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.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 19 to assist in caring for children during programs or activities. The following guidelines apply to such workers:

- Teenage workers must be at least age 14.
- Teenage workers will be screened as specified above.
- Teenage workers must be under the supervision of an adult and must never be left alone with children.

Our Prevention of Illness

The guidelines we will follow are recommended by the Committee on Control of Infections Diseases of the American Academy of Pediatrics. A child should not be accepted in a classroom when any of the following conditions exist or have existed in the past 24 hours:

- Fever
- Vomiting or diarrhea
- Any symptom of childhood diseases, i.e. scarlet fever, mumps, chicken pox, measles, etc.
- Common cold-from onset through one week
- Sore throat
- Any unexplained rash
- Any skin infection - boils, ringworm, and impetigo
- Pink eye or other eye irritations
- Communicable disease of any type

NOTE: Teething does not cause diarrhea or runny nose

- When a child is thought to be sick, he/she will be confined in a bed or designated sick area until a parent is notified/paged to pick up the child.

- Teachers may not administer medication in any form. Do not mix medicine in formula or milk bottles. Parents must come to administer medication at the proper time.
- Toys will be cleaned with the church approved disinfectant at the end of each session. (All classrooms regardless of age.)
- Changing tables shall be cleaned after each diaper change with disinfectant and dried with clean paper towels.
- Disposable plastic gloves are provided for use when changing diapers. Your hands should be washed after toileting older children.
- Facial tissues should be used only once per child and discarded.
- Kiss no children but your own.
- Clean sheets should be placed on the beds each time the bed is used.
- Teachers will hold babies who take a bottle. This helps reduce the chance of sharing the bottle with another child. Bottles will not be propped up in the bed.

Medications Policy

It is the policy of Broadway Baptist Church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are 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 appropriate staff member to develop a plan of action. Two adults must be present for any exception situations.

Discipline Policy

It is the policy of Broadway Baptist Church not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the Ministry Leader if assistance is needed with disciplinary issues.

Signed Statement Policy

A signed and dated form indicating employees and volunteers have read and understand the policies will be kept as part of our records.

Ratio of Workers to Children

It is required that a reasonable ratio of adults to children is maintained at all times involving the supervision of children.

The ministerial staff member responsible for the division shall be primarily responsible for setting and maintaining a reasonable ratio of workers to children giving due regard to all factors present, including the number and age of the participants, the nature of the activities and the location where the activities are taking place.

Ministerial and Staff Oversight

The ministerial staff member responsible for each division shall coordinate with the respective ministry coordinators to ensure ongoing supervision of all workers. This should include regular unannounced visits into classes and other program sites.

Nursery/Preschool Access

Access to the nursery/preschool area will be controlled at all times. Only approved workers and parents checking in/checking out their children are allowed access. Parents must adhere to the check in/check out process established by BBC, whose goal is the protection of all children. BBC workers will not receive children from, nor release children to, anyone under the age of 14 years old.

Responding and Reporting To Alleged Child Abuse or Neglect

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 can include one or more of physical abuse, emotional abuse, sexual abuse, and/or neglect and may involve persons associated with, or not associated with, Broadway Baptist Church.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under their care at Broadway Baptist Church and this must be reported immediately to the Executive Administrator for further action including reporting to authorities as mandated by state law. Broadway Baptist Church will comply with the state’s requirements regarding mandatory reporting of abuse or neglect. No suspicions will be treated as frivolous.

No person shall communicate any information concerning the alleged event to any person except as necessary to cooperate with any official investigation. Church administration, in consultation with the official conducting the investigation, may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified. In no case shall the identity of the victim or the accused person be disclosed except as required by law.

No person shall attempt to conduct a detailed investigation through interrogation of the child, the accused person, or any witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a child has been abused or neglected. Interview shall be conducted only by authorized officials of the agency to whom the suspected crime has been reported or, when appropriate, by legal counsel or persons representing the church in an official capacity. All employees and volunteers of the church shall cooperate with the official investigation as requested.

I have read and understand the child/youth protection policy of Broadway Baptist Church.

Signature

Date

Print Name



Permission For Release Of Information From Criminal Records

I hereby give my permission for the release to Broadway Baptist Church of information from law enforcement files concerning any past criminal record, indicating offenses with which I may have been charged or convicted.

I understand that the search will indicate as to whether or not a record exists. I further understand that, in the event such a record is found to exist, I will be notified by my supervisor, and that my employer will be entitled to determine my fitness to be allowed unsupervised access to children. I understand that Broadway Baptist Church has the right to require this as a condition of employment.

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

Signature Date

Name (Please Print)

Witness to Signature Date

Position Applied For

Social Security Number

*Date of Birth

*Parent or Legal Guardian Signature Date

*Parent or Legal Guardian Name (Please Print)

*If applicant is under the age of 18, parent or legal guardian hereby gives permission for release of information from criminal records.

Current Address:

Street or P.O. Box

City, State, Zip Code

Previous Addresses:

(1)_____
Street or P.O. Box

City, State, Zip Code

(2)_____
Street or P.O. Box

City, State, Zip Code

(3)_____
Street or P.O. Box

City, State, Zip Code

(4)_____
Street or P.O. Box

City, State, Zip Code

(5)_____
Street or P.O. Box

City, State, Zip Code

(6)_____
Street or P.O. Box

City, State, Zip Code

(7)_____
Street or P.O. Box

City, State, Zip Code



Child/Youth Worker Application Form:

It is the goal of Broadway Baptist Church to create a safe and secure environment for all children and workers who are involved in church activities. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services to our children and youth program. This information will be used for the sole purpose of helping the church provide a safe and secure environment for children and workers.

Name: _____ Date: _____

Date of Birth: _____

Have you ever used name(s) other than the one above? If yes, please list:

Current address: _____

City, State, Zip: _____ Years at address: _____

Previous address: _____

Current phone number: (home) _____ (work) _____

Please provide the following church information:

List other churches you have been affiliated with: _____

Have you ever worked with youth or children before? _____ List where: _____

References for Previous Church or Childcare Experience:

Name: _____ Phone: _____

Address: _____

Organization/Contact Person: _____ Phone: _____

Name: _____ Phone: _____

Address: _____

Organization/Contact Person: _____ Phone: _____

Name: _____ Phone: _____

Address: _____

Organization/Contact Person: _____ Phone: _____

Signature

Date