

This policy was revised September 19, 2012 at the Quarterly Business Meeting

Children and Youth Protection Policy

Believing that God has trusted us with the safekeeping of His children, Poplar Springs Baptist Church (PSBC) implements the following policy. First and foremost is our desire to protect children from harm.

This policy shall consist of four parts:

1. Selection of Workers,
2. Abuse Prevention,
3. Reporting Guidelines, and
4. Responding to Allegations.

Definitions

Child/children/youth – anyone under the age of 18.

Worker – anyone (paid or volunteer) who interacts with children or youth either in a leadership or supportive role weekly or occasionally.

Neglect – failure to provide adequate protection and supervision.

Physical abuse – any non-accidental injury (may include shaking, bruises, or lacerations).

Sexual misconduct – sexual misconduct means any sexual conduct which is either unlawful and/or contrary to the moral teaching of the Bible. For purposes of this policy it means any inappropriate touching and/or sexually suggestive comments made to minors by adult leaders or workers (both paid and volunteer) at PSBC.

Part 1: Selection of Workers

Prospective PSBC employees (including ministerial staff) who work with children and/or youth will be required to complete an employment application form and grant permission for a criminal background check by completing and signing the “Application for Employment” and the “Applicant Release of Information for Staff” forms. Background checks will also be conducted for volunteer workers. Volunteers will be required to complete only the “Applicant Release of Information for Volunteer Service” form. Completed forms as well as the background check results will be kept private, confidential, and locked in a file inaccessible to support staff or church members. **The Personnel Committee Chairman will be the only one with access to this file. The applications and background reports will be available to be viewed by the Personnel Committee Chairman and the pastor.** If necessary, the Personnel Committee Chairman and the pastor may meet with the applicant to make a final decision on employment and/or to discuss items noted on the background check results.

Volunteers will be required to have been a church member in good standing for at least six months. Exceptions to this requirement will be at the discretion of the Personnel Committee Chairman, pastor and in whose area the volunteer will be serving, and will be documented in writing by the Personnel Committee Chairman. Those individuals granted the exception will work with a church member for a period of not less than three months.

The following individuals shall be prohibited from working with children or youth:

- Anyone convicted of a felony or a misdemeanor that involves moral turpitude.
- Anyone currently charged with or convicted of physical, mental, or sexual abuse.
- Anyone, based on application response or other information, who may pose a threat to children or youth.

Procedures for **Occasional Workers** (as Vacation Bible School, Special Church Occasions, etc.) will be the same as for permanent workers.

Part 2: Abuse Prevention

Following are the policies that will be observed:

- **Two-worker rule** – Two previously-approved, unrelated workers shall be required for every activity involving children and youth (whenever feasible).
- **No one-on-one situations** – At no time, whether at church or at a church-sponsored activity (camp or trip) shall any child be alone in a private setting with only one worker. One-on-one situations would be allowed in open areas where both the children and workers can be observed (as through an open door or window).
- **No unsupervised situations** – Preapproved workers must be on church property when children and youth are present.
- **Periodic supervision** – Church staff, group directors (as Sunday School Director, WMU Director or Brotherhood Director) and age-group coordinators (as Sunday School Department Director) may make random visits where children/youth activities are taking place. Therefore, all activities must take place in rooms that can be viewed from the hallway. In addition, parents may also view these activities if they do so discreetly and do not disrupt teaching that is taking place.
- **Child Pick-up** – Preschoolers will be released only to parents, siblings 7th grade or older, or the authorized individual who brought them to the activity.
- **Age requirement** – No one under the age of 18 will be permitted to work in, or enter, classrooms of children age 14 months or younger (exception: children and youth under the age of 18 may accompany or assist their parent or other adult worker if another unrelated worker is present).
- **Mandatory training** – Training will be provided annually, **under the direction of the Personnel Committee**, that will include policy education as well as ways to recognize, respond to, and report child abuse suspicions.

Part 3: Reporting Guidelines

- Workers will receive reasonable training to recognize suspicious activities and behaviors and will be trained as to how and to whom they should report such behavior. Suspicions should be reported to the group directors (as Sunday School Director, WMU Director or Brotherhood Director) and age-group coordinators (as Sunday School Department Director).
- Ministerial staff members will be trained to respond to every report.
- Workers will receive reasonable training to recognize signs of child abuse and regarding state laws for reporting child abuse allegations.

Part 4: Responding to Allegations

- Up-to-date files on workers' applications and background checks will be maintained. The Personnel Committee Chairman will be responsible for these files.
- Each allegation shall be taken seriously and thoroughly and promptly investigated as stated in the Policy and Procedures on Sexual Harassment.
- Allegations shall be thoroughly documented, but kept private and confidential from other church members/individuals.
- The church's insurance carrier, and civil authorities shall be contacted in a timely manner.
- Both the accuser and the accused shall be treated with dignity and respect throughout the investigation.
- Professional care for the victim and his or her family, whether in the form of medical treatment or counseling, shall be offered.
- Only one individual (the pastor or a spokesperson he selects) shall speak to the media. While the church may elect to meet with parents, children's workers, and a professional counselor in a group setting to deal with the situation at hand, this should not be done during a worship service.

Attachments

1. Poplar Springs Baptist Church Application for Employment
2. Poplar Springs Baptist Church Applicant Release of Information for Staff
3. Poplar Springs Baptist Church Applicant Release of Information for Volunteer Service



POPLAR SPRINGS BAPTIST CHURCH

5270 Charles City Road, Richmond, Virginia 23231, (804) 795-1238

APPLICATION FOR EMPLOYMENT	Date of Interview (Month/Day/Year) / /
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P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Telephone ()
	City, State, Zip			Cell Phone
	What was your previous address?			How long at present address?
			When will you be available to begin work?	How long at previous address?
	If you are under 16 years of age, can you provide a work permit?		If no, please explain	
	Have you ever applied for employment with us? If yes, Month and Year _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever pleaded guilty, no contest or been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates and details			
	Do you have any condition, which might limit your ability to perform the job for which you are applying? If yes, describe this condition and what accommodations would be recommended for you to perform the job responsibilities.			

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS

MILITARY	Are you serving in the Military? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe
Describe any training received relevant to the position for which you are applying	

EMPLOYMENT	Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.
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1	Company Name	Telephone
	Address	Employed – (State month and year) From To
	Name of Supervisor	
	State Job Title and Describe Your Work	

2	Company Name	Telephone ()
	Address	
	Name of Supervisor	Employed – (State month and year)
	Weekly Pay	
	Start Last	
	Reason for Leaving	May we contact this employer for a reference?

3	Company Name	Telephone ()
	Address	Employed – (State month and year) From To
	Name of Supervisor	
	State Job Title and Describe Your Work	

4	Company Name	Telephone
	Address	()
	Name of Supervisor	
	State Job Title and Describe Your Work	

E D U C A T I O N	School	Name and Location of School Provide dates you attended	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
					<input type="checkbox"/> Yes	
	College				<input type="checkbox"/> Yes	
	Business Trade				<input type="checkbox"/> Yes	
	High School				<input type="checkbox"/> Yes	

S I G N A T U R E	<p>I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, driving record and other related matters as may be necessary for an employment decision. I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.</p>
	<p>In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.</p>
	<p>Signature of Applicant _____ Date _____</p>

**POPLAR SPRINGS BAPTIST CHURCH
APPLICANT RELEASE OF INFORMATION FOR STAFF**

I, _____, give Poplar Springs Baptist Church (hereinafter referred to as the "Church") or its representative, permission and authority to conduct a due diligence investigation and reference check into my past and current activities. I understand and consent to an investigation that may include, but is not limited to, information as to my personal character, general reputation, verification of previous employment and employment references, verification of education, credit history, motor vehicle driving record, social security wage information, criminal records and other information contained in public records. In addition, I grant permission and authority to the "Church" and/or its representative to obtain past employment information in compliance with regulations of the U.S. Department of Transportation (DOT), including 49 CFR Part 40 and 49 CFR Part 382, regarding DOT drug and alcohol testing results from past employers.

I authorize and request any Former Employers, Schools, Police Departments, States, Cities and Counties or any other Person/s to furnish the "Church" and/or its representative designees information concerning the following:

Work Habits	Character	Reputation	Driving Record
Salary History	Criminal Record	Education History	Transcripts

And all other relevant information requested by the Church.

I hereby release all Persons (including Former Employers), Companies, Corporations, Schools, or Individuals from all liability and responsibility to me for any claim I might at any time have that may result from providing the "Church" and/or its representative with such information as requested.

I understand that if hired, my employment is for no definite period of time, consistent with state law, and may be terminated with or without cause and with or without notice, at any time, at the option of either the "Church" or myself. No employee representative, manager, official or supervisor of the "Church", other than the "Church designee", has any authority to enter into any agreement for employment for a specified period of time or make any agreement relative to employment that is contrary to the foregoing. Any such employment agreement will be in writing, signed by the designated officer and clearly specifying its term.

If I am not hired due to information contained in the background screen report, I will be notified in writing and, if I make written request, a copy of the said report will be supplied to me with a written summary of my rights under the Fair Credit Reporting Act of 1970 as amended in 1996.

Print Full Legal Name	First	Middle (Maiden)	Last
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Social Security Number	Date of Birth
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Current Street Address	City	State	Zip Code
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Applicant's Signature	Date
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**POPLAR SPRINGS BAPTIST CHURCH
APPLICANT RELEASE OF INFORMATION FOR
VOLUNTEER SERVICE**

I, _____, give Poplar Springs Baptist Church (hereinafter referred to as the "Church") or its representative, permission and authority to conduct a due diligence investigation and reference check into my past and current activities. I understand and consent to an investigation that may include, but is not limited to, information as to my personal character, general reputation, verification of previous employment and employment references, verification of education, credit history, motor vehicle driving record, social security wage information, criminal records and other information contained in public records. In addition, I grant permission and authority to the "Church" and/or its representative to obtain past employment information in compliance with regulations of the U.S. Department of Transportation (DOT), including 49CFR Part 40 and 49 CFR Part 382, regarding DOT drug and alcohol testing results from past employers.

I authorize and request any Former Employers, Schools, Police Departments, States, Cities and Counties or any other Person/s to furnish the "Church" and/or its representative designees information concerning the following:

Criminal Record

Driving Record

And all other relevant information requested by the "Church".

I hereby release all Persons (including Former Employers), Companies, Corporations, Schools, or Individuals from all liability and responsibility to me I might at any time have that may result from providing the "Church" and/or its representative with such information as requested.

I understand that if accepted for volunteer service, it is for no definite period of time, consistent with state law, and may be terminated with or without cause and with or without notice, at any time, at the option of either the "Church" or myself.

If I am not accepted as a volunteer due to information contained in the background screen report, I will be notified in writing and, if I make written request, a copy of the said report will be supplied to me with a written summary of my rights under the Fair Credit Reporting Act of 1970 as amended in 1996.

Print Full Legal Name	First	Middle (Maiden)	Last
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Social Security Number	Date of Birth
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Current Street Address	City	State	Zip Code
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Applicant's Signature	Date
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