

# North Lanier Baptist Church



# Child Protection Policy

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# Child Protection Policy

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## 1.1 INTRODUCTION

Everyone who participates in North Lanier Baptist Church (NLBC), Weekday Children's Ministry, Children & Preschool Ministry or Student Ministry is entitled to do so in an enjoyable and safe environment. North Lanier Baptist Church has a moral and legal obligation to ensure that, when given responsibility for young people, that employees and volunteers provide them with the highest possible standard of care.

North Lanier Baptist Church is committed to devising and implementing policies so that everyone in childcare accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities. This policy is designed to protect the children and the adults. The policies within must be reviewed annually. All staff employees and volunteers should attend mandatory Child Abuse and Neglect Prevention and state of Georgia Mandated Reporting. If volunteers are unable to come they should schedule an appointment to go over this policy with either the Weekday Ministry, Children, & Preschool or Student Ministry Director.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety and protection while in the care of North Lanier Baptist Church and to allow staff and volunteers to make informed and confident responses to specific child protection issues.

The Senior Pastor has the specific oversight of these policies. The Senior Pastor should review the policy annually and make any necessary changes.

**A child or young person is defined as a person under the age of 18 (Children's Act 1989)**

## 1.2 POLICIES AND PROCEDURES AT NORTH LANIER BAPTIST CHURCH

### 1.2.1 Recruiting & Supervising Volunteers

1. All volunteers should fill out a Volunteer Application Form, which includes references, and work experience. The form will ask the question “ have you ever been convicted of or plead guilty to any crime(s)?”

All volunteers must agree to have a Criminal Background Check performed on them. If they have recently moved to the state of Georgia, they must agree to have a criminal background check performed from their previous state. If a volunteer will not agree to have a background check performed they may not work with children and youth at North Lanier Baptist Church.

New persons attending the church may not work with children and youth alone for a period of six months and only then after a criminal background check is done and references are checked.

### 1.2.2 Code of Conduct to Prevent the Possibility of Child Abuse

The possibilities of child abuse or accidents or misunderstandings happening in any setting where children and youth gather are a reality that cannot be ignored. Therefore, it is important that the programs at NLBC clearly state what it believes is acceptable behavior between employees, volunteers and children. The following Code of Conduct (Do’s and Don’ts) concerning Weekday Children’s Ministry, Children and Preschool Ministry and Student Ministry and youth activities are policy and must be adhered to.

### 1.2.3 Policy Statement

North Lanier Baptist Church is committed to the following:

The welfare of the child is paramount.

- All children, whatever their age, culture, ability, gender, language, racial origin, should be able to learn and participate in a fun and safe environment.
- Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.

- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All NLBC employees and volunteers who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures.
- All employees and volunteers who work with children will be required to have a successfully completed a “Background Check” before working with any child.
- Working in partnership with parents and children is essential for the protection of children.

#### **1.2.4 Monitor And Review The Policy And Procedures**

The implementation of procedures should be regularly monitored and reviewed. The Department Directors of the various children ministries will regularly report progress, challenges and any difficulties, where changes are required to the Senior Pastor.

The policy should be reviewed annually or whenever there is a major change in the church policy or in relevant legislation.

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# Promoting Good Practice

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## 2.1 INTRODUCTION

To provide children with the best possible experience and learning opportunities, everyone must operate within the policies and procedures implemented within this policy.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or volunteers to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child.

This section will help you identify what is meant by good practice and poor practice.

## 2.2 Good Practice

All personnel should adhere to the following principles and actions:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Make classroom or activities fun and enjoyable; promote fairness, confront and deal with bullying.
- Treat all young people equally and with respect and dignity.
- Always put the welfare of the young person first, before your own.
- Maintain a safe and appropriate distance with children (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Avoid unnecessary physical contact with young people. Where any form of manual or physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given.

- Involve parents and caregivers wherever possible, e.g. where young people need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, employees, and volunteers work in pairs.
- NEVER put yourself in a situation where you are alone in a building or room with a single youth or child. Follow the “two adult” rule. If you must speak with a youth or child in private, do so in plain view of others and never in a room with the door closed. Leave doors open. It is the goal of NLBC to have two adults in all situations – if not in each classroom then to have multiple adults in an open area to prevent one adult-one child situations.
- Do not let children wander around the building during Sunday School or worship. They must be in worship with their parents or in a children’s ministry.
- Do not let preschool and younger children go the bathroom alone.
- Second grade and up may go to the bathroom alone – but the adult/parent/volunteer responsible for that older child must be aware of their leaving, length of time gone, and return.
- Dismissal time – do make sure the children are dismissed to their parent/guardians. Do not let them run around the building to find their parents. Make sure they are handed over to the correct adult.
- Be aware of all allergies and fears of children in your classroom.
- A married couple should not teach the same class or be the only ones running a youth group event. Members of the same family should not be running a class or activity alone.
- Be aware of dangers from certain craft items – for example be aware of choking hazards with strings around necks.
- In the case of babies and toddlers, if it is necessary to assist with hygiene involving sensitive areas do so ONLY in the presence of other volunteers.

- Do not inflict any discipline or play that would cause physical pain (i.e. hitting, slapping, shaking, squeezing, physical stress such as sit-ups, pushups).
- Do discipline participants in such a way as to gain respect (caring for them, removal of privileges or bring their parents into the situation).
- Do not touch the sensitive areas of ANY participant (genitals, breast, buttocks) or allow any casual contact with those areas, which might be misunderstood by the participant.
- Do not hug (for more than 10 seconds of embracing, or arms around a participant) unless to physically assist a disabled person to be mobile.
- Hugs in public views that are quick and “OK” with the child or youth are appropriate. Ask the child if it’s “OK” to give them a hug - if you’re not sure. It’s important to let participants know we care.
- Hold hands with participants if it is part of a worship/communion/prayer service and only in the presence of others. In other situations, do not hold hands with a youth participant.
- Request written parental consent if church employees or volunteers are required to transport young people in their cars.
- Gain written parental consent for any significant travel arrangements e.g. overnight stays, youth camps, etc.
- Ensure that if children are mixed, they should always be accompanied by a male and female member of staff.
- Ensure that at away youth events adults should not enter a young person’s room or invite young people to their rooms.
- Be an excellent role model, in the company of young people always.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Secure written parental consent for the church to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.

- Keep a written record of any injury that occurs, along with details of any treatment given.

### **2.3 Poor Practice**

The following are regarded as poor practice and should be avoided by all personnel:

- Unnecessarily spending excessive amounts of time alone with young people away from others.
- Taking young people alone in a car on journeys, however short.
- Taking young people to your home where they will be alone with you.
- Sharing a room with a young person.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person, even in fun.
- Reducing a young person to tears as a form of control.
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that the young person can do for themselves

When a case arises where it is impractical or impossible to avoid certain situation e.g. transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent and the young person involved.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it and forward to appropriate Ministry Director and Senior Pastor. Parents should also be informed of the incident.

## **2.4 Trips and Transportation**

The following guidelines are to be followed by employees and volunteers concerning NLBC sponsored trips or while transporting any child or youth:

- Do not drive with a child or youth alone. If children & youth are being transported for an activity, it is best to have two adults in the vehicle. Permission slips must be used and if only one adult is able to drive it must be so noted on the permission slip.
- On youth group outings away from the church, youth may not drive.
- On a youth outings – do not toss participant in the water (if at a lake, ocean, or pool area). It could cause injury or be mistakenly understood. No practical jokes as they also may be misinterpreted.
- Do not use name-tags or similar items with the names of children on a field trip - in order to maintain privacy and prevent strangers calling them by their name.

## **2.5 Fire/Emergency Procedures**

All employees and volunteers are required to have a working understanding of all emergency procedures pertaining to NLBC outlined in the Emergency Procedures Handbook. In addition, employees and volunteers should:

- Be aware of the Emergency Evacuation Floor Plan Routes. A Fire drill should be held once a month for the Weekday Education Ministry.
- First Aid Kit – First Aid Kits and Blood borne Pathogen Spill Kits are located throughout the church. Be aware of there location.
- Emergency Evacuation Assembly Areas.
- Location of nearest fire extinguisher.
- Emergency communications procedures.
- The Emergency Contact List location.
- In case of medical emergency move children away from incoming safety personal and vehicles.

## **2.5 Incident and Injury Reports**

If there is an injury or accident then the incident or injury report should be filled out as soon as possible. This is done to protect the participant and the staff member and will ensure that proper procedures and care has been followed. If during an activity or session an inappropriate conversation, fight, altercation, or theft occurs an incident report should also be filled out. If a conversation or situation may be taken out of context or misinterpreted, an incident report should be filled out. A copy should be forward to the appropriate ministry director and the Senior Pastor. The Senior Pastor will keep the incident reports in a secure and confidential manner and will investigate any problems and follow up as necessary.

## **2.6 Nursery Issues**

The following procedures pertaining to employees and volunteers working in the nursery area:

- Be sure that all bottles are labeled and refrigerated. Giving the wrong bottle to a child could be disastrous.
- There should be outlet covers on all electric outlets in rooms where preschoolers/toddlers/babies are present.
- Walls, woodwork, toys should be checked for peeling, chipped paint, sharp edges.
- Parents are allowed to check on their children at any time. Classroom doors must not be locked unless NLBC is in a “Lock Down” mode.
- Be aware of new visitors to the church as well as any strangers who enter the building. If they are wandering around the building – please ask if you might direct them to the worship area.
- Please be mindful of the presence of strangers. If there are unaccompanied children present – please stay with the children and escort them to the company of their parents.

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# Older Youth

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## 3.1 INTRODUCTION

The nature of any church youth program invites and welcomes serious discussion on many of the tougher and delicate issues of life and faith. These discussions should be entered into openly and honestly, valuing the opinion and struggle of each and every person. The purpose of the North Lanier Baptist Church youth program is not to advocate for or against any particular issues, but to equip the youth in the Christian faith as they develop critical thinking skills, grow in their self-esteem, which will enable them to make their own Christ centered faith based decisions.

If sensitive issues and discussion topics are going to be addressed through out the year, it is always better to inform the parents of the curriculum ahead of time. A letter should be sent to the parents before the sessions informing them of the topics which may at times be discussed and let them know that it will be done with an attitude of respect.

## 3.2 Participants Rights at North Lanier Baptist Church

All participants have the right to feel they are in a safe and secure environment. All people have the right to receive food, water, shelter, and, above all, humane treatment. A participant has the right to not participate in any activity, provided it does not disrupt the overall program or other participants. A participant has the right to feel free from harassment by others. A participant has the right to deny others the opportunity to “play” with their belongings. This includes, but is not limited to such items as radios, hand held games, cameras, Walkman, Ipods, crutches, wheelchairs and walkers. The best rule of thumb when it comes to human rights; if you would want or if you suspect something to be a right of yours, then it should be a right of your participant.

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# DEFINING CHILD ABUSE

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## 4.1 INTRODUCTION

### 4.2.1 Emotional Abuse

The persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in church may occur when the young person is constantly criticized by fellow children, employee or volunteer, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

### 4.2.2 Sexual Abuse

Sexual Abuse occurs when an adult caretaker has any sexual contact with a child. This can happen through intercourse, which is considered rape under Georgia General Law. It includes any oral, genital or anal penetration. Sexual exploitation and molestation are also considered abuse. These are defined as contact or interaction with a child, that is used to satisfy an adult's sexual needs and desires. This includes any verbally enticing language, as well as fondling, masturbating or exposure of sexual organs by the adult. Sex between adults and children is never considered consensual.

### **4.2.3. Neglect**

Neglect occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment or:

- Refusal to give love, affection and attention can also be a form of neglect.
- Neglect in church could occur when a teacher, church employee or volunteer does not keep the young person safe, or exposing them to undue cold/heat or unnecessary risk of injury.

### **4.2.4 Bullying**

Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are two main types of bullying.

- It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).
- In church bullying may arise when another child or church personnel uses bullying behavior.

### **4.2.5 Signs of Bullying**

Signs of bullying include:

- Behavioral changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down.
- An unexplained drop off in attendance.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes.

- A shortage of money or frequents loss of possessions.

It must be recognized that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in NLBC to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

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# Indicators of Child Abuse

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## 5.1 INTRODUCTION

Even for those experienced in working with child abuse, it is not always easy to recognize a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which an explanation seems inconsistent.
- The young person describes what appears to be an abusive act involving them.
- Another young person or adult expresses concern about the welfare of a young person.
- Unexplained changes in a young person's behavior e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behavior.
- Distrust of adult's, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socializing with others.
- Displaying variations in eating patterns including over eating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.

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# Responding to Suspicions and Allegations

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## 5.1 INTRODUCTION

It is not the responsibility of anyone working in NLBC in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations or suspicions of abuse occurring within NLBC and to allegations or suspicions that abuse is taking place elsewhere. This section explains how to respond to allegations or suspicions.

## 5.2 Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the child that they are not to blame and that it was right to tell.
- **Listen** to the child, showing that you are taking them seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.

- **Inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **Safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- **Record** all information.

Report the incident immediately to appropriate Department Director, Emergency Management Coordinator and Senior Pastor. (See Appendage A.)

### 5.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size, etc. Also any indirect signs, such as behavioral changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or injuries occurred.
- Have the parents been contacted? If so what has been said?

- Has anyone else been consulted? If so record details.
- Has anyone been alleged to be the abuser? Record detail.

## 5.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognized that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

North Lanier Baptist Church's Leadership expects it's members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

Where there is a complaint against an employee or volunteer, there may be three types of investigations:

- **Criminal** in which case the police are immediately involved.
- **Child protection** in which case the social services (and possibly) the police will be involved.
- **Disciplinary** or misconduct in which case NLBC will be involved

As mentioned previously in this document the NLBC are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under The Children Act of 1989, to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

**Note: Weekday Children's Ministry teachers are required to report all suspicions of child abuse to the Weekday Ministry Director. The Director reports to the Senior Pastor, then to the Department of Family and Children Services as mandated by law.**

**Remember, if there is any doubt, you must report the incident. It may be just one of a series of other incidences which together cause concern.**

Any suspicion that a child has been abused by an employee or a volunteer should be reported to NLBC who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- NLBC will refer the matter to the proper state authorities.
- The parent of the child will be contacted as soon as possible following advice from proper state authorities.
- The Senior Pastor should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings.

Allegations of abuse are sometimes made after church events. Where such allegation is made, you should follow the same procedures and have the matter reported to proper state authorities. Anyone who has a previous conviction or arrest for offenses related to abuse against children is automatically excluded from working with children.

### **5.5 Concerns outside the immediate Church Environment (e.g. a parent or carer)**

- Report your concerns to the proper NLBC authorities.
- If the proper NLBC authorities are not available, the person being told or discovering the abuse should contact the proper state authorities or the police immediately.
- Proper state authorities and NLBC will decide how to inform the parents/carers.
- Maintain confidentiality on a need to know basis.

### **5.6 Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Emergency Management Coordinator responsible for informing the Senior Pastor
- Human Resource Director
- Appropriate Ministry Director.

- The parents of the child.
- The person making the allegation.
- State authorities/police.
- The alleged abuser (and parents if the alleged abuser is a child).

Seek state authorities advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

### **5.7 Internal Inquiries and Suspension**

NLBC will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the state authorities or police inquiries the Senior Pastor will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases the Senior Pastor must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

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# Recruiting and Selecting Personnel with Children

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## 6.1 INTRODUCTION

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

## 6.2 Controlling Access to Children

All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self disclosure about any criminal record.

Consent should be obtained from the applicant to seek information from the Criminal Records Bureau.

Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact.

Evidence of identity (passport or driving license with photo)

## 6.3 Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction/training during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures.
- Their qualifications should be substantiated.

- The job requirements and responsibilities should be clarified.
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness.

## **6.4 Training**

Along with pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyze their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognize their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

### **North Lanier Baptist Church requires:**

- All staff and volunteers who have access to children to undergo a Criminal Background Check.
- All employees, volunteers, teachers, managers to undertake relevant child protection training to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- All staff and volunteers to receive advisory information outlining good and bad practice and informing them what to do if they have concerns about the behavior of an adult towards a young person.
- All staff and volunteers to receive Emergency Procedures Training.
- Selected teachers and employees should have an up to date first aid CPR/AED qualification.

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# Use of Photographic/Filming Equipment at Church Events

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There is evidence that some people have used church events as an opportunity to take inappropriate photographs or film footage of young people. All employees and volunteers should be vigilant and any concerns should be reported to the Emergency Management Coordinator.

All parents should be made aware when personnel use video equipment at church functions.

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# Acknowledgement

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## Child Protection Policy Acknowledgment

I, \_\_\_\_\_, acknowledge that I received training concerning the North Lanier Baptist Church of Cumming, Georgia, Child Protection Policy on \_\_\_\_\_(DATE).

I also acknowledge that I received a copy of said Child Protection Policy, that I have reviewed the key concepts, that I understand them, and I will abide by them, and I have had the opportunity to have any questions I have about them answered by appropriate management personnel.

I further acknowledge that North Lanier Baptist Church has the responsibility to provide protective care of all preschoolers, children, youth and volunteers who participate in Weekday Children's Ministry or church-sponsored activities, and I consent to any legal or criminal background check that is deemed necessary by North Lanier Baptist Church to uphold this responsibility. In addition, my consent authorizes and allows for a periodic or updated background check for the duration of my employment or involvement in Weekday Children's Ministry or church-sponsored activities.

EMPLOYEE SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

WITNESSED BY: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

This acknowledgment is to be filed in the employees Human Resource folder or Volunteer Folder and retain for 3 years after completion or termination of employment or services.

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# Appendage A

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## Written Confirmation of Suspected Child Abuse/Neglect Report

Date: \_\_\_/\_\_\_/\_\_\_

Department: \_\_\_\_\_

Reporter's name & title: \_\_\_\_\_

Reporter's address: \_\_\_\_\_

Reporter's contact number(s): Home# \_\_\_ - \_\_\_ - \_\_\_ Cell # \_\_\_ - \_\_\_ - \_\_\_

Action taken by reporter: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of child: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_

SS#: \_\_\_ - \_\_\_ - \_\_\_

Race: \_\_\_\_\_

Primary language spoken in the home: \_\_\_\_\_

Parent(s)/ Guardian(s): \_\_\_\_\_

Address (includes house/apt. #, street name, city, zip code, name of apt. complex if applicable):

Home# \_\_\_ - \_\_\_ - \_\_\_ Cell # \_\_\_ - \_\_\_ - \_\_\_ Work # \_\_\_ - \_\_\_ - \_\_\_

Emergency contact from clinic card:

Name \_\_\_\_\_ Phone \_\_\_ - \_\_\_ - \_\_\_

**Siblings (list names, birth dates, and age if applicable):**

1. \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ Age: \_\_\_\_

2. \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ Age: \_\_\_\_

3. \_\_\_\_\_ DOB: \_\_\_ / \_\_\_ / \_\_\_ Age: \_\_\_\_

**Other household members (extended family, friends, room mates etc.): If yes please include name, age, and relationship to child.**

Name: \_\_\_\_\_ Age: \_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_ Relationship: \_\_\_\_\_

**Alleged maltreater:**

Name: \_\_\_\_\_ Age: \_\_\_\_ Relationship: \_\_\_\_\_

\_\_\_\_\_  
**Address (includes house/apt. #, street name, zip code, name of apt. complex)**

Home# \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Work# \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Allegations:**

**What injuries or signs of abuse or neglect does the child have or have been observed? If reporting physical abuse be specific regarding the injury (include shape, size, color, location).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please check if applicable:**

Is the child afraid to go home? \_\_\_ Yes \_\_\_ No

Do you believe the child is in immediate physical danger? \_\_\_ Yes \_\_\_ No

**When did the incident happen?**

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**When and how did reporter become aware?**

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**Has there been reason to suspect abuse or neglect in the past? If yes please explain.**

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