



Child Abuse Prevention Policies & Procedures

Version: January 6, 2009

Chelsea Bible Church
Child Abuse Prevention Policies & Procedures

CONTENTS

I.	PURPOSE _____	1
II.	GOALS _____	1
III.	APPLICATION _____	1
IV.	SCOPE _____	1
V.	DEFINITIONS _____	2
VI.	SELECTION OF EMPLOYEES & VOLUNTEERS _____	3
VII.	PROTECTION POLICIES _____	3
VIII.	REPORTING PROCEDURES _____	4
IX.	RESPONSES TO ALLEGATIONS _____	5
X.	AMENDMENT OF POLICIES AND PROCEDURES _____	6
XI.	EFFECTIVE DATE _____	6

APPENDICES

A.	Confidential Volunteer & Employee Application _____	7
B.	Consent To Release of Confidential Information _____	9
C.	Request for Clearance of State Central Registry on Child Abuse/Neglect _____	10
D.	Reference Contact Form _____	12
E.	Conducting Personal Interviews _____	13
F.	Guidelines for Nursery Ministry _____	15
G.	Guidelines for Children’s Ministry _____	16
H.	Guidelines for Youth Ministry _____	17
I.	Youth Ministry Behavior Guidelines _____	18
J.	Parental Consent & Medical Authorization _____	19
K.	Child Abuse Incident Report _____	20
L.	The State of Alabama Child Abuse Reporting Requirements _____	22
M.	Letter To Volunteers _____	23

CHILD ABUSE PREVENTION POLICIES & PROCEDURES

Chelsea Bible Church, Chelsea Alabama

I. PURPOSE

Chelsea Bible Church (CBC) desires to provide a safe, secure environment to teach and care for children. These *Child Abuse Prevention Policies & Procedures* have been developed to help accomplish this purpose.

II. GOALS

The goals of these *Child Abuse Prevention Policies & Procedures* are to protect children from sexual abuse and physical abuse by CBC employees and/or volunteers and to protect CBC employees and volunteers from false accusations of child abuse.

III. APPLICATION

These *Child Abuse Prevention Policies & Procedures* apply to all people who give supervision to, or have custody of, minors or who have opportunity to have contact with minors in CBC facilities or CBC sponsored activities.

IV. SCOPE

These *Child Abuse Prevention Policies & Procedures* deal with the following four topics:

1. Selection of Employees and Volunteers
2. Protection Policies
3. Reporting Procedures
4. Responses to Allegations.

V. DEFINITIONS

A. Minor: A minor is any individual under the age of 18 years.

B. Child Sexual Abuse:

The Church Law and Tax Report, *Reducing the Risk of Child Sexual Abuse in Your Church*, (1993, p.13), defines child sexual abuse as “any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator”. On the same page, this report states, “Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not physically, socially and developmentally ready”.

The National Resource Center on Child Sexual Abuse defines child sexual abuse as, “any sexual activity with a child, whether in a home by a caretaker, in a day-care situation, in a foster/residential setting, in any organized ministry, whether at the main facility (e.g., church) or away, or in another setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child provided that the (*abuser*) child is (*at least*) four years older than the victim.” (Words in italics added for clarity.)

Child sexual abuse can be violent or nonviolent. It can include fondling; penetration of the oral, genital and/or anal areas; intercourse; and forcible rape. Other forms of child sexual abuse can include verbal comments, pornographic materials, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

C. Child Physical Abuse:

Child physical abuse occurs when a minor is mistreated or not provided with the basic necessities of life resulting in injury, risk, or harm. Physical abuse is defined as brutal physical contact that is not accidental. It includes hitting, kicking, shaking, burning, hair pulling, biting, choking and other harmful behaviors.

Physical indicators of child physical abuse include: unexplained bruises or welts, bruises that occur with regularity, suspicious burns, and unexplained fractures or dislocations. Behavioral indicators of child physical abuse include: wariness of adult contact, behavior extremes, self abuse, or acting out of abusive behavior.

Child physical abuse also includes neglect, a chronic failure to provide for a child's needs. Examples of neglect include: neglecting medical treatment; inadequate supervision; inadequate provision of food, shelter, clothing, educational needs, hygiene, etc.; and unsafe or filthy conditions. Physical indicators of neglect include: failure to thrive, poor hygiene, lack of supervision, unattended medical problems, unattended physical problems, and abandonment. Behavioral indicators of neglect include: chronic weariness, falling asleep during regular activities, difficulty seeing and/or hearing, and consistently hungry.

VI. SELECTION OF EMPLOYEES & VOLUNTEERS

A. Employees:

An employee is anyone who is paid by CBC for work on a full-time or part-time basis. All CBC employees are required to:

- Complete the confidential application form (Appendix A)
- Complete the “Consent to Release Confidential Information” form (Appendix B) which gives permission for a DHR records check and a criminal records check
- Be interviewed by appropriate members of the pastoral staff and/or Board of Elders (Refer to Appendix E for interview information)

B. Volunteers:

A volunteer is anyone who is not paid by CBC for work on a full-time or part-time basis and who serves in a CBC position involving the supervision or custody of minors. All volunteers are required to:

- Complete the confidential application form (Appendix A)
- Complete the “Consent to Release Confidential Information” form (Appendix B) which gives permission for a DHR records check and a criminal records check
- Be interviewed by an appropriate member of the pastoral staff. (Refer to Appendix E)

In addition to the above requirements, a volunteer should have been associated with Chelsea Bible Church for at least six months. A person who has been associated with CBC for less than six months may serve as a volunteer after references are checked and upon approval of the Pastor or his designee.

Also, in addition to the above requirements, youth in Grades 6-12 may serve as volunteer assistants in children’s ministry alongside two adults. A youth must submit a certification from his or her parent or guardian that the parent or guardian “knows no reason why the minor should not be allowed to work directly or indirectly with other minors.”

VII. PROTECTION POLICIES

A. Two Adult Rule:

Reasonable efforts will be made to have at least two adult workers present with minors during CBC activities. Reasonable efforts will be made to assure that one adult is not alone with one minor. A

husband and wife working in the same room are considered as one adult for the purposes of these policies and procedures.

B. View Windows:

Reasonable efforts shall be made to place minors in rooms with view windows for all CBC activities.

C. Within City Activities:

Volunteer adult chaperones and supervisors shall comply with all of the *CBC Child Abuse Prevention Policies & Procedures*.

D. Over-Night Activities:

Volunteer adult chaperones and supervisors shall comply with all of the *CBC Child Abuse Prevention Policies & Procedures*.

E. Out-of-City Activities:

Prior to departure, all minors shall submit a *Parental Consent and Medical Authorization* form (Appendix J). Consent forms may be completed for a calendar year period and must be renewed annually. Volunteer adult chaperones and supervisors shall comply with all of the *CBC Child Abuse Prevention Policies & Procedures*.

F. Age Specific Guidelines:

Refer to Appendices F, G, H, and I.

VIII. REPORTING PROCEDURES

Reporting child abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if anyone observes child abuse, receives a report about child abuse, or has reasonable cause to suspect child abuse, he or she should report this **immediately** to the Pastor or his designee. At that time, a *Child Abuse Incident Report* form (Appendix K) shall be completed.

IX. RESPONSES TO ALLEGATIONS:

A. GENERAL

All allegations will be taken seriously, and CBC staff will take appropriate action, based upon advice of legal counsel, in accordance with State law and insurance policy requirements.

B. OFFICIAL SPOKESPERSON

The Pastor or his designee will be the official spokesperson for CBC in any and all matters dealing with child abuse. No other staff members or CBC members or volunteers shall speak about these matters to the media.

C. DOCUMENTATION

The Pastor or his designee will document in writing, with dates and signatures, all CBC actions taken in the handling of every child abuse report and incident.

D. LEADER BEHAVIOR

CBC leaders (i.e., staff members, members of the Board of Elders, etc.) shall not affirm, deny, or minimize child abuse allegations or blame any individual involved in such allegations. These CBC leaders will minister to all involved, perform appropriate investigations, and cooperate with authorities.

E. PRESUMPTION OF INNOCENCE

The accused party will be presumed innocent until proven guilty.

F. PLACEMENT ON LEAVE

Where there are no persons present during an alleged child abuse incident except the accuser and the accused, an accused party may be placed on paid leave or non-paid leave. The CBC Board of Elders will determine which type of leave is appropriate.

G. SERVICE CONTINUATION

In addition to the accused, where there is at least one other adult present during an alleged incident and the non-accused adult(s) states in writing that he or she did not observe the alleged incident, then the accused employee or volunteer may be permitted to remain as a CBC employee or

volunteer throughout the investigation. The CBC Board of Elders will determine whether an individual should remain.

H. NOTIFICATIONS

When an accusation is made, as required by law (Appendix L), the Pastor or his designee will promptly notify the appropriate law enforcement authorities and will consult with the Chairman of the Board of Elders, the CBC attorney and the CBC liability insurance carrier representative.

I. OTHER ACTIONS

The Pastor or his designee and members of the Board of Elders may take other actions pertaining to child abuse allegations as they deem prudent, appropriate and beneficial.

J. COMMUNICATIONS

Subject to counsel from the CBC attorney and/or the CBC insurance company, the Pastor or his designee will, on a regular basis, keep appropriate parties notified of the progress of the investigation and other pertinent matters.

K. COOPERATION WITH AUTHORITIES

The Pastor or his designee will take all reasonable steps to cooperate with law enforcement authorities in action they may take against the accused.

X. AMENDMENT OF POLICIES AND PROCEDURES

The CBC Board of Elders may amend these policies and procedures as deemed necessary.

XI. EFFECTIVE DATE

This policy is pending final approval by the CBC Board of Elders.

Chelsea Bible Church

Child Abuse Prevention Policies & Procedures

**CONFIDENTIAL VOLUNTEER AND EMPLOYMENT APPLICATION
(PAGE 1 OF 2)**

This form is to be completed by all applicants for employment with Chelsea Bible Church (CBC) and by all applicants aspiring to serve as CBC volunteers supervising or having custody of minors.

Name _____ Maiden/Other Names: _____

Address _____

City _____ State _____ Zip _____

Phone: (Hm) _____ (Wk) _____ (Cell) _____

Date of Birth: _____ Marital Status _____

Occupation _____ Employer _____

Previous residences (city/state) for last 5 years: _____

Experience working with children or youth in other organizations: _____

Please list those who are familiar with your character as it relates to working with children or youth. References will be checked when necessary.

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Confidential Information – The information below is required to conduct a background check. When the check has been completed, this information will be separated from the application and shredded. For security purposes, we do not retain the information below.

Social Security Number: _____

Driver's License Number: _____ State: _____

CONFIDENTIAL VOLUNTEER AND EMPLOYMENT APPLICATION (PAGE 2 OF 2)

Applicant's Name: _____

- Yes No I have read the *CBC Child Abuse Prevention Policies & Procedures*.
- Yes No Have you ever been convicted of a criminal offense? (If yes, please explain below)
- Yes No Have you ever been charged with child abuse or neglect? (If yes, please explain below)
- Yes No Have you ever engaged in conduct that is included in the definition of child abuse, physical or sexual, as defined in the *CBC Child Abuse Prevention Policies & Procedures*. (If yes, please explain below)
- Yes No Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the guidance or care of minors? (If yes, please explain below)

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. Should my application be accepted, I agree to be bound by the policies of this church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I further state that **I have carefully read the enclosed policies, request and application. I understand the content thereof and I sign this application as my own free act.** This is a legally binding agreement which I have read and understand.

Applicant's Signature

Date

Applicant's Printed Name

FOR OFFICE USE ONLY

- | | | | |
|--------------------------------|--|----------------------------------|---|
| Associated with CBC six months | <input type="checkbox"/> Yes <input type="checkbox"/> No | Personal interview satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Application satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No | Record check satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Release satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No | Personal references satisfactory | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

Approved by _____ Date _____

ADDITIONAL INFORMATION OR NOTES:

APPENDIX B

Chelsea Bible Church

Child Abuse Prevention Policies & Procedures

CONSENT TO RELEASE OF CONFIDENTIAL INFORMATION

Having made application to work with minors at Chelsea Bible Church (CBC) and desiring CBC to be informed as to my past record and character, I authorize any persons, references, employers, churches, or organizations with whom I have had any contact to release to CBC any information and opinions they may have regarding my record, character, and fitness for work with minors. I also authorize CBC, at its discretion, to contact any law enforcement or social service agency to determine whether I have ever been charged with, or convicted of, a crime; and I authorize such agencies to release such information to CBC. I fully release CBC, its agents, and all persons, organizations, and agencies from any right or claim of confidentiality and from all claims, actions, or causes of action which may arise as a consequence of exchanging such information, and I waive any right that I may have to inspect any such information, letters or statements, provided on my behalf.

Print Full Legal Name _____ Maiden Name _____

Address _____

Date of Birth _____

Signature _____

Date _____

Statement from Law Enforcement or Social Service Agency

Our records regarding the person named above do not indicate that this person has ever been arrested, charged, or convicted of a crime, including neglect, physical abuse, sexual abuse, assault, or any other acts of violence.

Our records regarding the person named above indicate a possible problem. Please call for more information.

Signed _____ Date _____

Agency Name _____ Telephone _____

Please return this form to: Pastor, Chelsea Bible Church, 4571 Highway 36, Chelsea AL, 35043.

A PHOTOCOPY OF THIS AUTHORIZATION SHALL HAVE THE SAME EFFECT AS THE ORIGINAL.

APPENDIX C

Chelsea Bible Church

Child Abuse Prevention Policies & Procedures

ALABAMA DEPARTMENT OF HUMAN RESOURCES

REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT

Page 1 of 2

TO: Department of Human Resources FROM: Chelsea Bible Church
Division of Family & Children's Svcs ADDRESS: 4571 Highway 36, Chelsea AL 35043
State Central CAN Registry TELEPHONE: 205-678-2236
50 Ripley Street SIGNATURE: _____
Montgomery, AL 36130-4000 Signature of Requestor Date

WITNESS: _____
Signature of Witness Date

I am requesting that the following person be cleared through the Central Registry on Child Abuse/Neglect as a perpetrator or alleged perpetrator. This information will be used to qualify the individual below for service as a volunteer or employee of Chelsea Bible Church.

Name: _____ Race: _____ Sex: _____ DOB: _____
(Last) (First) (Middle)

Alias, Maiden, or Prior Married Names: _____

Names of Spouse or Ex-spouse(s) (DOB for each): _____

Name of Children/Step-children (DOB for each): _____

Alabama Counties where person(s) have lived: _____

Below To Be Completed by the Employee/Potential Employee/Adoptive or Foster Parent Applicant.

I authorize the Department of Human Resources to release information regarding me contained in the State Central Registry on Child Abuse/Neglect to the above-named person/agency/organization. I hereby waive any right to review or hearing to which I may otherwise be entitled. I further release the Department of Human Resources and its officers and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

Signature: _____ Date: _____

Witness: _____ Date: _____

ALABAMA DEPARTMENT OF HUMAN RESOURCES
REQUEST FOR CLEARANCE OF STATE CENTRAL REGISTRY ON CHILD ABUSE/NEGLECT
Page 2 of 2

Applicant's Name _____

Below To Be Completed by DHR

Note: Only those perpetrator records which are determined as needed to discover or prevent child abuse/neglect will be released by DHR.

_____ Request denied Reason _____

In clearing the State Central Registry regarding the above request, the following information was obtained.

_____ No Perpetrator Record Located

_____ Substantiated Report Located: Type of Report:
 _____ physical abuse _____ emotional abuse
 _____ sexual abuse _____ neglect

Other: _____

Signature: _____

Date: _____

DHR DFC-1598

Disposition: Submit both copies of this form to SDHR

Information contained in the State Central Registry on Child Abuse/Neglect is confidential and may be shared with employers or potential employers of the person investigated where the employee provides care and supervision of children only for the purpose of discovering or preventing future abuse or neglect. This information may also be shared with licensed child placing agencies or adoptive and foster parent applicants for this same purpose. Any other use of this information may constitute a misdemeanor and be punishable by law. "Employee" is defined as paid or volunteer.

Child care facilities licensed by Department of Human Resources (DHR) are bound by the confidentiality provision of the Child Care Act, Code of Alabama, 1975, Section 38-7-13. The use of any information shared by DHR with a governmental agency is bound by the same confidentiality provision under which DHR operates, according to Code of Alabama, 1975, Section 38-2-6(8). Any request for information made by any other private agency/person will be reviewed on a case-by-case basis and may require a signing of a written agreement in order for the information to be disclosed.

Clearance of the State Central Registry on Child Abuse/Neglect is a clearance of persons by names, race, sex, age, etc. These persons are not further identified by unique identifiers, i.e., social security numbers or fingerprints, etc. For this reason, we cannot ensure that the information that is being provided relates to the person who is the subject of this request.

**Chelsea Bible Church
Child Abuse Prevention Policies & Procedures**

CONFIDENTIAL

REFERENCE CONTACT FORM

Applicant: _____

Organization: _____

Reference: _____

Telephone: _____

How long have you known the individual and in what capacity?

What experiences have you had with the individual in relation to their teaching and leadership of children?

What do you consider to be this individual's strengths in working with children?

What do you see as their weaknesses in the area of teaching children?

Would you have any hesitancy in hiring this individual again? OR... in having this individual to work with your child? Explain.

To the best of your knowledge, has this person had any previous incidents related to child abuse or any other accusations of impropriety involving a minor?

Signature

Date/Time

Summarize any other pertinent information from the conversation on the reverse side.

Chelsea Bible Church
Child Abuse Prevention Policies & Procedures

CONDUCTING PERSONAL INTERVIEWS

Page 1 of 2

- 1) In order to be properly prepared to conduct an interview with applicants, the interviewer should be well informed of these *Child Abuse Prevention Policies & Procedures*.
- 2) Prior to the interview, the interviewer should carefully review all of the information on the application form and review information from other respondents (i.e., Department of Human Resources, etc.).
- 3) There are a variety of sensitive issues that can be encountered during an interview. The following are some examples.
 - a) An applicant admits that he or she was sexually abused as a child. Response: This can be an extremely delicate issue, so take great care to respond gently and with sensitivity. Once the issue is raised, however, you will need to get more information to determine whether the person might be likely to abuse others. You may note that the reason we make this inquiry is because those who have been abused are less likely to report abuse. Questions to ask: How long ago? What effect has it had on you? Have you had counseling? How has God ministered to you through this? In what ways do you need further healing? Depending upon the answers you receive, it may be necessary to do a more thorough background check on the person to eliminate any doubt about his or her suitability for work with minors (e.g., DHR, criminal records check and/or church record and references).
 - b) An applicant admits that he or she has sexually touched a child (not including child-to-child touching that occurred more than ten years ago) or has been involved in other sexual immorality. Response: Such an admission raises serious questions about a person's suitability for work with minors. It may also indicate a need for pastoral counseling to deal with a sinful habit pattern.
 - c) When interviewing a woman, the discussion begins to include detailed sexual issues. Response: This could become awkward or embarrassing for the woman and compromising for the interviewer. At the very least, you should make sure that you are talking in a place where other people can see you through a window or are at least present in an adjoining room. You should also ask the woman if she would prefer to postpone further discussion until her husband or another woman can join you. When in doubt, postpone the meeting and invite an appropriate person to join you.

CONDUCTING PERSONAL INTERVIEWS

Page 2 of 2

- 4) To begin an interview, engage in casual conversation for a few minutes. Thank the applicant for his or her interest in working with children. Ask some general questions about his or her background, hobbies and interests. Go over the questions and answers in the application. In addition, gather general information including:
 - a) The applicant's statement of faith;
 - b) Information about employment and church attendance (noting any significant gaps in either);
 - c) Volunteer work in ministries or other groups, personal attributes and/or training applicable to the ministry applied for;
 - d) Whether the applicant experienced child abuse, physical or sexual;
 - e) Whether the applicant has ever engaged in conduct that is included in the definition of child abuse, physical or sexual, as defined in the *CBC Child Abuse Prevention Policies & Procedures*.
- 5) Following the interview, if questions exist about the applicant's suitability for work with minors, personal references and previous organizations with which the applicant has served may be contacted by the interviewer.
- 6) After the interview (and follow-up contacts as deemed necessary), the interviewer should promptly complete the final page of the applicant's application form (Appendix A, page 8) and prepare a written report with recommendations.
- 7) Final approval of an applicant rests with the Pastor or his designee.

Chelsea Bible Church
Child Abuse Prevention Policies & Procedures

GUIDELINES FOR NURSERY MINISTRY

Birth through 3 Years

- 1) Workers must have no record of convictions for child abuse, or any crime dealing with the welfare of a minor.
- 2) Workers must not have any pending allegations of child abuse.
- 3) Reasonable effort will be made to staff all Nursery rooms with adults.
- 4) Ministry leaders who coordinate and/or supervise nursery workers must be members in good standing of CBC.
- 5) Effort will be made to ensure at least one helper for each Nursery room, when numbers warrant.
 - a) Helpers in the Crib Room should be adult women.
 - b) Helpers in the 1-3's nurseries should be adults. High schoolers at least fourteen years of age may serve as helpers, on an as-needed basis.
 - c) Teenagers under age fourteen may accompany their parents, as "third persons" in any of the nursery rooms. They will be considered "in training" and not responsible as a scheduled worker or helper.
- 6) All parents who have children in the Nursery program will be contacted and encouraged to participate in the program on a rotational basis.
- 7) All childcare workers must adhere to CBC policies and procedures.

Chelsea Bible Church
Child Abuse Prevention Policies & Procedures

GUIDELINES FOR CHILDREN'S MINISTRY
4 Years through Grade 5

- 1) Children's ministry workers must have no record of convictions for child abuse, or any crime dealing with the welfare of a minor.
- 2) Children's ministry workers must be free from any pending allegations of child abuse.
- 3) All children's ministry workers must be at least 18 years of age, and must have been associated with CBC for at least 6 months.
- 4) Youth in Grades 6-12 may serve as volunteer assistants in children's ministry alongside two adults. Youth must submit a certification from his or her parent or guardian that the parent or guardian "knows no reason why the minor should not be allowed to work directly or indirectly with other minors."
- 5) Reasonable efforts will be made to secure a yearly commitment from each child care worker at CBC.
- 6) All childcare workers must adhere to CBC policies and procedures.

Chelsea Bible Church
Child Abuse Prevention Policies & Procedures

GUIDELINES FOR YOUTH MINISTRY

Grades 6 through 12

- 1) Youth ministry workers must have no record of convictions for child abuse, or any crime dealing with the welfare of a minor.
- 2) Youth ministry workers must be free from any pending allegations of child abuse.
- 3) Youth ministry workers must be at least eighteen (18) years of age.
- 4) Youth ministry leaders and workers must adhere to the CBC policies and procedures.
- 5) Youth ministry workers must submit to the Pastor or his designee a signed copy of the *Youth Ministry Behavior Guidelines* (Appendix I) and must adhere to these guidelines.

Chelsea Bible Church
Child Abuse Prevention Policies & Procedures
YOUTH MINISTRY BEHAVIOR GUIDELINES

These written guidelines for appropriate behavior shall be read, understood and signed by each youth ministry worker.

- 1) Any verbal or non-verbal sexual behavior with youth will not be tolerated.
- 2) Dating any of the youth is not allowed.
- 3) Discretion should be used in dealing with all youth, especially regarding physical contact. Innocent gestures can be misinterpreted. No physical contact should be made with a youth in an area normally covered by a bathing suit.
- 4) Sexual gestures to staff by youth should be reported to the member of the pastoral staff responsible for Youth Ministry.
- 5) Outside a classroom setting, reasonable effort shall be made to have two adults present, especially when working with youth of the opposite sex.
- 6) One-to-one counseling with a youth of the opposite sex should always occur in public view—never alone in a car or in a private place.
- 7) Driving alone with a youth of the opposite sex is not allowed.
- 8) All suspicions of child abuse/sexual abuse should be reported immediately to the Pastor or his designee.

I certify that I have read and understood all of the above guidelines and I agree to abide by them.

Signature

Date

Printed Name

APPENDIX J

Chelsea Bible Church

Child Abuse Prevention Policies & Procedures

PARENTAL CONSENT AND MEDICAL AUTHORIZATION

Child's Name _____ Date of Birth _____

Father's Name _____ Mother's Name _____

Home Phone _____ Home Phone _____

Work Phone _____ Work Phone _____

Mobile Phone _____ Mobile Phone _____

Doctor's Name _____

Chart # _____ Telephone _____

Name of Insured _____ Carrier _____ Policy No. _____

Known Allergies _____

List any medication or drugs taken regularly: _____

LOCAL relative or friend to notify in case of an emergency and a parent cannot be contacted:

Name _____ Telephone _____

As the parent (or legal guardian), I the undersigned, certify that my child, named above, has my express permission to participate in all activities, of any nature, sponsored by Chelsea Bible Church (CBC) for the calendar year _____. I fully release Chelsea Bible Church, its authorized representatives and staff from all liability of any kind and character upon any claim, demand, or cause of action which might be asserted in our behalf against said church, representatives or staff.

It is my understanding that a CBC staff person or volunteer will attempt to notify me in case of a medical emergency involving my child. If I cannot be contacted, I authorize the said CBC representative to hire a doctor or other health-care professional, and I give my permission to the doctor or other health-care professional to provide the medical services he or she may deem necessary. I will pay for any medical expenses so incurred. I will notify the CBC Pastor or his designee if I feel there are any health considerations that would prevent my child's participation in an activity. I also give my permission for CBC leaders to restrict my child from participation in any activity which they have any question about for health or other reasons.

Signature of Parent or Legal Guardian

Date

Witness

Date

Chelsea Bible Church

Child Abuse Prevention Policies & Procedures

CHILD ABUSE INCIDENT REPORT

(Page 1 of 2)

CONFIDENTIAL

I have observed conduct that, in my judgment, qualifies as sexual abuse and/or physical abuse as defined in the Chelsea Bible Church *Child Abuse Prevention Policies & Procedures*:

I understand that this material is to be treated as **highly confidential**, and **I pledge not to discuss it with anyone** other than the Pastor (or his designee) and those persons authorized by law to deal with such matters.

Name of Person Making Report: _____ Date: _____

REPORT OF THE INCIDENT:

Date and Time of Incident _____ Place Incident Occurred _____

Name of Suspected Abuser _____

Minor's Name (victim) _____

Names of Other Persons Present at Time of Incident _____

Describe the incident that occurred in your presence: _____

CHILD ABUSE INCIDENT REPORT (Page 2 of 2)

Check any and all of the following that apply to the named minor victim.

Possible Indicators of Physical Abuse

- unexplained bruises
- welts
- lacerations
- burns
- fractures
- abdominal injuries
- human bites
- child unusually wary of physical contact with adults
- demonstrates extremes in behavior
- seems frightened of parents or caretaker
- other: _____

Possible Indicators of Sexual Abuse

- child reports abuse by others
- has difficulty walking or sitting
- torn, stained or bloody underclothing
- complaints of pain or itching in genital area
- bruises or bleeding in external genitalia, vaginal or anal area
- unusual interest in or knowledge of sexual matters
- unusual and excessive behaviors inappropriate for a child of that age
- other: _____

Please provide a complete description of your personal observations of the indications of suspected abuse you have checked above:

I have reviewed the above report. It is true and correct, based on my personal observations.

Signature

Date

Witness to Signature

Date

Chelsea Bible Church

Child Abuse Prevention Policies & Procedures

THE STATE OF ALABAMA CHILD ABUSE REPORTING REQUIREMENTS

The following information is from the Code of Alabama:

I. MANDATORY REPORTING

All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report, or cause a report to be made of the same, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority. Ala. Code § 26-14-3(a) et seq. (2003).

II. PERMISSIVE REPORTING

In addition to those persons, firms, corporations and officials required by Section 26-14-3 to report child abuse and neglect, any person may make such a report if such person has reasonable cause to suspect that a child is being abused or neglected. Ala. Code § 26-14-4 (1975).

III. IMMUNITY FROM LIABILITY

Any person, firm, corporation or official participating in the making of a report or the removal of a child pursuant to this chapter, or participating in a judicial proceeding resulting therefrom, shall, in so doing, be immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Ala. Code § 26-14-9 (1975).

IV. PENALTY FOR FAILURE TO MAKE A REQUIRED REPORT

Any person who shall knowingly fail to make the report required by this chapter shall be guilty of a misdemeanor and shall be punished by a sentence of not more than six months imprisonment or a fine of not more than \$500.00. Ala. Code § 26-14-13 (1975).

Chelsea Bible Church

Child Abuse Prevention Policies & Procedures

INTRODUCTORY LETTER FOR VOLUNTEERS

To all Prospective Volunteers in Ministries Involving Minors:

As members of the Board of Elders of Chelsea Bible Church (CBC), we appreciate your desire to serve in ministry to children and youth, and we wish to support you in this ministry. However, we also have the responsibility of trying to assure a safe environment for minors participating in church activities. As a result, we have adopted these Child Abuse Prevention Policies & Procedures.

In order to serve as a volunteer in CBC ministries that involve minors, you must:

- Complete the application form (Appendix A);
- Complete the "Consent to Release of Confidential Information" form (Appendix B);
- Be interviewed by an appropriate member of the pastoral staff; and
- Be associated with Chelsea Bible Church for at least six months. (A person who has been associated with CBC for less than six months may serve as a volunteer after references are checked and upon approval of the Pastor or his designee.)

Youth in Grades 6-12 may serve as volunteer assistants in children's ministry alongside two adults. A youth must submit a certification from his or her parent or guardian that the parent or guardian "knows no reason why the minor should not be allowed to work directly or indirectly with other minors."

In the process of adopting these policies and procedures, the Board of Elders carefully considered concerns about personal information requested on the application form. While certain information is required for decision making, we also are sensitive to the need for privacy.

- Only the Pastor or his designee will be involved in the handling of your personal information.
- Your drivers license number and Social Security number will be shredded promptly after your background check is completed.
- CBC uses a third party to conduct background checks. This third party deals directly with the Pastor or his designee, and reports only issues relating to crimes against minors.

We have worked diligently to produce policies and procedures that we feel are a good balance between the protection of children and youth and the privacy and security of volunteer information. Should you have concerns about these policies and procedures, please contact the Pastor.

May God bless you in your ministry.

The CBC Board of Elders