

# **Crestview Baptist Church**

## **Child Protection Policies and Agreement**

This document is to be completed by all applicants who are 18 years or older and will be serving in any position involving the supervision or custody of children. (A child is defined as anyone under the age of 18 or the developmentally disabled.) In addition, you are required to complete Ministry Safe's Sexual Abuse Awareness Training. This training and the following policies reflect our commitment to provide a safe and secure environment for all preschoolers, children, and youth who participate in our ministries and use our facilities.

1. A volunteer must be a church or Sunday School member for at least six (6) months. A volunteer that does not meet these membership requirements may serve only upon approval of the appropriate age group minister.
2. Any applicant with a criminal background that poses a risk to children or other church members would be automatically disqualified for service.
3. Minors, individuals under 18 years of age, may be used in childcare and other positions that involve supervision of children or the developmentally disabled only with adequate supervision and training.
4. Always work in an open environment avoiding private or unobserved situations. If a leader must be alone with a child for a brief time, he/she must provide visual access (open area, open door or door with window).
5. Avoid situations that involve unsupervised access to children. In the event unsupervised access is needed, volunteers must have prior approval of the appropriate age group minister/director and be subject to additional screening procedures.
6. Restrooms pose increased risk; therefore, heightened awareness of your surroundings should be observed. Avoid situations where you are alone with a child with the restroom door closed and never be in a closed stall with a child. When possible group restroom breaks are recommended. Mixed ages in the restroom pose additional risk therefore additional supervision and precaution should be exercised. It is recommended that only women take children to the restroom.
7. When transporting one or more children in a Crestview sponsored activity, a written permission form must be obtained from the child's parent/guardian and a two adult rule will be in place with the preference that at least one of those adults is a female.
8. Adult workers must monitor each other, not to accuse, but to protect the children and each other in case of allegations. Two adults (non-relatives) per classroom are required in all preschool and nursery situations. Two adults are not mandatory in the elementary and teen programs; however, team teaching is the ideal situation for classes at all levels.
9. Over-night and/or offsite activities must have the prior approval of the appropriate age group minister/director and will comply with these policies. Also, they require that all participants have written parental consent and a medical release form. Consent forms may be completed for a one-year period and should be renewed annually. All consent forms will be considered valid until renewed.
10. Be wise in your physical contact with children. Physical expressions of affection must not

be excessive or imposed upon another person (i.e. full body hugs, elementary age child sitting on your lap, etc.).

11. The adult/youth helper is always responsible for maintaining an appropriate relationship even if the child behaves inappropriately. Adults/youth helpers should not place themselves in compromising or vulnerable positions.
12. Do not take photos, videos or digitally record children participating in church events; unless you have been authorized as an event photographer or the child's parent or guardian is present and gives permission. As an authorized event photographer the photos/video will be the property of the church and will not be available for personal use.
13. When using social media (i.e. Instagram, Snapchat, Facebook, Twitter, etc.), all employees and volunteers should:
  - a. conduct themselves in a respectful manner when posting
  - b. not list comments that could defame another person or provoke inappropriate statements, or include confidential, sensitive or personal information about others.
14. Be mindful of the safety of the children at all times, and in all circumstances.
15. The individual who has witnessed or who becomes aware of any form of misconduct toward a child must report the facts to the appropriate age group minister/director as soon as possible. Workers are not to investigate the allegations or contact the suspected offender. All allegations will be taken seriously and church staff will take appropriate action in accordance with the laws of the State of Texas, insurance policy requirements, and based upon advice from legal counsel. If abuse is suspected, it will be reported to local law enforcement or the Texas Department of Protective Services.

I understand that Crestview Baptist Church desires to protect its children in every way possible. I hereby give permission to do a background check regarding any record of convictions in any criminal file maintained on me whether local, state or national, and **I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time based upon this initial consent to do so.** I release any law enforcement agency from any and all liability resulting from such disclosure.

I have read, understand and agree to be bound by the bylaws and policies of Crestview Baptist 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 foregoing release and know the content thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understood.

Full Name (please print): \_\_\_\_\_ Birth Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	
Date Form Received:	Date of Background Check:
MS Training Link Sent:	Date of Background Recheck:
MS Training Complete: _____ / /	

