



Child Protection Manual

New Bethel Baptist Church

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Press Release Statement



*Jesus said,
"Let the children come to me.
Don't stop them!
For the Kingdom of Heaven belongs to such as these."
Matthew 19:14*

The Need for Child Protection

New Bethel Baptist Church

Children are a "heritage of the Lord" (Psalm 127:3).

Because children are so precious in the sight of our Lord and because, following His example, we love and desire to protect them, New Bethel Baptist Church (NBBC) requires all staff members and volunteers working with children or students (and other vulnerable populations) to abide by the Child Protection Policy.

Child Protection Policy

New Bethel Baptist Church

The purpose of the Child Protection Program is to protect the children and youth who attend any of the NBBC ministries and activities from the possibility of abuse and assist the minor who is being abused to find the help needed.

A child, youth or minor is defined as anyone under 18 years of age and considered a minor by law. Child abuse is defined as any verbal or sexual abuse, sexual exploitation or serious physical injury which is not explained by the available medical history as being accidental. Examples of sexual abuse are rape, incest, sodomy, lewd or lascivious behavior, which includes wrong types of speech or touching. Examples of verbal abuse are excessive yelling, berating, ridicule or verbal assault intentionally directed at the child or minor.

The following statement encapsulates the procedures to be observed:
Supervise adequately, behave acceptably, and report immediately.

Child Protection Procedures

1. Supervise Adequately

Procedures for hiring workers or accepting volunteers

The following procedures for hiring employees or accepting volunteers has been approved by the Pastor and Deacons of NBBC for implementation and practice.

Steps to be taken when hiring employees or accepting volunteers for the protection of minors:

A. Application Process:

1. When processing a candidate who desires a paid or volunteer position at NBBC:
 - a. Provide applicant a copy of the NBBC Child Protection Manual
 - b. Receive a completed Confidential Screening Form
 - c. Receive a completed Request for Criminal Records Check and Authorization
 - d. Conduct a personal interview
 - e. For paid staff only, check personal and church references on application and screening form
 - f. Conduct a criminal records check

B. Workers (paid or volunteer) must have no outstanding accusations, allegations, or record of arrests or convictions for any violent and/or sexual crime, child abuse, or any crime dealing with the welfare of a minor.

C. All workers will be required to read, understand and agree to the NBBC Child Protection Manual.

2. Behave Acceptably:

In order to protect the children/youth from abuse and our workers from false accusations, a reasonable effort should be made to take the following steps:

A. Two NBBC workers should be present when adults and minors are together. If only two workers are present, they should, ideally, not be immediate family members, husband and wife, or in a dating relationship (based on the current size of the church, we may not be able to implement this right away, but we should do so at the earliest opportunity). The ratio of students to adults should not exceed ten to one (if all the children are the immediate family or grandchildren of both workers, the workers can be related and/or in a relationship).

- B. Experienced adult workers should be included with adults who are newcomers to youth ministry.
- C. Individual Counseling - Team counseling is preferable whenever possible. When team counseling sessions are not feasible, notify another adult of the location and with whom you are meeting. Counseling should be done in a public place where private conversations are possible but occur in full view of others. The leader must guard carefully to avoid seclusion. If possible, have female adults counsel female youths and male adults counsel males. A male/female team is generally appropriate for counseling either gender.
- D. Specific guidelines for field trips: All Sunday school and fellowship group volunteers are to follow the general guidelines in addition to the following specific guidelines in regards to field trips. A field trip permission form for each child must be completed and signed before the child will be allowed to participate in a field trip. This form is to be kept in a file at the church.
- E. Overnight activities sponsored by NBBC involving minors should be approved by the Pastor or Deacons and have chaperones or both genders if both boys and girls will be present. For sleeping arrangements, two men must accompany male students, and two women must accompany female students.
- F. All rooms used by adults and minors together should be accessible (no locked doors) except for restrooms, with open visibility (a window in the door or the door left wide open). Only nursery approved workers can accompany toddlers (2-4 years old) to the restroom.
- G. Apart from dismissing a child to the restroom no child should be left unattended. Also, children's ministry workers should ideally try to avoid being alone with an individual child in any room or building. If a worker is alone with a child, as in all cases, there must be an unobstructed window or the door must be open.
- H. After every program or event, children's ministries staff members and volunteers must ensure every room and restroom is checked prior to leaving.
- I. Children's ministries workers are responsible for releasing children in their care only to parent, legal guardians, or other persons designated (verbally or in writing) by parents or legal guardians at the close of services or activities.
- J. On the playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas which are not easily seen from all viewpoints (example: under slides, in corners, behind structures).
- K. Children in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.
- L. Doors to rooms will remain closed until such a time as there is adequate adult supervision for students to be in these rooms

- M. If teenage students are all in the same classroom, allowing one student at a time to go to the restroom should be a sufficient policy. If there is more than one classroom with teenage students, an appropriate policy must be followed such that there is adequate supervision and so that students do not meet by arranging to go to the restroom at the same time. Either an adult will be able to see the hallway to monitor when a student goes to the restroom or students must legibly sign in and out with name and time.
- N. Physical touch: Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of employees or volunteers in ministries involving minors must foster trust at all times. Personal conduct must be above reproach. The following are designed to foster positive relationships and preclude inappropriate behavior:
1. Hugging, pats on the back, and other forms of appropriate physical affection between workers and minors are important for minor's development and are generally suitable in the church setting.
 2. Inappropriate touching and inappropriate displays of affection are forbidden. No touching should take place in the breast, buttock or genital areas. Any inappropriate physical contact, touching or displays of affection or any abuse or suspicious behavior should be immediately reported as described in the Reporting Obligations section below. Only approved nursery workers can change diapers and help toddlers in the restroom (it is understood that some amount of incidental touch may be involved in diaper changes and restroom assistance for very young students).
 3. Physical contact and affection should be given only in observable places or when in the presence of other minors or adults.
 4. Do not force physical contact, touch or offer affection on a reluctant minor. A minor's preference not to be touched should be respected.
 5. Workers are responsible for protecting minors under their supervision from inappropriate touch by others.
- O. Supervisory personnel should make random visits of NBBC sponsored activities.

3. Transportation

- A. Students should arrive and leave with the same person, or someone appointed by a parent/guardian.
- B. Workers may from time to time be in a position to provide transportation for minors. The following guidelines must be observed when workers are involved in the transportation of minors:

1. Apart from picking up other minors, drivers should transport minors directly to their destination. Unauthorized stops are not allowed. Employees and volunteers should attempt to avoid transportation circumstances in which only one student and one worker are present. If they cannot avoid this situation, the pastor should be notified and the situation documented.
2. No cell phones may be utilized by the driver while driving, unless in an emergency.
3. Drivers must be age of 25 or older.

4. Nursery Guidelines

A. Parents:

1. Upon entering the nursery, sign in the child/children and indicate any special instructions (about allergies etc.).
2. Pick up your child immediately after class or church service.
3. Sign your child out and retrieve all belongings.

B. Workers:

1. Keep a watchful eye on the children.
2. Helpers in the Crib Nursery should be adult women.
3. Helpers in the 1-3 Nurseries should be adults. High schoolers at least fourteen (14) years of age may serve as helpers on an as needed basis.
4. Arrive on time to receive children.
 - a. Sunday School at 9:50 for class from 10:00 - 10:45
 - b. Church Arrive at 10:50 for service 11:00 - 12:00 (or church dismissal)
5. Use gloves for diaper changes.
6. Contact the coordinator if you are unable to come on assigned day.
7. Parents who have children in the nursery program may be contacted and encouraged to participate in the program on a rotational basis.

C. Nursery Coordinator:

1. When necessary, report issues to the Pastor or deacon.
2. Make sure one or more workers clean the Nursery when leaving.
3. Schedule workers for any other church function needing child care.

4. Ideally, schedule a minimum of two workers per service/function per group (one pair for the baby room and one pair for the older kids room) who are not closely related or in a relationship (currently, we may only be able to have one adult per side, but this should be upped to two when possible). Any exceptions to the ideal should be approved by the pastor and documented. Approved teenagers can assist the main worker when needed (at least one adult worker must be present).
5. Find a replacement or fill in for no-shows.
6. Inform workers of their responsibilities (e.g. phone, email, calendar, bulletin, etc.).

5. Reporting Obligation

- A. Mandated reporter: In the state of Tennessee, any person with responsibility for the care of children is a mandated reporter. If a care giver witnesses abuse or has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall report or cause a report to be made to:
 1. The Child Abuse Hotline: (877) 237-0004
 2. Reports also can be made online on (Tn.gov). Direct link: <https://apps.tn.gov/carat/>
- B. All suspicious or inappropriate behavior between a NBBC worker and a minor should also be reported to the Pastor immediately.
- C. When anyone has reasonable suspicion that a minor is being abused by an NBBC worker, the following action should be taken:
 1. Per the mandated report law, make a report to the hotline or website listed above.
 2. Make a report of any and all suspicious or inappropriate behavior to the Pastor within 24 hours of the incident.
 3. Document all telephone, verbal or written correspondence.
 4. The Pastor will help ensure that all reporting requirements have been fulfilled and will give counsel regarding the future ministry of the accused worker.
 5. The witness will fill out the NBBC Child Abuse Reporting Form and deliver it to the Pastor who will file the form.
 6. The pastor should review any applications, screening forms, etc. of the accused.
 7. Any person suspected of abuse of a minor will voluntarily relinquish or be removed from duties which involve direct contact with minors until the matter is completely resolved.

8. In the event of press inquiries, use the text of the prepared public statement (included in this manual. Be careful to safeguard the privacy and confidentiality of all involved.

6. Conclusion

It is understood that in the course of organizing and managing a ministry such as New Bethel Baptist Church, there may be cases of extreme extenuating circumstances which would make it impossible for the NBBC worker to follow these procedures completely. In cases such as this, these circumstances should be reported to the pastor and carefully documented and filed and the procedures followed at the earliest opportunity.

Any questions dealing with the policy or procedures for dealing with child abuse or child abuse accusation should be directed to the Pastor.

All Confidential Screening Forms, Criminal Records Check, Authorization Forms, Interview Forms, Reporting Forms or other information of this nature will be kept confidential in a locked cabinet in the pastor's office that is reserved for confidential materials.

Enforcement of Policies: Violations of these policies may be grounds for immediate dismissal, disciplinary action, or reassignment from positions involving minors for both volunteers and staff members. The pastor will discuss violations with the workers who violated internal policy and determine whether dismissal, disciplinary action, or reassignment will be implemented. Workers can be dismissed on the first or second offense by the decision of the pastor. They will be terminated on the 3rd offense, even if the offense was merely a policy violation without any suspicion of criminal behavior. Suspicion or accusation of violent or sexual crimes will result in temporary removal until a proper state investigation is conducted. Violent or sexual crimes will result in immediate dismissal and reporting.

Confidential Screening Form

New Bethel Baptist Church

If explanatory notes are needed, please attach a separate sheet and number to correspond with question.

This screening form is to be completed by applicants for any position, paid or volunteer, involving New Bethel Baptist Church (NBBC) ministries with minors, and will be used to help NBBC provide a safe and secure environment for children and youth. This is not an employment application. Anyone interested in employment by NBBC will need to also complete a written application form. The Child Protection Policy and Procedures reflect our commitment to provide protective care of all children, youth, volunteers and staff who participate in any NBBC activities or ministries.

1. Individuals who have committed either child sexual or physical abuse may not volunteer service in any NBBC sponsored activity or program for children or youth.
2. Prospective NBBC workers should read and agree to follow the Child Protection Policy.

Personal

Date _____ Name _____
Last First Middle

Present address _____

Email _____ Phone _____

1. Please indicate the type of youth or children's work you prefer _____

2. Please indicate the date you would be available to begin _____

3. What is the minimum length of commitment you can make? _____

4. Have you ever been convicted or pleaded guilty of a crime? No Yes (if yes, please explain)

5. Have you ever acted in a "sexually inappropriate" manner with a minor? (By "sexually inappropriate" we mean any physical contact, verbal communication or visual interaction whereby a minor was used for your sexual stimulation.) No Yes

6. Have you had experiences either as a victim or perpetrator of abuse (either emotional, physical, or sexual), which would, in any way, hinder your capacity to interact with children in a consistently Christ-like manner? No Yes

7. Do you have a current driver's license? No Yes # and state _____

Church History and Prior Youth Work

8. Name of church of which you are a member _____

Confidential Screening Form - page 2

9. List (name and address) other churches you have attended regularly during the past five years:

CHURCH NAME _____ Email or ADDRESS _____

CHURCH NAME _____ Email or ADDRESS _____

10. List previous church ministry involving youth during the past 5 years (list each church's name and address, type of work performed, and dates) _____

11. List previous non-church involvement with youth during the past 5 years (list each organization's name and address, type of work performed, and dates) _____

12. List any gifts, callings, training, education or other factors that prepared you for children's ministry.

References (for paid staff only)

13. Personal References (not former employers or relatives)

NAME _____ NAME _____
Email or Email or
ADDRESS _____ ADDRESS _____

PHONE _____ PHONE _____

The information contained in this Confidential Screening Form is correct to the best of my knowledge. I authorize any references listed on this application to give you any information (including opinions) that they may have regarding my character and fitness for children's/youth work. In consideration of the receipt and evaluation of this Confidential Screening Form by New Bethel Baptist Church, I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified in this Confidential Screening Form.

As a volunteer or paid worker for New Bethel Baptist Church, I am in substantial agreement with the Statement of Faith, in the Baptist Faith and Message 2000 (if necessary, discuss any specific issues with the pastor and/or deacons); and I agree to refrain from unscriptural conduct in the performance of my services on NBBC's behalf.

I have read and understood the Child Protection Policy and Procedures and agree to follow them.

I further state that I have read carefully the foregoing release and know the contents thereof, and I sign this release of my own free will. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ Date _____

Witness _____ Date _____

Identify confirmed with a state driver's license or other photographic identification

Request for Criminal Records Check and Authorization

New Bethel Baptist Church

I hereby request *Protect My Ministry* to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release said agency from any and all liability resulting from such disclosure.

Today's date _____ Signature _____

Social Security No. _____ Print Name _____

Maiden name _____ Print aliases _____
(if applicable)

Place of Birth _____ Date of Birth _____

— Official Use Only —
INTERVIEW

Date _____ Completed by _____

First Name

Last Name

SCREENING PROCEDURES CHECKLIST

Completion Date	Initial*	
_____	_____	1. Application Form complete
_____	_____	2. Confidential Screening Form complete
_____	_____	3. Request for Criminal Records Check Form complete
_____	_____	4. Criminal Record Check completed
_____	_____	5. Interview completed
_____	_____	6. Video viewed
_____	_____	7. NBBC Policy and Procedures read
_____	_____	8. Personal and church references investigated

Phone Written Reference

A.

B.

C.

D.

* Initials of authorized personnel certifying that this part of the screening procedure is complete
COMMENTS:

Supervisor Signature _____ Position _____

Date Completed _____ Approved Rejected

Permission granted to transfer screening information: Date _____

To:

Screening Interview Questions

1. Why are you interested in being involved in this capacity?
2. Share with me any previous experience you have had in working with children or youth?
3. Have you ever had any painful life experiences as a child/minor or adult which may hinder you from having a productive ministry with children or youth? no yes If yes please explain.
4. Is there anything that would call into question your being entrusted with the supervision, guidance and care of children or young people? no yes If yes please explain.
5. Have you ever been accused or convicted of child abuse or any crime related to a minor(s)?
 no yes If yes please explain.
6. Have you read NBBC Child Protection Policy and Procedures? no yes
Do you have any questions concerning any of NBBC's procedures?

Other appropriate questions may be asked to help get to know the individual being interviewed.

Child Abuse Reporting Form

New Bethel Baptist Church

PERSON GIVING REPORT

Name _____ Phone _____

Address _____

Date of Report _____ Time ____ 2nd Phone _____

VICTIM

Name _____ Phone _____

Address _____

Date of Birth _____ Age ____ Male Female

PARENTS

Name _____ Phone _____

Address _____

Date reported _____ Time _____ 2nd Phone _____

INCIDENT INFORMATION

Date of incident _____ Time of incident _____ Event _____

Place of incident _____

Name of accused _____ Phone _____

Address _____

Position at NBBC _____

Type of abuse: (check one or more) Physical Sexual Other _____

Narrative description: (Please be specific, use extra paper if needed)

OTHERS

People presently notified or aware of incident: Parents State agency Attorney Pastor

Others notified or aware of incident _____

REPORT TAKEN BY: _____

Phone _____ Signature _____

New Bethel Baptist Church

PO Box 161, Harrison, TN 37341

(423) 344-9283 + Email: newbethpastor@gmail.com

Reference Form

New Bethel Baptist Church (NBBC) screens all workers in order to provide the highest level of safety possible for children and youth involved in its activities. The following individual gave us your name as a reference. In order for this person to be involved with NBBC we need to receive this reference form back from you. The individual being screened and NBBC appreciate your response.

Person being screened _____

1. Do you have any reason to believe this individual should not be entrusted with supervision, guidance and care of children or youth? No Yes (please explain)

2. Would you recommend this individual be allowed to work with children/youth?

Yes No (please explain)

Thank you very much for providing this information. Your prompt return to the address above will be very much appreciated. Additional comments are welcome.

(Sign)

(Date)

Press Release Statement

New Bethel Baptist Church

Children and youth are precious in the sight of God and New Bethel Baptist Church, and any form of child abuse endangers the victims and shatters the innocence and purity of childhood.

Because New Bethel Baptist Church believes that God has given us a stewardship of caring for the souls of our youth, we have taken steps to protect every child and young person involved in our ministry.

We will work with the law enforcement to determine the truth concerning this situation. Our prayers are that the investigation will reveal the truth and that any injustices concerning any minor will be revealed and punished.