

**PRESCHOOL MINISTRY**

*Policies, Safety, & Procedures Handbook for Workers*

BROADWAY BAPTIST CHURCH

MARYVILLE, TN 37803

865-982-6012

**Letter from Preschool Ministry Director**

First, I would like to thank you for your service in the Broadway nursery. Your commitment to faithfully serve in this ministry is appreciated by the parents, the staff and of course, the children.

This booklet was prepared to inform you of our policies, procedures and safety guidelines so we can provide a secure, cheerful and healthy environment for all preschoolers.

If you should have any questions, please don’t hesitate to contact me.

In Christ,

Brenda H. Powell

Preschool Director

**TABLE OF CONTENTS**

Teachers Responsibility 4

General Policies 5

Security 5

Safety 6

Health Policies 6

Hygiene Policies 7

Check In/Out Process 9

BBC Youth and Child Protection Handbook 10

New Member Screening Form for Background Check 15

Existing Member Screening Form for Background Check 17

**TEACHERS RESPONSIBILITY**

* All teachers that work with the children are required to be a member of Broadway Baptist Church for 6 months.
* All teachers must submit a Volunteer Application and Background Check form
* All teachers must be willing to follow guidelines and procedures put in place by the Administrative Committee of the church.
* All teachers should greet a child with a warm smile and kind words. Show love, understanding, patience and acceptance for all boys and girls with whom they work.
* Teachers are responsible for regular contact of absentees, prospects. (Post cards are at the Preschool Desk)
* Teachers should always alert the Nursery Manager of any problems or concerns with a child.
* Teachers should make sure all items are marked with child’s I.D. number.
* **If for some reason, you cannot fulfill your commitment to serve at your scheduled time,** **it is your responsibility to find a replacement prior to your shift.** If you cannot find a replacement, you must advise the Preschool Director as soon as possible.
* Extended session workers should be in place 10 minutes before the worship service starts. **All extended session workers are also expected to find a substitute if they are unable to work on their designated Sunday**. If you cannot find a replacement, you must advise the Preschool Director as soon as possible.

**GENERAL POLICIES**

1. Classrooms will open for receiving children **15 minutes prior to regular church wide activities and services and close no later than 15 minutes at the conclusion of each activity.** A parent should come for his/her child immediately following the service or function. This prevents younger children from becoming upset when they have to wait too long and also shows respect for the child’s teachers.
2. All children must be brought to the nursery area by a parent or adult guardian. They will only be released to the parent or adult guardian who presents the corresponding ID tag.
3. Preschoolers may be brought to the preschool division only when the person bringing them is attending a church function.
4. Under no circumstances are children to be left in the classroom unattended at any time.
5. For the safety of our children and the liability protection of our adults, **at least two teachers must be in the room with children at all times.** (Please reference BBC Youth and Child Protection Policy, which is included in this handbook.)
6. For the safety of our preschoolers, there should always be an adult present at the main desk at the preschool area and the door securely locked. This will be the responsibility for the Nursery Manager on duty.

**SECURITY**

At Broadway Baptist Church, we believe a few simple procedures are a small price to pay for the security and safety of our preschoolers.

1. Parents are to check in their child according to the check-in procedures before the child proceeds to their classroom. A tag must be secured to all belongings.

2. There are special tags for **allergy**, **security** **issues**, etc. to be placed on the main

identification tag. This will help the worker identify any special medical condition.

3. The doors to the nursery area will remain locked. Workers and children will enter and

exit through the main door at the Preschool Desk.

4. If a parent is needed, the Nursery Manager will flash an identification number on the

box at the right side of the worship center above the door. If a parent is needed during

Sunday School, we will send someone for them.

5. If there are parent custody/legal guardianship issues, these must be reported to the

Nursery Manager at the desk during the check-in process.

**SAFETY**

1. First aid kit is located at the Preschool Desk.

2. Telephones are located at the Preschool Desk and the Day Care desk located just beyond

Room 103. Emergency phone numbers are posted in each room, in the hall by each

door, and at the phone on the Preschool Desk.

3. Should there be a fire alarm during a session, take all children out the exterior door in their

classroom, through the playground and into the parking lot. The gate in the middle of the playground has a gate lock. The code for the gate is 7170. The babies should be taken

to Room 104, placed in designated bed (the bed by the outside door) and taken through

the playground to the parking lot. The kindergarten class should proceed to Room 109

and out the door.

**HEALTH POLICIES**

For the protection of all children and adults at church, we will not accept children with the following symptoms:

* Fever of 100.4+ degrees - currently or within the previous 24 hours (w/o medication)
* Vomiting or diarrhea (within the past 24 hours)
* Inflamed throat and/or mouth
* Colored discharge from eyes or nose
* Pink eye or other eye infection
* Unusual irritability or fatigue
* Head lice (or known exposure to head lice)
* Open wounds without proper bandages
* Childhood diseases (chicken pox, etc.)
* Rash or skin infection

If these symptoms are noticed during the church or Sunday School, the Nursery Manager will notify the parents and request they be removed from the Nursery area.

**HYGIENE POLICIES**

Maintaining a germ-free environment is a top priority. Because hands are the main carriers of germs, we enforce a strict hand washing policy for all teachers.

**Teachers should wash hands…**

1. Upon arrival into the classroom.
2. Before preparing, serving, or eating food.
3. Before and after feeding infants or children.
4. After using or helping a child use the toilet.
5. After every diaper change.
6. After removal of disposable gloves used to change diapers or assist with toilet needs.
7. After contact with body fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood or vomit).
8. After handling soiled items.

**Infants and Children should wash hands…**

1. Before preparing, handling, or eating food or snacks.
2. After every diaper change.
3. After using the toilet.
4. After contact with body fluids.

**Proper Hand Washing Method**

According to the Center for Disease Control, the proper method to wash hands is to wet them, rub soap into lather and rub hands together vigorously for 15 seconds (sing Happy Birthday). Rinse under warm running water. The faucet should be turned off with a paper towel after drying your hands.

**Diaper/Pull-Up Changing Policy**

1. Gather all necessary items.
2. Lay child on a strip of changing paper (wax paper).
3. Put on a new pair of disposable gloves for every diaper change.
4. Remove wet/soiled diapers and use wipes or damp paper towels to clean child.
5. Put on clean diaper.
6. Place used waxed paper, wipes and dirty diaper in plastic bag or lined trash receptacle with lid.
7. Wash hands with soap and water after each diaper change.
8. Clean area after each diaper change.
9. Never turn your back away from the child you are diapering until you finish with the diapering procedure and the child has been returned to play.

**Don’t forget to check the children prior to the end of the session so we can send them home dry! ☺**

**Bathroom Procedure for Older Preschoolers**

A teacher must never be alone with a child in the restroom.

1. Have children go on their own if possible.

2. If assistance is needed wear rubber gloves and leave the door propped open where you

are visible to another adult.

**End of Session Clean Up**

**Nursery**

1. In rooms with cribs, beds must be stripped of used linens.
2. Linens, smocks, bibs, burping diapers, blankets, etc. should be laundered after each use
3. Each bed should be wiped thoroughly.
4. All equipment such as swings and walkers should be sprayed with alcohol solution and left to air dry.
5. All toys used by infants or toddlers must be sprayed with alcohol solution and left to air dry.
6. Diaper changing surfaces must be sprayed with alcohol solution and left to air dry.

**All Other Preschool Rooms**

Put away all items, including books, puzzles (worked), toys, etc. Any snacks or juice should be returned to the kitchen area.

**Process For Nursery Check In/Out**

**First Time Check-in**

1. Fill out tear-away sticker. Give one to parent; place other on child’s back.
2. Have parent/guardian fill out *Nursery Check-in* *Information* sheet*.*
3. Inform parent that they will receive a personal check-in card the next time they return to check in their child(ren).

**Subsequent Check-in**

Have parents go through the following steps to use check-in with their card or keyfob:

1. Scan card
2. Select all children they wish to check in
3. Beside each child’s name, select which event they are being checked into
4. Select “Complete Check In”

**Check-out**

Have parents go through the following steps to check out their child:

1. Scan card or claim ticket
2. Make sure all children being checked out are selected
3. Select “Check Out Tagged”

**Check-in Setup**

1. Make sure computer & printer are bothturned on.
2. Open *Servant-Keeper Check-in* program by double-tapping the blue “check-in” icon on home screen.
3. Log into the program by providing necessary credentials.
4. Select the “Start Check In” blue icon in the upper left-hand side of the screen.
5. Select the “Kiosk Self-Check In” blue icon in the upper left-hand side of the screen.
6. Select all events occurring at the time or simply select “Tag All” and then “OK.”
7. Select “Don’t Use Kiosk Image.”
8. Select “Tap here to check in with card or keyfob.

*\*To exit out of self check-in, select the lock icon in the bottom left-hand side of the screen. The password is 11111.*

**Check-out Setup**

1. Select the “Start Check Out” blue icon directly underneath the “Start Check In” icon.
2. Select the “Check Out Card View” icon.
3. Select the “Barcode” tab in the upper left-hand side of the screen.

**Youth and Child Protection Policy**

1. **Understanding and Identifying Physical and Sexual Abuse:**
   1. Definitions:
      1. Child Sexual Abuse – occurs when anyone engages in sexual contact or sexualized behaviors with a child. It includes any form of physical contact for a sexual purpose or any other behavior involving contact, which may be considered sexual behavior directed towards a child. It does not include normal affectionate behavior towards children and excludes normal health and hygiene care.
      2. Physical Abuse – occurs when anyone inflicts physical harm on a child or another person, or uses force that is unwarranted by the situation.
      3. Applicant – means all prospective Broadway Baptist Church (BBC) employees, contract workers or volunteers, who work with children.
      4. Employee – includes anyone who is hired or approved by BBC and is financially reimbursed for his/her services.
      5. Volunteer – is a member of BBC who offers his or her services to BBC willingly and without pay. A volunteer is required to be member of BBC for at least six months prior to offering his or her services to the church and must be in good standing. Examples of volunteers include but are not limited to; Children’s Sunday School superintendent and assistant, Sunday School and Bible School teachers, teachers assistants, Nursery workers, Youth Department workers, teachers and assistants, and parents acting as host, hostesses or chaperones.
      6. Department Leader – the volunteer or employee responsible for overseeing the identified children or youth activity of the church.
   2. Signs of Sexual and Physical Abuse:
      1. Physical Signs – include but are not limited to, lacerations and bruises; irritation, pain or injury to the genital area; difficulty with urination; discomfort with sitting; torn or bloody underclothing; venereal disease.
      2. Behavioral Signs – include but are not limited to, anxiety when approaching the church or nursery area, nervous or hostile behavior toward adults, sexual self-consciousness, “acting out” sexualized behavior, nightmares, withdrawn from church activities and friends.
      3. Verbal Signs – may include phrases like “I don’t like (a particular church worker)”, “(A church worker) does things to me when we’re alone”; “I don’t like to be alone with (A church worker)”; “(A church worker) touched me”.
2. **Screening Process** Screening is to be used with all applicants and church employees, full-time, part-time, compensated or volunteer and pastoral staff according to the guidelines set forth below, prior to working with children or youth.
   1. Screening Form – The “Youth and Child Worker/Volunteer Screening Form” will be completed prior to any initial children or youth assignment. Volunteers and employees only need to have one Screening Form on record with the church. The completed form shall be submitted to the church secretary for processing. In an effort to respect the confidentiality of each applicant, only the Chairman of the Administrative Committee and the Pastor will be able to review the background reports. Applications, screening forms and background reports will be kept in a confidential file by the church secretary.

* 1. Applicant Precautions – BBC recognizes the fallibility of all persons, either through personal choices, victimization, developmental issues or other factors, which may influence an applicant’s ability to carry out the safeguards in this policy. At a minimum, the following conditions may require additional consideration or possibly exclusion from the privilege and responsibility of working with children or youth at BBC:
     1. Adult survivors of child abuse should meet with the Pastor before working with children or youth.
     2. Misrepresenting personal information on the “Screening Form” will be considered a serious breach of trust and will impact the applicant’s consideration for working with children and youth.
     3. Those individuals with a past criminal history, especially crimes against others, may be excluded from working with children or youth. Individuals with felony convictions will automatically be excluded.
     4. Anyone driving a car, bus, van or other motor vehicle used to transport children or youth will be required to have their driving record checked by BBC.
     5. No one with a criminal history of abusing or neglecting children will be permitted to work with children or youth.
  2. Training – All volunteers or employees will attend an annual training session on child and youth protection safeguards. The Department Leaders shall be responsible for the following training to be done annually during the month of January:
     1. BBC’s Youth and Child Protection Policies and Procedures;
     2. Understanding appropriate and inappropriate touch and how to deal with touch which is inappropriate;
     3. Recognition of signs and symptoms of child abuse;
     4. Understanding of common “abuse and harassment” language;
     5. Other areas pertaining to reducing the risk of child sexual and physical abuse.

Evidence of attendance and successful understanding will be recorded and signed by the attendee and the Department Leader. The church secretary will maintain this document.

1. **Guidelines for Church Workers and Facilities**
   1. The “Two Person” Rule:
      1. No one-to-one activities with children/youth unless in full view of others.
      2. No one-to-one adult/youth sleeping arrangements in a retreat/overnight setting. On all overnight occasions, a minimum of two workers must be present at all times.
      3. When working with children (for activities other than Sunday School or Vacation Bible School), two adults, or one adult and one teenager, should be present for all activities. For the junior high or youth program, both workers must be at least 21 years old.
      4. If only one person is available, that person must immediately notify their Department Leader and request another screened and approved helper.
   2. Obtain Parent Permission – church workers should obtain the consent of the child’s parent or guardian before going out alone with the child/youth. Workers should notify an appropriate church leader of such a meeting in advance. For the youth mentor program or youth pastor at BBC, parent permission should be obtained annually.
   3. Classroom Doors – All classrooms and other areas used by children or youth must have a window in the door or the door must be left open during use unless two adults are present.
   4. Provide Adequate Personnel – Programs that involve children and youth should always include adequate supervisory personnel. Supervision should be maintained before and after the event until all children are in the custody of their parents or guardians.
   5. Use a Church Nursery Identification Procedure – Nursery personnel should clearly identify the child and the child’s parent or caretaker.
   6. Improper discipline, including corporal punishment or other forms of discipline which are physically or emotionally abusive, are prohibited.
2. **Reporting Procedures**

A. If there is suspicion of child abuse or child abuse is witnessed, the proper authorities must be contacted immediately.

**For allegations against volunteers or employees, contact the Blount County Sheriff’s Department at 273-5000.**

**To report any suspicion of child abuse or if the abuser is a parent or guardian, contact the Tennessee Department of Children's Services at 1-877-237-0004.**

B. Children and youth workers have a personal responsibility and a legal obligation to report

any suspected abuse to the Blount County Sheriff’s Department and Tennessee Department of Child Services. Tennessee law mandates reporting by any person who has knowledge of physical or mental harm to a child if: (1) the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or (2) on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect.

Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether it appears the child has sustained an injury as a result of the abuse.

C. The Pastor, or designee, is responsible for contacting the child or youth’s parents/guardians about any concerns, suspicious behaviors or suspected abuse.

D. All efforts at handling the incident must be documented.

E. If the alleged abuser is a volunteer or worker at the church, the Pastor will request support from at least one person knowledgeable in reporting guidelines and care of victims and perpetrators to assist in following up. At the Pastor’s discretion, other knowledgeable people may be asked to assist, but the number of persons involved should be limited for confidentiality reasons.

F. Any time a report to the Police or Department of Child Services is made, the Pastor must be informed.

G. The Pastor may also consult an attorney regarding compliance with state reporting laws, and cooperation with the investigation.

1. **Guidelines for Ministry after an Investigation:**
   1. If allegations are unsubstantiated by Children’s Services:
      1. Investigations shall cease.
      2. Every effort will be made to exonerate, reconcile and restore said member.
      3. The Pastor, with support from selected others, will respond with love, care and concern to the complainant(s) and to the accused and his/her family.
   2. If allegations/investigations demonstrate poor judgment or unwise behavior, but not child abuse:
      1. Grace and mercy will be extended in the context of repentance, accountability and justice.
      2. Education and/or counseling will be required.
      3. The person will be removed from church ministry settings until deemed appropriate by the Pastor.
      4. Actions taken will be communicated to the complainant, as appropriate and at the discretion of the Pastor.
   3. If the Children’s Services investigation substantiates child abuse:
      1. Ministry to the victim and family:
      * Ministry will be handled with sensitivity and care.
      * Pastoral care and spiritual support will be offered.
      * A list of qualified counselors/therapists will be provided.
      1. Ministry to the offender:
      * The individual will not be permitted to participate in child and youth ministries.
      * Specialized counseling will be required.
      * Pastoral care and spiritual support will continue for the offender and family during rehabilitation, if appropriate.
      * The Administrative Committee may recommend to the church body that the individual be removed from church membership. This would only be done after careful consideration was given to issues such as repentance, safety and the goal of reconciliation.
      1. Ministry to the congregation:
         * Trained people will be made available to assist anyone affected in the congregation by addressing their concerns in order to bring healing.
      2. Ministry to the accused/offender’s family:
         * Ministry will be offered with sensitivity and care providing support and prayer.
         * A list of qualified counselors/therapists will be provided.
   4. Records related to the suspected abuse will be kept confidentially in a permanent file.

END OF POLICY

**YOUTH AND CHILD WORKER/VOLUNTEER SCREENING FORM**

**(FOR NEW MEMBERS)**

CONFIDENTIAL

THIS FORM IS BEING USED TO HELP THE CHURCH PROVIDE A SAFE AND SECURE ENVIRONMENT FOR THOSE CHILDREN AND YOUTH WHO PARTICIPATE IN OUR PROGRAMS AND USE OUR FACILITIES. THIS FORM IS TO BE COMPLETED BY ALL APPLICANTS FOR ANY POSITION (VOLUNTEER OR EMPLOYEE) INVOLVING THE SUPERVISION OR CUSTODY OF MINORS. THIS IS NOT AN EMPLOYEE APPLICATION FORM.

IN ORDER TO SERVE AS A VOLUNTEER, YOU MUST BE A MEMBER OF BROADWAY BAPTIST CHURCH FOR AT LEAST SIX MONTHS AND BE IN GOOD STANDING.

**PERSONAL**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle Maiden

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_

Home Phone (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a current driver’s license? ❑ No ❑ Yes If Yes, license number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been charged with, or investigated for, child abuse or neglect? ❑ No ❑ Yes

If Yes, please explain (use back of this page if necessary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

If you were previously abused, and continue with challenges related to this abuse, please meet with the pastor before

working with children or youth. This will not disqualify you for children or youth work.

**CHURCH HISTORY AND PRIOR YOUTH WORK**

List names of other churches you have attended regularly during the past five years\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

List most recent previous church work involving children or youth:

|  |  |  |  |
| --- | --- | --- | --- |
| Church | Address | Position | Dates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

List all places of residence in the last five years:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the most recent places of employment in the last five years:

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

Name Address Supervisor Phone

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

Name Address Supervisor Phone

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

Name Address Supervisor Phone

List all educational institutions attended in the last five years:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read “Children and Youth Protection Policy and Procedures” of Broadway Baptist Church and agree to observe the safeguards, procedures and guidelines listed. I also give permission to verify the above information.

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

Applicant’s Signature Date

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

Parent’s Signature (if applicant is under 18) Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

(For church use)

PERSONAL INTERVIEW RESULTS (please use back of page for additional comments):

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

Printed name of person reviewing application

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

Church Position Signature Date

**YOUTH AND CHILD WORKER/VOLUNTEER SCREENING FORM**

**(FOR ESTABLISHED MEMBER VOLUNTEERS)**

CONFIDENTIAL

THIS FORM IS BEING USED TO HELP THE CHURCH PROVIDE A SAFE AND SECURE ENVIRONMENT FOR THOSE CHILDREN AND YOUTH WHO PARTICIPATE IN OUR PROGRAMS AND USE OUR FACILITIES. THIS FORM IS TO BE COMPLETED BY ALL APPLICANTS FOR ANY POSITION (VOLUNTEER OR EMPLOYEE) INVOLVING THE SUPERVISION OR CUSTODY OF MINORS. THIS IS NOT AN EMPLOYEE APPLICATION FORM.

**PERSONAL**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle Maiden

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_

Home Phone (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a current driver’s license? ❑ No ❑ Yes If Yes, license number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been charged with, or investigated for, child abuse or neglect? ❑ No ❑ Yes

If Yes, please explain (use back of this page if necessary)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

I have read “Children and Youth Protection Policy and Procedures” of Broadway Baptist Church and agree to observe

the safeguards, procedures and guidelines listed. I also give permission to verify the above information.

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

Applicant’s Signature Date

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

Parent’s Signature (if applicant is under 18) Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

(For church use)

PERSONAL INTERVIEW RESULTS (please use back of page for additional comments):

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

Printed name of person reviewing application

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

Church Position Signature Date