

# Rockford Baptist Church

## Abuse Prevention Policy

### Selecting and Screening for Children and Youth Workers



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# Abuse Prevention

## Selecting and screening policies for children and youth workers

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- All workers must be members of Rockford Baptist Church or by special provision by the Elders.
- The CE Committee must approve all children's and youth ministry workers upon recommendation by those in charge of each specific ministry.
- All applicants will complete the following application process:
  1. Complete and return the Screening Form to the church office.
  2. Obtain and read a copy of the RBC Children's Ministry Policy.
  3. A background/reference check (including a criminal record check) of each applicant will be conducted by the church Administrative Assistant under direction of the CE Committee.
  4. Any worker convicted of child abuse is disqualified from working with children at RBC.
  5. All files will be maintained by the church Administrative Assistant and kept confidential.

### REPORT AND RESPONSE PLAN

#### Report:

1. Report any suspicious or questionable behavior to a member of the pastoral staff.
2. Use common sense before reporting.
3. A written report must be submitted to the Senior Pastor as soon as possible. This will become a permanent file.

#### Response Plan:

1. The Immediate Response Committee shall be formed immediately, if it is deemed necessary by the Senior Pastor. This committee will be comprised of the Senior Pastor, Youth Pastor, CE Chair and an attorney ex officio.
2. An attorney's advice will be sought for guidance on reporting the allegation to the insurance company, civil authorities and the parents or guardians of the child involved.
3. An attorney's advice will be sought on what should be said to the congregation and media.

SCREENING FORM FOR CHILDREN OR YOUTH WORKERS

**CONFIDENTIAL**

ROCKFORD BAPTIST CHURCH

This application is to be completed by all applicants, volunteer or compensated involving the supervision or custody of minors. This form is being used to help the church provide a safe and secure environment for our children within our facilities.

**PERSONAL**

DATE:		PHONE: (      )	
LAST NAME:	FIRST:	MIDDLE:	
MAIDEN NAME:	SEX:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
PRESENT ADDRESS:			
CITY:		STATE:	ZIP:
DATE OF BIRTH:	/	/	
	(Month)	(Date)	(Year)
DRIVER'S LICENSE #:			
Please provide your driver's license (or other photographic from of ID) as confirmation of your identification.			

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If you are under the age of 18, what grade will you enter as of September of this year?

**CHURCH HISTORY & PRIOR CHILDREN'S / YOUTH WORK**

1. Have you ever been arrested for or convicted of child abuse, actual or attempted sexual molestation of a minor, or any other crime?  Yes  No

If yes please explain:

2. Please indicate the type of youth or children's work you prefer and/or your intended area(s) of involvement.

3. Name, address, and phone number of your previous church.

Name: \_\_\_\_\_ Phone: (       ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. List previous work you have done in other churches and/or organizations in the past five years that involved children or youth (list name of church and/or organization, address, type of work performed and dates)

Church: \_\_\_\_\_

Dates: \_\_\_\_\_

Type of work: \_\_\_\_\_

Church: \_\_\_\_\_

Dates: \_\_\_\_\_

Type of work: \_\_\_\_\_

5. Personal References (not relatives):

Name: \_\_\_\_\_ Phone: (       ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Association with this person: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (       ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Association with this person: \_\_\_\_\_