

BGBC Child Protection Policy

1. Aim and Purpose

These guidelines aim to protect children in or during the ministries of Battle Ground Bible Church.

2. Scope

Ministries sponsored or administered by Battle Ground Bible Church, on or off property, where children younger than eighteen (18) years of age are present are subject to these guidelines.

3. Children's Ministry Workers

Prior to participating as a leader in children's ministry, workers are to be screened and trained.

3.1. Eligibility

Children's ministry workers should be 18 years old or older, should be regular attendees of BGBC and are not under formal church discipline. Membership is encouraged for children's ministry workers as well as everyone attending BGBC.

3.2. Application

3.2.1. Form

Prospective children's ministry workers must complete the "Children/Youth Worker Application" and will be asked to agree to a criminal records background check.

3.2.2. Interview

Applicants will be interviewed by ministry leadership.

3.2.3. References

The references given on the application may be checked by the ministry leadership.

3.2.4. Approval/Denial

Application may be denied if the candidate reveals via the application or interview that he or she was convicted of or involved in the abuse/neglect of a child.

Application may be denied at ministry leadership discretion if the candidate reveals via the application or interview that he or she was convicted of a violent crime.

If application is approved, applicant and ministry leaders are notified.

3.2.5. Filing

Applications, background check and interview notes will be marked as Confidential and stored securely.

3.2.6. Assent

All approved applicants will receive a copy of Battle Ground Bible Church policies and procedures regarding children's ministries. Applicants will sign a statement acknowledging receipt of the policies and procedures, and expressing intent to comply with them.

3.3. Training Classes

Training classes may be compulsory. Failure to attend required classes may result in suspension of participation in the ministry until the class is made up.

4. Worker Supervision.

Following are simple guidelines to be observed by ministries involving children. These policies are for the protection of workers against false charges and for the prevention of abuse.

4.1. Two-Person Rule

When children younger than eighteen (18) years of age are in attendance, there should be two (2) children's ministry workers present, one of whom is at least eighteen (18) years of age.

1. Present means no less than one in the room itself and one walking the hallways observing the rooms.
2. One-on-one meeting alone with children younger than eighteen (18) years of age for counsel or correction may take place only with the written consent of the parent(s) or guardian(s).
3. Supervision by a parent of their own children meets the requirements above.
4. Supervision before, between and after scheduled services of the church is the parents' responsibility.

4.2. Ministry-Wide Application / Events

Adequate staffing should be maintained at all ministry events in order to comply with the above.

4.3. Transportation

Children younger than eighteen (18) years of age should not be transported alone. More than one adult should be present on buses sponsored by Battle Ground Bible Church.

5. Report of an Abuse Allegation.

If any ministry worker knows or suspects that a child may have been subjected to abuse, the following procedure should be followed.

1. Contact the ministry leadership immediately (day or night) and relay as much of the incident as is known.
2. Ministry Leadership will set up a meeting with the worker who suspects abuse, the child, the parents, and one more ministry leader. This meeting should take place within one day of the accusation. If the allegation is unfounded, no further action will be taken.
3. If any suspicion remains following the above meeting, a ministry leader designated by the deacon board will report the allegation to the local authorities. The parents of the child will be invited to witness the filing of the report. Full cooperation with government authorities will be offered at all times during the investigation.

BGBC Injury Report Form

2430 E 600 N, West Lafayette, IN 47906

Time and Place of Injury	Date of Injury: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Where did it occur? _____
Person Injured	Name: _____ Age: _____ Address: _____ Telephone: _____ Name of parents/guardians (if a minor): _____ Employer: _____ Injuries sustained: _____ Where was injured taken? (hospital/doctor): _____ Relationship to organization: <input type="checkbox"/> Member <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Student/Camper <input type="checkbox"/> Other _____ If injury occurred at BGBC, for what purpose was the injured on the premises? _____ _____ Who was responsible for supervision at the time of injury? _____ _____ If injury occurred elsewhere, what connection did it have with BGBC operations or activities? _____ _____ Does the injured party have personal medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of medical insurance company: _____
Full Description of Injury	
Witnesses	Name: _____ Telephone: _____ Address: _____ Name: _____ Telephone: _____ Address: _____

Signature: _____ Date of report: _____

Children/Youth Work Application VOLUNTEERS AND EMPLOYEES

Personal Information

Name: _____ Daytime telephone: _____

Address: _____

Email: _____ D.O.B. _____

In which children/youth program(s) are you seeking to become involved?

- | | |
|--------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Nursery | <input type="checkbox"/> AWANA |
| <input type="checkbox"/> Sunday School | <input type="checkbox"/> FUEL Student Ministries |
| <input type="checkbox"/> Children's Church | <input type="checkbox"/> Other _____ |

Have you at any time ever:

- Engaged in, or been accused of, any child molestation, exploitation, or abuse? ★ Yes ★ No
- Been arrested for child molestation, exploitation, or abuse? ★ Yes ★ No
- Been convicted of, or pleaded no contest to child molestation, exploitation, or abuse? ★ Yes ★ No

Are you aware of:

- Having any traits or tendencies that could pose any threat to children, youth, or others? ★ Yes ★ No
- Any reason why you should not work with children, youth, or others? ★ Yes ★ No

If the answer to any of these questions is "yes," please explain in detail:

(Please attach additional pages if more space is needed)

Applicant Verification and Release

I recognize that the organization to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize the organization to contact any person or entity listed in this application, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release the organization and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.

I have carefully read the policy and procedures of the organization, and I agree to abide by them and to protect the health and safety of the children or youth at all times.

Printed name: _____

Signature: _____ Date: _____

