

Springvale Baptist Church
Adult Volunteer Application
(Screening Form)
1496 Springvale Rd
Lugoff SC 29078

Thank you for taking the time to share with us about you. We want you to know that the following information will be confidential and only shared with appropriate pastoral staff.

General information

Name _____ Today's Date _____

Address _____

Phone (H) _____ Phone (C) _____ Phone (W) _____

Date of Birth _____ Email _____

Occupation _____ Employer _____

Work: Part Time _____ Full Time _____ Student _____

Marital Status: Single _____ Married _____ Divorced _____

Education

High School _____ Year Graduated _____

College/Trade School _____ Year Graduated _____

Degree _____ Minor _____

Other Education _____ Year Graduated _____

Preschool, Children and Student Worker Policy

Springvale Baptist Church

I. Background and Purpose

Purpose: It is the purpose and intent of Springvale Baptist Church (SBC) to provide a safe, secure environment to teach and care for the preschoolers, children and students of this church. To avoid physical, mental and spiritual harm to preschoolers, children and students is the highest priority of this body.

Goal: To prevent acts of child sexual abuse or child molestation by employees or volunteers in this church and to protect employees and volunteers from false accusations. **This policy should not, however, be construed as in any way limiting a parent's or guardians' right to report allegations of child sexual abuse or child molestation to appropriate authorities, if the parent or guardian believes it is necessary and/or proper to do so.**

Definition of Child Sexual Abuse: "Any sexual activity with a child, whether in the home by a caretaker, in a day-care situation, in any organized ministry, whether at the main facility (church) or away, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child." (Nation Resource Center on Child Sexual Abuse, 1992)

Child sexual abuse can be violent or non-violent. It is a criminal behavior that involves children in a sexual behavior for which they are not personally, socially or developmentally ready.

Child Sexual abuse can include, but is not limited to, the following touching or non-touching activities:

Touching:

- Fondling
- Oral Genital and anal penetration
- Intercourse
- Forcible rape

Non-Touching:

- Display of pornographic material
- Obscene phone calls
- Exhibitionism
- Sexual gestures, jokes and statements
- Actions or speech designed to arouse sexual reactions or works designed to encourage sexual experimentation

Terms referenced in this policy are defined as follows:

Preschooler – a child from birth to five years old or completion of 5 year-old kindergarten

Children – Grades 1-6

Students – Grades 7-12 or until the child turns 18 years old if the child is under 18 years old at the completion of 12th grade

Screening Form – A Screening Form is required for all employees and volunteers. New employees and volunteers must complete this form before beginning service. Failure or refusal to sign the Screening Form for persons seeking to work with preschoolers, children or students shall bar the individual from service in these areas. Screening Forms are available in the SBC office or from the Associate Pastor.

Policy Review – All employees and volunteers must review the Springvale Baptist Church's Preschool, Children and Student Worker Policy. Each person shall sign the statement indicating that he/she: (1) has reviewed and understands the policies; (2) agrees to abide by the policy; (3) will voluntarily remove him/herself from Preschool, Children and Student activities sponsored by SBC if an accusation arises until such time the accusation is resolved and he/she is permitted to return to Preschool, Children and Student activities by SBC.

Criminal Records Check/SLED Check – SBC will obtain a SLED record check for all employees, and regular and short-term volunteers. SBC reserves the right to obtain a SLED record check on special activity volunteers, as it deems appropriate. SLED checks will be obtained for each staff member (paid or volunteer) as set forth in this policy. SBC, as its option, may accept a copy of a SLED check performed by another entity in lieu of obtaining a SLED check contemplated in the Policy. A criminal background check will also be performed in the State in which the employee/volunteer last resided for persons who have not resided in the state for at least three years, if possible. SBC reserves the right to perform out-of-state background checks on other employees or volunteers as it deems appropriate. SBC may also request that an employee/volunteer be fingerprinted for purposes of conducting records check. Failure to provide the required consent of fingerprints, if requested, will result in the applicant not being hired, or employee being removed from his/her position and/or terminated, and a volunteer not being permitted to work with any Preschool, Children and Student in any activity sponsored by SBC.

II. PRESCHOOL, CHILDREN AND STUDENT WORKER POLICY AND PROCEDURE

This policy addresses four areas that are critical for the protection of all involved, including our preschool, children and students, our paid and volunteer workers, and our church.

A. SELECTION OF EMPLOYEES/VOLUNTEERS

Employees and volunteers will be subject to the screening procedures listed below by SBC's Office. A confidential file will be maintained for each person and secured in the Office. These files will only be available to the assigned staff personnel or his designee as deemed appropriate.

- **Employees and Volunteers who fail to complete this process will not be eligible for service in the preschool/children/student area of our church**
- Employees and Volunteers that are already serving shall be required to immediately complete a Screening Form, review the Policy and sign the acknowledgement upon the approval of this Policy.

1. New Employees

All new employees including, but not limited to, ministerial staff, kitchen staff, custodial staff, support staff, preschool/children/student staff.

- Employment Application (or equivalent information for ministerial staff)
- Interview with appropriate supervisor
- Policy Review
- Reference Check
- SLED Check
- Screening Form

2. Regular Volunteers

Regular volunteers include, but are not limited to, Sunday School Teachers, Wednesday Night Leaders, Mission Teachers, Children's Choir leaders, Sunday Night Teachers/AWANA leaders, and Camp and retreat chaperones.

- Approved by Minister
- Policy Review
- SLED check
- Screening Form
- References will be checked as deemed appropriate by Minister

3. Short-Term Volunteers

Short-term volunteers are those volunteers that work with our preschoolers, children and students for a short, generally pre-determined time. Church membership is preferred, but not required when deemed appropriate by a Minister. Short-Term volunteers include, but are not limited to, Recreation Leaders (Coaches).

- Approved by Minister
- Policy Review
- SLED check
- Screening Form
- References will be checked as deemed appropriate by Minister

4. Special Activity Volunteers

Special Activity volunteers are those volunteers that work with our preschoolers, children and students for a designated event or time. Church membership is preferred, but not required when deemed appropriate by a Minister. Special activity volunteers include, but are not limited to, Vacation Bible School and Fall Festival.

- Approved by Minister
- Policy Review
- Screening Form
- References will be checked as deemed appropriate by Minister

B. GUIDELINES FOR WORKERS

These guidelines apply to all individuals who work with preschoolers, children and students, including but not limited to all employees and all volunteers defined in this policy. Each ministry is responsible for ensuring that proper adult supervision is in place for its programs and activities.

- Any individual member or prospect for SBC is eligible to work with preschoolers, children and students. All interested persons should initially meet with a Minister to discuss possible participation in SBC's preschoolers, children and students programs/ministries. The Minister may as a part of the meeting review generally the Preschool, Children and Student Workers Policy with the interested member or prospect. Assuming the Minister believes interested member or prospect is appropriate for the program/ministry, the Minister should thereafter refer the individual for further screening as set forth in this policy.
- Employees and volunteers shall not touch, interact with, or otherwise communicate with preschoolers, children or students in any way that is intended to be sexually stimulating. Common expressions of affections (hugs), affirmations (pats on the back or head), support (prayers), Physical caretaking (changing diapers, toileting, etc.) or sympathetic acts (such as hugs after a child falls) are appropriate in the community of caring Christians (note: hugs

must be gentle and appropriate - no aggressive full frontal hugs). Care must be taken, however, that expressions of affection and affirmation are not excessive or imposed upon preschoolers, children or students. Care must also be taken that adults do not act in a sexually stimulating way in front of preschoolers, children or students.

- Two paid or volunteer staff must be present during preschoolers, children or students activities whenever possible. If two adults are not present for any activity on the church premises, classroom or bathroom doors should be left open.
- Preschool guidelines will be followed for the ratio of adults to preschoolers for all SBC activities. When the number of children/students participating in an SBC activity exceeds ten, an additional adult is suggested for every seven children/students. In situations involving a large group (40 or more children/students) the ratio of adults to children/students should be no greater than 1:10 whenever reasonably possible.
- Employees or volunteers who observe questionable or inappropriate behavior affecting preschoolers, children or students should report it as soon as possible to a Minister. The allegation will thereafter be handled in accordance with procedures described below.
- Procedures in this policy should be followed before and after events until all preschoolers, children or students are in the custody of parents or guardians.
- Special attention will be given to supervision during overnight and off-campus activities.
 - Two paid or volunteer staff should be present at all times during an activity.
 - All participants will have parental consent and a medical release form in writing.

C. REPORTING PROCEDURES

Any observed or reported child sexual abuse or child molestation should be reported immediately to any Minister. **IF A PERSON ATTENDING SBC IS FOUND TO BE ON THE SEX OFFENDERS (SO) REGISTRY, THE REVIEW TEAM (DEFINED IN SECTION D) WILL IMMEDIATELY CONTACT THE SO AND IMPLEMENT THE CHURCH'S POLICY ON SO'S)**

D. RESPONSE, INVESTIGATION, AND DISCIPLINARY POLICY

1. Child Sexual Abuse Prevention Policy

It is the policy of SBC that all Ministers, lay employees and volunteers maintain the integrity of the ministerial, employment and professional relationship at all times. Sexual misconduct, including sexual abuse, is not only a violation of the principles set forth in Scripture, but also of the ministerial, pastoral, employment, and professional relationship. Child sexual abuse and sexual misconduct are never permissible and are unacceptable. SBC is committed to preventing child sexual abuse and sexual misconduct on all levels in our Christian community. The Preschool, Children and Student Workers Policy will be used in recruiting and training volunteers and staff personnel who will work with preschoolers, children or students.

The Child Sexual Abuse Prevention Policy (hereafter called “Policy”) applies to every Minister of SBC, to every member of SBC’s staff and to every volunteer of SBC.

2. Definitions

Accused is the term used for the person against whom a claim of sexual misconduct is made

Accuser is the term used for the person claiming to have been the victim of sexual misconduct by a minister, staff person or volunteer. Other persons may also report an allegation (family member, friend, a minister or a church member, etc).

Advocate is a friend, family member or pastor (other than a current minister of SBC) who is permitted to accompany the Accused or Accuser to meetings in order to give moral support and advice. The Accused and Accuser will select their own Advocates.

Allegations are assertions that allege an offense was committed by a Minister, employee or volunteer. The term refers to assertions made prior to the issuance of a Report, if any, by the Investigation Team.

Child Sexual Abuse includes, but is not limited to, any contact or interaction between a child under the age of 18 and an adult when the child is being used for the sexual stimulation of the adult person or a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. Child sexual abuse is a felony (according to federal and state law).

Contact Person is the Response Team Member assigned to the particular case.

Investigating Team consists of the deacons and the pastoral staff. This team will investigate and consider the allegations made against the accused. The Investigating Team shall determine whether or not there are reasonable grounds or causes to believe there has been a violation of this policy.

Pastoral Care Givers are the pastoral staff and are to provide pastoral care to those affected by allegations of sexual misconduct.

Report is the formal statement made by the Investigating Team against a Minister, employee, or volunteer after it has investigated the allegations and it determines that there are reasonable grounds or cause to believe a violation of the Policy has occurred which should be brought before the Review Team. This shall be documented in the minutes of the meeting.

Response Team is a five-member team appointed by the deacons. These persons should be selected on a basis of special skills, and with substantial knowledge of human resource and knowledge of liability exposure. Responsibilities of the Response Team are:

1. To Fulfill the procedures of the Policy and the Preschool, Children, Student Workers Policy
2. To make provision for pastoral care to all parties, to help all parties understand the process, to coordinate the implementation of the process, to help train and give counsel to all parties.
3. To review the Policy and Preschool, Children and Student Workers Policy to make recommendations for change.

In the event a member of the Response Team or any family member, relative or personal friend of a member of the Response Team is named as an Accused or an Accuser, or is the ongoing pastor or pastoral care giver of an Accused or Accuser that member shall be relieved of service on the Response Team until the case in question is completed. (Upon notification, the Senior Pastor or his designee may name a replacement for the duration of the suspension period).

Review Team is a three-person committee comprised of the current Chair of Deacons, the Assistant Chair of Deacons, and the Pastoral Staff. The purpose of the Review Team is to receive the Report, if any, from the Investigating Team and act on the report as it (the Review Team) deems appropriate.

Sexual Misconduct includes, but is not limited to, the following:

1. Child sexual abuse as defined above
2. Rape or sexual contact by force, threat or intimidation
3. Sexual conduct (such as offensive, obscene, or suggestive language or behavior, unwelcome touching or fondling) which is injurious to the physical and emotional health of another person.

3. Procedures

The procedures outlined below should be followed when the Church receives an Allegation of sexual misconduct. Occasionally, however, the unique circumstances of a case may require a change in the procedures.

1. When a written or oral Allegation of sexual misconduct is received, the person(s) receiving the Allegation shall immediately (within three days) refer it to the Chair of the Response Team. Any pastor or deacon should also report any allegation to the Response Team.
2. Ordinarily, within three days of receiving an Allegation, the Chair of the Response Team assigns a member of the Response Team to serve as Contact Person for the case. Ordinarily, the Chair will not be a Contact Person. The three primary roles of the Response Team are:
 - A. To make provisions for pastoral care to all parties throughout the process.
 - B. To coordinate the implementation process.

The Response Team and the Accuser

3. Ordinarily within three days of receiving an Allegation, the Chair of the Response Team contacts the Accuser and assigns a Pastoral Care Giver (Pastor) for the Accuser (and family).
4. If the Accuser is a person other than the parent/guardian of the alleged victim, the alleged victim's parent(s)/guardian(s) will ordinarily be notified by the Chair of the Response Team of the Allegations within three days of their receipt by him.
5. Ordinarily within three days of appointment, the Contact Person and Pastoral Care Giver will arrange a meeting with the Accuser. They inform the Accuser that an Advocate and legal counsel (at the Accuser's own cost) may also attend the meeting. In addition, if the Accuser is a minor child, the Accuser and his parent(s)/guardian(s) will be notified of their right to attend the meeting.
6. The Contact Person, Pastoral Care Giver, Advocate and if desired, legal counsel, meet together with the Accuser for the following purposes:
 - A. They help the Accuser understand the Policy and possible disciplinary procedures.
 - B. All parties are encouraged to keep this matter in the strictest confidence.
 - C. If the Allegation is not in written form, the Accuser is informed that for the process to continue, the Allegation must be put in writing. The Contact Person, Advocate or Pastoral Care Giver may assist the Accuser to prepare a written allegation.
7. The Chair of the Response Team will ask the pastor to notify the Church's insurance carrier, if necessary, to comply with any requirement of the insurance policy.
8. Ordinarily within ten days of the meeting with the Accuser, the written Allegations are given to the Contact Person who delivers the written Allegations to the Chair of the Response Team. The Chair of the Response Team shall then inform the Investigating Team, consisting of the deacons and the pastoral staff, of the allegations. The Investigating Team shall investigate and consider the allegations.

The Investigating Team and the Accused

9. Ordinarily within ten days of appointment, a representative of the Investigation Team shall arrange a meeting with the Accused. Information passed on to the Accused concerning the meeting should include the following:
 - A. That an Advocate chosen by the Accused and legal counsel may attend the meeting.
 - B. That the Response Team will be in contact with him/her in order to assign a Pastoral Care Giver for the Accused and family.
 - C. That the Accused has the right to be represented by legal counsel (at the Accused's own cost) and the right to refuse to comment on the Allegations.
 - D. The Accused shall be reminded of his/her promise to voluntarily remove themselves from service in Preschool, Children and Student activities

sponsored by SBC until the Allegation is resolved and he/she be permitted to return to those activities at SBC.

10. The Investigating Team shall meet with the Accused, Pastoral Care Giver and Advocate (and legal counsel, if the Accused so elects) for the following purposes:
 - A. To review with the Accused this Policy and the possible disciplinary procedures.
 - B. To provide the written Allegations to the Accused.
 - C. To instruct the Accused not to have further contact with the Accuser or the Accuser's family.
 - D. The Accused is offered assistance to arrange for counseling. If the Accused needs financial help to pay for therapy, a request may be made to the Senior Pastor who will forward the request to the Finance or Benevolence Committees for consideration which will make a determination regarding the extent and amount of financial help.
 - E. To encourage all parties to keep this matter in strict confidence.

The Investigation

11. The Investigating Team shall conduct an inquiry to determine whether or not there are probable grounds or cause to believe that an offense was committed. In making this inquiry, the Investigating Team may conduct such investigation as it deems necessary including interviewing the Accuser, the Accused, potential witnesses or other persons who might have knowledge of the facts. If the Investigating Team determines that there are no probable grounds or cause to believe that a violation of this Policy occurred, it will inform the Chair of the Response Team in writing of its determination. Thereafter, the Investigating Team shall meet separately with the Accuser and the Accused along with the Senior Pastor and Pastoral Care Givers to explain its decision. If the Accuser is someone other than the parent/guardian of the alleged victim, the parent(s)/guardian(s) will also be informed of the Investigating Team's decision. The Pastoral Care Givers will continue to offer pastoral care to all parties and no further action will be taken.
12. If the Investigating Team determines that there are probable grounds or cause to believe that a violation of this Policy occurred, it should prepare a written Report and notify the Chair of the Response Team, Accused, Accuser, the Review Team, and the Senior Pastor of its decision. If the Accuser is someone other than the parent/guardian of the alleged victim, the parent(s)/guardian(s) will also be informed of the Investigating Team's decision. Only the Review Team should be provided a copy of the Report.

Referral to the Review Team

13. If the Investigating Team determines that there are probable grounds or cause to believe that a violation of this Policy occurred, it should forward its Report to the Review Team for consideration of possible disciplinary action.
14. The Review Team, upon receipt of the Report, should initially consider whether temporary limitations should be imposed on the Accused pending resolution of the matter.
 - A. If, in the Review Team's opinion, there are compelling reasons, the Review Team, in consultation with the Personnel Committee, may place the Accused Minister or employee on Administrative Leave (with or without pay) pending resolution of the matter. Specific limitations shall be communicated in writing to the Accused, as soon as reasonably possible, but generally within three days of the referral of the issue to the Review Team. During the period of Administrative Leave, if any, the Accused should refrain from the exercise of any function of the previous position.
 - B. If, in the Review Team's opinion, there are compelling reasons, the Review Team, may suspend the Accused pending resolution of the Charge. Specific limitations shall be communicated in writing to the Accused, as soon as reasonably possible, but generally within three days of the referral of the issue to the Review Team. During the period of suspension, if any, the Accused should refrain from the exercise of any function of the previous position.

This process, items 1-15 will be carried out with no undue delay.

15. The Review Team should meet to review the Report. If the Review Team believes it needs additional information, it should contact the Investigating Team and ask that additional information be provided. If necessary, the Investigation Team may reopen its investigation for limited purpose of obtaining the information requested by the Review Committee.
16. After reviewing the Report and any additional information requested, the Review Team should consider whether any disciplinary action is appropriate. It should also consider whether appropriate legal authorities should be contacted.
17. If the Review Team determines disciplinary action is required:
 - A. In the case of a Minister or employee, the Review Team will recommend to the Personnel Committee an appropriate form of discipline, up to and including immediate dismissal from employment or termination of the ministerial relationship.
 - B. In the case of a volunteer, the Review Team will determine an appropriate discipline, up to and including immediate dismissal from all volunteer positions involving Preschooler, Children and Student activities; however, the Review Team may not bar the volunteer from worship services.

- C. The Review Team will inform the Accuser, Senior Pastor and Chair of the Response Team that disciplinary action has been taken. If the Accuser is someone other than the parent/guardian of the alleged victim, the parent(s)/guardian(s) will also be informed that appropriate disciplinary action has been taken. Only the Senior Pastor and those persons who must be informed to carry out the discipline will be informed of the nature and extent of the discipline.
18. If the Review Team determines that no violation of this Policy has occurred and consequently no disciplinary action is required, the Review Team shall meet separately with the Accuser and the Accused along with the Senior Pastor and Pastoral Care Giver to explain its decision. If the Accuser is someone other than the parent/guardian of the alleged victim, the parent(s)/guardian(s) will also be informed of the Review Team's decision. The Chair of the Response Team will be informed that the proceeding has been concluded. The Pastoral Care Givers will continue to offer pastoral care to all parties and no further action will be taken at this time.

Volunteer Children and Youth Workers Questionnaire

(Screening Form)

In the society that we live in, abuse against children, whether physical, sexual or verbal, is becoming more and more an epidemic. At Springvale Baptist our highest priority is to see to it that our children are in a safe environment so they can learn about Christ. We have a responsibility to do all we can to safeguard our children and youth. With that said, we will adhere to a strict policy with all volunteers and paid staff that work with children in our church.

Our policy is that all children and youth workers adhere to all guidelines and policies set forth at Springvale Baptist Church and be approved by the church Nominating Committee, Youth or Children's Minister, Senior Pastor, or church and submit this questionnaire along with the Policy Acknowledgment and Agreement Form.

In administering this policy we are mindful of confidentiality. The information will only be viewed by our pastoral staff. We will not ask for social security numbers (exception: SLED checks). We do not wish to offend or make anyone uncomfortable. We hope that you understand that we must put our children's safety first.

Questionnaire

1. Do you have any health concerns that we should be aware of? (Ex: Seizures, Heart Problems, etc.)
 Yes No

2. Do you drive? Yes No What kind of Vehicle? _____

LIC PLATE # _____

3. Do you have car insurance? (Answer only if you drive for Children or youth activities, or if you will be transporting children other than your own to church activities)
 Yes No

4. Is your vehicle registrations current? (Answer only if you drive for Children or youth activities, or if you will be transporting children other than your own to church activities)
 Yes No

5. Do you have multiple traffic violations (more than 2 over the last year) that might deem you an unsafe driver? Yes No If yes, elaborate. (Answer only if you drive for Children or youth activities, or if you will be transporting children other than your own to church activities)

6. Have you ever been convicted of a felony? ___Yes _____No If yes, elaborate. (A person's past is their past, but if your past would pose a concern with working with young people in any way, you need to be forthcoming. Again this information is confidential).

7. Have you ever been convicted or accused of any type of sexual misconduct (with a child or adult)? _____Yes _____No If yes, elaborate.

8. Is there anything that would be a concern to our church or parent in regards to you working with our young people? _____Yes _____No If yes, elaborate.

9. What are your strengths in youth and children's ministry?

10. What do you like helping with the most?

11. What do you like helping with least?

Policy Acknowledgement and Agreement

I have read and understand Springvale Baptist Church Preschool, Children and Student Worker Policy. I understand that if I have questions, I should ask one of the Ministers. I agree to abide by the Policy and follow the procedures prescribed by the Policy. I also agree to voluntarily remove myself from the service in Preschool, Children and Student activities sponsored by Springvale Baptist Church if I am ever accused of child sexual abuse until the allegation is resolved by the procedures set forth in this Policy and I am permitted to return to those activities by Springvale Baptist Church.

PRINT NAME

SIGNATURE

DATE