

The Executive Committee
of the Baptist Convention of the State of Georgia

CHILD PROTECTION POLICY & AGREEMENT FORM

I. GBC CHILD PROTECTION POLICY

- A. The Georgia Baptist Convention (GBC) is committed to protecting preschoolers, children and youth from sexual, emotional and physical abuse. The Georgia Baptist Convention has a **Zero-Tolerance Policy** prohibiting any act of sexual, emotional, or physical abuse. The zero-tolerance policy requires of **all Georgia Baptist Convention employees** and **“direct volunteers”** the immediate reporting to the GBC child protection designee of any occurrence or suspected occurrence.
- B. Any **paid employee** or **“direct volunteer”** (see definition) who works with children (age 17 or under) will be given the definition of child abuse in writing, as well as the **policy on reporting child abuse**. **All paid employees** and **“direct volunteers”** are required to view child abuse prevention video(s) and read the written materials available on the subject to help a worker gain an appreciation for the reality of the concern. The definition and training should help workers identify child abuse in the future if they see signs of it.
- C. The Georgia Baptist Convention practices the **“two adult” rule**, which requires a reasonable number of adult workers to be maintained in each situation involving the supervision of children and youth, but with a minimum of two workers (that are not married to each other or members of the same family) at all times. A married couple or two family members account for only “one” in the “two adult” rule.
- D. The **GBC event/ministry leaders supervise** on an ongoing basis and make unannounced visits into classes or other sites from time to time.
- E. **All paid employees** and **“direct volunteers”** should have an application on file that includes a legal release statement allowing the GBC to conduct criminal background checks. The application includes questions pertaining to working with children and/or youth. The application may include personal interviews, current address information, former churches, references, and general experience in working with children and/or youth.
- F. A **criminal background check** will be conducted on **all paid employees**. A criminal background check will also be conducted on all **“direct volunteers”** having a Georgia Baptist Convention planned assignment with children and/or youth.
- G. An **identification system** will be utilized during GBC events/ministries so that when adults drop off a child they are the same adults or the adult’s designee who picks up the child.
- H. Churches, organizations and/or individuals who utilize GBC facilities or attend GBC sponsored events for children and/or youth must certify that a child protection policy is in place and is being enforced.

II. DEFINITIONS

A. Defining Child Abuse

- **Emotional Abuse:** Occurs when a child’s emotional and mental health are not being met
- **Neglect:** Occurs when a child’s needs for food, shelter, clothing, or supervision have not been met
- **Physical Abuse:** Occurs when someone inflicts visible or invisible bodily harm
- **Sexual Abuse:** Involves direct or indirect sexual acts or behavior

B. Identifying Physical and Behavioral Indicators of Abuse/Neglect

Disclaimer: *These indicators are not exhaustive and do not verify actual abuse; however, when observed, they may warrant further investigation. If these indicators are detected, see reporting procedure.*

- Wary of others
- Clingy (clinging) to others
- Uncomfortable with emotions (crying)
- Emotionally detached
- Extreme changes in behavior when not around parents

- Manipulative or controlling/Poor image of self
- Delinquent behavior
- Self-mutilation, drug, and alcohol abuse
- Bruises, welts, burns, bite marks, bed wetting, fractures
- Reluctant to change clothes in front of others
- Questionable sexual behavior, knowledge beyond the particular developmental age
- Promiscuous
- Withdrawn, distant
- Self-conscious
- Obsessively clean
- Extreme compliance or defiant
- Anxious
- Fearful
- Pain or itching in genital area
- Injury to genital area

C. GBC Definitions

- **Direct volunteer:** One who is specifically enlisted and serve ministries supported by the Georgia Baptist Convention
- **Indirect volunteer:** One who is enlisted by his/her church or others that attend Georgia Baptist Convention events or use Georgia Baptist Convention facilities

III. REPORTING PROTOCOL

- A. Any suspicion or allegation of abuse and/or neglect of a child by a staff member, family member or any individuals shall be confidentially reported to the Georgia Baptist Convention child protection designee immediately. Do not treat any suspicion or accusation as frivolous. When reporting, use the protocol flowchart provided by the GBC child protection designee.
- B. The decisions regarding further assessment of any danger, seeking consultation, notification of parents/custody holders, and any further necessary services will be based on the decision of the Georgia Baptist Convention Child Protection designee following consultation with the office of the Executive Director.

MEDIA COMMUNICATION

The Communications Office Specialist of the Georgia Baptist Convention should handle all press communications related to sexual molestation. All questions and inquiries should be referred to this individual.

AGREEMENT STATEMENT & SIGNATURE

I have read this GBC Child Protection Policy document, and understand Sections I, II, and III. I agree to abide by the policy and procedures as detailed in this document.

(Please use blue or black ink only)

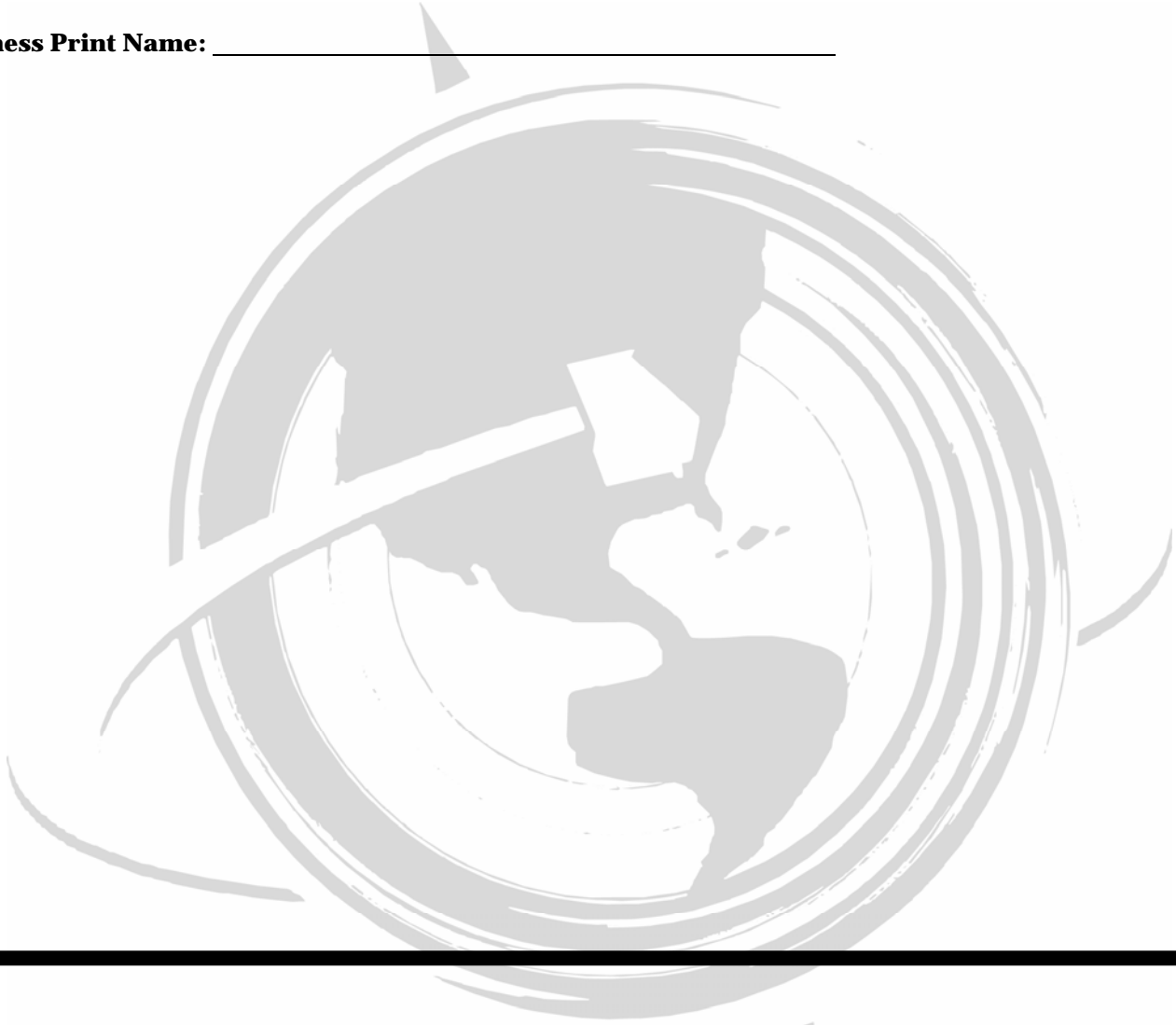
Print Full Name: _____

Employee/Volunteer Signature: _____ **Date:** _____

Volunteer for _____
Department/Ministry

Witness to Signature: _____ **Date:** _____

Witness Print Name: _____



Department Name _____

Department Signature _____

Received by VPM Office _____
Date

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VOLUNTEER APPLICATION

All direct volunteers should have an application on file with the Georgia Baptist Convention. The application should include questions pertaining to abuse history for volunteers who are specifically assigned responsibilities with children and/or youth. The application may include personal interviews, current address information, former churches, references, and general experience in working with children and/or youth.

GEORGIA BAPTIST CONVENTION ZERO-TOLERANCE POLICY

The Georgia Baptist Convention (GBC) is committed to protecting preschoolers, children, and youth from sexual, emotional and physical abuse. The Georgia Baptist Convention has a zero-tolerance policy prohibiting any act of sexual, emotional and/or physical abuse. The zero-tolerance policy requires of all Georgia Baptist Convention employees and direct volunteers the immediate reporting of any occurrence or suspected occurrence.

To fulfill this policy, this application form needs to be completed. Please answer or acknowledge every question. A résumé may be attached but cannot be used as a substitute for completion of the application.

Please print legibly.

VOLUNTEER APPLICATION INFORMATION

Volunteer Position/Assignment: _____ Date of Assignment: _____

Ministry Department: _____

Event/Ministry Title: _____

PERSONAL INFORMATION

Social Security Number: _____ - _____ - _____

Birth Date: (MM/DD/YYYY) _____ / _____ / _____

Name: Last _____ Maiden _____ First _____ Middle _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ How long at present address? _____ Yrs. _____ Mos.

Former Address: _____

City: _____ State: _____ Zip: _____

How long at former address? _____ Yrs. _____ Mos.

International Students

Visa/Passport # _____

Country of Origin _____

Telephone: Home _____ - _____ - _____; Work _____ - _____ - _____;

Cell _____ - _____ - _____

Email Address: _____

Have you ever been known by any other name? **Yes** **No**

If yes, what Name? _____

Drivers License Number: _____ State of License: _____

Is there any reason, including those that are physically, mentally or emotionally related, that might keep you from effectively working with children or that might cause a child potential harm? **Yes** **No**

If yes, please explain: _____

Have you ever been refused participation in any child or youth program? **Yes** **No**

If yes, please explain: _____

Have you ever been charged with, arrested, indicted for, or plead guilty to a crime? **Yes** **No**

If yes, please explain: _____

REFERENCES

List names and telephone numbers of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you. Please PRINT all responses.

Name	Relationship	Telephone	Years Known
1) _____	(_____) _____	_____	_____
2) _____	(_____) _____	_____	_____
3) _____	(_____) _____	_____	_____

GBC USE ONLY—REFERENCE RESPONSES

1)	_____ _____ _____ _____ _____ _____ _____ _____
2)	_____ _____ _____ _____ _____ _____ _____ _____
3)	_____ _____ _____ _____ _____ _____ _____ _____

CONSENT/PERMISSION STATEMENT

Are you willing to undergo a criminal background check and fingerprinting?

Yes No

The information contained in this application is correct to the best of my knowledge.

Please INITIAL each statement below.

- _____ I authorize the Georgia Baptist Convention to obtain information from references, employers and churches herein.
- _____ I authorize any references, churches or other organizations or employers listed in this application to give you any information, including opinions that they may have regarding my character and fitness for work.
- _____ In consideration of the receipt and evaluation of this application by the Georgia Baptist Convention, I hereby release and agree to hold harmless any individual, church, children's organization, charity, employer, reference, or any other person or organization, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or 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 by me in this application.
- _____ **I understand the Georgia Baptist Convention desires to protect its children; therefore, I give permission for Georgia Baptist Convention leadership to conduct a criminal background check, which may include a review of sex offender registries, child abuse and criminal history records and to maintain my fingerprints and photo ID on file.**
- _____ I understand that the Georgia Baptist Convention has a zero-tolerance policy for sexual misconduct and abuse and any incident will disqualify me from participation in Georgia Baptist Convention activities.
- _____ **I understand that this information will be used only for volunteering purposes and will not be re-disseminated to other persons or used for any other purpose.**

I further state that I have carefully read the foregoing release and know the contents thereof, and sign this release as my own free act. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of acceptance of my service as a volunteer.

I understand that, if engaged, any misrepresentation made by me in completing this application shall be considered as sufficient cause for removal from service without advance notice.

Print Name of Applicant: _____

Signature of Applicant: _____ **Date:** _____

Witness Signature: _____ **Date:** _____

Witness Print Name: _____

