

# **First Baptist Church of Waukegan Child Abuse Prevention Policy**

**PURPOSE:** It is the purpose and intent of First Baptist Church to provide a safe, secure environment to teach and care for the children and youth of our faith family.

**GOAL:** Our goal is to protect children from sexual abuse, child molestation or any type of inappropriate sexual behavior by employees or volunteers in this church and to protect employees and volunteers from false accusations.

**DEFINITION OF CHILD SEXUAL ABUSE:** The National Resource Center on Child Sexual Abuse defines child sexual abuse as “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.

Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children in sexual behavior. Child sexual abuse can involve fondling, penetration of the oral, genital, and anal areas, intercourse and forcible rape. Other forms of abuse can include verbal comments, any exposure to pornographic materials, inappropriate internet activity, obscene phone calls, exhibitionism, or allowing children to witness sexual activity.

**SCOPE:** The policy and procedure set forth below will apply to all people who give supervision or have custody of minors or who have opportunity to have contact with minors at all church sponsored activities.

## **I. SELECTION PROCESS**

- A. Employee** – anyone who is paid by the church on a full-time or part-time basis, whether or not they work directly with preschoolers, children and students.
- Complete a confidential application form
  - Complete a consent to release confidential information
  - Criminal records check
  - Illinois Sex Offender Registry check
  - Interview by appropriate church member
  - References checked and verified
- B. Volunteer** – anyone who is not paid by the church on a full-time or part-time basis, and is serving in any position involving the supervision or custody of minors.
- Interview by appropriate staff member
  - Complete a volunteer registration form
  - Illinois Sex Offender Registry check
- C. Minors** – Teens who work with children on a regular basis will do so only with adult supervision and permission of a parent or guardian.

## **II. PROTECTION POLICY**

### **A. Two Adults**

Reasonable effort will be made to have two (2) adult workers present, or nearby, with preschoolers, children and students during church activities. Reasonable effort shall be made to assure that one adult is not left alone with one minor.

### **B. View Windows/Open Doors**

Reasonable effort will be made to place preschoolers, children and students in rooms with view windows or open doors for all teaching/learning activities.

## **III. REPORTING PROCEDURES**

Observed or reported child sexual abuse or child molestations should be reported immediately to the appropriate age group minister or the Childhood Administrator or Pastor. Reporting abuse can precipitate severe consequences to a family, so it should never be done casually or thoughtlessly, and certainly not for malicious purposes. At the same time, failing to report abuse can have severe consequences to a child at risk. Therefore, if you have reasonable cause to suspect abuse, you should talk with an appropriate person to see what steps could and should be taken to protect the child and help the family. When time and circumstances permit, the report should first be made to the appropriate age-group minister, who will then proceed with the correct and thorough process.

## **IV. RESPONSES TO ALLEGATIONS**

**A.** All allegations will be taken seriously and church staff will take appropriate action in accordance with the laws of the State of Illinois, insurance policy requirement, and based upon advice of legal counsel.

**B.** The official spokesperson for the church in any of these matters will be the Senior Pastor or his appointee. No other staff members or church members shall speak to the media in an official capacity.

**C.** The church staff will document (in writing, with date and signature) all efforts in the handling of any incident.

**D.** The church staff will not deny, minimize, or blame any individual involved in allegations. First Baptist Church staff will minister to all involved, as well as cooperate with authorities.





# FIRST BAPTIST CHURCH OF WAUKEGAN BACKGROUND INVESTIGATION CONSENT

I, \_\_\_\_\_, hereby authorize **First Baptist Church of Waukegan** and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications for employment now, and if applicable, during the tenure of my employment with **First Baptist Church**.

I release **First Baptist Church** and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge:

Full name (printed) \_\_\_\_\_

Maiden name or other names used \_\_\_\_\_

Present Address \_\_\_\_\_

How long? \_\_\_\_\_

Former Address \_\_\_\_\_

How long? \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State of License \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

**FIRST BAPTIST CHURCH OF WAUKEGAN  
INCIDENT REPORT FORM**

Reason for report \_\_\_\_\_

Date of incident \_\_\_\_\_ Class \_\_\_\_\_

Name(s) and Age(s) of Minor(s) \_\_\_\_\_

\_\_\_\_\_

Quote the child's first words verbatim: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly describe what happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What action did you take? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the incident been resolved?  yes  no Explain: \_\_\_\_\_

\_\_\_\_\_

Were there any witnesses?  yes  no Names: \_\_\_\_\_

\_\_\_\_\_

Signatures of witnesses (if possible): \_\_\_\_\_

\_\_\_\_\_

Report submitted to: \_\_\_\_\_