



Policies & Procedures

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Vision

The children's ministry of Poquoson Baptist Church ("PBC Kids") exists to support parents as they shepherd their children from lost to leader.¹

Support parents...

PBC Kids seeks to come alongside parents, equipping and resourcing them to teach their children about the good news of the gospel of Jesus Christ.

...as they shepherd their children...

We believe children, just like adults, need Jesus' saving grace and love. We seek to demonstrate these elements of God's character by relating Christ-centered truth in creative and age-appropriate ways that children will both enjoy and understand.

...from lost to leader.

The goal of PBC Kids is not to babysit or entertain children. Our goal is to equip them to grow into disciple-making disciples of Jesus Christ.

Mission

PBC Kids will accomplish its vision by:

- Maintaining a safe and secure environment.
- Supporting and encouraging parents who are primarily responsible for teaching biblical truths to their children. (Ephesians 6:4)
- Making the whole counsel of Scripture known to children, with special emphasis on the gospel. (Deuteronomy 6:6-9; Romans 1:16-17).
- Praying for the children and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of his Word. (Romans 10:17; Ephesians 2:4-10).
- Living faithfully before the children and modeling for them how Christians are called to respond to God, interact with each other, and interact with the world around us (Matthew 5:16; 1 Corinthians 11:1).
- Encouraging children to learn to serve and to not just be served (Mark 10:43-45).
- Encouraging and equipping children to become disciples who advance the gospel.
- Maintaining the highest ethical standards such that volunteers and teachers always live and serve above reproach, protecting the reputation of the gospel of Jesus Christ.
- Preparing children to one day walk with God as adults – which means getting them ready to be a part of the public services and, Lord willing, one day, become fully participating adult members.

PBC Kids Programs

This policy is to be followed and applied in all official Poquoson Baptist Church and/or PBC Kids programs. This includes, but is not limited to, the following:

¹ PBC Kids is a subdivision of PBC's NextGen Ministries, which contains all ministries to children ages 0-17. Where applicable, the policies and procedures herein refer to all NextGen Ministries.

1. Kids Worship

The main program of PBC Kids is *Kids Worship*, which occurs during PBC's main Sunday morning worship gathering. We do not call it "Children's Church" because we want to stress the importance and right definition of the word *church*. We believe the *church* is a gathering of baptized believers who have covenanted to follow Jesus together. Since these things are not true of the children in our care, we use the term *Kids Worship* for this program.

Kids Worship is available for children aged 30 months and under, although this age can change based on volunteer availability.

2. Sunday School

Children's Sunday School classes are generally offered on Sundays from 9:15 until 10:15 A.M. Unless specifically stated otherwise, the guidelines in these policies and procedures apply to children's Sunday School classes.

3. KidsCore

KidsCore is a Sunday night program offered on Sundays from 5:30-6 PM. Unless specifically stated otherwise, the guidelines in these policies and procedures apply to Kids Core.

4. Vacation Bible School

Vacation Bible School is a summer outreach program designed to teach children the Good News of Jesus. Unless specifically stated otherwise, the guidelines in these policies and procedures apply to Vacation Bible School.

5. Special Events

Occasionally PBC Kids will schedule special events for children and their families. Unless specifically stated otherwise, the guidelines in these policies and procedures apply to all special events.

Transitioning Between Sunday Morning Programs

Every Sunday morning includes a transition from Sunday School to Kids Worship. Sunday School teachers with children in Kids Worship should remain in their rooms with their children until the scheduled Kids Worship volunteers arrive.

All scheduled Kids Worship volunteers should meet the Team Leader at the check-in desk at 10:10 AM for prayer before reporting to their assigned rooms.

Closing a Program

Because we only have one Sunday morning service, the elders are especially careful about how much time members spend away from regular preaching. If we have consistent lack of volunteer involvement, our elders may suggest that we close a children's program for a time. They believe this action is best for the spiritual welfare of Team Members to keep them from missing excessive amounts of corporate worship. We want to support our parents, but not at the expense of over-taxing and under-feeding the rest of the body.

PBC Kids Building

Except for large-scale events like Vacation Bible School, all PBC Kids programs should be held in the Kids Building (aka, “the blue building”). ***Only parents, guardians, NextGen team members, safety team members, church staff, and children are allowed in the Kids Building during PBC Kids programs.*** All other adults (including other church members) will be asked to leave. If there are any questions or concerns associated with a stranger in the area, a Safety Team member should be notified immediately to question the stranger.

The Kids Building should be reserved for PBC Kids programs. Exceptions can be made in consultation with the elders.

Team Member Roles

A Team Member includes everyone serving in PBC Kids, whether staff or volunteer. All Team Members share a responsibility for loving the children as Christ loves them and for setting an example of proper Christian conduct in how they live their lives. However, some Team Members have specific responsibilities that are outlined below.

1. PBC Kids Deacon

The PBC Kids Deacon (aka, PBC Kids Coordinator) is the church-appointed individual responsible for the oversight of all PBC Kids programs. This is responsible for scheduling, maintaining adequate supplies and curriculum materials, volunteer training, and general oversight of PBC Kids programs.

2. Team Leader (Kids Worship)

The Team Leader is the leadership point of contact during corporate worship on a given Sunday. Their main objective is to ensure that PBC Kids ministry programs run smoothly their assigned week.

The Team Leader should gather all volunteers for prayer a few minutes before the programs begin. The Team Leader should also oversee the adult-to-child ratios are adequately maintained.

Team Leaders should assist with check-in and check-out. Team Leaders should generally move about the Kids Building during scheduled times to observe any unusual activity and be of service to other Team Members (e.g., locating parents or substituting temporarily for another Team Member.) The Team Leader and each classroom are equipped with a walkie-talkie to facilitate communication.

On weeks when the PBC Kids Deacon is serving in Kids Worship he/she will be the Team Leader. However, other qualified and capable individuals should be trained to serve as weekly Team Leaders to keep the weight from falling on the PBC Kids Deacon every week.

3. Classroom Leader (Kids Worship)

If/when Kids Worship requires more than one classroom, each room should have a Classroom Leader, responsible for leading a classroom on a given week. This includes

leading the Bible story, ensuring compliance with policies and procedures, etc. The Classroom Leader can double as the weekly Team Leader.

Note: Minors can be Team Members (subject to the approval and direction of the PBC Kids Deacon), but they are always in addition to the adult Team Members. Minors may not serve as Team Leader.

Training and Screening Procedures

To ensure safe and quality care, all Team Members must:

- Be members in good standing at PBC
- Be regular participants at PBC for at least three months prior to serving
- Complete a ministry application
- Complete a criminal record check and other appropriate screening checks (All completed records of screening procedures will be kept securely along with the original application)
- Review policies in this manual and sign the last page indicating agreement
- Complete approved training by the PBC Kids Deacon
- Understand that final approval is subject to the PBC Kids Deacon in consultation with the Elders

General Classroom Expectations

1. The Two-Adult Rule

At least two adults must serve together in each PBC Kids classroom. One adult may not be in a room alone with a child or children. When two adults serve together, one of them must always be a woman.

For bathroom trips or if one adult needs to leave the room for any other reason the Team Leader will be called into the room. A Team Member may only take children out of the classroom for a compelling reason, such as to use the bathroom or in cases of illness, emergency, or evacuation.

2. Adult-to-child Ratio

In addition to always having two caregivers present, the following ratios are maintained during the regularly scheduled meetings of the church:

- **Children ages 0-2**—At least one adult for every four children
- **Children ages 3-5**— At least one adult for every eight children
- **Children ages 6-12**— At least one adult for every twelve children

The Team Leader should be notified if more Team Members are needed to maintain these ratios.

3. Visibility

All efforts will be made to maintain appropriate visibility into children's classrooms.

4. Discipline

All PBC Kids team members are responsible for providing a loving, respectful, and orderly atmosphere in which children can learn, play, and interact with others. This atmosphere should be maintained by preparing beforehand, proactively directing children towards acceptable activities, verbally encouraging positive behavior, and, when necessary, correcting or redirecting inappropriate behavior.

Acceptable means of redirecting inappropriate behavior include correcting the child verbally, withholding a certain privilege or activity for a brief time, or separating a child from the group for a brief time (particularly if his or her behavior is endangering or upsetting other children).

Team Members should never yell, humiliate, pinch, spank, or hit a child. If behavior is uncontrollable or the child does not respond to the discipline measures above, the parents may be called.

5. Physical Touch

Accompanied by good judgment, the following are appropriate ways to touch minors:

- a hand on the shoulder
- walking hand in hand
- carrying a *small child* on your hip
- short congratulatory or greeting hugs
- a brief, assuring pat on the back or shoulder
- handshakes, high-fives, and fist bumps

The following is a non-exhaustive list. Team Members shall NEVER:

- touch a minor in anger or disgust
- touch a minor in any manner that may be construed as sexually suggestive
- touch a minor between the navel and the knee
- touch a minor's private parts (except for diaper or bathroom procedures for small children)

Physical contact in any form should be above reproach. The personal behavior of Team Members must always foster trust. Do not force physical contact, touch, or affection on a reluctant child or student. A child or student's preference not to be touched must be respected.

6. No Personal Photography or Media

Team Members will not take any personal photographs, video or media that include children while serving during PBC Kids programs. Only those specifically assigned by the PBC Kids Deacon, will photograph or record children after a written release has been obtained from the child's parent(s).

Food Policy

One of the ways we protect children is to limit the food & drink allowed in classrooms for all age groups. Teachers will not provide any other food to children EVEN with parental consent, except for milk for infants. Team Members also may not bring food with them when they serve. Special arrangements will be made with the Team Leader for children with allergies that do not allow them to eat the snack provided.

1. Policy Rationale

The nature of children's ministry is very hectic and dynamic so we cannot guarantee:

- a child's bag will always be properly marked
- the teacher will always reach into the correct bag
- another child won't grab food/drink and eat it
- a child won't share his food/drink with other children

Also, we limit food intake to prevent the need to perform unnecessary medical aid to children in any case of choking or an allergic reaction.

2. Policy Exceptions

If a parent wants to feed their infant or child something other than the snack provided (either plain Cheerios, Rice Chex, or animal crackers), that parent may come and check out their child, feed him or her outside the room then return him or her to the classroom.

The food policy does not apply to our Sunday School classes, since the same group of volunteers work with the same group of children every week. However, Sunday School teachers and parents must communicate together about (1) the snacks that will be offered in class and (2) any food allergies the children may have.

3. Provided Snacks

- **Ages 0-12 Month-Olds**—Plain Cheerios will be offered. We will give milk to an infant if the parent brings it in a labeled bottle. If a parent desires to feed their child anything more during the service, they must come and administer the food personally to their individual child.
- **Ages 12-23-Month-Olds to Kindergarten**—Plain Cheerios, Rice Chex or animal crackers and water will be offered to the children 12 months and older. If a child should not be given a snack of this nature, the parent should verbally notify the check-in Team Member at sign-in. Please also note the nature of how to respond to an allergic reaction. The teacher will enter this information under the child's name in our electronic database and their allergies will be listed below their name tag when printed off.
- Teachers may offer properly labeled sippy cups containing only water, as provided by the parents upon signing the child in
- No food except for the church-supplied snack and water will be permitted to be eaten anywhere in the classrooms.

4. Serving Snacks

- Team Members should always check each child's identification label before serving a snack.

- If the child is noted to have an allergy, the Team Member **MUST** check with both the Team Leader and the child's electronic profile to determine the nature of the allergy. If instructions are not clear, no food should be given to the child without clarification from the parent/guardian. The teacher should contact the Team Leader to clarify with the child's parent or guardian.

Protective Rules and Safety Guidelines

1. Sickness and Wellness

Any child arriving with any of the following symptoms will be returned to parents immediately for care. If a child should develop any of these symptoms while in the program, a parent will be notified, and a child must be picked up in a timely manner.

- Fever over 100 degrees Fahrenheit in the last 24 hours
- Vomiting in the last 24 hours
- Diarrhea in the last 24 hours
- Skin rashes or eruptions of unknown origin including but not limited to impetigo, measles, chicken pox, etc. If your child contracts any of these or another contagious illness, please notify the church at nextgen@poquosonbaptist.org
- Persistent coughing associated with respiratory infection including cold, bronchitis, etc.
- Runny nose with yellow or green colored discharge associated with a cough or fever.
- Conjunctivitis (pink eye) that may have colored discharge or drainage.
- Parasites, any form of lice, mites, or ringworm.

The parent or guardian of a child is the only one allowed to administer any form of medication to a child except for diaper rash cream, with parental instruction or application of medical first aid.

Nursery: before children can be accepted into the nursery, they must have received their immunization shots.

2. Check-in Process

- Parents will bring children upon arrival to the registration computer where two Team Members will be stationed.
- One Team Member will check the children in and the other Team Member will be available to take the parents/children to the Kids Building to show them around and to answer any questions.
- The Team Member will sign in the child and the child and the parents will receive matching nametags.
 - The child will wear the one with their name on it
 - The parent will keep the one with the number on it
- If the family is new, they will receive a "Welcome to PBC Kids" form, will complete it, and give it back to the Team Member.
- After the new family fills out the form, the child will be added into the computer.

3. Check out Process

- After service, the parent will come to the Kids Building with the nametag that they received at check-in.
- The Team Member in charge of dismissal will match the numbers on the parent's nametag with the number on the student's nametag and make sure families are paired correctly.
- The Team Members in the Kids Building will not allow children to leave the classrooms without their parents
- A parent or family member may stay in the Kids Building with their child if they have a matching number nametag. If a family member tries to stay and does not have the nametag, the Team Member will ask them to go get the nametag to show relation.
- This process does not apply to our Sunday School classes, since the same group of volunteers work with the same group of children every week. Teachers of younger Sunday School classes must remain in the class with the children until they are relieved by Kids Worship volunteers.

4. *Diapering Procedures*

- To provide the best care for children, the diapers of all infants and toddlers should be checked and changed, if necessary, before the end of service.
- Only women are permitted to change diapers (except for a father with his own child).
- Change all diapers in full view of other classroom leaders and only on designated changing stations
- Be sure to have all supplies ready and with you before placing child on the changing pad. No child should ever be left unattended on the changing pad.
- Wear a new pair of gloves with each diaper change.
- Use a new disposable changing table liner for each diaper change.
- Wipe down the changing table if necessary.
- Wash hands with soap after each diaper change

5. *Restroom Procedures*

- Parents should be encouraged to take their children to the restroom prior to signing them into a class.
- At check-in and drop-off, parents should let the Team Members know if their child is potty training.
- Children should only use the Kids Building restroom.
- If a child needs to use the restroom, the Classroom Leader will call the Team Leader. The Team Leader will step into the classroom (to maintain appropriate child to volunteer ratios).
- Only women are permitted to take children to the restroom (except for a father with his own child).
- A female Team Member takes the child and at least one other child to the restroom (but no more than the adult-child ratio allows).
- When a preschool child needs to use the restroom, the adult should escort them to the door of the restroom, assist them in the open doorway with any clothing or undergarments, and let them go into the restroom on their own.

- The child and the Team Member must wash their hands with soap and water before returning to the classroom.
- Children ages four and older must be escorted by an adult to the restroom. Team Members must wait outside until the child is finished.
- In the event a child has an accident, determine if there are spare dry clothes that can be used. When possible, we will change the child into dry clothes and bag the soiled clothes for the parents to pick up after service. If no dry clothes are available, or the accident requires parental assistance, please call the parent from service to assist and comfort their child.

6. *Transportation Guidelines*

Team Members are not expected nor authorized to transport children for Poquoson Baptist Church.

7. *Off-site or Out-of-Town Event Guidelines*

Off-site events must be approved by the PBC Kids Deacon and the elders. All measures will be taken to ensure safety on such trips.

Emergency Procedures

1. *Medical concerns*

Immediately report any medical needs or concerns to the Team Leader. The notified person will decide if 911 should be called. The Team Member should remain calm and divert the attention of the other children. The victim should be kept quiet and still. Do not attempt to move a severely injured person unless in imminent danger.

2. *Hazardous weather*

In the event of dangerous weather, Team Members should remain calm and await further instructions. Further instructions will be given by the Team Leader.

3. *Fire*

The safety of all children and Team Members is the priority in any fire. Any attempt by Team Members to put out a fire is absolutely forbidden unless judgment to do so is unquestionable and presents no possible danger to anyone present.

4. *Lost Child Procedure*

- A Team Member should contact the Team Leader and let them know of the missing child.
- Communicate a description of the missing child to the director including age, hair color, eye color, clothing if possible, and any other significant characteristics.
- Stay with parents and remain calm and reassuring. Other members of the PBC Kids ministry will initiate a search to locate the child.
- *Looking for a lost child:*
 - Go to all logical locations to look for child.
 - Double-check all classrooms in the Kids Building
 - Check other rooms and hallways around the Kids Building

- Check bathrooms in the Kids Building and the bathrooms located near the Kids Building.
- Put team member at Exit doors to be sure that no child has gone unattended.
- If in 2-5 minutes all areas have been checked and child is not located, PBC Kids Deacon will contact a PBC staff member or elder to decide to move to lock down procedures.
- *Lock Down Procedure in the event of a lost child*
 - Team member positioned at each door are to remain in place.
 - Prepare them to be able to calmly explain why the hall is remaining closed. Explain situation and ask for cooperation.
 - Allow no one to leave the Kids Building.
 - Team Leader will notify all Team Members of missing child and lockdown status.
 - Look in all logical places – AGAIN!
 - Stay in communication with all pertinent people.
 - Lockdown to be elevated to entire building, not allowing any children to leave, as necessary.
 - Decision made by staff/elder and/or Team Leader when to call police.

5. Evacuation

Evacuation plans are posted in all classrooms. The children will be led by their Classroom Leader through the nearest exit door. If a door is blocked, the Team Members will lead the children through the nearest alternate exit door. Windows may also be used as an escape if necessary. The Team Members and children will congregate in the corner of the parking lot near the dumpster. They will form a group circle to be counted and report to their Team Leader.

6. Injury & First Aid

Qualified Team Members are permitted to administer Band-Aids, ice packs, and CPR. If there is an injury in the classroom, the Team Members should immediately find their Team Leader. All injuries must be reported because some seemingly trivial injuries can turn out to be serious.

Child Abuse Policy

1. Understanding Abuse

Abuse is a horrifying reality in a sin-stained world. Abuse occurs whenever a person in a position of greater influence uses his or her personal capacities to diminish the personal capacities of those under his or her influence in order to control them.² Like all sins, abuse can manifest itself in various forms. These include physical abuse, sexual abuse, emotional abuse, and more.

² Jeremy Pierre and Greg Wilson, *When Home Hurts: A Guide for Responding Wisely to Domestic Abuse In Your Church* (Ross-shire, Scotland: Christian Focus, 2021), 39.

Abuse is far more serious than the “ordinary” ways people sin against each other through unkindness, harsh words, anger, etc. When I sin against someone in these ways, I am selfishly putting “*me before you*.” It’s a competitive sin, like two squirrels fighting over the same acorns. But abuse is something more. In abuse, the sin is predatory or parasitical. It goes beyond “me before you” to “*me over you*.”³

2. **Understanding the Abuse of Children**

Although the church should care about and combat against all forms of abuse, this policy is especially concerned with the abuses committed against children. Again, abuse can take various forms, but here we’ll address the three most severe:

- **Physical Abuse**—Generally speaking, physical abuse involves conduct intended to cause physical harm. This would include things like kicking, punching, slapping, choking, throwing objects, or otherwise inflicting pain or fear of immediate injury. This does not include measured, reasonable, controlled corporal punishment, like a spanking.⁴
- **Sexual Abuse**—Any occurrence in which an adult engages a minor in sexual activity of any kind is abusive. Sexual activity between an adult and a child is abusive regardless of who initiates, whether the activity is forced or not, or whether the child understands that the activity is sexual in nature.⁵
- **Neglect**—The continued *failure to provide* a child with food, clothing, shelter, hygiene, medical care, or adequate supervision, to the extent that the child’s healthy, safety, and/or development is jeopardized. Neglect can also include a continued *failure to protect* a child from extremely dangerous or life-threatening situations.⁶

3. **Signs of Abuse of Children**

By understanding some of the behaviors that might indicate a child is being abused, we will be in a better position to intervene to help a vulnerable child. Although this list is not exhaustive, the following are some key indicators of possible abuse.

Physical Abuse:⁷

- Frequent injuries of any kind (e.g., bruises, cuts, fractures, burns, etc.), especially when the child is unable to provide an adequate explanation for the cause of the injury
- Injuries that appear in distinctive patterns such as grab marks, human bite marks, cigarette burns, or impressions of instruments

³ Pierre and Wilson, 70.

⁴ Basyle Tchividjian and Shira M. Berkovits, *The Child Safeguarding Policy Guide for Churches and Ministries* (Greensboro, NC: New Growth Press, 2017), 12.

⁵ Tchividjian and Berkovits, 10.

⁶ Tchividjian and Berkovits, 15.

⁷ Tchividjian and Berkovits, 34.

- Pay particular attention to injuries that present on both sides of the head or body, as accidental injuries typically only affect one side of the body.

***Sexual Abuse:*⁸**

- Torn, stained, or bloody underclothing
- Difficulty, pain, or blood in the genital area when walking, sitting, or using the bathroom
- Discharge from the penis or vagina
- Injuries (e.g., bruises, tearing, bleeding), itching, or swelling in the genital, vaginal, or anal area
- Urinary tract infections, yeast infections, sexually transmitted diseases
- Promiscuity and early sexual activity

***Neglect:*⁹**

- Obvious malnourishment, listlessness, or fatigue
- Begs, steals, or hoards food or complains frequently of hunger
- Consistently dirty or has a severe body odor
- Lacks sufficient clothing for the weather
- Has an untreated illness, injuries, health, unmet need for glasses, dental care, or other medical attention

The mere presence of one or more of these indicators does not mean abuse has occurred, since each indicator could have a cause unrelated to abuse. The presence of any of these indicators is a signal to pay attention and ask more questions.¹⁰

4. Reporting the Abuse of Children

What should we do when the recognition of a key indicator of child abuse develops into a reasonable suspicion that abuse has occurred? How the church responds in such cases is a matter of great legal importance.

The standard for reporting is *reasonable suspicion*, which means you must not wait until you have confirmation or proof of abuse. Your job is *not* to investigate the incident yourself. Reporting child abuse is not making an accusation, nor is it rendering final judgment. Reporting child abuse is asking legal and child advocacy professionals to evaluate relevant information.

Virginia law classifies any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children as a mandatory reporter for any reasonable suspicion of abuse of a minor (Virginia Code Title 63.2-1509, A-11). **This means that every adult volunteer is**

⁸ Tchividjian and Berkovits, 30.

⁹ Tchividjian and Berkovits, 34.

¹⁰ Asking the right questions of the right person requires some level of discernment. For example, you're concerned that a child is arriving with unexplained bruises you may choose to begin by asking his or her caregiver. In most cases a simple question or two will alleviate any concern or suspicion. If you're ever unsure what questions to ask or who to talk to, please talk to the Deacon of PBC Kids for help.

legally responsible to report any reasonable suspicion of the abuse of a minor to Virginia Child Protective Services (CPS).

Far more important than these legal demands is our responsibility to care for the vulnerable children God has entrusted to our care. Reporting the reasonable suspicion of abuse could save a child's life. Silence about a reasonable suspicion of abuse could bring incredible harm to victims and embolden offenders.

5. How to Report Abuse

If you have a reasonable suspicion that child abuse has occurred (either within PBC life or in the child's home) you should take the following steps:

- ***Unsure if your concerns warrant filing a report?*** Call the **ChildHelp National Child Abuse Hotline at 800-4-A-CHILD**. They provide confidential guidance to callers who are considering filing a report.
- ***Ready to file a report?*** Call the **CPS Hotline at 1-800-552-7096** and report your suspicion of abuse.
- ***After you have filed your report,*** contact a PBC elder immediately. If you need help contacting an elder, call the church office at 757-868-8891.

6. What Happens Next

After hearing a report of abuse, the elders commit to the following:

- To assign a liaison to the victim, the alleged offender, and the reporter to provide clear, consistent pastoral care and communication to all parties involved
- To *immediately* suspend an alleged offender from all staff and volunteer ministry positions so that no alleged offender will have access to any other child
- To secure a Christian third-party investigation (e.g., G.R.A.C.E. Ministries) if an allegation arises from *within* PBC Kids ministry
- To appropriately notify the congregation if necessary to provide opportunities for other possible victims to be identified
- To work in full cooperation with any investigative officers or other qualified child protection professionals
- To handle all reports of child abuse confidentially to avoid revictimizing the child
- To take appropriate investigative and protective actions, even if the authorities decline to investigate
- To pray fervently for wisdom, for healing, and for courage to love and lead in a way that honors Jesus and protects the vulnerable

In addition, the elders commit to follow all the above reporting guidelines themselves if they ever have reasonable suspicion that abuse has occurred. As mandatory reporters, this includes the confession of abuse to an elder from an abuser.

7. Known Offenders

Poquoson Baptist Church desires to extend God's grace to all—including a repentant person who has been convicted of abuse of children (hereafter called KO for "known offender"). To responsibly protect the children in PBC Kids, we will take the following extra precautions associated with KO attendance:

- At no time may a KO have any position of ministry to children or be asked to assist in events attended by children.
- At no time is a KO allowed in the Kids Building or any other areas on the church or grounds dedicated to children or used primarily by children (e.g., the outdoor playgrounds).
- KOs are required to make themselves known to the Lead Pastor. If a Team Member discovers the presence of a previously unknown KO, they will immediately notify the Lead Pastor or another elder.
- A signed agreement will be put in place between the church, the KO, and (if necessary) the KO's parole officer, defining the boundaries and guidelines for attendance.
- The PBC Kids Deacon and others that need to know about the situation will be notified about the KO's attendance and the guidelines for their attendance.



Volunteer Application

General Information:

Date _____ Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail Address _____

Where are you willing to serve? (Circle all that apply)

Nursery (ages 0-2)

Kids (ages 3-11)

Students (ages 12-18)

When are you willing to serve? (Circle all that apply)

Sunday School (9-10:15 AM)

Kids Worship (Sun. from 10:15 – 12:00 PM)

KidsCore (Sun. from 5:30-6 PM)

Wherever needed

How often are you willing to serve? (Circle one)

Twice a month

Once a month

Every other month

Other: _____

Why are you willing to serve?

Policies & Procedures

I have read and understood the *PBC Kids Policies & Procedures*. I agree to abide by them, and I commit to resign from service if at any point I am unable to abide by them.

Signature

Printed Name

Date

For Deacon of NextGen Use Only

☐ **Trained** (Date: _____) ☐ **Screened** (Date: _____) ☐ **Approved** (Date: _____)

Deacon of NextGen Signature

Date

Elder Signature

Date

Request for Criminal Records Check and Authorization

This section of the application must be completed by every applicant, regardless of criminal record. The only exception is for Junior Volunteers (those under the age of 18). The information below and the results of this background check will be kept completely confidential.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Poquoson Baptist Church, VA ("the Company") may obtain information about you from a third party consumer reporting agency for employment purposes. This information may be obtained in the form of a "consumer report" and/or an "investigative consumer report" (commonly known as a "background report"). These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), credit history*, verification of your education or employment history, drug screening or other background checks. This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses and educational institutions. The reports may also include information about your character, general reputation, personal characteristics, mode of living, etc., which can involve personal interviews with individuals or companies that you have listed as a reference, former employer, etc. A more comprehensive background investigation may be required pursuant to state or federal law, contract agreement or for certain sensitive positions (such as those with significant financial responsibilities). (*Please note that credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.)

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of any investigative consumer report obtained with regard to applicants for employment is an investigation conducted by Reference Services, Inc. (RSI). RSI is located and can be contacted by mail at 101 Plaza East Blvd, Suite 300, Evansville, IN 47715, and RSI can be contacted by phone at (800)881-0754. Information about RSI's privacy policy is available at the following link: <http://www.referenceservices.com/wp-content/uploads/2013/09/RSI-Consumer-Information-Privacy-Policy.pdf>. The scope of this notice and authorization is all-encompassing and allows the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment or your contract period to the extent permitted by law.

Signature: _____ Date: _____

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled "**Disclosure Regarding Background Investigation**" and "**A Summary of *Your Rights under the Fair Credit Reporting Act***" and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, or status as an Advisor, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all drug screening and background information requested by Reference Services, Inc. [101 Plaza East Blvd, Suite 300, Evansville, IN 47715, (800)881-0754, www.referenceservices.com] and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. * This is a background check only and does not include a credit check.

BACKGROUND INFORMATION

Last Name _____ First _____ Middle _____

Other Names/Aliases Used _____

Social Security Number* _____ Date of Birth* _____

Driver's License Number _____ State of Driver's License _____

Current Address - City, State, Zip _____

Previous Address - City, State Zip _____

Previous Address - City, State Zip _____

Phone Number _____ Email Address _____

Permission to contact current employer for employment and reference verifications: ☐ Yes ☐ No

Signature _____ Date _____

*This information will be used as identification for background screening purposes only and will not be used as hiring criteria.



Welcome to PBC Kids

Parent(s)/ Guardian(s)'

Name(s): _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail Address _____

1st Child

Name _____

Age: _____ Grade: _____ Date of Birth: _____

Any Allergies or Special Conditions?

2nd Child

Name _____

Age: _____ Grade: _____ Date of Birth: _____

Any Allergies or Special Conditions?

3rd Child

Name _____

Age: _____ Grade: _____ Date of Birth: _____

Any Allergies or Special Conditions?
