



**KNOLLWOOD BAPTIST CHURCH**  
330 Knollwood St.  
Winston-Salem, NC 27104-4198  
336-725-1343

## **INCLUDED IN THIS DOCUMENT**

**Policy For Responsible Conduct**  
ACKNOWLEDGMENT FORM

**Accident Report**

**Incident Report**

**Medical Form for Travel by Minors**

**Authorization – Background Investigation**

## **Children's Ministry Policy for Responsible Volunteer Conduct**

**Knollwood Baptist Church  
Winston Salem, North Carolina**

### **SECTION ONE: INTRODUCTION**

#### **Purpose**

We, the members of Knollwood Baptist Church; believe that our Christian principles compel us to create and maintain a safe environment that protects all children and adults from harm and promotes their spiritual growth.

We recognize that religious communities, which should be dedicated to the creation of safe environments for all the members, may be particularly vulnerable to incidents of sexual, physical, emotional, or verbal abuse or misconduct. Churches promote a high level of trust, a welcoming spirit, and a strong reliance on and need for volunteers — all of which are vital in Children's Ministry. We realize that entities operating in the best possible manner with all due concern still cannot guarantee an absolutely risk-free setting, and thus we need to adopt policies of "reasonable precaution" regarding the issue of abuse.

No abuse of any kind is to be tolerated within our community of faith. These guidelines focus specifically on sexual, physical, and emotional abuse of minors. These policies are meant to guide the recruitment, training and responsible conduct of children's ministry volunteers. These policies will become part of a handbook for children's ministry, which will be made available to all volunteers.

In creating and adopting this policy, we, the members of this community of faith, accept our responsibility to define abuse, educate our congregation about it, and implement policies and procedures that will create a climate of safety, love, and awareness.

#### **Definition of Volunteer Leaders**

For purposes of this policy, we define volunteer leaders as persons not employed by Knollwood Baptist Church that (i) have supervision of minors during any Children's Ministry event or (ii) have direct contact with minors during any Children's Ministry event apart from direct and continuous supervision by a staff person or an approved volunteer leader. In cases where unsupervised contact with minors is possible but not certain, this policy and its screening procedures will apply. Church employees are excluded because they are governed by relevant personnel policies.

#### **Privacy**

The leadership of the Children's Ministry at Knollwood Baptist Church has high regard for the privacy of all volunteers, families and children. Any information submitted for consideration of a leadership position with minors will be handled confidentially. Applications for volunteer leadership positions with minors, background checks and other supporting documents will be kept confidential.

In transitional or interim periods in which the church lacks a Children's Ministry Associate, a Youth Minister, or a Pastor, the Personnel Committee will designate a clear alternate on the church staff to carry out responsibilities specified in this policy, maintaining the principle that volunteers shall not have access to confidential information about other volunteers.

In the unlikely event that a volunteer's application is denied, the applicant will be contacted. Only the Children's Ministry Associate or the Pastor will have access to this information. The applicant has the right to discuss his or her application with the Children's Ministry Associate, the Youth Minister or the Pastor.

### **Definitions of Abuse**

- Abuse is understood to be a non-accidental injury or pattern of injuries. Abuse can be mental, emotional, physical or sexual. People may be guilty of abuse if they personally inflict the abuse, or if they cause or permit a child to be in a situation that results in the abuse
- Mental or emotional abuse: expressing attitudes or behaviors that result in an observable and material impairment in a minor's growth, development or psychological functioning
- Physical abuse: actions that results in substantial harm (or the genuine threat of substantial harm) to the minor
- Sexual abuse: any sexual conduct toward a minor harming the young person's mental, emotional or physical welfare

## **SECTION TWO: RECRUITING AND SCREENING OF VOLUNTEERS**

This section addresses the recruiting, training, and oversight of volunteers who work with children.

### **Qualifications**

The qualifications for serving as a volunteer in this children's ministry:

- Active involvement in this faith community for approximately six months.
- A genuine love for children, which recognizes their specific and unique abilities and needs
- An eagerness to be involved in the spiritual formation of children through the program of the children's ministry of Knollwood Baptist Church

The following will take place for any volunteer in the children's ministry:

- Successfully pass a National Criminal Background Check & Sexual Offenders Check. (Background checks will be repeated every three years.)
- Review this Children's Ministry Conduct Policy and sign an agreement of conduct and behavior (Annually).

Volunteers will agree to the following behavioral standards:

- no use of tobacco products around minors during an event, trip or outing
- no use of illegal drugs anytime
- no consumption of alcohol immediately before or during any event, trip or outing
- no use of profanity around minors
- no use of ethnic, gender or racial slurs, or any derogatory or discriminatory language, around minors
- no intentionally exposing personal body parts to children and no intentional exposing of a minor's personal body parts, even in teasing
- no possession of obscene pictures, depictions of human nudity, racist or 'hate' materials or pictures

In addition, volunteers who will serve as chaperones for day long and overnight trips (including lock-ins, retreats and camps) must be approved by the Children's Ministry Associate or Pastor.

### **Criminal Background Check**

National Background Checks and Sexual Offender Registry Checks will be conducted on each potential volunteer by using Protect My Ministry. The cost of these background & sexual offender registry checks will be covered by the church.

Applicants will receive immediate scrutiny if they have ever been convicted of any disqualifying offense, been on probation or received deferred adjudication for any disqualifying offense, or have presently pending any criminal charges of any disqualifying offense before a determination of guilt is made, including any person who is presently on deferred adjudication. Certain offense will automatically disqualify a person from serving as volunteer in the Children's Ministry of Knollwood Baptist Church. These include

- Homicide
- Assault
- Kidnapping
- Sexual assault
- Other sexual offenses whether or not such conduct involved a minor (including but not limited to fondling, indecency, indecent exposure, pornography)
- Family offenses (including but not limited to domestic violence, child neglect, cruelty, abandonment or endangerment; contributing to the delinquency of a minor)

Other offenses will prompt probable disqualification, though, evidence of rehabilitation or length of time elapsed since the offense will be considered. These include:

- Weapons offenses
- Drug offenses
- Traffic offenses to include driving while intoxicated or under the influence of drugs; reckless driving; hit and run

Other offenses may be added to the screening criteria, and thus result in disqualification, at the discretion of the Children's Ministry Associate or the Pastor if he/she feel that an offense not listed above could compromise the safety of minors.

### **SECTION THREE: SAFETY PROCEDURES**

Procedures for Children's Ministry Events at Knollwood Baptist Church

1. Whenever practical, a minimum of two adults should be present during any children ministry activity. We will strive not to have a teacher working alone with any children.
2. If a volunteer is alone in a classroom with children, the door to the room should remain open.
3. Windows in doors and windows in walls will remain uncovered for the protection of the children and volunteers. This allows for a clear visual into class.
4. Whenever practical, another adult will be in the hallways whenever teachers are teaching children. This person will act as a visible presence in support of teachers, as well as a deterrent of any potentially harmful situation for our children.
5. No volunteers under the age of eighteen will be allowed to work with children without the direct supervision of a "lead adult". Youth who want to work with children must be at least in the 6th grade.
6. To be considered the "lead adult" a person must be age 18 or older.

7. Children shall not be taken from the church grounds on a church-sanctioned activity without the written permission of their parents or guardians.
8. For all children's ministry programs, we strive to meet the following guidelines related to ratios for childcare:
  - Infants/Toddlers 1:3
  - 3-5 year olds 1:4
  - 6-8 year olds 1:6
  - 9-14 year olds 1:8
  - 15-18 year olds 1:10

### **Procedures for Overnight Trips with Children**

Lodging requirements for each trip are unique. With that in mind, the lodging situations will be evaluated individually for trips. The best and safest sleeping arrangements will be determined for those attending the trip.

1. No unrelated adult will share the same bed with a child.
2. In lodging arrangements, the minister will request that all rooms be located in the same block of rooms.
3. A leader will not be allowed to share a room with only one child, unless the adult is a parent or guardian.
4. Unless an off campus/overnight activity is planned for only one gender, there must be both male and female adult leaders.

### **Preschool Sign In Procedures**

Knollwood's sign-in procedures are designed to protect our children. Instructions to parents are as follows:

1. When you bring your child to the Sunday School/childcare rooms, please register his/her name at the central sign-in desk. You may choose to take a numbered beeper and record this number next to your child's name on the sign in sheet. Alternately, you may provide a cell phone number through our computer sign in system where you can be reached via text message or phone call.
2. Please Use the "Special Instructions" space to write anything the caregiver needs to know about your child during his/her stay.
3. The registration attendant will give you a nametag to put on your child's back. Please be sure any special instructions are included here as well.
4. When you return to pick up your child, please return the pager to the registration desk, if a pager was used. Whoever picks up the child needs to have the beeper. Children will not be released to anyone under the age of 14.
5. If you find that you have forgotten to turn in your beeper, PLEASE bring it to the church office as soon as possible.
6. Please keep all doors to children's rooms closed. Children can (and do) dash out quickly.
7. Parents or guardians should be on church grounds or reachable by pager at all times.

### **Sunday Morning Procedures**

- On Sunday morning, children fifth grade and younger should be with a parent or teacher at all times. Parents should be on church grounds or reachable by pager at all times. First through fifth grade students should be escorted to their Sunday School rooms by a parent and then picked up by a parent at the conclusion of the Sunday School hour.

- On Sundays and other times, children ages five and under must be signed in and out of rooms following the preschool sign in procedures.

### **Wednesday Night Procedures**

- All children fifth grade and younger should be in the Education Building under the supervision of their parents or guardians or their program director.
- Children should not be allowed to roam the halls.
- Children who participate in Children's Choir will be escorted by an adult to the dining area at the conclusion of Choir rehearsal.
- Parents or guardians are asked to monitor the whereabouts of their children at all times.

### **Special Event Childcare Procedures**

To provide a safe and secure environment for children and staff the following policies are established:

1. All childcare staff will complete a criminal background check.
2. All childcare staff will be at least 15 years of age.
3. The childcare workers will arrive 15 minutes before the scheduled start of the day and remain until all the children are picked up.
4. When providing childcare two staff members must be in the classroom area.
5. Children must be in the presence of an adult at all times. No child will be allowed to go to a different area of the church facility unsupervised.
6. Windows in the doors and walls will remain uncovered for the protection of the children and staff.
7. If someone other than the child's parents will be picking the child up the parent dropping the child off must notify the childcare worker who that person will be.
8. Adults will remain outside the door when dropping off and picking up children.

## **SECTION FOUR: TRAINING & COMPLIANCE**

### **Educational Resources Provided to Volunteers**

The successful implementation of this program requires that we educate our congregation about what constitutes abuse, situations at church that could put people at risk, and the rules and procedures that we have adopted together. As we educate people, we need to make sure that we do so in a way that emphasizes love, awareness and action. It is important that we avoid creating an environment of fear or suspicion.

For all volunteers working with children, we will provide annual training opportunities to include:

- Review of the current Volunteer Conduct Policies for Children's Ministry
- Review the North Carolina statutes addressing child abuse and mandatory reporting of child abuse
- Training in recognizing the signs of abuse and neglect in minors and in responding appropriately, including issues of confidentiality and responsibilities to report.
- Basic First Aid Training

### **Reporting and Responding to Allegations of Abuse**

We believe that as members of this faith community it is our responsibility to maintain a safe environment for all minors in our care. Equally important is our responsibility to advocate on behalf of minors, particularly those who are in vulnerable situations. With these responsibilities in mind, we commit ourselves to taking

swift, appropriate and caring action any time we believe that a minor is the victim of abuse, regardless of the nature of the abuse. We will educate ourselves on how to report abuse to the appropriate authorities and how to recognize abuse, maltreatment or neglect. The following guidelines have been developed to guide the church and the leaders of the Children's Ministry in their response to witnessed or suspected incidents of abuse.

1. If a volunteer witnesses a minor being abused by another volunteer, adult or minor, the volunteer must ensure the immediate safety of all minors in his or her care.
2. The witness has the right and the responsibility to report inappropriate behavior to a member of the ministerial staff and/or appropriate authorities. The guidelines on how to report abuse to the Division of Social Services, Child Protective Services are below.
3. To ensure that the church takes appropriate action, including providing care to the victim and/or their family members, the volunteer must report the incident to the Children's Ministry Associate, Pastor or Church Administrator.
4. Under the direction of the Pastor, the church will conduct an immediate inquiry of the incident.
  - a. Reasonable efforts will be made to keep confidential the fact of the investigation, the identity of the alleged victim and the identity of any accused.
  - b. Any person accused of abusing a minor must be suspended from performance of duties involving minors until the investigation is complete.
5. Children's Ministry Associate and/or the Pastor will decide if the incident should be reported to additional authorities, the church's insurance company and/or legal counsel. Note: At any time, the witness has the right to report inappropriate behavior to the Division of Social Services.
6. The ministerial staff and other leaders shall respond with appropriate care to the alleged victim, the alleged offender and the congregation.

If a volunteer suspects that a minor is being abused by any caregiver or another minor or if a minor discloses that he or she is being abused, the volunteer has the responsibility to report this suspicious behavior to the appropriate authorities, including the Division of Social Services. Attached are suggested guidelines for making a report. So that appropriate care can be provided to the minor, the volunteer is encouraged to discuss the situation with the Children's Ministry Associate. All reports will be confidential.

### **How to Make a Report to the Division of Social Services**

A report of child abuse can be made by calling, writing or visiting your county Division of Social Services, Child Protective Services Division. The Forsyth County division can be reached at

Forsyth County Department of Social Services  
Children's Protective Services  
741 North Highland Avenue  
Winston-Salem, NC 27101  
Phone (336) 703-ABUSE (22870)  
Email: [reportchildabuse@forsyth.cc](mailto:reportchildabuse@forsyth.cc)  
or  
Winston - Salem Police Department  
Telephone 911  
725 North Cherry Street  
Winston - Salem, NC 27102



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## Policy For Responsible Conduct

### ACKNOWLEDGMENT FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Main Phone \_\_\_\_\_

**As caring Christians,** we are committed to protecting and advocating for children participating in the life of the Knollwood Baptist Church. Knollwood Baptist Church has been entrusted with providing an emotionally and physically safe, spiritually grounded and healthy environment for all children in which they are protected from abuse of any type.

**I acknowledge** that I have read and understand the Children's Ministry Policy for Responsible Volunteer Conduct and I agree to abide by the policies and standards put in place. I understand that failure to do so could result in immediate dismissal from my responsibilities with the children of Knollwood Baptist Church.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## KNOLLWOOD BAPTIST CHURCH

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# Accident Report

Please fill out this form completely for any safety-related incident occurring while serving as a volunteer, whether or not the incident resulted in injury. Complete the form as soon as possible after the incident. In completing the form, provide as much detail as possible including time of occurrence, location, general physical conditions present, witnesses, and any other relevant information. Use the bottom and back of this form to add detail, draw diagrams, etc.

Volunteer:

Date & Time of Accident:

Specific location of incident:

Witnesses present:

Description of incident (use as much detail as possible, including diagrams):

Cause of incident (include tools, objects, chemicals, etc., and specify the items that directly caused the injury):

Injury caused by incident (include potential injury, such as a sprained ankle, a strained back, etc.):

Recommendations (describe the control and/or corrective action procedures):

Report completed by:



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## Incident Report

Date:

Program/Ministry:

Adult(s) present

Names of individuals involved

Description of problem:

Actions taken:

Reported to:

By:

Discussed with parent by:

Additional Comments:

Type of incident (circle one or more):

Physical abuse of a child

Verbal abuse of a child

Physical abuse of an adult

Verbal abuse of adult

Property damage

Theft

Accident resulting in injury

Violation of rules

Other:



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## Knollwood Baptist Church Medical Form for Travel by Minors

Name: \_\_\_\_\_ Date of birth \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Parent cell \_\_\_\_\_

Parent or legal guardian name: \_\_\_\_\_

Other emergency contacts:

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Insurance information:

Name of company: \_\_\_\_\_

Name of insured: \_\_\_\_\_

Group number: \_\_\_\_\_ Policy number: \_\_\_\_\_

Medical information:

Date of last Tetanus vaccine \_\_\_\_\_

Allergies: Medications \_\_\_\_\_

Foods \_\_\_\_\_

Special diet or instructions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does your child have:

- Asthma       Seizure disorder       Diabetes

*If your child has seizure disorder or Diabetes or Asthma please contact the Youth Pastor so we may have more information about how to care for your child.*

Are there activities (such as swimming) in which your child should not participate?

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Permission for chaperone to administer over-the-counter medication:

- Acetaminophen or Tylenol       Ibuprofen       Tums or other antacid  
 Diphenhydramine (Benadryl)       Polysporin or Neosporin  
 1% hydrocortisone cream       Other \_\_\_\_\_

Certain **emergency** medications are best kept with youth for immediate use; these include **albuterol inhalers** and **Epipens**.

*Please initial:*

\_\_\_\_\_ My youth knows how to use the rescue medications and will keep them

\_\_\_\_\_ I prefer the medicine chaperone hold the rescue medicines.

For **diabetes**: youth will keep and administer their own insulin

*Please Initial:*

\_\_\_\_\_ Youth will keep Glucagon (rescue Medication) with them.

\_\_\_\_\_ I prefer Chaperone to keep a Glucagon (rescue medication) as well as or instead of my youth.

Permission for emergency treatment

In the event that a parent or guardian cannot be reached in the event of an emergency, I give the staff and chaperones of Knollwood Baptist Church authority to seek emergency medical treatment for my child.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian name, printed: \_\_\_\_\_

**DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION**

In connection with my application for employment or to serve as a volunteer with **Knollwood Baptist Church** ("Client"), I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act, will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., ("Protect My Ministry"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry's privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com).

**Acknowledgement and Authorization**

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act

- I wish to receive a copy of any report on me that is requested.

\_\_\_\_\_  
Signature TODAY'S DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME/INITIAL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

\_\_\_\_\_  
SSN D/L or STATE ID STATE ISSUED

\_\_\_\_\_  
EMAIL ADDRESS

For identification purposes only, please provide FULL DOB: \_\_\_\_\_

Please List Other Names Used \_\_\_\_\_

Protect My Ministry, Inc.  
14499 Dale Mabry Hwy, Ste 201 South  
Tampa, FL 33618  
Phone: 800-319-5581 Fax: 800-319-5582  
[www.protectmyministry.com](http://www.protectmyministry.com)