

# Heritage Baptist Church Child & Student Protection Policy

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## Our Standard

### *What we Believe*

We believe it is our responsibility to:

- A. Protect the children and students in our care. Parents need to know that we have taken every reasonable step to ensure that their child or student is safe while under our ministry.
- B. Protect the volunteers working under our ministry from possible false accusations of sexual misconduct. To this end, we have established screening and supervision policies.
- C. Protect our ministry by requiring specific training. By implementing screening and supervision policies, we are modeling essential safety procedures to families who expect Heritage Baptist Church to exemplify a well-run ministry.

### *What we Require to Serve*

#### 1. Membership

Anyone working in any of our children's or students' departments must be a member of Heritage Baptist Church. *(The exception would be a non-member who has received clearance from the C.E. Committee and the Pastoral staff.)*

#### 2. The Six-Month Rule

All volunteers must attend Heritage Baptist Church regularly for at least six months in order to apply for positions for the purpose of deterring predators from gaining swift access to potential victims. Six months provides a reasonable threshold of time to become better acquainted with individuals, giving the opportunity to evaluate their eligibility for employment or volunteer service.

#### 3. Affidavit

A signed "Affidavit of Good Moral Character" must be submitted by an applicant toward approval to serve as a volunteer.

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## 4. Application

A Volunteer-Service Application must be completed before considering a candidate for our children's or students' ministries.

## 5. Reference Checks

Following completion of the application, we conduct two reference checks of people who have seen your interactions with youth. If you have not worked with youth in the past, a previous pastor, youth leader or mentor will be acceptable.

## 6. Personal Interview

We use the interview time to explore more fully why a candidate wants to work with children or students. We also review our ministries policies and procedures.

## 7. Background Checks

We conduct a criminal record check for all paid staff and clergy and will conduct these same checks on volunteer applicants. Also, any individuals who will be driving as part of their ministry service will be required to complete a driving information form documenting their driving record.

## 8. Training

All staff and volunteers must successfully complete our Sexual Abuse Prevention Training Program.

***Following applicant approval, the new volunteer will be notified by a department head on when and where he/she will be serving.***

***After serving for 5 years, an update of a volunteer's files will be conducted to determine if anything in his/her life may have occurred which could make his/her moral character questionable.***

