

*Southbridge Full Gospel Center*  
*in*  
*Southbridge, Massachusetts*

POLICIES AND PROCEDURES  
FOR THE SAFE CARE  
OF OUR CHILDREN AND YOUTH

January 06, 2009  
Revision #009

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## **Statement of Purpose**

The mission of Southbridge Full Gospel Center is to provide a welcoming, nurturing, and caring place where all can grow in the knowledge of Christ and love of God. As part of this mission, one of Southbridge Full Gospel Center's goals is to provide a safe environment for the children and youth who participate in our programs and use the church building. To help reach this goal, we have adopted a program to reduce the risk of child abuse occurring at Southbridge Full Gospel Center or during Southbridge Full Gospel Center's activities. We have also planned response procedures if a teacher observes symptoms of child abuse. This program includes both education and new policies. Through education, we will learn to be aware of potential problems. Through these new policies, we will help safeguard our children and youth, as well as our teachers and youth advisors. While these policies cannot anticipate or prevent all misfortune, they can lessen the chance of problems. We hope that the church will carry out these policies in the spirit of deep Christian love and commitment to our children and youth, and to the adults who minister to our children.

We also realize that many adults have been victims of child sexual abuse and that this may have profoundly undermined their ability to have trusting relationships with themselves, with others and with God. While Southbridge Full Gospel Center cannot address the psychological impact of child sexual abuse, we can provide welcoming, nurturing and caring relationships through which the love of God can begin to heal the spiritual wounds that are often the results of child sexual abuse.

## **Statement of Need**

The pastors, lay leaders, and teachers at Southbridge Full Gospel Center have become increasingly aware that child abuse, and particularly child sexual abuse, exists in our community. We have also become aware that wealth, educational level, occupation, race, religious affiliation, or position in society do not protect any child from abuse. Although we realize that to our knowledge it has not happened at Southbridge Full Gospel Center, we have come to recognize that child abuse can take place in any organization that serves children, including churches.

Matthew 18:3-5 makes it clear that we are responsible for the well-being of the children that God has placed in our care.

*Verily I say unto you, Except ye be converted, and become as little children, ye shall not enter into the kingdom of heaven. Whosoever therefore shall humble himself as this little child, the same is greatest in the kingdom of heaven. And whoso shall receive one such little child in my name receiveth me.*

## Statement of Intent

Southbridge Full Gospel Center will adhere to this policy to the best of our ability, using prudence, common sense, Scripture, and our understanding of state law as our guide.

Note that where necessary, the Teacher or Supervisor will submit recommendations to the Superintendent or Principal who will generate special rules for developmentally delayed children and submit to the Church Board for authorization.

## Section A: Definitions

**Child abuse and child neglect:** For the purposes of this policy, these terms are defined as follows:

- ◆ **Abuse:** The non-accidental commission of any act by a caretaker that causes or creates a substantial risk of harm or threat of harm to the child's well-being. The commission of a sex offense against a child is defined by the criminal laws of the Commonwealth of Massachusetts (i.e. see attached sheets listing laws).
- ◆ **Neglect:** Failure by a caretaker, either deliberately or through negligence, to take actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision or other essential care.
- ◆ **Serious physical injury:** Any nontrivial injury, death, malnutrition or failure to thrive.
- ◆ **Serious emotional injury:** An extreme emotional condition such as severe state of anxiety, depression or withdrawal.
- ◆ **Sexual abuse:** Exploitation of a child for sexual pleasure (e.g. rape, incest, fondling of private areas, exhibitionism, photography for pornography), making sexual verbal comments, allowing a child to witness sexual activity, making obscene phone calls, and the like.
- ◆ **Child Abuse Prevention Committee (CAPC) :** Is a committee appointed by the Pastor and Church Board to oversee the operation of the Child Abuse Prevention Program. The committee is to ensure that all forms and procedures are properly implemented and followed according to the Child Abuse Prevention Program policies.

**Teacher:** Any paid employee or volunteer of the church or school who works with youth or children such as Sunday School teachers, S.C.A. Principal, Supervisors and monitors, youth group advisors, high school aides, substitute teachers, youth choir directors, children's church leaders and nursery workers.

**Key holders:** Users of the Church building including members who have keys or combinations to the exterior doors of the Church and a personal alarm code.

**Caretaker:** Any person entrusted with responsibility for the child in the child's home, a relative's home, a school or other place where the child frequents.

## **Section B: Selecting and Screening Teachers**

### **1. Application Process**

Teachers who participate in long-term activities such as teaching or advising must have on file a Primary Application Form (Appendix B). Teachers must complete all sections of the form, except where indicated.

Teachers who participate in short-term activities only, such as substituting for an absent teacher or chaperoning on a field trip, must have on file, at a minimum, a Secondary Application Form (Appendix C). This rule does not apply to parents who are taking care of their own children in the nursery or toddler room during Church School while teachers are present.

If the Pastor or Church Board decide that the applicant's criminal history should be checked, they will select a person to perform the check (Appendix E). Each pastoral search committee will decide whether to ask for a criminal record check for candidates for a pastoral position.

Beginning in January of 2001, the Pastor and the S.C.A. Administrator/Principal or the Church Board will interview all new long-term teachers with regard to their application. The Pastor and S.C.A. Administrator will interview applicants for Principal.

The Pastor and the Church Board will prohibit any person known to have committed previous acts of sexual misconduct with children or youth from serving as a teacher. These church leaders will encourage the person to contribute to church life in a way that does not place children at risk.

The Church Board may give the Pastor and Church Secretary the power to perform criminal record checks on behalf of the church.

All persons who plan to serve as teachers or as paid staff will read and agree to abide by all policies and procedures in this document. Signing the primary or secondary application form indicates willingness to comply with these policies and procedures or their successors.

If the policy changes, the Church Board will notify all individuals who have signed forms related to the change. They will be required to read, understand and accept the new policy in writing.

### **2. Maintenance of Records**

All key request form, secondary application forms, permission slips, rest room usage sheets, baptism permission slips and nursery permission slips will be kept in a locked filing cabinet herein referred to as the Child Safe Cabinet. All teacher application and statement forms, reference

contact forms and copies of criminal record checks, will be kept in a locked fireproof box herein referred to as the Confidential Child Safe Box. Records for a teacher will be stored in this Confidential Box. After the teacher has resigned from his or her last position of service to youth or children. The Pastor and Church Secretary will have access to this Confidential Box. All teachers will have the right to examine their own file.

Realizing the personal and sensitive nature of some of the information requested in the teacher's application, absolute confidentiality will be maintained. Limited access by the Pastor and Church Secretary is to insure this confidence. Two individuals are requested to assure continuity in the event that one of the named reviewers are not available. In isolated cases, a person could ask that the Pastor only review the applicant's form. This may be done at the sole discretion of the Pastor. It must be noted that in the event the Pastor is not available or disqualified, then the Church Secretary would have full access rights.

Although computer word-processing programs may be used to generate such paper records as described above, copies of such records may not be stored on a computer. Instead, such records should be moved to archival media, and stored in the child safe file cabinet or the confidential child safe box.

## **Section C: Training and Supervising Teachers**

### **1. Training Teachers and Educating the Congregation**

#### **Training Teachers**

The Child Abuse Prevention Committee (CAPC), with support from the Pastor and Church Board, will be responsible for administering a training program for all teachers about these policies and procedures.

- ◆ Annual training programs will teach teachers how and when to report a possible incident of child abuse, how to discuss questionable behavior with each other, the Church Board and Pastor, and how to discipline children in the classroom. These programs will be opened to any interested member of the congregation.
- ◆ The CAPC will encourage teachers to seek training in first aid and CPR.
- ◆ Those who begin teaching without first attending a training session, or who serve as substitute teachers or youth group advisors must read the training manual and view the specified videotape. Teachers will sign a form to indicate when they have completed training.
- ◆ The CAPC may attempt to seek out professional trainers.

## **Educating the Congregation**

At least once per year, the Pastor and Child Abuse Prevention Committee will constructively address how the church can reduce the vulnerability of children in the church, community, or world, to abuse, neglect, or exploitation.

The family remains the most critical and necessary place for prevention education to occur. The church will provide parents with information about child abuse. Parents will be encouraged to instruct their children about the nature of abuse. The church will work closely with parents to provide materials, when possible, and techniques for home instruction. The church will provide education through its youth programming to instruct teens about the dangers of sexual abuse.

## **2. Supervising Children Using at Least Two Teachers**

All children and youth shall be under the care and supervision of at least two teachers, one of whom may be a high school aide (ages 12-17), during all Church School activities. All youth group activities require the presence of two adults (at least one being over the age of 21).

If only one teacher is present in a classroom (perhaps because of the absence of the other teacher), the teacher will keep the classroom door open (unless a window is installed in the door) and a member of the church board will check the classroom periodically while it is in session.

A high-school aide cannot serve as a sole teacher.

For particular rules about which adults can supervise overnight trips, see the section “Supervising Children During Overnight Events”. For particular rules about assisting children in the bathroom, see the section “Escorting Children to and Assisting Children in the Bathroom”. For particular rules about disciplining or counseling minors in a public setting, see the section on “Disciplining Children”.

## **3. Obtaining Parental Consent for Special Activities**

Teachers must obtain written consent of a parent or guardian for activities not during regularly scheduled church school hours, and for transporting children and youth (particularly one child or youth) to activities at the Church or elsewhere.

## **4. Supervising Children During Overnight Events**

The Pastor or a person designated by the Pastor will determine which adult chaperones can supervise the overnight stays of church children or youth. The Pastor or the designated person will maintain a reasonable ratio of adults to children. At least one adult male (over the age of 21) will serve as chaperone if boys are present and one adult female (over the age of 21) will chaperone if girls are present; if these adults are married to each other, a third adult chaperone must be present. If boys and girls are bunking in separate dorms, at least two adult men will be present in the boys dorm and two adult women will be present in the girls dorm. A parent or guardian must sign a consent form which lists the names of the chaperones. The Pastor or the designated person may make last-minute substitutions or

add chaperones. When possible, a parent or guardian of each child should be notified of these substitutions or additions. If the number of chaperone's are unavailable, special permission must be granted by the child's parents to allow them to participate in an overnight stay.

### **5. Escorting Children to and Assisting Children in the Bathroom**

This policy applies to children newborn up to 4 years of age, particularly those who are toilet training. The policy assumes that older children can use the bathroom without assistance. Handicapped children and adults will be escorted by their guardian.

Parents of children newborn up to 4 years old will receive written notice of this policy before the child attends class. The teacher will only offer assistance if the child specifically requests it and the parent gives prior permission. (Parents of children over 4 years of age needing assistance may also submit a bathroom permission slip in the event of an incident or an emergency requiring bathroom assistance.)

If a teacher needs to accompany a child to the bathroom, the teacher shall first inform the other teacher in the room. Each teacher who escorts a child to the bathroom or assists a child in the bathroom must fill out a usage sheet on the designated bathroom door. The Pastor or Church Secretary will store these records in the Child Safe filing cabinet.

The Church Board and Southbridge Christian Academy Principal will designate specific bathrooms to which teachers can escort children. The CAPC will periodically check the designated bathrooms during Sunday School and Children's Church.

If a teacher is in the bathroom with a child, the bathroom stall door remains open.

### **6. Disciplining Children**

Teachers will be trained in appropriate classroom discipline techniques and on how to respond to disruptive behavior in the classroom. Teachers must consult the parents if a child has ongoing behavior problems.

### **7. Peer Monitoring of Inappropriate Teacher Behavior**

Teachers will be trained to identify when other teachers behave inappropriately toward children. Teachers will be encouraged to discuss good behavioral techniques with each other.

## **Section D: Restricting Access to the Church Building**

The Church Board will have the lock tumblers changed to the exterior doors of the Church in the event a key is lost, stolen or is taken from a key holder, beginning in October of 2001. Persons requesting a key must hold a paid, elected, maintenance personnel (per building use policy), cleaning crew or clearly visible leadership position within the church (the latter to be determined by the Church Board).

Persons requesting a key must fill out a form that explains:

- ◆ Why they need a key to the church
- ◆ That they agree not to make duplicate keys (keys will be marked “Do not duplicate”) and are patented.
- ◆ That they agree to return the key when they no longer need it, or when they are requested to return it
- ◆ That they agree to notify the church when they have lost a key
- ◆ That they agree not to take a child into the church who is not under their supervision as granted by the child’s parent or guardian
- ◆ That they agree not to use the church building for illegal activities
- ◆ That they agree not to loan their key to anyone (see Appendix A for more details)
- ◆ That they agree not to give their personal password to the building alarm system out

The Church Secretary will process the key request forms. For details, see Appendix A.

The Church Secretary will record the names of anyone receiving a combination lock number. The Board members will change combinations at the same time it changes key tumblers.

The Church Board Members will ask all organizations or individuals requesting to use the church building to read a summary of this policy and sign it. Private functions held per the building use policy are not required to read and sign this policy.

## **Section E: Policies and Procedures for Responding To Allegations of Abuse**

### **When a Teacher Believes That a Child Has Been Abused By a Caretaker**

If a teacher believes with reason that a child is suffering from abuse or neglect, because the child or a peer of the child disclose abuse, or because the teacher observes symptoms of abuse (to be covered in the Teacher training program), the Teacher must immediately notify the Senior Pastor. The Teacher, reportee (if applicable), Principal of S.C.A., S.C.A. Administrator, Pastor and Church Secretary will decide which, if any, of the following actions they will take:

- ◆ Plan further waiting and observation
- ◆ Meet with the child for further questioning
- ◆ Notify the Department of Social Services and the Police Department if it is believed that the child is in immediate danger or risk
- ◆ Meet with the child and/or family to discuss the disclosure, observation or concern
- ◆ Make a home visit if possible

The Teacher, Principal of S.C.A., S.C.A. Administrator, Pastor and Church Secretary will document all suspected cases of abuse using the Child at Risk form (see Appendix D). These documents will be kept in the Confidential Child Safe Box. The Teacher, Principal, Pastor and Secretary will try to handle each case of alleged abuse with the utmost concern for the confidentiality and safety of the child and his/her family.

## **When a Child Is Allegedly Abused By a Teacher or Other Church Worker**

The leaders of the Church will consider seriously all allegations of child abuse. Southbridge Full Gospel Center will not hold complainants responsible for illegitimate complaints. The leaders of the Church will try to handle each case of alleged abuse with the utmost concern for the confidentiality and safety of the complainant and the child and his/her family. Southbridge Full Gospel Center will perform the following steps, although not necessarily in order, when responding to allegations of child abuse.

**Note:** If allegations of abuse come to the attention of church leaders because of charges made in court, skip Steps 1 through 3, and start by forming a response team as described in Step 4.

1. The Pastor will notify parents or guardians of the alleged victim.
2. When the child's safety is ensured, the Pastor or other appropriate Church leaders will meet and inform the alleged perpetrator of the allegations. Church leaders will treat the alleged perpetrator with dignity and respect, offer support, and encourage him/her to continue attending worship services. If an allegation is made within the church setting (and not in court), the Pastor shall directly ask the alleged perpetrator whether he/she has committed the alleged abuse. One person present at the meeting will make a record of the meeting, including the alleged perpetrator's response to the allegation. All present shall sign this record as true and reliable.
3. The Pastor and other appropriate Church leaders will meet again without the alleged perpetrator present. They will discuss the facts of the case and consider whether to end the investigation or to proceed further and to prepare for an escalation of the problem.
4. A response team will be formed that consists of the Pastor, the Church Board of Directors and Chair of any other church group directly responsible for the supervision of that person. If the alleged perpetrator is one of these persons, the other members of the response team (in consultation with the Church Board if time allows), will select a different person to serve on the response team. In addition, the response team may select an additional member to serve as advocate for the alleged perpetrator.
5. The response team will contact the Department of Social Services, the Church's insurance carrier and lawyer, and advise the congregation of any special action it must take.
6. The response team will designate one trained spokesperson to work with the media or default to a lawyer where applicable. An alternate will also be trained if necessary. All members will be encouraged to direct media questions to the spokesperson.
7. The response team will prohibit the alleged perpetrator from participating in activities with children and youth in the Church.
8. Depending on the position held by the alleged perpetrator, the response team and congregation will need to take different actions.

- ◆ If the alleged perpetrator is on the pastoral staff, the response team and congregation will abide by the council of the Church Board concerning actions taken. The Church board will strongly consider the advice of the response team and Child Abuse Prevention Committee. Generally, as a minimum the staff member will be restricted from the contact with any and all youth and possible suspension of other pastoral duties. Access to the confidential child safe box will be withdrawn.
- ◆ If the alleged perpetrator is employed by the Church, for example, the Secretary, Treasurer, or contractor, the response team (which is the Pastor, Church Secretary, SCA Principal, S.C.A. Administrator and Teacher) will seek counsel from the Child Abuse Prevention Committee to determine the appropriate action. Generally, such action will include placing the alleged perpetrator on an “Administrative leave of absence.”
- ◆ If the alleged perpetrator is a volunteer and the allegation becomes a formal charge in court, then the response team will immediately relieve the alleged perpetrator from any Church leadership role until the court decides the case.

## **Section F: Annually Reviewing Policy Effectiveness**

The Child Abuse Prevention Committee and the Church Board will review those portions of the Child Safe policy for which they are responsible, to determine which sections need to be changed, added or removed. These committees will make recommendations to the Church Board prior to the church’s annual business meeting.

## Appendix A: Key Request Form For Church Leaders

I hereby request a key(s) to an entrance to Southbridge Full Gospel Center in Southbridge, MA. I make this request for the following reasons: I.E – Board Member, Ministry Leader, SCA Administrator, Cleaning Crew, Maintenance Personnel or list specific reason.

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If I am assigned a key(s),

- ◆ I agree not to make duplicate keys.
- ◆ I agree to return the key when I no longer need it (for example, at the end of my term in office), or am requested to return it.
- ◆ I agree to notify the Pastor or the Church Secretary immediately when I have lost a key to the exterior church door.
- ◆ I agree not to take a child into the church that is not under my supervision as granted by the child's parent or guardian. Except for a planned church activity.
- ◆ I agree not to use the church building for illegal or unbiblical activities.
- ◆ I agree not to allow anyone to use my key or to loan or pass it to anyone. (In the event of an emergency, a key can be loaned to another key holder, with the exception of the cleaning crew. I will fill out an Appendix I: Borrowed Key Form if this happens.)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### For Board Members Only

Please process this form within 4 weeks of the above date.

Assigned Key Number: \_\_\_\_\_ On Date: \_\_\_\_\_ By Board Member: \_\_\_\_\_

Date Key returned: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

## Appendix B: Primary Child Safe Application Form For Teachers

All applicants for any position (volunteer or compensated) involving the supervision or custody of minors must complete this application. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Realizing the personal and sensitive nature of some of the information requested in this application, absolute confidentiality will be maintained. Limited access by the Pastor and Church Secretary is to insure this confidence. Two individuals are required to assure continuity in the event that one of the named reviewers are not available. In isolated cases, a person could ask that the Pastor only review the applicant's form. This may be done at the sole discretion of the Pastor. It must be noted that in the event the Pastor is not available or disqualified, then the Church Secretary would have full access rights.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Other Names by which I have been known: \_\_\_\_\_

(Identity must be confirmed with a state driver's license or other photographic identifications.)

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Present employer and address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

### Church History and Prior Youth Work

Name of Church of which you are currently a member: \_\_\_\_\_

What other churches have you attended regularly during the past five years (including names and addresses)?

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What is your previous church work involving children and youth (list each organization's name and address, type of work performed and dates)?

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What previous non-church work experience with children and youth have you had (list each organization's name and address, type of work performed and dates)?

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What gifts, calling, training, education, or other factors have prepared you to work with children or youth?

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Initial here: \_\_\_\_\_

*Southbridge Full Gospel Center*  
*“A Church Offering Hope”*

26 Ellis Road Southbridge, MA 01550 508-764-2219

**References**

If you have been a member of Southbridge Full Gospel Center for less than one year or are applying for a paid position, please list your personal references (no former employers or relatives).

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Screening Questions**

Please answer **Yes** or **No** to the following questions. Before filling out this portion of the form, you may discuss your answer in confidence with the Pastor or Church Secretary.

**Note: Answering Yes to any but the last question disqualifies you for work with children and youth at Southbridge Full Gospel Center. However, if you cannot serve with children or youth, Southbridge Full Gospel Center encourages you to seek adult ministries that make full use of your talents and God given gifts. Failure to answer any of the following questions may result in disqualification of position applying for.**

Have you been convicted or pleaded guilty to a certain crime in the past three years or ever been convicted or pleaded guilty to a violent or sexual crime?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever had a civil lawsuit alleging actual or attempted sexual harassment, exploitation, or sexual misconduct, physical abuse, or child abuse that resulted in a judgment against you, a settlement outside of court, or a dismissal because the statute of limitations had expired?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever resigned from a job or volunteer position, or been terminated from a job or volunteer position because of allegations of actual or attempted sexual discrimination, harassment, exploitation, or sexual misconduct, physical abuse, or child abuse?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Were you a victim of abuse or molestation while a minor?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Note:** This page of this form is strictly confidential and must be kept in the Confidential Child Safe Box.

**Initial here:** \_\_\_\_\_

*Southbridge Full Gospel Center*  
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**Applicant’s Statement**

The covenants between teachers and the church require honesty, integrity, and truthfulness for the health of the church. To that end, I confirm that what I have written in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection or consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty to seasonably amend the information I have provided if I come to know that the information was incorrect when given or is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds for a continuing and healthy covenant between church workers and the church. To that end, I authorize Southbridge Full Gospel Center in Southbridge, MA and/or its agents to make inquiries regarding all statements I have volunteered, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and comment on and state opinions regarding my background and character. To encourage such persons and entities to speak freely, I hereby release them from all liability and responsibility arising from their responses, comments, and statements made in good faith and without malice.

Should my application be accepted, I agree to be bound by the Constitution and Bylaws and child safe policies of Southbridge Full Gospel Center and to refrain from improper conduct in the performance of my services on behalf of the church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This form is strictly confidential and must be kept in the Confidential Child Safe Box.

*Southbridge Full Gospel Center*  
*“A Church Offering Hope”*

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26 Ellis Road

Southbridge, MA 01550

508-764-2219

**Appendix C: Secondary Application Form For Teachers**

I acknowledge that I have read the document entitled “Policies and Procedures for the Safe Care of our Children and Youth”. I agree to follow these policies and procedures in my activities involving the children and youth of Southbridge Full Gospel Center.

Revision #008 Dated March 16, 2006

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Southbridge Full Gospel Center*  
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**Appendix D: Child at Risk Reporting Form**

Name of the Reporter: \_\_\_\_\_

Date of Report: \_\_\_\_\_

What did the reporter observe:

How did the reporter respond:

What action has been taken by Southbridge Full Gospel Center to protect the child:

Please attach any backup documentation, such as any form filed with the DSS, and notes from any meetings with parents or child either at church or during a home visit. By signing this document, the undersigned agree to discuss this issue only among themselves and with state or local authorities if necessary. The undersigned agree to handle this information with complete discretion and with respect to the privacy of the child and his/her family.

Signature of Teacher: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Signature of Pastor: \_\_\_\_\_

Note: This form is strictly confidential and must be kept in the Confidential Child Safe Box.

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**Appendix E: Reference Contact Form**

This form is a record of contact with a reference or church identified by an applicant for youth or children’s work.

Name of Applicant:

Reference or church contact (if a church, identify both church and person or pastor contacted:

Date and time of contact:

Person contacting the reference:

Method of Contact (e.g. telephone, letter, personal conversation):

Summary of conversation (summarize the reference’s or minister’s remarks concerning the applicant’s fitness and suitability for youth or children’s work):

Legible Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** This form is strictly confidential and must be kept in the Confidential Child Safe Box.

**Appendix F: Permission Slip**

Southbridge Full Gospel Center  
Southbridge Christian Academy  
Consent and Release Form

I the undersigned parent or guardian, hereby consent my child \_\_\_\_\_ participating in the van/bus ride to and from Southbridge Full Gospel Center and to participate in their Sunday School program and/or Sunday morning church service, sponsored by Southbridge Full Gospel Center. I certify that my child is able to participate in these activities including transportation, rest stops, and all planned church activities. If my child has medical conditions which may be relevant to a physician in the event of an emergency, I have listed them below. In the event an emergency occurs, I may be reached at the telephone number listed below. If I cannot be reached, I hereby authorize Mr. Wayne Babbitt to make emergency medical decisions for my child. If there are any activities I do not want my child to be involved in, I have listed them below.

**I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED ON SAID ACTIVITY, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO.** I do hereby agree to hold Southbridge Christian Academy and Southbridge Full Gospel Center church and its agents and employees, harmless from any and all liabilities, actions, causes of actions, claims, expenses, and damages on account of injury to or death of my child, or damage of property, which I now have or which may arise in the future in connection with the activity or participation in any other associated activities.

I expressly agree that this release, waiver and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Massachusetts and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASED AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement which I have read and understand.

\_\_\_\_\_  
Signature of Parent (or guardian)

\_\_\_\_\_  
Date

My child can participate in:

\_\_\_\_ van/bus ride \_\_\_\_ Sunday School only \_\_\_\_ Sunday School/Church Service

This permission slip expires one year from date above.

Phone Number where I may be reached: \_\_\_\_\_

Medical conditions/medications my child takes: \_\_\_\_\_

I do not want my child to be involved in the following activities: \_\_\_\_\_





# ***BAPTISM PERMISSION FORM***

I. We believe the Bible is God's Word.

II. Our purpose: (Matthew 28:19,20)

A. To present the Gospel

1. We are all sinners. (Romans 3:10)
2. The price for sin is to die and spend eternity in hell. (Romans 6:23)
3. Jesus died to pay for our sin. (Romans 5:8)
4. Anyone who will call on Jesus and trust Him to be saved, will be saved. (Romans 10:13)

B. To baptize

We give everyone who makes a profession of faith in Christ an opportunity to be baptized as is found in Acts 2:38, 41.

C. To teach the Bible

After a person trusts Christ and is baptized, we teach him, or her, how to have God's blessings on his, or her, life by obeying and living by the principles in the Bible.

I understand the purpose and beliefs of Southbridge Full Gospel Center. I also understand that unless otherwise noted, the child who is listed below will be given an opportunity to follow the Lord in believer's baptism if and when he trusts Christ as his, or her, Savior. Understanding this, I give my permission for the child listed below to attend church, to be taught the Bible, and to be baptized if he, or she, accepts Christ as Savior.

My child \_\_\_\_\_ has my permission to be baptized if he, or she, accepts Christ as his, or her, Savior.

I wish to be present at his or her baptism.                      YES                      NO

Special instructions concerning my child: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

*Southbridge Full Gospel Center*  
*“A Church Offering Hope”*

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26 Ellis Road      Southbridge, MA 01550      508-764-2219

**Appendix G: Nursery Permission Slip**

I give my permission for my older child or children \_\_\_\_\_ and  
\_\_\_\_\_ (whom are under the age of 18) to take my younger  
sibling(s) \_\_\_\_\_ and \_\_\_\_\_ to the rest  
room when needed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**This form expires one year from the date above.**

*“A Church Offering Hope”*

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**Appendix H: Bathroom Permission Slip**

If my child needs help at one time or another with (for example) a button/zipper, a snap or a skirt stuck in a leotard, I \_\_\_\_\_, give my permission to allow the teacher’s of Southbridge Full Gospel Center/Southbridge Christian Academy to assist my child \_\_\_\_\_, to the bathroom when necessary and is requested by my child.

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

I \_\_\_\_\_, **do not** want the teacher’s of Southbridge Full Gospel Center/Southbridge Christian Academy to assist my child \_\_\_\_\_, to the bathroom when requested by him/her, nor to assist (for example) with a button/zipper, a snap or a skirt stuck in a leotard.

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date

**This form expires one year from the above date.**

### Appendix I: Borrowed Key Form

I \_\_\_\_\_ loaned my key to \_\_\_\_\_ on the \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_, for the following reason(s): \_\_\_\_\_

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ have completed the training course for Southbridge Full Gospel Center’s Child Abuse Prevention Training Program. I have reviewed the video entitled “Reducing The Risk – Making Your Church Safe From Child Sexual Abuse”. I have learned about the forms required to be filled out by me. I have also learned about the policies, procedures and rules that will have to be followed by me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date