

## CHINESE BAPTIST CHURCH ORANGE COUNTY

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# ALL TEACHER AND CHILDREN'S WORKER GUIDELINES FOR A CHILD SAFETY POLICY

Adapted from documents prepared by:

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Forms from Orange County Social Services and California State Justice Department

CBCOC Responsible Department Heads from  
Sunday School (Youth, Children, Preschool) Vacation Bible School, Children Worship, Church Training (CYF, RA and Blast),  
Boy Scout, Language School, Preschool and Children Choir, Nursery Committee, Orchestra, Missions,  
and our Senior Pastor

## INTRODUCTION FOR CBCOC ALL TEACHER AND CHILDREN'S WORKER GUIDELINES FOR A CHILD SAFETY POLICY

"...You (teachers) are the light in the Lord, walk as children of light...all goodness and righteousness and truth..." Ephesians 5:8

Our Church's Child Safety policy is designed to protect not only our vulnerable children and all workers of minors, but also our church from any appearance of impropriety. "Every community-serving nonprofit has a legal duty to exercise **reasonable** care when confronted with a reasonably foreseeable risk or probability of injury associated with its activities. This duty may extend to taking steps to prevent "All Workers / Teachers of Minors" from harming service recipients or from using their positions to inflict damage on the community, the organization, or themselves."<sup>1</sup> Legally and morally, our church is responsible to ensure that our children are treated with respect and kept safe while in our care.

These guidelines are the standard practices of the Children's Ministry of the Chinese Baptist Church of Orange County (CBCOC), Anaheim. These guidelines apply to all **scheduled** children's activities sponsored and / or endorsed by the Church.

*Every teacher and worker in the Children's Ministry directly working with the children is subject to these guidelines. Children Ministry includes minors; from birth up to 18 years old.*

*Compliance by all children's workers is Mandatory. Failure to adhere to these child safe practices is grounds for dismissal from serving in the Children's Ministry.*

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<sup>1</sup> Staff Screening Tool Kit, Nonprofit Risk Management Center, page 1  
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## **PART 1: CHILDREN'S MINISTRY WORKER APPLICATION AND SCREENING PROCESS**

Effective immediately, all permanent workers in the Children's Ministry are required to adhere to the following application and screening process.

1. Children Workers must complete and submit an application (See Appendix A) with references to serve with the children. References will be contacted (See Appendix B).
2. Two screeners accept applications. Applicant must have attended Worship and Sunday School at CBCOC for a minimum of 6 months (Except for Boy Scouts, Language School, Nursery Paid Workers).
  - a. Furthermore, all Sunday School and Church Training Teachers / Workers require Church Nomination and Church Approval at a church business meeting.
3. Applicants must pass an interview by two screeners; one screener is the responsible department head. The responsible department head will appoint the second screener. The applicant can appeal a decision to the next higher department head.
4. A mandatory one time abuse / criminal background check will be conducted on all applicants (See Appendix C for Application to check abuse / criminal record)
5. All new approved workers must attend a CBCOC Children's Ministry Orientation and Training session prior to beginning their service. No one will be allowed to serve in any of the Children's Ministry's without participating in this training.
6. All Children Workers / Teachers must complete a CBCOC child safety training every other year.
7. For Boys Scouts – The Scout organization will use their own application, Interviewing Process and Criminal Background Search as provided by the Boys Scout of America and their respective Bylaws. In addition, all leaders should also go through the child safety training that is mandated by CBCOC, Anaheim in order to align with the same guidelines and philosophy. Application is located on website [www.ocbsa.org](http://www.ocbsa.org).
8. If an applicant's background search produces adverse results the Pastoral Staff shall be responsible to answer the applicant and determine church disciplinary actions per the church bylaws.

### **PART 1A: APPLICANT INTERVIEW PROCESS WITH RESPONSIBLE DEPARTMENT HEAD**

The following are interviewing guideline questions:

1. Review Application—clarify or elaborate on information submitted.
2. Describe your personal walk with the Lord.
3. Is there anything in your past that may hinder you in your ministry with Children?
4. Have you had any challenges of the following in the past or present? If so, please describe?

#### **Example Questions -**

**Yes / No Alcohol or drug abuse**

**Yes / No Sexual attraction for children**

**Yes / No Pornography**

**Yes / No Occultism, witchcraft or cults**

**Yes / No Violent Anger**

**Yes / No Have you ever been Abused or Abused someone**

5. Why are you interested in this position?
6. How would you describe yourself?
7. Describe a situation in which you were responsible for disciplining a child, other than your own.
8. What is there about children that make you enjoy working with them?
9. Review Church policies regarding working with children and also doctrinal statement.
  - a. For Boys Scouts – They will use their own application, Interviewing Process and Criminal Background search (check) per Troup and Pack 888 bylaws instead. Application is located on website [ocbsa.org](http://ocbsa.org))

## **PART 1B: SHARED WORKERS**

1. A children worker or teacher in one area of ministry can serve in another children ministry during the same period.
2. Department Heads can share their same data / records / applications with other department heads, Senior Pastor and Church Staff / Ministers. Photocopies can be taken but separate department files / records must be maintained. All data is confidential and is kept in a secure area.
3. Department Heads have the option of accepting other Department Head decisions and application approvals and conduct separate interviews if deemed necessary.

## **PART 1C: CBCOC DRIVER POLICY**

There are different scenarios when driving minors within a church / ministry context. Hence, different requirements will be needed to ensure that our children will be safe.

Some general rules when driving children / youth during a church-sponsored event:

1. Children / youth must have a signed "Parent Permission Consent Form" in order to participate in a church-sponsored event that requires transportation off of the church premise (See Appendix D).
2. Youth workers and adult volunteers must do their best to avoid driving a child / youth of the opposite sex. Male workers should drive boys. Female workers should drive girls.
  - a. In any situations where workers have no option other than to drive a minor to or fro home, they must have the minor's parental consent and have either the department head or pastoral consent including when and where.
3. Drivers must be of legal driving age with a non-suspended (valid) driver's license. The driver will do his / her best to obey all driving laws and regulations.
4. Drivers must have valid insurance (not expired) and be at least 18 years old to drive to pre-approved events.
5. Minors driving minors - There is no situations where a minor could drive a minor for any church activity unless they are related.
6. Drivers will have a cell phone.

## **PART 2: REGISTRATION PROCESS FOR CHILD PARTICIPANTS**

In order to ensure that we have parental permission for participating in church activities, all children involved in the Children's Ministry activities will be required to complete a registration form.

Each parent / child will complete three of each form. First, to give their permission for the child to participate in these activities (Appendix D). Second, to give permission for medical treatment should an emergency arise and to alert workers to medical conditions such as allergies (Appendix E). Third, parent and minor will accept the responsibility to pick up the minor in a reasonable time upon notification of disruptive action to the activity (Appendix F). Two copies of these forms are kept. One will remain on church premises. The other will be taken on off-facility activities. A separate permission slip will be required for any off-site field trips or socials. These permission slips will not require the permission for medical treatment if the child already has one on file.

### **PART 3: GUIDELINES FOR TEACHER / WORKER BEHAVIOR: IMPROPER VERSES PROPER CONDUCT WHEN WORKING WITH CHILDREN**

Child endangerment and abuse is an alarming issue that causes great concern and anxiety among parents and teachers alike. All teachers and workers need to be aware of the following:

1. This is a serious matter and should never be referred to in a joking manner.
2. Our ministry to children is continually under scrutiny by parents, as it rightfully should be.
3. Proper conduct and procedures need to be followed at all times regarding this matter.

Moreover, all children's workers are instructed to handle and direct our children in a manner that is "**ABOVE REPROACH**". We must be careful to **AVOID ANY APPEARANCE OF WRONGDOING AND BE WISE TO AVOID SITUATIONS WHERE EVEN THE ACCUSATION OF WRONGDOING IS A POSSIBILITY**. Being alone with a child in a room, in a restroom, in a camp cabin or even in a vehicle should sound a silent alarm to today's children's worker. If possible, always arrange for another adult to assist.

#### **IMPROPER CONDUCT WORKING WITH CHILDREN - DEFINING THE FORMS OF CHILD ABUSE**

##### **A) BEWARE OF PHYSICAL ABUSE**

1. Physical abuse is either hitting or striking a child or placing the child in a situation where he / she is in physical endangerment.
2. Physical abuse is usually associated in some way to punishment. It is the policy of our church that penalties for misbehavior **NEVER** be in the form of physical punishment. Striking a child, swatting a child, spanking a child, violently shaking a child, placing a child in a dangerous environment, or asking a child to perform a dangerous task **ARE STRICTLY FORBIDDEN**.

##### **B) BEWARE OF SEXUAL ABUSE**

Sexual abuse is any act, which exploits children for one's own sexual gratification. The following behavior is strictly forbidden:

1. Inappropriately kissing a child.
2. Massaging a child.
3. Fondling or touching the genital areas of a child.
4. Exposing a child's genital areas.
5. Intercourse with a child.
6. Voyeurism ("Peeping Tom") of a child.
7. Indecent exposure to a child.
8. Verbal solicitation of a sexual act.
9. Sexual stories or verbal descriptions of sexual acts to a child.
10. Masturbation in the presence of a child.
11. Obscene phone calls or email or computer messages to a child.
12. Exposing a child to either visual or auditory pornography.

##### **C) GUIDELINES FOR SUPPLEMENTING CHILDREN'S WORKER STAFF**

1. For special events, when additional supervision is needed, it is common practice to solicit personnel who are not part of the children's ministry. For instance, parents are often asked to join a classroom or social activity. All non-children's Ministry personnel *need to be approved by the Department Head*. We reserve the right to suggest or implement other choices.
2. For regular children's Ministry activities such as Sunday School, VBS, RA and GA, Teachers / Workers are forbidden to invite additional help, either from adults or the youth, without prior approval of the Department Head or designated assistant. Minors and other non-approved workers must be under the supervision of an approved Adult Children Teacher or Worker.
3. The only time a children's worker should pull a non-children's worker into the classroom to assist is when the worker inexplicably finds that he/she is the only adult with a group of children. The temporary assistant is told, "I need another adult to assist me. Can you just sit here and be another set of eyes for me in case something happens and I don't catch it?"
4. If a child cannot be handled and impacts the rest of the group, the parent or legal guardian is summoned to the activity and supervises the child.
5. Parent and child (if aged above 5) should agree and sign the agreement of the behavior of cooperation and disciplinary action set forth by the child safety policy.

## **PART 4: CHILD ABUSE: DEFINITION**

### **PART 4A: ADDITIONAL DEFINITIONS OF CHILD ABUSE**

Based on the National Committee for the Prevention of Child Abuse

#### **PHYSICAL ABUSE:**

No accidental injuries, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises, welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.

#### **CHILD NEGLECT:**

The failure to safely provide a child with basic needs - including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.

#### **SEXUAL ABUSE:**

The sexual exploitation of a child by another person, such as rape, incest, fondling of the genitals, exhibitionism, or pornography, may be done for the sexual gratification of another person, out of a need for power, or for economic reasons.

## **PART 4B: PROCEDURE FOR REPORTING SUSPECTED CHILD ABUSE**

### **ALL TEACHERS AND WORKERS ARE REQUIRED TO FOLLOW THESE STEPS IF THERE IS ANY SUSPICION OF CHILD ABUSE:**

1. Immediately report the suspected abuse to your Department Head and Senior Pastor. For confidentiality reasons for both the victim and suspected abuser, *DO NOT DISCUSS YOUR SUSPICIONS WITH OTHERS.*
2. The “Shadows of Light” video tape from the California Attorney General’s office mentions reporting is based on “A GUT FEELING” OR REASONABLE SUSPICIONS.
3. Prepare and file the necessary reports. Use these report available from “on-line” (do not use the sample forms because they can become obsolete).
  - i. Form 8572 Suspected Child Abuse Report
    1. [http://caag.state.ca.us/childabuse/pdf/8572\\_instruct.pdf#search='ss%208572'](http://caag.state.ca.us/childabuse/pdf/8572_instruct.pdf#search='ss%208572') and
    2. [http://caag.state.ca.us/childabuse/pdf/ss\\_8572.pdf#search='SS%208572'](http://caag.state.ca.us/childabuse/pdf/ss_8572.pdf#search='SS%208572')
  - ii. County of Orange Social Service Agency Report.
    1. [http://www.ochealthinfo.com/docs/forms/child\\_abuse\\_report.pdf](http://www.ochealthinfo.com/docs/forms/child_abuse_report.pdf)
  - iii. Your Responsible Department Head and Senior Pastor will provide guidance.
  - iv. Any teacher / worker can prepare this Reports.
4. The Senior Pastor will coordinate reporting to the proper authorities within the required 36 hours and provide leadership / coordination in the following areas:
  - a. Send in completed Form 8572 Suspected Child Abuse Report and County of Orange Social Service Agency Report using the website directions to the designated agency within 36 hours.
  - b. Consult with Legal counsel if necessary.
  - c. Contact insurance company if necessary.

- d. Advise the accused to seek an attorney.
- e. Assign Liaisons. Choose a point person for the victim and family and a different person for the accused. A person may be appointed to provide church communication or with authorities and lawyers.
- f. The Senior Pastor, Crisis Team and responsible department heads meet to determine if any special actions are needed within the department or for the church. Inform other department heads and teachers if necessary.
- g. Develop a plan for further investigation. *We should not try to investigate the guilt or innocence of the accused.* Criminal investigations must be left to the authorities. But it is important to determine if there are any other victims.
- h. Make counseling available for the victims, families, and others affected in the church.

## 5. MORE ON CHURCH REPORTING:

1. Besides being morally reprehensible, many of the previously described acts violate criminal and civil laws. **It is the policy of the Children's Ministry and the policy of our church to report all violations of any laws to the proper law enforcement authorities.** It should be noted that the Department Head or church pastors, ministers, volunteer children teachers or workers are reporters in cases of suspected child abuse. Clergy are mandated reporters.
2. Incidents within the church are handled per Matthew 18 (same as in our Church's Bylaws), with the consent of affected parents, and per the direction of the Senior Pastor.
3. If a parent(s) suspects any suspicions of abuse, the parent(s) is encouraged to report this to the Senior Pastor immediately.
4. That if a parent reports an incident directly to an authority, and when the church is investigated the Senior Pastor will coordinate with the responsible department head and possible parties involved.

## PART 5: CHILDREN'S CHECK-IN / CHECK-OUT PROCEDURES

Implementing a sign-in / sign-out procedure is important for two reasons:

1. **Child Safety:** Having a sign-out protocol will protect against children leaving the site with an unauthorized person. This is becoming more of an issue with our children of divorced parents and is particularly critical for children Kindergarten aged and below. It is unsafe for our youngest children to be running around church without adult supervision.
2. **Assessing the Condition of the Child:** Since the church is held legally responsible for children while they are in our care, the sign-in procedure gives us an opportunity to visually inspect each child as they arrive. At this point, the teacher should observe and note if the child has any obvious bruises, cuts or other injuries. This might seem strange, but several organizations have been accused of maltreating children when signs of abuse were not detected until after the children were admitted to the program.<sup>2</sup>

All programs serving children in Kindergarten and below will have a sign-in and sign-out form. At the beginning of the year, a form indicating each who is authorized to sign-out the children. This information will be put on a form. Before these children will be released from the program, the identity of the individual picking-up the children will be checked against the list and verified, as needed.

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PEOPLE APPROVED TO SIGN-OUT MY CHILD

Child's Name \_\_\_\_\_ Parents \_\_\_\_\_

I give permission for the following people to sign-out my child from Sunday School and Worship:

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Parent's Signature: \_\_\_\_\_

(To be distributed to parents and posted in each room)

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<sup>2</sup> The Season of Hope: A Risk Management Guide for Youth-Serving Nonprofits, page 50

**GUIDELINES FOR PROVIDING A SAFE ENVIRONMENT AND PREVENTING ALLEGATIONS OF CHILD ABUSE** (Adopted from the Children’s Ministry of the First Evangelical Free Church of Fullerton)

1. When taking a child to the bathroom, provide as much privacy for the child as possible. Workers should only enter the restroom when absolutely necessary to assist a child. Keep the door ajar. Refer to section “GUIDELINES FOR RESTROOM MONITORING”.
2. Classroom doors must always remain unlocked when activities are occurring.
3. Use proper judgment when having physical contact with a child. Touching or hugging should be done in the presence of another adult in an open classroom. Avoid tickling, picking up children older than preschool aged, and allowing kids to sit on your lap. Side hugs are suggested rather than front body hugs.
4. All activities outside those normally scheduled as part of the Children’s Ministries, should be approved by the responsible Department Head or Pastor or Church Staff prior to publicizing the event.
5. Parents are welcome to observe their child in a class. If they would like to observe for more than a few weeks, they should receive permission from the Department Head of the children’s ministry.

**PART 6: RECORDS**

1. At church there are original records are kept locked per department in a secure location.
2. For offsite activities the Adult Leader shall have a copy of Registration form for each Minor attending the offsite event.
3. All Departments will update registration form of Minors each September, or other annual date:
4. Sunday School, VBS, Bible Drill and Children’s Worship applications are combined into one.
5. Fellowship, Choir Directors and other children ministries must maintain their own forms / department records.
6. Department Heads are responsible for auditing, maintaining, updating, distributing registration forms of Minors and keeping records confidential.
7. The Senior Pastor, Church Staff, Church Ministers, Church Secretary or other Department Heads can audit records for compliance. The auditing process is the main responsibility council of each department head.
8. Department Heads maintain training records and teacher / worker applications and reports
9. For Boy Scout Training, they have their own abuse training per Troup and Pack 888 bylaw and they will take parts of the CBCOC training and adapt to their own training.
10. A copy of CBCOC Child Safety Policy will be posted.
11. All mail pertaining to confidential information (including background searches) will be opened only by the Pastoral Staff or the Church Secretary.

## **PART 7: DEFINITIONS**

1. There are different workers:
  - a. Permanent Teachers or Workers are volunteers designated and approved by the Department Head and require an one time interview / background search and reference checks. Sunday School and Church Training workers require church nomination and approval in addition.
  - b. Paid Permanent Workers are paid and are interviewed / screened as part of the hiring process.
  - c. Casual or part time workers are other volunteer workers.
  - d. Minors are casual workers who are younger than 18 years old and require the supervision of a Permanent Adult Worker or Teacher.
  - e. Permanent Teachers or Workers includes Summer Volunteers.
  - f. Department Heads include the Senior Pastor, all Pastoral Staff and all Church Ministers.
  - g. All current Department Heads working with Minors require a one time interview / background search and reference checks lead / coordinated by the Senior Pastor.
  - h. All current Pastoral Staff require a one time interview/background search and reference checks lead / coordinated by the Senior Pastor. For new church staff the personnel committee shall work with the Senior Pastor to conduct / coordinate this interview/background search and reference checks process before hire.
  - i. Crisis Team members and how many are determined by the Senior Pastor and Church Staff.
2. Department Heads can delegate their responsibilities to other permanent approved teachers or workers.

## **PART 8: COUNCIL OF DEPARTMENT HEADS (ALL TEACHING MINISTRIES OR GROUPS WORKING WITH MINORS)**

1. The Council of Department Heads includes the Senior Pastor and the following:

<ul style="list-style-type: none"><li>• <b>Sunday School</b></li><li>• <b>Children Choir</b></li><li>• <b>Boy Scout, Troup 888</b></li><li>• <b>CYF</b></li><li>• <b>Vacation Bible School</b></li><li>• <b>Children Worship</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Language School</b></li><li>• <b>Orchestra</b></li><li>• <b>Preschool Choir</b></li><li>• <b>Bible Drill</b></li><li>• <b>RA</b></li><li>• <b>Blast</b></li><li>• <b>Missions</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Nursery Committee</b></li><li>• <b>Including any other new groups / committees working with Minors</b></li></ul>
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2. If there is new church ministries involving minors their Department Head / Committee Head is included in this Council and their group is governed by this CBCOC Child Safety Policy.
3. For any policy revisions the Council of Department Heads jointly agree before submitting Policy Changes to the church at a business meeting. Church approval at a business meeting requires a majority vote and 25% quorum.
4. A yearly meeting in January must take place to review practices and revision updates to this policy and to coordinate training.
5. Workers are required to attend a refresher training at least every other year.
6. Department Heads can conduct joint training with other departments.
7. Department Heads elect a Chairperson for leading the January policy review / auditing meeting and this Chairperson provides the church an annual report and any policy revisions.

## **PART 9: THE SUPERVISION PROCESS**

1. No Adult shall be alone in a compromising position in any church function. No one child, however, will be left alone with one adult in an enclosed room under any circumstances at any church activity. Exceptions are noted in Part 9, Item 2.
2. Any activity where minors are present will be cancelled or postponed until the two adult rule can be met. Parents or guardians are not to leave minors at activities when the two adults are not present. Adults responsible for minors are not to accept minors until the two adults are present. Exceptions to this rule includes:
  - Line of Sight – Where there are class rooms adjacent from one another doors / partitions will be open so both teachers can see each other.
  - Sleepovers, retreats or lock-ins - a child to be attended to by a designated adult of the same gender in the same room. No one child, however, will be left alone with one adult in an enclosed room under any circumstances.
3. Advanced approval of activities with minors is done by the responsible Department Head or that this activity is scheduled in the Church Calendar.
4. A church sponsored program and activity requires parental permission for minors to participate (i.e. enrollment form, registration, or permission form).
5. Provide parental training on sexual abuse to teach their children.
6. One-on-One Counseling Situations - In situations where workers come across one on one counseling situations with a minor, they must meet in a non-enclosed area on the church premise that is visible (line of sight) by other workers. Male workers should only counsel boys. Female workers should only counsel girls. Workers / Teachers must also inform their director about any one-on-one counseling situations and where they will be meeting in advance.

## **PART 10: EARTHQUATE, FIRE SAFETY AND ACCIDENT REPORTING**

### **PART 10A: EARTHQUAKE SAFETY**

#### **Important things to remember**

Remain clam; you will be better able to assess your situation. If you are indoors, Stay There. Get under a desk, table or sturdy object OR move toward an interior wall or stand in the doorway. Stay clear of windows, bookcase, mirrors, etc... Watch for ceiling tiles that may fall. Grab anything handy (coat, blanket, newspapers, cardboard...) to shield your head and face from falling debris, glass and light fixtures. If you are outside, Get into the open, away from buildings, trees, walls, lampposts, or power lines. Sit or lie down and brace yourself.

Suggest conducting one practice drill per year.

An escape map shall be posted for each classroom.

#### **Classroom Procedures:**

During the Quake... Remain Calm:

1. Direct class members to get under tables, grab table legs so it doesn't move.
2. Direct remaining members away from windows. Sit down against an interior wall and brace yourself. Watch out for overhead cabinets or ceiling tiles.

After the quake... Remain calm to assess situation:

1. Prepare for possible aftershock.
2. Check for injuries:
3. Do not move seriously injured unless threatened from further injury.
4. Cover the injured with blankets while waiting for help.
5. Evacuate members through direct exits (follow arrows to exit doors)
6. Direct them to stay away from power lines, lampposts, buildings, trees, or walls.
7. Gather members as groups AT PARKING LOT, so that everyone can be accounted for.

### **PART 10B: FIRE SAFETY**

#### **Classroom procedure:**

1. Teachers lead students outside to the parking lot in an orderly fashion. Account for all students. Remain in your separate class rooms as groups.
2. Suggest conducting one practice drill per year.
3. An escape map shall be posted for each classroom.

### **PART 10C: ACCIDENT REPORTING**

1. **CALL 911 WHEN NECESSARY** and asks other adults for help.
2. If an accident / injury occurs the responsible worker / teacher immediately reports the incident to the responsible Department Head and Parent (See Appendix G). The incident is also reported to the Pastor.
3. The responsible worker / teacher immediately prepares an "Injury Report Form" and reports the incident to the responsible Department Head and Parent.
4. If a serious accident / injury occurs at a church function the responsible worker / teacher prepares an "Accident Report" for our church's insurance company.

# CBCOC CONFIDENTIAL PERMANENT WORKER APPLICATION

*(For Boys Scouts – They will use their own application, Interviewing Process and Criminal Background search (check) per Troup and Pack 888 bylaws instead. Application is located on website ocbasa.org)*

## GENERAL INFORMATION

This application is to be completed by all applicants for any permanent position involving the supervision or custody of minors. It will help our church family provide a safe and secure environment for children.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Present Address \_\_\_\_\_ Social Security # \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Date \_\_\_\_\_

Email Address \_\_\_\_\_ Marital Status \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Occupation \_\_\_\_\_

Do you have a current driver's license? \_\_\_ No \_\_\_ Yes: Expiration date \_\_\_\_\_

License Number \_\_\_\_\_ State \_\_\_\_\_ Have you had any moving violations or accidents in the last 3 Years? \_\_\_\_\_

Additional information. (Circle each answer)

- a. Do you use illegal drugs? \_\_\_ Yes \_\_\_ No
- b. Have you ever been convicted of a criminal offense? (If yes, explain below) \_\_\_ Yes \_\_\_ No
- c. Have you ever been charged with child neglect or abuse? \_\_\_ Yes \_\_\_ No
- d. Has your driver's license ever been suspended or revoked? \_\_\_ Yes \_\_\_ No
- e. Other than the above, is there any fact or circumstance involving you \_\_\_ Yes \_\_\_ No

Or your background that would call into question you being entrusted with the supervision, guidance, and care of young people? (If yes, explain below.)

\_\_\_\_\_

Were you a victim of abuse or molestation while a minor? \_\_\_ No \_\_\_ Yes,  
*(If you prefer, you may refuse to answer this question. You may discuss your answer in confidence with one of the ministers rather than answering on this form. )*

Answering yes or leaving the question unanswered will not automatically disqualify you.

Why do you want to work with the children at our church? \_\_\_\_\_  
\_\_\_\_\_

**CHURCH LIFE AND BELIEF (These questions do not apply for Boy Scout Workers and Chinese School Workers, except for Church approved scout positions and Chinese School principal)**

\_\_\_\_\_ When did you make your profession of faith in Christ?

\_\_\_\_\_ When were you baptized? List any gifts, callings, training, education, or other factors that have prepared you for teaching or working with Children/Youth.

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

Are you a member of this church? \_\_\_No \_\_\_Yes

If yes, how long have you been a member? \_\_\_\_\_

1. If no, list your church membership contact information on the back of this form.
2. Please list other churches you have attended regularly during the past five years.
3. Include the type of work involving children that you performed.

**PREVIOUS WORK HISTORY WITH MINORS**

Church or other organization \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Type of work involving children \_\_\_\_\_ Dates of Service \_\_\_\_\_

Church or other organization \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Type of work involving children \_\_\_\_\_ Dates of Service \_\_\_\_\_

Church or other organization \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Type of work involving children \_\_\_\_\_ Dates of Service \_\_\_\_\_

**PERSONAL REFERENCES (NO FORMER EMPLOYERS OR RELATIVES)**

Name	Address	City/State/Zip	Phone
------	---------	----------------	-------

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

List all previous Non-Church work involving children. Attach additional sheet if necessary.

Organization	Address	City/State/Zip	Phone	Contact Name
--------------	---------	----------------	-------	--------------

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

**Applicant Statement**

I understand that:

1. The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. Hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the Church, its designated organization, and the officers, employees, and volunteers thereof.
2. In signing this application, I have read the attached information under the Child Safety Policy. I agree to comply with the Charter and Bylaws, and the Rules and Regulations of the Chinese Baptist Church of Orange County. I affirm that the information I have given on this form is true and correct.

I agree that all of the questions contained in the application were answered honestly and truthfully to the best of my knowledge.

I, the undersigned, understand and will follow the "Guidelines for Providing a Safe Environment and Preventing Allegations of Child Abuse" for the integrity of the ministry and the name of Christ and this local church

Note that your signature on this form also confirms your understanding and agreement that:

1. In the event allegations of criminal or sexual misconduct arise regarding your conduct, the church will fully cooperate with any ensuing investigation and / or prosecution.
2. The church will have the right to announce the facts / results of it publicly if deemed necessary or appropriate by the Senior Pastor of and Crisis Team Member.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix E

Reference Contact Form

Confidential

IMPORTANT NOTICE: The applicant you are providing a reference for has legal rights under the Federal Credit Reporting Act to get a copy of any information producing an adverse decision concerning their employment (volunteer service).

Name of Applicant \_\_\_\_\_
Date and Time of Contact \_\_\_\_\_ Method of Contact \_\_\_\_\_
Reference Contacted \_\_\_\_\_ Day Phone (\_\_\_\_) \_\_\_\_\_
Church Name (if applicable) \_\_\_\_\_
Reference Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Summary of Conversation

(Summarize the reference's remarks concerning the applicant's fitness and suitability for preschool, children, or youth work.)

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

\_\_\_\_\_  
Signature of Person Contacting Reference      Position      Date

\_\_\_\_\_  
Print Name of Person Contact Reference

**APPLICATION TO CHECK ABUSE / CRIMINAL RECORD**

I \_\_\_\_\_(Name) hereby authorize the Chinese Baptist Church of Orange County, Anaheim, CA to obtain information pertaining to any charges and/or convictions I may have had for federal and state criminal law violations. This information will include but not be limited to, allegations and convictions for crimes committed upon minors, and will be gathered from any law enforcement agency of this state or any state or federal government, to the extent permitted by state and federal law.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Social Security Number (or Identification Number if no S/N) \_\_\_\_\_

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

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**DO NOT WRITE BELOW THIS SPACE; ALL INFORMATION LEARNED IS TO BE KEPT CONFIDENTIAL AND RECORD REPORT KEPT IN A BANK DEPOSIT BOX**

Circle – (NO or YES) For background search, applicant must have NO charges and/or convictions for abuse and criminal in order to serve at CBCOC working with Minors.

Circle – (YES or NO) Applicant completed at least 6 months at CBCOC (Except for Language School, Boy Scout, Paid Nursery Workers)

Circle – (ACCEPTABLE or NON-ACCEPTABLE) Reference Contact Forms, were reviewed.

Circle - (APPROVED or NOT APPROVED) Applicant can serve with Minors,

Department Name

\_\_\_\_\_

Department Head

\_\_\_\_\_

(Signed)

(Date)

\_\_\_\_\_

(Print Name)

Second Person attending Interview and deciding

\_\_\_\_\_

(Signed)

(Date)

\_\_\_\_\_

(Print Name)

Note – A newly approved children worker / teacher must receive Child Safety Training first before working with minors.



**CBCOC REGISTRATION FORM FOR MINORS**

Child's Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Birthday \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Parent's Names \_\_\_\_\_

**IN CASE OF EMERGENCY**

Please Notify \_\_\_\_\_ Relationship to child \_\_\_\_\_

Parents Location \_\_\_\_\_ (Cell Phone) \_\_\_\_\_

or \_\_\_\_\_ TO \_\_\_\_\_ pm \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Insurance Co. Phone # \_\_\_\_\_

Health issues \_\_\_\_\_

Food / Drug Allergies \_\_\_\_\_

Doctors Name \_\_\_\_\_ (Phone) \_\_\_\_\_

Does your child require regular medication if yes please give details? \_\_\_\_\_

**MEDICAL RELEASE**

I (We) the undersigned parent, parents or legal guardian of \_\_\_\_\_, a minor, do hereby authorize and consent to any x-ray examination, anesthetic, medical, or surgical diagnosis rendered under the general or special supervision of any member of the medical staff and emergency room staff licensed under the provisions of the Medical Practice Act or a dentist licensed under the provisions of the Dental Practice Act and on the staff of any acute general hospital holding a current license to operate a hospital from the State of California Ministry of Public Health. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power to render care which the aforementioned physician in the exercise of his / her best judgment may deem advisable. It is understood that effort shall be made to contact the undersigned prior to rendering treatment of the patient, but that any of the above treatment will not be withheld if the undersigned cannot be reached. This authorization is given in pursuant to the provisions of section 25.8 of the Civil Code of California. In consideration of the benefits to be derived from the said outing, I (we) hereby voluntarily waive any claim against CBCOC or its staff.

Child's Name \_\_\_\_\_

Parent / Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **CBCOC Minor Consent Statement**

For the protection of myself, the teacher, the leader and other members of the church, Chinese Baptist Church of Orange County, \_\_\_\_\_, a member or visitor of the church functions, will agree to abide the Child Safety Policy as set forth by Chinese Baptist Church of Orange County.

In the case of disruptive behavior or inappropriate attitude that will impact other members or the continuation of the event, after 2 warnings, my parents or their designees will be notified and will pick me up immediately (with reasonable travel time being considered), while I will be safe-guarded by one of the leaders or adults in the event.

The parent will make the commitment to pick me up immediately after the notification from the teachers, leaders and other involved party so that the function can proceed without further delay.

\_\_\_\_\_  
Minor Name

\_\_\_\_\_  
Minor Signature

\_\_\_\_\_  
Parent's name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

Cell Phone:

Home Phone:

Alternate Contact Name:

Contact Number:

**CBCOC INJURY REPORT FORM**

Name of Injured \_\_\_\_\_

Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address and Phone Number

\_\_\_\_\_

Date when Injury occurred \_\_\_\_\_ Time when injury occurred \_\_\_\_\_

Location where injury occurred

\_\_\_\_\_

Description of how injury occurred

\_\_\_\_\_

\_\_\_\_\_

Description of injury and its location

\_\_\_\_\_

Action taken on behalf of the injury

\_\_\_\_\_

Was parent / legal guardian specifically advised to obtain medical attention: YES \_\_\_\_\_ NO \_\_\_\_\_

Other witnesses to injury

\_\_\_\_\_

\_\_\_\_\_

Names of individuals involved in supervision at time of injury

\_\_\_\_\_

Name of person reporting this report form \_\_\_\_\_ Date \_\_\_\_\_