

South Baton Rouge Church of Christ

# Child Safety Procedures

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# South Baton Rouge Church of Christ

## Child Safety Procedures

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South Baton Rouge Church of Christ (SBRCC) is committed to providing a safe atmosphere – physically, emotionally and spiritually – for our Children and Youth. We want SBRCC to be a place where Children and Youth enjoy coming and parents feel secure leaving their Children and Youth in our care. Therefore, we have taken steps to ensure the safety and protection of our Children, Youth, and workers.

### Definitions

**Approved Adult** - An adult, 18 years or older, who has had a background check performed and has been approved to work with Youth or Children at SBRCC

**Background Check** - An inquiry for any past legal convictions, particularly sexual offenses

**Background Check Controller** - Person appointed by the elders who collects Authorization forms for Criminal Background Checks, completes the background checks, files completed background check reports, and communicates approval or denial status to work in the designated ministry

**Child** - Young person from newborn through 5<sup>th</sup> grade, or age newborn-11

**Deacon** - A position appointed to a church member who is given responsibility in a specific ministry

**Document Administrator** - Person overseeing *SBRCC Child Safety Policy and Procedures*, ensuring compliance and updating

**Education Coordinator** - Staff person overseeing the Children's ministry including all education classes and Kid's Praise

**Elders** - An appointed group of people who oversee the spiritual welfare and direction of SBRCC; Elders are the final authority on all decisions.

**Incident Report** - Form to be completed and submitted to the Document Administrator if abuse of a Child or Youth is witnessed or reported

**Incidence Response Team** - A team appointed by the elders that responds to allegations of abuse within SBRCC

**Minister** - A person appointed as a minister by SBRCC, typically in a paid position

**Nursery Coordinator** - A Volunteer church member who oversees the nurseries

**OCS** - Office of Community Services

**Records and Room Assignment Supervisor** - A person responsible for assigning rooms for education and events at the church building and maintaining attendance records

**Special Servant** - Volunteer church member given specific duties and/or leadership in a specific ministry

**Staff** - All paid positions within SBRCC

**Teenage worker** - Volunteer church member age 15-17

**Volunteer** - An unpaid lay worker

**Youth** - Young person in grades 6-12 or age 11-17

**Youth Minister** - Staff person who oversees the Youth ministry

**Youth Worker** – Volunteer church member who is an Approved Adult and who has been approved by the Youth Minister to work with Youth

# General Guidelines

These guidelines are established for persons working with our Children and Youth at SBRCC in specific ministries, including Bible classes, Kid's Praise, LTC Training and Convention, and other church sponsored activities.

## A. Classroom Guidelines

- 1) Children should not be left alone in the classroom. An Approved Adult must be in the classroom with Children.
- 2) There will be at least two unrelated, Approved Adults in each classroom or a window in the classroom door.
- 3) There is an open-door policy for each class that allows any parent to observe class at any time.
- 4) All Children from 3 years of age through 3<sup>rd</sup> grade must be picked up from class by his/her parent or by an adult for whom the teacher has written approval by the parent (See Appendix A). For Children from birth through 2 years of age and those participating in Kid's Praise, the adult picking up the Child must have the assigned numbered card as verification in lieu of written approval. An Approved Adult or Volunteer reserves the right to hold a Child until a parent arrives to pick up that Child if circumstances are suspicious or unclear.
- 5) Nurseries, classrooms, and teaching areas should never be locked while in use.
- 6) Lights should remain on. The teacher has the discretion to dim or turn off the lights when used for temporary educational purposes. When the lights are to be dimmed or turned off, there must be at least 2 unrelated Approved Adults in the classroom.
- 7) Windows should never be completely covered except for temporary educational purposes. When the windows are completely covered, there must be at least 2 unrelated Approved Adults in the classroom.
- 8) Any room usage must be approved by the Records and Room Assignment Supervisor and the Education Coordinator to assure that there is adequate staffing and that each room is age appropriate.
- 9) Procedures for cleaning the nurseries should be posted in each nursery. Training nursery volunteers on cleaning procedures is the responsibility of the Nursery Coordinator.
- 10) All classrooms should be locked after usage.

## **B. Restroom Visits and Diaper Changing Procedures**

- 1) Children are to be escorted to the restroom by two Approved Adults.
- 2) Children are not allowed to “watch” or share stalls while another Child is using the restroom.
- 3) Diaper changes must be done by an Approved Adult in a visible area with at least one other adult in the room.
- 4) Diaper changing procedures should be posted in the nurseries at all changing stations

## **C. Event Planning and Approved Activities**

- 1) A Volunteer who sponsors a church event or outing must notify the Education Coordinator or Youth Minister of the activity. If a Volunteer is unsure if the event would be considered a church activity, the Education Coordinator or Youth Minister should be contacted for clarification.
- 2) There should always be at least two unrelated Approved Adults at any activity sponsored by SBRCC.
- 3) For Children through at least 5<sup>th</sup> grade, parents are invited and encouraged to attend activities.
- 4) A *Parental Consent and Medical Release* form (See Appendix B) may be required at the Education Coordinator’s or Youth Minister’s discretion. If clarification is needed, the event planner should contact the Education Coordinator or Youth Minister.
- 5) On the occasions that transportation is being provided for overnight events, a *Parental Consent and Medical Release* form must be signed by a parent or legal guardian and in the possession of an Approved Adult.
- 6) When a *Parental Consent and Medical Release* form is required, Children or Youth without a signed *Parental Consent and Medical Release* form will not be allowed to attend or travel without a parent.
- 7) When an Approved Adult is providing transportation to an unrelated minor child to outside events or in any official capacity, there must be an additional person in the vehicle at all times.
- 8) Due to the specialized nature of Youth Ministry, Youth Workers may have circumstances where they have individual ministry time alone with Youth. Individual ministry time with Youth should take place in public places, but in all cases caution should be exercised in regards to youth safety and appearance of impropriety. If transportation is involved in the Youth Ministry, parental consent must be given in all instances. However, in no circumstances should an adult be alone with a Youth of the opposite sex.

- 9) Some events may necessitate additional requirements, such as the LTC Convention, where Children and Youth must be accompanied by their parents/guardians or an adult designee who has a *Parental Consent and Medical Release* form signed by the parent or guardian.

## **D. Exceptions**

It is understood that, in very rare cases, circumstances may arise that necessitate the need for deviation from the *SBRCC Child Safety Policy and Procedures*. For such infrequent and unusual situations that are not easily classified elsewhere, the standards and spirit of the *SBRCC Child Safety Policy and Procedures* shall be recognized as being in force. Exceptions must always be reported to, and cleared with, the Education Coordinator or the Youth Minister depending on the ministry involved.



# Worker Enlistment Procedures

All Elders, Staff, Ministers, Deacons, Special Servants, Teachers and Volunteers are provided copies of the *SBRCC Child Safety Policy and Procedures*. Each person is responsible for reading and becoming familiar with these documents. At minimum, annual training on *SBRCC Child Safety Policy and Procedures* is required for all persons working with Children and Youth. During annual training, each person is required to sign the *SBRCC Child Safety Policy and Procedures Adherence Form* (See Appendix C) certifying that he/she received, read, understands, and adheres to the *SBRCC Child Safety Policy and Procedures*.

## A. Background Check Procedures

- 1) Background checks shall be initiated by the Elders for leadership positions, ministry leaders, and staff positions.
- 2) All candidates must sign an *Authorization for Criminal Background Check* (See Appendix D) before a background check can be made.
- 3) *Authorization for Criminal Background Check* forms shall be turned in to the Background Check Controller.
- 4) A list of Approved Adults shall be maintained and kept up to date in the church office by the Background Check Controller.
- 5) All background check information is highly confidential. Records can only be viewed by the Background Check Controller and the respective candidate. Additionally, church secretaries will have access to background check records as a backup.
- 6) Candidates are allowed to visit the church office to view their respective report, but are not allowed to copy or retain it. Candidates may view the report in the presence of the Background Check Controller.
- 7) If a candidate disputes the results of the criminal background check, the Background Check Controller will notify the agency that provided the service and request resolution.
- 8) The results of the criminal background check are kept no longer than what is recommended by the agency supplying the results or than what is required by law.
- 9) Background checks are done initially, but SBRCC reserves the right to update the background check if at any time it is suspected that the results of the background check may have changed. For this reason, *Authorization for Criminal Background Check* forms will remain on file.
- 10) Teenage workers are not required to have a background check, but are required to be closely monitored by Approved Adults in their ministry.

## B. Ministry and Staff Positions

- 1) All Ministry and Staff positions are filled via procedures consistent with standard community and business practices of interviewing for employment.
- 2) Background checks are required for all Ministry and Staff candidates. The Elders are responsible for initiating the background check.
- 3) In general, Ministry and Staff candidates are not considered for employment if there is a history of misconduct. In rare instances, the Elders have the discretion to deviate from this policy if the situation warrants.
- 4) The Elders may appoint a selection committee to head the task of finding, scheduling, and interviewing Ministry and Staff candidates; however, final hiring decisions are made by the Elders.
- 5) Prior employment and references are reviewed by the Elders, selection committee, and/or the appropriate ministry leaders.
- 6) At a minimum, Ministry candidates are interviewed in meetings (formal and informal) with the Elders.
- 7) Ministry candidates may also meet with the current Volunteers in their respective ministry. The decision as to whether or not this meeting takes place is determined by the selection committee and the Elders.
- 8) At his/her annual evaluation, all Ministers are required to sign the *SBRCC Leadership Commitment Statement* (See Appendix E), which is kept on file with the evaluations. The Document Administrator is responsible for initiating the annual renewal.

## C. Elders

- 1) The official process for adding Elders varies from time to time, but SBRCC works hard to insure that men of solid character and integrity assume that position.
- 2) Background checks are required for all potential Elders. The current Elders or selection committee are responsible for initiating the background check.
- 9) In general, candidates for eldership are not considered if there is a history of misconduct. In rare instances, the Elders have the discretion to deviate from this policy if the situation warrants.
- 3) Annually, all Elders are required to sign the *SBRCC Leadership Commitment Statement* (See Appendix E), which is kept on file with the *Authorization for Criminal Background Check* forms (See Appendix D). The Document Administrator is responsible for initiating the annual renewal.

## **D. Deacons and Special Servants**

- 1) Candidates for the position of Deacon are interviewed by the Elders. By their nature, these positions are not filled by persons new to the church or faith. The candidates' reputations shall be generally known to the church without the need of additional references. In some cases, a Deacon may not actually be assigned to the ministry, but the person filling the function may be called by some other name, such as "Special Servant."
- 2) Background checks are required for Deacons and Special Servants who have the potential to work with ministries that involve minors (i.e. Children, Youth, college, young couples, etc).
- 3) In general, candidates for Deacon or Special Servants are not considered for service if there is a history of misconduct. In rare instances, the Elders have the discretion to deviate from this policy if the situation warrants.
- 4) Elders or Ministry leaders are responsible for initiating the background check for Deacons and Special Servants.

## **E. Volunteers and Teachers**

- 1) All volunteers are required to be members for a minimum of 6 months before being allowed to serve in any position that involves contact with minors.
- 2) Background checks are required for all Volunteers and teachers who have the potential to work with ministries involving minors. The Education Coordinator is responsible for initiating background checks for those working with the Children's ministry. The Youth Minister is responsible for initiating background checks for those working with the Youth ministry. In all other cases, the ministry leader is responsible for initiating background checks for those working in that ministry.
- 3) In addition to the background check, individual ministries may require potential Volunteers to follow specialized procedures before assuming a role. For example, a Sunday school teacher may be required to complete a class on recognizing signs of Child abuse, complete a formal application, or sign a commitment letter. These procedures are determined at the discretion of the Education Coordinator or Youth Minister and are approved by the Elders.
- 4) Elders must give a final approval before someone with the potential to work with minors assumes that role.
- 5) Teenage Workers are not required to have background checks completed. They are required to work under the direct supervision of an Approved Adult.

# Incident Response Team

The Incident Response Team (IRT) is a group of individuals appointed by the Elders to respond to allegations of abuse within the church. The group consists of church members, including but not limited to Elders, mental health professionals, attorneys, education professionals or additional individuals identified as able to make wise, professional, and spiritual decisions.

## A. Membership

- 1) Members of the IRT are appointed by the Elders based on their knowledge, skill, and experiences.
- 2) Members make annual commitments of service.
- 3) The Document Administrator maintains a list of all active team members, which is kept on file with the *Authorization for Criminal Background Check* forms. A designated contact person is identified and notated on the list.
- 4) Annually, the document administrator reviews and updates the status of team membership. Additional updates may be made throughout the year if membership changes.
- 5) The IRT or Elders may appoint additional Volunteers to work with the team for specific cases (i.e. Youth Minister, Education Coordinator, Deacons, Special Servants, etc).
- 6) In the event that a member of the IRT is named in a report, he or she will not work with the IRT on that case.

## B. Function

- 1) One member of the IRT is designated as the group contact and is responsible for assembling the group when a situation arises. All communication with the IRT should go through this person.
- 2) The IRT is required to remain current on legal reporting requirements regarding abuse/neglect/exploitation and abuse reporting procedures and to insure SBRCC correctly reports and responds to an incident. Annual training on *SBRCC Child Safety Policy and Procedure* will include current requirements regarding abuse and reporting procedures.
- 3) After an incident, the IRT is responsible for the following, if necessary:
  - a. Coordinating crisis intervention
  - b. Following up on OCS reporting
  - c. Contacting the victim and family and initiating pastoral care
  - d. Notifying legal counsel

- e. Notifying the insurance carrier
- f. Coordinating a media response
- g. Coordinating (along with the Elders) information, communication, and care to the congregation regarding the incident
- h. Checking with witnesses, reporters, and others close to the situation to inquire about consulting a mental health professional

# Document Administrator

The Document Administrator is responsible for ensuring that *SBRCC Child Safety Policy and Child Safety Procedures* are implemented and in compliance. This position is appointed by the Elders.

## A. Annual Responsibilities

- 1) Distributing and collecting the *SBRCC Leadership Commitment Statements* to Elders, Ministers, and Staff
- 2) Confirming and updating the IRT list
- 3) Coordinating, at a minimum, annual *SBRCC Child Safety Policy and Procedures* training for Approved Adults
- 4) Collecting *SBRCC Child Safety Policy and Procedures Adherence Forms* from Approved Adults
- 5) Updating the *OCS Reporting Form* 6) Updating *OCS Contact Information*

## B. General Responsibilities

- 1) Collecting *Incident Report Forms* from persons who witnessed or suspected abuse
- 2) Filing *Incident Report Forms* in a safe and confidential place
- 3) Periodically coordinating workshops for Approved Adults that bring awareness to issues surrounding Child safety
- 4) Periodically reviewing the *SBRCC Child Safety Policy and Procedures* and submitting any recommendations for changes to the Elders

# Background Check Controller

The Background Check Controller is the individual who oversees the execution and maintenance of background checks, while ensuring compliance with *SBRCC Child Safety Procedures*. This position is appointed by the Elders.

## **A. Responsibilities**

- 1) Collecting *Authorization for Criminal Background Check* forms from the ministry leaders and/or individuals
- 2) Submitting *Authorization for Criminal Background Check* forms to the agency performing background checks
- 3) Filing results of the background check in a secure, confidential location with the *Authorization for Criminal Background Check* forms
- 4) Coordinating with anyone who would like to view the results of his/her background check
  - a. Scheduling a meeting to review the results
  - b. Supervising the person's review of the results
  - c. Collecting and re-filing the results
  - d. Contacting the agency that performed the background check if a dispute arises
- 5) Maintaining an updated list of all Approved Adults
- 6) Filing the signed *SBRCC Child Safety Policy and Procedures Adherence Form*
- 7) Filing the *SBRCC Leadership Commitment Statements*

# Procedures for Reporting Suspected Abuse

## A. Expectations of all Elders, Ministers, Staff, and Volunteers

- 1) Comply with all Louisiana and Federal laws
- 2) Cooperate fully with law enforcement
- 3) Maintain confidentiality of victims and accused to the extent made possible by law

## B. Reporting Procedures for Anyone Who Suspects or Witnesses Abuse

*If abuse of a minor Child or Youth is witnessed, the following procedures are to be followed beginning at step 1.*

*If abuse of a minor Child or Youth is suspected (i.e. a report was made to you), the following procedures are to be followed beginning at step 5.*

- 1) Take immediate action to remove the victim from danger and place the victim under the supervision of an Approved Adult.
- 2) Even if he/she is not in immediate danger, first place the victim under the supervision of an Approved Adult.
- 3) Remove the accused from the situation.
- 4) If help is needed to remove the accused, or if the victim or other persons are in danger of physical harm, call 911 immediately.
- 5) Once the situation is stable, report the incident to the Youth Minister or Education Coordinator (depending on the age of the Child or Youth). In all events, the Elders should be contacted immediately. A list of current personnel is located in Appendix I.
- 6) An initial report, which can be either oral or written, must be made by the person with firsthand knowledge of the alleged abuse to the Office of Community Services (OCS) or to law enforcement (911) within 24 hours of knowledge of the incident. (If the alleged perpetrator resides in the same home as the child, report to OCS and/or Law Enforcement. If the alleged perpetrator resides outside of the child's home, report to Law Enforcement.)
  - a. If the initial report is oral, a written report must follow to OCS within five days. The report must be filed in the parish in which the Child lives (not necessarily the parish where the abuse occurred).
  - b. The *OCS Reporting Form* is located in Appendix G.



- c. *Contact Information for OCS* is located in Appendix H.
  - d. Provide a copy of the *OCS Reporting Form* to the Document Administrator of SBRCC. A list of current personnel is located in Appendix I.
- 7) All Staff, Ministers and/or Volunteers who observe the incident or to whom the allegation is given are required to complete an *Incident Report Form*.
  - 8) The *Incident Report Form* is located in Appendix F.
  - 9) Give the *Incident Report Form* to the Document Administrator. A list of current personnel is located in Appendix I.

## **C. Elder, Minister, and Staff Procedures Following Reported Abuse**

- 1) Immediately notify the Elders and the Incident Response Team contact person. A list of current personnel is located in Appendix I
- 2) If you are an Elder or Minister, suspend the accused from activities involving Children or Youth and the appropriate ministry.
- 3) Immediately notify the parents or guardian of the Child about the incident and respond to questions and concerns.
- 4) Keep written documentation of all procedures, communications, and actions. Provide all documentation to the Document Administrator.

# Appendix A.1

## Child Information Form Newborn –3<sup>rd</sup> Grade

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell (M): \_\_\_\_\_ Cell (F): \_\_\_\_\_

Only the persons listed below will be allowed to pick up your Child from class. Please list Authorized Adults who may pick up your Child:

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Please list any allergies your Child has:

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Special Instructions:

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# Appendix A.2

## Child Information Form 4<sup>th</sup>-6<sup>th</sup> Grade

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Parents' Names: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell (M): \_\_\_\_\_ Cell (F): \_\_\_\_\_

Please list any allergies that your Child has:

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Special Instructions:

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# Appendix B

## Parental Consent and Medical Release

### Release of All Claims

In consideration for being accepted by the South Baton Rouge Church of Christ (SBRCC) for participation in \_\_\_\_\_, we (I), being 21 years of age or older, do for ourselves (myself) (and for and on behalf of my Childparticipant, if said Child is not 21 years of age or older) do hereby release, forever discharge and agree to hold harmless the South Baton Rouge Church of Christ and the directors thereof from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the Child-participant, that occur while said Child is participating in the above-described trip or activity.

Furthermore, we (I) (and on behalf of our (my) Child-participant if under the age of 21 years) hereby assume all risk of personal injury, sickness, death, damage and expense as a result of participation in recreation and work activities involved therein.

Further, authorization and permission is hereby given to said church to furnish any necessary transportation, food and lodging for this participant.

The undersigned further hereby agree to hold harmless and indemnify said church, its directors, employees and agents, for any liability sustained by said church as the result of the negligent, willful or intentional acts of said participant, including expenses incurred attendant thereto.

### **If the participant has not attained the age of 21 years:**

We (I) are the parent(s) or legal guardian(s) of this participant, and hereby grant our (my) permission for him (her) to participate fully in said trip, and hereby give our (my) permission to take said participant to a doctor or hospital and hereby authorize medical treatment, including but not in limitation to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any.

Participant: \_\_\_\_\_ Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent Names: \_\_\_\_\_ Parent Home Numbers: \_\_\_\_\_

Mother's Cell Number: \_\_\_\_\_ Father's Cell Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Group Number: \_\_\_\_\_ Policy Holder: \_\_\_\_\_

Physician: \_\_\_\_\_ Physician's phone number: \_\_\_\_\_

Allergies: \_\_\_\_\_ Medical Conditions: \_\_\_\_\_

Current medications: \_\_\_\_\_

Special instructions: \_\_\_\_\_

Emergency contact numbers: \_\_\_\_\_

Further, should it be necessary for the participant to return home due to medical reasons, disciplinary action or otherwise, we (I) hereby assume all transportation costs.

Parent Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix C

## **SBRCC Child Safety Policy and Procedure Adherence Form**

I, \_\_\_\_\_, received a copy of the *SBRCC Child Safety Policy* and the *SBRCC Child Safety Procedures*. I have read each document and understand everything that is contained therein. Furthermore, I pledge to adhere to these policies and procedures.

Printed Name: \_\_\_\_\_

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

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

# Appendix D

## Authorization for Criminal Background Check

I hereby give my permission for the South Baton Rouge Church of Christ (SBRCC) to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for employment or Volunteer position with SBRCC. I also understand that as long as I remain an employee or Volunteer with SBRCC that the criminal history records check may be repeated at any time. I understand that I will have the opportunity to review the criminal history and that a procedure is available for clarification if I dispute the record as received. I also understand that, by law, I may see a copy of the transcript for its review, but that I may not receive a copy of the transcript in any fashion or form.

I, the undersigned, do for myself, my heirs, executors, and administrators, hereby remise, release, and forever discharge and agree to indemnify SBRCC and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims, demands, whatsoever, and any and all attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee of or Volunteer for SBRCC.

Applicant Full Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

# Appendix E

## SBRCC Leadership Commitment Statement

As a member of the leadership of the South Baton Rouge Church of Christ, I pledge to:

- 1) Have a high commitment to the importance and sanctity of marriage.
- 2) Exhibit model behavior as a spouse and a parent. There will be no aspect of my interactions with my family that I would not openly endorse for others to emulate.
- 3) Treat all people, young and old, with dignity and respect.
- 4) Abstain from having sexual contact with anyone other than my spouse. This includes my own Children, male or female church members, colleagues, visitors to our church, people in our community, or anyone else that is not my spouse.
- 5) Abstain from any form of sexual contact before my wedding.
- 6) Refrain from physically, emotionally, verbally, or sexually abusing members of my own family, the church, or the community.
- 7) Make a reasonable effort to avoid all appearances of impropriety, by keeping high standards of integrity and purity. I will make a reasonable effort to avoid situations that will leave me isolated and alone with a member of the opposite sex.
- 8) Keep my mind pure by keeping myself from being polluted by the world, particularly by avoiding and abstaining from all forms of pornography. Instead, I will consistently focus my attention on Christ and be filled by Him.
- 9) If I am tempted to fall in one of these areas, or have already fallen, I will seek out another staff member or elder for help and guidance.

I understand that our church does not condone misconduct and seeks to set a high standard of behavior in our community. Furthermore, I understand that a violation of any of these pledges could result in disciplinary action.

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



# Appendix F

## Incident Report Form

To be completed if abuse of a Child, elderly person, or dependent adult is witnessed by you or reported to you.

List the reason for the report:

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List the date and time of the incident (if more than one, list all):

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Where did the incident occur?

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Provide the name and age of the victim (if more than one, list all):

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Provide the name of the accused (if more than one, list all):

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Describe what happened in as much detail as possible.

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Quote the victim's words verbatim:

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What action did you take?

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List the names of all witnesses.

This report was submitted to:

---

Print name

Date

---

Signature of witness

Date

---

Signature of Document Administrator

Date

# Appendix G

## OCS Reporting Form

**Confidential**

**Department of Social Services, Office of Community Services  
Written Report Form for Mandated Reporters of Child Abuse/Neglect**

I understand that I am making a report of child abuse and/or neglect in good faith and in accordance with the Louisiana Children's Code, Article 610 D, which requires me, as a mandated reporter, to send a written report to the Office of Community Services or law enforcement within five days of having made an initial oral report. I understand that I may report suspected abuse and/or neglect in writing instead of an oral report.

**Use:** This form is available for you to use to make a written report of child abuse and/or neglect to OCS or law enforcement. If you are unable to print out the form, contact any OCS parish or regional office and one will be sent to you.

**Completion:** Complete each item with information known by you that may be pertinent to the suspected abuse/neglect. **If there are items for which you have no information, please complete with "Unknown". It is not necessary for you to try and get all information requested.** If you need more space, please add a page. Once completed, it may be printed out and mailed or faxed to the OCS office for the parish where the child lives or where you made the report. The local offices, addresses and fax numbers are on this web site ([www.dss.state.la.us](http://www.dss.state.la.us)). If you have not yet made a report to OCS, please fax this form as soon as possible. **Thank you for your interest and commitment to the safety and well being of children.**

This Written Report is:  Initial Written Report to OCS  Report to Law Enforcement  
 Follow-up to oral report to OCS on: (Date) \_\_\_\_\_ to (Parish) \_\_\_\_\_ OCS Office

Is there any danger to a worker?  None known  Yes, Explain \_\_\_\_\_

Suspected Child Victim(s):

1. Name: \_\_\_\_\_ DOB/Age: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
2. Name: \_\_\_\_\_ DOB/Age: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
3. Name: \_\_\_\_\_ DOB/Age: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parents/Caretakers Names: \_\_\_\_\_

Others in Home: \_\_\_\_\_ Age: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
(Children & Adults if known) \_\_\_\_\_ Age: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
\_\_\_\_\_ Age: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
\_\_\_\_\_ Age: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Suspected Perpetrator(s): \_\_\_\_\_ Relationship to Child: \_\_\_\_\_  
\_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Suspected Perpetrator's Address: \_\_\_\_\_

Nature, extent and cause of each child's injuries, neglect or endangered condition, including any previous known or suspected abuse to this child or the child's siblings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suspected Child Victim's Name (from Page 1): \_\_\_\_\_

What is current circumstance/condition of the child victim and are they currently in danger of serious injury or harm? Why?

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

Identity of any child or adult who gave any explanation of the child's injury or condition, along with the date and details of the explanation: \_\_\_\_\_

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

How and when did this child(ren) victim come to your attention? \_\_\_\_\_

\_\_\_\_\_

What services and/or referrals have been provided to the child/family by you or your agency/facility? \_\_\_\_\_

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

Have you previously reported abuse/neglect on this child or any of his siblings?  No  Yes

If yes, please give number of times, approximate dates, persons reported, office to which reported and outcome, if known

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

What is going well for the family; areas of parenting they handle adequately; and, was there a time when they adequately cared for or protected the child(ren), if known?

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

Other Pertinent Information (other persons with information about the family and way to contact)

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

Reporter's Printed Name: \_\_\_\_\_ Phone # to Contact: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Best Contact Time: \_\_\_\_\_

Position/Type of Reporter: \_\_\_\_\_ Agency/Provider: \_\_\_\_\_

Reporter's Address: \_\_\_\_\_

## Appendix H

### OCS Contact Information

<p><b>Acadia Parish</b> 600 North Avenue G P.O. Drawer 649 Crowley, La. 70527-0649 (337) 788-7503</p>	<p><b>Allen Parish</b> 209 North 16th Street P. O. Drawer B M; Oakdale, La. 71463 (318) 335-1740 or (318) 335-1942</p>	<p><b>Ascension Parish</b> 1078 E. Worthy Gonzales, La. 70373 (225) 644-4603</p>	<p><b>Assumption Parish</b> 1416 Tiger Drive Thibodaux, La. 70301-4337 (985) 449-5055</p>
<p><b>Avoyelles Parish</b> 930 North Main Street Marksville, La. 71351 (318) 253-7734</p>	<p><b>Beauregard Parish</b> 1877 Hwy. 190 West P. O. Drawer 1117 DeRidder, La. 70634 (337) 463-2056 or (337) 463-2069</p>	<p><b>Bienville</b> 1232 Sheppard Street Minden, La. 71055 (318) 371-3004</p>	<p><b>Bossier Parish</b> 3808 Kilpatrick Drive Bossier City, La. 71112 (318) 741-7340</p>
<p><b>Caddo Parish</b> 1525 Fairfield Avenue 424 State Office Building Shreveport, La. 71101-4388 (318) 676-7323</p>	<p><b>Calcasieu Parish</b> 1919 Kirkman Street (70601) P. O. Box 1850 Lake Charles, La. 70602 (337) 491-2470</p>	<p><b>Caldwell</b> 1401 Stubb Street P. O. Box 2510 Monroe, La. 71207-2510 (318) 362-5417</p>	<p><b>Cameron</b> 1919 Kirkman Street (70601) P. O. Box 1850 Lake Charles, La. 70602 (337) 491-2470</p>
<p><b>Catahoula Parish</b> 124 Airport Road Jonesville, La. 71343 (318) 339-6030</p>	<p><b>Claiborne</b> 1232 Sheppard Street Minden, La. 71055 (318) 371-3004</p>	<p><b>Concordia Parish</b> 100 Serio Blvd. Ferriday, La. 71334 (318) 757-3667</p>	<p><b>DeSoto Parish</b> 7356 Highway 509 P.O. Box 959 Mansfield, La. 71052 (318) 872-6311</p>
<p><b>East Baton Rouge Parish</b> 160 South Ardenwood P. O. Box 1588 Baton Rouge, La. 70821 (225) 925-6500</p>	<p><b>East Carroll Parish</b> 1700 Lake Street Lake Providence, La. 71254 (318) 559-3664</p>	<p><b>East Feliciana Parish</b> 12476 Feliciana Drive P. O. Box 8427 Clinton, LA 70722-8427 225-683-3734</p>	<p><b>Evangeline Parish</b> 120 W. Cotton Street Ville Platte, La. 70586 (337) 363-6011</p>

<p><b>Franklin Parish</b> 2406 West Street Winnsboro, La. 71295 (318) 435-2190</p>	<p><b>Grant Parish 602</b> Main Street Colfax, La. 71417 (318) 627-3000</p>	<p><b>Iberia Parish 706</b> Bayard New Iberia, La. 70560 (337) 373-0026</p>	<p><b>Iberville Parish</b> 58310 Court Street P. O. Box 778 Plaquemine, La. 70764 (225) 687-4373</p>
<p><b>Jackson</b> 1232 Sheppard Street Minden, La. 71055 (318) 371-3004</p>	<p><b>Jefferson Parish- East</b> 800 West Commerce Road - Suite 300 Harahan, La. 701230000 (504) 736-7001</p>	<p><b>Jefferson Parish- West</b> Harvey State Office Bldg 2150 Westbank Expressway, Suite 601 Harvey, La. 70058 (504) 361-6161</p>	<p><b>Jefferson Davis Parish 107</b> North Cutting Ave. P. O. Box 1103 Jennings, La. 70546 (337) 824-9649</p>
<p><b>Lafayette Parish</b> 825 Kaliste Saloom Road Brandywine II - Suite 104 Lafayette, La. 70508 (337) 262-5901</p>	<p><b>Lafourche Parish</b> 1416 Tiger Drive Thibodaux, La. 70301 (985) 447-0945</p>	<p><b>LaSalle</b> 124 Airport Road Jonesville, La. 71343 (318) 339-6030</p>	<p><b>Lincoln Parish</b> 1000 South Vienna Street Ruston, La. 71270 (318) 251-4101</p>
<p><b>Livingston Parish</b> 28446 Charlie Watts Road P. O. Box 267 Livingston, La. 70754 (225) 686-7257</p>	<p><b>Madison Parish</b> 1705 Felicia Drive Tallulah, La. 71282 (318) 574-5201 or (318) 574-5202</p>	<p><b>Morehouse Parish</b> 451 East Madison P. O. Box 1019 Bastrop, La. 71221- 1019 (318) 283-0820</p>	<p><b>Natchitoches Parish</b> 1756 Texas Street Natchitoches, La. 71457 (318) 357-3128</p>
<p><b>Orleans Parish</b> 1010 Common Street - 10th Floor P. O. Box 61210 New Orleans, La. 70161-1210 (504) 680-9100</p>	<p><b>Ouachita Parish</b> 1401 Stubb Street P. O. Box 2510 Monroe, La. 71207- 2510 (318) 362-5417</p>	<p><b>Plaquemines</b> Harvey State Office Building 2150 Westbank Expressway, Suite 601 Harvey, La. 70058 (504) 361-6161</p>	<p><b>Pointe Coupee Parish</b> 1919 Hospital Road P. O. Box 729 New Roads, La. 70760-0729 (225) 638-4846 or (225) 638-4847</p>
<p><b>Rapides Parish</b> 900 Murray Street, 1st Floor Room A-100 P. O. Box 1950 Alexandria, La. 71309 (318) 487-5054</p>	<p><b>Red River</b> 1756 Texas Street Natchitoches, La. 71457 (318) 357-3128</p>	<p><b>Richland Parish</b> 111 Ellington Drive Rayville, La. 71269 (318) 728-3037 or (318) 728-3098</p>	<p><b>Sabine Parish</b> 195 Marthaville Road P. O. Box 1507 Many, La. 71449 (318) 256-4104</p>

<p><b>St. Bernard Parish</b> This office is closed. Staff can be reached at (504) 736-7001</p>	<p><b>St. Charles 429</b> West Airline Highway, Suite M LaPlace, La. 70068 (504) 652-2938</p>	<p><b>St. Helena</b> 721 South First Street Amite, La. 70422 (985) 748-2001</p>	<p><b>St. James</b> 429 West Airline Highway, Suite M LaPlace, La. 70068 (504) 652-2938</p>
<p><b>St. John Parish</b> 429 West Airline Highway, Suite M LaPlace, La. 70068 (504) 652-2938</p>	<p><b>St. Landry Parish</b> 6069 I-49 S. Service Road, Suite C Opelousas, La. 70570 (337) 942-0050</p>	<p><b>St. Martin Parish</b> 1109 South Main P. O. Box 259 St. Martinville, La. 70582 (337) 394-6081</p>	<p><b>St. Mary Parish</b> 613-2nd Street Franklin, La. 70538 (337) 828-5278</p>
<p><b>St. Tammany Parish</b> 300 Covington Center - Suite 1 Covington, La. 70433 (985) 893-6225</p>	<p><b>Tangipahoa Parish</b> 721 South First Street Amite, La. 70422 (985) 748-2001</p>	<p><b>Tensas</b> 1705 Felicia Drive Tallulah, La. 71282 (318) 574-5201 or (318) 574-5202</p>	<p><b>Terrebonne Parish</b> 1012 West Tunnel Blvd. Post Office Box 3100 Houma, LA 70361 (985) 857-3630</p>
<p><b>Union Parish 101</b> North Main Street Farmerville, La. 71241 (318) 368-7917</p>	<p><b>Vermilion Parish</b> 2729 Veterans Memorial Drive P. O. Box 849 Abbeville, La. 705110849 (337) 898-1430</p>	<p><b>Vernon Parish</b> 302 Vernon Street P. O. Box 640 New Llano, La. 71461 (337) 238-7030 or (337) 238-3098</p>	<p><b>Washington Parish</b> 1017 Ontario Ave. Bogalusa, La. 70427 (985) 732-6800 or (888) 320-6800</p>
<p><b>Webster Parish</b> 1232 Sheppard Street Minden, La. 71055 (318) 371-3004</p>	<p><b>West Baton Rouge</b> 58310 Court Street P. O. Box 778 Plaquemine, La. 70764 (225) 687-4373</p>	<p><b>West Carroll</b> 111 Ellington Drive Rayville, La. 71269 (318) 728-3037 or (318) 728-3098</p>	<p><b>West Feliciana</b> 12476 Feliciana Drive P. O. Box 8427 Clinton, LA 70722- 8427 225-683-3734</p>
<p><b>Winn Parish</b> 6285 Highway 167 North Suite E P. O. Box 1354 Winnfield, La. 71483 (318) 648-6805</p>			

# Appendix I

## List of Personnel

### Elders

- 1) Jimmy Carter
- 2) Bob Heitzenrater
- 3) Jimmy Lawson
- 4) Herb Vessel
- 5) Chuck Morris
- 6) Mickey Pounders
- 7) Darryl Sanderson

### Ministers/Coordinator

- 1) Youth Minister  
Blaine Tucker
- 2) Education Coordinators  
Donna Ellis  
Becky Hendrix

### Incident Response Team

- 1) Contact person- Christine Belaire
- 2) Jim Raines
- 3) Xx
- 4) Xx

### Administrators

1. Background Check Controller Blaine Tucker
2. Document Administrator Blaine Tucker
3. Nursery Coordinators Alyssa Tudor and Samantha Hawkins
4. Records and Room Assignment Supervisor Gerald Doyle