



## CHILD SAFETY PROGRAM TRAINING GUIDELINES CHILD & YOUTH WORKERS

*Please submit the completed form (front and back) sealed in the envelope provided to Karen Hicks via caring card box in the Sanctuary or the "Christian Education" folder in the Deacon's room.*

APPLICANT'S NAME \_\_\_\_\_ DATE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

### **THANK YOU FOR READING AND FOLLOWING THE GUIDELINES BELOW**

1. All Teachers and Helpers 14 years old and over must fill out a "CONFIDENTIAL APPLICATION FOR CHILD/YOUTH WORK AT TULSA BIBLE CHURCH" form for approval. Teachers must be church members. Helpers must have been attending Tulsa Bible Church for at least six months prior to starting work. A teenager who is 14 years old or older and under the age of 18 must work under the direct supervision of any adult in any room and must not be left alone with children or youth. A child under 14 may help with childcare only under the direct supervision of his or her own parent or blood relative, i.e. grandparent, aunt, uncle. Any child under the age of 14 must be given approval before he or she is allowed to work in childcare.
2. There shall be two (2) adults present during children's or youth activities, in a classroom, or during a closed-door bathroom break.
3. Two adult workers shall be present during any counseling.
4. Report any inappropriate behavior observed or alleged to your Supervisor immediately.
5. Teachers and Helpers should avoid unnecessary physical contact with children or youth. Babies and very small children, however, may need help or comfort that could involve the changing of diapers, bathroom assistance or sitting on laps. In this case special care should be taken not to violate the child's vulnerability or powerlessness.

### **WHAT IS CHILD SEXUAL ABUSE?**

Any sexual activity with a child is considered sexual abuse. Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the actions.

Child sexual abuse is a criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready. Child sexual abuse includes behaviors that involve touching and non-touching aspects. Types of abuse can include touching in inappropriate ways, verbal comments, obscene phone calls, exhibitionism, inappropriate videos, etc.

**I have read and understood these guidelines.**

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

**CONFIDENTIAL APPLICATION FOR CHILD/YOUTH WORK AT TULSA BIBLE CHURCH**

PLEASE FILL OUT ALL BLANKS ON FORM

This application is to be complete by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It is being used to help Tulsa Bible Church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

First, Middle, Last Name \_\_\_\_\_ Date \_\_\_\_\_

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

Home Phone (\_\_\_\_\_) \_\_\_\_\_ **Social Security Number** \_\_\_\_\_

Date of Birth \_\_\_\_\_ (month, date, year)

What type of children/youth work do you prefer? \_\_\_\_\_

Date available? \_\_\_\_\_ Minimum Length Commitment? \_\_\_\_\_

Have you any physical handicap or conditions preventing you from performing certain types of activities relating to youth or children's work? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? Have you ever entered a "no contest" plea to a charge of sexual molestation of a minor or what otherwise might be considered a "sex crime"? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain \_\_\_\_\_

Name of church of which you are a member \_\_\_\_\_

List (name and address) other churches you have attended regularly during the past five years \_\_\_\_\_

List all previous church, school or ministry work involving youth (identify church and type of work) \_\_\_\_\_

**PERSONAL REFERENCES:** (Not former employers or relatives)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**APPLICANT'S STATEMENT:** The information contained in this application is correct to the best of my knowledge. I authorize any reference or churches listed in this application to give you any information they may have regarding my character and fitness for child/youth work. I release such references from liability for any damage that may result from furnishing such evaluations to you and I waive any right that I may have to inspect references on my behalf. I authorize any criminal records check that Tulsa Bible Church may deem necessary. Should applications be accepted, I agree to be bound by the Constitution and Bylaws and policies of Tulsa Bible Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the Church.

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

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

\* Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

\* Signature required if applicant is between 14-18 years of age.

**FOR OFFICE USE ONLY**

**SEXUAL ABUSE POLICY COMPLIANCE CHECKLIST:**

- ( ) Personal Interview Complete
- ( ) Received Training Guidelines for Child/Youth Workers
- ( ) Reference Check or O.K from Elder
- ( ) Criminal Background Check

Initial / Date  
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