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**Child Protection Guidelines  
First Baptist Church  
Mayfield, Kentucky**

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**Child Protection Guidelines  
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**Purpose:**

To establish proper preventative measures to protect minors against all forms of abuse, as well as to specify a course of action in the case of an allegation or an actual incident of abuse.

**Standard of Conduct:**

All workers, whether volunteer, paid, full-time, or part-time, of First Baptist Church of Mayfield, are expected to comply with the Child Protection Guidelines. Any actions contrary to the Child Protection Guidelines will be dealt with swiftly and may include disciplinary measures up to and including termination of employment or ministry position, as well as legal ramifications when applicable.

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**Prevention:**

1. Any employee or volunteer who works with minors must go through a screening process and undergo a national criminal background check prior to beginning work.
  - a. Any volunteer who works with special events that involve minors (i.e. camps, VBS, retreats, lock-ins, etc...) must go through the screening process and undergo a national criminal background check prior to the special event.
  - b. Anyone who transports minors will undergo our regular screening process plus a DMV screening.
    - i. DMV screenings will be updated yearly.
  - c. Background checks will be renewed every three years for all employees and volunteers who work with minors.
2. Anyone who has been convicted of either sexual or physical abuse, or those who have a history of inappropriate conduct with minors, will not be employed and shall not be allowed to volunteer service in any church-sponsored activity or program for minors.
3. Anyone who is a registered sex offender is welcome to attend our regularly scheduled services with the below mentioned stipulations:
  - a. May never be in the nursery, children, or youth areas
  - b. May not arrive on campus earlier than 10 minutes before a scheduled service
  - c. Must leave campus within 10 minutes after the conclusion of a scheduled service
  - d. May not sit next to or have conversations with any non-family member under the age of 18
  - e. Additional stipulations may be required depending on each person's unique circumstances
  - f. Any breach of the guidelines will result in immediate suspension of fellowship with our church body
4. Employees and volunteers who work with minors shall strive to observe the "two-person rule" or the "open door policy" at ALL times. The "two-person rule" requires that employees and volunteers make every reasonable effort to avoid being alone with minors. To meet the "two-person rule" requirement, the two workers present may not be related, and at least one must be 18 years or older. In instances when the "two-person rule" cannot be followed, the "open door policy" must be observed. The "open door policy" requires that the door remain open at all times.
  - a. When transporting minors, the two-person policy will be followed at all times except in the event of an emergency.

## Reporting:

The law requires a person to immediately report suspected and reported child abuse to the (1) *authorities* and, in organizations such as First Baptist Church of Mayfield, to the appropriate individual in charge, which is the (2) *Senior Pastor*. A person who fails to report abuse can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for monetary damages. Therefore, all employees and volunteers of First Baptist Church of Mayfield, must adhere to the following procedures:

1. In the event of suspected, reported or discovered child abuse, the employee or volunteer shall immediately make a report to the Mayfield Police Department, (270) 247-1621, who in turn will notify additional agencies as they deem necessary or as required by law. In addition, in the event of suspected, reported or discovered child abuse, or violation of the Child Protection Guidelines of First Baptist Church of Mayfield, an employee or volunteer will immediately notify the Senior Pastor or, in the absence of the Senior Pastor, a person designated and approved by the Church.
2. Reports shall be documented in writing with the date of the report, the time of the report, the telephone number to which the report was made, the name of the recipient of the report, and a brief synopsis of the report. If at all possible, all oral reporting will be done in the presence of a witness.
3. All church employees and volunteers working with minors will receive training at the beginning of each church administrative year regarding the signs of child abuse, including child sexual abuse, and the steps to report any and all suspected child abuse.
  - \* Physical signs of molestation may include:
    - lacerations and bruises
    - irritation, pain or injury to the genital area
    - difficulty with urination
    - discomfort when sitting
    - torn or bloody underclothing
    - venereal disease
  - \* Behavioral signs of molestation may include:
    - nightmares
    - anxiety when approaching the church building or nursery or preschool area (beyond normal separation anxiety)
    - nervous or hostile behavior toward adults
    - sexual self-consciousness or acting out of sexual behavior
    - withdrawal from church activities and friends
  - \* Verbal signs of molestation may include statements such as:
    - “I don’t like \_\_\_\_\_.”
    - “\_\_\_\_\_ does things to me when we’re alone.”
    - “I don’t like to be alone with \_\_\_\_\_.”
    - “\_\_\_\_\_ fooled around with me.”
  - \* Adapted from Child Abuse: Governing Law and Legislation by I. Sloan (1983)

## **Response:**

1. The official spokesperson for First Baptist Church of Mayfield shall be the Senior Pastor, or in the absence of the Senior Pastor, the previously designated spokesperson. All inquiries or requests for information from the media, attorneys, or any other parties shall be referred to the official spokesperson. No person is to release any information regarding an alleged incident of child abuse without the expressed approval of the official spokesperson. When applicable, the official spokesperson will release information after consultation with the church's attorney.
2. The official spokesperson shall report any alleged incident of child abuse to the church's insurance carrier after notification of law enforcement.
3. We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim's family, extending pastoral care as needed. We will fully cooperate with any authorities investigating an allegation of child abuse.

We will treat the accused with dignity and respect. If the accused is a church worker, that person shall be temporarily relieved of his or her duties until the investigation is finished and the person is cleared by the authorities. If the accused is a paid employee of our church, his or her income will be maintained until allegations are cleared by authorities. In the event that criminal charges are filed, First Baptist Church reserves the right to terminate employment.

4. All communication by the official spokesperson to the media, congregation, and public will protect the privacy and confidentiality of all involved.
5. All efforts in responding to the alleged incident of child abuse shall be documented by the official spokesperson, and maintained in a secure and confidential file.
6. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.