

Willow Oak Christian Church

Child Protection Plan

Revised: March 30, 2010

Policy Statement: The Elders of the Willow Oak Christian Church recognize the church's responsibility to protect the children that are entrusted to the care of church members and others during church sponsored classes, programs, events and other uses as approved by the Eldership.

Guiding Principle: Ephesians 6:4 – “. . . bring them up in the training and instruction of the Lord.” (*NIV*)

Applicability: This plan and the requirements contained herein apply to all classes and programs involving children from newborn to age seventeen (17) that take place on the church property or at church sponsored events occurring at other locations. Individuals and organizations authorized to use the church property shall also comply with all but the teacher authorization and training requirements of this plan.

Teacher Eligibility: Men and women may be authorized to serve as teachers, subject to the following:

- Must be a member of the Willow Oak Christian Church
- Must have been in regular attendance for 6 months or more. Regular attendance is defined as participation in worship at least 3 Sundays per month and participation in at least 3 other events.
- Submission of a local background check completed by a law enforcement agency. If the cost for the background check is prohibitive, the church may bear the cost upon approval by the Elders. The local background checks will be secured in the church office in a locked cabinet and will remain on file indefinitely. New background checks will be required for teachers every 5 years. The information retained on file by the church shall only be accessible to the Eldership.
- The individual must agree, in writing, to abide by the requirements of this plan.
- Approval by the Elders. The authorization to teach may be revoked at any time by the Eldership.

Training: New teachers will participate in initial training that explains the requirements of this plan. Teachers will also be required to attend other continuing training as determined by the Bible School Director.

Age Limitations: All classes or programs must be taught by adults (18 yrs of age or older).

Discipline: The teacher is responsible for control of the children in their care at all times. No physical discipline shall be administered by a teacher. Should a child become unruly, he or she will be returned to the care of their parents at the discretion of the teacher. At no time shall the teacher treat students in a demeaning manner or exhibit behavior in a manner not in keeping with I Cor 14:40 "But everything should be done in a fitting and orderly way." (NIV)

Class and Program Requirements:

General: At least two (2) adults must be present at the church building (or event location) during all class or program times. At least one (1) adult must be physically present with the children at all times in a classroom that is accessible and visible to anyone in the general vicinity (i.e. the class must be held in a room with a window in the door or in an open area). Classroom aides shall be at least thirteen (13) years of age. At no time shall the classroom aides be left in the church building alone with any number of children.

Sunday School: All children at the church building shall be in their appropriate class during class time or in the immediate company of their parents. No children shall be left unsupervised at any time.

Children's Church: Shall be taught by at least one (1) adult and one classroom aide at least thirteen (13) years of age. Either the teacher or the classroom aide shall be present in the classroom at all times.

Nursery: At least one (1) adult and one (1) aide shall be present in the nursery at all times. All children shall be signed in and out of the nursery by the teacher and parent/guardian bringing the child to the nursery. Nursery aides shall be at least ten (10) years of age.

Adult Classes: All adult classes that include both men and women shall be taught by an adult male, as approved by the Elders.

Incident Plan: If any incident involving child safety is reported to or witnessed by a teacher:

- the child shall receive immediate first aid or medical care (if required)
- the teacher shall report the incident to the parents of the child or children affected
- the teacher shall then report the incident to an Elder
- the teacher shall not accept any responsibility on behalf of the Church
- the teacher shall not make any statements or release any information to the media
- if requested by an Elder or the Bible School Director, the teacher shall immediately prepare a written statement of the circumstances of the incident
- the teacher shall cooperate with law enforcement, as required
- incidents include, but may not be limited to, accidents and abuse (physical, verbal or sexual)

Approval: This plan has been reviewed and approved by the Elders, as follows:

/s/

Matthew W. Folk

/s/

Kenneth Haskett

/s/

Michael K. Haskett

/s/

Jack Watson

Willow Oak Christian Church
Teacher Application and Agreement

Name: _____
(printed or typed)

I attest that the following requirements have been met:

- _____ Member of the Willow Oak Christian Church as of _____ (date)
- _____ I have been in regular attendance for 6 months or more. Regular attendance is defined as participation in worship at least 3 Sundays per month and participation in at least 3 other events.
- _____ Local background check is attached to this application.

I affirm that the information contained on this form is provided in good faith and agree to abide by the requirements of the Willow Oak Christian Church Child Protection Plan in effect as of the date of this application. I understand that authorization to teach at the WOCC may be revoked at any time by the Eldership.

(signature)

(date)

Approval:

Elder

(date)

Elder

(date)

Elder

(date)

Elder

(date)

CRIMINAL HISTORY RECORD NAME SEARCH REQUEST

INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY REQUEST FORM

Pay By: Certified Check/Money Order or Business Check made payable to "Virginia State Police"
OR will accept VISA and MasterCard
Personal Checks Not Accepted

Discard these Instructions Prior to Submitting to State Police

Refer to Page 2 of this Form for Pricing Structure and Types of Name Searches Available

If you are interested in obtaining a name search of the "Sex Offender and Crimes
Against Minors Registry," refer to the instructions on page 2 of this form.

The Form must be **TYPED OR NEATLY HAND-PRINTED.**
Complete the Criminal History Record Request by Following these Instructions:

- PURPOSE OF THIS REQUEST:** Primary reason for request.
- NAME INFORMATION TO BE SEARCHED:** Name, race, sex, date of birth, and social security number on whom the criminal record name search is to be conducted.
Providing the social security number is voluntary; however, it is a screening tool that is used for this request to be processed in a more timely manner. Failure to provide this number may result in an inability to process this request due to multiple records with similar names and demographics. Without this additional identifier, the form may be returned to the requestor unprocessed, and the applicant will be required to submit a set of fingerprints along with this request form to determine if this applicant has a criminal record. Numbers provided will be used to help identify the proper record and will be used for no other purpose.
- AFFIDAVIT FOR RELEASE OF INFORMATION:** Individual's signature on which the search is to be conducted. The signature indicating consent must be notarized for the search to be conducted and mailed to the individual or authorized agent (if applicable).
- SIGNATURE OF PERSON MAKING REQUEST:** Affidavit must be signed by authorized agent and notarized to receive the search results.
- NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AGENT MAKING REQUEST:** Name and complete mailing address of the individual, agency or authorized agent to receive processed criminal record search must be completed.
- FEES FOR SERVICE:** Indicate fee that is submitted, based upon type of request. Fees for volunteer of non-profit organizations must be accompanied with their tax exempt number.
- METHOD OF PAYMENT:** Indicate method of payment.

Mail the Complete S.P. 167 "Criminal History Record Request" to:

Virginia State Police
Central Criminal Records Exchange - NF
P.O. Box 85076
Richmond, Virginia 23261-5076

Instructions For Requesting a Search of the “Sex Offender and Crimes Against Minors Registry”

In accordance with Section 9.1-900 – 9.1-918, Code of Virginia, the Central Criminal Records Exchange of the Virginia Department of State Police is responsible for maintaining the above captioned Registry containing name, personal descriptive/conviction information and photographs of individuals convicted of specific sex offenses. The law also provides for the dissemination of sex offender registrations for the following purpose: Child/adult care, child minding, public/child protection, daycare services, volunteering services or employment. To request an inquiry of the Registry, S.P. 266 “Sex Offender and Crimes Against Minors Registry” name search forms may be obtained by downloading from the State Police’s web-site on the Internet @www.virginiatrooper.org.

There are two classifications of sex offenders: the sex offender and violent sex offender. A single name search can be conducted to determine if a person is convicted of a violent or sex offense by completing and S.P 266 form. Violent sex offenders can be searched through the Internet at the above web-site.

Cost Structure and Types of Records Searches Available

CRIMINAL HISTORY RECORD	\$15.00 per search of Criminal History Name File.
COMBINATION CRIMINAL HISTORY/SEX OFFENDER REGISTRY	\$20.00 for a COMBINATION criminal history record name search conducted and a Sex Offender and Crimes Against Minors name search.
COMPLETE SEX OFFENDER REGISTRY	\$15.00 per search of the Sex Offender Registry only through the submission of an S.P. 266 “Sex Offender and Crimes Against Minors” name search request form.
VIOLENT SEX OFFENDERS	No Charge for searches conducted of violent offender registrations ONLY through the Internet.
NON-PROFIT ORGANIZATION COMBINATION CRIMINAL HISTORY/SEX OFFENDER REGISTRY	\$16.00 for a COMBINATION criminal history record name search conducted for a “Criminal History Record Name Search” and “Sex Offender and Crimes Against Minors.” The purpose of this search is for volunteering services for a non-profit organization. The S.P. 167 must be submitted attached to documentation explaining the purpose of the search is for volunteering services for a non-profit organization. The documentation must include the name of the organization, address and the tax-exempt identification number of the organization. Tax Payer ID No: 05-0579724
NON-PROFIT ORGANIZATION COMPLETE SEX OFFENDER	\$8.00 for each name search of the Sex Offender Registry conducted for individuals volunteering for a non-profit organization. The S.P. 167 must be submitted attached to documentation explaining the purpose of the search is for volunteering services for a non-profit organization. The documentation must include the name of the organization, address and the tax-exempt identification number of the organization.