

VOLUNTEER APPLICATION

HIS KIDS

The Nehemiah Center of Navasota

P.O. Box 710 • Navasota, TX 77868 • www.navasotsakids.org

(Please Print Clearly and complete entire first page, second page is optional)

Full Name: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

M__F__ Birth date: _____ **Driver License #:** _____

Phone: _____ **Work:** _____ **E-mail:** _____

Social Security #: _____ - _____ - _____, **Date you can begin:** _____

In which of the following areas would you like to participate (check all that apply)?

___ Administrative ___ Fund-raising ___ Special Events

___ Homework Assistant (**Tutor**, 2-5) ___ Newsletter ___ Snack Provider

___ Donations \$ _____ Other _____

If you selected Homework Assistant (Tutor), please choose grade:

2nd Grade 3rd Grade 4th Grade 5th Grade

Days / hours available to volunteer (Grade 2-5 Tutoring: 4:30-5:30, Mon-Thurs):

Emergency contact: Name: _____

Phone: _____, Relationship: _____

How did you hear about the Nehemiah Center? _____

Employer: _____ Profession: _____

I, _____, confirm that all the information given in this application is true. The agency has my permission to contact the listed references as needed to process this application. The agency also has my permission to perform a criminal background check as required by law for any person working with children at a licensed childcare facility.

Signature

Date

Would you like to keep your employer informed of your services? Yes No

Previous Volunteer Experience:

| Date | Agency/Institution | Activity |
|----------|--------------------|----------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

Please list any special skills, training, or hobbies:

Please give the name of three references that know of your abilities and interests.

Personal reference:

Name: _____ Phone: _____

Relationship: _____ Number of years known: _____

Employment Reference:

Name: _____ Phone: _____

Organization: _____

Describe your relationship with this organization, including duties performed and dates of employment.

Volunteer Reference:

Name: _____ Phone: _____

Organization: _____

Describe your volunteer assignments and length of time served with this agency.

Revised 5/2009

Nehemiah Center, Navasota, Texas

BACKGROUND INVESTIGATION CONSENT

I, _____ (applicant complete name), hereby authorize _____ (organization) and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with _____ (organization).

I release _____ (organization) and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Full Name (printed)

Maiden Name or Other Names Used

Present Street Address

How Long?

City/State

Zip

Former Street Address

How Long?

City/State

Zip

Date of Birth

Social Security #

Driver's License #

State of License

List the names and addresses and phone numbers of three personal references.

Because Nehemiah Center, Navasota, Texas cares for our children and desires to protect them, we ask you to please answer the following questions. We understand they are personal and we will protect your privacy.

Have you ever been known by another name? _____ Yes _____ No If yes, please explain.

During your lifetime, have you ever been arrested for molesting or abusing a child, accused of physical assault or a sexual offense of any nature? ___ Yes _____ No

Have you ever been prosecuted for child abuse or molestation? _____ Yes _____ No

Are you willing to be photographed for the confidential centers personnel records?
_____ Yes _____ No

Are you willing to wear a pictured name tag whenever you are supervising children?
_____ Yes _____ No

Applicant Statement

I hereby certify that I have read and completed the above application. My answers are true and correct to the best of my knowledge.

I give permission for the center to maintain my photograph on file and to conduct a criminal-court background check on me now and at regular intervals. If allowed to work with children I agree to be bound by the bylaws and policies of Nehemiah Center, Navasota, Texas.

I hereby authorize all persons, schools, organizations and law enforcement agencies to supply Nehemiah Center, Navasota, Texas with any information concerning my character or background in connection with working with children and I hereby release them from liability or damages which may occur as a result of their response to this request.

I authorize Nehemiah Center, Navasota, Texas to supply my service record, in whole or part, to any prospective or future organization or agency with a legal and proper interest in them. I understand that if allowed to serve, that any misrepresentation made by me in this application shall be considered sufficient cause for my dismissal without advance notice. I have been appraised of and support the centers position regarding the problem of child abuse and neglect.

Signature _____ Date _____

Acknowledgement of Receipt of
Texas Child Protection Definitions and Laws
and
Nehemiah Center , Navasota, Texas – Child Protection Policy

STATEMENT

I have been given a copy of both the Texas Child Protection Definitions and Laws and Nehemiah Center, Navasota, Texas Child Protection Policy.

I have read and understand both documents. I understand that my services as an employee of Nehemiah Center, Navasota, Texas or as a volunteer worker who works with children at Nehemiah Center, Navasota, Texas is dependent on my strict adherence to these policies.

Signature _____

Name _____

Please Print

Date _____

CHILD ABUSE POLICIES AND PROCEDURES

Purpose: To reduce the risk of abuse among the preschoolers, children and youth of First Presbyterian Church, Navasota.

Reason: Incidents of child abuse, and especially sexual abuse, are increasing at an alarming rate, not only in our society as a whole, but in our churches as well. In order to reduce the risk of such abuse occurring at The First Presbyterian Church, Navasota, this policy is specifically intended to:

1. **Safeguard** the preschoolers and children of the church from sexual molestation and other forms of abuse.
2. **Protect** the church staff and volunteer workers from potential allegations of abuse.
3. **Limit** the extent of the church's legal risk and liability due to abuse.

The policy defines child abuse and addresses three critical areas which require attention.

4. Worker selection
5. Reporting obligations
6. Response to allegations

Definition of Child Abuse: An act or omission in one of the following categories which threatens the health or welfare of a child.

7. Any case in which a child exhibits evidence of skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bones and circumstances indicating that such a condition may not be the product of accidental occurrence.
8. Any case in which a child is in need of services because the child's parents, legal guardian or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care or supervision that a prudent parent would take.
9. Any activity with a child - whether in the home by a caretaker, in a day care situation, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim. It is criminal behavior that involves sexual behaviors, which are outside the Biblical guidelines and for which they are not personally, socially, and developmentally ready.

I. Recruiting and Selecting Church Workers

A. Screening will be required for the following church workers:

All employees regardless of duties and those volunteers, who work with minors, including but not limited to the following:

10. Youth Workers (Jr. & Sr. High)
11. Sunday School Teachers
12. Children's Church Workers
13. Extended Teaching Care Workers
14. Nursery Workers
15. Children's Choir Workers
16. Child Care Providers

B. Selection Procedure - Requirements for Application

17. Must not have been convicted of any of the following offenses: Assaults, physical abuse, sexual offenses involving a minor, incest, rape, murder, drugs, kidnapping, child pornography, or sodomy.
18. Must have a nationwide criminal background check and reference check from a minimum of two institutional type references for all employees including clergy (paid and unpaid positions).
19. Must have a nationwide criminal background check and reference check from a minimum of two institutional type references for all volunteers involved in a day nursery, as school, overnight activity involving a minor, counseling of a minor, and/or one-on-one mentorship of a minor.
20. Must complete the screening application form required by First Presbyterian Church, Navasota.
21. Must sign the Request for Criminal Records Check and Authorization form and that signed release forms will be on file for all employees and volunteers.
22. Volunteers must have been a church member for at least six months prior to their assignment to children care and teaching.

II. Reporting Procedures for Church Workers

23. All workers shall immediately report any suspicion of child abuse or neglect of which they have knowledge or observe within the scope of their duties to their pastor and the appropriate local authorities.

III. Responding to Allegations of Abuse

- If a misconduct claim or allegation should take place, the following steps for responding in an appropriate way that would not only respect the victim and accused, but the Church as well.
 24. Immediately contact the insurance agent.
 25. Review any written policies or procedures that relate to a sexual misconduct allegation. Using these procedures as a guide, follow the steps that have been put in place to address the situation.
 26. If the person being accused of the incident is an employee or volunteer, it is recommended that the individual be temporarily placed on administrative leave or removed from all job duties until the allegations are dismissed.
 27. If the reported victim is associated with the Church, the Church may want to consider a pastoral contact with the person or family. Do so only after contacting the insurance company's claims department.
 28. Become familiar with the mandatory reporting laws for the state. If the situation warrants reporting, follow the state guidelines as to which agency should be notified.
 29. Fully cooperate with local law enforcement members and their investigation process.
 30. Seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All media responses should be well prepared and given by a designated spokesperson.
 31. Immediately forward any related documents to the insurance agent.

IV. Employee Protection from Accusations of Abuse

32. Rooms having glass fronts shall have any window coverings open at all times when occupied by children. Working alone will require keeping one's self in full view of the windows as much as possible.
33. Those rooms enclosed and not having glass fronts will require never working without another employee or volunteer. Should a second employee or volunteer not be available, the door to said room must remain open at all times.
34. Keep one's self in full view of windows and open door as much as possible.
35. Always leave door to diaper changing area open when changing a diaper.
36. Leave door to restroom open when taking a child to the restroom. Assist the child as needed, but whenever possible, stand in full view of the classroom, keeping an eye on the child and an eye on the other children in the room.
37. For the protection of all **male employees and volunteers**, diaper changing is not part of the responsibility of either position at the First Presbyterian Church, Navasota. This policy is in effect to protect our men from unjust accusations.