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# Information Form for Background Check

Temple Baptist Church

4555 Arena Rd.

Richland, WA 99352

(509) 627-4844

Our insurance requires us to perform a background check on anyone working with children. The following information is needed for us to perform the required check. Please fill out and return to the church office. Thank you!

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Former Last Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

SSN (optional): \_\_\_\_\_

E-mail: \_\_\_\_\_

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

\_\_\_\_\_

County: \_\_\_\_\_

# Personal Conduct Policy

**Policy Statement:** It is the goal of Temple Baptist Church to always make each person feel welcome and wanted. We also want to ensure that no person, of any age, is treated in any way that would cause a reasonable person to feel physically threatened, sexually violated, or emotionally abused. To that end, we will endeavor to practice and promote proper conduct that is decent and respectful.

## **Procedure(s):**

- 1) Washington State law allows parents and/or legal guardians to use corporal punishment as a form of discipline. In the event that a child is unruly, the supervising adult should utilize time-outs and loss of privileges to encourage proper conduct. If a child becomes so unruly as to represent a reasonable threat to themselves or others present, the supervising adult may use physical force to restrain the child until their parents can be summoned to the scene to take control. Supervising adults should not use corporal punishment on children other than their own.
- 2) Healthy displays of friendship and/or affection (hugs, handshakes, kisses, etc.) involving touching are a normal part of activity at Temple Baptist Church. While all do not participate in all aspects of this type of fellowship, those who do are responsible to ensure that the person receiving these displays of friendship and/or affection are willing recipients. In any situation where a person, of any age, displays or expresses a reluctance or reservation about receiving any displays of friendship and/or affection involving touching, the giving party must stop all efforts in this regard and not resume until given approval by the refusing party. An example might be a child who does not want to be hugged. The adult should honor the child's wishes while explaining that there is always a hug available if the child changes their mind.
- 3) No person within the church will ever touch another in a manner that would reasonably be considered to provide sexual gratification to the touching party. In the event that such an incident takes place, the person touched, or their parent, should immediately report the incident to a member of the church board. The board will investigate the matter to determine the severity and take whatever action necessary to ensure that the situation is not repeated. The board response may range from handling the situation through the parents of involved children, up to reporting the incident to the law enforcement agency with jurisdiction over the case for investigation of criminal charges.

- 4) In an effort to ensure both the reality and appearance of propriety, adults should make all reasonable effort to not place themselves in isolated locations with a single child. Children should be dealt with in pairs or groups whenever possible and another adult present whenever practical. In the event that circumstances require an adult to be alone with a child, the amount of time should be minimized.

I have read the policy statement and attached procedures concerning personal conduct. My signature below indicates both my understanding of this document and my commitment to follow and uphold this policy.

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