

SAFE CHURCH POLICY

for

***CHILDREN, YOUTH,
VOLUNTEERS, AND STAFF***

FIRST PRESBYTERIAN CHURCH

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Originally Developed May 28, 2006

Revised August 2010

SAFE CHURCH POLICY

FIRST PRESBYTERIAN CHURCH OF HICKORY, N. C.

SECTION I

INTRODUCTION

INTRODUCTION

In December of 1993, the National Child Protection Act established levels of reasonable care, which are legally required of all institutions caring for children and youth. The law encourages states to require that all child/youth providers be qualified by references, employment history and, if necessary, criminal reference checks. In today's environment, a well-balanced, proactive prevention policy is a necessity for any institution entrusted with the care of children and youth.

God calls us to make our churches safe places. Thus, on behalf of the congregation of First Presbyterian Church of Hickory, the Session has adopted the following Safe Church Policy and Procedures.

STATEMENT OF PURPOSE

The purpose of establishing this Safe Church Policy and the accompanying procedures for First Presbyterian Church of Hickory is to demonstrate our commitment to God's call to make our church a safe place. It is part of God's plan and our response to God's love and grace, that each of God's children be nurtured in faith and love. Children cannot grow in faith and know God's love and grace when they are victims of child abuse or are in unsafe situations.

Our goals for this policy are to conduct a Childrens and Youth Ministry Program that assures the safety and spiritual growth for all involved. Our policy:

- will provide a procedure for reviewing, modifying, and monitoring the Safe Church Policy.
- will follow reasonable safety measures in the selection and recruitment of paid staff and volunteers.
- will implement operational procedures in all programs and events involving children and youth.

- will educate all of our workers and care givers concerning the use of policies and safety methods (including first aid and discipline)
- will have a clearly defined procedure for reporting and responding to a suspected incident of abuse that conforms to state law.

REVIEW AND MODIFICATION OF POLICIES

This Safe Church Policy will need to be revised or modified periodically to reflect the current circumstances and situations of the various activities and ministries of First Presbyterian Church. The Christian Education Committee is charged with the annual review of the Safe Church Policy and accompanying procedures and may make recommendations to the Session. The Session has the final authority to revise and modify the policy.

Policies and procedures may be modified or withdrawn by the Session of First Presbyterian Church at any time. These policies are not intended to create an implied or express contract with any person. They are not intended to create a legally enforceable representation.

WAIVER OF POLICIES

Church policy and procedures may be waived occasionally for exceptional circumstances. The goal of First Presbyterian is to promote safety while maintaining practical flexibility in children and youth ministry. Waiving policies will only be authorized by the Ministers, Directors of Children and Youth Ministries or the Session.

ACTIVITIES COVERED BY THESE POLICIES

The policies and procedures included in this document apply to all activities which take place within the building and properties of First Presbyterian Church of Hickory, as well as programs, activities, or events scheduled as part of the ministry of this church which take place elsewhere. The policies and procedures apply to all church members, associate members, volunteers, or employees of the church.

It is a realization that no policy can be crafted to cover every possible circumstance. It is expected that First Presbyterian leadership will apply the policy and procedures sensitively and sensibly, and always to the end of protecting all parties.

CONCLUSION

First Presbyterian Church of Hickory affirms the right of children and youth to be protected from sexual or physical abuse and neglect, and the right of volunteers and staff to be protected from unfounded allegations of abuse or neglect. We believe that parents and workers prefer a church with an established, caring prevention program to a church with no policy in this area of vital concern.

The Safe Church Policy and Procedures will be written and made available to any parent or volunteer working with children. These policies and procedures give everyone a common point of reference.

SAFE CHURCH POLICY

SECTION II

PROCEDURES FOR

SELECTION , SCREENING AND TRAINING STAFF AND VOLUNTEERS

STATEMENT OF PURPOSE

Opportunities to teach and supervise children and youth are a privilege offered by First Presbyterian Church, Hickory. As a church, we believe that nurturing the spiritual, emotional, and physical well-being of children/youth is vital. This procedure statement is intended to ensure that all interactions between adults and children and youth are consistent with the example and teachings of Jesus Christ. All adults who are entrusted with the care of our children and youth must always strive to be worthy of the example of Christ. Adults must understand the importance of providing a safe and secure environment and avoid any conduct that might appear to be inappropriate, even if no such conduct takes place.

DEFINITIONS

- a. "Children" shall mean any child Birth - 5th Grade
- b. "Youth" shall mean any person from 6th - 12th Grades
- c. "Adult" shall mean any person eighteen years of age or older
- d. "Paid staff" shall mean any person receiving compensation from First Presbyterian church for full or part time work with children or youth.
- e. "Primary volunteer" shall mean any person serving children two times or more a month in a role with responsibility or risk.
- f. "Occasional volunteer" shall mean a person who volunteers less than two times a month.
- g. "Youth Advisor" shall mean a person who volunteers as a part of the team working with Jr. or Sr. High youth serving two times or more a month in a role with responsibility or risk.
- h. "High risk" shall mean a person who volunteers for driving responsibility or overnight responsibility.
- i. "Abuse" is categorized in five primary forms:
 - * Physical Abuse - abuse in which a person deliberately and intentionally causes bodily harm to a youth or young child.

- * Emotional Abuse - abuse in which a person exposes a youth or child to spoken and/or unspoken violence or emotional cruelty.
 - * Neglect - abuse in which a person endangers a child/youth's health, welfare, and safety through negligence.
 - * Sexual Abuse - abuse that occurs when sexual contact between a child/youth and an adult or older, more powerful youth, happens. The child/youth victim is not capable of consenting to such contact or resisting such sexual acts.
 - * Ritual Abuse - abuse in which physical, sexual, or psychological violence is inflicted on a youth, intentionally and in a stylized way, by someone (or multiple people) with responsibility for the victim's welfare.
- j. Safe Church Policy Manager - a person (or persons) designated by the Christian Education Committee that is responsible for keeping, maintaining all confidential information. This person is responsible for communicating any information that needs to be shared with heads of staff. At least one of these persons preferable should be a staff person who is not a church member.
- k. Safe Church Policy Coordinator - a person designated by the Christian Education Committee that is responsible for assuring training of all volunteers and paid staff, an annual review of the policy to confirm compliance, and works with the Safe Church Policy Manager(s) to make sure that all requirements of the policy are being met. The Safe Church Policy Coordinator will rotate on a three year rotation as does all church committee membership.

STAFFING GUIDELINES

First Presbyterian Church has a goal of staffing by the following ratios of leaders to children/youth. These ratios are goals and will be considered as staffing needs are addressed. The church recognizes that in some circumstances achieving these ratios may not be feasible, such as an unexpected number of children attending an event.

Child/Youth to Leader Ratio Chart

<u>Program</u>	<u>No. Of Children/Youth to Leaders</u>
Nursery, Age 0-1yr.	6 to 2
Toddler, Age 1-2yrs.	8 to 2
Preschool, Age 2-3 yrs.	10 to 2
Preschool, Age 3-5 yrs.	12 to 2

Children Programs, Grades K-1st	12 to 2
Children Programs, Grades 2nd-5th	16 to 2
Youth Programs, Grades 6th-12th	18 to 2

SELECTION AND SCREENING GUIDELINES

The following selection and screening guidelines will be used by First Presbyterian Church in reviewing volunteer positions and applicants for paid staff positions in children's and youth ministry.

Six-Month Rule

Volunteers working with children or youth must have been a member of First Presbyterian Church or a regular attendee of the church for at least six months.

Any exceptions will provide three references and would be specifically approved by one of the ministers.

Minimum Age

When practical and possible, two workers in any situation must be at least 18 years of age or older. Younger persons may assist, but they may not take the place of adult workers.

When younger persons are assisting, they must be at least five years older than the children or youth they supervise.

Safe Church Policy & Guidelines

All paid staff and primary volunteers working with children or youth must read the First Presbyterian Church of Hickory Safe Church Policy.

Orientation and Policy Training

All paid staff and primary volunteers working with children or youth are required to attend a Safe Church Policy Orientation and Training Session. Orientation and Training are highly recommended for occasional volunteers.

Information Forms

All full or part-time staff people who work with children and youth will complete the Employee Information Form. Signatures on this form authorize and give permission to check references and background information. Employees must complete such form prior to the start date of their employment. If currently employed, form must be completed and

turned in to Safe Church Policy Manager or designated staff person within seven days of receiving the form.

All primary volunteers who work with children and youth will complete the Volunteer Information Form 1. Signatures on this form authorize and give permission to check references and background information if needed. Volunteers will be asked to complete such form as they agree to serve in the programs and activities.

Personal Interviews and References

Personal interviews and reference checks will be conducted with all paid staff employees. Interviews may also be conducted with volunteers as deemed necessary.

Background Checks

Background checks are required for all paid staff and for primary volunteers who participate in high risk or overnight activities with children or youth. It is optional for all other volunteers at the discretion of the Ministers or designated Safe Church Policy Manager.

Any adult with prior incidents of sexual misconduct may not be a staff member or volunteer with children or youth at First Presbyterian Church.

Confidentiality of Information

While the screening process understandably intrudes into personal privacy, the security of our children and youth outweighs the personal invasion. All personal information voluntarily disclosed, the results of background and reference checks, or the refusal of any person to participate in a program or activity because of Safe Church Policy requirements will be kept confidential.

Background and reference checks will be conducted by the Safe Church Policy Manager. The written results of such checks initially will be reviewed by the Manager. If the Manager determines that further review should be made, the Ministers, Directors of Children or Youth Ministry, or Clerk of the Session will be consulted.

The church will provide a locked file to keep confidential all information received in the screening and application process. Screening information will be marked as such and stored with limited access afforded only to the Ministers and the Safe Church Policy Manager.

TRAINING FOR STAFF AND VOLUNTEERS

Training and Orientation Sessions will be required for all paid staff and primary volunteers working with children and youth. Occasional volunteers will also be encouraged to receive training.

Training will clearly set forth expectations and guidelines of the Safe Church Policy and will raise awareness of sexual abuse and allegations. It will also raise awareness of general safety practices, including first aid and CPR, as well as positive discipline practices.

Training for Safe Church Policy will occur annually or as deemed necessary. As volunteers change positions within the children and youth programming of First Presbyterian Church, they may be encouraged to attend additional training events.

CPR AND FIRST AID TRAINING

All volunteers and paid staff working with children and youth will be offered First Aid and CPR Training every two years. First Aid and CPR Training is required for paid staff in supervisory positions working with children and youth and will be strongly encouraged for those who volunteer in high risk positions.

POLICY SUPERVISION

First Presbyterian Church will have a designated Safe Church Policy Manager, paid or volunteer, whose job it is to see that all clearances are made for volunteers. This person will keep all confidential information in a safe, locked space.

It will be the Safe Church Policy Manager's responsibility to receive reports of guideline misuse or reports of abuse, and for seeing that all persons who need to know of abuses are informed. It will also be the Manager's responsibility to make sure that careful documentation of all aspects of an abuse incident report is completed. This report shall be forwarded immediately to the Ministers, Directors of Children's or Youth Ministry, or Clerk of the Session, and to any other group who may need to know.

The Christian Education Committee will be responsible for annually reviewing the Safe Church Policy to insure that all policies and procedures are being followed throughout the church. It will also be the responsibility of this committee to review the training of all staff and volunteers and serve as a resource for issues. The Christian Education Committee will be responsible for staffing a designated person to serve as the Safe Church Policy Coordinator to make sure policy is being followed. The Safe Church Policy Coordinator will follow the three year rotation for committee membership.

The Safe Church Policy Coordinator will complete a yearly task checklist to be turned into the Christian Education Chair, Directors of Children's or Youth Ministry, & Ministers by November 1 Each Year; an annual summary report needs to be completed for the Christian Education Committee to be turned into the Session in the Committee's minutes. The Safe Church Policy Coordinator will assure annual training occurs and will work with the Ministers and Directors of Children's or Youth Ministry to assure families have received the Safe Church Policy and Brochure.

SAFE CHURCH POLICY

SECTION III

GENERAL GUIDELINES

FOR CHILDREN AND YOUTH MINISTRY

INTRODUCTION

The following guidelines and procedures apply to all individuals who work with children or youth at First Presbyterian Church, Hickory. The staff person supervising preschool, elementary or youth divisions of the church is responsible for insuring that proper supervision is in place for its programs and activities.

SUPERVISION OF PROGRAMS AND EVENTS:

For all activities, events and programs that occur as ministries to children and youth, a responsible adult must be designated as a leader. In most cases, it will be the staff person or adult who is responsible for the planning, organizing, or directing the event. It is incumbent on that person to establish oversight of the Safe Church Policy that is appropriate to the age, gender, number of participants and activity planned. Planning for each event is critical to ensure the safety and well being of all children and youth involved.

TWO ADULT RULE

There should always be two adult workers present when working with children and youth. When practical and possible, there should be at least one female and one male. This reduces the risk of inappropriate behavior. If for some extreme reason the "two adult rule" cannot be accomplished, the Ministers and the Directors of Children's and Youth Ministry may authorize one adult to supervise children/youth on the church premises in a classroom setting or for a special event. In that event, a monitor can be asked to check into rooms and situations where there is only one supervising adult.

- Minors (under the age of 18) may assist in leadership with children and youth activities under the direct leadership of adults and should be at least 5 years older than the oldest participant in the activity.

OPEN DOOR POLICY

All events will practice an "Open Door Policy" whenever possible. Doors should remain open and/or windows in doors should remain unobstructed. Parents, workers, and church members have a right to observe any activity if they are able to do so without disrupting the activity.

** See special guidelines for Nursery & Preschool Workers*

UNSCHEDULED TIME

No adult will be alone with any child other than his/her own in any of the First Presbyterian Church buildings at unscheduled times without permission from the child's parent.

Children and Youth who are accompanying a parent to a meeting, etc., in the church building shall not be allowed to go to other classrooms or areas of the church unattended or without the direct supervision of a responsible child care provider. The responsible parent should be able to observe their child or youth.

CODES OF CONDUCT FOR ADULT AND CHILDREN/YOUTH

- Staff and volunteers in teaching/leadership positions should exemplify a lifestyle consistent with the beliefs of the church. They should model biblical principles and values to our children and youth. Their behavior must reflect the highest standards of Christian maturity, foster trust, and be above reproach. Adults engaged in church -related events and activities with children/youth present should never engage in sexually suggestive behavior or inappropriate touching.
- There will be no drinking of alcohol or use of illegal drugs at or during any church-related activity or event involving children/youth. Any drinking of alcohol or use of illicit or illegal drugs will lead to immediate suspension and removal from the activity or event.
- Possession of firearms is forbidden.
- All adults working with children/youth shall abide by all laws and regulations applicable to the location of the event.

APPROPRIATE PHYSICAL CONTACT

Physical contact should be appropriate for the age and temperaments of the child or youth.

Touching should be initiated by the child or youth and should never be based on the need of the adult. Touching behavior must always be above reproach and should never be forced upon a reluctant child or youth.

Appropriate touching is as follows:

- Volunteers are encouraged to give children or youth a high five, hand shake, pat on the back, or use gentle touches to shoulder, arms, and the upper back
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- Hugs: Children and Youth workers will always respond warmly to hugs that are child/youth initiated but should never ask for hugs or kisses...regardless of age. A brief, casual hug is the only appropriate response to a child-initiated hug.
- Sitting a child on your lap is inappropriate EXCEPT with children under school age.
- Touching between an adult and a youth/child shall only occur in the presence of other adults.
- A youth or child's preference not to be touched should be respected by adults and others. This includes youth to youth and child to child.

Volunteers and staff shall not abuse children including but not limited to:

- (1) physical abuse - e.g. strike, spank, shake, slap
- (2) verbal abuse - e.g. humiliate, degrade, threaten
- (3) sexual abuse of any kind, including inappropriate touching and exposure

Workers are responsible for protecting the children/youth in their care from inappropriate touching by others and all questionable behavior must be promptly reported.

HEALTHY DISCIPLINE

- No form of punishment that involves physical pain or emotional distress or discomfort may be used. Corporal punishment or the threat of corporal punishment is strictly forbidden.
- Children or Youth may only be physically restrained if they are in danger of hurting

themselves or others.

- Disruptive children or youth may be removed from the group to another part of the room or into the hallways. The child/youth should remain in full view and the door should remain open if necessary if a monitor is not present. If a hall monitor is present to cover the classroom, the door may be closed and the teacher should explain to the child in the hallway that his/her particular behavior is unacceptable.
- If disruptive behavior persists the parents should be contacted and asked to help. A parent may want to come into the class to observe or assist as long as necessary until the child or youth can demonstrate self control. If the behavior continues the parent may be asked to remove the child from the classroom.
- First Presbyterian is committed to working with children or youth to find out what they need in order to fully participate, but not to the detriment of other children in the class.

FIRST AID AND CPR

- All paid Staff Workers who work with children and youth should be instructed in proper First Aid and CPR procedures. First Aid/CPR Training will be offered by FPC at least once every two years. Volunteers who work with children and youth will be encouraged to receive the training.
- First Aid Kits are stationed in specific hallways and Fellowship Hall locations. Volunteers and Staff Workers will be advised of those locations. First Aid Kits should not be removed from those locations. Kits should be stocked quarterly by the Safe Church Policy Coordinator.
- Accidents should be documented by an adult supervising the activity and reported to the staff person in charge of the event. Parents should be notified immediately

EMERGENCY SITUATIONS

In the event of a medical, disciplinary, or any other situation that would require a child or youth to leave the classroom or activity, the child/youth will be accompanied to the appropriate destination (i.e. the restroom, church office, etc.) by an adult. Attempts will be made to promptly notify the parent.

CONFIDENTIALITY

Paid staff and all volunteers must follow the highest standards of confidentiality when working with children and youth. Parents must be confident that stories about their children are not going to be repeated inside or outside the church setting. When reporting actions of a child to a parent, the staff person/volunteer should not name another child by name but instead use language such as “another child”, classmate, etc.

COUNSELING

Two adults (Team) counseling one child/youth is preferable whenever possible. When team-counseling sessions are not feasible, notify another adult of the location and with whom you are meeting. Counseling should take place where other people are nearby even though not within hearing distance. This should be in a room that has a window in the door. If the door does not have a window then the door shall be left open. Guard carefully to avoid seclusion. If possible, have female adults counsel female youth and males counsel males. A male/female team is generally appropriate for counseling either gender. * *see additional guidelines for Youth (Grades 6-12)*

OFF-SITE / OVERNIGHT EVENTS

- A First Presbyterian sponsored “Off-Site or Overnight” Event is one that has been approved by the Christian Education Committee and ultimately, the Session. All procedures and guidelines of the Safe Church Policy will apply.
- The staff person or the primary volunteer leader in charge of such activities will be responsible for the planning, organizing, directing, etc. and responsible for getting proper approval for such event.
- Such events will require the presence of at least two, unrelated primary volunteers or staff workers both of which have been screened and approved for Children’s and Youth Ministry. For overnight events, there shall be two adults for each gender whenever possible and practical. An exception would be dormitory accommodations.
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- Written parental or guardian permission and medical release form must be obtained for each participant. All forms will be taken to the scheduled off-site event.

- Parents will be given in advance the agenda of the event, the address and telephone numbers for contact, an itinerary, and the anticipated departure and return times.
- Any activity that has a risk factor to it requires the presence of an experienced and/or certified guide, instructor, or lifeguard. (i.e. swimming, river rafting, rock climbing, challenge courses, etc.)
- For any special equipment used in an activity, there should be special instructions posted or given verbally, and followed.
- A first aid kit should be taken on any off-site or overnight event. Leader should make sure that the kit is properly equipped to address any first aid accidents.
- Whenever possible a paid staff or primary volunteer person certified in proper first aid and CPR training should attend all such events and overnights.
- For all off-site and overnight events for children, all medicines belonging to a child will be given to the designated first aid leader or the “in-charge” leader. It will then be distributed as appropriate and an on-going log of medications dispensed and treatments administered will be kept. For youth, this practice would be at the discretion of the Youth Staff Person or the designated volunteer in charge.
- For children or youth who require medications and medical attention that is out of the realm of expertise of the paid staff or volunteer leaders, parents may need to accompany their child for off-site or overnight events.
- All participants in off-site or overnight events for children or youth will consistently remain in groups of three or more. All children will have an adult in their group.
- For overnight events, boys and girls will be separated into different rooms for sleeping and have separate access to bathroom facilities. The exceptions would be a result of shortage of chaperones or the nature of the space.

- Adults shall respect the privacy of children/youth when changing clothing or showering to the extent safety allows. Adults will not be nude in front of children/youth.

TRANSPORTATION AND DRIVER REQUIREMENTS

- **VEHICLE TRANSPORTATION:** Vehicles that are used for transportation during events with children and youth shall meet all legal requirements and safety inspections. Leaders will make sure that children have proper equipment and follow safe practices. (i.e. car seats, safety belts, etc.) There shall be two adults in each vehicle transporting passengers who are children and youth. These guidelines apply to both Church and personal vehicles used for transportation. The driver of the vehicle should not use their cell phones for phone calls or to text others during the time the vehicle is moving.
- **DRIVERS:** Drivers shall possess a valid driver's license and appropriate insurance. Drivers of church vehicles must be on the church approved driver's list. Drivers for church sponsored events, transporting children or youth, must be 21 or older. For any church related activity, parental permission must be given for the designated drivers.
** See special driving guidelines for Youth (Grades 6-12)*
- **WALKING, BIKING, SKATE BOARDING TRANSPORTATION:** If a child/youth walks, bikes, or skate boards to and from an activity or event sponsored by First Presbyterian Church, they must have written parent permission. Such permission should be received in advance.

OTHER ORGANIZATIONS

Other organizations which use church facilities for children/youth activities will be provided a copy of this policy and required to adopt it unless the organization has a similar policy. The organization's representation must sign a statement that they have received and will follow the policy or that they have a similar policy and will follow it. The Safe Church Manager will receive a copy of the other organizations' safety policy to keep on file as long as the organization uses church facilities.

EVACUATION PLANS

An emergency preparedness plan (including a fire response) will be posted in each classroom. An emergency evacuation plan delineating routes to the nearest exits will also be posted in each classroom.

WORKERS NOT FOLLOWING GUIDELINES

Workers must avoid even the appearance of misconduct. This is critical to maintain parent confidence, avoid mistaken allegations and to reflect First Presbyterian Church's commitment to the safety of children and youth. Workers who do not comply, disobey, or violate these guidelines may be reassigned or relieved of their duties at the discretion of the Minister, appropriate Staff Members, or Christian Education Committee.

REPORT SUSPECTED ABUSE

Any violations of the Safe Church Policy should be reported to the Safe Church Policy Manager. Any volunteer or staff worker that has reason to be concerned about the safety or welfare of a child must bring his or her concerns to the Manager. The Ministers and/or appropriate staff members shall review any incidents or violations to determine if the volunteer and/or staff worker should be removed from continued service in Children's and Youth Ministry.

ADDITIONAL GUIDELINES

FOR CHILDREN'S MINISTRY

The following are additional special guidelines that apply to the Children's Ministry (*Birth-5th Grades*) Activities at First Presbyterian Church. The Safe Church Policy as well as these additional guidelines are created to affirm, support, protect and advocate for the children.

STAFFING

- APPROPRIATE STAFFING for nursery, preschool, and K-5th programs will follow the ratios set forth in the Safe Church Policy. Children should be assigned to their proper classes according to guidelines set forth by the Christian Education Committee.
- TWO ADULT RULE always applies with preschool children. Preschool children need more attention. Plus, there are times that in an emergency a leader may need to leave the room with a child. Preschool children will not be left unattended even for a moment. In the extreme event where an adult might find them self alone in a room with children, the upper part of the split door MUST remain open.
- VOLUNTEERS AND STAFF SHOULD HAVE NAME TAGS. Volunteers and Staff working in classrooms and various programs should wear name tags. Parents have a right to know exactly who is working with their child. They need to know clearly who is in charge, with whom to leave instructions and who is accepting responsibility for their children.
- ONLY ASSIGNED WORKERS should be in the nursery. The only exceptions to this guideline would be a mother nursing her child and a parent/guardian called to the nursery to calm an upset child.
- HALL MONITORS will be provided during all events that require multiple rooms to assist with the two adult rule and assure no one has access to the classrooms that should not. A central check-in point maybe put into place to assist with this part of the policy.

FACILITIES AND EQUIPMENT

- HALLWAYS, ENTRANCES AND EXITS to all areas occupied by preschool and elementary age children, will be monitored as deemed necessary. A volunteer or paid staff monitor will be available to lock hallway doors as necessary, report any suspicious intruders, assist classroom leader if children need to leave their classroom, etc.
- SPLIT DOORS are in all of the preschool classrooms. When possible and practical the top part of the door should remain open.
- DOORS WITH WINDOWS should never have the window obstructed.
- BATHROOMS AND DIAPER CHANGING FACILITIES: Most classrooms on the pre-school hall are equipped with bathrooms. Bathrooms that are used by older children are located in easily accessible hallways. Diaper Changing Tables are provided in Nurseries and Preschool rooms where needed.
- EQUIPMENT: Age appropriate toys and equipment are provided in all children's classrooms. Toys and equipment will be checked regularly to ensure good working condition and proper regulations.
- SANITIZING: Children's areas will be kept clean and sanitary. Toys and equipment used by young children will be disinfected regularly to minimize any health risks.
- PLAYGROUNDS: Outside playground facilities will be checked regularly for safety and to make sure that equipment is in good working order. Signs are posted in playground areas for age appropriateness

CHILD SECURITY

- INFORMATION FORMS: Parents must complete appropriate Child Information Forms required by the various children's programs of the church. (i.e. Sunday School, VBS, Preschool Program, Cherub Choir, etc.) These forms which provide pertinent information will be kept on file for reference by the leaders/volunteers who work within the various programs. Parents should respond in a timely manner as instructed by adult leaders or deadline dates.

- DROP OFF: Parents or guardians should escort all children to the door of the child's appropriate classroom or activity or a central check-in point if used for the activity.
- Parents should make every effort to honor the appropriate start times. Late arrivals are disrespectful of the leaders and disrupt activities. Leaders should inquire of parents each week of any concerns, needs, joys, etc. related to their child.

For children who are dropped off at the church for activities that are not part of the Sunday Morning Programming, one door for entering or a designated place should be identified. An adult leader should be stationed at that door or place. Parents should make every effort to honor start times. Late arrivals should be scheduled ahead of time with leaders in charge of event or class. Late arrivals are inconsiderate of leaders and also disruptive to activities or teaching.

- SIGN IN/OUT: Parents of ~~preschool~~ age children are to sign their child in upon arrival and sign the child out at pick-up time. A Sign In/Out Chart will be provided for each classroom or event. **Weekday Preschool has it's own policy!*
- NAME LABELS: Parents of preschool age children should complete name tag and abide by the labeling process. **Weekday Preschool has it's own policy!*
- PICK UP: Children (Pre School age - 1st Grade) will be released to parents or the person designated to pick up. Leaders should be notified in writing if anyone other than the parents are to pick up. Parents should make every effort to honor pick-up times. Late pick-up is disrespectful of the leaders and uncomfortable and frightening for children. Leaders shall never leave a child alone for parent pick up...not inside or outside of the church building!!!!
Children(2nd- 5th Grades) may leave their classrooms on Sunday mornings to meet their parents if written parental permission has been provided. In other programs for 2nd - 5th Graders, children will be released to parents or a person designated to pick up. Leaders should be notified in writing if anyone other than the parents are to pick up. Parents or a designated pick-up person should make every effort to honor pick-up times. Late pick-up

is disrespectful of the leaders and uncomfortable and frightening for children. Leaders shall never leave a child alone for parent pick up...not inside or outside of the church building or any other location of a church sponsored event!

For children who are picked up at the church for activities that are not part of the Sunday Morning Programming, one door for pick up or a designated place should be identified. An adult leader should be stationed at that door or place and should remain with participants until everyone is picked up. Parents should make every effort to honor pick up times. Late arrivals should be scheduled ahead of time with leaders in charge of event or class. Late arrivals are inconsiderate of leaders and also disruptive to activities or teaching.

No child participant should ever be left alone, inside or outside of the church or any other facility where church sponsored events occur!

- **DIFFERENT LOCATIONS:** Children will be assigned to designated, age appropriate areas that are accessible to parents. Parents should be able to find their child at any given time and should feel welcome to visit any children's activity areas or classrooms. If children are to be in a location other than where they are normally, parents should be notified. (i.e. other classrooms, children's or youth activity centers, outside, etc.)
If children are taken outside, more adult supervision may be required.
- **ADVANCE NOTICE:** Parents will be given advance notice and full information regarding any church-related activities that are a change in the normal routines. (i.e. courses of study, special service projects, etc.) If such an event requires special permission forms the leaders will provide such. If parents fail to return completed forms, the child will not be allowed to participate.

SAFETY PRECAUTIONS

- Leaders should conduct a safety count, before and after, when moving children from place to place within the church buildings, outside, or for any special events or activities. (i.e. Classroom to playground, Sanctuary to classroom, field trips, etc.)
- Children should be well supervised to avoid accidents if traveling in church hallways.

- If a child needs to leave a classroom to find a parent, that child should be accompanied and delivered to that parent by an adult leader.

DIAPER CHANGING AND BATHROOM PROCEDURES

- Diapering will only be done in designated areas with full classroom view. Diaper areas will be disinfected after a child is changed. Hands will be washed after each child is changed.
- Only approved volunteer and staff workers may change a child's diaper (other than a child's parent).
- Volunteers and staff workers must not be alone with children in the bathroom unless the door is open. When a child needs assistance in the bathroom, a door must remain open at all times.
- If the bathrooms are in the hallways of the church, children should be accompanied to the bathroom by an adult. Adult may stand outside the bathroom door.

ADDITIONAL GUIDELINES

FOR YOUTH MINISTRY

The following are additional special guidelines that apply to the Youth Ministry (*6th-12th Grades*) Activities at First Presbyterian Church. The Safe Church Policy as well as these additional guidelines are created to affirm, support, protect and advocate for the Youth of this church.

STAFFING AND SUPERVISION

APPROPRIATE STAFFING for areas of Youth Ministry will follow the ratios and guidelines set forth in the Safe Church Policy. Special staffing needs may be required for off-site or overnight events.

- The Two-Adult Rule applies to Youth Ministry. However, teams of adults (preferably male and female) working with youth are encouraged. This approach helps ensure appropriate levels of supervision, it protects adults from unfounded allegations and it lessens the possibility of any adult to have undue influence over an individual youth.
- No adult should be alone with a youth in any of the First Presbyterian Church buildings at unscheduled times, other than with his/her own, without parental permission.

INFORMAL CONTACT

Informal contact refers to phone calls, letters, e-mails, other internet communication, or face-to-face contact between an adult worker and a youth that is not connected to official church activities. The church recognizes that informal contact between worker and youth frequently occurs. This interaction is usually legitimate and beneficial. However, Youth Advisors should seek permission of parents before having informal contact with their youth. The Youth Advisor should clearly let the parent know the nature of the contact. Parents are responsible for monitoring this informal contact.

DATING

At no time shall paid staff, Youth Advisors, leaders or assistants working with youth pursue a dating relationship with a youth participant. Volunteer and staff workers should always be sensitive to youth with “crushes.”

YOUTH SECURITY

DROP OFF: For youth who are dropped off at the church for youth activities that are not part of the Sunday Morning Programming, one door for entering and leaving should be identified. When possible and practical, an adult leader should be stationed at that door. Once all have arrived, the door may be locked. Parents should make every effort to honor start times.....youth may arrive 10 minutes prior to scheduled start times. Late arrivals should be scheduled ahead of time with leaders in charge of event or class. Late arrivals are inconsiderate of leaders and also disruptive to activities or teaching.

PICK UP: If youth participants move to an exit area when it is time to leave, a leader should remain with participants until everyone is picked up. Parents should make every effort to honor pick-up times. Late pick ups are very inconsiderate of leaders and uncomfortable or frightening to youth. No youth participant should ever be left alone, inside or outside of the church or any other facility where church sponsored youth events occur!

YOUTH PERMISSION/INFORMATION:

- At the beginning of each Church School year, the Youth Director will obtain a completed Notarized Permission Form that will give information and permission for participation from each youth participant. These forms will be kept on file in the Youth Director's office. These forms will be used by Youth Leaders for routine and special activities.
- Occasionally, activities (i.e. challenge courses, rafting, rock climbing, etc.) require additional safety/release forms. Leaders will make sure that participants are supplied with such forms in advance allowing ample time for completion and examination.
- Each annual Mission Trip requires a special permission form with accompanying medical/insurance, passports, etc. Return deadlines for such forms are established to allow plenty of time for examination.
- From time to time, trips or events require specific Covenants that are either established by the group or the church. These Covenants establish a clear understanding of expectations for the specific trip or event.
- The Youth Director may deny permission for participation if requested forms are not submitted or participants refuse to sign Covenants.

COUNSELING

Counseling guidelines set forth in the Safe Church Policy, General Guidelines for Children and Youth Ministry, should be followed.

Persons working with youth, however, should not counsel with youth more than two times to discuss the same issue. Youth Advisors are encouraged to refer youth who they suspect have a serious need for counseling to community professionals or the Ministers.

Questions about referral must be discussed promptly with the Minister.

TRANSPORTATION AND DRIVING

- Transportation to and from a meeting is not part of church or youth group activities. Parents are responsible for providing or arranging for this transportation. Parents are discouraged from asking Youth Advisors to transport youth. However, if a Youth Advisor does transport a youth, parental permission must be obtained. It is the responsibility of the driving Youth Advisor to inform the parent when he/she will be leaving, and when the parent might expect for their youth to arrive at their destination.
- All guidelines set forth in the Safe Church Policy General Guideline apply to transportation for Youth Events. All vehicles that are used for any youth activity shall meet all legal and safety requirements. Drivers for events should meet the Safe Church Policy requirements.
- Youth are discouraged from driving themselves to out-of-town events. If, due to extenuating circumstances, a youth needs to drive to such an event, written parental permission is required. Keys for the automobile will be held by the designated adult leader during the event.
- Youth are discouraged not only from driving themselves; but, also, other youth participants. The rule is that youth participants will ride in vehicles that are driven by adult advisors. Under extenuating circumstances, a youth who needs a ride to an event and has written parental permission and written release of church liability, may be a passenger with another youth.
- There shall be no "in and out" privileges for youth for out of town events. Exceptions to this rule require written parental permission approved in advance with the youth leader in charge.

VISITORS

Visitors are encouraged and welcomed to all youth group activities. Such visitors are expected to abide by all guidelines and procedures set out in the Safe Church Policy.

SAFE CHURCH POLICY

SECTION IV

PROCEDURES FOR REPORTING AND RESPONDING TO INCIDENTS OF ABUSE

The following actions are to be followed in the event of an incident or allegation of abuse. Remember that discretion is paramount. The confidentiality of all persons involved must be safeguarded.

1. Inform Church Officials

Incidents of abuse or reasonably suspected incidents of abuse of children/youth must be reported as soon as possible and at least within 24 hours). One of the Ministers or the staff person in charge should be notified immediately.

2. Assure Safety of Victim

Remove the child/youth from the situation. The safety and security of the child must be assured before further steps are taken. The alleged abuser will not be notified until victim is safe. The person who received the report of the allegation of abuse will place the child/youth who is the alleged victim in a secure area, with the supervision of at least two adults not involved in the abuse incident, until the child's parents arrive.

3. Notify Parents

When an allegation of abuse is made against a leader in the church, one of the Ministers or the staff person in charge will notify the parents of the child/youth immediately. Child/youth will be cared for by two adults not involved in the abuse incident until parents are available to care for the child.

4. Inform Alleged Abuser

The alleged abuser will be told of the allegation immediately. This person will be removed from further participation in church-sponsored programs that involve children and youth. Based on the final outcome of the abuse allegation, the person's further involvement in programs for children and youth will be the decision of the professional staff or Christian Education Committee.

5. Document the Report

The person who receives the allegation of child abuse will complete the "Report of Suspected Incident of Child Abuse" form within 24 hours of receiving the allegation. The completed form will be given to the Ministers. The Ministers will share the completed form with appropriate authorities, church's insurance agent, or others

who might be needed to complete the investigation of abuse. The form will be kept in a locked file in the church office.

6. Inform Appropriate Authorities

The Ministers or person designated by such will notify the Department of Social Services (DSS) and report the alleged abuse incident within 24 hours of receiving the allegation. Any person with responsibility for the care of children is required to make a report to DSS.

Ministers or staff person in charge will contact church's insurance agent, the church's attorney, and the church's designated media spokesperson as appropriate. The media spokesperson will make any necessary statements or responses to the news media. Identities of all involved will be kept confidential.

7. Inform Congregation

The Ministers or a person designated by such may prepare a brief statement about the allegation of abuse to share with the congregation. The statement will inform the congregation that an allegation of child abuse has been made without giving unnecessary details, placing blame, or revealing the identities of the child/youth, the identities of the parents, or the alleged abuser.

SAFE CHURCH POLICY HANDBOOK

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FORM 1 - VOLUNTEER INFORMATION FORM

This form is confidential and will be kept in a locked file in the office of the Safe Church Policy Coordinator of First Presbyterian Church, Hickory, N. C.

Name _____ Date _____

Birthdate _____ SS # _____ Over 18 years old? _____

Address _____

City/State/Zip _____

Phones: Home _____ Business _____ Cell _____

E-Mail _____

How long have you been a member of First Presbyterian Church of Hickory? _____

Occupation (if employed) _____

Employer (if applicable) _____

Current Job responsibilities _____

Previous work experience _____

Previous volunteer experience _____

Special interest, hobbies, and skills _____

Do you have a valid Driver's license? _____ Any restrictions? _____

Do you have vehicle liability insurance? _____

Policy Info: Carrier _____ Number _____

Why would you like to volunteer to work with children and/or youth?

What qualities or skills do you have that would help you work with children and/or youth?

What training have you received in the care and nurture of children and youth?

(Over)

STATEMENTS OF DISCLOSURE

As we care for our children and youth, we believe it is our responsibility to seek the leadership of volunteers that are able to provide healthy, safe and nurturing relationships. Please answer the following questions accordingly. Answering yes to any of the questions will not automatically disqualify a volunteer from working with children. Any special concerns can be discussed individually with the pastor or other professional staff people.

* Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations? _____ Yes _____ No _____

If yes, please explain fully

* Your response to the following question is optional: Have you had an experience in your life that you feel would impede your volunteer work with children and youth? If so, do you feel comfortable explaining? Would you like to speak to the minister regarding this experience?

WAIVER AND CONSENT

I, _____, hereby certify that the information I have provided on this volunteer application is true and correct. I authorize First Presbyterian Church of Hickory, North Carolina to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal background check and by other means, including contacting others whom I have not listed. I authorize the references and employers listed in the application to give you whatever information (including opinions) they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality to the extent that it may be harmful to myself and others.

I have received and read the Safe Church Policy for workers assisting in programs with children and youth and I agree to observe them faithfully.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this Waiver and Consent freely and under no duress or coercion.

Date _____ Signature of applicant _____

REFERENCES

Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each.

1. Name _____
Address _____
Phones: Home _____ Work _____ Cell _____
Relationship to applicant _____

2. Name _____
Address _____
Phones: Home _____ Work _____ Cell _____
Relationship to applicant _____

3. Name _____
Address _____
Phones: Home _____ Work _____ Cell _____
Relationship to applicant _____

FORM 2 - EMPLOYEE INFORMATION

PERSONAL DATA:

Date: _____

Name (last, first, middle, maiden name): _____

Address: _____
(Street) (City) (State)

Email Address _____ How long have you lived at you current address? _____

How long have you lived in North Carolina? _____

Sex: M _____ F _____ Are you over the age of 18? Yes _____ No _____

Birth Date: _____

Phone Numbers: (Home) _____ (Cell) _____ (Work) _____

Social Security Number _____ NC Drivers License Number _____

Please indicate: Single _____ Married _____ Divorced _____ Separated _____ Widowed _____

Position applied for _____

Date you are available to start _____

In case of emergency, please notify _____
(Name)

(Address, City, State, Zip)
Phone Numbers: (Home) _____ (Cell) _____ (Work) _____

EDUCATION & QUALIFICATIONS

Name	Course of Study	Yrs Completed & Degree
Elementary _____	_____	_____
High School _____	_____	_____

College/University _____

Special Courses
(Other than above) _____

Special Talents/Skills (List any talents or skills in art, music drama, etc). _____

Professional organizations: (List any in which you have membership) _____

First aid training? _____ Yes _____ No Date completed _____

CPR training? _____ Yes _____ No Date completed _____

PREVIOUS WORK EXPERIENCE:

Please list your previous employers from your past five years.

1. Date: From _____ To _____ Position _____
Employer _____
Address _____ Telephone _____
Name of Supervisor: _____
Your duties and responsibilities: _____

Reason for Leaving _____

2. Date: From _____ To _____ Position _____
Employer _____
Address _____ Telephone _____
Name of Supervisor: _____
Your duties and responsibilities: _____

Reason for Leaving _____

3. Date: From _____ To _____ Position _____
Employer _____
Address _____ Telephone _____
Name of Supervisor: _____
Your duties and responsibilities: _____

Reason for Leaving _____

PREVIOUS VOLUNTEER EXPERIENCE:

Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

STATEMENTS OF DISCLOSURE:

As we care for our children and youth, we believe it is our responsibility to seek the leadership of volunteers that are able to provide healthy, safe and nurturing relationships. Please answer the following questions accordingly. Any special concerns can be discussed individually with the ministers or other professional staff people

* Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related or substance abuse charges, child abuse, other crimes of violence, theft or motor vehicle violations) Yes _____ No _____
If yes, please explain fully _____

* Have you ever been subject to disciplinary action, complaint, or allegations concerning sexual misconduct? Yes _____ No _____

If yes, please explain fully _____

* Have you ever had an experience in your life that you feel would impede your work with children and youth? Yes _____ No _____

If yes, please explain _____

* Will you agree to participate in Safe Church Policy Training? _____ Yes _____ No

REFERENCES:

Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years.

1. Name: _____

Address: _____

City, State, Zip _____

Phones: Home _____ Work _____ Other _____

Length of time you have known reference: _____

Relationship to reference: _____

2. Name: _____

Address: _____

City, State, Zip _____

Phones: Home _____ Work _____ Other _____

Length of time you have known reference: _____

Relationship to reference _____

3. Name: _____

Address: _____

City, State, Zip _____

Phones: Home _____ Work _____ Other _____

Length of time you have known reference: _____

Relationship to reference _____

WAIVER AND CONSENT:

I, _____, hereby certify that the information I have provided on this application for employment is true and correct. I authorize this church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I understand that as long as I remain as an employee, the criminal history records check may be repeated at any time. I understand that I have an opportunity to review the criminal history and ask for clarification, if I dispute the contents of the record received. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied.

In the event that my application is accepted and I become employed by First Presbyterian Church of Hickory, North Carolina, I agree to abide by and be bound by the policies of First Presbyterian Church and to refrain from inappropriate conduct in the performance of my duties on behalf of First Presbyterian Church.

I have read the Safe Church Policy and agree to abide by the guidelines set forth. I have also read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature: _____ Date: _____

Parent or Guardian's Signature: _____ Date: _____
(If under age 18)

Witness Signature: _____ Date _____

This form is confidential and will be kept in a locked file in the office of the church Administrator (or designated person) of First Presbyterian Church, Hickory, N. C.

FORM 3 - VOLUNTEER/PAID STAFF REFERENCE FORM

The individual named below has applied to work with children or youth at our church. Please complete this form as it relates to the applicant listed below, and return the completed form in the envelope provided to:

Safe Church Policy Coordinator,
First Presbyterian Church, 237 2nd Street N. W., Hickory, North Carolina 28601

Thank you for your time and quick response.

Applicant Name: _____ Date: _____

How long have you know the applicant? _____

In what capacity have you known the applicant? _____

How well does the applicant work with others? _____

PLEASE RATE THE APPLICANT IN THE FOLLOWING AREAS

	EXCELLENT	GOOD	AVERAGE	POOR	DON'T KNOW
PERSONAL HABITS					
CHARACTER					
MORALS					
ATTITUDE					
COMPASSION FOR THOSE IN NEED					
ABILITY TO COMPLETE TASKS					
EMOTIONAL STABILITY					
CHRISTIAN MATURITY					
ABILITY TO RELATE TO YOUTH AGES 12-18 YRS.					
ABILITY TO RELATE TO CHILDREN BIRTH TO 12 YRS.					
ABILITY TO ACCEPT CONSTRUCTIVE CRITICISM					
HEALTH					

If you were in our position, would you without hesitation consider this person to be a volunteer or paid staff worker with children/youth? Yes _____ No _____ Please explain: _____

Signature _____ Name (Print) _____

Address _____ City, State, Zip _____

Day Phone _____ Evening Phone _____

FORM 3 - VOLUNTEER/PAID STAFF REFERENCE FORM

The individual named below has applied to work with children or youth at our church. Please complete this form as it relates to the applicant listed below, and return the completed form in the envelope provided to:

Safe Church Policy Coordinator,
First Presbyterian Church, 237 2nd Street N. W., Hickory, North Carolina 28601

Thank you for your time and quick response.

Name of applicant

Name of Reference

Address of reference

Phones: (Home) _____ (Work) _____ (Cell)

Relationship to applicant

How long have you known the applicant?

In what capacity do you know the applicant?

How would you describe the applicant's ability to work with children/youth?

How would you describe the applicant's ability to relate to adults?

How would you describe the applicant's leadership abilities?

Do you know of any characteristics that would negatively affect the applicant's ability to work with children/youth?

_____ If so please describe.

Do you have any knowledge that the applicant has ever been convicted of a crime? _____ Yes _____ No

If Yes, please describe

Please share any other comments you would like to make

Signature of reference/phone interviewer(please indicate)

(Date)

FORM 4 - CHILD INFORMATION

Name of Child _____

Prefers to be called? _____ Birth Date _____

*Father's Name _____ Stepfather's Name _____

Address _____ City _____ State _____ Zip _____

E Mail Address _____

Phones : (Home) _____ (Work) _____ (Cell) _____

Employer or Profession _____

*Mother's Name _____ Stepmother's Name _____

E Mail Address _____

Address _____ City _____ State _____ Zip _____

Phones : (Home) _____ (Work) _____ (Cell) _____

Employer or Profession _____

*Guardian's Name _____

Address _____ City _____ State _____ Zip _____

E Mail Address _____

Phones : (Home) _____ (Work) _____ (Cell) _____

Employer or Profession _____

Primary Residence of Child _____

School _____ Grade _____

Pre School or Day Care _____ Age Group _____

EMERGENCY:

1. Contact if parent/guardian cannot be reached: _____

Phones : (Home) _____ (Work) _____ (Cell) _____

2. Contact if parent/guardian cannot be reached:

Phones : (Home) _____ (Work) _____ (Cell) _____

MEDICAL:

Doctor: _____ Phone: _____

Insurance Carrier and Policy Number: _____

Please list any allergies or other medical conditions your child may have to food, medications, etc.

Please provide written instruction if your child has special needs or requires special emergency assistance (i.e. diabetic instructions, bee sting, allergies, etc. _____

In case of medical emergency, First Presbyterian Church authorized personnel have permission to take my child to the hospital for emergency care:

Signature of Parent/Guardian _____

Date: _____

SPECIAL INSTRUCTIONS:

The Safe Church Policy states that no child will be released after church sponsored programs or child care to anyone other than a parent/guardian unless the teacher/leader/nursery worker has written permission to do so. Please list names of all people who may pick up your child. _____

Snacks are provided during some of the programs of the church. Please indicate your food preferences..

I prefer my child to eat _____

I prefer my child NOT eat _____

Other things that I would like for you to know about my child _____

(Name of person completing this form)

(Date)

My child will be participating in the following Programs of First Presbyterian Church:

- Sunday School
- Cherub Choir
- Sunday Morning Worship Nursery
- Wednesday Alive
- Children's Church
- Weekday Preschool
- Scouting Programs

FORM 5 - INCIDENT REPORT

Date of incident _____

Time of incident _____

Name of alleged victim _____

Age and Birth Date of victim _____

Address of alleged victim _____

Phone number of alleged victim _____

Name of person accused of abuse _____

Location of incident _____

Name of person (s) who witnessed the incident

Name _____

Phone _____

Name _____

Phone _____

Name _____

Phone _____

Please describe incident as seen/heard and actions taken _____

Any additional relevant information, please document _____

(Signature of person completing this form)

(Date)

Upon completion of this form, immediate contact should be made with a Minister or Church Staff member responsible for Children's or Youth Ministry)

This form should be given to Minister or staff member responsible for the program and should be filed with the Safe Church Policy Coordinator. This form may be used to report any suspicion of abuse as well as an accident.

FORM 6 - ACCIDENT REPORT

Date of accident _____ Time of accident _____

Name of child/youth involved _____

Address of child/youth _____

Name of parent/guardian _____

Where did accident happen? _____

Describe in detail any injuries _____

Name of person(s) who witnessed the accident _____

Name _____ Phone _____

Name _____ Phone _____

Please describe accident as seen/heard and actions taken _____

Any additional relevant information, please document _____

(Signature of person completing this form)

(Date)

Upon completion of this form, immediate contact should be made with a Minister or Church Staff member responsible for the Program)

This form should be given to Minister or staff member responsible for the program and should be filed with the Safe Church Policy Coordinator. This form is to be used to report an accident.

FORM 7 - PARENT PERMISSION SLIP

*It is the policy of First Presbyterian Church that written parental permission is required for all off-site functions and field trips.
This form will be carried with the adult supervisor on each trip or off-site function.*

We/I _____, do hereby acknowledge that our son/daughter,
_____, has permission to attend off-site functions sponsored by
First Presbyterian Church, Hickory, North Carolina; and do hereby release the said church and the accompanying
advisors from any legal liability or financial responsibility which may arise during the course of the function(s). I
hereby authorize emergency treatment as deemed necessary in the event that I cannot be contacted immediately.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

Date _____

Phone Numbers

Mother: (Home) _____ (Work) _____ (Cell) _____

Father (Home) _____ (Work) _____ (Cell) _____

Doctor's Name _____

Doctor's Phone _____

Drug Allergies _____

Insurance Policy: Carrier _____

Number _____

In case a parent/guardian cannot be reached, please provide relative/friend to contact in case of emergency:

(Name) (Phones: Home, Work, & Cell)

(Name) (Phones: Home, Work, & Cell)

FORM 8 - AUTO SAFETY CERTIFICATION

This form is intended for paid staff and volunteers who have responsibility to conduct church business or transport children or youth by personal auto and/or church van. Only persons 21 years or older with a valid driver's license and valid personal auto insurance may transport others as part of church activities.

Please indicate either Yes or No. The information on this form will not be disclosed to unauthorized persons and will be kept in locked files by the Safe Church Policy Coordinator.

Yes _____ No _____ Are you now a licensed driver? (Please present your license to staff so they may copy it for the records.)

Yes _____ No _____ Do you currently have personal auto insurance? (Please present you proof of insurance card to staff so they may copy it for the records.)

Yes _____ No _____ Have you been ticketed for driving violations (parking tickets not included) within the past two years? (If yes, please explain on the back of this paper.)

Yes _____ No _____ Do you currently have a medical condition that would interfere with your ability to drive safely? (If yes, please explain on the back of this paper)

AGREEMENT TO NOTIFY OF DRIVING EVENTS

I agree to immediately inform the supervisory staff person or ministers if my driver's license is suspended or revoked, if I am ticketed for a driving offense, or if I have DUI or DWI charges pending. I must also notify the staff person or minister if my personal auto insurance is canceled or not renewed. These notifications are required even if the offenses are not related to church work. The church will not release this information to unauthorized persons. (Note: Being ticketed for a minor offense does not automatically disqualify a worker from transporting people.)

SEAT BELT USAGE

I agree to transport persons only in passenger seats equipped with appropriate seat belts and child safety seats. I agree to require seat belt usage and child safety seat usage at all times.

SAFE VEHICLES

I agree to transport persons only in vehicles that are in safe operating condition.

I have truthfully and accurately responded to the questions above. I agree to notify the church if any of the driving events listed above occurs.

Name Printed _____

Signature _____ Date _____