

# **FIRST PRESBYTERIAN CHURCH CHILD AND YOUTH PROTECTION POLICY**

## **Mission Statement**

First Presbyterian Church's purpose for establishing this Child and Youth Protection Policy (the "Policy") and accompanying procedures is to demonstrate our absolute and unwavering commitment to the spiritual growth and safety of our children and youth.

As a Christian community of faith, we pledge to conduct a ministry that nurtures and protects the spiritual, physical, mental and emotional well-being of the children, youth, and adults who work with them in the following ways:

- We will follow reasonable procedures in the selection and recruitment of our volunteers.
- We will provide orientation for those who work with children and youth, regarding our mission, policies and procedures.
- We will implement prudent procedures to protect our children and youth for all programs and events.
- We will have a clearly defined procedure for reporting a suspected incident of abuse.
- We will welcome parents and guardians to visit and observe classes or activities.
- We will educate the congregation regarding our mission and this Policy.
- We will encourage those who utilize our facilities to embrace this Policy.

In all our ministries with children, this congregation is committed to demonstrating the love of God through Jesus Christ so that each child may grow unhindered in his or her faith.

## **Volunteer Application Form**

All individuals who volunteer in our nursery, classrooms and programming will be requested to complete the attached volunteer application form, attend an orientation and confirm his or her agreement to comply with the terms of this Policy. Staff members will review the Volunteer Application Form and select volunteers based upon evaluation of its content. The confidential portion of the Volunteer Application Form will be maintained in locked storage.

## **Orientation**

An orientation will be given to each volunteer by the appropriate staff member to review our mission, this Policy, to acquaint the individual with our programs, to answer any questions and to welcome the volunteer.

## **Two Adult Rule**

Every effort will be made to adhere to the "Two Adult Rule" which requires two or more adults to supervise activities involving children (pre-school through 5<sup>th</sup> grade) and youth (6<sup>th</sup> grade

through 12<sup>th</sup> grade). Adults will be members of, or affiliated with First Presbyterian, for a minimum of six months prior to working with youth or children. Exceptions to this temporal requirement may be made by a staff member. Review of the volunteer's background will be made in the staff member's discretion.

Some exceptions to the "Two Adult Rule" may need to be made for activities such as confirmation mentoring, counseling and providing transportation. Exceptions should be handled by appropriate means such as:

- Obtaining parental permission
- Using an open-door policy
- Notifying the appropriate staff member
- Roving observer

A youth may help with activities for children and serve as the second person of a "Two Adult" team, provided that he or she is working with an adult over the age of 21. No worker under the age of 18 will have sole responsibility for children without special approval of staff.

Staff members with full background clearance may, if necessary, supervise children or youth alone, but they are encouraged to use the safeguards listed above, as applicable.

### **Safe Environments**

Every effort will be made to provide a safe physical environment for children and youth as they participate in the activities of the church.

This will be done in part by:

- Providing windows in all classroom doors or open doors
- Reviewing rooms annually to ensure safety and eliminate potential hazards.
- Disinfecting nursery toys and equipment regularly.
- Using age-appropriate equipment for each classroom.

Children should be accompanied to the restroom by an adult (of the same sex when possible). The adult should verify that no one else is in the bathroom. The adult should exit the bathroom and inform the child she or he will wait in the hall, to the extent possible.

A sign-in system will be utilized for classrooms for children 1<sup>st</sup> grade and younger. Children in these classrooms will be released to a parent or guardian.

Release and Consent Forms must be filled out and signed at the beginning of each program year (September) for participation in youth programs. An example is included with this Policy. This form will cover the regular weekly program and special events related to the program. Any extended youth trip will require a Release and Consent Form specific to the event.

Any volunteer who provides transportation to children or youth will complete the Volunteer Application Form, specifically including the "Driving our Children" portion of the form.

### **First Responder/CPR/Health Training**

First Presbyterian will facilitate First Responder/CPR/Heimlich training from time to time for all people working with children or youth on an as-needed basis. In special high risk areas (nursery, extended youth trips), every effort will be made to have a person trained in CPR/Heimlich in attendance.

Every effort will be made to be aware of any special health needs of our children and youth, such as food allergies and health conditions, and to be prepared to address these needs.

### **Reporting Suspected Abuse**

If an allegation of abuse arises, every effort will be made to follow the steps identified in “Responding to Allegations of Abuse” attached to this Policy. The appropriate staff member will complete the “Incident Report” attached to this Policy.

In the interest of clear communication and sensitivity to the nature of the allegations, the Senior Pastor is the designated spokesperson for interacting with the media. In his or her absence, staff members will identify a substitute spokesperson.

### **Parent Observation and Information**

Parents and guardians are welcome at all times to observe programming. Parents and guardians will be given advance notice and full information regarding events in which their children may be participating.

### **Congregational Education**

A copy of this Policy will be made available to each committee of the church and upon request. It is important that our entire community seeks to achieve the missives stated in this Policy.

### **The Use of Our Facility by Non-Church Groups**

Non-church groups who are authorized to utilize our facilities will be given a copy of this Policy. They will be encouraged to comply with its terms.



# First Presbyterian Church

310 5<sup>th</sup> Street SE; Cedar Rapids, IA 52401

## 2010-2011 Program Registration Form

Youth Name	DOB	Grade	School

### **Family Information**

Parents/Guardians Full Names \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_ and Phone \_\_\_\_\_

Health Insurance Provider \_\_\_\_\_ Physician Name \_\_\_\_\_

Group # \_\_\_\_\_ Policy ID # \_\_\_\_\_

Medical Conditions \_\_\_\_\_

Allergies \_\_\_\_\_

Medications \_\_\_\_\_

Can youth take Tylenol? Yes/no Ibuprofen? Yes/no Antacid? Yes/no

Do not give these medications \_\_\_\_\_

Other Notes \_\_\_\_\_

I give permission for my child(ren) to participate in the First Presbyterian Church programs and activities for 2010-2011. I understand that youth may travel by bus, car, and/or van for certain activities. I understand that my child's participation in this activity is voluntary and that he/she is participating at his/her own risk. I authorize any medical treatment needed for my child(ren). I also agree that the First Presbyterian Church, its members and employees, will not be liable for any claims, injuries or damages of any nature incurred by the participants due to the negligence of the First Presbyterian Church, its members and employees, arising out of or connected with the activity. On behalf of myself and my child, I expressly release and discharge the First Presbyterian Church, its members and employees, from any such claims, injuries, or damages.

Parent or Guardian Signature

Date

**FIRST PRESBYTERIAN CHURCH  
CHILD AND YOUTH PROTECTION POLICY**

**RESPONDING TO ALLEGATIONS OF ABUSE**

1. Assure victim's safety
2. Immediately notify staff member responsible for program and Pastor(s).
3. Immediately notify victim's parents.
4. Remove accused abuser from further involvement with children or youth.
5. Staff member completes the "Incident Report."
6. Staff member or Pastor contacts:
  - Proper authorities (police)
  - Social services
  - Church attorney
  - Church insurance agent
  - Presbytery
7. The Senior Pastor, as the ONLY designated spokesperson, makes statements to news media, if required. In his or her absence, staff members will identify a substitute spokesperson.
8. Staff member keeps accurate and confidential written records of procedure taken by church in response to allegation.
9. Procedure may vary, due to circumstances.

**FIRST PRESBYTERIAN CHURCH  
CHILD AND YOUTH PROTECTION POLICY**

Incident Report

This checklist is to be used by FPC staff members as events are investigated. Documentation is very important in the process.

Name of staff member \_\_\_\_\_

Name of youth/child \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Person(s) reporting \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Relationship to child \_\_\_\_\_

Person who committed alleged misconduct \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Title/Position \_\_\_\_\_

Relationship to child/youth \_\_\_\_\_

Have law enforcement authorities been contacted? Yes \_\_\_ No \_\_\_

If, yes, date and time \_\_\_\_\_

Have any professionals examined or treated the child/youth because of this incident?

Yes \_\_\_ No \_\_\_

If yes, explain when and where \_\_\_\_\_

Try to obtain the information below from those involved in the incident. Try to capture factual information and to avoid opinions and theories.

What happened (describe the incident)?

When did it happen?

Where did it happen?

What was said?

What did the alleged perpetrator tell or require you to do?

Is this the first time that something like this has happened to you?

Were there any witnesses? If so, list them.

Information from alleged victim

Information from person reporting

Information from the alleged perpetrator

Information from witnesses

Information from parents

Information from others

**FIRST PRESBYTERIAN CHURCH  
VOLUNTEER APPLICATION FORM**

The congregation of First Presbyterian Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in the ministries and programs of this church. The following informational requests reflect our commitment to preserving this church as a holy place of safety for all who enter, and as a place in which all people can experience the love of God through relationships with others.

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Home Phone** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

Please describe your past experiences working with children or youth:

Please let us know of any special skills that you would like to use in our programs:

Would you like to assist with our youth in any of the following areas:

Chaperone (daytime) \_\_\_\_\_

Chaperone (overnight) \_\_\_\_\_

Chaperone (mission trip) \_\_\_\_\_

Driver \_\_\_\_\_

Teach \_\_\_\_\_

Other \_\_\_\_\_

Would you like to assist with our children in any of the following areas:

Teach Sunday School \_\_\_\_\_

Nursery Volunteer \_\_\_\_\_

Song-leading \_\_\_\_\_

Directing skits \_\_\_\_\_

Puppetry \_\_\_\_\_

Set and prop construction \_\_\_\_\_

Giving a children's sermon \_\_\_\_\_

Other \_\_\_\_\_



1. As a volunteer for children and youth, do you agree to observe the terms of the Child and Youth Protection Policy?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Do you have any training or certification in first aid or CPR?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Are you willing to attend an orientation?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Driving our Children** - *Please answer the following questions if you will be providing transportation for our children or youth:*

4. Do you have a valid Driver's License?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, license number \_\_\_\_\_

5. Do you have current collision/liability automobile insurance?

Yes \_\_\_\_\_ No \_\_\_\_\_

Company \_\_\_\_\_

Policy number \_\_\_\_\_

**FIRST PRESBYTERIAN CHURCH  
VOLUNTEER APPLICATION FORM  
(Confidential Portion)**

**Directions for this Confidential Portion** – *Once you have completed the questions and signature block below, please place this Confidential Portion of the form in the envelope provided and seal. This portion of the form will be reviewed and confidentially maintained by the Senior Pastor in a locked cabinet.*

**Name** \_\_\_\_\_

6. Have you ever been convicted of a crime other than a traffic violation?  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_
7. Have you ever been placed on the Sex Abuse Registry List?  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_
8. Have you ever been named in a confirmed or founded Child Abuse Assessment?  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_
9. Have you ever been placed on the Child Abuse Registry?  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_
10. Have you ever had your driver's license suspended or barred for any reason?  
**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

*If you responded "yes" to any of the questions above, please provide an explanation below including the offense, when and where each offense occurred, and what types of consequences/sentence you incurred. A "yes" response will necessitate discussion and a possible criminal check.*

**Please explain** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The information contained in this form is correct to the best of my knowledge. I agree to be bound by the Child and Youth Protection Policy of First Presbyterian Church. I understand that First Presbyterian Church may perform a background check on me. I understand that First Presbyterian Church is not obligated to accept me as a volunteer in its children and youth programs.

Signature \_\_\_\_\_

Date \_\_\_\_\_