

POLICY AND PROCEDURE

SUBJECT: Child Protection Policy

ENCLOSURE:

- 1) Statement of Acknowledgement of Child Protection Policy
- 2) General Parental Consent Form
- 3) Youth Parental Consent Form
- 4) CPP Audit Check sheet
- 5) Authorization and Release Form for Criminal Background Screening
- 6) Virginia Central Registry Release of Information Form (032-02-0151-09-eng 11/09)

I. PURPOSE

This policy governs all aspects to help Tabernacle UMC provide a caring and secure environment for children, youth, and vulnerable adults in all phases of church life. Additionally, it will establish guidelines to inform and train professional and volunteer staff of the means to recognize, prevent, and report instances of child abuse while reducing the Tabernacle's legal risk and liability exposure.

II. PERSONNEL COVERED

All staff and volunteer personnel in a program involving children, youth under the age of eighteen, and vulnerable adults.

III. RESPONSIBLE FOR ADMINISTERING

Director of Christian Education (DCE), Pastor, Supervisors, Staff Parish Relations Committee (SPRC).

IV. POLICY

Tabernacle UMC is a church dedicated to the promotion of Christian education of all persons. We, as a church, have a special responsibility to the children of our community to provide them an environment in which they can safely grow and learn. We are also responsible for providing an appropriate leadership structure for our professional and volunteer workers so that they may live out their calling in Christ in a comfortable and supporting environment. In order to meet these responsibilities, we must establish a child protection policy and procedures that provides an environment in which we may continue meeting the Christian educational and developmental needs of our children, while at the same time, providing the safest environment possible.

Biblical Foundation

Tabernacle UMC seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form to our children and youth and to be in ministry to families where abuse may occur. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

And they were bringing children to him, that He might touch them, and the disciples rebuked them. But when Jesus saw it he was indignant, and said to them, "Let the children come to me, do not hinder them; for to such belongs the Kingdom of God. Truly I say to you,

whoever does not receive the kingdom of God like a child shall not enter it." And He took them in his arms and blessed them, laying hands upon them. Mark 10:13-16

Jesus teaches us explicitly that children have the right and the keys to the Kingdom of God. He demonstrated this through his blessing and touch. Our goal, in response to this Biblical mandate, is to maintain a safe, secure, and loving place where children may grow; a place where care givers, teachers and leaders (both paid and volunteer) minister appropriately to their needs.

Virginia's Child Abuse Law

Under section 63.1-248.2 of the Code of Virginia (1950), as amended, an abused child is defined as one who is less than eighteen years of age, whose parents or other persons responsible for his/her care creates or inflicts, or threatens to create or inflict, or allows to be created or inflicted upon such a child a physical or mental injury by other than accidental means, or creates a substantial risk of death or disfigurement, or impairment of bodily or mental functions. This includes the following: failure to provide care necessary for health; abandonment; committing or allowing sexual exploitation; endangerment or neglect. Child abuse may be physical, sexual, emotional, or mental, and may be the result of actions or failure to act (e.g., lack of care for a child).

Section 63.1-248.3 of the Code of Virginia (1950), as amended, states: "Any person licensed to practice medicine or any healing arts, any hospital resident or intern, any person licensed in the nursing profession, any persons employed as a social worker, any probation officer, any teacher or other person employed in a public or private school, kindergarten, or nursery school, any person providing full-time or part-time child care for pay on a regular planned basis... and **any person associated with or employed by any private organization responsible for the care, custody, or control of children** who has reason to suspect that a child is abused or neglected **shall** report the matter immediately... to the local department of the county or city where in the child resides or wherein the abuse or neglect is believed to have occurred or to the 'Department of Social Services' toll-free child abuse and neglect hotline." (Emphasis added)

Any person required by law to report child abuse that is found to have not reported an incident of abuse is liable and will be fined \$1000.

Virginia Child Abuse and Neglect Hotline
1-800-552-7096
Commonwealth's Attorney's Office
540/582-7148
Spotsylvania Co. Department of Social Services
540/582-7134

In addition, although not required by law to do so, anyone else who knows or reasonably suspects child abuse should report such suspected child abuse immediately. Such a report is confidential and the person making the report is immune from liability for making the report, unless it is proven that such a person acted in bad faith or with malicious intent.

Definition and Types of Child Abuse

Child abuse refers to an act committed by a parent, care giver, or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The following definitions and explanations in this section are from the Virginia Department of Social Services.

Types of Abuse

- a. Physical Abuse: A physical injury, threat of injury, or creation of a real and significant danger of substantial risk of death, disfigurement, or impairment of bodily functions. Such injury or threats of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot, stabbing wounds.
- b. Physical Neglect: The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food, and malnutrition.
- c. Sexual Abuse: Sexual abuse includes any act defined in the Code of Virginia that is committed, or allowed to be committed, upon a child by his/her parents or any other person responsible for the child's care. The following are examples of such abuse: sexual exploitation, sexual molestation, intercourse/sodomy, and other sexual abuse.
- d. Medical Neglect: Refusal or failure by a caretaker to obtain and/or follow through with a complete regimen of medical, mental, or dental care for a condition, which if untreated, could result in illness or developmental delays.
- e. Failure to Thrive: A syndrome of infancy or early childhood that is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors.
- f. Mental Abuse/Neglect: A pattern of acts or omissions by the caretaker that result in harm to a child's psychological or emotional health or development.
- g. Educational Neglect: The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study.
- h. Bizarre Discipline: Any action in which the caretaker uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the child's behavior.

Reducing the Risk of Child Abuse

In an effort to create the safest possible environment within Tabernacle UMC, several abuse prevention measures will be utilized. These measures include requiring church membership for all lead persons working with children, screening of paid and volunteer workers for past child abuse convictions and expungements, provisions for regular training on child abuse issues to paid and volunteer staff members, use of the two adult rule (requiring that at least

one of the adults be a church member), standards for appropriate classroom discipline, and an open classroom policy.

V. PROCEDURE

Applicability

These Child Protection Policy and Procedures are applicable to every person employed at Tabernacle UMC as a staff or volunteer worker in a program involving children or youth under the age of eighteen. This includes, but is not limited to childcare workers, children's Sunday School teachers, VBS teachers and staff, youth group workers, and children's music, ministries, and worship workers.

- a. Definition of Staff: Every person hired or approved by the Church Council for a paid staff position, (hereinafter referred to as "Staff"), regardless of whether the position is full-time, part-time, contractor, permanent or temporary and regardless of whether such position directly or routinely involves the care of children, youth, or vulnerable adults will be subject to this Section. Staff includes, but is not limited to, the director of the program/event, interns, staff of camps or events under the direction of Tabernacle UMC, and all child care workers. Staff does not include speakers, short-term presenters, facilitators, or performers.
- b. Definition of Volunteers: For purposes of this Policy, individuals approved by Tabernacle UMC to provide education or care for children, youth, and/or vulnerable adults on a volunteer, uncompensated basis shall be referred to as "volunteers". For purposes of this Policy, volunteers include:
 - Leaders, assistant leaders and other volunteers for events and activities under the direct supervision of Tabernacle UMC;
 - Non-compensated child care assistants; and
 - Other volunteers not expressly excluded from coverage of this Policy who participate in activities involving children, youth, and/or vulnerable adults.
- c. Definition of Children, Youth and Vulnerable Adults: For the purposes of this policy, the United Methodist Church (UMC) defines **children** as those from birth through about 5th grade (end of elementary school). UMC defines **youth** as those who have entered into the Middle School through those who are self-sufficient. Tabernacle defines youth as ending at graduating high school or 18 years of age. If a youth is 18 but has not graduated high school they are still a youth. If they are 18 and have graduated high school they can serve as assistants and can have a background check run. **Vulnerable adults** are those adults with special needs who are mentally and/or physically disabled who need for the church to speak on their behalf.

Any persons/organizations using the church facility, but not a part of Tabernacle's ministries, must have their own child protection policy or waiver.

Church Membership

Any person leading a class or activity to which this policy applies must be a full, affiliate, or associate member of Tabernacle UMC for at least six months. A non-member volunteer may be included in certain activities if approved by the program coordinator only after submission of a criminal background check.

Screening

Primary Screening Form and Records Check: Tabernacle UMC screening and records check is a two-part process. Part one requires every Staff and applicable volunteer 18 years of age and older involved in programs applicable to this policy to complete the necessary forms to undergo a National and State Police records check and to permit transmittal of the official written results of this check directly to Tabernacle UMC (enclosure 5). No Staff or volunteer will be allowed to serve until the individual has completed the application process.

Part two requires every Staff and adult volunteer leader of children, youth and/or vulnerable adult activities, or adult volunteers who will spend overnight (on or off-site) to be screened (enclosure 6) through the Virginia State Department of Child Protective Services (CPS). This screening process takes significantly longer to get the results returned to Tabernacle UMC and in the event that this background check is submitted but not completed before a trip, the volunteer may not attend the trip.

The cost of acquiring criminal background checks will be borne by Tabernacle UMC. Background checks will be updated every five (5) years. Upon receipt, criminal records checks shall be locked and secured under the joint direction and control of the Senior Pastor and the Director of Christian Education.

Results of Record Check and Search/Refusal to Complete Screening Procedures: No staff or volunteer will be allowed to serve: (a) until the individual has met all of his/her obligations as set forth in this Policy; (b) if it is determined the individual has been charged with, convicted of or pled guilty to a charge of sexual misconduct, child abuse, molestation, neglect or other violent misconduct, including but not limited to those offenses set forth in Section 63.1-198.1 of the Code of Virginia; or (c) if the individual refuses to participate in any part of the screening procedures set forth in this Policy.

Renewals: Currently background checks are valid for five (5) years from the date of record results reporting. All renewals are subject to the same procedures and requirements as initial screening and records checks described above.

Exclusions from Screening Procedures: The Screening Procedures set forth above will be followed unless specifically excluded in this Section.

- a. Individuals participating in the ministry to children, youth, and/or vulnerable adults under the direction of Tabernacle UMC as speakers, short-term presenters, facilitators, or performers will not be screened in accordance with the procedures set forth above. Pursuant to this Policy, individuals participating as speakers, short-term presenters, facilitators, and performers will not be left alone with any child, youth, and/or vulnerable adults participating in a church-sponsored activity.
- b. Parents of registered church-sponsored overnight (on or off-site) activities with youth, children, and/or vulnerable adults who desire to experience the event with their children as long as they are not engaged with the group in a leadership/supervisory position. These adults shall not be counted towards satisfying mandatory minimum adult-child ratios. These parents do not need Part two screening as detailed above, but shall comply with Part One as described above. It is not Tabernacle UMC intent to discourage parents from sharing in building the Body of Christ with their children but to enhance the experience as a family growth opportunity. Pursuant to this Policy, parents participating

in this capacity will not be left alone with any child, youth, and/or vulnerable adults participating in a church-sponsored activity.

Supervision

- a. **Training**: Before beginning service, every person subject to the provisions of this policy will be required to read Tabernacle's Child Protection Policy and sign a statement (enclosure 1) indicating that they have read and understand the policy and agree to abide by it. Anyone failing to sign this will be contacted. If the teacher or worker does not sign the statement after being contacted, that person will not be permitted to serve until the policy has been read and the form signed. Such persons also will be required to attend one training session annually related to the church's abuse policy. These training sessions will consist of a review of this policy and other related materials. The Work Area on Education will offer these training sessions at least once a year, more often if needed.
- b. **Two Adult Rule**: Whenever possible, adult teachers will be assigned in teams of two or more per Sunday School hour to every class of children or youth. Other church-sponsored or community groups of children or youth who meet at the church should have two or more adult leaders present whenever possible. If the group stays overnight at the church, or if a church sponsored group leaves the premises for an overnight event or an event outside of the Fredericksburg/ Spotsylvania area, two or more adult leaders must be present and shall include at least one male and one female if the group is mixed gender.
- c. **Classroom Discipline**: All teachers and workers will use the following discipline measures: If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he or she is doing that is not acceptable and state what the expected behavior is. If this measure is not effective, the child will be guided to another activity. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students. If the child's disruptive behavior warrants removal from the classroom, the Sunday School Principal, the Sunday School Secretary, or the Sunday School Children's Coordinator will immediately contact/retrieve the child's parent/guardian. No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time. If isolating the child within the classroom or removal of the child from the room becomes necessary, the teacher handling the incident will discuss the situation with the child's parents or guardians as soon as possible.
- d. **Open Classrooms**: Classrooms or childcare rooms may be visited without prior notice by church staff, parents or guardians, or other volunteer church workers, e.g., the Sunday School Superintendent.
- e. **Adult/Child Ratio**: Any group leaving the church for an overnight event or a day event shall have one adult for every seven children or youth. For nursery operations, the ratio shall be maintained not to exceed one adult for every 4 infants (less than 18 months) and one adult for every 6 children (ages (18 months to 3 years).
- f. **CPR and First Aid Training**: Any group leaving the church for an overnight event or a day event with more than nominal health risk shall have at least one adult certified in CPR and one adult certified in First Aid present. Training will be made available to children's and youth workers at least once every two years at the expense of Tabernacle

UMC. The Nursery Director and Nursery Assistant shall qualify and maintain Child CPR and First Aid certifications. Training will be at the expense of Tabernacle UMC.

- g. One-on-One Mentoring or Consultation: Any one-on-one mentoring or consultation between an adult volunteer and a child/youth/ vulnerable adult is conducted in an area that is in plain view of others.

Photographs

Periodically, teachers, volunteers and/or Tabernacle UMC staff will take photographs of children and youth engaged in Tabernacle activities. The parent(s) or legal guardian will be asked to sign a general consent form (enclosure 2) granting permission to photograph a child. By signing the consent, the parent(s) or legal guardian understand that their child's photograph and first name may be used on bulletin boards within Tabernacle classrooms, nursery, or in the church hallways. Photographs on rare occasion may also be used in Tabernacle publications, i.e. flyers, web pages on Tabernacle's website, or in presentations about Tabernacle and its various programs, projects, and activities. Tabernacle teachers, volunteers, and staff shall not use photograph's for any other means, other than those listed above, than to promote Tabernacle sponsored activities and events.

Activities and Liabilities

Tabernacle conducts many activities throughout the year in support of children's ministry as well as other ministry support. Some of these activities may carry with them a certain potential for injury or illness. In event that a child is injured or becomes ill while participating in an activity sponsored by Tabernacle UMC, the church and its staff, professional and volunteer, is released from any and all liability, including medical expense.

Inadvertent Failures to Follow Policy

Tabernacle UMC recognizes that in our active ministries to children/youth/vulnerable adults, occasionally, a staff member or volunteer will find it necessary to care for an individual without the assistance of another volunteer or staff member. During training sessions, we will emphasize that those ministering to children/youth/vulnerable adults should endeavor to minimize such instances. Failure to follow this Policy on a routine, unnecessary or unjustified basis will not be permitted.

Reporting and Response Procedures

Every allegation of child abuse must be taken seriously. The response must be quickly calculated, and with emotions held in check. All child and youth workers should be vigilant for signs of abuse and listen carefully to complaints from children. Any person receiving an allegation of abuse, or has reason to suspect that a child under the care of Tabernacle has been abused, either at Tabernacle or elsewhere, should report the allegation immediately to the Senior Pastor who will immediately contact the following church members: the Church Lay Leader, the Chairperson of the Church Council, and the Chairperson of the Staff/Parish Relations Committee (these four individuals shall hereafter be referred to as the Child Protection Task Force).

If the allegation involves the Senior Pastor, the matter should be reported to the chairperson of the Staff/Parish Relations Committee who will immediately notify the District Superintendent, who will take appropriate action.

Upon receipt of an allegation, the Senior Pastor will begin documenting all known facts and all actions taken by the Child Protection Task Force. The Child Protection Task Force will meet immediately and determine whether or not the allegation constitutes a “reason to suspect” that abuse has occurred. The Task Force will pray for the church and for all persons affected by the allegation and shall observe the strictest confidentiality for both the alleged victim and the accused.

- **If Reason To Suspect Is Found**

The following actions shall be taken immediately:

- a. The parents will be contacted by the Senior Pastor if it is not known that they have previous knowledge. The Senior Pastor shall talk with and pray with the family and together decide on what measures should be taken to ensure the mental, emotional, physical, and spiritual healing of the alleged victim.
 - b. The Senior Pastor will direct the chairperson of the Staff/Parish Relations Committee to contact the Department of Social Services via the Child Abuse and Neglect Hotline (800) 552-7096.
 - c. The accused will be temporarily relieved of any and all duties within the church that involve direct contact with minors.
 - d. The Senior Pastor shall notify the District Superintendent of the allegation and all action taken to date.
 - e. Any and all media statements will be made by the Senior Pastor.
 - f. At the earliest indication that the church may incur a financial liability, the Senior Pastor will notify the chairperson of the Board of Trustees who notifies the church’s insurance company.
- **If Reason To Suspect Is Not Found**
 - a. A report of the allegation and the Child Protection Task Force’s reasons for believing that the allegation is unfounded will be drafted and placed in a confidential file under lock and key.
 - b. The person who reported the allegation to the Senior Pastor will be notified by the Senior Pastor of the Task Force’s findings.

Policy Review and Implementation

The Child Protection Policy and Procedures of Tabernacle UMC shall be reviewed annually by the Education Committee and approved by the Church Council. A verification follow-up report will be made each year at Charge Conference to insure the currency and integrity of the policy and procedures.

The Church Administrator shall conduct an audit of compliance of this Policy using the enclosed check sheets (enclosure 4). Audits will cover as a minimum, background checks, training, and a representative sample of activities to monitor policy compliance. The results of the audit shall be reported to the Church Council annually.

The Director of Christian Education (DCE) will implement the Child Protection Policy and Procedures under the guidelines of the Staff/Parish Relations Committee.

Approved By	Date Effective	Supersedes	Policy Number
Church Council	October 3, 2011	CPP Policy dated 5 February 2008	401.1
Church Council	December 3, 2012	CPP Policy dated October 3, 2011	401.1

TUMC CPP (Enclosure 1)

Statement of Acknowledgement Form for Child Protection Policy

Name _____

I have read the **Child Protection Policy** and agree to abide by its provisions. I have also received training in the policy. I understand that in failing to sign this statement, I will not be permitted to serve until the policy has been read and the form signed. The consequences for failing to abide by this policy and the protection of children at Tabernacle United Methodist Church could result in legal action in accordance with the applicable Virginia state laws.

Signature _____ Date _____

Home Phone Number _____

TABERNACLE UNITED METHODIST CHURCH
GENERAL PARENTAL CONSENT FORM

I, _____, give my child, _____, permission to take part in the activities of Tabernacle UMC and to ride in the church van or other private vehicles, provided that the driver meets the requirements set by the Tabernacle UMC Church Council. I understand that many activities may carry with them a certain potential for injury or illness. In event that my child is injured or becomes ill while participating in an activity sponsored by Tabernacle UMC, I release the church and its staff, professional and volunteer, from any and all liability, including medical expense.

I give permission for photos including my child to be used at church and on the church website.

I also understand that in the event that my child requires medical attention while taking part in any activity, every effort will be made to contact me. In the event that I cannot be reached or cannot be present, I give Tabernacle's professional and volunteer staff and /or qualified medical personnel to act on my behalf in securing and administering necessary and appropriate emergency medical care and treatment for my child.

Parent or Guardian Signature _____

Phone: _____ (h)

_____ (w)

_____ (Cell)

_____ (other)

Emergency Contact _____ Phone _____

Insurance Carrier _____ Policy # _____

Please list below any allergies or medical information that might be helpful:

TABERNACLE UNITED METHODIST CHURCH
YOUTH GROUP PARENTAL CONSENT FORM

July 1, _____ - June 30, _____

I, _____, give my child, _____, permission to take part in the activities of Tabernacle UMC youth group and to ride in the church van or other private vehicles, provided that the driver meets the requirements set by the Tabernacle UMC Church Council. I understand that many youth activities carry with them a certain potential for injury or illness. In event that my child is injured or becomes ill while participating in an activity sponsored by Tabernacle UMC, I release the church and its staff, professional and volunteer, from any and all liability, including medical expense.

I give permission for photos including my youth to be used at church and on the church website.

I also understand that in the event that my child requires medical attention while taking part in any youth group activity, every effort will be made to contact me. In the event that I cannot be reached or cannot be present, I give Tabernacle volunteer youth staff and /or qualified medical personnel to act on my behalf in securing and administering necessary and appropriate emergency medical care and treatment for my child.

Parent or Guardian Signature _____

Phone: _____ (h)

_____ (w)

_____ (Cell)

_____ (other)

Emergency Contact _____ Phone _____

Insurance Carrier _____ Policy # _____

Please list below any allergies or medical information that might be helpful:

TUMC CPP (enclosure 4)

Date _____

Audit Completed By: _____

Statement	Yes	No
1. We screen and check references for all paid employees and contractors, including clergy, who have any contact with children and/or youth.		
2. We screen all volunteer workers (18 years old and older) for any position involving work with children and/or youth.		
3. Does the church have a Child Protection Policy?		
a. Has the policy been updated within the last 12 months?		
b. Does the policy cover procedures and policies as they relate to possible sexual molestation of children and other minors during ministry functions for the following personnel: Nursery Staff, Ministers, Volunteers, or other personnel who work with minors?		
c. Does the policy require criminal background investigations?		
d. Does the policy require that an individual must be an active member of the church for at least six months before they are allowed to work with minors?		
e. Does the policy/procedure require “two adult” rule to always be present when working with minors?		
f. Does the policy outline steps to be taken when inappropriate conduct against a minor is noted?		
g. Is training conducted annually on the Child Protection Policy and Procedures?		
h. Does the church have insurance coverage available in case a complaint of abuse occurs?		
4. Does the church have a list of all criminal background checks conducted in the last 7 years?		
5. Are the following dates documented?		
a. Date Applied		
b. Date Investigation Completed		
c. Date of Expiration		
d. Ministry Requesting Investigation		
e. Renewal Notifications		
6. Are completed background investigations maintained in a secure confidential area?		
7. Are all paid staff, volunteer children/youth ministry leaders, and clergy criminal background checks completed and up-to-date?		
8. Has all paid staff read and signed a statement regarding TUMC Child Protection Policy and a copy in their employment record?		
9. Have all children and youth ministry leader volunteers read and signed a statement regarding TUMC Child Protection Policy and a copy on file with Director of Christian Education?		
10. Are 1:6 worker to child (18 months to 3 years) ratios maintained in the nursery when utilized?		

TUMC CPP (enclosure 4)

Using Current Year information:	Total	
1. List the number of activities (on-site and off-site) involving children and youth ministries (Sunday School, Youth Groups, Missions, etc.)		
2. List the number of volunteer workers age 18 and older		
3. List the number of criminal background checks completed		
4. List the number of volunteer workers age 18 and older that do not have a current criminal background check.		
5. List the number of background checks submitted but not completed during the current year.		
6. How many criminal background checks expired the previous year?		
7. How many criminal background checks will expire in the next 12 months?		
8. How many criminal background checks were renewals?		
9. List the number of persons (age 18 and older) who participated in a ministry event with the children and/or youth that did not have a criminal background check COMPLETED (submitted, returned by NCIC and verified by the Pastor)		
10. List the number of persons leading a class or activity with regards to youth and/or children that are not full, affiliate or associate members of TUMC		
11. For each event, any group leaving the church for an overnight or day event shall have one adult for every 7 children or youth. List the last four events, number of approved adults, and number of children/youth.		
Event:		
Date(s):		
Number of Approved Adults:		
Number of Children/Youth:		
Event:		
Date(s):		
Number of Approved Adults:		
Number of Children/Youth:		
Event:		
Date(s):		
Number of Approved Adults:		
Number of Children/Youth:		
Event:		
Date(s):		
Number of Approved Adults:		
Number of Children/Youth:		

TUMC CPP (enclosure 5)

**AUTHORIZATION AND RELEASE FOR THE PROCUREMENT
OF A CRIMINAL RECORDS SCREENING**

Tabernacle United Methodist Church boards and ministries under its organization are responsible for ensuring a safe environment at any and all church events on behalf of children and youth. To this end, Tabernacle United Methodist Church has implemented a "Child/Youth Protection Policy" in order to:

- 1) Establish reasonable procedures to reduce the risk of physical, emotional and sexual abuse of our children, youth, and vulnerable adults as they participate in Conference events;
- 2) Protect our children, youth, and vulnerable adults; and
- 3) Protect our staff and volunteers from false allegations of misconduct.

All new and returning volunteers, staff members, child care, and youth workers aged 18 years and older, involved in children/youth programs, must have a criminal record screening repeated every five (5) years or three years (3) as required by Federal law for volunteers of Emergency Response Teams. I understand and agree to the following:

- 1) A background check is not only for the benefit of Tabernacle UMC as a sound practice, but also for the benefit of all who participate in ministry programs. It is no reflection on an applicant. I have read, understand, and signed the separate Disclosure concerning my rights.
- 2) All reports are confidential, and provided to Tabernacle UMC for the purpose of service within ministry settings only. If required as part of the screening, consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), antidiscrimination and privacy laws and all other applicable federal and state laws.
- 3) I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190th Street, Torrance, CA 90504.
- 4) I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Tabernacle UMC or Screening One.
- 5) I further release all of the above, including Tabernacle UMC and Screening One, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
- 6) I agree that a copy or fax of this document shall be as valid as the original.
- 7) The information contained on this authorization/release form is true and correct and that my application or service may be terminated based on any false, omitted, or fraudulent information.

Your signature _____ Date _____

**COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR
IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED
FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.**

Last Name First Name Middle Name Social Security Number

DOB: ____/____/____

Former Names Date(s) of Name Change(s)

Name on Driver's License Driver's License or I.D. Number State of Issue

TUMC CPP (enclosure 5)

**PLEASE PROVIDE ALL ADDRESSES AND PHONE NUMBER WHERE YOU HAVE LIVED
FOR THE PAST SEVEN YEARS INCLUDING ZIP CODES**

CURRENT: _____

FORMER: _____

FORMER: _____

FORMER: _____

FORMER: _____

FORMER: _____

FORMER: _____

TUMC CPP (enclosure 5)

DISCLOSURE

In keeping with the Child/Youth Protection Policy adopted by Tabernacle United Methodist Church, any staff member or volunteer 18 years of age or older, involved in children/youth programs, will complete the necessary forms for a criminal records check and permit transmittal of the official written results of this check directly to Tabernacle UMC. Procedures for payment will be the responsibility of Tabernacle UMC.

This policy is a practice that protects everyone by helping to promote safe and secure ministry settings. Inquiries are limited to information that affects task performance and ministry setting needs. The background screening is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA) as applicable. The screening will be conducted by Screening One, Inc., an outside agency.

- 1) The report consists of information deemed to have a bearing on service within ministry settings of the Tabernacle UMC, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, identity, past addresses, and social security number.
- 2) You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact Company or Screening One, Inc. at (888) 327-6511, or at 2233 W. 190th Street, Torrance, CA 90504.
- 3) Before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).

I, _____, hereby consent and authorize the Tabernacle UMC and/or Screening One, Inc. on Tabernacle's behalf, to prepare each report as defined above for the purposes of service within church ministry settings before the time of service begins or at any time during the term of service.

DATE _____

SIGNATURE _____

PRINT NAME _____

INSTRUCTIONS

Purpose

The Virginia Child Abuse and Neglect Central Registry is mandated by the Virginia Child Protective Law and contains the names of individuals identified as an abuser or neglector in founded child abuse and/or neglect investigations conducted in the state of Virginia. The findings are made by Child Protective Services staff in local departments of social services and are maintained by the Virginia Department of Social Services. Legal mandates for the Virginia Department of Social Services to provide a Central Registry and a mechanism for conducting searches of the registry are found in the Code of VA 63.2-1515.

Read all instructions before completing the form:

1. Answer all questions completely and accurately by printing clearly in black ink or typing your answers. Failure to complete or print clearly may delay or deny your request. Given the nature of the form and the actions to be taken when received, the **Office of Background Investigations shall not accept forms that have been altered in any fashion**. Forms that contain strike outs, correction tape or "white-out" will be returned.
2. If a middle name is an initial, indicate "initial only" otherwise, enter a full birth middle name.
3. If any answer is none, write "N/A".
4. Sign in the presence of an official Notary Public. All request forms must be notarized. Only original signatures will be accepted, no copies.
5. The correct fee must be mailed with your form. A payment of \$7.00 per request, in the form of a money order, company/business check, or cashier's check will be accepted. If multiple requests are mailed together, payment may be combined on one money order, company/business check, or cashier's check. (ex. 5 requests at \$7.00 each will total \$35.00). A \$50 fee will be charged for all returned checks.

Make payment payable to: Virginia Department of Social Services.

Personal checks and cash will not be accepted.

6. For agencies and facilities that require several searches per year, an agency code will be assigned to expedite processing of the search requests.
7. If extra space is needed to complete the form (ie. providing information on addresses, spouses, and children), attach an additional sheet along with your form to be mailed.
8. Search results disseminated beyond the requesting agency or individual are not considered official.
9. Mail your completed form and additional sheets (if used) to:

Virginia Department of Social Services
Office of Background Investigations - Search Unit
801 East Main Street, 6th Floor
Richmond, VA 23219-2901

Purpose of Search, Check one: Adam Walsh Law Adoptive Parent Babysitter/Family Day Care
 CASA Children’s Residential Facility Custody Evaluation Day Care Center Foster Parent
 Institutional Employee Other Employment School Personnel Volunteer Other

MAIL SEARCH RESULTS TO: Agency, Individual or Authorized Agent Requesting Search

Name			Payment/FIPS Code (Use only if assigned by OBI-CRU) <hr/> Mandatory if agency code has been assigned		
Address					
City	State	Zip			
Contact Name	Tel.#	Ext			
Contact E-Mail					

PART I: DETAILS OF INDIVIDUAL WHOSE NAME MUST BE SEARCHED

Last Name	First Name	Full Birth Middle Name – no initials (if middle name is an initial, indicate "Initial Only")			
Maiden Name	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (MM/DD/YYYY)	Race		
Social Security Number	Driver's License Number or ID #	Other names used (nicknames, previous married names, etc.)			
Current Address (Include Street # and Apt #)		City	State	Zip	

Applicant’s Prior Addresses

Include Street # and Apt #	City	State	Zip	Start Date (MM/YY)	End Date (MM/YY)

Marital Status Single Married Divorced Widowed Paramour

If married, list current spouse. If previously married, list all previous spouses. If you have never been married, write 'N/A'.

Last Name	First Name	Full Middle Name	Maiden Name	Race	Sex	Date of Birth (MM/DD/YYYY)
					<input type="checkbox"/> Male <input type="checkbox"/> Female	
					<input type="checkbox"/> Male <input type="checkbox"/> Female	
					<input type="checkbox"/> Male <input type="checkbox"/> Female	

List all of your children. If you have none, write 'N/A'. Include all adult children, step and foster children not living with you.

Last Name	First Name	Full Middle Name	Relationship	Sex	Date of Birth (MM/DD/YYYY)
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	
				<input type="checkbox"/> Male <input type="checkbox"/> Female	



PART II: CERTIFICATION AND CONSENT FOR RELEASE OF INFORMATION

I hereby certify that the information contained on this form is true, correct and complete to the best of my knowledge. Pursuant to Section 2.2-3806 of the *Code of Virginia*, I authorize the release of personal information regarding me which has been maintained by either the Virginia Department of Social Services or any local department of social services which is related to any disposition of founded child abuse/neglect in which I am identified as responsible for such abuse/neglect. I have provided proof of my identity to the Notary Public prior to signing this in his/her presence.

Signature of person whose name is being searched.
(Sign in presence of Notary)

Parent or Guardian signature required for minor
children under the age of 18

PART III: CERTIFICATE OF ACKNOWLEDGEMENT OF INDIVIDUAL

City/County of _____
Commonwealth/State of _____
Acknowledged before me this ____ day of _____, year _____

Notary Public Signature

Notary Number

My Commission Expires: _____

PART IV: CENTRAL REGISTRY FINDINGS – COMPLETED BY CENTRAL REGISTRY STAFF ONLY

1. We are unable to determine at this time if the individual for whom a search has been requested is listed in the Central Registry. Please answer the following questions and return to the Central Registry Unit in order for us to make a determination:

Worker: _____ Date: _____

2. ____ Based on information provided by the Local Department of Social Services, we have determined that _____ is listed in the Child Abuse/Neglect Central Registry with a founded disposition of child abuse/neglect. For more detailed information, contact the

_____ Dept. of Social Services in reference to referral _____ phone# _____

_____ Dept. of Social Services in reference to referral _____ phone# _____

3. ____ As of this date, based on the information provided, the individual whose name was being searched is **NOT** identified in the Central Registry of Child Abuse/Neglect.

Signature of worker completing search: _____ Date: _____

OBI Staff Only