



APPENDIX: FORMS AND INFORMATION

The Appendix is a compilation of forms and other information to support St. Sanctuary's Safe Congregation Policy.

STAFF need:

- (A1a) *Security and Safety Checklist / On-site Activities*
- (A1b) *Security and Safety Checklist / Off-site Activities*
- (A1c) *Trip Planning Sheet*
- (A1d) *Activity Permission Slip*
- (A1e) *Reporting Compliance*
(to verify understanding of legal mandates)

Before an over-night at the church or leaving St. Sanctuary for a special event, permission slips for every children must be signed by parents/guardians and in the possession of the adult supervising the events. Also copies of the Medical and Emergency Contact Information and Release (A4 below) for every participant must be in the custody of the appropriate driver or adult leader.

No one may drive for a church-sponsored outing unless authorized (see A5c below).

Each staff person should complete the State of California's on-line training for mandated reporters of child abuse ("General" training) at: <http://mandatedreporter.ca.com/training/generaltraining.htm> and have their certificates of completion filed in their personnel file, along with a signed Reporting Compliance form.

VOLUNTEER SELECTION

Potential Volunteers must complete:

- (A2a) *Volunteer Information Form* (application)
- (A2b) *Personal Safety Covenant*
- (A2c) *Authorization for Criminal Record Check*

The Volunteer Selection Team needs:

- (A3a) *Sample Interview Suggestions*
- (A3b) *Sample Reference Check Form*, by Phone
- (A3c) *Sample Reference Check Form*, in Writing
- (A3d) *Fingerprinting Q and A*

One staff person (or a reliable volunteer) may be the Keeper of Records and needs the:

(A4) *Volunteer Selection Process Record*

In order to assure that all volunteer and paid staff working directly with (or in proximity to) children had all their background clearances on file.

Potential Drivers must complete:

(A5) *Driver Authorization Form*

All volunteers and paid staff transporting children or vulnerable adults in their vehicles must have on file the Driver Authorization Form and copies of their current driver's license and proof of automobile insurance.

PARENTS and guardians of all minors attending St. Sanctuary activities and programs, as well as staff and volunteers for children and youth programming, must complete:

(A6) *Information and Release and Publicity Release and Participant Information Form*

(including Medical and Emergency Contact)

This shall be redone each year at the beginning of September for every participant. Two copies of each form will be made: one copy will be in a binder that stays in the church office; the second copy will go with leaders when taking youth or children off-campus for church events or for over-nights at the church.

If a **SEX OFFENDER** participates in the life of the church, the information below will be helpful.

(A7a) *Sample Sex Offender Covenant*

(A7b) *Disclosure Sequencing*

As a "roadmap" for **SOLVING PROBLEMS** or **RESOLVING CONCERNS OR COMPLAINTS**, church leaders and other members may use:

(A8) *Sample Policy for Response to Concerns, Grievances or Complaints*

(A9) *Form for expressing Concerns, Grievances, or Complaints*