

Child, Youth, and Vulnerable Adult Safety Policy First Presbyterian Church Franklin, TN

Updated March 29, 2026

“Whoever welcomes a child, welcomes me.” Matthew 18:5

At First Presbyterian Church, Franklin, TN (FPC Franklin) we believe that every person bears the image of God and deserves to be treated with love, dignity and respect. This means we have a responsibility to ensure the safety of children, teens, and vulnerable adults to the greatest extent possible. Therefore, FPC Franklin has developed policies and procedures designed to provide for the safety of children, youth, and vulnerable adults connected with and participating in our ministries. Our policy and guidelines also seek to provide for the safety of volunteers and employees of FPC Franklin. We hope this policy along with other procedures and guidelines will help us foster an environment where each person can flourish and grow as we seek to respond to God’s grace together.

Definitions

1. **Child** is defined as a person from birth through 5th grade, typically between the ages of 0-11.
2. **Youth** is defined as a person in middle or high school, typically between the ages of 12-17 but also including high schoolers who turn 18 before graduation. Our youth ministry’s purview of Youth lasts through the summer after their high school graduation.
3. **Vulnerable adult** is defined as any individual 18 years or older who has an identified disability or illness; who may be unable to care for him or herself; or who may be unable to protect him or herself against significant harm or exploitation.
4. **Staff** is defined as any individual employed by the church.
 - a. **DCE** – Director of Christian Education
 - b. **DYM** – Director of Youth Ministries
 - c. **Pastor** – A minister of word and sacrament ordained by the PCUSA and serving as Pastor, Associate Pastor or Commissioned Pastor at FPC Franklin.
5. **Adult volunteer** means any adult not employed by FPC who teaches, supervises, or otherwise helps with children or youth activities. These activities may include worship, Sunday School, nursery, childcare, choir, youth group, vacation bible school, mission trips, confirmation and any other church sponsored child or youth activity.

6. **Youth volunteer** means a person under 18 who is approved to work on activities with children or youth and is a church member, a child of a church member, or is sponsored by a church member.
7. **Guest volunteer** means an individual who assists in our ministries for a short-term basis, having read and agreed to our Safety Policy and operating under the supervision of an approved Adult volunteer.
8. **Event leader** means a member of staff or an adult volunteer designated by FPC to have a leadership responsibility for children and youth at a specific event.
9. **Church sponsored activity** means any and all gatherings organized by FPC.
10. **Abuse** of children, youth, or vulnerable adults is an act that harms or threatens harm to physical or mental health or welfare. Abuse includes but is not limited to:
 - a. **Physical abuse**: any physical force applied to a child, youth, or vulnerable adult.
 - b. **Neglect of basic needs**: a form of abuse, which may include denial of food, water, shelter, cleanliness, clothing, or sleep. These are not appropriate means of discipline.
 - c. **Sexual abuse**: any sexual contact or sexual interaction between a child, youth or vulnerable adult and an adult or older youth; any use of a child for sexual stimulation of an adult or youth, a third person, or the child; any discourse that has sexually suggestive context, innuendo, unwelcome casual touch, unwelcome and inappropriate hugs and kisses, and sexually suggestive pictures between an adult or youth and a child, as deemed inappropriate by any responsible adult.
 - d. **Emotional abuse**: inappropriately derisive words and/or actions directed toward a child, youth, or vulnerable adult. Discipline by humiliation is also emotional abuse.
 - e. **Mental Abuse**: Shaming, humiliation, cruelty
 - f. **Spiritual abuse**: using religious references to shame or guilt to motivate a child, youth, or vulnerable adult into a particular action or behavior.
 - g. **Misuse of technology**: using technology, which results in the harassment or abuse of a child, youth or vulnerable adult. This includes using technology for viewing, texting, or emailing suggestive messages or images.

Scope of Procedures

These procedures will apply to all activities that are part of FPC Franklin ministries. These policies apply to all parties mentioned in the **Definitions** section of this policy.

Zero Tolerance Statement

This organization has zero tolerance for abuse and will not tolerate the mistreatment or abuse of consumers in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.

Screening for Volunteers

All adult volunteers, who wish to work with children and/or youth, must complete an application with references. Volunteers will be asked to sign a volunteer covenant and consent to a background check. Youth volunteers will be required to read and agree to an overview of their responsibilities and always work alongside an approved Adult Volunteer, but a background check is not required. For volunteer application forms and covenants see Appendix A.

1. A designated member of staff (e.g. DCE or DYM) will work along with the relevant Christian Education Committee to ensure that the applicant is suitable for the role they are volunteering to fill at FPC Franklin. This will include checking at least two of the references provided by the applicant. If the applicant has been attending FPC Franklin for less than six months two additional references will be contacted.
2. The DCE and/or DYM will coordinate with FPC Franklin's office administrator to ensure that a background check is carried out through *Protect My Ministry*. FPC will cover any costs associated with the background check. Any information gained from the background check will be locked in the church administrator's office and made available only to the Pastor, DCE and/or DYM.
 - a. In addition to the background check, adult volunteers will complete and pass the online safety course offered through *Protect My Ministry*. Completion and review of this course is subject to the same three year renewal as the background checks.
3. Evaluation and Approval of volunteers
 - a. If the screening process reveals any information that causes concern that a candidate poses a threat of abuse to children, youth or any adult, the candidate will not be approved for work with children and youth.
 - b. Any candidate who has a prior history of abuse directed against another person should be called to the attention of the Pastor and DCE/DYM. A candidate with this kind of history shall not be approved to work with children, youth, and/or vulnerable adults unless the pastor is aware of extenuating circumstances.
 - c. Any candidate whose background check reveals that the candidate has behavioral or emotional problems that may interfere with the care and well-being of children and youth shall be called to the attention of the Pastor and DCE/DYM. A candidate with this kind of history shall not be approved to work with children, youth and/or vulnerable adults unless the pastor is aware of extenuating circumstances.

- d. If a candidate from points b. or c. is approved to volunteer within FPC Franklin's ministries, the Pastor and DCE/DYM will use all the information that they have to develop a plan of action that ensures the appropriate supervision of the applicant when at a church sponsored activity. This plan of action will be submitted to and approved by Session before the individual may begin volunteering.
 - e. Guest Volunteers, a distinction made for those who appear in our programs for a short-term basis such as an event speaker or presentation, will be required to read the Child, Youth, and Vulnerable Adult Safety Policy. When they are serving in their volunteer capacity, they are required to have an approved Adult Volunteer in the room at all times whenever children or Youth are present. Should their volunteer tenure move beyond the short-term, they will be required to complete the full adult volunteer application process.
4. If the volunteer will be driving children and/or youth they must also complete FPC Franklin's driver application forms which are available from the church administrator's office. These forms will be updated yearly.
 5. All approved volunteers will be required to participate in a mandatory volunteer training once a year to ensure that anyone working with children, youth and/or vulnerable adults is sufficiently equipped to provide adequate and appropriate care. Volunteer training shall at a minimum include the following:
 - a. A review of FPC Franklin's Child, Youth and Vulnerable Adult Safety Policy.
 - b. A review of FPC Franklin's Volunteer Covenant.
 - c. A review of all procedures to be used in ministry with children and youth (e.g. fire procedures).
 - d. Incident Report Procedures.
 - e. Details of State Laws regarding child abuse.

In addition, the DCE, DYM and Christian Education committees will work to ensure that at least two adults (staff and/or volunteer) at each event are certified in basic first aid and CPR when possible. A list of currently certified staff and adult volunteers will be kept on file in the church administrator's office.

Volunteer and Staff Review

All staff and volunteers will complete a renewal application (Appendix B) every three years on a cycle to be determined by the Session. The renewal application will contain a provision authorizing the church to conduct additional background checks.

General Guidelines

When **on the property of FPC Franklin** all will work to ensure that no harm comes to children, youth and/or vulnerable adults by implementing the following guidelines.

1. Staff and/or adult volunteers are responsible for children and youth once a scheduled event begins. Until then, parents or guardians are responsible for their children. Staff and/or adult volunteers remain responsible until the children or youth have been picked up by a parent, guardian, or a person authorized by a parent or guardian to pick up the child or youth. Staff and/or adult volunteers shall not send children out to find their parents or release any child or youth to await transportation without appropriate supervision. Youth who arrive to an event location by themselves will be allowed to leave by themselves once the event has concluded. Youth may not leave before an event's planned end time without permission from a parent/guardian.
2. When children and youth are in a classroom setting, they should always be supervised by at least two unrelated adults. When this is not possible, a "roamer" will visit the room periodically. This protects children, youth and vulnerable adults from any situations where abuse might occur, and protects adult volunteers and staff from false allegations of abuse or neglect.
3. Volunteers shall be at least five years older than the children or youth in their care.
4. No worker under the age of 18 will have sole responsibility, nor be alone with, any child or youth without adult oversight.
5. All classrooms will have eye-level windows in doors. If this is not possible, doors shall be kept open.
6. Parents/guardians of children second grade and below must sign their children in and out of classes.
7. Only ministry directors, approved volunteers, and/or parents, grandparents, or guardians of children attending an event or class may be present in the classroom.
8. In the event of the need for counseling sessions, doors must remain open, and other adults should be nearby when possible.
9. Physical contact such as hugging or play should be initiated by children, not adults.
10. Detailed information regarding activities involving children and youth will be provided to parents and volunteers well in advance.
11. Appropriate equipment and supervision for all activities will be provided.
12. All youth ministry adult volunteers and youth must sign FPC Franklin's "Guidelines for Living in Christian Community" covenant (Appendix C) each year. These guidelines will be reviewed regularly, and as part of orientation for activities that include overnight events.
13. Anyone participating in FPC Franklin children or youth sponsored activities are strictly prohibited from bringing weapons.

In addition to the above guidelines, **when offsite** we will work to ensure that no harm comes to children, youth and/or vulnerable adults by following the procedures below.

1. Maintain a list of approved drivers (who drive their personal vehicles), which includes a photocopy of a valid driver's license and a photocopy of current liability insurance of \$100,000 or more.
2. Allow only qualified adults approved and trained by the facilities committee to drive the church bus.
3. Provide drivers with a copy of FPC Franklin's driver check-list
4. Require two unrelated adults per vehicle for any youth activities requiring transportation to a location/event that is a one-hour or more drive from FPC Franklin.
5. Obtain and make available to parents any child and youth safety documents used by partner organizations (e.g. NaCoMe, Summer mission organizations).
6. Make FPC Franklin's Child, Youth and Vulnerable Adult policy available to all partner organizations.
7. Require that all offsite meet-ups (e.g. confirmation covenant partners, DYM meeting with (a) student(s)) take place in a public space.
8. Having the DCE/DYM and/or an approved adult volunteer physically check out an offsite location before taking youth there when the site is within 40 miles of FPC Franklin's property. For locations farther away the DCE/DYM should be in communication with the organization to obtain as much relevant information about the site as possible.
9. The event leader will carry the original of each participant's church medical form and each vehicle will carry a copy of each participant's church medical form for the duration of a trip. A copy of all participants' church medical forms will be left in a clearly marked folder/binder in the DYM's office. All documents will be returned to the DYM/DCE at the end of the event.

The following additional guidelines should be followed for all **church sponsored activities that involve an overnight stay**.

1. All adults and youth participating in the church sponsored activity will be required to attend a meeting prior to the trip to review our "Guidelines for Living in Christian Community" document
2. All adult volunteers participating in the church sponsored activity will meet prior to the event to discuss any additional procedures and guidelines pertinent to the upcoming trip.
3. When possible, male and female students should be housed in separate rooms.
4. When possible, each sleeping room should have 2 adults of the same gender as the students present. In an event that there is only one adult per room in the overnight venue, adults will make extra efforts to ensure that they are never in the room with only one youth present.
5. Adult volunteers and staff should not use shower facilities at the same time as students.
6. Adults and youth will be made aware of the nearest fire exit to the room in which they are sleeping.

- All participants will be made aware of who the certified first aider(s) are for the trip.

Appropriate vs. Inappropriate Interactions

Our organization’s physical contact policy promotes a positive, nurturing environment while protecting children and youth, staff and volunteers. Our organization encourages appropriate physical contact with participants and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by staff or volunteers towards participant in the organization’s programs will result in disciplinary action, up to and including termination of employment. The organization’s policies for appropriate and inappropriate physical interactions include but are not limited to:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
Contact initiated by the child or youth such as: <ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or “temple” hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated areas or while one-on-one • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a child or youth to cling to an staff or volunteer’s leg • Allowing children or youth, older than kindergarten, to sit on a staff or volunteer’s lap • Any type of massage given by or to a child or youth outside of accepted and documented medical treatment • Any form of affection that is unwanted by the child, youth, staff, or volunteer • Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance

Staff and volunteers are prohibited from speaking to participants in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Staff and volunteers must not initiate sexually oriented conversations with participants. Staff and volunteers are not permitted to discuss their own sexual activities with participants.

Our organization’s policies for appropriate and inappropriate verbal interactions include but are not limited to:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
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<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise • Strength-based conversations • Self-disclosure as a supervised therapeutic tool by licensed clinicians, medical professionals, and pastoral counseling 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving consumers in the personal problems or issues of staff and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming, belittling • Oversharing personal history • Derogatory remarks • Harsh language that may frighten, threaten or humiliate children or youth • Derogatory remarks about the participant or his/her family • Compliments relating to physique or body development
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Anti-Bullying

Our organization will not tolerate the mistreatment or abuse of one participant by another participant. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms including:

1. *Physical bullying* – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. *Verbal bullying* – when someone uses their words to hurt another, such as by belittling or calling another hurtful name.
3. *Nonverbal or relational bullying* – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. *Cyberbullying* – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
 1. Sending mean, vulgar, or threatening messages or images.
 2. Posting sensitive, private information about another person.
 3. Pretending to be someone else in order to make that person look bad; and
 4. Intentionally excluding someone from an online group.

5. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
6. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all participants, staff, and volunteers.

Discipline

The goal of our discipline guidelines is to ensure the safety of all participants involved in church sponsored activities. The decision to remove someone from a church sponsored activity will not be taken lightly and FPC Franklin staff will work diligently to provide pastoral care to the child/youth/adults involved and to welcome back any participant or volunteer removed whenever possible. It is our desire to ensure the safety of all participants while modeling grace and reconciliation.

1. Leaders may not spank, hit, grab, shake, or otherwise physically discipline anyone.
2. Any disciplinary concerns should be reported to the event leader and DCE/DYM or the pastor.
3. If a child, youth, vulnerable adult or adult volunteer knowingly acts in a way that puts themselves or other participants at a church-sponsored activity in danger, they may be asked to leave the event. If someone is asked to leave a church-sponsored activity, details of the situation should be recorded via incident report form by the event leader and passed on to the DYM/DCE and Pastor as soon as possible. If a child, youth, or vulnerable adult is asked to leave a church-sponsored activity it is the parent/guardian’s responsibility to arrange transportation.
4. If a child, youth, or vulnerable adult consistently ignores safety instructions given by staff or adult volunteers, ignores the “Guidelines for Living in Christian Community” and/or is asked to leave a church-sponsored activity, the DCE/DYM will meet with the parent/guardian to form a plan of action that seeks the well-being of that student as well as others who participate in the ministry.

Injuries and Illness

1. Leaders who are seriously ill may not participate in any church-sponsored activity while the disease may be transmitted.

2. Temporary substitutes for leaders who are unexpectedly ill will be screened and approved using the procedures in this policy to the extent possible, given the time available to conduct such screening.
3. If a leader determines that a child or youth has a serious or communicable illness, the child or youth will be returned to his or her parent or guardian as soon as feasible. If this is not possible, then the ill person will be separated in a manner that will allow supervision to continue until the parent or guardian can assume responsibility for the child or youth.
 - a Standards for determining a serious or communicable illness include but are not limited to: a fever over 100 degrees Fahrenheit, 2 or more instances of diarrhea, vomiting, frequent and uncontrollable cough related to illness, symptoms of strep throat, signs of an illness-based rash or skin infection, evidence of conjunctivitis, and live lice.
4. All persons supervising children or youth are expected to take reasonable steps to prevent any person involved in the church-sponsored activity from coming into contact with any bodily fluids.
5. If a child or youth receives a minor injury during a church-sponsored activity, a certified staff member or adult volunteer should provide first aid as needed at the time of injury. A leader should promptly notify the injured person's parent or guardian of the minor injury. The event leader should fill out a medical incident form (Appendix D) in a timely manner.
6. If a child or youth receives an injury, which requires medical treatment beyond simple first aid, a leader should provide immediate attention to the injured person. A leader will also notify the DYM/DEC or pastor who will contact the injured person's parent/guardian as soon as possible. The event leader should fill out a medical incident form (Appendix D) in a timely manner.

Reporting other incidents

Any adult who observes or becomes aware of any alleged incident of child abuse must follow our incident report guidelines (Appendix E) and fill out an incident report form (Appendix F). All reporting of such incidents is confidential. It should be noted that:

1. Tennessee has laws about reporting child abuse:
 - a. Everyone in Tennessee is a mandated reporter under state law. Any person with reasonable cause to believe a child is being abused or neglected must, under the law, immediately report to the Tennessee Department of Children’s Services or to local law enforcement. The reporter can remain anonymous.
 - b. Any person with reasonable cause to believe a child is being abused or neglected can report it by calling 877-237-0004 or by going online <https://apps.tn.gov/carat/>
2. Reporting child abuse to the state has life-changing consequences for all parties involved. Reports to the state should not be made without reasonable cause to believe a child is being abused or neglected. If a person unsure about when or how to report, the DCE/DYM and the Pastor can help navigate the process; we want to work together to ensure the well-being of each child, youth and vulnerable adult in our community.
3. While every adult is a mandatory reporter, observed or alleged incidents of child abuse at a church-sponsored activity should be communicated to the parent/guardian via the DCE/DYM and/or the pastor.
4. The DCE/DYM along with the pastor will work together to provide appropriate pastoral care for all parties involved in an onsite incident and/or known cases of abuse outside of church sponsored activities.

Implementation and Review

To ensure the effective use of this policy and procedures derived from it, all “Child, Youth, and Vulnerable Adults” documents used at FPC will be reviewed at least once a year by the delegates from FPC Franklin’s Child, Youth, and Adult Christian Education Committees. Any and all changes made to the policy must be communicated to and approved by Session before publication.

Signed Acknowledgement

Acknowledgement

I attended an orientation that describes and explains the organizational policies for the protection of minors adopted by the organization before the beginning of my volunteer tenure. I understand and voluntarily agree to abide by these policies.

Please Print

Date _____

Name _____

Signature _____

Appendix A

CHILD AND YOUTH VOLUNTEER APPLICATION

First Presbyterian Church (Franklin, TN)

Please answer each question in full.

Full Name with Middle Initial _____

Address _____

Home Phone _____

Cell Phone _____

Email _____

Birth Date _____

1. Are you a member of First Presbyterian Church (Franklin, TN)? yes no

If no, how long have you attended? _____

2. Please list any past experience you have working with children and youth. Include name and place of the institution(s) or organization(s).

3. Please provide names and contact information for two non-relatives who are familiar with your character as it relates to working with children and youth. At least one of these references should not be another member of FPC Franklin. References will be checked.

Name _____ Address _____

Phone _____ Email _____

Relationship _____

Name _____ Address _____

Phone _____ Email _____

Relationship _____

4. If you are not a member of FPC Franklin, or if you have been a member for less than six months, please also provide the names of three members of the congregation who can provide recommendations.

Name _____ Address _____

Phone _____ Email _____

Relationship _____

Name _____ Address _____

Phone _____ Email _____

Relationship _____

Name _____ Address _____

Phone _____ Email _____

Relationship _____

5. Please list the name and address of other churches you have attended regularly during the past five years.

6. Is there any circumstance that might call into question your being entrusted with the leadership and spiritual development of the children and youth of First Presbyterian Church (Franklin, TN)?

_____yes _____no

7. Are you currently under investigation for a crime? _____yes _____no

8. Have you ever been convicted of, or pled guilty or no contest to any crime after having been accused of any incident?

_____yes _____no

9. Have you ever been found responsible or guilty in any court for neglect or abuse of a child?

_____yes _____no

A “no” response to any of the following five questions would preclude an applicant from volunteering with children or youth.

10. As a church volunteer, do you agree to observe all church policies regarding work with children or youth? _____yes _____no

11. Have you read, and do you understand and agree to abide by, the “Child, Youth, and Vulnerable Adult Safety Policy?” _____yes _____no

12. Do you consent to background inquiries by First Presbyterian Church (Franklin, TN) to persons named by you and any other person, or to verify any information supplied by you?

_____yes _____no

13. Do you authorize persons contacted by First Presbyterian Church (Franklin, TN) in conducting background checks to speak freely to callers from the church inquiring about background check?

_____yes _____no

14. Do you consent to a criminal background check? _____yes _____no

Volunteer Covenant:

As a disciple of Christ Jesus, I believe God has called me to serve in ministry with children and youth and I promise to be faithful in that service. In baptism, God has claimed us and blessed us with gifts and abilities. I intend to use my gifts and abilities to the glory of God, and in the service of the Kingdom of God, by my participation in ministries at FPC Franklin.

_____ Volunteer Signature _____ Date

_____ Please print name

Note: If you have any concerns about the requested information, please feel free to speak to any member of the program or ministry staff.

Appendix B

CHILD AND YOUTH VOLUNTEER APPLICATION - RENEWAL FORM

First Presbyterian Church (Franklin, TN)

To be completed by Volunteers if they have signed a Child and Youth Volunteer Application form. We typically follow the school calendar year and update these forms in the summer for the school year to come.

I have re-read the Child, Youth, and Vulnerable Adult Safety Policy. _____Yes _____No

The last time I volunteered with a child or youth activity at First Presbyterian Church (Franklin, TN) was:

Since the time when you filled out the Child and Youth Volunteer Application, have you been found responsible or guilty in any court for neglect or abuse of a child?

_____yes _____no

I verify that the information that I provided on the Child and Youth Volunteer Application is still correct and truthful. _____Yes _____No

Do you consent to a criminal background check? _____yes _____no

*Drivers: To renew your status as an approved driver we need to receive a copy of a current insurance card/policy. If you are an approved driver, your service has been of great value to us. Please attach a photocopy of a current insurance card or policy.

Volunteer Covenant:

As a disciple of Christ Jesus, I believe God has called me to serve in ministry with children and youth and I promise to be faithful in that service. In baptism, God has claimed us and blessed us with gifts and abilities. I intend to use my gifts and abilities to the glory of God, and in the service of the Kingdom of God, by my participation in ministries at FPC Franklin.

_____ Volunteer Signature _____ Date

_____ Please print name

Note: If you have any concerns about the requested information, please feel free to speak to any member of the program or ministry staff.

Guidelines for Living in Christian Community

FPC Franklin Youth Ministries

We seek to empower both youth and adult participants to actively foster an environment where all people feel respected, safe, and welcome. In all our activities, we want to create an atmosphere where each person can thrive. We believe that this can best happen when youth and adults work together. For this reason, we ask that all youth and adult participants read and agree to follow these guidelines:

- Youth and adult participants will be respectful, encouraging, and will maintain a positive attitude toward others at all times, recognizing Christ's presence in each other.
- Youth and adult participants will be respectful of both common living spaces and the property of others.
- Youth and adult participants will avoid the use of foul language, cursing, or any speech (including "humor" intended to demean and sexual language) which puts down, makes fun of, intimidates, or stereotypes other persons or groups. This includes language and images in electronic communication.
- Whenever at all possible, youth participants will remain in groups of at least three people (from FPC Franklin) and will check in with Adult Participants at pre-arranged times.
- Youth and adult participants will respect other people's personal space and will refrain from inappropriate physical contact.
- Youth and adult participants will not bring weapons, alcohol, tobacco/nicotine/vapes, or other restricted substances to any church sponsored activity.
- Youth and adult participants agree to hold one another accountable to these guidelines, recognizing that following these guidelines is a way that we can love one another as Jesus commands us.

If someone is being disrespected in any way, speak up and affirm the goodness you see in each person. If you don't feel comfortable speaking up directly, remove yourself and the person being disrespected from the situation if you can and invite an adult participant into the conversation. Our adult participants want to support each one of you as we build a respectful, safe, and inclusive community together.

The Lord has told us what is good; do what is right to other people, love being kind to others, and live humbly, obeying God. *A paraphrase of Micah 6:8:*

In all that we do, May We show God's love to one another. May We put others before ourselves. May We seek good things for all people. May We respect each person God has made (including ourselves). May We learn from one another. And May We grow in grace and kindness together.

Amen.

I covenant to follow these guidelines:

Student Name: _____ Signature: _____ Date: _____

Parent/Guardian: _____ Signature: _____ Date: _____

AP Name: _____ Signature: _____ Date: _____

Church Accident / Incident Report



FIRST PRESBYTERIAN CHURCH
FRANKLIN

Name of injured: _____ Age: _____

Address: _____ Phone: _____

Emergency Contact Name: _____ Phone: _____

Details of Incident:

Date: _____ Time: _____ Location: _____

Type of Incident (check one):

Fall Injury Medical Emergency Property Damage Other: _____

Description of Incident:

(Briefly describe what happened and how)

Witnesses:

Name	Contact Info
_____	_____
_____	_____

Immediate Action Taken:

First Aid Administered: Yes No Medical Assistance Called: Yes No

Other Actions: _____

Outcome / Follow-Up:

Condition After Incident: _____

Further Action Needed: _____

Report Prepared By: _____ Signature: _____ Date: _____

FPC Franklin Crisis Management and Incident Response and Reporting Procedure

Purpose: Process to be followed when a youth or child safety incident is observed or reported during a youth event, whether the incident happens on church property or off property.

Information:

- A. Incident reporting origin
 - a. Victim to a Youth (Youth are encouraged to report the event to the Event Leader)
 - b. Victim to an Adult Participant (Adult Participants are required to report the incident to the Event Leader, unless the Event Leader is the suspect)
 - c. Victim to Event Leader
 - d. Bystander Youth to Adult Participant or Event Leader
 - e. Victim to Parent
 - f. Bystander Youth to Parent
 - B. The Event Leader, most often the Director of Youth Ministry or the Director of Christian Education, will lead the execution of this procedure.
 - C. Incident severity
 - a. A crime including a missing person
 - b. Physical injury
 - c. Unwanted physical, verbal or emotional incident
 - D. Incident qualifiers
 - a. Internal or external suspect
 - b. Youth on youth
 - c. Adult on youth
 - d. Youth on adult Procedure
1. An Adult Participant, when possible two Adult Participants stay with the victim to comfort, protect and note any further details the victim chooses to disclose. The victim may choose an Adult Participant to stay with them.
 2. Seek medical and/or law enforcement help if needed/required.
 3. Separate victim and suspect. An adult Participant, and where possible two adult participants, should stay with the suspect. The suspect should be kept separate from remaining youth. If the suspect is not under control all youth should be gathered and protected from further exposure to suspect.
 4. Event Leader gathers preliminary incident information and brings all needed Adult Participants up-to-date.

5. Event Leader notifies appropriate church staff and communicates with the victim's parents/caregivers as soon as possible.
6. Event Leader communicates with event organization leadership and non-FPC Franklin participants if needed.
7. Event Leader develops a response plan and continues to communicate with church staff and the victim's parents/caregivers.
8. FPC Franklin staff will develop and execute an appropriate communication plan.
9. Event Leader starts a Church Incident Report with the information received.
10. If an incident is reported after the conclusion of an event the Church Staff will acknowledge the reported incident as soon as possible and no longer than 24 hours later.
11. Evaluation of this procedure will be done at the end of the process

Appendix E

FPC Franklin Child, Youth, and Vulnerable Adult (Non-medical) Incident Report Form

Date of Incident: _____ **Time of Incident:** _____

Location of Incident: _____ **Person Reporting:** _____

I am (please circle one): Adult Volunteer Staff Member Other

If Staff Member what is your position:

If “other” what is your role at FPC Franklin:

I am reporting an incident that (circle all that apply):

- I observed during a church sponsored activity
- I was informed about at a church sponsored activity
- I was informed about outside a church sponsored activity
- Happened at a church sponsored activity
- Happened outside of a church sponsored activity

Please provide details of the observed/reported incident using clear and objective language:

Please provide details of actions taken by yourself or other adults to appropriately address the incident:

Who have you informed about the incident? * (circle all that apply and give details about your method of communication beside any you circle)

- Pastor:
- Director of Christian Education:
- Director of Youth Ministries:
- Parent/Guardian:
- Police/911:
- TN Department of Children's Services:
- • Other (provide details):

*Please note that in most cases it will not be necessary to notify all parties listed on this form. When possible please have a member of staff communicate with parents.

Please submit this report to the DCE/DYM and/or the pastor