

**Chapin
United Methodist Church**

Administrative Policy

**401
Revision 3**

Safe Sanctuary Policy

STATEMENT OF PURPOSE

Members of Chapin United Methodist Church (Chapin UMC) recognize the need to have a formal, written policy and procedures to prevent the abuse of protected persons. A protected person is defined as a child, student, or vulnerable adult partaking in ministry events. The following policy and procedures are intended to protect our children, students, vulnerable adults, employees, volunteers, the entire church body and the community it serves.

POLICY STATEMENT

We will attempt to protect protected persons in our care from emotional, physical and sexual abuse. We will endeavor to follow the outlined procedures in order to provide a condition of Safe Sanctuary at Chapin UMC.

Originated by: Family Ministries

Date: 26 February 2019

Approved by: Church Council

Date: 26 March 2019

_____ Date _____
Church Council Chair

SAFE SANCTUARY PROCEDURES

I. Scope of This Policy

- A protected person is defined as a child, student or vulnerable adult partaking in ministry events. The following policy and procedures are intended to protect our children, students, vulnerable adults, employees, volunteers, the entire church body and the community it serves.
- Any activity involving protected persons on the Chapin UMC campus or sponsored by Chapin UMC will follow the Chapin UMC Safe Sanctuary Policy.

II. Definitions

Children: Infants-4th Grade

Students: 5th Grade-12th Grade

Vulnerable Adults: Those over 18 years of age and are mentally and/or physically challenged

Protected Persons: Children, students and vulnerable adults

Primary Adult: Primary adults are staff and volunteers in roles with a greater responsibility of risk. Primary workers have responsibility for more interaction with, and greater access to children, students and vulnerable adults. A Primary Adult must be a minimum of 21 years of age. Primary Adults must have Safe Sanctuary training. They must have read and signed the Safe Sanctuary Policy, completed an application, and have successfully completed a background check.

Secondary Adult: Secondary adults are volunteers who work with protected persons and are supervised by a primary adult or staff member. A secondary adult must be at least 18 years old. Secondary adults must have Safe Sanctuary training. They must have read and signed the Safe Sanctuary Policy, completed an application, and have successfully completed a background check.

Youth Volunteer: Youth volunteers are ages 11-17 and are under the supervision of the primary and secondary adult. The youth volunteer must be 4 years older than the children he or she is serving. Youth volunteers must complete Safe Sanctuary training and sign a Youth Volunteer Covenant.

Ministry Leader: Paid church staff member who oversees a ministry area

Family Ministries: Children and Student Ministries (ages birth-12th grade)

Onsite: Ministry sponsored activity on the church campus

Offsite: Ministry sponsored activity off the church campus including, but not limited to, overnight trips

III. Training and Records

Safe Sanctuary training is required of paid staff and all volunteers working with children, students, and/or vulnerable adults. It is the Ministry Leader's responsibility to document that all volunteers for that ministry have attended Safe Sanctuary training, completed all necessary forms/documents, application, and have a clear background check before working with children, students and/or vulnerable adults. All documents pertaining to the volunteer applicant will be kept confidential. When stored on-site, this information will be identified as such and stored in a locked location and only accessible to the ministry staff of the church. If kept digitally off-site, the offsite repository will maintain the confidentiality of the records.

- **Safe Sanctuary Policy**

All applicants will receive a copy of the Safe Sanctuary Policy.

- **Written Application**

All persons seeking to work with children, students or vulnerable adults must complete and sign a written application. The application will request basic information from the applicant and will inquire into previous experience with protected persons, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence. In addition, applicants will be required to complete *an Annual Participant Covenant*

- **Personal Interview**

Upon completion of the application, a face-to-face interview will be scheduled by the appropriate Ministry Leader with the applicant to discuss the application and serving opportunities.

- **Reference Checks**

Before an applicant is permitted to work with children, students or vulnerable adults the applicant's references will be checked. Documentation of the reference checks will be maintained in confidence.

- **Criminal Background Check**

A SLED check and National Criminal Background Checks are required for all employees and volunteers.

Before a background check is submitted, prospective staff or volunteers will be asked to sign an authorization form allowing the church to run the background check.

If an individual declines to sign the authorization form, he/she will be unable to work with children, students or vulnerable adults.

A disqualifying offense that will keep an individual from working with protected persons will be determined by the Senior Pastor on a case-by-case basis considering all the surrounding circumstances. Individuals who have been convicted of physical or sexual abuse or neglect may not work in any church sponsored activity or program for children, students or vulnerable adults. Persons having a criminal history of any of the following types of offenses shall not be allowed to serve in any ministry area with protected persons.

1. Child abuse - whether physical, emotional, sexual or neglectful
2. Violent offenses including murder, rape, assault, domestic violence, etc.
3. Persons having a criminal history of a drug related conviction within the five years immediately prior to application

Persons having a criminal history of DUI or DWI conviction within the five years immediately prior to application shall not be allowed to act as a driver.

Failure to disclose a criminal conviction on the application form will be disqualifying.

Background checks will be repeated every two years.

The background check authorization form and results will be maintained in confidence.

- **Violation of Policy**

Any alleged infraction of the Safe Sanctuary policy will be reviewed immediately by the Ministry Leader and/or appropriate Executive Staff member(s). After review, volunteers with protected persons who are judged to be in violation of minor infraction(s) of the Safe Sanctuary policy will be corrected and may be subject to a time of probation. Those judged to be in violation of any major infraction(s) will be removed from service roles in protected persons' ministry areas.

- **Child Safety/Protection Training**

All volunteers are required to complete an on-line Child Safety/Protection Training and *Annual Participant Covenant*.

IV. Definitions of Abuse

1. *Verbal Abuse*: Any verbal act that humiliates, degrades or threatens an individual
2. *Physical Abuse*: Any act of omission or an act that endangers a person's physical or mental health
In the case of child, student or vulnerable adult physical abuse, this definition includes any intentional physical injury caused by the individual's caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to the physical health of a child, student or vulnerable adult.
3. *Sexual Abuse*: Sexual abuse of a child, student or vulnerable adult is the sexual exploitation or use of same for satisfaction of sexual drives. This includes, but is not limited to:
 - incest
 - rape
 - prostitution
 - romantic involvement with any protected person
 - any sexual intercourse, or sexual conduct with, or fondling of an individual enrolled as a child, student or vulnerable adult in a church sponsored event.
 - sexualized behavior that communicates sexual interest and/or content

Examples are not limited to:

- displaying sexually suggestive visual materials
 - making sexual comments or innuendo about one's own or another person's body
 - touching another person's body, hair or clothing, touching or rubbing oneself in the presence of another person
 - kissing
 - sexual intercourse
4. *Emotional Abuse*: Emotional abuse is any act that may diminish the sense of identity, dignity and self-worth of an individual. Emotional abuse deeply affects one's self-esteem by submitting him/her to verbal assault or emotional cruelty and/or by expressing attitudes or behaviors towards a person that create substantial emotional or psychological damage. Emotional abuse does not always involve injuries we can see.

- Examples are not limited to:
 - confinement
 - isolation
 - verbal assault
 - humiliation
 - intimidation/coercion
 - infantilization
 - making racial remarks
 - excessive punishment
 - use of profanity
 - knowingly permitting drug or alcohol abuse
 - ignoring or encouraging peer abuse
 -

V. Reporting and Responding to Abuse

If abuse is suspected by, observed by, or disclosed to a volunteer or staff member of the church, that person shall report the incident to the Ministry Leader or Senior Pastor immediately and complete a *Suspected Incident of Child Abuse* form.

All allegations of abuse against a protected person while under the care of Chapin UMC will be investigated following the process outlined below.

- The Ministry Leader will report the incident to the Senior Pastor.
- Parents and/or guardians, Department of Social Services, Chapin UMC insurance carrier, local law enforcement, and proper legal authorities will be notified of the investigation by the Senior Pastor as warranted by the situation.
- In the event of a Safe Sanctuary allegation, the Senior Pastor will be responsible for all contact with the news media. Volunteer are not permitted to speak on the church's behalf regarding a Safe Sanctuary allegation nor are they to have any contact with the news media. In the event a volunteer is contacted or "cornered" by the news media, they are to direct them to contact the Senior Pastor thereby ending the contact with the news media. The Senior Pastor can be reached at 803-345-2801, which is the main phone number for the church. The volunteer is encouraged to contact the Senior Pastor to let him/her know that the news media will be contacting them. In the event that the allegation is made against the Senior Pastor, the South Carolina United Methodist Conference shall become the spokesperson.
- All records relative to this procedure will be securely

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retained in the church office.

VI. GUIDELINES

Six Month Waiting Period

All volunteers involved with children, students or vulnerable adults must be members of the congregation or have consistently and actively attended Chapin UMC for at least six months prior to beginning a volunteer assignment. The Senior Pastor, in conjunction with a Ministry Leader, must authorize any exceptions to this rule.

Two Adult Policy

The “two-adult policy” requires no fewer than 2 non-related adults be present at all times during any church-sponsored program, event, or ministry involving children, students or vulnerable adults. The two adult policy is defined as one Primary Adult (21 years or older) and one additional Primary or Secondary Adult (18 years or older) who are not residing in the same household and who are not related by marriage or other familial ties. Two related individuals may serve together, but a third adult must be present. In extenuating circumstances, where only one adult is available, the Ministry Leader may approve and assign a Primary/Secondary Adult to monitor a designated room or area. For accountability, the room or area must be clearly visible (i.e. open doors) and accessible to the assigned adult.

Nursery/Toddler Policy

A Youth Volunteer (ages 11-17) may serve in the Toddler Classroom only if his/her parent or guardian is serving alongside him/her in the room. Youth Volunteers are not permitted to serve in the Nursery Classroom.

Check-In for Volunteers Serving with Children (birth-4th Grade)

- For security and identification purposes, volunteers need to wear an approved Wave Ministry shirt while serving. Short sleeve shirts are provided free of charge to each volunteer.
- All volunteers need to check in using the computerized check-in system.
- Volunteers should place their name badge on their shirt.

Check In/Check Out Procedure for Children (ages birth- 4th Grade)

- Parents and guardians need to check their children in using the computerized check-in system. Children will receive a name badge sticker, and parents will receive a corresponding security code sticker which matches the code listed on their child's name badge. Children must wear their name badge. The children will then be able to enter a secure classroom.
- No one can enter a child's classroom without a parent security code or wearing a volunteer name badge.
- If a parent informs the Ministry Leader of an allergy or dietary restriction, there will be a description of the child's allergy on the child's name badge.
- All children will be checked in by an adult and are not to be released to anyone other than the adult with the correct security code. Siblings are not allowed to pick up their younger brothers and/or sisters. Any exceptions will be made the Ministry Leader.
- At the end of the service hour, an adult volunteer will check the parent's security code, match it with the security code on the child and then remove the name badge from the child.
- Vacation Bible School will follow an established check-in and check-out procedure.

Lost or Missing Security Code Sticker

- If a parent/guardian loses or misplaces their security code, a volunteer should call the Ministry Leader and have the parent return to the Check-In area. Under no circumstances will a child be released without the matching security code. To verify the identity of the parent, the Ministry Leader will ask the parent/guardian to show their photo ID and answer identifying information before another security code sticker is printed.

Restroom (Birth-4th Grade)

Adults 18 years of age and older, when taking children to the restroom, should allow the child to enter the restroom alone. The volunteer should remain outside the restroom unless assistance is needed. In any instance requiring supervision in the restroom (i.e. accident), the door of the restroom shall be cracked open and the adult should ask another Primary or Secondary Adult to remain in clear line of sight as they assist the child. Youth Volunteers (ages 11-17) are not permitted to take children to the restroom or assist a child in the restroom. For the protection of all, volunteers should *never* be alone with a child in a restroom with the door closed and never be in a closed restroom stall with a child. Parents are strongly encouraged to have their children visit the restroom prior to each class.

Diapers

Only a Primary or Secondary Adult (18 years of age or older) should change a child's diaper. The diaper must be changed in full view of the other volunteers present.

Physical Contact

- Touching should be a response to a child, student or vulnerable adult's need for comforting or encouragement.
- Physical contact should only be done in public within the sight of others.
- Examples of appropriate touch:
 - Walking hand in hand with young preschool or elementary aged children or vulnerable adults needing assistance
 - Short congratulatory or greeting side hugs
 - Brief, assuring pat on the back or shoulder
 - Handshakes and high-fives
- Inappropriate touch:
 - Walking hand in hand with a protected person older than elementary age.
 - Never touch a protected person in anger or disgust.
 - Never touch a protected person in any manner that may be construed as sexually suggestive.
 - Never touch a protected person between the belly button and the shins.
 - Never touch a protected person's private parts (with exception of diaper changes following the diaper policy).
 - Anyone over the age of 2 years old by September 1 of the current school year should not sit in the laps of volunteers.
 - Playing rough with protected persons or allowing them to play rough with each other is not appropriate.
 - Massages, tickling or kissing
 - Full body hugs
- If a protected person is inconsolable or the volunteer feels the person needs more attention, the Ministry Leader should be contacted for assistance. A protected person's preference not to be touched should be respected. Do not force affection upon a reluctant person.
- Inappropriate or sexually suggestive expressions in person or in communications shall be subject to review and the volunteer shall be subject to corrective action deemed appropriate by the Ministry Leader, Senior Pastor and the Safe Sanctuary policy.
- Volunteers must promptly discuss inappropriate touching or other questionable behavior by other volunteers with a Ministry Leader.

Discipline

No physical punishment or verbal abuse will be used at any time to discipline children, students, or vulnerable adults. If an adult volunteer feels the removal of

a protected person from the room may be necessary, the adult volunteer should contact the Ministry Leader who will determine the appropriate action.

First-Aid and CPR

Ministry Leaders dealing with children, students, or vulnerable adults must be certified in basic first aid and CPR. For off-site church sponsored activities, at least one adult must be certified in basic first aid and CPR. First Aid kits will be available in all ministry areas. An AED is located in the children's building as well as the Sanctuary.

Accidental Injuries to Children

In the event that a protected person is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, volunteers will provide First Aid (Band-Aids, etc.) as appropriate. If the injury is to a child (birth-4th grade), the parent/guardian will be notified of the minor injury upon pick-up of the child.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be contacted in addition to the Ministry Leader. If warranted by circumstances, an ambulance will be called.
3. In the case of injuries requiring treatment by a medical professional, an *Accident Report Form* will be completed.

Illness

It is our desire to provide a healthy and safe environment for all protected persons at Chapin United Methodist Church. Parents are encouraged to be considerate of others when deciding whether to place a protected person under our care. In general, individuals with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours;
- Green or yellow runny nose;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Individuals who are observed by our volunteers to be ill will be separated from others and the Ministry Leader will request that the individual be dismissed to go home.

Medications

It is the policy of Chapin United Methodist Church not to administer either prescription or non-prescription medications to the protected persons under our care while on-site. Medications should be administered by a parent at home. Parents are reminded of our Illness policy.

Exceptions to the medications policy may be granted to parents of protected persons with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such individuals should address their situation with the Ministry Leader to develop a plan of action.

Physical Surroundings

- All rooms on our church campus should have doors with windows making the rooms clearly visible to outside observers. Rooms without clear visibility will have an open door whenever children, students or vulnerable adults are present.
- Scheduled on-site activities held inside or outside on church property must conform to the Safe Sanctuaries Policy of Chapin UMC.

Off-site Church Sponsored Day Trips or Overnight Trips

- A signed Permission/Medical Consent form, Medication forms, and any additional required forms must be completed prior to any trip. The two adult policy must be followed throughout the trip, with any exceptions clearly stated and approved in writing by the parent and/or guardian, Ministry Leader, and Senior Pastor prior to the trip.
- Trips must maintain a 1:7 volunteer to student ratio.
- Children, students, and vulnerable adults must sleep in a bed alone. In situations where one large sleeping area is provided, two adults of the same sex shall accompany children, students or vulnerable adults of the same sex.
- Adults should not share the same bed with a child, student or vulnerable adult under any circumstances.
- At least two adults and two children, students or vulnerable adults will be assigned to each room. Any exceptions must be approved by the Senior Pastor and Ministry Leader.
- Prescription medications or any other medications must be given to the Ministry Leader prior to trip departure. A completed *Off-Site Medication Form* must be completed and signed by the parent. Protected persons will not be allowed to keep any form of medication on their person or in their belongings.
- Ministry Leaders reserve the right to search through any student's baggage to check for any items that are not permitted. Adult volunteers cannot search any students' belongings without the permission of the Ministry Leader. Any searches must be done in the presence of the Ministry Leader. All searches will be conducted by a volunteer of the same gender as the student.
- Weapons, such as fire arms, pocket knives, etc. are prohibited.
- Any violent or harassing actions/words are prohibited.
- Engaging in sexual activity is prohibited.
- Drugs, alcohol, tobacco and any other illegal substances are prohibited.
- Any discipline issues should be brought to the attention of the Ministry Leader.

Transportation

- All drivers must be 21 years of age or older.
- Any travel that takes place in vehicles must maintain the two adult policy and a minimum of two children, students or vulnerable adults.
- The number of persons per vehicle must not exceed the number of seatbelts, and all occupants must wear seatbelts.
- When chartering a bus for events on behalf of the church, a current copy of the

bus driver's Commercial Driver's License (CDL) will be requested and kept on file at the church.

Counseling

- If you need to have a one-on-one conversation with a protected person, have the conversation in public - not behind closed doors or in a room or vehicle alone.
- Do not initiate one-on-one meetings. Allow the protected person or their parents to be the initiator. One-on-one off-site meetings should never take place without a parent or guardian's consent. If meeting a protected person off-site, it must be at a public place such as a coffee shop, restaurant, etc. where you are in clear line of sight of others.
- Never transport a child, student or vulnerable adult anywhere alone. If a protected person needs transportation, arrange to have another adult ride with you. If that's not possible, say no.

Social Media

- Volunteers should not initiate friend requests to children, students, or vulnerable adults. These individuals may feel they can not reject the request, and such requests may inappropriately leverage the disparity of power between the individual and the adult.
- When sending an email or text to only one child, student or vulnerable adult, the adult volunteer should copy another adult (ideally a parent, guardian, another adult volunteer or Ministry Leader) on the message or post it in a public venue (i.e. a Facebook wall.) This will allow adults to maintain the "Two Adult Policy" when using social media.
- We encourage volunteers to copy or keep communication with protected persons made via email or text.
- Platforms using discrete conversations and secrecy (Snap Chat and direct messaging through social media platforms) should not be used with protected persons.
- If abuse is divulged through any of these electronic means, the volunteer should immediately report the information following the standard reporting procedures found on page 5.

VI. EMERGENCY PROCEDURES

Fire Procedures

- The fire alarm will automatically contact the fire department.
- Line up and count the individual under your care to be sure you have accounted for everyone in the room.
- Check restrooms and take your walkie talkie, if applicable and roll with you.
- Nursery children will be placed in the rolling cribs and evacuated to the nearest/safest exit.
- Exit the building by the nearest/safest exit and move away from the building.
- Wait for the all clear to be announced on your walkie talkie (or a whistle) before re-entering the building.
- Do not let an individual be dismissed to a parent until you received notice of the all clear. Parents may stand with others in line, if needed.

Tornado Procedures

Watch: Indicates favorable weather conditions for tornado

Warning: Indicates a tornado has been sighted in the area

- Go to an interior room or hallway.
- Stay away from doors and windows.
- Take cover directly against the wall and have the individual cover their heads with their arms like a “turtle”.
- Remain in Shelter Area, including after normal dismissal time for any services, until weather warning expires, or emergency personnel have issued an all-clear signal.

Tornado shelter areas are interior hallways or rooms away from exterior walls and windows and away from glass.

Earthquake Procedures

- **DROP** to the ground. For those individuals not physically able to drop to the ground, they should remain seated and cover their heads with their arms and hands.
- **COVER** under or near desks, tables, or chairs in a kneeling or sitting position.
- **HOLD** onto table or chair legs. Protect eyes from flying glass and debris by using your arm to cover your eyes.
- Be prepared for aftershocks.

Lock Down Procedures

Announcement will take place over the walkie-talkie or by the Chapin UMC Security Team.

1) *Stay Put Lockdown* – **The threat is outside of the building.** The church may have been notified of a potential threat outside of the building.

2) *Duck and Cover Lockdown* – **The threat/intruder is inside the building.**

Stay Put Lockdown:

- A member of the Chapin UMC Security Team or the Ministry Leader will announce, “This is a Stay Put Lockdown.”
- Bring any protected persons inside.
- Clear individuals from hallways, restrooms, and other rooms that cannot be secured.
- All exterior doors will be locked, and protected person should remain in the classroom. You may proceed with classroom instruction.
- Keep children away from windows.
- Do not allow individuals out of the rooms/spaces until a member of the Security Team or the Ministry Leader has announced, “All Clear.”

Duck and Cover Lockdown: (these actions happen rapidly)

- A member of the Chapin UMC Security Team, Law Enforcement or the Ministry Leader will announce “This is a Duck and Cover Lockdown.”
- People that are outside of the building **SHOULD NOT** enter the building.
- Lock and/or block classroom doors with tables and other furniture to prevent entry from the outside. If possible, cover the door window.
- Move individuals away from windows and doors. Go into classroom restroom, if possible.
- Turn off lights.
- Silence cell phones.
- Where applicable, classroom monitor cameras will be powered down.
- Instruct individuals to remain silent.
- Keep out of sight.
- **IGNORE** all people, fire alarms, sprinkler system activation, or other such alerts.
- **DO NOT** discontinue the Duck and Cover Lockdown until Law Enforcement unlocks the door and enters the room to announce, “All Clear.”

Note: Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

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Accident Report Form

Please print all information

Date/Time of accident:

Name of person injured:

Age:

Location of accident:

Name(s) of persons who witnessed the accident:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Describe accident and any actions taken:

Signature of person filling out report form

Date

Suspected Incident of Child Abuse Form

Please provide the following requested information, if known.

Name and contact information of person reporting suspected abuse:

Date/time of suspected abuse:

Location of suspected abuse:

Minor's name:

(A separate report is to be made for each minor involved)

Name and Contact information of Parent/Guardian of minor:

Please describe the circumstances of suspected abuse, giving dates, locations, and all persons present: (Use either the back of this sheet or a separate sheet of paper.)

1. If based on personal observation, specify what was observed as factually as possible.
2. If based on statements of a child, use the child's words to relate what was said.
3. If based on statements from another, identify the person(s) involved and relate what was said as accurately as possible.

Name and contact information of person accused of suspected abuse:

Relationship of child to person accused of suspected abuse, if any:

Please indicate to whom notification of the Incident has been given

Parent/Guardian: _____ Date/Time: _____

Church Leaders: _____ Date/Time: _____

Child Protective Services: _____ Date/Time: _____

Law Enforcement: _____ Date/Time: _____

Others: _____ Date/Time: _____

Signature of Person making this report

Date

Signature of Minister receiving report

Date

One copy to Parent/Designee and One copy to Senior Pastor

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Permission/Medical Consent Form (page 1 of 2)

PARENTAL CONSENT

The undersigned does hereby give permission for my child or student _____,
Print Participant's Name

to attend and participate **any Family Ministry sponsored offsite activity or event**

from _____.
(insert dates)

LIABILITY RELEASE: In consideration of Chapin United Methodist Church allowing the Participant to participate in church sponsored events, I, the undersigned, do hereby release, forever discharge and agree to hold harmless Chapin United Methodist Church, its pastors, staff and volunteers (collectively herein the "Church") from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the Participant while involved in the church sponsored activity. I, the parent or legal guardian of this Participant hereby grant my permission for the Participant to participate fully in church sponsored activities, including trips away from the church premises. Furthermore, I, on behalf of my minor Participant, hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of participation in recreation and work activities involved therein. The undersigned further hereby agrees to hold harmless and indemnify said Church for any liability sustained by said Church as the result of the negligent, willful or intentional acts of said Participant, including expenses incurred attendant thereto.

MEDICAL TREATMENT PERMISSION: I authorize the Ministry Leader, in whose care the minor has been entrusted, to consent to any emergency x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital or emergency care facility. The undersigned shall be liable and agrees to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child or student pursuant to this authorization.

EARLY RETURN HOME POLICY: Should it be necessary for my child or student to return home due to medical reasons, disciplinary action or otherwise, the undersigned shall assume all transportation costs and responsibility.

TRANSPORTATION PERMISSION: The undersigned does also hereby give permission for my child/student to ride in any vehicle driven by an approved and licensed adult volunteer (21 or older) while attending and participating in activities sponsored by Chapin United Methodist Church. My child/student and I understand that SEAT BELTS MUST BE WORN AT ALL TIMES during transportation.

_____ Name of Child/Student Participant	_____ Signature of Child/Student	_____ Date
_____ Name of Parent/Guardian	_____ Signature of Parent/Guardian	_____ Date

Permission/Medical Consent Form (Page 2 of 2)

CHILD/STUDENT INFORMATION

Name _____ Grade _____ DOB _____ Male/Female

Nickname _____ School: _____

Address: _____

Child/Student Email _____ Child/Student Cell _____

PARENT/GUARDIAN INFORMATION

Parent 1 NAME _____ PHONE # _____

EMAIL _____

PARENT 2 NAME _____ PHONE # _____

EMAIL _____

ADDRESS, IF DIFFERENT FROM ABOVE _____

NON-PARENT/GUARDIAN EMERGENCY CONTACTS

Name: _____ Relation: _____

Phone Number: _____

PRIMARY CARE PHYSICIAN

Name: _____ Phone _____

Name of practice: _____

Date of last Tetanus shot (required) _____

INSURANCE INFORMATION

Medical Insurance Company: _____ Phone: _____

Policy/Group ID#: _____

Policy Holder's Name (please print): _____

Policy Holder Date of Birth _____

Name of Child/Student Participant Signature of Child/Student Date

Name of Parent/Guardian Signature of Parent/Guardian Date

Offsite Medication Form

List all medications your child/student will take during this off-site church sponsored activity. This includes any prescription, non-prescription medications, herbal supplements and vitamins.

Any participant under the age of 18 is required to give ALL MEDICATIONS to the Ministry Leader in the original containers with complete dispensing instructions prior to trip departure. Children/Students are not permitted to carry any prescription or non-prescription medication and will be sent home at the parent/guardian's expense if they do.

Medication Name	Dose	Treatment for	Dispensing instructions
<i>Example: Zyrtec</i>	<i>5mg</i>	<i>Seasonal allergies</i>	<i>Take one pill daily in the morning with food</i>

Self-Monitoring Medications or Devices

If a student needs to carry a self-monitoring device or emergency medication, the parent must meet with the Ministry Leader in advance to determine the appropriate documentation needed from a medical professional.

Over-the-Counter Medication Permission: Do you give permission for your child/student to be given over-the-counter medication as needed and as directed on the label to treat non-emergency medical conditions such as a minor headache, stomachache, or allergic reaction (i.e. Tylenol, Advil, antacids, Benadryl) during the duration of the trip?

No. Contact me if my child has any minor medical concerns.
Parent Signature _____

Yes. I give permission for the Ministry Leader or designated adult volunteer to give my child approved over-the-counter medications as directed on an as needed basis to treat non-emergency medical conditions.
Parent Signature _____

MEDICAL CONDITIONS: Please answer in detail if applicable or write N/A. Attach additional pages if necessary.

1. List any medical conditions (asthma, diabetes, epilepsy, etc.):
2. List any allergies (drug/medicine, food, and/or environmental) and the severity and type of reaction:
3. Please explain any other pertinent information about the participant (i.e. physical, behavioral, or emotional) that would be important for us to know.

Youth Volunteer Covenant

- _____ Wear your Wave Leader shirt on the Sundays you are serving.
- _____ Sit with the children. Interact with them, get to know them, and encourage their best behavior.
- _____ Children may not sit in the lap of a youth or adult volunteer.
- _____ When applicable, participate in songs. Demonstrate the motions and encourage the children to follow along.
- _____ Assist the adult volunteers when asked.
- _____ If a child needs to go to the restroom, ask an adult leader to assist him or her. Never go into a restroom with a child.
- _____ There must always be an adult over 21 and someone over 18 in any room with children (2 adult policy).
- _____ You may be asked to help with a game, handing out materials, etc. You may also provide assistance during check-in/check-out transition times by playing games, songs, etc.
- _____ Adults will handle dismissal. Parents will present their child's security code. The adult will match the security code with the security code on the child's tag.
- _____ Please refrain from using your cell phones unless there is an emergency. Do not take pictures of the children.
- _____ If you are unable to serve on your assigned Sunday, call or text the Ministry Leader in advance to switch Sundays for that month.

I have completed Safe Sanctuary training and I agree to observe and abide by the policies set forth by Chapin United Methodist Church. In addition, I have read, understand and agree to abide by the Youth Volunteer Covenant.

Youth Volunteer Name _____

Youth Volunteer Signature _____ Date _____

Address _____

Cell Phone _____

Parent Name(s) _____

Parent Cell Phone _____