

# Child/ Youth Protection Policy

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## The Presbytery of Donegal

4/26/2016

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Special thanks to the churches who contributed to the creation of this policy: St. Columba Presbyterian Church, Dowingtown; Covenant Presbyterian Church, Malvern; Eastminsiter Presbyterian Church, York; Carlisle United Methodist Church

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## Background

The Presbytery of Donegal is committed to the spiritual nurture of the children and families in our congregations as they grow to love and serve Jesus Christ. To facilitate such nurture and growth we must create safe spaces and safe relationships for that development—it is part of our baptismal promise.

We also join the Commonwealth of Pennsylvania in the commitment to protect the children in our care. The following resources are developed from best practices from churches and child-welfare agencies around the country and are in compliance with PA State Child Protective Service/ Mandatory Reporting Laws as of September 2015.

### Purpose:

Our purpose for establishing this policy is to demonstrate our commitment to the physical and emotional safety, and spiritual growth of all children, youth, as well as the adults that serve these communities. These policies apply to all programs involving children and youth while in the building or on the grounds of St. Columba Presbyterian Church or while participating or serving in an off-site event or trip sponsored by St. Columba.

### Definitions:

| Term  | Definition   |
|---|--|
| “child” or children   | Any person(s) under the age of 18  |
| “adult”   | Anyone 18 years of age or older  |
| “child abuse” (as defined under Pennsylvania Child Protective Services Law) | “(i) Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under 18 years of age.<br>(ii) An act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age.<br>(iii) Any recent act, failure to act or series of acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age.<br>(iv) Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child’s life or development or impairs the child’s functioning. |
| “children’s activities”   | Any activity or program in which children are under supervision of staff persons or volunteers   |
| “youth activities”  | Any activity or program specifically for children in grades 6 through 12. However, youth are still considered children for the purposes of this policy   |

|                |   |
|----------------|---|
| “staff person” | Any person employed by St. Columba Presbyterian Church  |
| “volunteer”    | A person 18 years of age or older, unpaid, who assists with the care, supervision, or guidance of children or who routinely interact with children as a part of a church activity under the supervision of staff. |
| “helper”       | Any person between the ages of 15 and 17 who serves in a volunteer role   |

## Employees and Volunteers

### Screening Procedure for St. Columba Presbyterian Church Staff and Volunteers:

- 1) Staff persons: All staff persons shall be required to complete and provide:
  - A written application and references/ a personal interview
  - Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Human Services
  - Pennsylvania State Police Criminal Record Check
  - FBI Criminal History Report – this step requires fingerprints
  - Preliminary 3 hour online training regarding mandated reporting or equivalent in-person training
  - Signed Participation Covenant Agreement
  
- 2) Volunteers: All volunteers who, as part of a regularly scheduled program, activity or service, accept responsibility for a child or have direct contact with children shall be required to complete and provide:
  - Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Public Welfare
  - Pennsylvania State Police Criminal Record Check
  - FBI Criminal History Report – this step requires finger prints.
    - If a volunteer has lived in the Commonwealth of Pennsylvania consecutively for the last 10 years, a notarized affidavit is acceptable.
  - Signed Participation Covenant Agreement

All volunteers and staff persons who, as part of a regularly scheduled program, activity or service, accept responsibility for a child or have direct contact with children shall be required to demonstrate an active relationship with St. Columba Presbyterian Church for at least 6 months prior to serving in a supervisory role in children or youth activities. In the case of new staff hires, references deemed adequate by the Co-Pastor will replace the six-month waiting period.

Background checks must be repeated every 5 years. Volunteers with clearances older than 5 years or those without clearances because they were approved as a volunteer before July 1, 2015 must be in compliance by July 1, 2016.

The cost of screening shall be borne by the volunteer. If the financial cost presents a hardship such that it would discourage an individual from volunteering, the individual should speak confidentially to one of the pastors.

All volunteers and staff persons must be at least five (5) years older than the children/youth with whom they are working.

## Working with Children

### Supervision

In order to provide a safe haven and not jeopardize our ministries, the following procedures are required.

- 1) A minimum of two unrelated adult staff and/or volunteers will be in attendance at all times when children are being supervised during programs and activities at or sponsored by St. Columba Presbyterian Church. This may include the presence of an adult “roamer” who moves in and out of rooms, provided all doors remain open, and the children are above the age of four.
- 2) In addition to the two adult rule, we must adhere to these requirements:

| Similar Age Levels                       | Staff | Children/ Youth | Maximum Group Size | Total # of Staff Required for Max Group size |
|--|-------|-----------------|--------------------|--|
| Infant                                   | 1     | 4               | 8                  | 2  |
| Young Toddler                            | 1     | 5               | 10                 | 2  |
| Older Toddler                            | 1     | 6               | 12                 | 2  |
| Preschool                                | 1     | 10              | 20                 | 2  |
| K-5 <sup>th</sup> Grade                  | 1     | 12              | 24                 | 2  |
| 6 <sup>th</sup> – 12 <sup>th</sup> grade | 1     | 15              | 30                 | 2  |

- 3) Each room or space where children are being cared for will have a window in the door or the door will be left open. All activities should occur in open view. Should the children’s activity be an outdoor program or occur in a setting which makes it difficult to comply with this Policy, the staff person in charge of the activity shall take appropriate measures to make sure that the setting suits the activity, and the children are properly supervised.<sup>1</sup>
- 4) Youth ages 15-17 may serve as “helpers” with children at least 5 years younger than themselves. These “helpers” are exempt from background checks; however they must be responsible and always work in the immediate vicinity of an adult supervisor.
- 5) Overnight activities require at least one adult of each gender when both girls and boys are present. Leaders must assure that the children/ youth are given appropriate privacy in areas of sleeping changing and bathing.
- 6) All activities that take place away from St. Columba Presbyterian Church shall have completed permission forms signed by the parents/ guardians.
- 7) Scouting and similar organizational activities that take place away from St. Columba Presbyterian Church are expected to comply with their own rules and regulations. The Church

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<sup>1</sup> Joy Thornburg Melton, *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church*, (Nashville, TN: Discipleship Resources, 1998).

will not be held liable for any activities that take place elsewhere. Those activities within the church will comply with this policy.

In certain situations requiring one-on-one mentoring, children may be with one adult in a public space (such as a common area in the church, an ice cream parlor, restaurant, or public lobby) with the written permission of the child's parent. The adult should notify a CPC staff member prior to the meeting with the time and location of the meeting.

### **Check-in/ Check Out Procedure**

For children below Grade 3, a security check-in/check-out procedure will be followed. The child will be signed in and out by a parent/ guardian. If someone other than the parent/ guardian will pick up the child that must be noted and authorized at sign in. Ministry leaders are encouraged to ask for identification if they do not recognize the adult picking up a child.

### **Discipline Policy**

It is the policy of St. Columba Presbyterian Church not to administer corporal punishment, even if parents give permission for it. There will be no spanking, grabbing, hitting, or other physical discipline toward children. Workers should consult with ministry leaders if assistance is needed with disciplinary issues.

### **Sick Child Policy**

It is our desire to provide a healthy and safe environment for all the children at St. Columba Presbyterian Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with symptoms of fever, diarrhea, vomiting, green/ yellow runny nose, eye or skin infections, or other symptoms of communicable or infectious disease should not be dropped off.

Children who are observed by our staff or volunteers to be ill will be separated from other children and the parent or guardian will be contacted to request the child be picked up.

### **Food/ Allergy Policy**

With the rise of life-threatening food allergies in children, snacks and meals should only be provided to children who have a complete permission slip that notes allergy information on file. If the church is providing snacks, all children present should have access to a snack safe for them, or none should be given. In the event that children do not have documentation on file, parents should be asked to provide food and snacks for their children. Due to the rising prevalence of reactions to airborne peanut allergens, foods with peanuts should be eliminated unless all children present have food sensitivity documentation on file.

## **Medications Policy**

It is the policy of St. Columba Presbyterian Church not to administer either prescription or non-prescription medication to the children under our care. Medications should be administered by a parent at home. Exceptions to the medication policy may be granted in the case of life-saving medications such as an Epi Pen, inhaler, or glucose tab with an acceptable documented plan signed by a parent/ guardian.

In the case of overnight events the medication policy will be modified so that children and youth can receive their medication. Prescriptions in their original bottles with written and signed instructions will be provided to the adult in charge of the trip. Over-the-counter remedies such as aspirin may be administered by a trip leader with signed parental/ guardian consent.

## **Confidentiality of Medical Information**

Information regarding the medical conditions of children is confidential and is only made available to the adults responsible for care of children/ youth when it impacts care. In the event information about a contagious illness needs to be shared with others who may have been unknowingly exposed to a sick child, the confidentiality of the children and families will be observed.

## **Restroom Guidelines**

Children five years of age and younger should utilize a classroom bathroom, if one is available. If a classroom bathroom is not available, workers should escort a group of children to a hallway bathroom. Children should never be taken to the bathroom alone. The workers should check the bathroom first to make sure that it is empty, and then allow the children inside. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If the child requires assistance, the worker should prop open the bathroom door and leave the stall open as he/ she assists the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should never be alone with the child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have a child visit the bathroom prior to dropping them off for a class or program.

### **Transportation of Children/ Youth**

Children/ youth may be transported off-site as part of a church sponsored activity provided there is prior written consent from a parent/ guardian (most often in the form of a permission slip), and an up-to-date participant health form is kept with a responsible adult leader on the trip at all time.

Parents and volunteers who are providing transportation must be at least 21 years of age, provide a copy of his/ her driver's license, and proof of insurance for the vehicle being used in addition to the Commonwealth required clearances noted earlier in this policy.



## Reporting Suspected Child Abuse

As of 2105 the Pennsylvania Mandatory Reporter laws clarify and expand the individuals who qualify as mandated reporters of child abuse. People in the following positions will be defined as mandated reporters

- Clergy members, including ministers and other spiritual leaders
- An individual, paid or unpaid, who on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child. These individuals include those serving at youth camps or programs, sports or athletic programs, outreach programs, enrichment programs, troops, clubs, or similar organizations

When an incident of child abuse occurs or allegation of an incident within the church or at a church event off-premise is made or an employee or volunteer otherwise has reasonable cause to suspect child abuse, it is crucial that it be dealt with immediately and in a clearly outlined manner.

1. If a staff person or volunteer has reasonable cause to suspect, based upon their training and experience, that a child is a victim of child abuse, the staff person or volunteer **shall immediately contact the Pennsylvania Childline and Abuse Registry (1-800-932-0313)**. Initial reports can also be filled via the website: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
2. This includes situations where:
  - a. A staff person or volunteer comes into contact with a child that has been abused;
  - b. An individual makes a specific disclosure to a staff person or volunteer that an identifiable child is the victim of child abuse; or
  - c. An individual 14 years of age or older makes a specific disclosure to you that he/she has committed child abuse.
3. A volunteer may ask an appropriate staff member to be present while the call is placed, however, the volunteer is legally responsible for contacting Childline by telephone. Staff members may not influence the decision as to whether or not the incident should be reported, but may help in providing the name, address, and family information of the alleged victim.
4. After a report is made, the volunteer shall notify the staff person in charge of the activity if he or she has not already done so.
5. The staff person in charge of the activity will immediately notify the Co-Pastors if he or she has not already done so.

Any incidences involving Boy Scouts, Girl Scouts, or an outside group using the church facility, must, in addition to the statutorily-required reporting, be reported to the Co-Pastors.

Individuals under investigation will be required to refrain from all child care/ supervisory activities until the incident report is resolved. If the removal of any person from an activity is required, care should be taken to handle this in a discreet manner, recognizing that an investigation is still being conducted.

The following procedure shall then be followed under the direction of the pastors if the accused is an employee or volunteer of St. Columba Presbyterian Church

1. The Presbytery of Donegal will be notified, along with the insurance company and an incident report will be filed.
2. We will comply with the state's requirements regarding mandatory reporting of abuse as the law dictates and cooperate with any investigation by the Commonwealth or local authorities. In the event there is not investigation by the Commonwealth or local authorities, a team will be formed to investigate the circumstances of the incident, acting only in accordance with the Presbytery of Donegal, the PC(USA) Book of Order and the insurance company reporting requirement.
3. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children/ youth
4. The co-pastors or designee will be the spokesperson to the media concerning incidents of abuse or neglect unless he/she is involved. All other staff/ volunteers should refrain from speaking to the media. Pastors should be aware of Pastor-Penitent privilege in all situations, especially when speaking to the media.

## Other Policies

### Key Holder's Rule

All individuals possessing keys for the church building shall be required to read and sign that they have received/ read this Safe Church policy.

### Other Groups Using St. Columba Presbyterian Church Facilities

All those who, as part of a regularly scheduled program, activity or service, accept responsibility for a child or have regular direct contact with children while assisting with Boy Scouts, Girl Scouts, as well as independent programs or groups' activities held at St. Columba Presbyterian Church will be required to complete and provide to the local church leaders:

- Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Human Services
- Pennsylvania State Police Criminal Record Check
- FBI Criminal History Report – this step requires finger prints.
  - If a volunteer has lived in the state of Pennsylvania consecutively for the last 10 years, a notarized affidavit is acceptable. See Appendix \_\_\_\_.
- Signed Participation Covenant Agreement (Appendix A)

These groups shall be required to complete and provide St. Columba Presbyterian Church with a signed Safe Church Covenant Agreement for Outside Groups (Appendix B) They shall also develop and abide by policies consistent with the requirements of this policy.

All information will be kept confidential. Paper copies will be kept in a locked file on the church premises.

### Responsibilities/ Administration of Policy

Oversight of the policy: The pastors and the personnel committee have oversight of this policy and are responsible, along with the Christian Formation committee for insuring that the policy is followed, including adequate training for staff and volunteers on this policy. '

Record keeping: The personnel chair and/ or his/her designated representative such as an administrative assistant or preschool director shall coordinate efforts to keep accurate, current, and confidential information concerning certification and training records of individuals who may work with children. Clearances and records will be kept on file under lock or passkey for at least 1 year after clearances expire.

# Appendices

## Appendix A: Participation Covenant Agreement

### Participation Covenant Agreement

St. Columba Presbyterian Church’s purpose for establishing this Agreement is to help the Church and all our volunteers and employees demonstrate our commitment to the physical and emotional safety, and spiritual growth of our children, youth and all adult workers and volunteers. By signing this agreement, our Church pledges its endorsement and support of you in our common endeavor to keep our children safe.

As a volunteer or church employee, I promise or affirm:

- 1) that I am over 18 years of age.
- 2) that I am willing to submit to and/or provide Criminal and Abuse Background checks.
- 3) that I will never leave children unsupervised in the room where I am leading or helping with a church-sponsored activity or event.
- 4) that I have been a member of, or regular attender of, St. Columba Presbyterian Church for at least six (6) months.
- 5) that I will immediately report any suspected cases of child abuse in accordance with the requirements of law and St. Columba Presbyterian Church’s Child/ Youth Protection Policy.
- 6) that I will attend church-sponsored training and educational events provided to keep church volunteers informed of church policies and state laws regarding work with children.
- 7) that the information I have provided on this form is true and correct. I authorize St. Columba Presbyterian Church and the Presbytery of Donegal to verify the information I have provided on this form by conducting a criminal records check or by other means, including contacting others.
- 8) that I will abide by and be bound by the policies of St. Columba Presbyterian Church and to refrain from inappropriate conduct in the performance of my duties on behalf of the church.
- 9) that I have read this agreement and the St. Columba Presbyterian Church Child/Youth Protection policy, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

## Appendix B: Child/ Youth Protection Covenant Agreement for Outside Groups

### Child/ Youth Protection Covenant Agreement for Outside Groups

St. Columba Presbyterian Church's purpose for establishing this Agreement with you is to help the church, all church-sponsored and church-affiliated organizations and other organizations using the St. Columba Presbyterian Church building or grounds demonstrate our commitment to the physical and emotional safety, and spiritual growth of our children, youth and all adult workers and volunteers. By signing this agreement, you pledge your support of our common endeavor to keep our children and youth safe.

On behalf of the organization named below, I promise and affirm:

1. that we shall require all organization employees and volunteers, who accept responsibility for a child, or have direct contact with children, in the church building to complete and provide to us every 3 years:
  - a. Pennsylvania Child Abuse History Clearance through the Pennsylvania Department of Public Welfare; and
  - b. Pennsylvania State Police Criminal Record Check; and
  - c. FBI Criminal History Report – this step requires finger prints.
    - i. If a volunteer has lived in the state of Pennsylvania consecutively for the last 10 years a notarized affidavit is acceptable. See Appendix VII.
2. that we will maintain a file of all clearances provided under No. 1 above.
3. that we will require employees and volunteers to immediately report any suspected cases of child abuse in accordance with the requirements of law.
4. that we will report any behavior seen as abusive or inappropriate to the Co-Pastors of St. Columba Presbyterian Church
5. that we will never leave children unsupervised in the room where we are leading or helping with an activity or event.
6. that we will provide St. Columba Presbyterian Church with a copy of our written policy that incorporates the assurances provided above.

Organization Name (print) \_\_\_\_\_

Name of Individual (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

# Appendix C: Forms for Reporting Suspected Violation of Protection Policy and/or Child Abuse

## Initial Report

**St. Columba Presbyterian Church**  
**Report of Suspected Violation of Safe Sanctuary Policy and/or Child Abuse**

Name of person observing or receiving information on suspected violation

\_\_\_\_\_

Name of victim: \_\_\_\_\_

Age of victim: \_\_\_\_\_

Observer's Statement:

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

Name of person accused of violation:

\_\_\_\_\_

Reported to (Pastor, Name, Time, Date):

\_\_\_\_\_

Notes of report to Pastor:

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

Signature of person filling out form: \_\_\_\_\_

Signature of Lead Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

**Pastor Form**

**To be filled out by the Pastor:**

Date and Time parent/guardian called: \_\_\_\_\_

Who spoken with and what was said:

\_\_\_\_\_

\_\_\_\_\_

Date and time called law enforcement:

\_\_\_\_\_

Who spoken with and what was said:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and time called ChildLine \_\_\_\_\_

Who spoken with and what was said:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Contacts and/or information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: A copy of this form will be sent to the Executive Presbyter of the Presbytery of Donegal.

## ChildLine Report Checklist

### St. Columba Presbyterian Church Childline Report Checklist

The staff person or volunteer who observes alleged abuse or to whom such alleged abuse is reported is **responsible for making an accurate and timely report**. This checklist is to be completed and turned into the Co-Pastors along with a copy of the report.

- Ensure the safety of the children and other adults before leaving to make a report.
- The individual making the report shall obtain as much information about the alleged victim as possible (i.e. full name, address, family information, etc.). In the case of a volunteer acting as the reporter, a staff member may assist in providing this information.
- The individual reporting shall call the Pennsylvania Childline and Abuse Registry (1-800-932-0313) or enter information online: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
- The individual shall complete form PA CY47. The Childline operator may have this completed while the reporter is still on the phone.
  - Forms PA CY47 are located online
- Make 2 copies of form PA CY47. One copy is for the reporter's personal records. The other shall be provided to the Co-Pastors.
- Send the original of form PA CY47 to the Pennsylvania Childline and Abuse Registry as noted on the form.
- Give a copy of this checklist and form PA CY47 to Co-Pastor.
- The Co-Pastor will submit Report of Suspected Violation of Safe Sanctuary Policy (Appendix V) to the Executive Presbyter.

The individual should not share with any other person information regarding the alleged child abuse, including the alleged offender. **Under no circumstances should the individual make any public statements about the report, as this could give rise to a defamation claim.**

Reporter's name: \_\_\_\_\_

Reporter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix D: Cyber Safety

The internet and portable devices allow people to stay in contact with each other more easily than any other time in history. Some incredible ministry can take place using modern technology, but as with all forms of ministry there are some inherent risks involved with electronic communications. The following policies are meant to minimize those risks. *Please be aware, there is no privacy in Cyberspace.*

Accordingly, volunteers and staff persons shall comply with the following guidelines:

1. Obtain parental/ guardian permission
  - Volunteers and staff persons shall receive advance parental permission for children and youth in writing for:
    - Posting or sending photos of participants on any websites or social media platforms, email, or making videos for any use.
    - Emailing, messaging, calling, texting, or sending data to a child or youth by computer, tablet, cell phone, or other media device
    - The sharing of any full name or contact information of a child or youth
2. Never post easily identifiable information online
  - If you communicate by e-mail with children/ youth, do not use “broadcast” emails. Use the “Bcc” option so that each recipient sees his or her own address when a message is received.
  - Be cautious when transmitting easily identifiable information like events dates, times, locations, or participants.
  - Limit what is communicated in electronic prayer requests. When placing a child or youth on an electronic prayer list, consider only using first names. If someone must know the last name or the mailing address of an individual, have him or her call one of the pastors.
3. Limit individual communication with children and youth
  - Conduct any communications in a professional manner (even though you may be the sounding board for a person having a bad day, the reverse is not true)
  - Save all communications you have with children and youth (emails, messages, Facebook conversations, texts.) An electronic “paper trail” may be important
  - If you are uneasy about any topic addressed in a email, text, or other messenger conversation with a child or youth, share that conversation with a parent/ guardian (if appropriate) or another trusted adult. Honor privacy, but not secrecy.
  - If abuse is divulged electronically, follow standard reporting procedures
4. Safety Measures for sharing photos electronically
  - When posting photos, refrain from using names and never use last names or identifiable information
  - Check photos for vulnerable/ compromising situations and make sure they uphold your mission. Check to make sure nametags are not distinguishable.
  - Use low-resolution photos whenever possible and slightly blur/ pixilate photos
  - Block “save photo as” options on websites (ask a web savvy person for assistance)
  - Limit access by employing the use of a password
  - Obtain additional permission to use photos elsewhere (i.e. a journal or website, local paper, etc.)

- Consider obtaining copyrights for any photo posted directly on the church website or shared electronically. Keep in mind that copyright laws are not necessarily universal and can get rather complicated
- When in doubt, don't post. Consider using stock or purchased photos if you have concerns about sharing photos.

5. Safety measures for using social networking sites

Social networking sites such as Facebook, Instagram, Twitter, among others are popular and often spaces useful for communicating. Use judgement when using these programs and follow these guidelines:

Set privacy settings to limit who can see your profile

Restrict who can be your "friend."

{Name} Presbyterian Church  
Youth Ministries Registration/ Permission Slip 2015-2016

Student Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent or Guardian 1: \_\_\_\_\_ Please check if Primary Contact

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Parent/ Guardian Cell Phone: \_\_\_\_\_

Parent/ Guardian Email: \_\_\_\_\_

Best way to contact:  Email  Text Message  Facebook  Phone  Post Mail  Other: \_\_\_\_\_

\*please circle primary parental/ guardian contact (may be both)

Parent or Guardian 2: \_\_\_\_\_ Please check if Primary Contact

Address: *(if different from above)* \_\_\_\_\_

Home Phone: *(if different from above)* \_\_\_\_\_

Parent/ Guardian Cell Phone: \_\_\_\_\_

Parent/ Guardian Email: \_\_\_\_\_

Best way to contact:  Email  Text Message  Facebook  Phone  Post Mail  Other: \_\_\_\_\_

Emergency Contact/ relationship to student: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_

This consent form gives permission to seek whatever medical attention is deemed necessary, and releases the Church and its staff of any liability against personal losses of named child. I/We the undersigned have legal custody of the student named above, a minor, and have given our consent for him/her to attend events being organized by the children and youth ministries of {Name} Presbyterian Church. I/We understand that there are inherent risks involved in any ministry or related event, and I/we hereby release {Name} Presbyterian Church, its Pastors, employees, agents, and volunteer workers from any and all liability for any injury, loss, or damage to person or property that may occur during the course of my/our child's involvement. In the event that he/she is injured and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or hospital personnel designated by {Name} Presbyterian Church, I/we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent. I/We also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. Further, I/we affirm that the health insurance information provided on the following page is accurate at this date and will, to the best of my/our knowledge, still be in force for the student named above. I/we also agree to bring my/our child home at my/our own expense should they become ill or if deemed necessary by the student ministries staff member.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand the transportation to and from events might be by private car driven by a {NAME} staff member or volunteer cleared by our Child/ Youth Protection Training. I agree that the church will not be held responsible in case of accident. I agree that the driver will not be held responsible in case of accident.

Parent/ guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that photos/ video may be taken of my child during this activity. I agree that any pictures of my child taken at the activity may be included, without identifying information, in brochures and posters for promotional purposes. I also give consent for pictures of my child to be posted on the church web site and Facebook pages.

Parent/ guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

{Name} Presbyterian Church  
Youth Ministries Registration/ Student Information 2015-2016

Side 1 of 2

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_

Gender: (please circle) F M

Grade in School: \_\_\_\_\_ School Attending: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_ Student Email: \_\_\_\_\_

Best way to contact:  Email  Text  Facebook  Phone  Twitter: Account \_\_\_\_\_  Other: \_\_\_\_\_

*I agree that the {Name} Presbyterian Church staff and volunteers may use cell phones and social media (e.g. texting, twitter, Facebook) to communicate with my child for purposes related to youth ministry and its activities at {Name} Presbyterian Church. I recognize I may revoke this consent with a written letter at any time, and that if I have any concerns with the way social media is being used with my child I will report it to {NAME} staff.*

Parent/ guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Health Information**

Allergies: \_\_\_\_\_

\_\_\_\_\_

Other health conditions or learning differences (please explain): \_\_\_\_\_

\_\_\_\_\_

Any participation restrictions: \_\_\_\_\_

\_\_\_\_\_

My student carries an emergency:  Epi Pen  Rescue Inhaler  Glucose  Other \_\_\_\_\_

My child wears:  glasses  contact lenses Date of last tetanus shot: \_\_\_\_\_

For your student's safety, and for our knowledge, your child is a:  good swimmer  fair swimmer  non-swimmer

Insurance Company Name: \_\_\_\_\_ Policy/ Group #: \_\_\_\_\_

Policy Holder: \_\_\_\_\_ Phone: \_\_\_\_\_

My student plans to participate in (check all that apply):

- High School Youth Group
- Middle School Youth Group
- Confirmation
- Youth Choir
- Jr. Bells

*\*This form will be used for all regular youth ministry programs at {NAME} and any accompanying planned off-site events related to those ministries. Parents will be notified in advance if youth will be meeting at or going to a location different than the usual program space. An additional trip specific form will be required for overnight events.*

**\*\*PLEASE TURN OVER AND COMPLETE OTHER SIDE (Permission Slip)\*\***

# Church Employees Applying for Clearances – Revised 9/30/15

## Act 34 Pennsylvania Criminal History Check – every 5 years years This is an online procedure; cost is \$8.00.

Click <https://epatch.state.pa.us/Home.jsp>.

Go to “Submit a New Record Check.”

Follow the online instructions.

When your results have processed, record your control number for future reference.

Click on the control number to access your official clearance.

**The clearance certificate will not be available again after you view it. Print and save the certificate immediately.**

Please submit a copy of the certificate to the church and keep a copy for your records.

## Act 151 Pennsylvania Child Abuse History Check – every 5 years

This is an online procedure; cost is \$8.00.

Click <https://www.compass.state.pa.us/cwis/public/home>.

Create an account or log in to an existing account. You will need an email address to create an account.

Follow the online instructions. You will receive an email with a temporary password to use with your Keystone ID.

In order to log in, click “Access My Clearances” to be directed to log in page. Then, “Create a Clearance Application.”

For Application Purpose, select “Regular Contact With Child.”

You will receive an email to confirm your submission and an email once results have processed.

Record your e-Clearance ID so you can access your results again.

Print and save your certificate.

Please submit a copy of the certificate to the church and keep a copy for your records.

## Act 114 FBI Criminal History Report – every 5 years

There are two ways to attain this clearance.

*If you volunteer in schools, you may need fingerprints:*

Cost is \$27.00. You must register prior to fingerprinting.

Register at [https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm)

For Reason, select “School Districts.”

You will receive an email with a confirmation number.

Record your confirmation number.

Fingerprinting locations are listed online.

On the day of fingerprinting, take:

- valid driver’s license or another approved photo ID
- your confirmation number

Your results will be mailed to you.

Please submit a copy of the report to the church and keep a copy for your records.

*If you only work in the church:*

Cost is \$25.75. You must register prior to fingerprinting.

Register at [https://www.pa.cogentid.com/index\\_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm)

For Reason, select “Employment with ... Children.”

You will receive an email with a confirmation number.

Record your confirmation number.

Fingerprinting locations are listed online.

On the day of fingerprinting, take:

- valid driver’s license or another approved photo ID
- your confirmation number

Your results will be mailed to you.

Please submit a copy of the report to the church and keep a copy for your records.

## Mandated Reporter Training – every 5 years

This training is required for preschool and daycare employees and for their supervisors.

The training is recommended for clergy and all other employees.

Most employees/volunteers are mandated (required) to report child abuse under the new law.

Training will: 1) define mandated reporters vs. permissive reporters (those who choose to report)

2) teach procedure for reporting suspected child abuse

This is free online training designed to take 3 hours. Go to [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu).

## Church Volunteers Applying for Clearances – Revised 9/30/15

### Act 34 Pennsylvania Criminal History Check – every 5 years

years This is an online procedure; cost is FREE

Click <https://epatch.state.pa.us/Home.jsp>.

Go to “Submit a New Record Check.” Follow the online instructions.

When your results have processed, record your control number for future reference.

Click on the control number to access your official clearance.

**The clearance certificate will not be available again after you view it. Print and save the certificate immediately.**

Please submit a copy of the certificate to the church and keep a copy for your records.

### Act 151 Pennsylvania Child Abuse History Check – every 5 years

This is an online procedure; cost is FREE

Click <https://www.compass.state.pa.us/cwis/public/home>.

Create an account or log in to an existing account. You will need an email address to create an account.

Follow the online instructions. You will receive an email with a temporary password to use with your Keystone ID.

In order to log in, click “Access My Clearances” to be directed to log in page. Then, “Create a Clearance Application.”

For Application Purpose, select “Volunteer” or “Regular Contact With Child” (if applicable to your employment).

You will receive an email to confirm your submission and an email once results have processed.

Record your e-Clearance ID so you can access your results again. Print and save your certificate.

Please submit a copy of the certificate to the church and keep a copy for your records.

### Act 114 FBI Criminal History Report – every 5 years

There are three ways to attain this clearance.

***If you also will volunteer in a school, you may need to be fingerprinted. If so, please follow these instructions:***

Cost is \$27.00. You must register prior to fingerprinting.

Register at [https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm)

For Reason, select “School Districts.”

You will receive an email with a confirmation number.

Record your confirmation number.

Fingerprinting locations are listed online.

On the day of fingerprinting, take:

- valid driver’s license or another approved photo ID
- your confirmation number

Your results will be mailed to you.

Please submit a copy of the report to the church and keep a copy for your records.

***If you only will volunteer in the church, there are two ways to be cleared. Please follow instructions #1 OR #2:***

***1. Residents of PA for the past 10 years...***

You may submit a signed and notarized affidavit stating you have not been convicted of an offense under State Statute 6344. This affidavit will be provided to you.

***2. Anyone who lived outside PA within the past 10 years...***

You must be fingerprinted. Cost is \$25.75.

You must register prior to fingerprinting.

Register at [https://www.pa.cogentid.com/index\\_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm)

For Reason, select “Employment with ... Children.”

You will receive an email with a confirmation number.

Record your confirmation number.

Fingerprinting locations are listed online.

On the day of fingerprinting, take:

- valid driver’s license or another approved photo ID
- your confirmation number

Your results will be mailed to you.

Please submit a copy of the report to the church and keep a copy for your records.

### Mandated Reporter Training is not required of volunteers, but it is recommended. – every 5 years

Most volunteers are mandated (required) to report child abuse under the new law.

Training will: 1) define mandated reporters vs. permissive reporters (those who choose to report)

2) teach procedure for reporting suspected child abuse

This is free online training designed to take 3 hours. Go to [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu).



# The Presbytery of **DONEGAL**

## **AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA

SS:

COUNTY OF \_\_\_\_\_

[Insert full name]: \_\_\_\_\_ swears and affirms as follows:

1. I wish to serve as an unpaid volunteer for the congregation of \_\_\_\_\_  
Presbyterian Church located at \_\_\_\_\_ .
2. I am submitting this Affidavit to the congregation of \_\_\_\_\_  
Presbyterian Church and the Presbytery of Donegal in accordance with the provisions of  
Section 6344.2(B.1) of the Pennsylvania Child Protective Services Law, 23 Pa.C.S.A. Section  
6301 et seq.
3. I understand that the congregation of \_\_\_\_\_ Presbyterian Church  
and the Presbytery of Donegal will be relying on my statements in this Affidavit for the  
purpose of determining whether I may serve as an unpaid volunteer for the congregation of  
\_\_\_\_\_ Presbyterian Church.
4. I have been a Pennsylvania resident during the entirety of the ten-year period immediately  
preceding today's date.
5. I am not disqualified from service as a volunteer pursuant to Section 6344(C) of the  
Pennsylvania Child Protective Services Law, in that:
  - a. I have never been convicted of any of the following criminal offenses under the  
Pennsylvania Crimes Code, 18 Pa.C.S.A. Section 101 et seq.:
    - i. Chapter 25 (relating to criminal homicide);
    - ii. Section 2702 (relating to aggravated assault);
    - iii. Section 2709.1 (relating to stalking);
    - iv. Section 2901 (relating to kidnapping);
    - v. Section 2902 (relating to unlawful restraint);
    - vi. Section 3121 (relating to rape);
    - vii. Section 3122.1 (relating to statutory sexual assault);

- viii. Section 3123 (relating to involuntary deviate sexual intercourse);
  - ix. Section 3124.1 (relating to sexual assault);
  - x. Section 3125 (relating to aggravated indecent assault);
  - xi. Section 3126 (relating to indecent assault);
  - xii. Section 3127 (relating to indecent exposure);
  - xiii. Section 4302 (relating to incest);
  - xiv. Section 4303 (relating to concealing death of child);
  - xv. Section 4304 (relating to endangering welfare of children);
  - xvi. Section 4305 (relating to dealing in infant children);
  - xvii. A felony offense under section 5902(b) (relating to prostitution and related offenses);
  - xviii. Section 5903(c) or (d) (relating to obscene and other sexual materials and performances);
  - xix. Section 6301 (relating to corruption of minors);
  - xx. Section 6312 (relating to sexual abuse of children); or
  - xxi. The attempt, solicitation or conspiracy to commit any of the foregoing criminal offenses.
- b. I have never been convicted of a criminal offense similar in nature to the criminal offenses listed in A. above under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of Pennsylvania.
- c. I have not been convicted of a felony offense under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. Section 780-101 et seq., during the entirety of the five-year period immediately preceding today's date.

\_\_\_\_\_

[Insert full name here]

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_

[Notary Public]

My Commission Expires: \_\_\_\_\_