

# DRAFT

## Relief United Methodist Church Child Protection Policy and Procedures

### Purpose

Relief United Methodist Church seeks to establish reasonable procedures to reduce the risk of physical, emotional, and sexual abuse of children, youth and at-risk adults as they participate in church ministries, and to protect staff and volunteers from false allegations of misconduct.

### Biblical Foundation

Relief United Methodist Church seeks to express God's love of young persons and to provide for their personal wholeness. These faith communities seek to provide an environment which is caring and secure for all persons. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

In the Parable of the Great Banquet, Jesus reminds us that God is in the business of inviting all people to the table, where they can be nurtured and transformed to be Christ to others. Today, we continue to recognize that each individual is a Child of God and must be allowed to live free of fear, surrounded by love. As Christian adults, we must establish and maintain a nurturing, loving, safe, and secure Christian environment, providing support and assistance to our Children, Youth, and at-risk adults, remembering that our mandate is not only a responsibility, but also an opportunity to protect the gift that God has bestowed upon us.

### Commonwealth of Virginia Statues

Under Section 63.1-284.2 of the *Code of Virginia (1950)*, as amended, an abused Child is defined as one who is less than eighteen years of age, "whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such a Child a physical or mental injury by other than accidental means, or creates a substantial risk of death or disfigurement, or impairment of bodily or mental functions."

An act of child abuse may be committed by any person responsible for the care of another individual who is less than eighteen years of age. It does not matter whether the person caring for Children or Youth under the age of 18 is a compensated or a volunteer worker. It does not matter whether the person routinely is entrusted with the care of Children or whether such individual only occasionally encounters Children. It does not matter whether the person was entrusted with the care of a child for an hour or only a moment. It only matters that a Child was abused or neglected by the person who, on the occasion in question, was responsible for the Child's care.

## Types of Abuse

**Physical Abuse:** A physical injury, threat of injury, or creation of a real and significant danger of substantial risk of death, disfigurement, or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples include, but are not limited to: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot, or stabbing wounds.

**Physical Neglect:** The failure to provide food, clothing, shelter, or supervision for a Child if the Child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food, and malnutrition.

**Sexual Abuse:** Any act defined in the *Code of Virginia* that is committed or allowed to be committed, upon a Child by his/her parent or other person responsible for the Child's care. (See attached *Code of Virginia* for definitions).

**Medical Neglect:** The refusal or failure by a caregiver to obtain and/or follow through with a complete regimen of medical, mental, or dental care for a condition, which if untreated, could result in illness or developmental delays.

**Failure to Thrive:** A syndrome of infancy or early Childhood that is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors.

**Mental Abuse/Neglect:** Demeaning acts by the caregiver that results in harm to a Child's psychological or emotional health or development.

**Educational Neglect:** The failure of the Child's caretaker to ensure that the Child attends school or an approved alternative program of study.

**Bizarre Discipline:** Any actions in which the caregiver uses cruel, eccentric. Irrational or unusual procedures or devices to modify the Child's behavior.

\*Types of Abuse (Source: Virginia Department of Social Services)

## **Child Protection Committee**

The Charge Conference, upon nomination of the Lay Leadership Committee, will annually elect a Child Protection Committee. The membership of the Child Protection Committee will include the Pastor and at least one representative from each church (not to exceed five in total). The Child Protection Committee will biannually review and propose any revisions to this Policy, and will be responsible for the administration and interpretation of this Policy

## **Policy Review**

The Child Protection Policy and Procedures of Relief United Methodist Church will be reviewed bi-annually by the Child Protection Committee and then by the Administrative Board. A verification follow-up report will be made each year at Charge Conference to ensure the integrity of the policy and procedures.

## **Reducing the Risk of Child Abuse**

We are charged with the responsibility to create the safest possible environment for our children, youth and at-risk adults within Relief United Methodist Church. In an effort to reduce the risk of abuse or neglect, the following policies and procedures will be utilized.

### **Staff and Volunteer Positions**

Volunteers with the children and youth of RHCUMC will be defined as follows:

Long-Term Volunteer – any person who has the responsibility of overseeing a children's/youth ministry; who is regularly involved with an ongoing children's/youth ministry; or any person who is involved in a series of short term ministries throughout the year. These individuals must be members of the church and who have completed the 6 month probationary period. Examples of long term volunteer positions may include but are not limited to Sunday School Superintendent, VBS Director, Children and Youth Choir Directors, Sunday School Teachers, Children's Church Coordinator and Teachers, Acolyte Coordinator and Youth Group Leaders. It will be the joint responsibility of the Pastor, the program director and the Child Protection Committee to identify all individuals to be included in this category.

Short-Term Volunteers - any person who is involved in one short-term ministry. These individuals must be members of the church. They may or may not have completed the 6 month probationary period. These individuals will not be responsible for overseeing any children's/ youth ministry, and must be paired with a long-term volunteer during their service. At no time should a short-term volunteer be left alone with a child or youth. It is the responsibility of the program's director to ensure adequate and appropriate supervision of all short-term volunteers.

Temporary Volunteers - any person who is not a member of RUMC who wishes to be a supportive volunteer during a program or ministry. These individuals will not be responsible for overseeing any children's/ youth ministry, and must be paired with a long-term volunteer during their service. At no time should a temporary volunteer be left alone with a child or youth. It is the responsibility of the program's director to ensure adequate and appropriate supervision of all temporary volunteers.

Employee – any person who receives a paycheck from RUMC.

## **Staff Screening**

Long-Term Volunteers must complete the following prior to working with children and youth:

- Volunteer Application (initial)
- Safe Sanctuary Form (annual)
- Sworn Statement (annual)
- Criminal Records Check (every three years)
- Attend required staff training (annual)

It will be the responsibility of the Child Protection Committee to see that the correct screenings are completed and that the required files are maintained on all volunteers. RUMC will pay for any background checks/screenings needed. If the screening report is unclear or raises further questions, the volunteer will not be allowed to work with children or youth until clarity has been achieved. Members of the RUMC Child Protection Committee reserve the right to request a personal interview with an applicant. Any individual who refuses to abide by the Child Protection Policy, or refuses to complete required forms or screenings will not be allowed to participate in any children's or youth ministry.

Short-Term Volunteers must complete the following prior to working with children and youth:

- Safe Sanctuary Form (annual)
- Sworn Statement (annual)
- Attend required staff training (annual)

At no time should a short-term volunteer be responsible for overseeing a program, nor should they be left alone with the children or youth. If any of the information on the Sworn Statement Form raises concerns, the Child Protection Committee reserves the right to request a personal interview, or to complete any Criminal Records Checks (paid for by RUMC) deemed necessary for clarification. Any individual who refuses to abide by the Child Protection Policy, or refuses to complete required forms or screenings will not be allowed to participate in any children's or youth ministry.

Temporary Volunteers must complete the following prior to working with children and youth:

- Safe Sanctuary Form (annual)
- Sworn Statement (annual)

At no time should a temporary volunteer be responsible for overseeing a program, nor should they be left alone with the children or youth. If any of the information on the Sworn Statement Form raises concerns, or if the program director, pastor or Child Protection Committee member has any reservations or concerns, the individual will not be allowed to volunteer at this time.

## **Employees**

Employees will be required to complete any paperwork and screening/background checks required as a condition of their employment (determined by SPPRC Committee).

To comply with the Child Protection Policy, each employee will be required to complete the following during their annual evaluation:

- Safe Sanctuary Form (annual)
- Sworn Statement (annual)

If the employee, through the course of completing their job responsibilities, is on the premises while children and youth programs are happening; or if their job responsibilities include directing or assisting with children/youth ministries; or if they wish to volunteer with children and youth ministries at RUMC, then the following would need to be completed:

- Criminal Records Check
- Virginia Central Registry Check (Department of Social Services/Child Protective Services)
- Attend required staff training (annual)

These background checks will be conducted every three years and will be paid for by RUMC. If any of the information on the background checks raises questions or concerns, the employee will not be able to work with the children or youth until all questions are answered and concerns resolved.

## **Staff Training**

All Short and Long-Term Volunteers and designated employees will be required to attend one training session during each year of service related to the RUMC Child Protection Policy. These trainings will be conducted by trained staff or church personnel and held annually.

## **Criminal Background Checks**

The criminal records check will include only those screenings recommended by the Conference. This will include a Social Security Trace, National Criminal Record Search, Statewide Criminal Record Search and a Federal Criminal Record Search.

It will be the responsibility of the Pastor to submit, collect and review the criminal background information. The criminal background information will be retained in a secure, locked file cabinet that only the Pastor has access to.

## **Best Practices and Procedures**

### **Six Month Rule**

Relief United Methodist Church will not use anyone as a Long-Term Volunteer working with Children or Youth in the church unless such person has had continuous active involvement in the church for at least six months.

### **Two Adult Rule**

Leaders shall be assigned in teams of two or more for all Children or Youth activities, whenever possible. If the group is divided, each subgroup may, if feasible, have two leaders. If there are not two leaders available for each group, a roaming adult may rotate between groups, the groups may be combined with another group to make possible the presence of two leaders or the activity may be canceled on that occasion. It will be each program director's responsibility to assign teams to avoid teams of family members, spouses or close friends. If this is not feasible, additional adults may be assigned to a team (to make a three or four person team) or a roaming adult may rotate between groups to ensure adequate supervision. It is each program director's responsibility to ensure adequate supervision or the activity may need to be canceled on that occasion.

If a church sponsored group leaves the premises, two or more properly screen long-term volunteers need to be present and should include, if possible, at least one male and one female, if the group is mixed in gender.

### **One-on-One mentoring or Consultation**

Any one-on-one mentoring or consultation between an adult and child will be conducted in a room or area that is in plain view of others.

### **Open Classrooms**

Classrooms or Childcare rooms may be visited without prior notice by church staff, parents, or other volunteer church workers. Periodic observations of Childcare rooms and classrooms of Children or Youth shall be conducted by the Pastor, the Program Director or Youth and Children leaders during all activities. Door windowpanes shall be left uncovered for observation.

### **Adequate Supervision**

Adequate supervision will be provided at all times:

One adult to three Children, zero to twelve months of age.

One adult to four Children, ages twelve to twenty-four months.

One adult to six Children, ages twenty-four months to five years.

One adult to eight Children, ages six to eighteen years.

The specific needs of individual Children may require a change to these guidelines.

## **Classroom Discipline**

All program directors and workers with children and youth will use the following discipline measures. If a child is behaving inappropriately, the leader or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw blocks. We use blocks for building." If this measure is not effective, the child will be guided to another activity. If inappropriate behaviors continue, the child may be placed at a table to work alone away from the other students. If the child's disruptive behavior continues after these steps have been taken, the child may be taken to the Director or the primary leader and left under his or her supervision. No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time. If isolating the child within the classroom or removal of the child from the classroom becomes necessary, the situation will be discussed with the child's parent or guardian as soon as possible.

## **Separate and Age Appropriate Ministries**

It is important, when designing children and youth ministries, to develop and provide challenging learning opportunities that are geared to the developmental level of each age group. It is equally important to protect the younger children from undue age-inappropriate influence (coercion, language, role modeling, or exploitation) from older children and youth. This undue influence may be intentional or accidental. (For example, what may be a perfectly age-appropriate discussion topic, language usage, or attitude for a group of 16-year-olds may be highly inappropriate for a group of 8-year-olds. The older children may not be aware of their influence on the younger children.)

Ideally, adequate volunteers, programs and space would allow for the separation of age groups in the following way: preschool (ages two – five); elementary school; middle school; and high school. If the age groups need to be combined, the activity should be well structured and properly supervised to ensure the safety and wellbeing of all participants. It is the program director's responsibility to provide adequate supervision and intervention whenever groups of different ages are part of the same ministry.

## **Apprenticeships**

We recognize the importance of providing opportunities for our youth to develop leadership skills, but we need to balance these needs with maintaining a safe and nurturing ministry for the participants. No one under the age of 21 will be able to serve as program director or have sole responsibility for a ministry. They may, however, function in the role of apprentice to a long-term volunteer and carry out duties as identified by their mentor. The program director will have the ultimate responsibility to ensure the safety and wellbeing of the participants. At no time should the apprentice be alone with the participants and should always be under the watchful guidance of the program director or other long-term volunteer as designated by the program director.

## **Scheduling and Use of the Church**

Care should be taken when scheduling both community based groups and church based groups so as their use if the church facility does not coincide with use of the church by a children's or youth ministry.

## **Community Use of the Church**

Leaders of community groups of Children or Youth, who use the church facility, including its outdoor facilities, will be required to read the policy and sign the acknowledgment form.

Community groups of Children or Youth who meet at the church will have two or more leaders present who have signed the consent form. If any group stays overnight at the church, two or more leaders need to be present and should include, if possible, at least one male and one female, if the group is mixed in gender.

Church facilities, including outdoor facilities, may not be available to groups whose leaders refuse to read and sign the policy.

## **At-Risk Adults**

At-risk adults are any individual over the age of 18 who, by means of a permanent or temporary disability or disease, function with diminished capacity which would make them vulnerable to physical, sexual or mental abuse or financial exploitation. This could include, but is not limited to: persons with intellectual disabilities; persons with short term medical conditions which diminish functioning; or conditions related to aging with long term debilitating effects. These individuals will be protected under this policy. The same volunteer screenings/expectations and best practice and procedures will be followed in establishing ministries intended for this population. Any abuse or exploitation of these individuals by anyone acting on behalf of or representing RUMC will be reported to the Adult Protective Services Department of the Department of Social Services.

## **Addressing Screening Results**

### **Convictions and Founded Reports of Abuse or Neglect**

Those individuals with founded charges of child abuse or neglect, or individuals who have been convicted of child abuse will not be allowed to lead or assist with any children's/youth ministry at RUMC. In addition, these individuals will be required to comply with the following in order to attend worship service or to participate in any ministry at Relief UMC:

- They must meet with the Pastor to discuss the Child Protection Policy and expectations regarding their behaviors as a member of the church.
- They must sign an agreement indicating a willingness to comply with the requirements listed in this section of the Child Protection Policy.
- They would not be allowed to be involved in any ministry involving children, youth or at-risk adults.
- They must have an escort with them at all times while being in the church building or on the church property.

The escorts will be individuals identified by the Pastor/Child Protection Committee who will be responsible for direct supervision of the identified individual while on church property. If no one is available to provide this supervision, the individual will not be allowed to attend worship service or other activities at the church.

## **Barrier Crimes**

Barrier crimes, while not specifically identified as abuse or neglect of a child, are crimes that could indicate a possible threat to the safety and wellbeing of the children, youth and at-risk adults protected under this policy. The list of these crimes identified by the Department of Social Services is attached. Should these types of crimes appear on a criminal background check the Pastor would make the final determination as to whether that individual would be allowed to participate in the children and youth ministries of the church.

### **Reporting Child Abuse**

Should there be an allegation of child abuse at Relief United Methodist Church, the following procedures will be followed:

1. Report the allegation to the Pastor of Relief United Methodist Church who is required to report the allegation to the Virginia Department of Social Services as required by law.
2. The Pastor will call the District Superintendent immediately.
3. The Pastor will notify the parents.
4. Show care and comfort for the alleged victim.
5. Pray for the church and all persons affected by the allegation.
6. Document all procedures in handling the allegation.  
(If the allegations involve the Pastor, the Chairperson of the Staff Parish Committee will be notified immediately and he or she will notify the District Superintendent who will direct the next steps taken by the church in responding to the allegations. The provision of this policy shall continue to apply except as the District Superintendent directs that other steps be taken.)
7. Do not confront the accused, but relieve him/her of all duties/contact with Children until the investigation is complete.
8. Observe strict confidentiality about both the victim and the alleged perpetrator.

Attachments:

Volunteer Application  
Safe Sanctuary Acknowledgement Form  
Background Check Acknowledgement Form  
Sworn Statement or Affirmation  
Attendance Agreement  
Incident Report  
Volunteer Check List  
Media Release Form  
Parental Permission Form  
Health History/Emergency Medical Authorization Form  
Classroom Discipline Procedures Form  
Barrier Crimes List

# Volunteer Application

Children and Youth Ministries  
Relief United Methodist Church

Thank you for having an interest in working with the children and youth of Relief UMC. Please complete the following so that we might get to know you better.

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ email address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Marital Status: Single Married Divorced Spouse's Name \_\_\_\_\_

Children's Names and ages:

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

Why do you want to work with the children and youth of RUMC?

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

Education

High School \_\_\_\_\_ Graduated Yes No

College/University \_\_\_\_\_ Degree \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Work Experience

(Current Position)

Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Employed since \_\_\_\_\_

Job Responsibilities:

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

Previous Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Job Responsibilities:

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Previous Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Job Responsibilities:

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Please list and describe any paid or volunteer experience working with children or youth:

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Areas of interest in working with children and youth:

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References – List names, addresses and phone numbers of three non-related references

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

# Relief United Methodist Church Safe Sanctuary Acknowledgement Form

I, (print name) \_\_\_\_\_, acknowledge the receipt of the Relief United Methodist Church Child Protection Policy and Procedures and I have reviewed the policy. I understand what is expected of all volunteers who work with the children and youth of RUMC. I agree to comply with all requirements and expectations outlined in this document.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# Relief United Methodist Church Background Check Acknowledgement Form

In order to process my application, I understand that a criminal records check will be conducted and I authorize church personnel to submit any information required to complete the background check required by the Safe Sanctuary Policy.

\_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex M F Race \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_

# Relief United Methodist Church

5275 Middle Road  
Winchester, VA 22602  
540-869-5775

## SWORN STATEMENT OR AFFIRMATION

(Please Print)

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Last Name	First	Middle	Maiden
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Current Mailing Address	Street, P.O. Box #, Apt.#	City	State	Zip Code
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1. Have you ever been convicted of or are you the subject of pending charges of any crime within the Commonwealth or equivalent offense outside the Commonwealth?

Yes (convicted in Virginia)       Yes (pending in Virginia)       No

If yes or pending, specify crime(s) \_\_\_\_\_

Yes (convicted outside Virginia)       Yes (pending outside Virginia)       No

If yes or pending, specify crime(s) and state or other location:

\_\_\_\_\_

2. Have you ever been the subject of a founded complaint of child abuse or neglect within or outside the Commonwealth?

Yes (in Virginia)       No (in Virginia)

Yes (outside Virginia)       No (outside Virginia)

If yes or pending, specify state, or other location: \_\_\_\_\_

I hereby affirm that the information provided on this form is true and complete. I understand that the information is subject to verification.

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Signature

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Date

# Relief United Methodist Church

5275 Middle Road  
Winchester, VA 22602  
540-869-5775

## Attendance Agreement

I acknowledge that, as an individual with a history of a conviction(s) for sexual abuse or neglect, I may pose a threat to the safety and wellbeing of the children, youth and at-risk adults of Relief United Methodist Churches. I understand that I will be required to comply with the following in order to attend worship service or to participate in any ministry at Relief UMC:

- I will meet with the Pastor to discuss the Child Protection Policy and the church's expectations regarding my behaviors while I attend the church  
\_\_\_\_\_(initial in agreement)
- I must sign this agreement indicating my willingness to comply with the requirements listed in this agreement and in the Child Protection Policy  
\_\_\_\_\_(initial in agreement)
- I understand that I will not be allowed to be involved in any ministry involving children, youth or at-risk adults  
\_\_\_\_\_(initial in agreement)
- \_\_\_\_\_
- I understand that I must have an escort with me at all times while being in the church building and on church property  
\_\_\_\_\_(initial in agreement)
- I understand that if no one is available to provide the required escort supervision, that I will not be allowed to attend worship service or any other ministries at Relief & Hites Chapel United Methodist Church  
\_\_\_\_\_(initial in agreement)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor's Signature

\_\_\_\_\_  
Date

# Relief United Methodist Church

5275 Middle Road  
Winchester, VA 22602  
540-869-5775

## Incident Report

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

List all people involved in incident:

List witnesses:

Describe Incident (in as much detail as possible):

Actions Taken:

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Signature

Date

# Relief United Methodist Church

5275 Middle Road  
Winchester, VA 22602  
540-869-5775

## Volunteer Checklist

Name \_\_\_\_\_

### Volunteer Status

Long-Term

Short-Term

Temporary

### Items completed/Dates

Volunteer Application \_\_\_\_\_

Safe Sanctuary Form \_\_\_\_\_

Sworn Statement \_\_\_\_\_

Training \_\_\_\_\_

Background Check Completed \_\_\_\_\_

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Child Protection Committee Representative \_\_\_\_\_ Date \_\_\_\_\_

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Pastor \_\_\_\_\_ Date \_\_\_\_\_

# Relief United Methodist Church

5275 Middle Road  
Winchester, VA 22602  
540-869-5775

## Media Release Form

Name \_\_\_\_\_

### Photo Release

I give my permission for the above named child to be photographed and allow ReliefUMC to release said pictures for publicity purposes. I understand that I can rescind this at any time, but if not otherwise specified, this will expire one year from date signed.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

### Video Release

I give my permission for the above named child to be videotaped and allow ReliefUMC to release said pictures for publicity purposes. I understand that I can rescind this at any time, but if not otherwise specified, this will expire one year from date signed.

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

# Relief United Methodist Church

5275 Middle Road  
Winchester, VA 22602  
540-869-5775

## Parental Permission Form

Activity Date \_\_\_\_\_ to \_\_\_\_\_

Activity \_\_\_\_\_

Activity Location \_\_\_\_\_

Departure time \_\_\_\_\_ Place \_\_\_\_\_

Return time \_\_\_\_\_ Place \_\_\_\_\_

Transportation \_\_\_\_\_ Cost \_\_\_\_\_

Each participant should \_\_\_\_\_

Leader \_\_\_\_\_ Phone \_\_\_\_\_

Adult attending \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Please complete and return the bottom portion by \_\_\_\_\_

\*\*\*\*\*

I am the parent/guardian of \_\_\_\_\_.

I have read the description of the activity planned for \_\_\_\_\_

and I give my permission for my child to participate. My child will pay the fee of \_\_\_\_\_. I will be responsible for ensuring that my child brings the required items and attends only if in good physical condition.

During the designated activity time I can be reached at \_\_\_\_\_.

If I cannot be reached, in case of an emergency please call \_\_\_\_\_ at \_\_\_\_\_.

---

Signature

Date

**Relief United Methodist Church**  
5275 Middle Road, Winchester, VA 22602 540-869-5775

## Health History/Emergency Medical Authorization

Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_  
Home address \_\_\_\_\_  
Home phone \_\_\_\_\_ Cell p hone \_\_\_\_\_ email \_\_\_\_\_  
Emergency Contact (Name/phone) \_\_\_\_\_

### Health History

List any disabilities or chronic or recurring illness:

\_\_\_\_\_

\_\_\_\_\_

List any short/term or temporary conditions:

\_\_\_\_\_

\_\_\_\_\_

Allergies: \_\_\_\_\_ Animals \_\_\_\_\_ Insects \_\_\_\_\_ Plants \_\_\_\_\_ Other

\_\_\_\_\_ Food allergies (explain) \_\_\_\_\_

\_\_\_\_\_ Drug/Medicine allergies (explain) \_\_\_\_\_

List any prescription medications or OTC medications taken regularly:

\_\_\_\_\_

\_\_\_\_\_

### Immunization History

Are all immunizations up to date? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Physician \_\_\_\_\_ Phone \_\_\_\_\_

Name of Dentist \_\_\_\_\_ Phone \_\_\_\_\_

### Insurance Information

Company \_\_\_\_\_ Policy Holder \_\_\_\_\_

ID Number \_\_\_\_\_ Policy Number \_\_\_\_\_

Group Number/Name \_\_\_\_\_

This health history is correct to the best of my knowledge. In case of an emergency, I understand that every effort to contact me or my designated alternate will be made. I consent for my child to receive such medical treatment and/or surgical procedures that are deemed necessary in the event of an emergency, and to assume all financial liability for treatment. If it is believed my child's life or health may be adversely affected by the delay that an attempt to contact me or my designated alternate would cause, I consent to the administration of medical treatment and/or surgical procedures and the immediate administration of life-sustaining measures deemed necessary by the medical doctor. I give permission for this form to be photocopied, if needed, and that a copy can act as the original document.

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

# Relief United Methodist Church Classroom Discipline Procedures

Participation in the Children and Youth Ministries at Relief United Methodist Church should be a positive experience for both the children and the adults involved. The adults who work with your children are volunteers who give their time and talents to benefit the children. The Safe Sanctuary Policy identifies the expectations for the adult volunteers. This document addresses the expectations for the children who are participating in church ministries. Parents should review these expectations with their children before the start of any program.

Children are expected to maintain appropriate behaviors throughout the activity. Appropriate behaviors can include but are not limited to following directions, being respectful of the adult leaders, the other children participants and church property, remaining on task and making positive contributions to the group process.

Inappropriate behaviors are those behaviors that interfere with the completion of the designated activity, behaviors that are disruptive in nature such that they diminish the enjoyment of the activity by the other participants, or are aggressive or bullying in nature that threaten the physical or emotional safety of the participants. Any behavior that is inappropriate will be addressed using the procedures outlined in the Relief UMC Safe Sanctuary Policy.

The Safe Sanctuary Policy outlines the guidelines for discipline as follows:

“All program directors and workers with children and youth will use the following discipline measures. If a child is behaving inappropriately, the leader or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., “We do not throw blocks. We use blocks for building.” If this measure is not effective, the child will be guided to another activity. If inappropriate behaviors continue, the child may be placed at a table to work alone away from the other students. If the child’s disruptive behavior continues after these steps have been taken, the child may be taken to the Director or the primary leader and left under his or her supervision. No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time. If isolating the child within the classroom or removal of the child from the classroom becomes necessary, the situation will be discussed with the child’s parent or guardian as soon as possible.”

I understand the expectations for my child/children’s participation in Children and Youth Ministries at Relief UMC and I understand that their continued participation is contingent on their maintaining appropriate behaviors during the activity. I understand the discipline procedures that will be used to address inappropriate behaviors as outlined in the Safe Sanctuary Policy.

Parent’s Signature \_\_\_\_\_

### BARRIER CRIMES

for

- Licensed child day centers
- Religiously exempt child day centers
- Certified pre-schools
- Licensed family day homes
- Voluntarily registered family day homes
- Licensed family day systems
- Licensed system-approved family day homes
- The following if receiving federal, state, or local child care funds:
  - Local agency-approved family day homes
  - Local ordinance-approved family day homes
  - Programs of recreational activities offered by local governments
  - Unregulated family day homes (including in-home care)

(§§ 63.2-1717 D, 7, 63.2-1719, 63.2-1720, 63.2-1721, 63.2-1724, 63.2-1725 of the Code of Virginia)

<p>Also included as barrier crimes (in addition to the offenses listed below) are the conviction of any other felony unless 5 years have elapsed since the conviction and a founded complaint of child abuse or neglect within or outside the Commonwealth.</p> <p>Convictions include prior adult convictions, juvenile convictions and adjudications of juvenile delinquency if offenses involved would be a felony if committed by an adult within or outside the Commonwealth.</p>	63.2-1719
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OFFENSE Or Equivalent Offense in Another State	CODE SECTION
Abduction (Kidnapping)	18.2-47 A
Abduction with Intent to Extort Money or for Immoral Purpose	18.2-48
Abuse and Neglect of Children	18.2-371.1
Abuse and Neglect of Incapacitated Adults	18.2-369
Adulteration of Food, Drink, Drugs, Cosmetics, etc.	18.2-54.2
Aggravated Malicious Wounding	18.2-51.2

Allowing a child to be present during manufacture or attempted manufacture of methamphetamine	18.2-248.02
Assault or Assault and Battery (Exception: Child day center may hire individual convicted of not more than one misdemeanor offense if 10 years have elapsed following the conviction, unless the person committed such offense while employed in a child day center or the object of the offense was a minor. 63.2-1720 C)	18.2-57
Assault and Battery Against a Family or Household Member	18.2-57.2
Assisting individuals in unlawfully procuring prescription drugs (Felony Convictions)	18.2-258.2
Attempted Aggravated Sexual Battery	18.2-67.5
Attempted Forcible Sodomy	18.2-67.5
Attempted Object Sexual Penetration	18.2-67.5
Attempted Rape	18.2-67.5
Attempted Sexual Battery	18.2-67.5
Attempts to Poison	18.2-54.1
Bodily Injuries Caused by Prisoners, Probationers or Parolees	18.2-55
Breaking and Entering Dwelling House with Intent to Commit Other Misdemeanor	18.2-92
Burglary	18.2-89
Burning Building or Structure While in such Building or Structure with Intent to Commit Felony	18.2-82
Burning or Destroying any Other Building or Structure	18.2-80
Burning or Destroying Dwelling House, etc.	18.2-77
Burning or Destroying Meeting House, etc.	18.2-79
Burning or Destroying Personal Property, Standing Grain, etc.	18.2-81
Carelessly Damaging Property by Fire	18.2-88
Carjacking	18.2-58.1
Carnal Knowledge of Certain Minors	18.2-64.1
Carnal Knowledge of Child Between 13 and 15	18.2-63
Carnal Knowledge of an Inmate, Parolee, Probationer or Pretrial or Posttrial Offender	18.2-64.2

Causing, Inciting, etc. Threats to Bomb or Damage Buildings or Means of Transportation; False Information as to Danger to such Buildings, etc.	18.2-84
Certain Premises Deemed Common Nuisance (Felony Convictions)	18.2-258
Crimes Against Nature Involving Children	18.2-361
Delivery of Drugs, Firearms, Explosives, etc. to Prisoners	18.2-474.1
Disarming a Law Enforcement or Correctional Officer	18.2-57.02
Distribution of Certain Drugs to Persons Under Eighteen (Felony Convictions)	18.2-255
Drive-By Shooting	18.2-286.1
Drug Attempts (Felony Convictions)	18.2-257
Drug Conspiracy (Felony Convictions)	18.2-256
Electronic Facilitation of Pornography	18.2-374.3
Employing or Permitting Minor to Assist in Obscenity and Related Offenses	18.2-379
Entering Bank, Armed, with Intent to Commit Larceny	18.2-93
Entering Dwelling House, etc. with Intent to Commit Larceny, Assault and Battery or Other Felony	18.2-91
Entering Dwelling House, etc. with Intent to Commit Murder, Rape, Robbery or Person	18.2-90
Escape from Jail	18.2-477
Failing to Secure Medical Attention for Injured Child	18.2-314
Felonies by Prisoners	53.1-203
Firearms – Allowing Access by Children	18.2-56.2
Harassment of Student at School, College, or University	18.2-56
Harassment of Youth Gang Members	18.2-55.1
Homicide	18.2-33
Illegal Stimulants and Steroids	18.2-248.5
Investment	18.2-366 B
Involuntary Manslaughter	18.2-36.1
Killing a Fetus	18.2-32.2
Killing, etc. of Another Resulting from Driving While Intoxicated	18.2-51.4

Maintaining a Fortified Drug House (Felony Convictions)	18.2-258.02
Malicious Bodily Injury by Means of any Caustic Substance or Agent or Use of any Explosive or Fire	18.2-52
Malicious Bodily Injury to Law Enforcement Officers	18.2-51.1
Malicious Wounding by Mob	18.2-41
Manufacture, Possession, Use, etc. of Fire Bombs or Explosive Materials or Devices	18.2-85
Manufacturing, Selling, Giving, or Distributing a Controlled Substance or an Imitation Controlled Substance (Felony Convictions)	18.2-248
Manufacturing, Selling, Giving, or Distributing or Possessing with Intent to Manufacture, Sell, Give, or Distribute Any Anabolic Steroid (Felony Convictions)	18.2-248.5
Murder, Capital	18.2-31
Murder, First and Second Degree	18.2-32
Murder of a Pregnant Woman	18.2-32.1
Obscenity Offenses	18.2-374.1
Obtaining Drugs, Procuring Administration of Controlled Substances, etc. by Fraud, Deceit or Forgery (Felony Convictions)	18.2-258.1
Pandering	18.2-355
Pointing Laser at Law Enforcement	18.2-57.01
Possession and Distribution of Flunitrazepam (Felony Convictions)	18.2-251.2
Possession and Distribution of Gamma-Butyrolactone or 1, 4 - Butanediol	18.2-251.3
Possession of Burglariou Tools, etc.	18.2-94
Possession of Child Pornography	18.2-374.1:1
Possession of Drugs (Felony Convictions)	18.2-250
Possession of Infectious Biological Substances	18.2-52.1
Possession or Use of a Sawed-Off Shotgun or Rifle in a Crime of Violence	18.2-300 A
Production, Publication, Sale, Possession with Intent to Distribute, Financing etc. of Sexually Explicit Items Involving Children	18.2-374.1
Rape	18.2-61
Reckless Endangerment	18.2-51.3
Reckless Handling of Firearms; Reckless Handling While Hunting	18.2-56.1
Robbery	18.2-58
Sale of Drugs on or near Certain Properties (Felony Convictions)	18.2-255.2

Setting Fire to Woods, Fences, Grass, etc.	18.2-86
Setting off Chemical Bombs Capable of Producing Smoke	18.2-87.1
Setting Woods, etc. on Fire Intentionally Whereby Another is Damaged or Jeopardized	18.2-87
Sexual Battery	18.2-67.4
Sexual Battery - Aggravated	18.2-67.3
Sexual Battery - Infected	18.2-67.4:1
Sexual Penetration - Object	18.2-67.2
Swearing, etc. in Committing or Attempting a Felony	18.2-53
Swearing, Stabbing, etc. with Intent to Maim, Kill, etc.	18.2-51
Sodomy - Forcible	18.2-67.1
Spiking (Felony Convictions)	18.2-60.3
Spiking, Detaining, etc. Person for Prostitution etc. or Consenting Thereto	18.2-355
Spiking Indecent Liberties with Child by Person in Custodial or Supervisory Relationship	18.2-370.1
Spiking Indecent Liberties with Children	18.2-370
Attempts of Death or Bodily Injury	18.2-60
Attempts to Bomb or Damage Buildings or Means of Transportation; False Information as to Danger to Such Buildings, etc.	18.2-83
Transporting Controlled Substances into the Commonwealth (Felony Convictions)	18.2-248.01
Use of a Machine Gun in a Crime of Violence	18.2-289
Use of a Machine Gun for Aggressive Purpose	18.2-290
Use or Display of Firearm in Committing Felony	18.2-53.1
Voluntary Manslaughter	18.2-35