

SHEPHERD OF THE HILLS LUTHERAN CHURCH

**VOLUNTEER
HANDBOOK**

A WORD OF WELCOME

Dear Partners in Christ:

Welcome, and thank you for offering your time in our shared ministry. It is a great privilege to serve Christ here in this congregation as we minister to those who are members, friends and guests of Shepherd of the Hills Lutheran. Please know that as you serve, you are not alone. All of us – volunteers and staff – stand together to support and to serve alongside one another, as we seek to live out Christ's love in the world and the workplace.

We take the charge from Jesus to "love one another" very seriously. We are committed to making sure that Shepherd of the Hills is a safe place for all people for that is one way we show that we love one another. We desire for people to be treated with respect and care. You will see that love in a few ways in this Volunteer Handbook.

Our policy of protecting begins with all volunteers completing an application form and agreeing to a background check – one way we keep people safe. Through the background check the Department of Justice will determine if there are violent felonies and/or drug charges within the last 10 years and any sex crimes in your history. The confidential report from the Department of Justice will be reviewed by the Custodian of Record.

You will also see that we have, and enforce, a Sexual Harassment and Misconduct Policy. We want you to be safe as well.

May God bless you in your work as we share this journey.

Peace,

Interim Pastor Scot Sorensen

Sexual Harassment and Sexual Misconduct Policy

Statement of Policy

Sexual misconduct is a violation of the role of pastor, employees, volunteers, counselors, supervisors, teachers, and advisors of any kind who are called upon to exercise their integrity, sensitivity and caring in a trust relationship. Sexual misconduct breaks the covenant to act in the best interests of parishioners, clients, co-workers, and students. Sexual misconduct is never permissible or acceptable.

It is the policy of Shepherd of the Hills Lutheran Church that sexual misconduct, including but not limited to sexual harassment of any employee or volunteer by another employee or volunteer, will not be tolerated. Failure by any individual to adhere to this policy will result in disciplinary action, up to and including termination.

If at any time you feel you are being sexually harassed or the victim of sexual misconduct, you should immediately contact the Pastor and/or the Mutual Ministry Team.

The right to confidentiality, both of the complainant and of the respondent, will be respected to the extent consistent with the legal obligations of the church and with the need to investigate the allegations and to take appropriate actions. Submitting a complaint or report of possible sexual harassment will not be retaliated against.

Shepherd of the Hills Lutheran Church will investigate all reported charges of sexual harassment and sexual misconduct, and will undertake such action which it deems reasonably necessary and appropriate to stop unwanted and inappropriate behavior which may violate this policy.

Action which the church may deem reasonably necessary and appropriate to stop unwanted and inappropriate behavior addressed in this policy may include, but is not limited to, verbal or written warnings, counseling, paid and unpaid suspensions, demotions, change of duty, and termination of the volunteer or employment relationship.

It is the responsibility of all employees, members, volunteers and other agents of Shepherd of the Hills Lutheran Church to conduct themselves in this manner consistent with this policy while on church property and in connection with church-sanctioned events.

Shepherd of the Hills Lutheran Church is committed to assisting in resolving such issues when they occur within its employment, volunteers, or counseling relationships, but can do so only if it is aware of them.

Definitions

For the purpose of the above policy, **sexual misconduct** includes;

- a. Child or vulnerable adult sexual abuse;
- b. Sexual harassment;
- c. Rape or sexual contact by force, threat or intimidation;

- d. Sexual conduct (such as offensive obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another.
- e. Sexual malfeasance, which is defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, or lay employee with a church member). Sexual conduct includes unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate or marital relationships.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution;
- b. Rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- d. Such creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment include, but are not limited to:

- Preferential treatment or promises of special treatment (e.g. compensation or promotions) for submitting to sexual conduct or adverse treatment of an employee for refusing to accept an invitation to enter into a personal or sexual relationship.
- Subjecting an employee to unwelcome sexual attention.
- Intentional physical contact, which is sexual in nature; such as touching, pinching, patting, grabbing or brushing against another employee's body, or physical assaults of a sexual nature.
- Sexually-oriented gestures, jokes or comments.

Policy with Respect to Vulnerable Adult Workers and Procedure for Background Checks

Statement of Policy

It is the policy of the Shepherd of the Hills Lutheran Church to strive to take the following steps to minimize the possibility of vulnerable adult abuse in connection with church-directed programs and events. Shepherd of the Hills Lutheran Church recognizes, however, that in some circumstances compliance with every item of this policy may not be possible.

Vulnerable Adult Workers

Application and Request for Background Check. Any person who is employed by, volunteers with, or seeks to be employed by Shepherd of the Hills Lutheran Church, and who has, may have or seeks to have access to a ~~child under the age of 18 or to a~~ vulnerable adult to whom Shepherd of the Hills Lutheran Church provides care, treatment, education, training, instruction or recreation shall truthfully complete, date and sign a Confidential Application for Children's/Youth/Vulnerable Adult Work as set forth in the attached Attachment A and a Request for Background Check form, as set forth in the attached Attachment B. The failure to sign this request or any other document necessary to process the Request will be considered as a withdrawal of the application for the position under consideration.

Reference Checks. A record of the contact with references identified by an Applicant shall be maintained in a confidential file and shall contain information about each contact substantially in the form set forth in the attached Attachment C.

Procedure for Background Checks. As a result of the reference check or for any other reason, Shepherd of the Hills Lutheran Church will request a background check to determine whether the Applicant is the subject of any reported convictions. The Applicant who is the subject of a background check shall be informed that:

- a. Shepherd of the Hills Lutheran Church will request a background check of the Applicant for purposes of the application to be employed by or volunteer with Shepherd of the Hills Lutheran Church or for purposes of continuing as an employee or volunteer, and to determine whether the Applicant has any history relating to crimes including but not limited to child abuse crimes, murder, manslaughter, felony-level assault or any assault/crime committed against a minor, kidnapping, arson, criminal sexual conduct, prostitution-related crimes or any other crimes.
- b. The Applicant has a right to be informed by Shepherd of the Hills Lutheran Church if the application has been denied because of the response from the California Department of Justice.

Background Check Results. Only authorized representatives of Shepherd of the Hills Lutheran Church who have a need to know the information may review the information contained in the response of the California Department of Justice to the requested background check. Authorized representatives to review this information may include, but not necessarily be limited to the Custodian of Record, Pastor, call committee, and other hiring personnel.

NOTE: This sexual harassment and sexual misconduct policy provides guidelines for use by Shepherd of the Hills Lutheran Church. Shepherd of the Hills recognizes that it may not be appropriate in every circumstance to follow the terms of this guideline precisely.

Policy with Respect to Children and Youth Workers and Procedure for Background Checks

General Purpose Statement

Shepherd of the Hills seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Shepherd of the Hills from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

Definitions

For purposes of this policy, the terms "child" or "children" include all persons under the age of eighteen (18) years. The term "worker" includes both paid and volunteer persons who work with children.

Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

a. Six Month Rule

No applicant will be considered for any position involving contact with children until she/he has been involved with Shepherd of the Hills for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

b. Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us (see Attachment A). The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, references, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the Shepherd of the Hills.

c. Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

d. Reference Checks

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. Documentation of the reference checks will be maintained in confidence on file at Shepherd of the Hills.

e. Criminal Background Check

A criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

- Those who will be involved in our school/preschool/day care center;
- Those who will be involved in overnight activities with children;
- Those counseling children;
- Those involved in one-on-one mentorship of children; and

- Those having occasional one-on-one contact with children (such as Vacation Bible School, Sunday School, church sponsored athletic team coaches and vehicle drivers).

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, she/he will be unable to work with children.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Pastor, or the staff person working with children, on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the Shepherd of the Hills.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

Responding to Allegations of Child Abuse

For purposes of this policy, "child abuse" is any action (or lack of action) that endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Pastor for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at this church or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.

2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
3. Civil authorities will be notified, and the church will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The church will fully cooperate with the investigation of the incident by civil authorities.
4. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The Pastor will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14
- Must be screened.
- Must be under the supervision of an adult.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at Shepherd of the Hills. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children 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
- Other symptoms of communicable or infectious disease

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

Medications Policy

It is the policy of Shepherd of the Hills not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with Pastor or other church staff to develop a plan of action.

Discipline Policy

It is the policy of Shepherd of the Hills not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with Pastor or appropriate church staff if assistance is needed with disciplinary issues.

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

Training

Shepherd of the Hills will provide training on this child protection policy to all new childcare volunteers or staff and will strive to provide opportunities for additional training classes or events on an annual basis. All volunteers and staff are strongly encouraged to attend these training events.

A Drug-Free Environment

We insist upon a drug-free environment for employees and volunteers. If we are to continue to fulfill our responsibility to provide a reliable and safe environment to our employees, volunteers, and our congregation, we must be physically and mentally fit to perform our duties in a safe and efficient manner at all times.

The use or possession of alcoholic beverages and/or mood-altering, non-prescription chemicals, and the abuse of prescription chemicals on the job, while operating a church vehicle, or during working hours is not allowed. Employees and volunteers may not report to work under the influence of alcohol, marijuana, or illegal drugs.

A volunteer who suspects, or has known facts that another volunteer may be a substance abuser or involved in illegally related activities, may report this information to the Pastor. No retaliation will be taken against anyone who reports such information, except in cases in which the report is determined to have been willfully false or malicious.

Disciplinary action up to and including immediate termination may result from violations of this policy. For questions or concerns about policy violations, contact your supervisor or the Pastor.

ATTACHMENT A

APPLICATION FOR CHILDREN/YOUTH/VULNERABLE ADULT WORK SHEPHERD OF THE HILLS LUTHERAN CHURCH

CONFIDENTIAL

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors or vulnerable adults. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. This form is being used to help the church provide a safe and secure environment for those children, youth, and vulnerable adults who participate in our programs and use our facilities.

PERSONAL INFORMATION

Date: _____

Name: _____
Last First Middle

Present Address: _____
Street

_____ City State Zip

Home Phone: (____) _____ Cell Phone: (____) _____

Email: _____

What type of children/youth/vulnerable adult work do you prefer? _____

On what date would you be available? _____

Minimum length of commitment: _____

Have you ever been convicted of or pleaded guilty to a crime? ☐ Yes ☐ No

If yes, please explain (attach a separate page if necessary): _____

Do you have a current driver's license or state issued ID? ☐ Yes ☐ No

If yes, please list your driver's license/ID number and state: _____

Have you been convicted of a traffic offense in the last 5 years? ☐ Yes ☐ No

If yes, please describe (attach a separate page if necessary): _____

(Optional) Were you a victim of abuse or molestation while a minor?

☐ Yes

☐ No

CHURCH HISTORY

Church of which you are a member:

Name: _____

Address: _____

Telephone: _____

OTHER CHURCHES YOU HAVE ATTENDED REGULARLY DURING THE PAST FIVE YEARS:

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

REFERENCES

*Please complete at least two references **IN FULL** out of the six options.*

If you do not have any previous church or non-church work experience, you may list two personal references.

PREVIOUS CHURCH WORK INVOLVING CHILDREN, YOUTH AND/OR VULNERABLE ADULTS:

Church: _____

Church: _____

Address: _____

Address: _____

Street

Street

City State Zip

City State Zip

Contact Person: _____

Contact Person: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

Type of Work: ☐ Volunteer ☐ Paid

Type of Work: ☐ Volunteer ☐ Paid

Date(s) of Work: _____

Date(s) of Work: _____

Description of Work: _____

Description of Work: _____

PREVIOUS NONCHURCH WORK INVOLVING CHILDREN, YOUTH AND/OR VULNERABLE ADULTS:

Organization: _____

Address: _____
Street

City State Zip

Contact Person: _____

Telephone: _____

Email: _____

Type of Work: ☐ Volunteer ☐ Paid

Date(s) of Work: _____

Description of Work: _____

Organization: _____

Address: _____
Street

City State Zip

Contact Person: _____

Telephone: _____

Email: _____

Type of Work: ☐ Volunteer ☐ Paid

Date(s) of Work: _____

Description of Work: _____

PERSONAL REFERENCES:

NOTE: Please list persons who have observed your work with children's, youth or vulnerable adults. If you are unable to list persons who have observed such work, list persons who have known you in employment or volunteer situations. If you have no previous paid or volunteer work experience, you may list other personal references, including teachers and relatives.

Name: _____

Address: _____
Street

City State Zip

Telephone: _____

Email: _____

Relationship: _____

Name: _____

Address: _____
Street

City State Zip

Telephone: _____

Email: _____

Relationship: _____

ATTACHMENT B

APPLICANT'S STATEMENT

The information contained in this application is true/correct and complete to the best of my knowledge. Any misrepresentation or omission on this application will be grounds for discharge from service whenever it is discovered. I authorize any person or entity listed in this application to give Shepherd of the Hills Lutheran Church any information (including opinions) that they may have regarding my character and fitness for children/youth/vulnerable adult work. In consideration of the receipt and evaluation of this application by Shepherd of the Hills Lutheran Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application. I have read and acknowledge receipt of copies of Shepherd of the Hills Lutheran Church's **Sexual Harassment and Sexual Misconduct Policy** and **Policy With Respect to Vulnerable Adult and Childrens Service Workers and Procedure for Background Checks** in effect as of the date of this application.

CERTIFICATION

I certify that:

- (a) No civil, criminal, or church-related complaint related to sexual misconduct or sexual harassment has ever been brought or is pending against me;
- (b) I have never resigned or been terminated from a paid or volunteer position due to sexual misconduct or sexual harassment.

Signature

Date

NOTE: *If you are unable to make the above certification, you may instead provide on an attached page a description of the complaint or termination and the outcome of the situation, as well as any explanatory comments you care to add.*

I further state that **I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act.** This is a legally binding agreement which I have read and understand. By signing below, I acknowledge that I have read and agree with everything stated in the Applicant's Statement.

Applicant's Signature: _____ Date: _____

Witness: _____ Date: _____

ATTACHMENT C

**REQUEST FOR BACKGROUND CHECK
SHEPHERD OF THE HILLS LUTHERAN CHURCH**

THE SHEPHERD OF THE HILLS LUTHERAN CHURCH requests that Live Scan conduct the following inquiry:

1. Has _____ ever been convicted of a background check crime? If so, please describe the crime and the particulars of the conviction.

I have been informed that Live Scan will be asked to conduct a background check. I understand that I will be the subject of this background check for purposes of my employment/volunteering to determine whether I have been convicted of any crime defined under the Act. I have the right to be informed of the response to the request for a background check and to obtain a copy of the report, or any record that forms the basis of the report, from the requesting party. I understand that I have the right to challenge the accuracy and completeness of any information contained in the report or record under the relevant information provisions of the Data Practices Act. I understand that I have the right to be informed by Shepherd of the Hills Lutheran Church if my application has been denied because of the report received from Live Scan. I understand that I have the right not to be required either directly or indirectly to pay the cost of the background check.

I UNDERSTAND MY RIGHTS AS STATED ABOVE AND AGREE TO A BACKGROUND CHECK.

_____ Signature	_____ Date
_____ FULL Name (print neatly)	_____ Gender (M / F)
_____ Maiden Name (if applicable)	_____ Date of Birth
_____ Alias and/or Former Name(s)	_____ Social Security Number

**RECORD OF CONTACT WITH A REFERENCE OR CHURCH IDENTIFIED BY AN APPLICANT
FOR WORK WITH YOUTH OR CHILDREN
SHEPHERD OF THE HILLS LUTHERAN CHURCH**

CONFIDENTIAL

FOR OFFICE USE ONLY

1. Name of applicant: _____
2. Date of orientation: _____
3. Reference or church contacted (identify organization and person contacted):

4. Date and time of contact: _____
5. Person contacting the reference or church:
6. Method of contact: ☐ letter ☐ phone ☐ personal conversation
☐ other: _____
7. Summary of conversation:
 - How long have you known the applicant? Under what circumstances?
 - How would you describe this person's manner of interacting with others?
 - To your observation, is this person reliable and dependable?
 - Were you ever made aware of any complaints or concerns about this person's conduct on or off the job? If yes, please describe the circumstances.
 - Do you recommend this person? Why or why not?
 - Is this person eligible for re-hire at your organization? If no, why not?

Legible Signature

Date

Position

**SHEPHERD OF THE HILLS LUTHERAN CHURCH
VOLUNTEER ACKNOWLEDGMENT**

I hereby acknowledge that I have received and read the Shepherd of the Hills Lutheran Church Volunteer Handbook. I agree to conform to the rules and regulations outlined in this handbook as well as future communications from Shepherd of the Hills Lutheran Church.

It also is understood that the Volunteer Handbook provides general information on current guidelines covering volunteer related policies and procedures. Shepherd of the Hills Lutheran Church may make changes to it at any time without prior notice, as it deems necessary.

I understand the volunteer relationship is at-will, for no specified period of time, and may be terminated by either Shepherd of the Hills Lutheran Church or the volunteer at any time with or without notice or cause.

Volunteer name (please print)

Volunteer's signature

Date returned

Please return this form to the Custodian of Record before beginning your volunteer term.

SAMPLE Incident Report

Instructions

Complete this report under any of the following situations:

- A. A child becomes ill or receives an injury that requires First Aid or medical treatment while in your care;
- B. A child receives a bump or blow to the head or other visible injury regardless of treatment;
- C. A child is transported by ambulance from your facility;
- D. An unusual or unexpected incident occurs that jeopardizes the safety of a child, such as a child left unattended, there is a vehicle accident (with or without injuries), or a child is exposed to a threatening person or situation;
- E. There is an allegation or reasonable suspicion of abuse of a child.
Important: Consult your state's mandatory reporting requirements for further information on abuse reporting; OR
- F. As otherwise required by any state licensing or other authority, such as childcare or daycare licensing

Sample Incident Report is located on the next page

INCIDENT REPORT	Name of Church:
Date of Incident:	Time of Incident:
Name of Child Involved:	Age of Child:
Contact Information of Child Involved: Parent/Guardian: Address: Telephone: Email Address:	
Nature of Injury:	
Location of Incident:	
Witness of Incident Was incident witnessed by someone else? OR Directly observed/witness by you?	
Action(s) taken (Check all that apply) <ul style="list-style-type: none"> ❖ Provide First Aid ❖ Called 911 ❖ Taken to hospital ❖ Notified Guardian ❖ Notified School Official ❖ Notified Authorities: ❖ Other 	What/When: What/When: By Whom: Who/When: Who/When: Who/When: Note: _____
Witness to Incident: Name: Address: Telephone: Email:	
Name of Person Completing this Report: Position at Organization: Address: Telephone: Signature:	
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