

# CHURCH SAFETY POLICIES AND PROCEDURES TEMPLATE

# POLICIES AND PROCEDURES

*No longer will violence be heard in your land, not ruin or destruction within your borders. You will call your walls Salvation and your gates Praise. Isaiah 60:18 (NIV)*

## **Mission Statement:**

First Baptist Church of Somewhere, New Mexico aspires to be a congregation of love and fellowship where all can seek a closer relationship with God in a trusting, nurturing atmosphere.

As part of this mission, the goal is to provide a safe environment for our church members, visitors, and the community who participate in our programs and use our facilities. A safe environment is one that provides for the protection of the physical, emotional, and spiritual health and well-being of each person. More than simply offering the protection from danger, the church sees itself as a sanctuary, where one finds protection, security, support, guidance and the presence of God. This atmosphere is to be free of exploitation, intimidation, verbal or physical abuse or any type of sexual misconduct or harassment.

While no policy can anticipate and prevent all misfortune, it can state a purpose and provide guidelines to achieve that purpose. These guidelines express interest in protecting all who participate in our church community. To achieve this mission, the Church has developed a Safe Church Policy. The implementation of prudent policies should safeguard all those who participate within our church (including but not limited to ministers, teachers, leaders, children, youth, adults, and community volunteers who use our facilities). The policies also function to protect the individuals, as outlined above, from false accusations, provided the Safe Church policy has been followed. In the unfortunate event that an incident occurs, these policies and procedures are in place to address any allegations and the processes for necessary federal, state and local regulation filings.

The policies, which follow this mission statement, have been designed to prevent any type of abuse, misconduct or harassment from occurring in our church.

## **SCOPE OF POLICIES AND PROCEDURES**

The policies and procedures included in this document apply to all activities which take place within the building and properties of the Church, as well as programs, activities, or events scheduled as part of the ministry of this church which take place elsewhere. The policies and procedures apply to all members (active or inactive), friends, volunteers, or employees of the church.

## **LOCATION OF POLICIES AND PROCEDURES**

Copies of the Safe Church Policies and Procedures will be kept in the Church Office.

## Safe Church/Child Protection Committee

**Purpose:** The Safe Church/Child Protection Committee is to develop, implement and guide policy and procedures regarding church safety issues. These issues include, but are not limited to physical and sexual harassment and abuse. It is not the Committee's job or purpose to investigate any allegation of abuse or harassment, but to notify the responsible parties to do so, including but not limited to the church attorney, insurance agency, department of social services and local law enforcement. The Committee is formed to work as a liaison between church council, committees, outside agencies, and personnel to assist in any necessary investigation involving church members, volunteers, friends of the church, or employees.

**Members:** The Safe Church/Child Protection Committee shall be made up of the following:

1. One representative from each of the following:  
Church Council/Personnel Committee and or  
Deacon Body
2. Two at-large members from the congregation
3. Pastor

**Meetings:** Meetings of the Safe Church/Child Protection Committee shall be held periodically, no less than once per year, prior to the annual congregational meeting. The meetings will be held to familiarize all committee members with the policies and procedures formulated in the "Safe Church Policies and Procedures" manual, to plan trainings, to review and make any suggested or necessary changes to the policies and procedures, and to develop additional policies, guidelines and procedures as needed.

# KEY POLICY

Any person who seeks possession of a key to the Church will have a clearly stated reason for needing a key and will be approved by (name of the appropriate committee).

1. Certain people are authorized by virtue of their position in the church to hold keys. These people include, but are not limited to, paid employees, officers of the church, committee chairmen and youth group leaders. Others must receive the approval of Church Council to be in possession of a key.
2. All keys shall be of a type that cannot be duplicated, in order to eliminate unauthorized reproduction.
3. The keys will be assigned by the Pastor, following approval of the recipient by the Church Council. The Pastor will distribute or arrange for the distribution of the keys once they are assigned. If there is a need for additional keys, the Pastor will obtain new keys with Church Council approval.
4. Records of key holders will be maintained by the church's Administrative Assistant and kept on file. Keys shall be returned when they are no longer needed by the holder, and the return will be documented.
5. It will be the responsibility of the Pastor to monitor who is in possession of keys and request the return of keys from persons no longer authorized to hold them. Keys are not to be loaned to unauthorized persons, duplicated, or kept beyond the time that they are needed. Authorized key holders may loan their key to a spouse if the spouse has signed the Key Receipt Form and the Statement of Compliance. Authorized Youth leaders may share a key as long as each leader has signed the Key Receipt Form and the Statement of Compliance.
6. Key holders will be required to follow the Youth Protection Guidelines, sign a Statement of Compliance, and submit a Key Receipt Form.
7. No key holder will use his/her key to access the church with a child or children not his or her own (or of whom the key holder is not a legal guardian or foster parent of) at a time when there is no church related activity being held in which the child and the key holder are involved. This is intended to prevent a situation where an adult key holder is alone with a child in the facility. In the rare case an exception is to be made to this provision, a written note from the child's parent or legal guardian must be submitted to the church office and approved by the pastor or Safe Church Advocate prior to entry.
8. All key holders will be required to complete required clearance forms.

# Child/Youth Protection Policy

# CHILD/YOUTH PROTECTION POLICY

*Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these. Matthew 19:14 (NIV)*

## **Mission Statement Regarding this Child/Youth Protection Policy:**

This congregation's ministry with children and youth begins by striving to provide a safe environment and to provide caring and effective leaders. In an effort to promote this safe environment, the Church binds itself to the Child Protection Policy described in this document.

To protect the safety of our children and youth, employees and other adults will be screened as to their acceptability for working with children and youth. They will be required to subscribe to the Child Protection Policy and sign the Child Protection Covenant. Application forms to become an Approved Adult are located in the Appendix of this document.

The Child Protection Policy Committee is committed to implementing and following this Child Protection Policy.

## **CHILD/YOUTH PROTECTION DEFINITIONS**

**Child or Youth** – any person considered a minor under the laws of the Commonwealth of Pennsylvania, that is, a person who is under 18 years of age

**Pastor** – a minister under call to the congregation

**Child Protection Policy Committee (CPPC)** – implements and enforces the Child Protection Policy – This committee shall be comprised of members from the Safe Church/Child Protection Committee.

**Chair of the Child Protection Policy Committee** – a member of the Safe Church/Child Protection Committee

**Child Advocate** – One of the Co-chairs of the Safe Church/Child Protection Committee

**Approved Adult** – anyone over 22 years of age who has satisfied the requirements of the Child Protection Policy. An Approved Adult can be an employee or a non-employee of the congregation. Approved Adults include, but are not limited to:

- a. All employed staff
- b. Sunday School teachers/helpers
- c. Children's Church leaders
- d. Vacation Bible School teachers, volunteers and helpers
- e. Youth Group Leaders, assistants and chaperones
- f. Children's choir director and assistants
- g. Nursery volunteers
- h. Anyone else who works directly with children/youth including scout leaders and assistants. In addition, all members of Church Council and Child Protection Committee members shall comply with the requirements for an Approved Adult.

**Youth Volunteer** - anyone 21 or less years of age who works under the supervision of 2 approved adults.

**Teaching Assistant/Helper/Adult Volunteer** – a person who may or may not be a member of the congregation and who has a specific talent or experience to share with children/youth at a particular event/class. A teaching assistant's opportunity is temporary and must be supervised by approved adults.



## CHILD/YOUTH PROTECTION DEFINITIONS (Cont'd)

**Child Sexual Abuse** is any contact or interaction between a person who is a minor or who is legally incompetent, and an adult, when the child is being used for the sexual stimulation of the adult person or of a third party. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered to be forced, whether or not consented to by the child.

Although this policy focuses primarily on child sexual abuse, all forms of child abuse are prohibited, and are included under this policy. Definitions of abuse are as follows:

- A) Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child.
- B) An act or failure to act by a perpetrator which causes non-accidental serious mental injury to a child.
- C) Sexual Abuse or Exploitation: (1) the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct. (2) The employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in simulation of sexually explicit conduct for the purpose of producing visual depiction, including photographing, videotaping, computer depicting, and filming. It also includes any of the following offenses committed against a child: rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, sexual abuse, or sexual exploitation.
- D) Endangering Welfare of Children: A recent act, failure to act or series of the acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or exploitation of a child. A parent, guardian, or other person supervising the welfare of a child less than 18 years of age, or a person that employs or supervises such a person commits an offense if he knowingly endangers the welfare of the child by violating a duty of care, protection, or support.
- E) Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.

## **Child Protection Policy Committee (CPPC)**

The CPPC shall consist of the Pastor, Church Council designee, Youth/Children Group Leader designee, and one member appointed at large. All members of the committee will be approved by the Church Council and shall serve for a term of four years.

The Committee will:

1. Implement and enforce this Child Protection Policy.
2. Review and make recommendations to the Church Council for revising congregation policy regarding the safety of our children/youth.
3. Provide training for all staff and approved adults working with the children/youth regarding child abuse and the Child Protection Policy.
4. Maintain a list of Approved Adults.
5. Monitor Approved Adults to ensure that policies are being followed.
6. Keep Church Council apprised of all activities of the committee.

A member of the CPPC Committee will:

1. Review all applications.
2. Collect and forward requests for clearances, with cover letters, to PA State Police and PA Department of Public Welfare.
3. Maintain all clearances.
4. Receive and process reports of suspected abuse.
5. Make available, upon request of an individual, his/her clearance reports.

The CPPC Co-Chairs will be elected by the committee and will:

1. Document that required forms are received for all applicants.
2. Have access to applications, but not clearances.
3. Chair meetings of the committee.
4. Ensure that annual congregation-authorized training sessions are held.

## **APPLICATIONS POLICY (SELECTION OF APPROVED ADULTS)**

Protective employees applying to engage in occupations with a significant likelihood or regular contact with children, in the form of care, guidance, supervision or training must obtain background checks.

To protect the children/youth in our care, the following guidelines are established for those who desire to work with children/youth less than 18 years of age.

Approved Adults must:

1. Attend Church for a minimum of 6 months.
2. Complete an Approved Adult application form and the required clearance forms.
3. Attend a congregation-authorized training session.
4. Sign and comply with the Child Protection Covenant.

# Nursery Protection Guidelines

The children's nursery is designed to provide a place of safety and caring for our youngest church participants, while allowing their parents to participate in worship or activities. As such, the following policy is designed to protect the children, parents and volunteers who participate:

1. Parents will complete an emergency information form when child first enters care and will also receive a copy of the Nursery Guidelines for Parents. Parents will be asked to sign a statement that they have received the guidelines and have had the opportunity to ask questions about them.
2. Parents should sign children in and out in log book each time children are delivered to care, and children will only be released to those listed on the emergency contact form.
3. Parents should label all bottles, juices, blankets, toys and any other personal belongings. Pacifiers should be attached to the child. Only dry food snacks are allowed in the nursery. Snacks containing nuts are never allowed due to allergies. Small snack items that can be choked on, such as grapes, are not permitted.
4. There shall be no fewer than two volunteer nursery workers (must be an approved adults over 22 years of age) at all times, unless the only child(ren) in the nursery belong(s) to the volunteer.
5. Discipline Plan: Limit setting is directed toward maximizing the growth and development of the children and is for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate discipline. Volunteers will verbalize to the child when she/he is behaving in an inappropriate manner. Volunteers will redirect a child who appears to be "headed for trouble." If a child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardian will be asked to come to the nursery. Nursery volunteers **WILL NOT** :
  - Use corporal punishment, including spanking
  - Subject children to cruel or severe punishment, humiliation or verbal abuse
  - Deny any child food as a form of punishment
  - Punish any child for soiling, wetting, or not using the toilet.
6. If a child needs to proceed to the bathroom, an approved volunteer shall accompany him/her. Stay outside the door and let the child use the toilet. If help is needed with wiping or dressing, help the child while keeping the door to the bathroom open. Encourage the child to wipe him/herself. Let the parent know that the child used the toilet and whether or not assistance was needed. Help the child wash his/her hands thoroughly with soap and running water. Wash your own hands. If a problem arises when a child needs to use the toilet, a parent will be contacted.
7. Children must be picked up immediately following service or church activities and checked out in the log by a parent or a person designated on the emergency contact form.
8. At least one parent/guardian shall remain in the church while the child is in the nursery after worship or other official church activities have ended.
9. New volunteers will obtain Nursery Guidelines and participate in orientation and ongoing training.
10. During non-worship hours childcare may occasionally be provided (for example, during congregational meetings). During these times parents will be informed if there is only one caregiver available and can then choose whether or not to leave their child in nursery care.
11. Should an incident occur that results in physical injury, parent(s) will be notified and an incident report will be completed.

# Classroom Protection Guidelines

The Church is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. In order to work with children, we expect that all people applying to be volunteers have been regularly attending the Church for at least six months. It is the policy of the church to provide adequate supervision for all classroom activities. We also expect all employees and volunteers who work with minors to complete and submit an application to be approved.

## Infants through Youth

- ☐ Parents will complete a General Child/Youth Emergency Form when a child first enters an education classroom. Children will only be released to those persons listed on the emergency form.
- ☐ Copies of the Youth Protection Guideline Summary will be provided to the parents of children attending Sunday School and youth group activities. Parents will be asked to sign a statement that they have received guidelines and have had an opportunity to ask questions about them.
- ☐ In every classroom there will be at least two Approved Adults. Volunteers should be at least five years older than the oldest child in their care.
- ☐ No teacher shall be alone with a child in the bathroom for purposes of toileting, clean up from craft or art projects, or care of injury, except when necessary. In this case the door to the bathroom and classroom shall be kept open.
- ☐ No teacher working with our children shall place him/herself in a compromising situation by being alone with a child or children out of sight of other teachers or aides.
- ☐ Normally teachers who accompany a child to the bathroom should remain outside the bathroom door while the child is inside.
- ☐ If a child needs assistance with dressing, undressing or cleanup, two approved adults shall be present.
- ☐ If a child needs assistance with dressing, undressing or cleanup, and only one approved adult is available, the door to the bathroom shall be left open.
- ☐ If anything unusual occurred during this assistance, the parent will be notified at pickup.
- ☐ If for any reason, a teacher or aide is left alone in a classroom, the classroom door shall remain ajar.
- ☐ Children in grades 3-12 can use the bathrooms unescorted, provided they return within a reasonable time frame. This privilege can be granted or rescinded at the teacher's discretion.
- ☐ When Sunday school teachers of the Youth Class (grades 6-12) take a class off of the church grounds they must have the signed, written permission form from each youth's parent or guardian in their possession. The original form must be kept with the teacher, and a copy of the form to be kept in the Church office.
- ☐ Report any inappropriate conduct or relationship between an adult worker or volunteer and a child promptly to the Child Protection Policy Committee.
- ☐ Limit setting is directed toward maximizing the growth and development of the children and for protecting the group and the individuals within it. Positive reinforcement is the major tool of appropriate disciplining. Verbalize to the child when he/she is behaving in an appropriate manner. Redirect a child who appears to be 'headed for trouble'. If a child is repeatedly displaying inappropriate behavior, and redirecting has not worked, and talking to the child has not worked, then the parent will be notified. The teacher will pass on information of repeated inappropriate behavior to the Sunday School Superintendent. **No one shall:** use corporal punishment, including spanking, humiliation or verbal abuse.

## **EMERGENCY PROCEDURES FOR CLASSROOMS WHEN FIRE ALARM SOUNDS**

- ☐ Each teacher takes his/her class and log-book/attendance charts out closest exit. Each teacher takes attendance once outside, keeping the students together in a class group.
- ☐ The Sunday School Superintendent or designated person checks all of the classrooms and bathrooms before exiting the building.
- ☐ Teachers will keep their class together at the safety zone\* until the alarm is cleared and they can return to their classrooms. If this is a fire drill, the Sunday School Superintendent will clear the alarm. If this is an actual emergency, the fire department personnel will clear the alarm.

\*Safety zones: Exiting front of church – meet in the parking lot  
Exiting from back of church – meet in the playground

**Emergency Procedures are posted in each classroom. Emergency Exit drills are practiced two times per year.**

# Youth Programs Protection Guidelines

The focus of Youth Programming is to provide a variety of age-based experiences to support our youth in gaining a better understanding of themselves and their relationship with God and their community.

## Parental Responsibilities:

- Copies of the Youth Protection Guideline Summary will be made available to the parents of children attending Sunday School and youth group activities.
- Parents will be asked to complete a General Child/Youth Emergency Form for each child attending youth group activities.
- Parents will be responsible for transporting their own child(ren) to and from Youth Group and Sunday School. Parents wishing to have someone who is not on the emergency form pick up their child(ren) shall send in a written request to that effect.

## Supervision During Activities:

- If there are five or fewer children participating, there shall be at least two approved adults present for the activity and both shall be at least five years older than the oldest child. It is preferred that one volunteer be a man and one be a woman if both boys and girls are participating in the activity. Refer to the ratios below for larger groups of youth.

Grade	Number of Youth (not related to approved adult)	Number of approved adults required	Plus one additional adult for each additional number of youth
Pre-school - 3	4	2	4
4 - 5	6	2	4
6 - 12	6	2	6

- Volunteers are to be in view of each other throughout the activity. At no time should a volunteer separate him/herself from the group with any youth behind a closed door.

## Special Circumstances

- Off-site activities: In order for a youth to take part in an off-site activity, his/her parent must sign a permission slip specific to that activity. Parents will be provided details of the venue and the plan.
- Driving to an off-site activity: At least two approved adults must be present in any vehicle used to transport youth to or from an off-site activity. The volunteers should not be partners or spouses, if possible. It is preferred that one volunteer be a man and one a woman if both boys and girls are participating in the activity.

- **Overnight Activity (both on-site and off-site):** In order for a youth to take part in an overnight activity, his/her parent must sign a permission slip specific to that activity. There must be a least two approved adults accompanying the activity who satisfy the five-year rule. **It is mandatory** that one volunteer be a man and one be a woman if both boys and girls are participating in the activity.

## **Medical Release Forms**

1. All youth participating in a youth group or going on a field trip with either a youth group or the Sunday School, must have a Medical Release Form on file before they will be allowed to participate.
2. The form must be completed by parents/guardians and returned to the Sunday School Superintendent for Sunday School events, or the Youth group leader for youth group participation.
3. A copy of the completed form will be kept on file in the Church office.
4. Each time a field trip or overnight event occurs, the original must be taken with an adult leader while a copy remains in the Church office.

## **Field trip/youth event guidelines**

1. Parental Consent: Parents or guardians should be fully informed about programs, activities, leaders, chaperones, dates and times, cost, method of transportation, and purpose of the scheduled trip or activity. The appropriate signed Field Trip Permission Form should be completed and returned before any child or youth can participate in the event.
2. Vehicle rules:
  - a. Drivers for field trips must be 25 years or older and have a copy of their driver's license, registration, and proof of insurance on file in the church office.
3. Appropriate supervision: The two-approved adult rule applies for all church-related events. For overnight events, the boys and the girls will sleep in separate areas with at least two approved adults of the same gender directly supervising each group. If the minimum level of supervision cannot be achieved, the activity must be cancelled; this may result in the loss of deposit fees for which the church cannot be responsible.
  - a. Non-overnight activities on church property: 2 approved adults for each group.
  - b. Day trips/overnight activities on or off church property:



## **Discipline**

The purpose of discipline with youth is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, and cooperation.

1. No youth will be disciplined by the use of any form of physical punishment.
2. Supervisors are encouraged to listen to the youth, and clearly communicate expectations of appropriate behavior.
3. If a child's behavior is disruptive, one of the adults in the classroom may leave to seek the Pastor, Sunday School Superintendent or the child's parent to come to the classroom.

## YOUTH PROTECTION GUIDELINE SUMMARY

Length of time a volunteer needs to attend church before supervising youth:	6 months minimum
Criminal background checks to be conducted for these positions:	Pastors and paid employees Sunday School Teachers/Helpers Nursery and Cradle Roll Volunteers Youth Group Leaders Music Director working with youth Sunday School Superintendent(s) Any person seeking to be an approved adult
Application for Approved Adult Forms will be required for:	All of the above Chaperones for field trips and youth events
Statement of Compliance and Child Protection Covenant will be required for:	All of the above Anyone in possession of a key Anyone having regular, direct contact with children under the Church's direction
Key Policy	Key holders to be approved by Church Council
Two Adult Rule	2 approved adults (not married to each other) must be with a child (or children) who is not their own, or a relative, at all times
Five Year Older Rule	Helpers must be 5 years older than the oldest child in the class or group
Medical Release Forms required of:	Youth Group participants and Field Trip participants
Approval of Christian Education Committee needed for:	Field trips and youth events Chaperones for field trips and youth events Drivers for field trips and youth events
Approved Adult to child supervision ratios:	General - minimum 2 approved adults per group
	Day trip off-site, special on-site youth event: - 1 adult per 4 youth for pre-school through 3rd grade (minimum 2 adults); + 1 adult for + 4 youth - 1 adult per 6 youth for 4 <sup>th</sup> – 5 <sup>th</sup> grade (minimum 2 adults); +1 adult for + 4 youth - 1 adult per 6 youth for 6 <sup>th</sup> – 12th grade and up (minimum 2 adults); +1 adult for + 6 youth - Overnight - 1 adult per 6 youth of one gender
	(2 approved adults minimum). Girls and boys are to be considered two separate groups with the 2 approved adult rule applied to each group.
Drivers for field trips and youth events:	Must be 25 years or older Must have a safe driving record
Discipline:	Positive, non-physical discipline only
Appropriate activities:	No unnecessary physical contact or risky activities

# Guidelines for Known Offenders

*Brothers, if someone is caught in sin, you who are spiritual should restore him gently....Carry each other's burdens, and in this way you will fulfill the law of Christ. Galatians 6:1-2 (NIV)*

## Providing community for known sexual offenders:

Individuals who have been adjudicated by a court or child protective services findings as sexual offenders and/or have admitted to past sexual abuse of children and are willing to abide by the guidelines set forth in this policy, are welcome to attend worship services and adult educational activities. Such individuals are hereafter referred to as “known sexual offenders” or “offenders”.

The minimum guidelines by which any known offender may participate in the life of the congregation are set forth below, and shall be incorporated into a covenant specific for the individual offender which is to be signed by the offender prior to participation.

Depending on the circumstances and at the discretion of the Safe Church Committee, additional restrictions may be incorporated into an individual covenant. The individual covenant may also permit participation in additional church activities (other than those involving children) if circumstances warrant.

## Minimum guidelines under which a known sexual offender may participate:

1. **Offenders are expected to comply fully** with all restrictions and requirements placed upon them as a result of any legal actions, and provide the designated Pastor or Child Advocate with copies of any judgments, conditions of parole, or other documents in which restrictions on or requirements as a result of convictions or judgments are stated.
2. **Offenders are expected to continually participate in a professional counseling program**, specifically addressing their abusive behaviors, for the entire time they participate in this church community. Offenders will provide the name of the agency and mental health professional to the Pastor or Child Advocate at the time of request for participation. The offender may be asked to periodically sign a limited disclosure authorization for the therapist to verify to the Pastor or Safe Child Advocate that the individual is in treatment.
3. **Offenders will not accept any leadership** or representational position within or on behalf of this church. Known sexual offenders can **never** become Approved Adults.
4. **The Safe Church Committee will assign supervisors to any offender participating in the life of the congregation.** They will be adults who are not related to the offender. They will receive training that will include information on sexual offender dynamics, the long-term impact of sexual abuse on victims, and any specific conditions related to participation under the specific covenant established.

5. **The Safe Church Committee will identify a small group of “covenant partners” for offenders.** This small group will provide spiritual, emotional and practical support and will meet with the offender on a regular basis. The supervisors and “covenant partners” will not be the same individuals.
6. **The offender may participate in worship in the sanctuary and attend adult Sunday school classes.** The Safe Church Committee may designate a specific service and time for attendance. Any other activities the offender is permitted to participate in will be detailed in the covenant.
7. **A supervisor must accompany the offender at all times when on church property.**
8. **At no time should the offender deliberately place him or herself in or remain in any location in or around the church facilities which would cause undue distress to others.**
9. **At least twice each calendar year and as otherwise requested, the offender shall meet with and report to the designated pastor or Safe Child Advocate regarding status of adherence to these guidelines.**
10. **If the offender should decide to relocate membership (or substantially attend) another congregation,** the designated pastor will seek to inform the leadership of that congregation of the conditions of these guidelines.

# **SUSPECTED CHILD ABUSE**

## **REPORTING AND RESPONSE POLICY**

### **Reporting Suspected Child Abuse**

An employee or an Approved Adult who has reasonable cause to suspect that a child/youth under their care, guidance or supervision, or a child/youth not directly under their care, guidance or supervision but involved in any church program or activity, has been abused by anyone (including but not limited to the child/youth's family, guardians, an Approved Adult or volunteer) shall immediately inform the Pastor or the Child Advocate and document the suspected abuse. The Pastor and/or Child Advocate will immediately make an oral report by calling authorities as required by law.

**If a child is injured or in pain, call 911 for an ambulance.**

The congregation will cooperate fully with government authorities investigating allegations of abuse.

### **DEFINITIONS**

#### **Follow-up, investigation, documentation**

1. Following placement of the call to report suspected abuse the pastor will inform the parent (provided that neither of the custodial parents is suspected of abuse). If a custodial parent is the alleged abuser, his or her first contact about the allegation should come from authorities and not the church.
2. The church should not enter into discussion with the alleged abuser during the course of the investigation about the details of the complaint. The alleged abuser will be removed from any position in which he or she has supervisory authority over children pending the completion of the investigation.
3. If the alleged abuser is an employee, the pastor and child advocate will meet with the employee and inform him or her that an allegation has been made. He or she will have their ministry restricted to exclude contact with children immediately; and may be placed on paid leave for a designated period of time during the investigation.
4. Both volunteers and paid staff should be reminded that they have the right to engage counsel at their discretion. The church insurance company should be contacted as a matter of routine practice.

# Appendix

## Key Receipt Form

I understand that, as a person with a key(s) to the Church I am responsible for maintaining the safety of the Church environment while any property and/or facility is unlocked by the key(s) I hold.

I agree to be entirely responsible for the security of the key(s) and to:

- Not lend the key(s) to anyone, unless authorized by Church Council and the person signs this form;
- Not duplicate the key(s) for any reason;
- Not tag or otherwise identify the key(s) as providing access to any property and/or facility of church;
- ☐ I understand that I am not to be alone in any room or secluded area on Church property at any time with a child or youth that is not my own or a relative without parental permission.
- Return the key(s) when I no longer have the responsibility that created a need to have the key(s) or when an authorized representative of the church requests such return.
- If any property and/or facility of the church is unlocked by the key that I hold,  
I will be the last one out of the building and will check that ALL doors are locked, **OR**  
I will notify other Church representatives who are still in the building that I am leaving.

I understand that failure to comply with any of the provisions set forth in the Safe Church Policies and Procedures manual or this Key Receipt Form may result in the loss of my privilege to be a key holder.

Name (please print): \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Daytime Phone, if different: (     ) \_\_\_\_\_

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

An additional holder of a single key assigned, which might be shared for reasons **only after approval by Church Council**, must sign below and adhere to the same direction as outlined above. It is understood that failure to comply with any of the provisions set forth in the Safe Church Policies and Procedures manual or this Key Receipt Form may result in the loss of my privilege to be a key holder.

Name (please print): \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Daytime Phone, if different: (     ) \_\_\_\_\_

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

\*\*\*\*\*

Date Key Returned: \_\_\_\_\_

Signature of Key holder: \_\_\_\_\_

Signature of Authorized Representative of the Church: \_\_\_\_\_

## Statement of Compliance

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE SAFE CHURCH POLICIES AND PROCEDURES MANUAL OF THE CHURCH AND I AGREE TO COMPLY WITH ALL ITS PROVISIONS.

I further indicate my understanding and compliance with the following specific conditions set forth in that manual:

- I will become familiar with the location of telephones, first aid kits, fire extinguishers, and fire exits, and with the Emergency Procedures outlined in the Safe Church Policies and Procedures manual.
- If I become aware of an injury, accident, or mishap at any property and/or facility of the Church activity at any location, I will make certain that the incident is reported immediately to a member of the Safe Church Committee. Committee member's names will be posted on the bulletin board in the rear of the Sanctuary.
- While at a property and/or facility of the Church activity at any location, I will not be alone with a child or youth (through age 17 years) other than my own.
- If I become aware of an inappropriate relationship involving children, youth, or a child or youth and an adult, I will report it immediately to a member of the Child Protection Policy Committee. Committee member's names will be posted on the bulletin board in the rear of the Sanctuary.
- When the activity that I am supervising has ended, I will make sure that the lights are out and the doors are locked before I leave, or I will notify other Church representatives who are still in the building that I am leaving.

Name (please print): \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Daytime Phone, if different: (     ) \_\_\_\_\_

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



## Statement of Compliance for Organizations using Church Facilities

I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ THE SAFE CHURCH POLICIES AND PROCEDURES MANUAL AND I AGREE TO COMPLY WITH ALL ITS PROVISIONS.

The organization I represent is \_\_\_\_\_.

I further indicate my understanding and compliance with the following specific conditions set forth in that manual:

- I will become familiar with the location of telephones, first aid kits, fire extinguishers, and fire exits, and with the Emergency Procedures outlined in the Safe Church Policies and Procedures manual.
- If I become aware of an injury, accident, or mishap at any property and/or facility of the Church activity at any location, I will make certain that the incident is reported immediately to a member of the Safe Church Committee. Committee member's names will be posted on the bulletin board in the rear of the Sanctuary.
- While at a property and/or facility of the Church activity at any location, I will not be alone with a child or youth (through age 17 years) other than my own.
- If I become aware of an inappropriate relationship involving children, youth, or a child or youth and an adult, I will report it immediately to a member of the Child Protection Policy Committee. Committee member's names will be posted on the bulletin board in the rear of the Sanctuary.
- When the activity that I am supervising has ended, I will make sure that the lights are out and the doors are locked before I leave, or I will notify other Church representatives who are still in the building that I am leaving.
- I agree to abide by all policies and procedures regarding the use of the building and properties of the Church with the knowledge that failure to do so will result in the termination of my right to use church facilities for the organization I represent.

Name (please print): \_\_\_\_\_

Home Phone: (     ) \_\_\_\_\_ Daytime Phone, if different: (     ) \_\_\_\_\_

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

## Nursery Information, Emergency Information and Release Form

Child's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Medical Information: (allergies to food, medication, or other substances etc.)

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Snacks my child may have if provided in the nursery (including but not limited to)

\_\_\_\_\_ crackers \_\_\_\_\_ dry cereal \_\_\_\_\_ cookies \_\_\_\_\_ water \_\_\_\_\_ juice \_\_\_\_\_ soft candy

Other suggestions (only dry food snacks are allowed in the nursery) \_\_\_\_\_.

\_\_\_\_\_ I would not like my child to have any snacks while in the nursery.

\_\_\_\_\_ I will provided my child with a snack for the nursery, it will be located \_\_\_\_\_

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If diapering is needed, parents will be contacted.

\_\_\_\_\_ I request that if my child needs to use the bathroom, I wish to take care of those needs myself and should be contacted.

I by my signature give any and all approved adult volunteers permission to treat my child\children for minor injuries and if need be to provide for emergency medical care in the event that I cannot be located immediately. I also agree that I will not hold the Church or its representatives responsible for any accident or injury that may occur in the church building or on its premises.

Doctors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Other specific requests or information about my child, including additional emergency contacts, in the event a parent/guardian cannot be located and **other persons authorized to pick up my child:**

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I received a copy of the Nursery Guidelines for Parents. \_\_\_\_\_ Yes \_\_\_\_\_ No

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NURSERY SIGN IN SHEET

Date\_\_\_\_\_

Name of Child (age)	Contact During Services	Who will be picking up the child?

## NURSERY SIGN IN SHEET

Date \_\_\_\_\_

Name of Child (age)	Contact During Services	Who will be picking up the child?

# Nursery Guidelines for Parents

The nursery designed to provide a place of safety and caring for our youngest church participants, while allowing their parents to participate in worship or activities. As such, the following policy is designed to protect the children, parents and volunteers who participate:

- Sign your child in for nursery care, using the sign in sheet
- Complete an emergency form if you haven't completed one before
- Label all bottles, juices, blankets, toys and any other personal belongings.
- Pacifiers should be attached to the child
- Only dry food snacks are allowed in the nursery (snacks containing nuts are not allowed)
- If diapering is needed, parents will be contacted
- If a child needs to use the bathroom, an approved volunteer will accompany him/her unless the parent indicates that they are to be contacted on the emergency form referenced above.
- If a child is repeatedly displaying inappropriate behavior and redirecting has not worked, parents/guardian will be asked to come to the nursery.
- At least one parent/guardian shall remain in the church while the child is in the nursery after worship or other official church activities have ended.
- Children must be picked up immediately following service or church activities and checked out in the log by a parent or a person designated on the emergency contact form.
- Should an incident occur that results in physical injury, parent(s) will be notified immediately.
- A complete version of the Nursery Protections Guidelines from the Safe Church Policies and Procedures Manual is available on the bulletin board in the nursery.

## General Child/Youth Emergency Information and Release Form

Child's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Medical Information: (allergies to food, medication, or other substances etc.)

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\_\_\_\_\_ I request that if my child needs to use the bathroom, I wish to take care of those needs myself and should be contacted.

I by my signature give any and all approved adult volunteers permission to treat my child\children for minor injuries and if need be to provide for emergency medical care in the event that I cannot be located immediately. I also agree that I will not hold the Church or its representatives responsible for any accident or injury that may occur in the church building or on its premises.

Doctors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Other specific requests or information about my child, including additional emergency contacts, in the event a parent/guardian cannot be located and **other persons authorized to pick up my child:**

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I received a copy of the Youth Protection Guidelines. \_\_\_\_\_ Yes \_\_\_\_\_ No

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Parent/Guardian Permission for Special Event/Activity**

Dear Parent/Guardian:

Your son/daughter is encouraged to participate in (event)\_\_\_\_\_.  
This activity will take place under the guidance and supervision of two authorized/approved personnel from the Church.

**Name of event:** \_\_\_\_\_  
**Destination:** \_\_\_\_\_  
**Departure:** (date)\_\_\_\_\_ (time) \_\_\_\_\_  
**Return:** (date)\_\_\_\_\_ (time) \_\_\_\_\_  
**Method of Transportation:** \_\_\_\_\_  
**Designated supervisors:** 1. (name) \_\_\_\_\_ cell # \_\_\_\_\_  
2. (name) \_\_\_\_\_ cell # \_\_\_\_\_  
**Participant's Cost:** \_\_\_\_\_

If you would like your child/children to participate in this event, please sign and return the permission form below by (date)\_\_\_\_\_. As the parent or legal guardian, you remain responsible for any legal responsibility which may result from actions taken by the named child/children. KEEP this top section for your information.

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## **Permission Form for Short Term Field Trip/ Retreat Participation**

**\*\* Return this lower Form by (date) \_\_\_\_\_**

I hereby consent to participation by my child/children:

(name/names)\_\_\_\_\_

in (event name)\_\_\_\_\_ on (event date) \_\_\_\_\_

I understand that this event will take place away from the Church building and that my child/children will be under the supervision of the two authorized/approved personnel on the above stated date/dates. I further consent to the stated conditions on participation in this event, including the method of transportation.

\_\_\_\_\_  
Print parent/guardian name

\_\_\_\_\_  
parent/guardian signature

\_\_\_\_\_  
date

Indicate **any change** in **Medical Information** which was previously given with the Youth Registration \_\_\_\_\_

## **YOUTH Registration Form**

**Including: Individual data, General Permission, Medical Information, & Release Forms**

**Program Year 20\_\_ - 20\_\_**

1. Name of Youth: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Grade: \_\_\_\_\_ School: \_\_\_\_\_ Church \_\_\_\_\_ cell phone # \_\_\_\_\_

Youth e-mail \_\_\_\_\_

2. Name of Youth: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Grade: \_\_\_\_\_ School: \_\_\_\_\_ Church \_\_\_\_\_ cell phone # \_\_\_\_\_

Youth e-mail \_\_\_\_\_

3. Name of Youth: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_  
Grade: \_\_\_\_\_ School: \_\_\_\_\_ Church \_\_\_\_\_ cell phone # \_\_\_\_\_

Youth E-mail \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street town state ZIP

Phone: (home) \_\_\_\_\_ (cell phone) \_\_\_\_\_ How late at night to call \_\_\_\_\_

Parent E-mail: \_\_\_\_\_

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**General Field Trip Permission:** I hereby give permission for the youth listed below to accompany his/her church group on field trip events as planned by the Church throughout The 20\_\_ - 20\_\_ school year. And will be notified in advance of specific individual events/activities and will complete, sign and return specific permission forms.

Youth name/names \_\_\_\_\_

Parent/Guardian Name (Please print): \_\_\_\_\_

Day phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

Emergency Contact Person: Name \_\_\_\_\_ Phone # \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Medical Release:** I, the undersigned parent/guardian of \_\_\_\_\_ do hereby give permission for any church chaperone or youth leader who is certified in CPR to administer basic first aid to my child and to take him/her to a hospital for medical treatment when I cannot be reached or when delay would be dangerous to my child's health. I consent to any examination, x-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care that may be rendered to said minor, under the general specific instructions of \_\_\_\_\_ (name of participant's physician) or if unavailable, by an on-call physician at a hospital or clinic. It is understood that this consent is given in advance of any specific diagnosis or treatment and is given to encourage those persons who have



temporary custody of my child, in my absence, and said physician to exercise their best judgment as to the requirements of such diagnosis or said medical treatment.

Delivered to said persons entrusted with the care, custody and control of said minor child, this consent will remain effective until the \_\_\_\_\_ day of \_\_\_\_\_ of 20. I understand that any and all medical expenses incurred are my responsibility and that there is no medical insurance coverage provided by the Church.

**Further, as parent/guardian of the named above, I do hereby consent that my child may receive emergency medical treatment from any physician, hospital, or other medical center without the necessity of first notifying me, and do further agree to hold blameless any physician, hospital or other medical center for rendering such services.**

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

Witness: \_\_\_\_\_

**NOTE: A COPY OF THIS FORM WILL BE TAKEN ON EVERY ACTIVITY, FIELD TRIP OR OVERNIGHT EVENT THAT THIS YOUTH ATTENDS.**

**MEDICAL DATA**

**Physician:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Medical Insurance name and #:** \_\_\_\_\_

**Health History:**

1. Youth Name: \_\_\_\_\_ DOB \_\_\_\_\_

**Check those that apply:**

_____ Asthma	_____ Allergies (check those that apply)
_____ Convulsions	_____ 1. Animals _____ 5. Hay Fever
_____ Diabetes	_____ 2. Insect Stings _____ 6. Pollen
_____ Ear Infections	_____ 3. Plants _____ 7. Food
_____ Epilepsy	_____ 4. Medicine/Drugs, specify _____
_____ Heart Disease/Defects	_____ Other Allergies, specify _____

**Other Health Related Conditions**

_____ Emotional Issues	_____ Nosebleeds	_____ Wears Glasses
_____ Fainting	_____ Motion Sickness	_____ Wears Contact Lenses
_____ Sleep Walking	_____ Menstrual Cramps	_____ Hearing Impairment
_____ Special Dietary Regimen _____	_____ Other (specify) _____	

2. Youth Name: \_\_\_\_\_ DOB \_\_\_\_\_

**Check those that apply:**

_____ Asthma	_____ Allergies (check those that apply)
_____ Convulsions	_____ 1. Animals _____ 5. Hay Fever
_____ Diabetes	_____ 2. Insect Stings _____ 6. Pollen
_____ Ear Infections	_____ 3. Plants _____ 7. Food
_____ Epilepsy	_____ 4. Medicine/Drugs, specify _____
_____ Heart Disease/Defects	_____ Other Allergies, specify _____

**Other Health Related Conditions**

<input type="checkbox"/> Emotional Issues	<input type="checkbox"/> Nosebleeds	<input type="checkbox"/> Wears Glasses
<input type="checkbox"/> Fainting	<input type="checkbox"/> Motion Sickness	<input type="checkbox"/> Wears Contact Lenses
<input type="checkbox"/> Sleep Walking	<input type="checkbox"/> Menstrual Cramps	<input type="checkbox"/> Hearing Impairment
<input type="checkbox"/> Special Dietary Regimen_____		
<input type="checkbox"/> Other (specify) _____		

3. Youth Name: \_\_\_\_\_ DOB \_\_\_\_\_

**Check those that apply:**

_____ Asthma	_____ Allergies (check those that apply)	
_____ Convulsions	_____ 1. Animals	_____ 5. Hay Fever
_____ Diabetes	_____ 2. Insect Stings	_____ 6. Pollen
_____ Ear Infections	_____ 3. Plants	_____ 7. Food
_____ Epilepsy	_____ 4. Medicine/Drugs, specify _____	
_____ Heart Disease/Defects	_____ Other Allergies, specify _____	

**Other Health Related Conditions**

_____ Emotional Issues	_____ Nosebleeds	_____ Wears Glasses
_____ Fainting	_____ Motion Sickness	_____ Wears Contact Lenses
_____ Sleep Walking	_____ Menstrual Cramps	_____ Hearing Impairment
_____ Special Dietary Regimen _____	_____ Other (specify) _____	

**Image Release:** I grant permission for my child/children to be included in the Church publications including, but not limited to, print, video, and website as it relates to the Church.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Liability Release:** I release, forever discharge, agree to hold harmless, and indemnify the Church and the representatives thereof from any and all liability, claims, or demands for personal injury, sickness, or death, as well as property damages and expenses of any nature whatsoever which may be incurred by my child/children or for which my child/children may be liable to others in the course of participation in the church activities.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPLICATION TO BECOME AN APPROVED ADULT - Page 1**

This application is a mandatory part of a process to assist the congregation in providing a safe, nurturing Christian environment for our children/youth. Persons responsible for the supervision and care of our children/youth are in a special position of trust and confidence. Therefore, all adults (22 years of age or older) seeking to work with the children/youth must complete this application.

I wish to be approved as:

\_\_\_\_\_ Approved Adult (requires clearance forms)

\_\_\_\_\_ Youth Volunteer (State certification required)

\_\_\_\_\_ Teaching Assistant/Adult Volunteer/Adult Chaperone (must be under the supervision of approved adults)

### **PERSONAL INFORMATION**

*Please attach photographic identification, e.g., copy of driver's license.*

(1) Name \_\_\_\_\_ (2) Date of Application \_\_\_\_\_

(3) SSN \_\_\_\_\_ (4) Driver's License (State) \_\_\_\_\_

(5) Address and Mailing

Address \_\_\_\_\_

\_\_\_\_\_

(6) Telephone (Home) \_\_\_\_\_ (7) (Work) \_\_\_\_\_ (8) (Cell) \_\_\_\_\_

(9) E-mail Address \_\_\_\_\_

(10) Permanent addresses you have maintained during the last five years, beginning with the most recent.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(11) Are you 18 years of age or older?    ☐ Yes    ☐ No

**APPLICATION - Page 2**

(12) Is there any reason why you should not work with children/youth? ☐ Yes ☐ No

If yes, please explain.

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(13) Have you ever abused a child/youth (a person less than 18 years of age)? ☐ Yes ☐ No

If yes, please explain.

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(14) Have you ever been accused of abusing a child/youth? ☐ Yes ☐ No

If yes, please explain.

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(15) Have you ever been involved in a child abuse investigation as a witness, alleged victim, or alleged abuser? ☐ Yes ☐ No

If yes, please explain.

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(16) Have you ever been arrested for, convicted of, or plead guilty to a criminal offense against a person? ☐ Yes ☐ No

If yes, please explain

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**CHURCH OR CHILD-RELATED WORK**

(17) List your talents, training, education, etc., that might help enrich the lives of our children/youth. Describe the type of work you prefer.

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(18) Name and address of church (if any) of which you are now a member, if other than this congregation.

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(19) Names and addresses of all churches you have attended on a regular basis at any time during the last five years.

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(20) Describe any church work you have done with children/youth during the last five years. Include the church's name, city, and year(s) of participation.

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(21) Describe any non-church related work you have done with children/youth during the last five years. Include the organization's name, city, and year(s) of participation.

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**PERSONAL REFERENCES**

(22) Give the name, address, and phone number of two persons, not relatives, who have known you for at least five years.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

**I agree that the information contained in this application is correct to the best of my knowledge.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT'S PERMISSION FOR THE DISCLOSURE OF INFORMATION ABOUT THE APPLICANT AND APPLICANT'S RELEASE OF ALL CLAIMS AGAINST PERSONS OR ENTITIES THAT DISCLOSE INFORMATION OR GIVE OPINIONS ABOUT THE APPLICANT**

I understand and agree that the congregation may contact the churches and references identified above and others who may be identified by those listed above. I authorize these references or churches or others to give you any information (including opinions) that they may have regarding my character and fitness for work with children/youth. I also understand and agree that law enforcement authorities or any other person or entity with access to records of criminal arrests or convictions may be contacted during the consideration of this application. I authorize these law enforcement authorities or any other person or entity to provide information regarding criminal arrests or convictions. In consideration of the receipt and evaluation of this application by the congregation, I hereby release the congregation and any individual, church, youth organization, employer, reference, or any other person or entity, 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 any person's or entity's disclosure of information about me or the expression of an opinion about me. I further state that I have carefully read the foregoing release and understand its content. I am signing this release freely and voluntarily.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge that the above named applicant has appeared before me and produced an original Social Security card.

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



## Suspected Child Abuse Incident Report For Internal Church use

**Date of Report** \_\_\_\_\_ **Person Making Report** \_\_\_\_\_

☐ Approved Adult ☐ Employee ☐ Other \_\_\_\_\_

**Name of Child/Youth** \_\_\_\_\_ **Age** \_\_\_\_\_ **Sex** ☐ M ☐ F

**Parent/Guardian of Child/Youth** \_\_\_\_\_

**Address** \_\_\_\_\_ ☐ Unknown

Describe the circumstances under which you became aware of possible abuse. State the names of any persons who witnessed abuse, or reported this to you.

\_\_\_\_\_

\_\_\_\_\_

Describe any injuries you observed: \_\_\_\_\_

**Does child appear to need immediate medical attention?** ☐ Yes ☐ No ☐ Unknown

**Does child appear to be fearful, suicidal or withdrawn?** ☐ Yes ☐ No ☐ Unknown

**Approximate date of last known incident of abuse** \_\_\_\_\_ ☐ Unknown

**Describe any physical, mental or behavioral factors that may place the child at risk**

\_\_\_\_\_

**Did the abuse take place at the church or during a church-related activity?**

☐ Yes ☐ No ☐ Unknown If yes, indicate activity \_\_\_\_\_

**Name of Alleged Perpetrator** \_\_\_\_\_ ☐ Unknown

**Relationship to Child** \_\_\_\_\_ ☐ Unknown

**Address** \_\_\_\_\_ ☐ Unknown

**Describe the extent of alleged perpetrator(s) access to child** \_\_\_\_\_

\_\_\_\_\_ ☐ Unknown

Does this person have a history of violence, mental illness, or substance abuse?

☐ Yes ☐ No ☐ Unknown

If yes, please explain \_\_\_\_\_

**Reported to Pastor or Safe Church or designee date/time** \_\_\_\_\_

**Signature of person making this report** \_\_\_\_\_

- If you suspect (or observe) a child has been abused, you must report it immediately to the pastor or other Safe Church designee.
- This report must be completed and given to the designated person within 24 hours of your verbal report.
- If a child is injured or in imminent danger, call 911.

**Signature of person receiving this report** \_\_\_\_\_

