

# OUTLINE

## CONGREGATIONAL SAFE CHURCH POLICY

### Purpose

To provide guidelines for safe behaviors and buildings for congregations.

### I. SAFE BEHAVIORS FOR GOD'S PEOPLE

#### A. Application

These guidelines apply to all congregational activities that are conducted not only for children and youth but also for those adults who have a diminished mental, emotional or physical capacity (ADMEPC).

#### B. Safeguards

1. **Approval of Activities.** By Session.
2. **Supervision.** Session screens and approves.
3. **Transportation.** Drivers approved by Session.
4. **Communication.** Information available beforehand to parent/guardian.
5. **Sign-in.** Parent/guardian complete the *Sign-in Sheet* (Appendix A)
6. **Parent's Permission/Waiver Requirements.**(Appendices B,C,D)
7. **Signed Youth Covenant form** required.(Appendix E)
8. **Activity Plan** must be submitted ahead by leader. (Appendix F)
9. **Visibility of activity** through open doors, windows in doors/rooms, *etc.*
10. **First Aid/CPR** training required of leaders.
11. **Safety Tips** appropriate to be provided.
12. **Prohibited Acts List** of nine: sexual activity, physical abuse, bodily injury, neglect, alcohol, verbal remarks, illegal drugs, pornographic materials, weapons.(App.G)
13. **Compliance and Training** for volunteers and staff required.

#### C. Screening

1. **Application** information/forms.(Appendices H,I,J,K)
2. **Criminal Background Check, Sexual Misconduct Check, and Credit Rating** will be procured. (Appendix L)
3. **Disqualifying Offenses** of felonious and non-felonious nature.
4. **Motor Vehicle Reports** where appropriate.
5. **Disqualification from Driving** based on point system.(Appendix M)
6. **Approval of Employees/Volunteers** procedures.
7. **Confidentiality** precautions.

38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83

**D. Violations**

- 1. Reporting Prohibited Acts.** Information on Mandatory Reporters in PC(USA) and procedures.(Appendix N)
- 2. Response to Reported Prohibited Acts & Response Team** role.
- 3. Consequences of Committing a Prohibited Act.** Various options.

**E. Oversight**

- 1. Children’s Ministries, Youth Ministries, and Adult Ministries Committees.**
- 2. Volunteers and Employees.**
- 3. Additional Procedures** as necessary..

**II. SAFE PLACES FOR GOD’S PEOPLE**

- A. Building Safety.** Exterior and Interior.(Appendices O,P,Q)
- B. Safety Plans and Emergency Procedures.**(Appendix R)
- C. Building Usage Policy and Insurance B** (Appendix S).
- D. Building Security and Good Practices.** (Appendix T,U,V)

This safe church policy will be reviewed and updated on an annual basis with the revised policy approved by Session and reported to the congregation at its annual meeting.

Approved by the Session of \_\_\_\_\_ Presbyterian Church on \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Pastor

\* \* \*

This sample outline was prepared by the Safe Church Task Group of the Presbytery of Northern New England, PC(USA)  
A complete sample policy with appendices is also available.

\* \* \*

## SAFE CHURCH TASK GROUP

### MEMO # 1

Date: January 28, 2008

To: Clerk of Session  
Pastor

From: The Presbytery of Northern New England's  
SAFE CHURCH TASK GROUP

Subject: Putting together a Safe Church Policy for your congregation.

*The Contact Person from your church will be \_\_\_\_\_.  
Please send this person's name, email address, telephone number, and mailing  
address to \_\_\_\_\_. If you are without email capability and have received this  
via US Postal Service, please respond to \_\_\_\_\_ at \_\_\_\_\_. This will greatly  
help us route future communications. Thanks.*

Hi Everyone,

Our goal is to help each church put together a safe church policy. For each of the next six months, we will be sending you a Memo giving a short series of steps or things to think about in putting together your own policy. Also, **we will be sending you a sample policy in June** for you to examine and use as you see fit.

We are trying to make it easy to put together a policy. When completed, our recommendation is that each church will place a copy of finished policy in at least three separate binders which will be available to all. One should be kept in the church office, one in a public place (kitchen, library, etc.) and a third as a spare. Please note that your church insurance provider will be interested in seeing this document as part of their underwriting considerations.

**First:**

- Designate a person or team to be responsible for oversight  
(*Again, Please let us know who that contact is.*)

**Then, ask yourself: Do we have:**

- A church key policy? See **Appendix U**
- A written policy of Church use guidelines?
- A building safety policy and checklist (look for broken items or issues that could cause bodily harm)? See **Appendices O, P, Q, T**
- A regular and documented facility inspection, inside and outside?
- A fire or other emergency/crisis plan? See **Appendix R**
- Emergency numbers posted?
- Fire extinguishers and first-aid kits available with locations posted?

Now, look at this as fun! Buy binders and label them clearly, pick your team, start labeling some divider tabs based on the list provided above and you are well on your way to producing a safe church policy. (The actual writing of the policy, which will need Session approval to be effective, will take place at a later time. Again, we will be sending you a sample safe church policy drawn from already approved Presbyterian sources.)

**Please note:** We have examples of the types of forms which will be necessary to implement a Safe Church Policy: *e.g.*, Key Use Form; Permission Form; Application Form, Criminal Background Form, checklists, etc. We will send the appropriate forms with each month's Memo. Five such attachments have been included with this memo: Key Receipt, Exterior Building, Interior Building, Nursery Safety, and Fire and Emergency. Some changes may be necessary to adjust them to your context and needs.

The main goal is to have a policy in place which can be approved and then reviewed and re-affirmed, perhaps at yearly congregational meeting. We strongly encourage you to have a finished draft of a Safe Church policy by September 2008. If you have any questions or need help in any way, please contact any one of us.  
Peace,

The Safe Church Task Group  
Presbytery of Northern New England

**P.S.** The areas we will be covering over the next few months will include at least the following:

- Buildings and Property
- Vehicle Transportation
- Financial Oversight
- Waivers and Disclaimers
- Paid Staff and volunteers, including application and vetting
- Children and Youth concerns
- Crisis Response
- Media matters

\* \* \*

## SAFE CHURCH TASK GROUP

### MEMO # 2

Date: February, 2008

To: Clerk of Session  
Pastor

From: The Presbytery of Northern New England's  
SAFE CHURCH TASK GROUP

Subject: Putting together a Safe Church Policy for your congregation.

*The contact person from your church is \_\_\_\_\_.  
If you have not already done so, please send this person's name, email address,  
telephone number and mailing address to \_\_\_\_\_. If you are without email  
capability and have received this via the US Postal Service, please respond to  
\_\_\_\_\_ at \_\_\_\_\_. This will greatly help us to route future communications.  
Thanks.*

Hi Everyone,

Because **Memo #1**, the January one, was late being sent, we are sending **Memo #2**, February, at this time. Thus, we should be back on schedule so that the March memo arrives during the last week of February in time for consideration at the March Session or designated committee meeting. Sorry for any inconvenience.

Here are the questions and topics for the February memo, as well as a few attachments which might be helpful not only in stimulating your thoughts but also in providing items for inclusion in a future safe church policy:

#### **Do we have/do we:**

- A written and followed policy for opening, closing and protecting the church facility?  
See **Appendix R**.
- Know where the unsafe/hidden places in our church are located?

- Church Usage/Renter agreements, if applicable, which are signed and updated yearly? See **Appendix S**.
- A written and followed policy addressing personal security of staff, members and visitors while at our church facility? [Columbine *et al*]
- A written and followed personnel/employment manual?

You are absolutely right, the attachments do not always match-up in a one-to-one relationship to the questions. Focus on the questions, please, as areas that need to be addressed. (We will try to do so in our sample policy.) But keep the “attachments, forms, questionnaires *etc.*” in your notebook. They may become useful later as ways in which to implement your own safe church policy.

Again, our main goal is to enable you to have a safe church policy in place soon which

- focuses both upon behavior and buildings,
- can be approved by Session, and then
- can be reviewed and re-affirmed at each annual congregational meeting.

We strongly encourage you to have a finished draft of a Safe Church policy by September 2008.

If you have any questions or need help in any way, please contact any one of us.

Peace,

The Safe Church Task Group  
Presbytery of Northern New England

\* \* \*

## SAFE CHURCH TASK GROUP

### MEMO # 3

Date: March, 2008

To: Clerk of Session  
Pastor

From: The Presbytery of Northern New England's  
SAFE CHURCH TASK GROUP

Subject: Putting together a Safe Church Policy for your congregation.

*The contact person from your church is \_\_\_\_\_.  
If you have not already done so, please send this person's name, email address,  
telephone number and mailing address to \_\_\_\_\_. If you are without email  
capability and have received this via the US Postal Service, please respond  
to \_\_\_\_\_ at \_\_\_\_\_. This will greatly help us to route future communications.  
Thanks.*

Hi Everyone,

Here are the questions and topics for the March memo, as well as a few attachments for possible inclusion in a future safe church policy:

#### **Do we have/do we:**

- A policy for child and youth protection that includes interviewing, screening, hiring, supervising, reporting of problems and regular training of all paid staff and volunteers working with minors? (This is probably one of the hardest tasks to face but also one of the most important.)
- A written child and youth abuse prevention policy?  
See these attachments: **Appendix E, Appendix F, Appendix G**
- Windows in all classroom doors or leave them open when in use?



- Screen all paid staff and volunteers, working at whatever level?  
See these attachments: **Appendix H, Appendix I, Appendix J  
Appendix K**
  
- Do reference checks?  
See **Appendix I**

Just a reminder: our goal is to enable you to have a safe church policy in place soon, one which

- focuses both upon behavior and buildings,
- can be approved by Session, and then
- can be reviewed and re-affirmed at each annual congregational meeting.

We strongly encourage you to have a finished draft of a Safe Church policy by September 2008.

If you have any questions or need help in any way, please contact any one of us.

Peace,

The Safe Church Task Group  
Presbytery of Northern New England

## SAFE CHURCH TASK GROUP

### MEMO # 4

Date: April, 2008

To: Clerk of Session  
Pastor

From: The Presbytery of Northern New England's  
SAFE CHURCH TASK GROUP

Subject: Putting together a Safe Church Policy for your congregation.

*The contact person from your church is \_\_\_\_\_.  
If you have not already done so, please send this person's name, email address,  
telephone number and mailing address to \_\_\_\_\_. If you are without email  
capability and have received this via the US Postal Service, please respond  
to \_\_\_\_\_ at \_\_\_\_\_. This will greatly help us to route future communications.  
Thanks.*

Hi Everyone,

Here are the questions and topics for the April memo, as well as an attachment for possible inclusion in a future safe church policy:

#### **Do we have/do we:**

- Require a six-months waiting period at our church before allowing someone to volunteer?
- A screening process which includes not only an interview and the customary reference checks but also a criminal background check, a sexual misconduct check, if a separate item, and a motor vehicle records check? Do we redo these checks at a regular interval?

See this attachment: **Appendix L**

- A two-adult rule at all times with children, youth, and those adults who have a diminished mental, emotional or physical capacity(ADMEPC)?\*
- Provide training for children, youth and ADMEPC workers?
- Regularly review our policies and programs in the area of abuse prevention and make changes when needed in time for each year's annual congregational meeting?

\* As a consequence of further discussion within the Safe Church Task Group, we are expanding the coverage area of our safe church concern to include also those adults under our congregational care who have diminished mental, emotional or physical capacity. This brings under our purview those others who might be easily abused and who, because of that, require protection. It also aligns our scope with that of the *Book of Order*.

Here's how, in our forthcoming sample policy, we propose to summarize (subject to revision, of course) the two sections concerning sexual misconduct in the *Book of Order*:

*“We understand that sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position.(D-10.0401c) We understand, further, that a minister, elder or deacon shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation of abuse of a minor or an adult who lacks mental capacity when (1)such information is gained outside of a confidential communication as defined in G-6.0204a,0304a.0404a; or (2) she or he reasonably believes that there is risk of future physical harm or abuse.(G-6.0204b.0304b,0404b)”* (Text in italics is quoted from the *Book of Order*.)

If you have any questions or need help in any way, please contact any one of us.

Peace,  
The Safe Church Task Group  
Presbytery of Northern New England

\* \* \*

## SAFE CHURCH TASK GROUP

### MEMO # 5

Date: May, 2008

To: Clerk of Session  
Pastor

From: The Presbytery of Northern New England's  
SAFE CHURCH TASK GROUP

Subject: Putting together a Safe Church Policy for your congregation.

*The contact person from your church is \_\_\_\_\_.  
If you have not already done so, please send this person's name, email address,  
telephone number and mailing address to \_\_\_\_\_. If you are without email  
capability and have received this via the US Postal Service, please respond to  
\_\_\_\_\_ at \_\_\_\_\_. This will greatly help us to route future communications.  
Thanks.*

Hi Everyone,

Here are the questions and topics for the May memo, as well as five attachments for possible inclusion in a future safe church policy:

#### **Do we have/do we:**

- Require permission/release forms for children and youth activities off the church premises? See **Appendix B**
- Require medical treatment permission forms for children and youth?  
See **Appendix C**
- Require a publicity release form for children and youth involved in events, whether at church or elsewhere? See **Appendix D**
- A written transportation policy?

- A response team and clearly defined reporting procedures both within the church and to the appropriate authorities in case of an accident or an incident of abuse? See **Appendix M** and **Appendix N**
- A designated person/team to respond to potential media inquiries?

If you have any questions or need help in any way, please contact any one of us.

Peace,  
The Safe Church Task Group  
Presbytery of Northern New England

\* \* \*

## SAFE CHURCH TASK GROUP

### MEMO # 6

Date: June, 2008

To: Clerk of Session  
Pastor

From: The Presbytery of Northern New England's  
SAFE CHURCH TASK GROUP

Subject: Putting together a Safe Church Policy for your congregation.

*The contact person from your church is \_\_\_\_\_.  
If you have not already done so, please send this person's name, email address,  
telephone number and mailing address to \_\_\_\_\_. If you are without  
email capability and have received this via the US Postal Service, please respond  
to \_\_\_\_\_ at \_\_\_\_\_. This will greatly help us to route future communications.  
Thanks.*

Hi Everyone,

Here are the questions and topics for the June memo, as well as one attachment for possible inclusion in a future safe church policy:

#### **Do we have/do we:**

- A written and followed financial protection policy (e.g., two people who count and deposit money, two people who must sign checks for the church, two or more people who audit the books yearly)? **See Appendix V.**
- Regularly review our insurance policy to make sure our coverage is adequate?
- An established communication plan to meet our ongoing need to inform the members of our congregation?

- A yearly review process for volunteers as well as paid staff?
- A designated attorney who advises us and approves all policies we may adopt?

If you have any questions or need help in any way, please contact any one of us.

Peace, and Best Wishes for the Summer.

The Safe Church Task Group  
Presbytery of Northern New England

\* \* \*

# CONGREGATIONAL SAFE CHURCH POLICY

## Purpose

We, the members of \_\_\_\_\_ Presbyterian Church, affirm that all who are entrusted to us in Jesus' name are a gift from God. We acknowledge that God intends the church to be a safe place for all to encounter God and grow into lives of service and fulfillment. We recognize that the church needs to be a safe place not only with regard to the behavior and personal relations of its members and non-members but also with regard to its buildings and facilities. Accordingly, we covenant that in our quest to be a holy community whose conduct is beyond reproach (I Peter 1:15) we pledge to do so with proper attention both to people and places.

This Safe Church Policy is written as a special guide relating to those in a congregation who are employees or volunteers. It is a more particular expression of several of the commitments, applicable to all members, employees, volunteers or ordained officers (deacons, elders, ministers) of this congregation as set out in *Life Together in the Community of Faith: Standards of Ethical Conduct* (PCUSA, 1998). It is limited to those matters over which Session has jurisdiction. While it is expected that a minister member of presbytery should accept and work for the full-implementation of this policy guidelines at the congregational level and elsewhere where applicable, we recognize that as a member of presbytery that individual is subject to the presbytery's similar policy and guidelines, as well as those relevant portions of the *Book of Order* and the *Standards of Ethical Conduct* of the Presbyterian Church (U.S.A.). Thus, any allegation regarding a **minister** or **pastor** is to be reported to presbytery's Stated Clerk. (Presbytery's Stated Clerk is not to be confused with the Clerk of Session of a local church or congregation.)

We understand that *sexual abuse of another person is any offense involving sexual conduct in relation to: (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position. (D-10.0401c)* We understand, further, that a minister, elder or deacon *shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-6.0204a,0304a,0404a ; or (2) she or he reasonably believes that there is risk of future physical harm or abuse.(G-6.0204b,0304b,0404b)*



36

## I. SAFE BEHAVIORS FOR GOD'S PEOPLE

37

### Application

38

39 These guidelines apply to all congregational activities that are conducted not only for  
40 children and youth but also for those adults who have a diminished mental, emotional or physical  
capacity (ADMEPC).

41

### Safeguards

42

43 **Approval of Activities.** All activities for children/youth/ADMEPC must be approved by  
Session.

44

45 **Supervision.** Session must screen and approve all volunteers and employees who work  
46 with children/youth/ADMEPC. All leaders for these three groups must be approved by Session.  
47 At least two approved leaders must be assigned to oversee any activity involving children and  
48 youth. For overnight activities, there must be a man assigned to provide leadership if boys are  
49 present and a woman if girls are present. If this man and woman are a married couple, then a  
50 third adult, unrelated to either of them, must also be present for an overnight activity. An adult  
51 assigned to lead activities involving children and youth must be at least five years older than the  
52 oldest participant. A volunteer must have been active in the life of our congregation at least six  
months before assuming responsibility for service.

53

54 **Transportation.** Volunteers and employees who drive children/youth/ADMEPC on the  
55 congregation's behalf must be at least twenty-one years old and approved by Session. When  
56 possible, there should be at least three people present in any vehicle, either two adults and one  
57 child/youth/ADMEPC or one adult and two children/youth/ADMEPC. Parents or guardian(s) are  
58 responsible for arranging transportation to and from an activity for children/youth/ADMEPC and  
for communicating their schedule to the activity leaders.

59

60 **Communication.** Prior to any congregational activity for children/youth/ADMEPC,  
61 leaders will make information about the activity available to their parents and guardian(s). This  
62 information will include the names of all activity leaders and drivers who may provide  
transportation during the activity.

63

64 **Sign-in.** Parents or guardian(s) of children, birth through Kindergarten age, are asked to  
65 complete the *Sign-in Sheet (Appendix A)* for the Sunday morning Christian Education program  
66 and to indicate where they may be reached during the time of this activity. For all children under  
67 the age of fourteen, that parent or guardian must indicate in writing who else has legal authority  
to pick up that child.

68

69 **Parent's Permission.** The following documents must be obtained by the church at least  
once each year and before a child/youth/ADMEPC participates in an overnight activity or in an

70 activity occurring away from the church's campus: a *Children, Youth, ADMEPC Activity*  
 71 *Participation Release* (**Appendix B**), a *Medical Release* (**Appendix C**), and, if acceptable to the  
 72 parents or guardian(s), a *Publicity Release* (**Appendix D**).

73 **Youth Covenant.** A *Youth Covenant* (**Appendix E**) must be signed by all youth who  
 74 regularly participate in any congregational activity for youth. A parent or guardian must also  
 75 sign each Covenant. Covenants must be renewed at least once each year.

76 **Activity Plan.** A *Children, Youth, ADMEPC Activity Plan* (**Appendix F**) must be  
 77 prepared by staff or activity leaders prior to any overnight activity or any activity occurring  
 78 outside the local area. A copy of the Activity Plan must be signed by a parent or guardian on  
 79 behalf of each participant.

80 **Visibility.** Interaction between children/youth/ADMEPC and volunteers and employees  
 81 should be conducted in places that promote visibility by others and remove any opportunity for  
 82 secrecy and isolation. Where possible, windows should be in all doors, as well in any gathering  
 83 room itself, where these interactions occur, and blinds should remain open. When it is not  
 84 possible for there to be windows in doors, the doors should remain open.

85 **First Aid/CPR.** Volunteers and employees who work with children/youth/ADMEPC are  
 86 encouraged to obtain training in first aid and CPR. Our congregation will periodically provide  
 87 opportunities for this training.

88 **Safety Tips.** Our congregation will provide age-appropriate safety tips to volunteers and  
 89 employees as part of its ongoing training process.

90 **Prohibited Acts.** The following are prohibited during any congregational activity:

- 91 • Any display or demonstration of sexual activity, abuse, insinuation of abuse or evidence  
 92 of abusive conduct toward a child/youth/ADMEPC.
- 93 • Sexual advances or sexual activity of any kind between any adult and a child/youth/  
 94 ADMEPC.
- 95 • Infliction of physical abusive behavior or bodily injury to a child/youth/ADMEPC.
- 96 • Physical neglect of a child/youth/ADMEPC, including failure to provide adequate  
 97 supervision in relation to congregational activities. Adequate supervision means the type  
 98 of supervision a reasonable person would provide in the same or similar situation.
- 99 • Assessing or accessing obscene or pornographic materials at any congregational activity.
- 100 • Possessing illegal drugs or being under the influence of any illegal drugs.

- 101 • Consuming or being under the influence of alcohol while participating in any  
102 congregational activity designed for children/youth/ADMEPC.
- 103 • Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to  
104 or about a child/youth/ADMEPC.
- 105 • Carrying any type of weapon: *e.g.*, firearm, strung weapon, knife blade more than  
106 2.5inches.

107 Additional information about identifying child abuse and neglect is attached as **Appendix G**.

108 **Compliance and Training.** It is the responsibility of each volunteer and employee to  
109 comply with these policies and procedures. All volunteers and employees who work with  
110 children/youth/ADMEPC must attend a training session, including information about sexual  
111 abusers and their patterns of behavior, in which these guidelines are presented and discussed.

112

### 113 **Screening**

114 **Application.** All volunteer children/youth/ADMEPC leaders, all volunteers who drive  
115 them, and all employees must complete a *Confidential Information Form (Appendix H)* and be  
116 screened and approved by Session or its designee(s). (See *Form for Reference Check,*  
117 *Compliance Statement for Volunteers* and *Nursery Worker Position Description: Appendices*  
118 **I,J,K**)

119 **Criminal Background Check, Sexual Misconduct Check, and Credit Rating.**  
120 Criminal background and sexual misconduct checks must be conducted by \_\_\_\_\_ or  
121 Session for volunteers, at whatever level of service or involvement, and of all employees.  
122 (Credit rating or report may be required where appropriate.) The Pastor will review the reports  
123 of these checks. If a report shows a “Not Clear” status, the Pastor will discuss the report with the  
124 individual. If the individual desires to continue pursuing her or his application to work or  
125 volunteer with children/youth/ADMEPC, the report will be submitted to \_\_\_\_\_ or to Session.  
126 (See *Authorization and Request for Criminal, Sexual Misconduct, Motor Vehicle Records Check:*  
127 **Appendix L**)

128 **Disqualifying Offenses.** Any indictment alleging the offense of, or any conviction for  
129 the following, whether disclosed voluntarily or as a result of a criminal background or sexual  
130 misconduct check or a motor vehicle report, will disqualify a person from participating in the  
131 leadership of any activity involving children/youth/ADMEPC:

- 132 • murder;
- 133 • aggravated assault;

- 134 • sexual abuse;
- 135 • sexual assault (rape);
- 136 • aggravated sexual assault;
- 137 • injury to a child(those under eighteen or lacking mental capacity);
- 138 • incest;
- 139 • indecency with a child;
- 140 • inducing sexual conduct or sexual performance with a child;
- 141 • possession or promotion of child pornography;
- 142 • sale, distribution, or display of harmful material to a minor;
- 143 • employment harmful to children; or
- 144 • any other offense, particularly those involving moral turpitude or the use of
- 145 alcohol or drugs, designated by Session in its discretion.

146  
 147 If an individual disputes information that appears in his or her criminal background, sexual  
 148 misconduct, or motor vehicle reports, he or she may appeal through the appropriate  
 149 governmental agency.

150 **Motor Vehicle Reports.** Motor vehicle reports must be obtained by \_\_\_\_\_ or  
 151 Session for all volunteers who drive children/youth/ADMEPC and all employees who drive  
 152 during the course and scope of their employment. Motor vehicle reports should be updated  
 153 periodically.

154 **Disqualification from Driving.** Whether disclosed voluntarily or as a result of a  
 155 criminal background check or motor vehicle report, conviction of any of the following during the  
 156 preceding ten years will disqualify a person from driving children/youth/ADMEPC: driving while  
 157 intoxicated, aggravated assault with a motor vehicle, driving under the influence of drugs,  
 158 murder with malice with a motor vehicle, or failure to stop and render aid. Disqualification from  
 159 driving children/youth/ADMEPC will otherwise be determined through a performance point  
 160 system. One point will be assigned for conviction of any hazardous traffic violation that does not  
 161 contribute to an accident (speeding, running a red light, improper turns, failure to yield, reckless  
 162 driving, driving the wrong way on a one-way street, violation of any license restriction). Two  
 163 points will be assigned for conviction of any hazardous traffic violation that contributes to or  
 164 causes an accident. Points may be assessed for non-reportable accidents or other observed  
 165 unsafe driving. A point total of three or greater disqualifies a person from driving children/  
 166 youth/ADMEPC. (See *Accident Report Form: Appendix M.*)

167 **Approved Employees and Volunteers.** Session or its designee(s) will review  
 168 Confidential Information Forms and related information for each applicable employee and  
 169 volunteer and approve or disapprove each application. In making its decision, Session or its  
 170 designee(s) shall consider the nature of any identified offense, how that offense relates to the  
 171 position under consideration, any explanation provided by the applicant, and any other  
 172 information deemed appropriate. The decision will be reported to the applicant and to Session.

173 The Pastor will determine any appropriate pastoral response throughout this screening process.  
 174 Session will maintain lists of those persons who have been approved to serve as  
 175 children/youth/ADMEPC leaders or to drive them.

176 **Confidentiality.** While this screening process understandably intrudes into the privacy  
 177 of individuals, our congregation believes that the safety of our children/youth/ADMEPC  
 178 outweighs the personal invasion inherent therein. All personal information voluntarily disclosed,  
 179 the results of all criminal background, sexual misconduct and motor vehicle report checks, and  
 180 the refusal of any person to participate in a program or activity in lieu of making such disclosures  
 181 will be considered confidential. This information will be handled only by the Pastor and  
 182 Session. A neutral third party outside the church may be retained to conduct the criminal  
 183 background, sexual misconduct and motor vehicle report checks, the results of which will be  
 184 presented to the Pastor and Session. The Pastor will maintain a secured storage facility in the  
 185 church's business office for all confidential information relating to the matters covered by this  
 186 policy.

187

## 188 **Violations**

189 **Reporting Prohibited Acts.** A prohibited act must be reported immediately. Any failure  
 190 to do so will be considered a procedural violation of these guidelines.

191 Ministers, Elders and Deacons are **mandatory reporters** and *shall report to*  
 192 *ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the*  
 193 *physical abuse, neglect, and /or sexual molestation or abuse of a minor or an adult who lacks*  
 194 *mental capacity when (1) such information is gained outside of a confidential communication as*  
 195 *defined in G-6.0204a,0304a,0404a; or (2) she or he reasonably believes that there is risk of*  
 196 *future physical harm or abuse.*(G-6.0204b,0304b,0404b)

197 Anyone witnessing the occurrence of a prohibited act is asked to follow the steps  
 198 outlined below. Additionally, if it is the case that it is a child/youth/ADMECP who reports that a  
 199 prohibited act occurred while participating in a church activity which involved church volunteers  
 200 or employees at any time or place, the person initially contacted by the child/youth/ADMECP is  
 201 likewise required to follow these same steps:

- 202 1. Personally secure the safety of the child/youth/ADMEPC;
- 203 2. Do not leave the child/youth/ADMEPC alone to report the incident;
- 204 3. Report the incident immediately to the Pastor or Clerk of Session;
- 205 4. Do not personally confront the alleged or accused violator of the policy;

- 206           5. Report an allegation of abuse (D-10.0401c and G-6.0204b,0304b,0404b) against  
 207 a congregational member, employee, volunteer, deacon or elder to the Clerk of  
 208 Session or the Pastor. Church members and officers are subject to inquiry and  
 209 discipline (censure and correction) under the *Book of Order*. If the accused is a  
 210 member or officer of the church, the church will respond by using the procedures  
 211 set forth in the Rules of Discipline (D.10.000) of the *Book of Order*. If the  
 212 accused is a non-member employee or volunteer, the church will respond by using  
 213 procedures set forth by the Session of the congregation (See next two sections of  
 214 this policy). Complete a *Confidential Incident Report (Appendix N)* and deliver  
 215 it to the Pastor or the Clerk of Session.
- 216           6. Report **ministers** or **pastors** to presbytery's Stated Clerk. (Presbytery's Stated  
 217 Clerk is not to be confused with the Clerk of Session of a local church or  
 218 congregation.)
- 219           7. As required by law, report abuse and neglect to local authorities through the  
 220 Response Team.
- 221           8. The Response Team (see next section) is solely responsible for all  
 222 communications on behalf of the church.

223 Session may treat such violations as grounds for termination of an employee or as grounds for  
 224 the suspension or prohibition of any volunteer person participating in church activities involving  
 225 children/youth/ADMEPC. All questions or concerns regarding any suspected violation should be  
 226 directed to the Pastor or Session.

227           **Response to Reported Prohibited Acts.** When the Pastor or Session receives a report  
 228 involving an alleged prohibited act, it may consult with others as needed and take such  
 229 immediate steps as are deemed appropriate. The report will be referred as soon as possible to a  
 230 Response Team comprised of the Pastor, members of Session, and up to three additional persons  
 231 appointed by them who understand the issue of confidentially. The Response Team shall take  
 232 such actions as it deems appropriate in the investigation and handling of the report. The  
 233 Response Team will be responsible for timely contacting law enforcement authorities as required  
 234 by law. Designated members of the Response Team will be responsible for all communications  
 235 on behalf of the church, including those with parents, civil authorities, presbytery, the church's  
 236 insurance company, and the media. If necessary, the Response Team shall have access to an  
 237 attorney and professional counselors for both the alleged victim and the alleged abuser. The  
 238 Response Team will ensure that pastoral care needs are addressed and will notify the accused  
 239 and the accuser that they have the right to retain their own legal counsel. The church's legal  
 240 counsel will represent the church but not individual interests.

241           **Consequences of Committing a Prohibited Act.** Any person who is accused of  
 242 committing a prohibited act, whether a volunteer or employee, will be suspended automatically  
 243 from any further participation in any church activity for children/youth/ADMEPC. The  
 244 suspension will continue until a disposition of the report has been made by the Response Team.  
 245 The disposition shall be based upon such evidence as the Response Team deems appropriate.  
 246 The evidence may include the results of any investigation by the church or law enforcement or  
 247 child-protection proceeding, or the filing, prosecution or outcome of any criminal charges or  
 248 other legal proceedings. The Response Team may, at its discretion, delay disposition pending  
 249 the outcome of any investigation or proceeding involving the alleged violation. Upon  
 250 disposition, if a majority of the Response Team believes from the evidence that any person has  
 251 committed a prohibited act, such person shall be prohibited from future participation in all  
 252 church activities for children/youth/ADMEPC, either permanently or for such length of time and  
 253 in such manner as the Response Team shall determine in its discretion. If the person is an  
 254 employee, such conduct may also result in termination of employment. If the Response Team  
 255 determines that the allegations are false, the Pastor will determine any appropriate pastoral  
 256 response.

257

258

### Oversight

259           **Children’s Ministries, Youth Ministries, and Adult Ministries Committees.** On  
 260 behalf of Session, the Children’s Ministries, Youth Ministries, and Adult Ministries Committees  
 261 oversee the implementation of these guidelines. These committees maintain lists of those  
 262 persons who have been approved by Session or its designee(s) to serve as a leader at any youth  
 263 activity or to drive children/youth/ADMEPC. These committees coordinate the training of  
 264 volunteers and employees regarding these guidelines.

265           **Volunteers and Employees.** The Pastor and his or her designee(s) are responsible for  
 266 implementation of these guidelines in conjunction with the ministries committees and the  
 267 Session. It is the responsibility of each volunteer and employee to comply with these guidelines.

268           **Additional Procedures.** With Session approval, the Children’s Ministries, Youth  
 269 Ministries, and Adult Ministries Committees may adopt and implement additional procedures  
 270 consistent with these guidelines as may be necessary to accomplish the purpose of this plan to  
 271 establish good behaviors and appropriate relations between and among those who are leaders or  
 272 employees of our congregation.

273

274

275

## II. SAFE PLACES FOR GOD'S PEOPLE

276 We, the members of \_\_\_\_\_ Presbyterian Church, covenant not only to  
 277 commit ourselves to ensuring, to the best of our ability, that behaviors and personal relationships  
 278 are appropriate between and among all those entrusted to our care but we also pledge to ensure  
 279 that the buildings and grounds, where significant portions of our life together and our ministries  
 280 take place, will not themselves provide the location of abuse or risk of accident. Accordingly,  
 281 Session, or its designee(s), will see that matters of church safety, security, and proper  
 282 management and administration, both inside the church building and on its exterior premises,  
 283 will be implemented and reviewed on a regular basis using the following guidelines.

284 **Building Safety.** Session, or its designee(s), will oversee the regular inspection and  
 285 repair of the interior of the church building as well as its exterior and grounds so as to ensure that  
 286 risk to physical harm or accident can be reasonably avoided. (See **Appendices O: Building**  
 287 *Exterior; P: Building Interior; and Q: Nursery Safety.*)

288 **Safety Plans and Emergency.** Session, or its designee(s), will oversee the development  
 289 and implementation of safety measures such as, but not limited to, those dealing with fire  
 290 protection and prevention, first aid care, emergency evacuation plans, the posting of emergency  
 291 telephone numbers and available means of electronic contact. (See **Appendix R: Fire and**  
 292 *Emergency.*)

293 **Building Usage.** Individuals or groups which wish to use the church building shall  
 294 receive approval from Session, or its designee(s), and complete a church usage agreement; where  
 295 advisable, they will also demonstrate appropriate insurance coverage for their group or activity.  
 296 (See **Appendix S: Church Usage & Insurance.**)  
 297

298 **Building Security and Good Practices.** In order that no harm shall be done to the  
 299 church facility or theft of church property occur, the church building shall be made secure.  
 300 Regular inspections shall be conducted to ensure that it remains so. (See **Appendix T: Exterior**  
 301 *Building Security*) Additionally, :

- 302 • Those given a key for access to the church shall receive permission from Session  
 303 and complete an appropriate form. (See **Appendix U: Key Receipt.**)
- 304 • All doors will be locked during the week or only one kept open if only ministerial  
 305 or clerical staff are present.
- 306 • The office of the administrative assistant/secretary shall, where possible, be  
 307 placed near the entrance so as to better inhibit uninvited visitors.



- 308 • Unless there is a compelling reason to the contrary, at least two individuals will
- 309 be present during the counting of all church monies, two signatures necessary for
- 310 the dispersal of church funds, and all funds to be deposited on a subsequent date
- 311 shall be kept in a secure place in the church as opposed to a private residence.
- 312 (See **Appendix V: Financial Safeguards**)

313 This safe church policy will be reviewed and updated on an annual basis with the revised policy  
 314 approved by Session and reported to the congregation at its annual meeting.

315

316 Approved by the Session of \_\_\_\_\_ Presbyterian Church on \_\_\_\_\_, 20\_\_\_\_\_.

317

318

\_\_\_\_\_

319 Clerk of Session

Pastor

320 \* \* \*

321

322

323

324

325

326

327

328

329

330

331

332

333

334 This sample policy was prepared by the Safe Church Task Group of the Presbytery of Northern New England, PC(USA). It was  
 335 accepted for use as a model for the congregations of that presbytery at its assembly on September 13, 2008 The Task Group is  
 336 grateful to the Synod of the Sun for sharing its similar policy and for the input from various judicatories and agencies from  
 337 several church families.

**LIST OF APPENDICES FOR PNNE'S  
SAMPLE CONGREGATIONAL SAFE CHURCH POLICY AND  
SAFE CHURCH TASK GROUP MEMOS**

A. Sign-in Sheet, Birth Through Kindergarten	(1 page)
B. Children/Youth/ADMEPC Activity Participation Release	(1 page)
C. Medical Release	(1 page)
D. Publicity Release	(1 page)
E. Youth Covenant	(1 page)
F. Children/Youth/ADMEPC Activity Plan	(1 page)
G. Identifying Child Abuse and Neglect	(1 page)
H. Confidential Information form for Volunteers/Employees	(2 pages)
I. Form for Reference Check	(1 page)
J. Compliance Statement for Volunteers	(1 page)
K. Nursery Worker Position Description	(1 page)
L. Authorization and Request for Criminal, Sexual Misconduct, Motor Vehicle Records Check	(1 page)
M. Accident Report Form	(1 page)
N. Confidential Incident Report Form	(1 page)
O. Building Exterior	(3 pages)
P. Building Interior	(4 pages)
Q. Nursery Safety Checklist	(3 pages)
R. Fire and Emergency	(5 pages)
S. Church Usage and Insurance	(1 page)
T. Exterior Building Security	(1 page)
U. Key Receipt Form	(2 pages)
V. Financial Safeguards	(1 page)

\* \* \*



**Appendix B**

\_\_\_\_\_ **PRESBYTERIAN CHURCH**  
**Children/Youth/ADMEPC Activity Participation Release**

Name of Participant: \_\_\_\_\_

Parent(s) or Guardian(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone(s): \_\_\_\_\_

Age of youth: \_\_\_\_\_ Birth date: \_\_\_\_\_ Grade: \_\_\_\_\_

**Functions and Activities:**

It is my understanding that participating in the programs, recreational activities, and other activities of \_\_\_\_\_ Presbyterian Church is a privilege. Prior to my child/youth/ADMEPC's participation in such activities, I acknowledge that there are certain risks associated with the activities, including, by way of example, physical injury due to activity-related accidents, physical injury due to transportation-related accidents, illness, or even death. In addition, I acknowledge that there may be other risks inherent in these activities of which I may not be presently aware.

**Release of Liability:**

By signing this Participation Release, I expressly warrant that the participant named above or I, if I am a participant, am capable of withstanding both the physical and mental demands of the activities discussed above. I also expressly assume all risks of that individual's or my participating in the activities, whether such risks are known or unknown to me at this time. I further release \_\_\_\_\_ Presbyterian Church and its ministers, leaders, employees, volunteers, and agents from any claim that the participant may have or that I may have against them as a result of injury or illness incurred during the course of participation in these activities. This release of liability shall include (without limitation) any claims of negligence or breach of warranty. This release of liability is also intended to cover all claims that members of the participant's or my family or estate, heirs, representatives, or assigns may have against \_\_\_\_\_ Presbyterian Church or its ministers, leaders, employees, volunteers, or agents.

**Indemnification:**

I further agree to indemnify and hold harmless \_\_\_\_\_ Presbyterian Church and its ministers, leaders, employees, volunteers, or agents from any and all claims arising from my participation in its activities and programs, or as a result of injury or illness of the participant or me during such activities.

*I represent that I am the parent/guardian of the child named above, who is under 18 years of age or a participant in activities for children and youth at \_\_\_\_\_ Presbyterian Church. I have fully read the above Participation Release and am fully familiar with the contents thereof.*

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

This is a sample form. Please tailor it to the specific needs of your congregation.

## Appendix C

### \_\_\_\_\_ PRESBYTERIAN CHURCH Medical Release

Name of Participant: \_\_\_\_\_

Parent(s) or Guardian(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone(s): \_\_\_\_\_

Age of Youth: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Medications Taken: \_\_\_\_\_

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

Other Pertinent Health Information: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_ Group No.: \_\_\_\_\_

Medical Insurance ID No.: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**First Aid and Emergency Medical Treatment:**

I recognize that there may be occasions where the participant named above or I, if I am a participant, may be in need of first aid or emergency medical treatment as a result of an accident, illness, or other health condition or injury. I hereby give permission for agents of \_\_\_\_\_ Presbyterian Church to seek and secure any needed medical attention or treatment for the participant named above, or me if I am a participant, including hospitalization, if in the agent's opinion such need arises. In doing so, I agree to pay all fees and costs arising from this action to obtain medical treatment. I give permission for attending physician(s) and other medical personnel to administer any needed medical treatment, including surgery and, again, I agree to pay for the medical treatment.

*I also agree to notify agents of \_\_\_\_\_ Presbyterian Church if there are any changes in the above information that I have submitted.*

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

This is a sample form. Please tailor it to the specific needs of your congregation.

## Appendix D

### \_\_\_\_\_ PRESBYTERIAN CHURCH Publicity Release

Name of Participant: \_\_\_\_\_  
\_\_\_\_\_

Parent(s) or Guardian(s): \_\_\_\_\_  
\_\_\_\_\_

On occasion, \_\_\_\_\_ Presbyterian Church takes photographs or makes audio or video recordings of children/youth/ADMEPC and/or adults involved in church activities. Such photographs or recordings may be used by staff and participants to remember the activities and participants; they may also be used in the church's publications or advertising materials to let others know about its ministry. Any public use of such recordings must be approved by the church. The church may also invite local news organizations to photograph or record our events for news reporting or special interest features.

*I consent to the use of any such photograph or audio or video recording of the child named above or me, if I am participating, to be used, distributed, or displayed as agents of the church deem appropriate.*

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

## Appendix E

### \_\_\_\_\_ PRESBYTERIAN CHURCH Youth Covenant

Name of Participant: \_\_\_\_\_

Parent(s) or Guardian(s): \_\_\_\_\_

During each and every youth activity sponsored by \_\_\_\_\_ Presbyterian Church, participants are required to adhere to these simple steps to enhance the quality of the activity and to build a community characterized by respect, trust, concern, and dignity:

- (1) I understand the importance of always representing myself and my youth group as ambassadors of the high standards of our faith. I will conduct myself as a representative of my family, \_\_\_\_\_ Presbyterian Church, and Christians everywhere. I will lead our group in stellar behavior.
- (2) I promise to respect God, respect myself, respect other people, and respect property. I understand that my continued participation in church activities depends on my support of this agreement.
- (3) I understand that no youth is allowed to go anywhere alone, and that all groups must have an adult with them at all times when they are off church property.
- (4) I covenant to accept responsibility for my part in all damage and necessary repairs to any host property, including any damage to vehicles in which I am traveling.
- (5) I understand that bringing or using illegal drugs or alcohol will not be tolerated, and may result in my being sent home immediately. I also will not bring or use tobacco products.
- (6) I promise to abstain from inappropriate sexual behavior or other acts of disrespect while at youth activities.

*I accept the responsibility of keeping this covenant.*

Youth Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read and discussed this covenant with my youth and understand that noncompliance with any part of this covenant will result in my child being sent home, at my expense if there is any, from any church activity.*

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

## Appendix F

### \_\_\_\_\_ PRESBYTERIAN CHURCH Children/Youth/ADMEPC Activity Plan *Sample Letter*

Dear Children/Youth and Parents:

***The Children/Youth/ADMEPC Group plans a trip to:*** \_\_\_\_\_

We're leaving on: \_\_\_\_\_

Meet at: \_\_\_\_\_

And coming back on: \_\_\_\_\_

Pick us up at: \_\_\_\_\_

Your leaders/sponsors are \_\_\_\_\_ and \_\_\_\_\_.

Your drivers are \_\_\_\_\_ and \_\_\_\_\_.

We'll be staying at \_\_\_\_\_ and their phone number is \_\_\_\_\_.

And we'll be participating in the following activities: \_\_\_\_\_

Here are emergency contact numbers:

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

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

Cost per child/youth/ADMEPC: \_\_\_\_\_

Please pay by \_\_\_\_\_ and make checks payable to \_\_\_\_\_ Presbyterian Church.

Attached are a list of things you need to bring and any additional forms you need to submit.

**Parents, please update medical and insurance information if it's changed.** Please return a copy of this signed letter if your child/youth will be participating.

We're looking forward to the trip!

*My child/youth/ADMEPC plans to participate.*

Name of Participant: \_\_\_\_\_

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

Parent/Guardian Printed Name: \_\_\_\_\_

This is a sample form. Please tailor it to the specific needs of your congregation.



## Appendix G

### Identifying Child Abuse and Neglect

#### The Role of Adults Who Work with Children and Youth

**Observer.** Adults should be aware of the physical signs of child abuse and neglect, as well as changes in behaviors and relationships with peers. Sometimes it is hard to determine what is different, but remember if it doesn't seem right, it usually isn't.

**Listener.** Adults should listen to what children say. They may speak directly to you or a friend, but they may also speak through play, school work, or their reaction to books they read.

**Role Model.** Children need adult role models who provide them with positive, nurturing reinforcement of their own worth. Church volunteers and employees are in a unique position to be such models. Their behaviors and actions are regularly seen by children and may provide a basis for learning.

#### Possible Signs of Child Abuse and Neglect

##### Physical Abuse

- Frequent injuries such as bruises, cuts, black eyes, or burns, especially when the child cannot adequately explain the cause
- Frequent complaints of pain without obvious injury
- Burns or bruises in an unusual pattern that may indicate a human bite, cigarette burns, or the use of an instrument on the face, arms, or palms
- Lack of reaction to pain
- Fear of going home or seeing a parent
- Injuries that appear after the child has not been seen for several days
- Unseasonable clothes that may hide injuries to the arms or legs
- Reluctant about sitting down; unable to hold a pencil
- Evidence of poor self-concept
- Complaints of beatings or other harsh treatment
- Chronic runaway

##### Sexual Abuse

- Physical signs of sexually transmitted disease
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with members of the opposite sex
- Exhibits sexually suggestive or promiscuous behavior
- Knowledgeable about sexual relations

##### Sexual Abuse (continued)

- Reports sexual assault
- Complaints of pain or itching in genital area
- Unusual odors from genital area
- Drawings or writings with strong, often bizarre sexual theme
- Suicide attempts
- Regressed, clingy behavior
- Poor peer relationships
- Declining grades
- Abrupt change in behavior

##### Emotional Abuse

- Speech disorders
- Habit disorders
- Conduct disorders
- Developmental lags
- Delinquent behavior
- Overly adaptive behavior
- Substance abuse

##### Neglect

- Obvious malnutrition
- Dirty hair and body/offensive body odor
- Habitually dressed in torn and dirty clothes
- Obvious fatigue and listlessness
- Unattended for long periods of time
- In need of glasses, dental care, or other medical attention
- Begs for or steals food
- Abnormally short or underweight for age

*via Texas Department. of Family and Protective Service*

## Appendix H

### \_\_\_\_\_ PRESBYTERIAN CHURCH Confidential Information Form for Volunteers/Employees

*Must be completed by all volunteer youth leaders,  
all volunteers who drive children/youth/ADMEPC, and all employees.*

*As covenant members of \_\_\_\_\_ Presbyterian Church, we are each called to teach, nurture, and protect our children/youth/ADMEPC through the myriad of opportunities we are given. As a volunteer "shepherd" please know that information gathered below is only asked in the spirit of utmost interest of our littlest and most vulnerable members, our lambs.*

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Other Names You Have Used: \_\_\_\_\_

Name as It Appears on Driver's License: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

#### **Application to Serve as a Youth Leader:**

Yes \_\_\_ No \_\_\_ I wish to serve as a youth leader at \_\_\_\_\_ Presbyterian Church.

*If you checked "yes," please answer the following:*

Yes \_\_\_ No \_\_\_ Have you been active in the life of \_\_\_\_\_ for more than six months?

Yes \_\_\_ No \_\_\_ Have you been convicted of or pled guilty or no contest to a criminal offense (felony or misdemeanor, except minor traffic violations)? If "yes," please describe:

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

Yes \_\_\_ No \_\_\_ Have you ever been charged with a sexual offense, offense relating to children, or crime of violence? If "yes," please describe:

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

Yes \_\_\_ No \_\_\_ Have you ever been reported to a social service agency, law enforcement agency, child abuse registry, or similar organization regarding child abuse or neglect? If "yes," please describe:

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

**Appendix H (continued)****Application to Drive Children and Youth:**

Yes \_\_\_ No \_\_\_ I wish to drive children/youth/ADMEPC on behalf of \_\_\_\_\_ Presbyterian Church.

*If you checked "yes," please answer the following:*

Yes \_\_\_ No \_\_\_ Do you have a valid driver's license?

Yes \_\_\_ No \_\_\_ Are you twenty-one years old or older?

Yes \_\_\_ No \_\_\_ Have you been convicted of or pled guilty or no contest to any moving violations within the past five years? If "yes," please describe:

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

Yes \_\_\_ No \_\_\_ Has your driver's license ever been suspended or revoked?

Yes \_\_\_ No \_\_\_ Do you carry at least the minimum required level of personal automobile insurance?

Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Do you agree to require seat belt usage at all times and child safety seat usage when appropriate?

Yes \_\_\_ No \_\_\_ Do you agree to transport persons only in vehicles that are in safe operating condition?

**Confirmation, Authorization and Release:**

The church is required by law to obtain the following before requesting criminal background, sexual misconduct, and driving record information:

By my signature below, I confirm that the above information is accurate and complete and I authorize \_\_\_\_\_ Presbyterian Church, or its agent, to obtain information – written, oral, or other – (a) from a consumer reporting agency bearing on my creditworthiness, credit standing, credit capacity, and (b) from other sources regarding my character, general reputation, personal characteristics, mode of living, criminal background, sexual misconduct and driving background. I understand that this investigation may include interviews with friends, acquaintances, or others who have relevant information and that this report will be used in evaluating me for *volunteer* or *employment* positions within the church. I understand that I have a right to request disclosure of the nature and scope of the report if it involves personal interviews with sources such as my friends, acquaintances, or others who have relevant information. For myself, my estate, my representatives, and my assigns, I release and agree to indemnify \_\_\_\_\_ Presbyterian Church and its ministers, leaders, employees, volunteers, and agents from any claim resulting from the investigation of my background.

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

*~~ All information requested or obtained is confidential ~~*

\* \* \*

This is a sample form. Please tailor it to the specific needs of your congregation.

**APPENDIX I**  
**FORM FOR REFERENCE CHECK**

Applicant name: \_\_\_\_\_

Reference name: \_\_\_\_\_

Reference address: \_\_\_\_\_

Reference phone: \_\_\_\_\_ Reference email: \_\_\_\_\_

1. What is your relationship to the applicant? \_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

3. How well do you know the applicant? \_\_\_\_\_

4. How would you describe the applicant's general personality? \_\_\_\_\_

\_\_\_\_\_

5. How would you describe the applicant's ability to relate to children/youth/ADMEPC? \_\_\_\_\_

\_\_\_\_\_

6. How would you describe the applicant's ability to relate to adults? \_\_\_\_\_

7. How would you describe the applicant's leadership abilities? \_\_\_\_\_

\_\_\_\_\_

8. How would you feel about having the applicant as a volunteer/employed worker with your child/youth/

ADMEPC? \_\_\_\_\_

9. Do you know of any characteristics or circumstances that would negatively affect the applicant's ability to work with children/youth/ADMEPC? If so, please describe. \_\_\_\_\_

\_\_\_\_\_

10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, describe.

\_\_\_\_\_

11. Please list any other comments you would like to make: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reference inquiry completed by: \_\_\_\_\_ date: \_\_\_\_\_

## Appendix J

### COMPLIANCE STATEMENT FOR VOLUNTEERS

The congregation of \_\_\_\_\_ Presbyterian Church is committed to providing a safe and secure environment for all children/youth/ADMEPC, and volunteers who participate in ministries and activities sponsored by this church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others:

1. No adult who has been convicted of child abuse (whether sexual abuse, physical abuse, neglect or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity regardless of location.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with the pastor or the designee before accepting an assignment.
3. All adult volunteers involved with children/youth/ADMEPC of our church must have been members of the congregation for at least six months before beginning a volunteer assignment.
4. Adult volunteers with children/youth/ADMEPC shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
5. Adult volunteers with children/youth/ADMEPC shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

**Please answer each of the following questions:**

As a volunteer in this congregation, do you agree to

1. Observe and abide by all church policies regarding children/youth/ADMEPC? \_\_\_ Yes \_\_\_ No
2. Observe the "Two-Adult Rule" at all times? \_\_\_ Yes \_\_\_ No
3. Abide by the six-month rule before beginning a volunteer assignment? \_\_\_ Yes \_\_\_ No
4. Participate in training and educational events provided by the church related to your volunteer assignment? \_\_\_ Yes \_\_\_ No
5. Report promptly abusive or inappropriate behavior to your supervisor? \_\_\_ Yes \_\_\_ No
6. Discuss with the pastor your experience, if any, as a survivor of child abuse? \_\_\_ Yes \_\_\_ No
7. Inform the pastor if you have even been convicted of child abuse? \_\_\_ Yes \_\_\_ No

I have read this **Compliance Statement** and agree to abide by the policies set forth above.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

This is a sample form. Please tailor it to the specific needs of your congregation.

## Appendix K

### Nursery Worker Position Description

**Position:** Childcare worker in the church nursery

**Reports to:** \_\_\_\_\_

**General Qualifications Required:**

1. All childcare staff members shall be of good character and be of the Christian faith.
2. All childcare staff members shall
  - Be physically, mentally and emotionally healthy;
  - Have a basic understanding of children and their needs;
  - Be adaptive to a variety of situations;
  - Be willing to grow in their knowledge of children through periodic educational/training events.
3. All childcare staff members shall have a physician's report stating that the staff member is in good health and has presented the result of a current tuberculin test.
4. \_\_\_\_\_ Presbyterian Church hires without regard to race, sex or national origin.

**Educational Qualifications Required:**

All childcare staff members shall have completed the equivalent of a high school diploma.

**Duties of Childcare Staff Member:**

1. Provide physical, emotional, and intellectual support and stimulation to each child in your care as appropriate for the circumstances.
2. Provide appropriate guidance to each child in your care.
3. Develop a relationship of trust and continuity with the children in your care, which will enhance each child's development of positive self images.
4. Provide support and assistance to parents when they arrive with their child and when they pick up their child.

**Performance Expectations of a Childcare Staff Member:**

1. Be punctual. Notify the nursery supervisor in advance if you must be late.
2. Be reliable in your attendance. Notify the nursery supervisor in advance if you must be absent.
3. Attend periodic training and educational events provided by the church.
4. Be polite, friendly and courteous to others, both children and adults.
5. Do not engage in physical punishment/discipline of any child.
6. Cooperate with other childcare staff and with parents.
7. Abide by and apply the childcare policies of \_\_\_\_\_ Presbyterian Church at all times.

I have read the position description for childcare staff members of \_\_\_\_\_ Presbyterian Church and understand its contents. My signature below indicates my agreement and covenant to abide by the requirements set forth above.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

This is a sample form. Please tailor it to the specific needs of your congregation.



**Appendix M**  
**ACCIDENT REPORT FORM**

(Please print all information.)

Date of accident: \_\_\_\_\_ Time of accident: \_\_\_\_\_

Name of child/youth/ADMEPC injured: \_\_\_\_\_ Age: \_\_\_\_\_

Address of child/youth/ADMEPC: \_\_\_\_\_

Location of accident: \_\_\_\_\_

Parent or guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of person(s) who witnessed the accident:

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

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

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

Describe the accident and the actions taken to address any injury:

---

---

---

---



## Appendix N

### \_\_\_\_\_ PRESBYTERIAN CHURCH Confidential Incident Report

*Deliver to the Pastor or the Safeguards Committee*

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Place: \_\_\_\_\_

Name(s) of child(ren)/youth/ADMEPC: \_\_\_\_\_ Age(s): \_\_\_\_\_

Child/Youth/ADMEPC's parent or other person responsible for the child's care: \_\_\_\_\_

Name(s) of those suspected of violating the church's guidelines: \_\_\_\_\_

Relationship of the accused to the child/youth/ADMEPC: \_\_\_\_\_

Briefly describe what happened: \_\_\_\_\_

---



---

What was the child/youth/ADMEPC's demeanor and appearance? What, if anything, did that person say about the incident?

---



---

What immediate action was taken? \_\_\_\_\_

---



---

Were there any witnesses? Does anyone else have relevant information? (names and phone numbers) \_\_\_\_\_

---



---

Printed Name of Person Reporting: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

This is a sample form. Please tailor it to the specific needs of your congregation.

## Appendix O

### BUILDING EXTERIOR

Your building is a house of worship, but don't overlook the fact that it also is a facility used constantly by large numbers of people. An accident is as likely to occur at a sanctuary or temple as at a school or other public building.

In fact, many religious facilities are old. This means that walkways, stairways and structural materials might be deteriorating, presenting an ever-increasing chance of accident and injury.

Safety awareness is just as important at your facility as anywhere else. Perhaps more so. Why not form a safety committee or add the subject of safety to your board's agenda? It's easy to start a safety program and it benefits everyone in your congregation — from the youngest member to the oldest. Additionally, it is advisable to schedule a thorough annual inspection with a licensed building inspector.

#### OK      NEEDS WORK

- |                       |                       |   |
|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | If your facility has a belfry, ladder, ropes, cables and fixtures make sure they are in good condition with stable access.                      |
| <input type="radio"/> | <input type="radio"/> | Birds' nests are removed from chimneys, steeples and belfries. Openings are covered with wire mesh to prevent entry by birds and other animals. |
| <input type="radio"/> | <input type="radio"/> | Shingles and chimney flashing are properly installed and in good condition.   |
| <input type="radio"/> | <input type="radio"/> | Asbestos shingles or siding are not damaged or crumbling. If so, they are considered unsafe and a specialist has been contacted.                |
| <input type="radio"/> | <input type="radio"/> | Chimneys and other masonry do not require tuck pointing.  |
| <input type="radio"/> | <input type="radio"/> | Gutters and downspouts are clear of leaves and debris and are cleaned annually.   |
| <input type="radio"/> | <input type="radio"/> | Stained glass windows are covered with a shatterproof material.   |
| <input type="radio"/> | <input type="radio"/> | Basement windows are covered with a grate that will hold at least 500 pounds.   |
| <input type="radio"/> | <input type="radio"/> | Large, plate-glass windows or doors are marked with tape or safety decals.  |
| <input type="radio"/> | <input type="radio"/> | Locks on all basement, first and second floor windows are in proper working condition.  |
| <input type="radio"/> | <input type="radio"/> | Stairs are free of debris and in good condition.  |
| <input type="radio"/> | <input type="radio"/> | Smooth, splinter-free handrails are provided for all steps, stairs and ramps.   |
| <input type="radio"/> | <input type="radio"/> | All exits, including emergency exits, are free from obstructions.   |
| <input type="radio"/> | <input type="radio"/> | Wheelchair-accessible ramps contain no obstacles, have not warped and are in good overall condition.  |
| <input type="radio"/> | <input type="radio"/> | Exterior lights and signage are lit properly and are visible.   |
| <input type="radio"/> | <input type="radio"/> | Exterior fire escapes are accessible and well maintained.   |

- Lawn mowers and all gasoline-powered equipment are stored in a detached building.
- Ladders are stored indoors or otherwise protected from the elements.
- All exterior doors open outward.
- All emergency exit doors are equipped with panic hardware.
- There are two exits, remote from each other, for each level of the building.

### ***Parking Lots, Sidewalks and Walkways.***

Provide safe access to your worship center. Keep in mind that, as our population ages, your facility might increasingly be frequented by the elderly — the group at greatest risk to have accidents and to suffer the most severe effects from falls. As a result, you should pay special attention to the needs and concerns of this group as you inspect exterior walkways.

#### **OK    NEEDS WORK**

- Sidewalks, parking lots and other paved surfaces are intact, with no potholes or crumbling concrete.
- Walkways are free of debris and other tripping hazards.
- Cement parking blocks have been removed; they are a significant cause of tripping and injury.
- Driveway and parking lot chain barriers are equipped with reflectors for good visibility.
- Handrails are securely anchored.
- Parking lots are well-lit at night for security and safety.
- Parking lot traffic signs are in good condition and positioned for easy viewing.

### ***Playground and Children's Safety.***

Children are often the most active, inquisitive members of your congregation. They're also very vulnerable to accidents and injury. Take extra care when looking over your children's facilities and be sure to think of safety when planning activities for children. A small investment of time will pay big dividends in the safety and happiness of your congregation's children.

#### **OK    NEEDS WORK**

- Surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand or pea gravel, or mats made of safety-tested rubber or rubber-like materials.
- Protective surface extends at least 6 feet in all directions from play equipment.
- Tripping hazards, such as exposed concrete footings, tree stumps and rocks are not in the play area.

- Play structures that are more than 30 inches high are spaced at least 9 feet apart.
- Playground equipment is securely anchored to prevent tipping.
- There is no dangerous hardware, such as open “S” hooks or protruding bolt ends.
- There are no sharp points or edges on equipment.
- Openings in guardrails or between ladder rungs measure no less than 3.5 inches and no more than 9 inches.
- All elevated surfaces, such as platforms and ramps, have guardrails to prevent falls.

### ***Weather Hazards.***

Cold weather, high winds, thunderstorms and rain — severe weather of any type can put special stress on your building’s structure and is a leading cause of slips and falls among congregation members. Being prepared for severe weather and responding to it promptly are your best accident deterrents.

Cold weather.

**OK    NEEDS WORK**

- Snow is removed promptly from all entryways, sidewalks and parking lots.
- Ice and other slick spots are treated as soon as possible.
- Snow and ice are removed immediately from above doorways and walkways.
- A plan is in place for removing heavy snow or ice loads from roofs to prevent collapse.
- Downspouts do not direct water over walkways where it can freeze and create a slip and fall hazard.
- “Walk-off” mats are used at all entrances to collect grit, water, ice and snow and are cleaned frequently.

Rain and thunderstorms.

**OK    NEEDS WORK**

- Your facility has a lightning protection system certified by the Lightning Protection Institute (LPI) or Underwriters Laboratories (UL).
- Annual inspections are conducted by the company that installed them or another qualified professional.
- All basement cracks or leaks are repaired. Leaks around windows and doors are caulked immediately.
- Buildings are free of overhanging branches and trees.
- Broken windows and doors are replaced immediately.  
This is a sample policy. Please tailor it to the specific needs of your congregation.

## Appendix P

### BUILDING INTERIOR

#### ELECTRICAL AND GROUNDING

	NO	YES
Are electrical outlets in nurseries and preschool age classrooms equipped with spring-loaded or twist-type safety faceplates to prevent children inserting objects into the outlets?	_____	_____
Are electrical outlets located near water equipped with ground fault circuit interrupter (GFCI) type receptacles?	_____	_____
Are portable electrical tools and equipment grounded or of the double insulated type?	_____	_____
Are electrical appliances such as vacuum cleaners, polishers and vending machines grounded?	_____	_____
Are any electrical cords frayed, cracked or dried out?	_____	_____
Are properly grounded receptacles placed where machinery or tools are used?	_____	_____
Are refrigerators, freezers, air conditioners and electrical water coolers grounded?	_____	_____
Do extension cords being used have a grounding conductor?	_____	_____
Are power strips or bar-type adapters used to increase the number of receptacles in a wall outlet? (T-type multi-adapters are not acceptable.)	_____	_____
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs and plates?	_____	_____
Are electrical enclosures, such as switches, receptacles and junction boxes, provided with tight-fitting covers or plates?	_____	_____
Do you use the proper size fuse for each circuit in you fuse box?	_____	_____
Are circuits identified on the fuse box cover?	_____	_____

When electrical equipment or lines are to be serviced are necessary switches opened, locked out and tagged whenever possible? \_\_\_\_\_

## KITCHEN

	<b>YES</b>	<b>NO</b>
Is there an easy exit from kitchen to the outside of the building?	_____	_____
Is the kitchen exit located away from the potential source of a fire?	_____	_____
Is the kitchen area, including appliances, walls, floors, etc., free of grease accumulation?	_____	_____
Are overhead fluorescent and incandescent lights in food preparation areas protected to prevent the possibility of glass particles contaminating food should a light explode or break?	_____	_____
Is the kitchen fire extinguisher mounted on a wall near an outside exit?	_____	_____
Is the fire extinguisher a Type-K?	_____	_____
Are proper waste containers used for waste food accumulation?	_____	_____
Are waste containers emptied immediately when filled?	_____	_____
Is cooking equipment installed on a non-combustible floor surface with adequate clearance from combustible materials?	_____	_____
If frequent cooking takes place, are exhaust hoods equipped with removable filters and are explosion proof lights installed above the cooking equipment?	_____	_____
Are the hood filters and exhaust duct cleaned on a regular basis?	_____	_____
Does the frequency or type of cooking suggest the installation of an automatic fire suppression system in the hood and duct system?	_____	_____
Is your hood fire suppression system inspected and date tagged at least annually by a contractor certified for such inspections?	_____	_____
Are kitchen gas range burners maintained so they immediately ignite when the burners are turned on?	_____	_____
Are refrigerator motors, cooling coils and compressors free of combustible materials and cleaned regularly?	_____	_____

Is a mop conveniently located to quickly clean up soils?	_____	_____
Are hot pads and mitts readily available for handling pots and pans?	_____	_____
Is your kitchen area equipped with heat detectors?	_____	_____

## MACHINERY AND EQUIPMENT

	<b>YES</b>	<b>NO</b>
Are heating and air conditioning systems inspected at least annually by a qualified contractor?	_____	_____
Are boilers and hot water heaters equipped with a pressure and temperature relief valve?	_____	_____
Are lawn mowers and all gasoline powered equipment stored in a detached storage building?	_____	_____
Is limited storage of flammable and combustible materials in accordance with NFPA Standard 30 or local ordinances?	_____	_____
Are ladders maintained and in good condition at all times?	_____	_____
If a ladder is being used to gain access to a roof or upper platform, does it extend at least three feet above the point of support?	_____	_____
Are metal ladders prohibited from use in areas containing electrical current?	_____	_____
Are ladders equipped with nonslip safety feet?	_____	_____
Are ladders stored indoors or otherwise protected from the elements?	_____	_____
Are all power and hand tools kept in good condition with regular maintenance?	_____	_____
Are power tools and hazardous moving parts equipped with proper guarding?	_____	_____
Is the organ turned off when not in use so that it cannot overheat and potentially cause a fire?	_____	_____
Are drive sheaves, belts, pulleys and other moving parts of heating, cooling or other equipment properly guarded to prevent contact?	_____	_____
Is all lawn care machinery equipped with proper protective guarding and appropriate warning notices?	_____	_____

Is American National Standards Institute (ANSI) approved eyewear and hearing protection provided for staff members and volunteers involved in maintenance and lawn care?

\_\_\_\_\_

Are workers required to wear eyewear and hearing protection?

\_\_\_\_\_

\* \* \*



Appendix Q  
**Nursery Safety Checklist**  
 via Brotherhood Mutual Insurance

You should survey your nursery regularly to make sure it remains a safe place for children. Experts recommend doing this at least twice a year. Use this checklist to help you.

**Cribs**

- Look for loose or missing slats.
- Make sure slats are no more than 2&3/8 inches apart to prevent head entrapment.
- Remove decorative knobs on corner posts that could entangle clothing.
- Use a tight-fitting mattress. You should be able to fit only two fingers between the mattress and the crib side.
- Tighten loose nuts, screws, and bolts.
- Make sure mattress supports are secure.

**Playpens**

- Make sure the mesh netting has a fine weave, so it won't catch the buttons on children's clothing.
- Inspect the mesh to make sure there are no tears, holes, or loose threads.
- Place a warning label on drop-side mesh playpens reminding workers never to leave children in the pen with the side down.
- Make sure slat spaces on a wooden playpen are no more than 2&3/8 inches apart.

**High chairs**

- Check to see that the high chair has a wide, stable base that won't collapse easily.
- Make sure it has functional waist and crotch restraining straps,
- Ensure that the high chair tray locks securely.
- Firmly attach tubing caps or plugs that a child could pull off and swallow.

**Toys**

- Make sure none of the toys in the room can cause children under age three to choke or suffocate. These include:
  - Toys with small parts

- O Fuzzy stuffed animals or dolls
- O Balloons (Un inflated, they pose a choking hazard)
  
- O Foam toys

**Floors**

- O Get on your hands and knees to survey the nursery areas from a child's perspective.
- O Make sure the floor stays free of small objects a child could swallow, such as coins, paper clips, or buttons.
- O Eliminate any falling or tripping hazards.

**Doors**

- O Place locks or latches on doors that children could open.
- O Consider using half doors to prevent children from wandering off while providing visibility.

**Walls**

- O Remove tacks and pins from areas of bulletin boards children can reach.
- O Cover electrical outlets.
- O Repair peeling wallpaper or chipped paint.
- O Secure drapery or window-treatment cords.

**Ceiling**

- O Make sure ceiling tiles are firmly in place.
- O Remove any loose plaster from textured ceilings.

**Furnishings**

- O Don't stack furniture or toys so that a child would find them inviting to climb.
- O Install gates on stairwells accessible to children.
- O Make sure all electrical cords are out of reach, especially those attached to hot objects.
- O Don't use hot appliances, such as space heaters or coffee makers.
- O Secure shelves and furniture, so kids cannot pull them over.
- O Pad any sharp corners or edges.
- O Remove any poisonous plants. Place non-toxic plants out of arm's reach.

**Supplies**

- O Store cleaning and diaper-changing supplies out of children's reach or in latched cabinets.

- Use only non-toxic paint, crayons, and other art supplies.
- Don't allow children to play on or around carts holding TVs or audiovisual equipment.

**Emergency Safety**

- Make sure the room contains a stocked first aid kit.
- Post important phone numbers, such as those for the local poison control center and nearest hospital emergency room, near the phone. If there's no phone in the room, provide the location of the nearest telephone.
- Install a smoke detector and a carbon monoxide detector.
- Hang a fire extinguisher out of children's reach.
- Post disaster response instructions and a map to the nearest exit.

\* \* \*

## Appendix R

**FIRE AND EMERGENCY**

	<b>YES</b>	<b>NO</b>
Do you have a fire prevention plan?	_____	_____
Are fire doors in good operating condition and unobstructed, including, their counterweights?	_____	_____
Are all fire extinguishers checked and tagged annually by a qualified servicing contractor?	_____	_____
Are all fire extinguishers checked monthly by staff?	_____	_____
Are all fire extinguishers properly mounted on a wall in a conspicuous location?	_____	_____
Are specifically hazardous areas such as the furnace/boiler room (Type-ABC), or kitchen (Type-K) equipped with a proper fire extinguisher?	_____	_____
Is each floor level (including balconies) equipped with a proper fire Extinguished (Type-ABC)?	_____	_____
Are fire extinguishers placed so the maximum travel distance does not exceed seventy-five feet?	_____	_____
Are employees periodically instructed in the use of fire extinguishers and fire protection procedures?	_____	_____
Do you have a fire alarm system?	_____	_____
If so, is the fire alarm system tested at least annually?	_____	_____
Are all owned buildings which are occupied as sleeping quarters equipped with early-warning smoke detectors?	_____	_____
Are all smoke detectors hardwired into the electrical system and equipped with battery backup?	_____	_____
Are automatic sprinkler system water control valves, air and water pressure levels checked weekly or periodically as required?	_____	_____
Is good housekeeping maintained in the furnace or boiler room?	_____	_____
Are hardwired carbon monoxide detectors provided for buildings equipped with fossil fuel heat sources and hot water heaters?	_____	_____

## FIRST AID CARE

	<b>YES</b>	<b>NO</b>
Is there an adequate first aid kit available?	_____	_____
Are records kept on first aid care provided to employees as listed in OSHA record-keeping requirements? Requirements can be found at the OSHA website at <a href="http://www.osha.gov">www.osha.gov</a> .	_____	_____
Are records kept of all first aid care provided to members, guests, and volunteers?	_____	_____
Are emergency phone numbers posted?	_____	_____
Is at least one employee qualified to give first aid/CPR?	_____	_____
Are first aid providers protected against bloodborne pathogens?	_____	_____
In areas where corrosive liquids or materials are handled are there means provided for quick drenching or flushing of the eyes and body?	_____	_____
Are material safety data sheets available for review by a physician in case of chemical exposure?	_____	_____

\* \* \*

## EMERGENCY PROCEDURES

### WHEN FIRE ALARM SOUNDS

- ❖ Each teacher takes her/his class out the designated exit to the designated safety zone. Each teacher takes attendance once outside.
- ❖ The designated person checks all of the classrooms and bathrooms.
- ❖ Teachers will keep their class together at the safety zone until the alarm is cleared and they can return to their classrooms.

### ANY OTHER EMERGENCY

- ❖ The designated person will make any emergency decisions required for the safety of Church School students and staff. This included emergency medical treatment, or calling the police for any security reasons.

\* \* \*

## *If an Accident Should Occur.*

You can set up your own emergency procedure and distribute it within the congregation. This way, if an accident or injury should occur, everyone will know what to do. The victim will receive help as quickly as possible. In serious accidents, gaining even a few extra minutes can save a life.

1. Make the victim as comfortable as possible.  
**DO NOT ATTEMPT TO MOVE THE VICTIM.**  
 Keep him or her warm. Administer first aid only if you have the proper training.
2. Call an ambulance, the police or fire departments as necessary. It's best to call directly, rather than dialing the operator. Where it's available, dial the 911 emergency phone number. Don't forget to give the address clearly and distinctly.
3. Notify the victim's family. Explain the situation calmly. Tell the family that you have called an ambulance and that help is on the way. If the ambulance has already arrived, tell the family which hospital the victim is being taken to.
4. As soon as possible after the victim has been provided for, and a preliminary investigation has been made, inform your insurance agent of the accident. Tell what happened simply and factually. Provide the names of any witnesses. This will facilitate fast, equitable settlement of claims for those injured.

### **Emergency Telephone Numbers:**

Police:

Fire: \_\_\_\_\_

Gas:

Electric: \_\_\_\_\_

Ambulance:

Hospital:

\* \* \*

## EMERGENCY TELEPHONE NUMBERS

An emergency is any situation—actual or imminent—that endangers the safety and lives of volunteers, employees or the security of property.

For assistance in a **medical** or **safety** emergency call **911** or the local emergency numbers listed below.

### EMERGENCY 911

#### When you call:

- Identify yourself and the specific location of the emergency. Give the street address. Tell what has occurred. Be concise and factual. Stay calm.
- Relate known or suspected injuries or fatalities. Identify immediate help needed.
- If appropriate, notify individuals on your location's emergency contact list.
- Stay on the phone until the operator advises you to hang up.

#### Local Emergency Numbers:

Ambulance: \_\_\_\_\_ Rape/Victim Services : \_\_\_\_\_

Fire: \_\_\_\_\_ Rescue: \_\_\_\_\_

Gas Leaks: \_\_\_\_\_ Doctor: \_\_\_\_\_

Poison Information Center: \_\_\_\_\_ Local Civil Defense: \_\_\_\_\_

Police (emergency): \_\_\_\_\_ Local Weather Line: \_\_\_\_\_

Police (non-emergency): \_\_\_\_\_

#### Your Location's Emergency Contact List:

Name	Work	Home	Mobile
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

\* \* \*



**Appendix S**

**CHURCH USAGE AND HOLD HARMLESS AGREEMENT**

I/We the undersigned, authorized representatives(s) of \_\_\_\_\_ (Name of Organization) of the city of \_\_\_\_\_, state of \_\_\_\_\_ shall be using the building and grounds of \_\_\_\_\_ Church from \_\_\_\_\_ until \_\_\_\_\_, 20\_\_ for the purpose of \_\_\_\_\_, herein after referred to as “the Activity.”

I/We understand and agree that neither \_\_\_\_\_ Church, nor its Session, Trustees, Deacons, representatives, employees or agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the Activity, I/We hereby assume all risk in connection with participation in the Activity. I/We further release \_\_\_\_\_ Church, its Session, Trustees, Deacons, employees, agents or representatives from any claim by the undersigned member of the Organization, their estates, heirs or assigns arising out of or from participation in any form or fashion in the Activity. I/We also authorize \_\_\_\_\_ Church, its Session, Trustees, Deacons, employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm or accident occur which participating in the Activity.

I/We further state that I/We are authorized to sign this agreement; that I/We understand the terms herein are contractual and not mere recital; and that I/We have signed this document of my/our own volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature: \_\_\_\_\_.

Signature: \_\_\_\_\_.

\* \* \*

## CERTIFICATE OF INSURANCE REQUEST FORM

It is a policy of this church to require all outside groups, contractors and service companies using the church facilities to provide proof of general liability and workers' compensation insurance.

The appropriate form should be attached to this sheet, prior to any event or work occurring, naming this church as an additional insured.

Name of organization/contractor: \_\_\_\_\_

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

Phone numbers: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title: \_\_\_\_\_

Description of activity/event/job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximately how many people will be involved in the activity/event/job? \_\_\_\_\_

What types of activities will be included in the activity/event/job? (*e.g.*: dancing, meetings, construction, climbing ladders, use of power tools, *etc.*) \_\_\_\_\_

\_\_\_\_\_

Amount of coverage: \_\_\_\_\_ Name of insurer: \_\_\_\_\_

Phone number of insurer: \_\_\_\_\_ Policy expiration date: \_\_\_\_\_

Limits of liability: \$\_\_\_\_\_

Do you have an umbrella form? \_\_\_Yes    \_\_\_No

Are all workers included under your workers' compensation policy? \_\_\_Yes    \_\_\_No

Is our church named as an "additional insured"? \_\_\_Yes    \_\_\_No

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_, 20\_\_\_\_

\* \* \*

## Appendix T

### *Exterior Building Security.*

The sad truth is, burglary, robbery and arson strike at worship centers every day. **If** the exterior of your building offers enough of a deterrent, you can prevent crime from striking inside. Criminals usually work out of sight or in darkness. You can easily deny them cover with a little planning and foresight.

#### **OK    NEEDS WORK**

- O        O    All exterior doors are equipped with non-removable hinges to prevent unauthorized access.
- O        O    All outside doors have deadbolt locks with a 1-inch throw. They are solid-core with jimmy-proof frames.
- O        O    All sliding glass doors and windows have a metal bar or broomstick in the track when closed.
- O        O    Locks are installed on all windows.
- O        O    Buildings are kept locked when unoccupied.
- O        O    Valuable objects cannot be seen through windows from the outside.
- O        O    Your building is protected by a burglar alarm.
- O        O    Personnel are assigned to check windows and exit doors for security before leaving the building at the end of the day.
- O        O    Shrubbery and other greenery is trimmed so as not to provide sheltered or hidden access to doors.
- O        O    Grade-level and basement windows are kept free of shrubbery and other obstructions behind which burglars can hide.
- O        O    Trees near your building are pruned back, so branches don't provide second story access.
- O        O    Storage sheds are protected with lighting and case-hardened padlocks.
- O        O    Exterior dusk-to-dawn lighting is used on all sides of the building.
- O        O    Signs and exterior symbols are unbreakable, with individual lighting.
- O        O    Arrangements have been made for regular police patrols or a security force drive-by at night.
- O        O    Graffiti is removed as soon as it's sighted. Left unattended, experts say graffiti can spread like a virus.

\* \* \*

## Appendix U KEY RECEIPT FORM

\_\_\_\_\_ (print name clearly)

\_\_\_\_\_ (date)

Please check one of the following:

I am receiving a key as a Member of XXX Church for the following purpose(s)

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

\_\_\_\_\_ I am not a Member of XXX Church and am receiving a key for the following purpose(s) \_\_\_\_\_

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

Please initial each of the following paragraphs to indicate your understanding and compliance with the conditions set forth by XXX Church.

I acknowledge receipt of key # \_\_\_\_\_ and agree that

I will not lend this key to *anyone* else

I will not duplicate this key for *any* reason

I will not tag or otherwise identify this key as providing access to XXX Church.

I will be entirely responsible for the security of this key and I will return it when I no longer have the responsibility for the above named purpose or when its return is requested by the Property Commission or its representative.

\_\_\_\_\_  
(Initials)

In receiving this key, I acknowledge that I am an agent of XXX Church and agree to abide by all policies and procedures regarding the use of all buildings and properties of XXX Church.

\_\_\_\_\_  
(Initials)

I understand that, as a key holder, I am required to report child abuse and neglect as defined and set forth by the Department of Social Services. If I have reasonable cause to believe, or have been told, that abuse and/or neglect of a child or youth has occurred in any of XXX Church's buildings and/or properties, I am required to file an *Incident Report Form* with the Safe Church Advocate as per the Policies and Procedures for a Safe Church. Failure to do so may result in my loss of privilege to be a key holder.

\_\_\_\_\_

(Initials)

I understand that, as a key holder, I am responsible for the Policies and Procedures for a Safe Church while any properties and/or facilities of XXX Church are unlocked by the key that I hold. **I will not be alone in any rooms of XXX Church's buildings and/or** properties with a child or youth other than my own at anytime.

\_\_\_\_\_  
(Initials)

I will check the activity sheet posted at the side door and will lock front and side doors if mine is the last scheduled activity for the day.

\_\_\_\_\_  
(Initials)

I have received my copy of the "Safe Church Policies and Procedures" and I will familiarize myself with those documents. I also understand that I may contact the Safe Church Advocate for any clarifications I need.

\_\_\_\_\_  
(Initials)

I understand that failure to comply with *any* of the provisions set forth in this document may result in my loss of privilege to be a key holder.

\_\_\_\_\_  
(Initials)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Commission Member

\$25.00 Deposit Received: \_\_\_\_\_ cash \_\_\_\_\_ check # \_\_\_\_\_  
\_\_\_\_\_ not required (church Member)

A copy of this document will be on file with the Safe Church Committee.

## Appendix V

### FINANCIAL SAFEGUARDS

	YES	NO
Do we have clear, written procedures for collecting, counting, depositing and reporting our finances?	_____	_____
Do we train ushers on how to take the collection and then keep it safe?	_____	_____
Are there always two unrelated adults with the money from collection to deposit?	_____	_____
Do we keep our petty cash in a discreet location and monitor and audit its use?	_____	_____
Do we have a separation between the ushers, counters, financial secretary, and treasurer?	_____	_____
Do we forbid anyone from taking funds home to count?	_____	_____
Do we use a receipt or voucher system for purchases?	_____	_____
Are our financial records safe (whether book or computer format)?	_____	_____
Do we have an impartial, scheduled audit of our books?	_____	_____
Do we keep a log of all accounts within the church?	_____	_____
Are special event funds required to have two people present with them?	_____	_____
Do we provide any security when large sums of cash are involved?	_____	_____
Do we keep cash locked up?	_____	_____
Do we use a system with transients that does not utilize cash?	_____	_____
Are receipt and disbursement of funds reported to the Session?	_____	_____
Do we encourage members to safeguard their personal belongings while at church?	_____	_____

If you answered "no" to any of these questions, policy change or corrective action may be warranted.

Survey conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

Action to be taken: \_\_\_\_\_