

Safe Sanctuaries Policy of St. John's United Methodist Church

Davenport, IA

Introduction

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, "Whoever welcome [a] child...welcomes me" (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea" (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "children must be protected from economic, physical, emotional and sexual exploitation and abuse" (§162C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse ("ritual abuse" refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation within churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From *The Book of Resolutions of The United Methodist Church-2000*, pp. 180-181.)

Thus, in covenant with all United Methodist congregations, we adopt this policy of reducing the risk of abuse of children and youth in our church.

Purpose

Our congregation's purpose for establishing this Safe Sanctuaries policy and accompanying procedures is to demonstrate our strong and unwavering commitment to the physical safety and spiritual growth of all of our children and youth.

Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to engage in the ministry of the Gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with children and youth regarding the use of appropriate policies and methods; we will have a clearly defined procedure for reporting a suspected

incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

Conclusion

In all of our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child will be "...surrounded by steadfast love, ...established in the faith, and confirmed and strengthened in the way that leads to life eternal." ("Baptismal Covenant II, *United Methodist Hymnal*, p.44).

Definitions

Pastor – the ordained and appointed clergy of St. John’s UMC

Staff- any person who is paid, either hourly or by salary, by St. John’s UMC.

Volunteer – a person who engages in unpaid work at or in the name of St. John’s UMC, including but not limited to Sunday School teachers, childcare volunteers, youth group helpers or leaders and parent chaperones.

Supervisor: The staff member or lead adult assigned as the lead adult by the staff member,

Staff Parish Relations Committee (SPRC) – The committee that hires, counsels and supports staff.

Child and Children – a person ages birth through completion of 5th grade

Youth – a person who has completed the 5th grade through 18 years old

Vulnerable Adult – a person over the age of 18 whose mental, emotional or physical condition makes him or her susceptible to abuse (temporary or permanently)

Part 1: Policies for reducing the risk of abuse in the Church

Hiring and Screening Staff

1) Paid Staff

- a) All staff will be interviewed by the Pastor, a representative of SPRC, and/or Director of Children’s Ministries
- b) All staff shall be required to fill out background screening information that shall include but not limited to:
 - i) Standard contact information
 - ii) Experience and qualifications for the position
 - iii) Voluntary disclosure of past criminal history, including any criminal charges and/or convictions.
 - iv) Background check authorization form
 - v) Valid social security number

- vi) Listing of 2 non-relative references with complete contact information (address and phone number). If staff position includes direct work with children or youth, one of these references must be related to the staff's previous care of or work with children.
- c) Before any staff shall be allowed to work in any capacity at St. John's UMC, the following must be completed:
 - (1) Pastor, a representative of SPRC, and/or Director of Children's Ministries will contact both references.
 - (2) Pastor, a representative of SPRC, and/or Director of Children's Ministries will complete a background check.
 - (3) The person primarily responsible for 1 and 2 above will be the Senior Pastor or Director of Christian Education and Youth Programs.
- d) Any staff that has had a break in service of more than one year shall resubmit the background screening and will re-interview with the Pastor, representative of SPRC and/or Director of Children's Ministries.
- e) All staff, with the exception of Childcare staff, must be at least 18 years old. Childcare staff must be at least 16 years old.
- f) All records shall be kept in a secured location in the church.
- g) People shall demonstrate an active relationship with St. John's UMC for at least six months before being allowed to be in a supervisory role in activities for children, youth or vulnerable adults. In the case of new staff hires, references deemed adequate by the Pastor, representative of SPRC and/or Director of Children's Ministries may replace the six-month waiting rule.

2) Volunteers

- a) The Director of Christian Education and Youth Programs is responsible for recruiting volunteers by requesting that they complete a Volunteer Application form, Consent for Background Check form and Safe Sanctuaries Participation Covenant.
- b) All volunteers shall be required to fill out background screening information that shall include but not limited to:
 - i) Standard contact information
 - ii) Experience and qualifications for the position
 - iii) Voluntary disclosure of past criminal history, including any criminal charges and/or convictions.
 - iv) Background check authorization form
 - v) Valid social security number
 - vi) Listing of 2 non-relative references with complete contact information (addresses and phone number).
- c) Before any volunteer shall be allowed to work with children or youth at St. John's UMC, the following must be completed:
 - (1) Pastor, a representative of SPRC, Youth Director and/or Director of Children's Ministries will contact both references.
 - (2) Pastor, a representative of SPRC, Youth Director and/or Director of Children's Ministries will complete a background check.

- d) Any volunteer that has had a break in service of more than one year shall resubmit the background screening and will re-interview with the Pastor, representative of SPRC, Youth Director and/or Director of Children's Ministries.
 - e) All volunteers, with the exception of Childcare staff, must be at least 18 years old. Childcare staff must be at least 16 years old.
 - f) All records shall be kept in a secured location in the church.
 - g) People shall demonstrate an active relationship with St. John's UMC for at least six months before being allowed to be in a supervisory role in activities for children, youth or vulnerable adults.
- 3) Updates for Background Check
Background checks should be completed every five years for staff and volunteers.

Supervision of Children and Youth (all people under the age of 18)

- 1) Two Adult Rule
 - a) 2 people (at least 18 years of age) should be present during all church sponsored programs, events or ministries involving children and/or youth. If only 2 adults are present for the event or program, they should be unrelated to each other.
 - b) If a properly screened and compensated staff has to be alone in a room with children and youth (including but not limited to childcare, Children's Church and choir rehearsal) they shall be in a room where the door will have a clear glass window, which shall remain unobstructed.
 - c) If 2 people over the age of 18 are not able to be present, an adult "roamer" should move in and out of the childcare, education or youth rooms or wherever the program is taking place.
- 2) Five Year Older Rule
 - a) All staff and volunteers in a supervisory role must be 5 years older than the oldest child or youth attending the event, program or ministry.
- 3) Procedures specific to Childcare
 - a) In all childcare rooms, the door will be closed and locked promoting a secure atmosphere while in use.
 - b) Other adults
 - i) Only properly screened and compensated childcare staff will supervise children in the childcare rooms.
 - ii) The exception to this is a child's parent, grandparent or other direct relative who has been properly screened may volunteer in their child's childcare room. These volunteers will sign in and wear identification.
 - iii) Only people directly supervising children shall be present in any of the childcare rooms during times when children are also present.
 - c) No child will be left unsupervised while attending a church event or program.
 - d) Diaper Changing/Bathroom Usage
 - i) All diaper changes for babies/toddlers will take place in an open area (such as the changing table in the nursery).
 - ii) If a child needs to use the bathroom during an event or program, a properly screened staff member or volunteer (preferably one of the same gender) shall accompany them and wait

outside of the bathroom for the child to return (if the child is independent in using the bathroom).

- iii) Only properly screened staff may provide hands on assistance to children in the bathroom (such as unfastening belts, buttons, etc.) but hands on assistance should be as minimal as possible.
- iv) Children being assisted or supervised in the bathroom shall only use the preschool bathroom.
- v) A sign-in, identification, and paging process must be followed for infants and children in the nursery.

4) Procedures Specific to Youth (Middle and High School)

- a) Supervision during off-site travel
 - i) All regular supervision rules will apply (where appropriate) if a group of youth are at a St. John's UMC sponsored event or program.
 - ii) The "Two Adult Rule" and "Five Year Older Rule" will apply if a group of youth are at a St. John's UMC sponsored event or program.
- b) Supervision during overnight events
 - i) At any overnight event (at St. John's UMC, overnight mission trip type events, Church retreats, etc.) both male and female leaders will be present.
 - ii) If the overnight event is taking place at St. John's UMC, once all youth have arrived, the exterior doors to the building shall be locked.
 - iii) Youth will be separated by gender into different sleeping quarters with at least one same-sex leader overseeing each group.
 - iv) If two sleeping quarters are not available, boys will sleep on one side of the room, girls on the other with leaders sleeping in between the groups and near the exits.
 - v) All regular supervision rules will apply (where appropriate) if a group of youth or vulnerable adults are at a St. John's UMC sponsored event or program.
- c) Other
 - i) Due to the nature of Youth Group (grades 6-12) activities (including off-site and overnight trips), any person who wishes to volunteer with this group in a supervisory role will submit their personal information for a background check.
 - ii) Only people who have been properly screened (both paid staff and volunteers) will supervise a group of youth, regardless if the event, activity or ministry area is on or off-site.

Additional Policies

1) Cyber-Safety

- a) Have parental permission information for children, youth, and vulnerable adults in writing for:
 - Posting photos on any website or sending e-mail or text messages or making videos
 - E-mailing, Instant Messaging (IM'ing), calling, texting or sending data to a child, youth, or vulnerable adult by computer, PDA, or cell phone
 - The sharing of any full name or contact information.
- b) Never post easily identifiable information online.

- i) Use “Bcc” options in sending mass e-mails.
- ii) Be cautious when transmitting easily identifiable information.
- iii) Limit what is communicated in electronic prayer requests.
- c) Limit individual communication with children, youth, and vulnerable adults.
 - i) Conduct any communications in a professional manner.
 - ii) Save all communications you have with children, youth, and vulnerable adults. (An electronic “paper trail” can be important.)
 - iii) When emailing, texting, tweeting, or Facebook messaging a minor, adults should copy another adult (ideally a parent or guardian) on the message or post it in a public venue (i.e. a Facebook wall as opposed to a private message). This will allow adults to maintain the “two adults present” Safe Sanctuaries standard when using social media.
 - iv) If abuse is divulged electronically, follow standard reporting procedures.
- d) Social Networking (for All Social Media Platforms)
 - i) Adult employees and staff must not post photos or videos that identify children, youth or vulnerable adults on any online site or printed publication without written consent from a parent or legal guardian.
 - ii) All Social Media groups and pages associated with Preschools, Children’s or Youth Ministry areas will be designated as “closed” groups, requiring all those who wish to gain access to be approved by the page administrators.
 - iii) All church-related Social Media groups and pages must have at least two administrators. If an administrator is no longer associated with the ministry, that individual's administrative status must be revoked.
 - iv) Photos of minors may only be published or posted after a photo release has been signed by their parent/guardian. Photos used in other mediums, such as church newsletters, websites, blogs, twitpics, etc., must not include any identifying information of minors.
 - v) Photos may only be posted to the Social Media Platforms page by page administrators. Adults (staff, volunteers, parents, etc.) should not identify minors in photographs posted online or in print. Individuals (including minors) are welcome to identify (i.e. “tag”) themselves.
 - vi) When checking in on any location tagging social media, only “check in” yourself. Never check in minors. Be sensitive to tagging or revealing other participants’ location without their expressed permission. Rather, create a hashtag to facilitate conversation. (See the Best Practices section of this document for more information on the use of hashtags.)
 - vii) In the case of clergy and parishioner online connections, Friend Requests, Follow Requests, Circle Requests, etc. should be initiated by the parishioner, especially if the parishioner is a minor or vulnerable adult.
 - viii) No adult shall initiate Social Media contact with or “friend” a minor or vulnerable adult.

2) Special policies for Vulnerable Adults

Special care should be taken when staff or volunteers are working with vulnerable adults. Volunteers often go to a vulnerable adult’s place of residence or hospital as part of that specific ministry area.

- a) Any volunteer that carries out this work in the name of St. John's UMC should be screened by the Pastor and/or Loving Care Ministries Coordinator and should be active in the church for at least 6 months before working with a vulnerable adult in a 1:1 role.
 - b) When a vulnerable adult is receiving pastoral care, the door to the room shall be left partway open.
- 3) Counseling
- e) Any one-on-one counseling with a person under the age of 18 or a vulnerable adult, regardless of who is providing counseling, shall take place in a room with a partially open door. The door should remain partially open during the entire counseling session.
 - f) Ideally, counseling sessions with a person under the age of 18 or a vulnerable adult will take place when others are nearby, even if they are not within listening distance.
 - g) If a person under the age of 18 requests one-on-one counseling, the parents/guardians should be notified as to where and when counseling sessions will be taking place.
- 4) Appropriate Types of Discipline
- h) The only physical force that may be used by an adult on a child or youth must be reasonable force intended to restrain the individual under these circumstances:
 - i) To quell a disturbance or prevent an act that threatens to harm another person
 - ii) To obtain possession of a weapon or other dangerous object in a child's or youth's possession.
 - iii) For purposes of self-defense or to defend the safety of others
 - iv) To protect a child or youth from self-inflicted harm.
 - i) Adult staff and volunteers will use appropriate language and not swear or raise their voice in anger.
 - j) If a child or youth is creating a disturbance for the entire group, the child or youth shall be separated from the group. Continued discipline issues can result in a short-term or long-term suspension from the program.

Part 2: Policies Regarding Incidents of Abuse Toward Children, Youth, and Vulnerable Adults

Reporting Allegations and Instances of Abuse

PRELIMINARY STEPS:

The person reporting an incident of abuse on church property or in conjunction with a church-sponsored program or event (normally an eye-witness or the first adult informed of the abuse, usually by the alleged victim or victim's parents) should first:

- Secure the safety of the victim. This may include an immediate call to emergency services as deemed necessary.
- Secure the safety of others and stabilize the environment in which the incident occurred. The area should not be left unsupervised by an adult in order to report the incident. The reporting adult may have to employ the help of another adult to inform the adult in charge of the event ("adult-in-charge") and one of the Pastors.

INITIAL REPORTING:

- The reporting adult will report the incident to the adult-in-charge and Pastor. If the accused is either the adult-in-charge or the Associate Pastor, the reporting adult must report the incident to the Senior Pastor. If the accused is the Senior Pastor, the reporting adult must report the incident to the adult-in-charge and SPRC chair.
- The reporting adult should complete the "Report of Suspected Incident of Child Abuse" in the Appendix.
- If the incident or allegation is consistent with requirements for mandatory reporting to local, state, or federal authorities, the adult-in-charge or the Pastor must report the event to the local police department and/or the Iowa Department of Human Services (IDHS).

Responding to Reports of Abuse

INITIAL RESPONSE:

If the accused is an Associate Pastor or the adult-in-charge the initial response must be made by the Senior Pastor. If the accused is the Senior Pastor, the District Superintendent must respond. In all other cases the adult-in-charge must make the initial response. He/she should:

- Gather pertinent information from the victim, accused, and witnesses. Treat all involved with respect. An allegation is not a presumption of guilt.
- Preserve whatever evidence is available.
- Ensure the continued stability of the environment.
- If the accused is a volunteer or paid staff member, the Senior Pastor must relieve that person of duties relating to children and/or youth until the investigation is completed and further disposition is made by the SPRC. If the individual is a paid staff member and the relief of duties amounts to a suspension from all work, the suspension shall be with pay.
- Inform the parents or legal guardian of the victim and of the accused if a minor.

FURTHER RESPONSE:

Primary responsibility for further response is with the SPRC and a Pastor. If the accused is the Senior Pastor, the District Superintendent must remain involved. They will work together to further investigate the allegation or incident to ensure that all aspects are covered completely, accurately, and fairly to all parties. They will:

- Extend pastoral care to the victim(s) and their family(ies), if appropriate.
- Extend pastoral care to the accused, and family, if appropriate.
- Seek legal advice and counsel.
- Avoid prejudging a situation. The accused shall be afforded full due process in handling the complaint. The accused should be supported and treated with dignity.

- Continue the investigation to conclusion, with recommendations to the Children’s Council, Church Council, and SPRC for action.
- Cooperate with any investigations being conducted by law enforcement and/or the IDHS.
- Document the results of the investigation and file in the main office storage area.
- Inform appropriate individuals of results of the investigation and action taken. Such individuals may be the victim, accused, and parents.
- Keep the St. John’s insurance agent informed of the incident or allegation, investigation progress, and conclusions/actions taken.
- Ensure that the Senior Pastor responds to the media. He/she must utilize a prepared statement in his/her initial report to the media which will state St. John’s policy on child abuse and that the allegation is being thoroughly investigated.

Part 3: Training and Education

- 1) All workers with children and youth are required to participate in the online training in which they are informed of the:
 - Church’s policies for the prevention of the abuse of children, youth and vulnerable adults
 - Procedures to be used in all ministries with children and youth
 - Appropriate steps to follow for reporting an incident of abuse of any of the children and/or youth
 - Details of our state’s laws regarding the definitions of child/youth abuse and the requirements of reporting abuse when it is discovered.
- 2) All infant and nursery workers shall have a current certification in First Aid and Child/Infant CPR. It is recommended that all workers with children and youth have first aid and CPR training. The church shall make this training available on a regular basis.

Part 4: Administration of Policy

The Staff Parish Relations Committee shall be responsible for periodic reviews of this Safe Sanctuaries policy.

The Church Council will endorse and approve the policy and any changes to the policy.

VOLUNTEER & STAFF APPLICATION

Name:

Address:

Daytime phone: _____ Evening phone:

Cell number: _____ E-mail address:

Are you a Member of St John's: _____ Regular Attendee of St John's:

Month and Year you became Member or Regular Attendee:

Occupation: _____ Employer:

Current Job responsibilities and schedule:

Previous work experience:

Previous volunteer experience:

Special interests, hobbies and skills:

How many hours per week are you available to volunteer/work?

_____ Days _____ Evenings _____ Weekends

Can you make a one-year commitment to this volunteer role?

Do you have your own transportation?

Do you have a valid driver's license?

Do you have liability insurance? (List policy limits and name of carrier

Why would you like to volunteer as a worker with children and/or youth?

What qualities do you have that would help you work with children and/or youth?

How were you parented as a child?

How do you discipline your own children?

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, and other crimes of violence, theft or motor vehicle violations)? No Yes

If yes, please explain fully:

Have you ever been exposed to an incident of child abuse or neglect? No Yes
If yes, how did you feel about the incident?

Would you be available for periodic volunteer training sessions? Yes No

References: Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each.
References are confidential.

1. Name:

Address:

Daytime phone: _____ Evening phone:

Relationship to reference:

2. Name:

Address:

Daytime phone: _____ Evening phone:

Relationship to reference:

3. Name:

Address:

Daytime phone: _____ Evening phone:

Relationship to reference:

Signature of Applicant

Date

ST. JOHN'S UNITED METHODIST CHURCH

CONSENT TO PERFORM A HISTORY/BACKGROUND CHECK IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)

Last Name		First Name	Middle Name or Initial
Maiden or other name(s) used in any and all other records of birth or records of residence			
Address			Apartment or #
City	County	State	Zip
**Date of Birth	Social Security Number	**Gender	**Race
**Driver's License Number		**State of Issue	
**Insurance Policy #		**Insurance Company Name and Phone Number	

*AS SHOWN ON THE ORIGINAL APPLICATION

****TO BE USED FOR CRIMINAL HISTORY CHECKS / CREDIT REPORTS / MOTOR VEHICLE REPORTS ONLY AND NOT A PART OF THE PERSONNEL FILE.**

I, _____, am an applicant for employment with the _____ CHURCH. As a part of the application process I have been advised that the district conducts a criminal history check that may include a credit report and or motor vehicle report. I do hereby consent to the use of any and all information provided to the district in the application process to be used in the criminal history/background check.

The following are my responses to questions about my criminal history (if any).

1. ___YES ___NO Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (exclude minor traffic misdemeanors).

If yes, please provide details below.

State:	County:	Date of Offense: / /
Details of conviction:		

2. ___YES ___NO Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense?

If yes, please provide details below.

State:	County:	Date of Offense: / /
Details of conviction:		

3. ___YES ___NO Have you ever received probation or community supervision for any federal, state or municipal offense? If yes, please provide details below.

State:	County:	Date of Offense: / /
Details of conviction:		

4. ___YES ___NO Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below.

State:	County:	Date of Offense: / /
Details of conviction:		

5. ___YES ___NO As of the date of this consent form, do you have any pending charges against you?

If yes, please provide details below.

State:	County:	Date of Offense: / /
Details of conviction:		

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE HIGH SCHOOL GRADUATION OR AGE 18.

CITY/TOWN	COUNTY	STATE	YEARS LIVED

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT AND COMPLETE. IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE, I UNDERSTAND THAT GROUNDS FOR CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT WILL EXIST AND MAY BE USED AT THE DISCRETION OF THE CHURCH.

Signed this _____ day of _____, 20_____

APPLICANT (PRINT NAME) _____

APPLICANT'S SIGNATURE _____

SAFE SANCTUARIES PARTICIPATION COVENANT STATEMENT

The congregation of _____ Church is committed to providing a safe and secure environment for all children, youth, workers and volunteers who participate in ministries and activities sponsored by the 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 (either sexual abuse, physical abuse, neglect, emotional abuse or ritual abuse) should volunteer to work with children or youth in any church sponsored activity.
2. All adult volunteers involved with children or youth of our church must have been members or attendees of the congregation for at least six months before beginning a volunteer assignment.
3. Adult volunteers with children and youth shall observe the “Two Adult Rule” at all times so that no adult is left alone with children or youth on a routine basis.
4. Adult volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
5. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? Yes No
2. As a volunteer in this congregation, do you agree to observe the “Two Adult Rule” at all times?
 Yes No
3. As a volunteer in this congregation, do you agree to abide by the “Six Month Rule” before beginning a volunteer assignment? Yes No
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? Yes No
5. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor(s)? Yes No
6. As a volunteer in this congregation, do you agree to inform a minister of this church if you have ever been convicted of child abuse? Yes No

I have read this **SAFE SANCTUARIES PARTICIPATION COVENANT STATEMENT**, and I agree to observe and abide by the policies set forth above.

Signature of Applicant	Date
Print Full Name	

FORM FOR REFERENCE CHECK

Applicant Name:

Reference Name:

Reference Address:

Reference Phone:

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?
5. How would you describe the applicant's ability to relate to children and/or youth?
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 worker with your child and/or youth?
9. Do you know of any characteristics that would negatively affect the applicant's ability to work with children and/or youth? If so, please describe.
10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.
11. Please list any other comments you would like to make.
12. Please list contact information for one additional person from whom we can obtain a reference for this applicant.

Reference inquiry completed by: _____
Signature Date

REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE

1) Name of worker (paid or volunteer) observing or receiving disclosure of child abuse:

2) Victim's name:

Victim's age/date of birth:

3) Date/place of initial conversation with/report from victim:

4) Victim's statement (give your detailed summary here):

5) Name of person accused of abuse:

Relationship of accused to victim (paid staff, volunteer, family member, other):

6) Reported to pastor: _

Date/time:

Summary:

7) Call to victim's parent/guardian:

Date/time:

Spoke with:

Summary:

8) Call to local children and family service agency:

Date/time:

Spoke with:

Summary:

9) Call to local law enforcement agency:

Date/time:

Spoke with:

Summary:

10) Other contacts:

Name:

Date/time:

Summary:

Signature of Incident Reporter

Date

ACCIDENT REPORT FORM

(Please print all information)

Date of accident: _____ Time of accident:

Name of child/youth injured: _____ Age:

Address of child/youth:

Location of accident:

Parent or guardian:

Name of person(s) who witnessed the accident:

Name: Phone:

Name: Phone:

Name: Phone:

Describe accident:

Signature of Accident Reporter Date