

CHILD AND YOUTH PROTECTION POLICY
Sandston Presbyterian Church
Adopted: Sunday, September 3, 2017

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1. CHILD AND YOUTH PROTECTION POLICY

General Policy Statement

Sandston Presbyterian Church (SPC) is committed to providing a church environment that will protect children from any abuse when they are involved in church-related activities. SPC adopts these policies and procedures to prevent child abuse from occurring within its church community.

Everyone's Responsibility

If there is evidence of any form of abuse of a child or youth in our midst, employees, volunteers, and the congregation has a legal and ethical obligation to report and take appropriate action.

This policy applies to persons, including SPC employees and volunteers, participating in all child and youth programs of SPC, including but not limited to:

- Sunday school classes
- Children's church
- Children and youth fellowship programs
- Children and youth choirs
- Church-sponsored retreats, mission trips, etc.
- Vacation Bible School
- Church-sponsored athletic teams
- Outreach, community service, etc.
- Nurseries and childcare
- Meredith Loughran Nursery School

Definition of Child Abuse

The Commonwealth of Virginia recognizes these types of child abuse and neglect:

1. Physical Abuse

Physical abuse is a physical injury, threat of injury or creation of a real and significant danger or substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threats of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means.

2. Physical Neglect

Physical neglect is the failure to provide food, clothing, shelter, or supervision for a child.

3. Sexual Abuse

Sexual abuse includes any act defined in the Code of Virginia, which is committed, or allowed to be committed, upon a child by his/her parent or other persons responsible for the child's care. Examples of such abuse are: sexual exploitation, sexual molestation, intercourse/sodomy, and other sexual abuse.

4. Medical Neglect

Refusal or failure by caretaker to obtain and/or follow through with a complete Regimen of medical, mental, or dental care for a condition, which if untreated, could result in illness or developmental delays.

5. Failure to Thrive

A syndrome of infancy or early childhood, which is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation.

6. Mental Abuse/Neglect

A pattern of acts or omissions by the caretaker, which results in harm to a child's psychological or emotional health or development.

7. Educational Neglect

The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study.

8. Bizarre Discipline

Any actions in which the caretaker uses eccentric, irrational or grossly inappropriate procedures or devices to modify the child's behavior.

Policy Terms

Employee

An employee is any person who works for salary or wages at SPC (e.g., SPC staff, weekday nursery employees, teacher aids, and custodians).

Volunteer

For the purposes of this policy, a volunteer shall be defined as any person 18 years of age and over, not employed by SPC, who shall at any time during the year teach, supervise or help with children and youth in activities.

Adult /Youth Helper

An adult helper is 18 years of age or older who occasionally assists with the care of children and youth. A youth helper is 15 years of age or older who assists an adult with the care of children.

Church-Sponsored Activity

Any and all gatherings that arise from worship, education, fellowship, administrative, pastoral, mission or recreational events. These events include on- and off-campus gatherings.

Child or Youth

Persons under 18 years of age and considered a minor under the law. This term shall also include legally incompetent persons.

Christian Education Committee

The Session of the Church has five committees which cover all aspects of the church. The Christian Education Committee covers education.

Code of Virginia

Section 63.1-248.3 of the Virginia Code states that "Any person licensed to practice medicine or any of the healing arts, any hospital resident or intern, any person employed in the nursing profession, any persons employed as a social worker, any probation officer, any teacher or other person employed in a public or private school, kindergarten, or nursery school, any person providing full-time or part-time child care for pay on a regular basis, ... and any person associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is abused or neglected shall report the matter immediately ... to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department of Social Services' toll-free child abuse and neglect hotline." The Church and State have responded to this issue with the following:

Section 63.1-248.3 of the Virginia Code states that "Any person licensed to practice medicine or any of the healing arts, any hospital resident or intern, any person employed in the nursing profession, any persons employed as a social worker, any probation officer, any teacher or other person employed in a public or private school, kindergarten, or nursery school, any person providing foil-time or part-time child care for pay on a regular basis, ... and any person associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is abused or neglected shall report the matter immediately. .. to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department of Social Services' toll-free child abuse and neglect hotline."

Virginia Criminal Code

There are numerous criminal statues which address, "Taking Indecent Liberties With Children" (reference Section 18.2-37- of the Virginia Criminal Code). Violation of any one or more of these criminal prohibitions would form the basis for a civil lawsuit against

the perpetrator, and also possibly against the church for giving the perpetrator the opportunity to prey on his or her victim.

Virginia Commonwealth University

Further information about child abuse can be found at the Virginia Commonwealth University web site. A detailed course, designed for teachers, is available by using the search function at the web site.

Civil Liability of the Church

Courts have increasingly imposed liability on persons who create dangerous situations which result in harm to third parties. Most lawsuits filed against churches for acts of child molestation have alleged that the church was legally accountable, either on the basis of negligent hiring or negligent supervision. The church may exercise sufficient care in hiring of an individual, but still be legally accountable for acts of molestation on the basis of negligent supervision. *Negligent supervision* means that a church did not exercise sufficient care in supervising a worker.

The church may need to answer the questions:

What did you do to prevent this tragedy from occurring?

What procedures did you utilize to check the perpetrator's background?

What procedures were in place to supervise his/her work with children?

Presbyterian Church USA – Presbytery of the James

The Presbytery of the James has approved the following amendment of the Constitution of the Presbyterian Church USA. (04 E. 1a.b.c.) A minister of the Word and Sacrament, an elder, or a deacon shall report to ecclesiastical and civil authorities knowledge, gained in the course of service to the church, 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 privileged communications; or (2) she or he reasonably believes that there is risk of future physical harm or abuse.

2. PROCEDURES

Components of Child and Youth Protection

This policy addresses the following:

- A. **Screening** applicants for employment and volunteer service for a history of behavior potentially detrimental to children and youth.
- B. **Training** employees, volunteers, children and youth in the Child and Youth Protection Policy and in appropriate supervision and chaperoning.
- C. **Reporting** allegations and/or concerns regarding child and youth protection issues.
- D. **Responding to allegations and/or concerns** regarding child and youth protection issues.
- E. Addressing **known offenders** as members of SPC
- F. **Monitoring by Church Administration or Their Designee**
- G. **Personal Contact of Adults**
- H. **Oversight** of Child and Youth Protection Policy

A. Screening - Employees / Volunteers

The Christian Education Committee shall require all paid employees, volunteer child care workers, youth workers, and Sunday school teachers to provide:

1. Paid Employees: An "Employment Application".
2. Volunteers: A "Volunteer Application for Work with Children and Youth".
3. Application shall include information regarding past employment and prior convictions for crimes; and provide a specific statement that there are no prior convictions for child abuse or sexual misconduct. Information collected should include out-of-state convictions and fines.

4. Execute a reference check covering, where possible, the two immediate past employers, or personal references unrelated to the application if no information can be obtained from past employers.
5. Check DMV records for driving offenses. Employee/volunteer is to go to DMV to complete a DMV release form. Also, check out-of-state convictions and fines.
6. Background Check. SPC will perform background checks on all paid employees and volunteers at SPC expense.
7. Upon beginning employment (paid employees and volunteers), attend a training session on the Child and Youth Protection Policy. Sign the "Policy Acceptance Form" which will be placed in their employment file. Thereafter, there will be a yearly training on the *Child and Youth Protection Policy*, and signing the "Policy Acceptance Form".

The Christian Education Committee will pay particular attention to the questions concerning criminal offense, child neglect, physical or sexual abuse, and misconduct against children, and shall determine an individual's suitability to perform his/her applicable duties.

An unsatisfactory report on any of the above may preclude employment and the candidate will be provided with the information on which the decision not to employ is based. To be acceptable, the driver's license must not reflect a DUI within three years. A person who is employed while holding an unacceptable license may NOT drive children or youth.

Background Checks

Background checks include the gathering of information on employees and volunteers that is relevant to child safety from references provided, institutions of present or prior employment, institutions of present or prior service, and from records of criminal activity maintained by Federal, State, or County law enforcement agencies. Reports of background check results will be provided directly and only to the Pastor. After review, a decision will be made regarding eligibility for work for our church. The Pastor will notify unacceptable individuals in confidence. If actual results are not destroyed, they will be housed in a secure place. Criminal records that may be reviewed include:

- VA Child Abuse/Neglect Information System (CANIS), a registry maintained by the Child Protection Services
- Sex Offender & Crimes Against Minors Registry (CCRE), the State Police Central Records Exchange
- Driving Records from DMV.

Confidentiality

All documents gathered in the screening procedures set forth in this policy are to remain confidential and are to be maintained under the control of the designated person.

Best Management Practices

1. A response from any background check must be in hand for employees and volunteers before service begins.
2. Disqualification of an applicant, volunteer or employee, from participating in any child or youth activity or program is mandatory if they may pose any threat to minors including, but not limited to anyone, with pending indictment alleging the offense of, or any conviction for murder: aggravated assault; sexual assault (rape); sexual abuse; aggravated sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; the sale, distribution, or display of harmful material to a minor; employment harmful to children; or abandonment or endangerment of a child; or any other felony conviction involving activities harmful to children.
3. Background checks and training will be performed as recommended by our insurance provider.

B. Training - Employees / Volunteers

Communication and an explanation of the Child and Youth Protection Policy will be included annually in all training and orientation programs for teachers, childcare volunteers, youth leaders, and church officers. This policy shall be posted in a central area of the church. It shall also be included in all new member classes.

The responsibility for ensuring proper training on this Policy shall rest with the Christian Education Committee. Yearly training shall take place in August prior to the fall season beginning. Before new employees or volunteers begin work, training will take place.

In addition, the Christian Education Committee shall give copies of the Policy to all parents of children participating in church programs.

Two-Adult Rule

Adults are never to be alone with one child at any church sponsored function, activity or travel arrangement. Two or more leaders eighteen years or older are required to be present in a church sponsored or childcare activity for children or youth. In the case where the two adults are married, effort is to be made to add an additional adult.

In the event that having a second adult present is not possible, the “Open Classrooms/Programs Practice” is to be followed. This means the doors to rooms being used are to remain sufficiently open to facilitate observation. Activities are not to be planned in a manner that prevents or restricts observation.

Classrooms or childcare rooms and any area in which programs for children or youth are taking place may be visited without prior notice by church staff, parents, or other volunteer church workers. Any windows in doors are never to be totally blocked so as to prevent visual observation in the classroom and classroom doors are not to be locked so as to prevent entry into the classroom.

Six-Month Rule for Volunteers

For SPC functions or activities, a volunteer must be a member of SPC or have regularly attended SPC for six months before working with youth or children. The Christian Education Committee has the authority to waive this six-month rule if there is a compelling reason to do so and it is approved by the Pastor.

Best Management Practices

1. **The isolation of one child with one adult in a private space is to be prevented.** This includes in church rooms, automobiles, and off campus accommodations. In these situations, the two-adult rule applies. (In instances of carpooling, the two-adult rule applies. When only one adult per car may be available, a caravan approach is to be taken, i.e., when one vehicle stops, all the vehicles in the caravan stop. Or, permission may be obtained with the parent.)
2. **The interior of classrooms** where children gather must be visible from the outside at all times either through windows or open doors.
3. **Activities involving overnight stays** require a minimum adult chaperone/child ratio of 2/7. Children and adults will have separate sleeping quarters when available. SPC will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities. Children will be grouped in sleeping quarters by age and gender.
4. **If a child cannot participate in any activity**, two unrelated adults or one adult and one unrelated teenager should remain with the child.
5. **When it is necessary for a child to come to the church alone** for rehearsals or counseling, special care is to be taken not to allow the isolation of the child with an adult volunteer or staff member. The activity is to be conducted in an open area or in rooms with doors open. If more than six such sessions are to occur within a calendar year, approval by the Pastor is required. If a child is seeking counseling without parental permission, the counselor must meet with

the child in a public place or area with visual access and the meeting shall be documented.

6. Adult volunteers or staff:

- a) Will be at all activities/events to **monitor in-room activity by visual inspection** and provide assistance to children who must leave the activity (to go to the bathroom, for early dismissal, etc.)
- b) Will monitor children from six to eight years of age **going to and from the bathroom**. Children five years old or less are to be monitored in bathrooms and assisted as needed by adult volunteers or staff.
- c) Will **supervise activities and remain at the activity site** until all children have been picked up by appropriate persons. Children are not to be left alone waiting for a way home.
- d) Are prohibited from **spanking, hitting, grabbing, shaking or otherwise physically disciplining anyone**.
- e) Are **prohibited from providing anything that is prohibited by law to minors**.
- f) Must sign a consent form when **driving a child for a church-related activity** stating that he/she has a valid driver's license meeting the criteria stated above. The adult with an unsatisfactory driving record may serve as a volunteer, but may NOT drive a child for a church related activity.
- g) Will not **verbally, emotionally, physically or sexually abuse children**.
- h) Will not **discipline children by use of physical punishment or by failing to provide the necessities of care**.
- i) May **use physical restraint only in situations necessary** to protect the child or others from harm.
- j) Will provide **proper supervision and exercise sound judgment** in providing a safe environment at all times.
- k) Employees and volunteers will **avoid situations during SPC programs where they would be alone with a single child and cannot be observed or monitored by others**. As adults supervise children, they should space themselves so that other adults can see them.
- l) Are **expected to observe the two-adult policy and open door policy** in their interaction with children and youth at all times except in emergency

m) **Restroom supervision:**

Children will be sent to the restroom in pairs and, when appropriate, with SPC employees and volunteers. SPC employees and volunteers will stand in the doorway while children are using the restroom in visual sight of another adult. This policy allows privacy for the children and protection for SPC employees and volunteers (*i.e.*, not being alone with a child).

Doors to the facility must remain open. Rights of children and youth are not to be touched in ways that make them feel uncomfortable, and their right to say “no.” Adults will discourage children from touching others in an inappropriate manner.

- n) Should be alert to the **physical and emotional state of children**. Any signs of injury or possible child abuse or neglect must be discussed with the Pastor and a decision made to contact Child Protection Services (CPS).
- o) Should **release children only to the authorized parent, guardian, or other individual authorized** in writing by the parent or guardian.
- p) Using, possessing, or being **under the influence of alcohol or illegal drugs, or being impaired by legally prescribed drugs** during church working hours or church sponsored programs, is prohibited.
- q) **Smoking is not allowed in the church building**. Smoking or use of tobacco during church programs is prohibited.
- r) **Profanity, inappropriate language or jokes**, and any kind of harassment in the presences of children or parents are prohibited.
- s) Will not **share inappropriate details of their personal life or ask children to share inappropriate details** through any form of communication – written, verbal or electronic.
- t) **May not date program participants** under 18 years of age.
- u) Because **gift giving can be a form of “buying” silence or loyalty**, gift giving must be done on a group basis and for specific occasions only (*i.e.*, baptism, 3rd grade Bibles, confirmation, graduation). SPC employees and volunteers are not allowed to give gifts to individual children or youth without the prior knowledge and permission of the child’s parent(s) and the appropriate program director.
- v) SPC employees and volunteers are required to read, sign and adhere to all policies related to identifying, documenting, and reporting child abuse and

attend training sessions on the subject as instructed by a supervisor.

- w) SPC employees and volunteers are required to report to the Pastor any circumstances that, under this Policy, affect their ability to work with children and youth.

C. Reporting Allegations/Concerns

1. **Any observation, allegation or report of child abuse at the church must be referred immediately to the Pastor, Clerk of Session or Elder** who must then make contact as specified below and report back to the original source of the referral regarding action taken within twenty-four hours.

If the abuse involves the Pastor, the report must be made to the Clerk of Session who will then notify the Presbyter of the Presbytery of the James and the Henrico County Police.

- 2 **Call Henrico County Police: 501-5000**
3. SPC will also notify its insurance carrier, attorney, and the Presbytery of the James.
4. Any staff or volunteer accused of such conduct is to be temporarily relieved of any duties involving youth or children. Upon completion of the investigation and judicial process, a report is to be made to the Session referencing the altercation, which will then take appropriate action consistent with the Book of Order of the Presbyterian Church (U.S.A.).

Pastor as Spokesperson

The Pastor will serve as spokesperson to handle all communication with the media and family, except in the case of a pastor being the accused, then referral should be made to the Presbytery of the James.

Notification to Parents

In addition to notifying the church and secular authorities stated above, the parents of any minor involved in any allegation of abuse are to be immediately notified.

Documentation

Upon receipt of a report or allegation of child and youth abuse at SPC, the pastor is to ensure that proper documentation is obtained and that the procedures outlined in this Policy are followed. A *“Report of Suspected Instances of Sexual/Physical Abuse” Form* is to be completed and updated as information is uncovered and obtained.

Confidentiality

All documentation is to be handled with the utmost confidentiality in as much as possible and as is compatible with a thorough investigation of the report or allegation.

Evidence Coming Directly From a Child

Evidence coming directly from a child is a sensitive matter. Ordinarily, a child's trust is to be kept such that in the event a child confides in a teacher or other adult, information is not to be repeated to others. However confidentiality cannot always be maintained when a child's welfare is at stake. Notify the Pastor.

D. Responding to Allegations/Concerns

1. Investigations of allegations of child abuse must be conducted by appropriate county and/or state agencies. There is no plan or protocol for the conduct of an investigation by church officers or volunteers.
2. Anyone may report an allegation. It is mandated that the Pastor shall be notified of any allegations before they are reported. The Child and Protection Service will determine the nature and extent of any investigation. Allegations and the results of investigations must remain confidential. Wide dissemination of results of investigations and actions should be done only with advice of counsel.

E. Church School Administrator Monitoring

Church Administrators or Their Designees are to regularly conduct unannounced visits to all areas of the church to monitor compliance with this Child and Youth Protection Policy.

F. Addressing Known Offenders as Members of SPC

At SPC, we seek to live in covenant with God and with one another and to be a redemptive community to all who are members. We also acknowledge that redemptive action and responsible action can, at times, be in tension or even in seeming opposition. We embrace this fact as a natural part of seeking to be the church in the world. We adopt these procedures for ministering to those among us who are known offenders of children and youth while maintaining our focus on protecting the children and youth of our church.

1. Known offenders are required to make their status and terms of probation,

if any, known to the Pastor.

2. The Session shall establish appropriate boundaries, in writing, governing the life of the offender within the church, including areas on campus where she/he may go unaccompanied. The Session members will receive training in protection of children and youth and in dealing with known offenders. No decisions made by the Session will conflict with any provisions of SPC's Child and Youth Protection Policy.
3. The known offender will give written acknowledgement and acceptance of SPC's Child and Youth Protection Policy and of the boundaries imposed.
4. At no time is a known offender to be assigned to ministries with children and youth. At no time is a known offender to congregate with children and youth.
5. At no time is a known offender allowed in areas of the church or grounds dedicated to children or youth or in use primarily by children or youth.
6. As circumstances warrant, the Pastor may identify a known offender to church employees and volunteers whose ministries should be informed.
7. Known offenders will receive the normal pastoral care afforded any member.
8. If a known offender disregard the terms established in this policy, or if a known offender disregard any boundaries or conditions set by the Pastor and the Session, the violation will be handled through the Rules of Discipline in the Constitution of the Presbyterian Church (USA).

G. Personal Conduct of Adults

1. Common expressions of affection (hugs), affirmation (pats on the back), support, or physical caretaking (diaper changing and helping small children in the rest room) are appropriate in this community of caring Christians.
2. Expressions of affection shall not be excessive or be imposed upon others. Employees and volunteers shall not touch or interact with children or youth in any way which is intended to be sexually stimulating. Any activity of this type is a violation of trust and completely inappropriate.

H. Oversight of Child and Youth Protection Policy

1. The Christian Education Committee, working with the Session, shall assume responsibility for the Child and Youth Protection Policy. Responsibilities include

the supervision and implementation of the policy, as well as education and training.

2. The intention of the Child and Youth Protection Policy is to protect. The Child and Youth Protection Policy is not intended to interfere with the nurturing, teaching, and supervising of our children and youth.
3. This Policy must be reviewed annually, and changes must be approved by the Session.

3. **FORMS**

1. Employment Application to Work with Children and Youth
2. Volunteer Application to Work With Children and Youth
3. Youth Application to Work With Children
4. Authorization and Request for Criminal Records Check
5. Policy Acceptance Form
6. Driving Form for Transporting Children and Youth
7. Accident Report Form Involving Children and Youth
8. Report of Suspected Instances of Sexual/Physical Abuse Form

4. CHECKLIST

INITIAL SETUP

1. Have all existing paid staff and volunteers:
 - A. Complete an application
 - B. Complete Criminal Background Check Form
2. Run background checks – contact an attorney’s office to do this
3. Train all staff, nursery school staff, Sunday School volunteers, Children’s church volunteers and nursery volunteers.

JANUARY

Annual review of Policy by Christian Education Committee

August/September

Schedule Policy training

**EMPLOYMENT APPLICATION
TO WORK WITH CHILDREN AND YOUTH
Sandston Presbyterian Church**

Thank you for providing the information requested below. This information is required of all individuals working in SPC programs for children and teenagers. The pastor will review this application and certify the applicant is approved for working with children and youth.

(Please print) **POSITION APPLIED FOR:** _____

FULL NAME _____

ADDRESS _____ **Town** _____, **Zip** _____

HOME TELEPHONE _____ **CELL PHONE** _____

DATE OF BIRTH _____

DRIVERS LICENSE # _____ **SOCIAL SECURITY #** _____

OCCUPATION(s) _____

CURRENT CHURCH MEMBERSHIP _____

LOCATION: _____ **PASTOR:** _____ **TELEPHONE:** _____

Have you ever used a name other than indicated above? NO YES
If YES, please state name used and explain

QUALIFICATIONS:

Schools Attended	Degrees Earned	Dates of Completion
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Employment Application to Work With Children and Youth
Sandston Presbyterian Church
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Applicant Name: _____

Continuing Education Courses Taken: _____ Dates Completed

Professional Organizations:

First Aid Training: [] No [] Yes Date Completed: _____

CPR Training: [] No [] Yes Date Completed: _____

PREVIOUS WORK EXPERIENCE:

CHURCH / ORGANIZATION *ROLE* *LOCATION*

VOLUNTEER EXPERIENCE:

CHURCH / ORGANIZATION *ROLE* *LOCATION*

Employment Application to Work With Children and Youth
Sandston Presbyterian Church

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Applicant Name: _____

List three references (not relatives) we can contact on your behalf:

Name: _____

Address: _____

Day Phone: _____ *Night Phone:* _____

Length of time you have known reference: _____

Relationship: _____

Name: _____

Address: _____

Day Phone: _____ *Night Phone:* _____

Length of time you have known reference: _____

Relationship: _____

Name: _____

Address: _____

Day Phone: _____ *Night Phone:* _____

Length of time you have known reference: _____

Relationship: _____

In caring for children, we believe it is our responsibility to seek adult staff that is able to provide healthy, safe, and nurturing relationships. Please answer the following questions accordingly. You may discuss any special concerns with the pastoral staff. Your responses will be held in strictest confidence.

Employment Application to Work With Children and Youth
Sandston Presbyterian Church

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Applicant Name: _____

Do you have an active faith in God? NO YES

Do you have a medical condition or history that could be contagious or limit your ability to provide childcare? NO YES. If YES, please explain.

Have you ever been convicted of a crime? NO YES. If YES, please explain and provide the nature of the conviction (*including driving offenses*), date, sentence received (including date and location), probation or parole office, and any other circumstances pertinent to the situation.

Have you ever been in treatment for drug or alcohol abuse? NO YES.
If YES, please explain.

Have you ever been convicted of child abuse, an offense related to child pornography, or a crime involving actual or attempted sexual molestation of a minor?
 NO YES. If YES, please explain.

Employment Application to Work With Children and Youth
Sandston Presbyterian Church

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Applicant Name: _____

Have you ever been the subject of a Child Protective Services investigation or similar investigation? NO YES If YES, what was the outcome?

Have you ever provided childcare or respite care in another area/state?
 NO YES. If YES, please provide the time period(s) and name, address and phone number of contact person(s) or organization(s).

NAME/ORGANIZATION: _____

ADDRESS _____

TIME PERIOD: _____ PHONE NUMBER: _____

NAME/ORGANIZATION: _____

ADDRESS _____

TIME PERIOD: _____ PHONE NUMBER: _____

Employment Application to Work With Children and Youth
Sandston Presbyterian Church

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Applicant Name: _____

NAME/ORGANIZATION: _____

ADDRESS _____

TIME PERIOD: _____ PHONE NUMBER: _____

I certify that the above information and statements are true and complete to the best of my knowledge, and authorize its use for the purpose of certifying me for working with children at Sandston Presbyterian Church. I understand additional screening beyond checking the above references may be desired, and that I will be informed and given an opportunity to refuse such screening before it is commenced.

APPLICANT'S NAME PRINTED: _____

APPLICANT'S SIGNATURE _____

DATE SUBMITTED _____

Provide For Coping:

1. Driver's License

Reference Check

Applicant Name: _____

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- 9. How would you feel about having the applicant as a volunteer worker with your youth?

- 10. Do you know of any characteristics that would negatively affect the applicant's ability to work with youth? If so, please describe them.

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

- 12. Please list any other comments you would like to make:

Applicant Certified Applicant refused Applicant conditionally approved

Comments:

Inquiry Completed By: _____ Date: _____

**VOLUNTEER APPLICATION
TO WORK WITH CHILDREN AND YOUTH**
Sandston Presbyterian Church

This form is a confidential and mandatory part of a process to help the church provide a safe and nurturing environment for our youth. Those responsible for the supervision and care of our youth are in a special position of trust and confidence. Therefore, everyone who works with our youth must complete this statement.

DATE: _____

NAME _____

ADDRESS _____

TELEPHONE# (H) _____ (W) _____ (C) _____

DRIVER'S LICENSE #: _____ SOCIAL SECURITY #: _____

OCCUPATION: _____

EMPLOYER: _____

SPECIAL INTERESTS, HOBBIES, AND SKILLS: _____

CHURCH MEMBERSHIP: _____

YOUTH WORK EXPERIENCE (VOLUNTEER OR IN YOUR JOB):

Church /Organization: _____

Address: _____

Type of Work: _____

Dates: _____

Volunteer Application to Work With Children and Youth
Sandston Presbyterian Church

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Applicant Name: _____

Church /Organization: _____

Address: _____

Type of Work: _____

Dates: _____

Church /Organization: _____

Address: _____

Type of Work: _____

Dates: _____

**LIST QUALITIES YOU HAVE THAT WOULD HELP YOU WORK WITH YOUTH?
(TALENTS, TRAINING, EDUCATION, ETC.)**

GENERAL QUESTIONS

Have you ever been charged with or convicted of child neglect or abuse?

NO ____ YES ____

Have you ever been the subject of a Child Protective Services investigation or similar investigation? NO ____ YES ____

Have you ever been charged with or convicted of physical or sexual abuse of an adult?

NO ____; YES ____

Volunteer Application to Work With Children and Youth
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Applicant Name: _____

Have any complaints or allegations of misconduct involving children been made against you? NO ____ YES ____

If the answer is yes to any of the above questions, please explain:

Have you ever been charge with or convicted of any criminal offense (including, but not limited to drug-related charges, other crimes of violence or theft? YES ____ NO ____

Have you ever been charged or convicted with a driving offense? YES ____ NO ____

I understand that SPC may contact the organizations or churches I have named, as part of its consideration of this application. I hereby release from all liability, any person or organization that provides information.

I certify that the information I have provided is true and correct. If any information provided in this application is found to be false, I understand it may be cause for immediate dismissal.

Signature _____

Date _____

**YOUTH APPLICATION
TO WORK WITH CHILDREN
SANDSTON PRESBYTERIAN CHURCH**

This form is to be filled out and signed by the parent or guardian of the applicant. This information is required of all individuals working in SPC programs for children and teenagers. A personnel committee that includes our Pastor will review this application and certify the applicant is approved for working with our children.

Full Name of Applicant _____

Address _____ *Town:* _____ *Zip:* _____

Home Phone: _____ *Cell Phone:* _____

Date of Birth _____ *Social Security # of Applicant:* _____

Driver's License # of Applicant: _____

School & Grade: _____

Current Church Membership: _____

Location _____ *Pastor* _____ *Phone #* _____

Have you ever used a name other than indicated above? NO YES. If YES, please state name used and explain

Previous Work Involving Children:

<i>ROLE</i>	<i>CHURCH/ORGANIZATION</i>	<i>LOCATION</i>
-------------	----------------------------	-----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

Youth Application to Work With Children
Sandston Presbyterian Church
Page 2
Applicant Name: _____

List references (not relatives) we can contact on applicant's behalf:

<i>NAME</i>	<i>ADDRESS</i>	<i>PHONE NUMBER</i>
-------------	----------------	---------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____

Has applicant ever been charged or convicted of a crime? NO YES. If YES, please explain and provide the nature of the conviction (including driving offenses), date, sentence received (including date and location), probation or parole office, and any other circumstances pertinent to the situation.

Has applicant ever been in treatment for drug or alcohol abuse? NO YES
If YES, please explain.

Youth Application to Work With Children
Sandston Presbyterian Church

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Applicant Name: _____

Has applicant ever been convicted of child abuse, an offense related to child pornography, or a crime involving actual or attempted sexual molestation of a minor?
 NO YES. If YES, please explain.

Has applicant ever been the subject of a Child Protective Services investigation or similar investigation? NO YES. If YES, what was the outcome?

Has applicant ever provided childcare or respite care in another area/state?
 NO YES. If YES, please provide the time period(s) and name, address and phone number of contact person(s) or organization(s).

Youth Application to Work With Children
Sandston Presbyterian Church
Page 4
Applicant Name: _____

Does applicant have a medical condition or history that could be contagious or limit your ability to provide childcare? [] NO [] YES. If YES, please explain.

I certify that the above information and statements are true and complete to the best of my knowledge and authorize its use for the purpose of certifying my son/daughter for working with children at Sandston Presbyterian Church. I understand additional screening beyond checking the above references may be desired and that I will be informed and given an opportunity to refuse such screening before it is commenced.

PARENT/GUARDIAN'S SIGNATURE _____

DATE: _____

Youth Application to Work With Children

Applicant Name: _____

(TO BE COMPLETED BY YOUTH WORKER)

In caring for children, we believe it is our responsibility to seek staff that is able to provide healthy, safe, and nurturing relationships. Please answer the following questions accordingly. You may discuss any special concerns with the pastoral staff. Your responses will be held in strictest confidence.

Do you have an active faith in God? [] NO [] YES

Why do you want to help with childcare at Sandston?

APPLICANT'S SIGNATURE _____

DATE SUBMITTED _____

For Office Use Only
REFERENCE CHECK

Applicant Name: _____

NAME _____ DATE _____

COMMENT _____

NAME _____ DATE _____

COMMENT _____

NAME _____ DATE _____

COMMENT _____

Applicant Certified Applicant refused Applicant conditionally approved

Comments: _____

Signature: _____ Signature Date _____

POLICY ACCEPTANCE FORM
Child and Youth Protection Policy
Sandston Presbyterian Church

I, _____ (please print name), accept the responsibility to nurture the Christian faith and well-being of the children and youth of SPC, and to care for them as Christ cares for me.

“I will tend the flock of God that is in my charge, exercising the oversight....willingly, as God would have me do it....(I Peter 5:2).

I have read the SPC Child and Youth Protection Policy and accept it.

I attended the required yearly training session on _____..

Signature _____ Date _____

**ACCIDENT REPORT FORM
INVOLVING CHILDREN AND YOUTH
Sandston Presbyterian Church**

Date of Accident: _____ Time of Accident: _____

Location of Accident: _____

Name of Youth Injured: _____

Address of Youth: _____

Town _____, VA Zip _____

Parent or Guardian: _____

Date Contacted: _____ Time: _____

Witnesses of Accident

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Description of Accident: _____

Signature of Person Making Report Date

**REPORT OF SUSPECTED INSTANCES
OF SEXUAL / PHYSICAL ABUSE FORM**
Sandston Presbyterian Church

Person Observing / Receiving Disclosure of Sexual Abuse:

Name _____ Date _____

Time _____ Place _____

Brief Notes _____

Victim's Name: _____

Age: _____ Date of Birth: _____

Victim's Date: _____ Time: _____

Place of Initial Contact with the Victim: _____

Victim's Statement: _____

Name of Accused: _____

Relationship of Accused: _____
(paid staff, volunteer, family member, etc.)

Report of Suspected Instances of Sexual / Physical Abuse Form
Sandston Presbyterian Church
Page 2

Person Observing / Receiving Disclosure: _____

Reported to Pastor: Date _____ Time _____

Summary: _____

Call to Victim's Parents / Guardian, If Advisable:

Date _____ Time _____

Spoke With: _____

Summary: _____

Call to Henrico Police: Date _____ Time _____

Spoke With: _____

Summary: _____

Report of Suspected Instances of Sexual / Physical Abuse Form
Sandston Presbyterian Church

Page 3

Person Observing / Receiving Disclosure: _____

Other Contact: Date: _____ Time: _____

Spoke With: _____

Summary: _____

Other Contact: Date: _____ Time: _____

Spoke With: _____

Summary: _____

Signature of Person Making Report

Date