

Sample Project Church Policy

**Sample Project Christian Reformed Church
A sample from Grand Rapids, Michigan**

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I. INTRODUCTION

A. Statement of Purpose

The primary purpose of the Safe Church Policy of Sample Project Christian Reformed Church (SPCRC) is to create an environment that nurtures the physical, emotional, and spiritual well-being of all children, youth, and vulnerable adults involved in church programs or functions.

A second but equally important purpose is to provide accountability and protection for all persons who have contact with children, youth, and vulnerable adults.

B. Responsibility for Implementation

Under the direction of the Education and Discipleship Committee, the Director of Administration along with the Director of Discipleship (Appendix A, p. 14) will:

1. Coordinate and implement this policy, including performing criminal background checks (Appendix B, p. 17).
2. Conduct training sessions at the beginning of each church program year, and at other times as needed.
3. Evaluate the policy by August 31st of each year and update it as needed. All policy changes will be approved by the Education and Discipleship Committee and then be presented to the Council for final approval.
4. Maintain a current file of signed forms, including the following:
 - a. Children and Youth Worker Application Form (Appendix B, p. 15-17)
 - b. Criminal Background Check Authorization Form (Appendix B, p. 17)
 - c. Children and Youth Worker Renewal Form (Appendix C, p. 18)
 - d. Participation and Release Form (Appendix D, p. 19)
 - e. Accident or Incident Report (Appendix E, p.20)

II. PROCESS AND EXPECTATIONS FOR VOLUNTEERS AND EMPLOYEES

- A. Each prospective volunteer and employee must complete the Children and Youth Worker Application Form (Appendix B, p. 15-17) and submit it to a Policy Administrator (Appendix A, p. 14). This application is to be completed by all applicants for any volunteer positions that could have access to children, youth, or vulnerable adults. An interview may also be conducted.
- B. Any individual who wishes to volunteer but is not a Sample Project member will give a Policy Administrator (Appendix A, p. 14) the name of his or her most recent pastor, teacher, or counselor who knows the person well. The Policy Administrator will contact that reference and request a written recommendation on the volunteer. In addition, a Policy Administrator will contact at least one other listed reference when processing each prospective volunteer's initial application.
- C. A criminal background check must be completed on persons who receive pay or stipend from Sample Project Christian Reformed Church (SPCRC) and on every volunteer who could have access to children, youth, or vulnerable adults.
- D. All volunteers and employees must attend a yearly training session on the Safe Church Policy of SPCRC. Training sessions will be held at the beginning of each church program year and thereafter as needed.
- E. A Children and Youth Worker Renewal Form (Appendix C, p. 18) will be completed annually and submitted to a Policy Administrator.
- F. No person with a felony conviction or child abuse conviction may serve in ministry to children, youth, or vulnerable adults. A person determined by a Policy Administrator to be a threat will be prohibited from working in ministry involving these populations at SPCRC.

III. GUIDELINES REGARDING ILLNESS AND DISEASE

- A. Parents should not bring a child with a contagious disease (including the common cold) to any children's program or event at Sample Project Church. A child with a contagious disease will not be allowed to participate in any children's program at Sample Project Church until all symptoms are gone. Contagious diseases include, but are not limited to, the following:

Chicken pox	Strep throat	Ringworm	Mumps
Influenza	Head lice	Common cold	Scarlet fever
Pink eye (conjunctivitis)	Measles	Impetigo	

- B. If a child shows symptoms of a contagious disease (except a common cold or influenza) after having attended a children's program at Sample Project Church, a parent of the child should notify the program leader, who will then notify the parents of the other children present at the same session as the sick child.
- C. Supervising adults and youth aides who experience symptoms of illness should immediately report this to the Nursery Coordinator, Director of Administration, or to a Safety Team member who shall select another screened individual to serve as a substitute for the remainder of the time period.

IV. GUIDELINES REGARDING INJURIES AND INFECTION CONTROL

- D. First-Aid kits, which include protective gloves, are available in the nursery, the worship center classroom, the church office, and in the kitchen. An additional large First Aid Kit is located near the AED, which is in the west coat area, upper level.
- E. Protective gloves should always be worn when treating wounds involving blood or other body fluids. If no gloves are available, plastic or other such material can be used to form a barrier between the treating person's hands and the wound. Apply direct pressure to the wound with clean material or the gauze provided in the First-Aid kit. After the wound is cleaned and bandaged, place all materials containing blood or other fluids in a sealable plastic bag from the First Aid Kit and give it to the custodian. If blood saturates carpets or furniture, inform the custodian as soon as possible to ensure proper clean-up. In the meantime, the affected area should be posted as off limits.
- F. Volunteers in programs serving children, youth, and vulnerable adults, are encouraged to become certified in cardiopulmonary resuscitation (CPR). The church offers CPR training on an annual basis. Posters reviewing CPR and choking management are posted in the nursery, the worship center classroom, and in the kitchen. All persons assisting in children's programs should take time to review them.
- G. Injuries or illness should be immediately reported to a child's parents. For Injuries, an Accident or Incident Report (Appendix E, p. 20) should be completed and given to a Policy Administrator (Appendix A, p. 14).
- H. It is the responsibility of the program leader to take a First Aid kit on any outing away from the church building.
- I. Protective gloves are not considered to be a substitute for hand-washing. All staff and volunteers should thoroughly wash their hands before and after the following activities: preparing to begin their responsibilities; diaper changing; personal wash room use; assisting a child with toileting; touching any food item; exposure to body fluids (including tears, runny nose, saliva, pus, blood, etc.); and at the conclusion of responsibilities.

V. GUIDELINES REGARDING SEVERE WEATHER AND FIRE

- A. **SEVERE WEATHER:** If the Grand Rapids Public Schools or the Grand Rapids Christian Schools cancel due to weather conditions, all church activities for that day will also be cancelled. If the watches or warnings listed in the next paragraph (considered to be life threatening in nature), are in effect for the time of a meeting or event, including one hour before or after, the meeting or event will be cancelled. When appropriate, responsible staff will report these cancellations to the local media 90 minutes prior to the scheduled start time.

This policy applies to the following watches or warnings: Tornado Warning, Severe Thunder Storm, Tornado Watch, Heavy Snow Warning, Winter Storm Warning, Blizzard Warning, Wind Chill Warning, and Lake Effect Snow Warning.

- B. **SUNDAY WORSHIP SERVICE POLICY:** The decision to cancel services will be made by the Chair of Council and the Pastor on Sunday morning. If possible, they will report this to the local media for broadcasting 90 minutes prior to the service start time. Also, an email will be sent to congregation members as soon as a decision is made.
- C. **TORNADO:** If a Tornado Watch or Warning is announced during a service or meeting, the event will be terminated. If a Tornado Warning is announced during an event, all participants will seek safety in the lower level until the "All Clear." In the event of uncertain weather during a worship service, an elder will monitor weather reports and notify the pastor if a tornado watch or warning is issued.

1. In case of a **tornado watch** (conditions are favorable) during a program:

If the weather advisory is in effect less than one hour before a scheduled activity, the activity will be cancelled, and leaders of the activity are to take reasonable steps to assure safety of all parties already present and apprise arriving parties of the situation.

2. In case of a **tornado warning** (a tornado has been sighted) during a program:

- a. Leaders will move the children to the closest basement room that is without windows and remain with the children until the "All Clear" is announced.
- b. Parents and other adults in the building will move to the basement fellowship room or closest basement or inside room without windows until the "All Clear" is announced.
- c. After the "All Clear" is given, children will be released to a parent or guardian.

D. **FIRE:**

In case of **fire**:

1. After counting the children in their charge, the leaders will lead them out of the room in single file, each child (younger only) holding the hand of the person in front of him or her. Any other adults present will bring up the rear. Exit should be made through the closest outside door unless that exit route is blocked by fire or smoke.
2. Children will be released to the custody of a parent or guardian as soon as possible.
3. If conditions are deemed safe, a designated adult will check all rooms to verify that all persons have been evacuated. If an adult or child is located, he or she will be led to safety.

VI. GUIDELINES PERTAINING TO CRITERIA FOR SAFE SUPERVISION

These guidelines are designed to protect children, youth, and vulnerable adults from harm, and protect persons involved in the ministry of Sample Project CRC who may be falsely accused. If any child abuse is suspected (physical, emotional, or sexual), volunteers should refer to “Responding to the Child” in Appendix G (p. 22) and “Reporting Suspected or Alleged Abuse” in Section XI (p. 12). All information will be kept confidential to the extent that it is legally possible to do. Please refer to Section X (p. 11) for important information about confidentiality.

- A. Policy-training sessions will be held at the beginning of each church program year. If necessary, additional training sessions will be held at other times during the year.
- B. At all church-sponsored functions involving the supervision of children, youth, or vulnerable adults, either the *Two Adult Rule* or the *Rule of Three* will be practiced.
 - 1. The *Two-Adult Rule*: At least two screened adults must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.
 - 2. The *Rule of Three*: At least three individuals (at least one must be a screened adult and the remaining two no younger than 5 years of age) must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.
- C. Prospective volunteers must be associated with the ministry of Sample Project CRC for at least six months before supervising children, youth, or vulnerable adults. This requirement may be waived by a vote of the Church Council based upon reports from church members in good standing who have personal knowledge of the prospective volunteer.

VII. NURSERY GUIDELINES PERTAINING TO CHILD-ABUSE PREVENTION

(A complete copy of Nursery Guidelines and Responsibilities are found in the nursery attendance book.)

These nursery guidelines are designed to protect children from harm and to protect persons involved in nursery care from being falsely accused. If any child abuse or neglect is suspected (physical, emotional, or sexual), volunteers should refer to “Responding to the Child” in Appendix G (p. 22), and “Reporting Suspected or Alleged Abuse” in Section XI (p. 12). All information will be kept confidential to the extent that it is legally possible to do. Please refer to Section X (p. 11) for important information about confidentiality.

- A. A nursery supervisor will be assigned to each shift. Only adults who are screened and have completed the Safe Church policy training sessions will be able to volunteer in the nursery. On a particular Sunday, the assigned adult Nursery volunteers will be unrelated.
- B. No child should be left unattended in the nursery at any time.
- C. Parents must sign in each child on the designated form when they arrive in the nursery. If the parent is unknown to the nursery supervisor, they will then be given a numbered token that matches the number assigned to their child. Special care instructions (including restroom assistance) must be noted on the sign-in form. A name tag must be attached to each child and to each child's diaper bag.
- D. Posted diaper changing procedures should be followed for the infants. An adult supervisor should provide minimal assistance for a child who is able to use the bathroom. Only one child should use the bathroom at a time.
- E. Accidents or illnesses must be reported immediately to the child's parent/guardian. An Accident or Incident Report (Appendix E, p. 20) should be filled out in case of accident or injury, one copy for the child's parents, one for the Nursery Coordinator (Appendix A, p. 14), and one copy for the Director of Administration (Appendix A, p. 14). Reports are available in the church office and in the Nursery notebook.
- F. Children in infant or toddler nurseries are to be picked up only by their parents, or by the person who brought them unless prior arrangements have been made. They will be dismissed after proper identification is made, either because the Nursery Supervisor knows the parent or upon return of the coordinating numbered token.

VIII. SUPERVISION GUIDELINES FOR CHILDREN'S WORSHIP AND CHURCH SCHOOL ON SUNDAYS

These guidelines are designed to protect children, youth, and vulnerable adults from harm and protect persons involved in the ministry of Sample Project CRC who may be falsely accused. If any child abuse or neglect is suspected (physical, emotional, or sexual), volunteers should refer to "Responding to the Child" in Appendix G, (p. 22), and "Reporting Suspected or Alleged Abuse" in Section XI, (12). All information will be kept confidential to the extent that it is legally possible to do. Please refer to Section X, (p. 11) for important information about confidentiality.

- A. A premises monitor is assigned to randomly observe classrooms where the **Rule of Three** is practiced. Definition of Rule of Three: At least three individuals (at least one must be a screened adult and the remaining two no younger than 5 years of age) must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.
- B. Bathroom procedure: Children who need assistance should be taken to a bathroom where the bathroom door has a window. If possible, volunteers the same sex as the child shall assist in bathroom use. No males should assist girls in bathroom use.

IX. SUPERVISION GUIDELINES FOR MIDDLE AND HIGH SCHOOL PROGRAMS

- A. Parents/guardians must return the Participation/Release Form (Appendix D, p.19) to **the** Policy Administrator at the beginning of each church program year. Program leaders will inform parents of relevant policies either via a letter or a parent meeting.
- B. For scheduled classes and events:
1. At programs and functions involving the supervision of children, youth or vulnerable adults, at least three individuals must be present at each function, and in each separate classroom, vehicle, or other enclosed area, where applicable, for all activities. In each such case, at least one of the three individuals must be a screened adult.
 2. A premises monitor will randomly observe classrooms or enclosed area where the “Rule of Three” is practiced. Definition of the *Rule of Three*: At least three individuals (at least one must be a screened adult and the remaining two no younger than 5 years of age) must be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving children, youth, or vulnerable adults.
 3. During scheduled classes or events, group leaders should know where their children, youth, or vulnerable adults are at all times.
 4. If a young person leaves an event without permission, the parents should be called immediately.
- C. For meetings with young people:
1. One-to-one meetings should be held in public places.
 2. A youth leader should avoid sitting and talking in a stationary vehicle with a youth.
 3. In a one-to-one meeting at a youth’s residence, a parent must be present in the room at all times.
 4. Parents or guardians should be notified of any transportation situations or of one-to-one or small-group meetings with youth under the age of 18. A message via email, text message or voicemail is adequate. If this is not possible, the leader should then notify a church staff member.
- D. Supervision of overnight events:
1. Prior to any overnight event, parents must have completed the Participation and Release Form.
 2. At least two unrelated leaders must be present at overnight events.
 3. Separate sleeping areas must be provided at all overnight events for males and females. Adults of the same gender as the youth will be assigned to the sleeping areas. Male and female adults will be present for all co-ed overnights.

Please Note: Sections X, XI and XII pertain to responding to any allegations of abuse or neglect that occur within Sample Project CRC or involve staff or volunteers from the congregation. Copies of relevant Michigan child welfare laws are kept by policy administrators for reference purposes in situations involving reporting requirements and Child Protective Services (CPS) investigations.

X. CONFIDENTIALITY

The abuse and neglect of children, whether alleged or proven, is very sensitive and can have a devastating impact on an alleged perpetrator, alleged victim, and any reporter of alleged abuse. The following measures are implemented to protect the privacy of all parties and to ensure that information about any alleged act is limited to essential persons:

- A. Need-to-Know: Those positions in the need-to-know category include the following: Pastor; Director of Administration; Director of Discipleship; Chair of Council; Elder of Education and Discipleship; the Pastoral Care Elders for the alleged victim and alleged perpetrator, respectively; a member or members of the Child Safety Team serving in an official liaison role with CPS (see section XI.E, p. 12).
- B. Knowledge regarding the names and information in any abuse allegations shall be limited to the positions listed in preceding paragraph on this page – A. *Need to Know*. Any request to release names of any involved party must be first cleared by the congregation's legal counsel.
- C. Violations of confidentiality by any person listed in Section A (p. 14) will be brought to the Church Council to determine any disciplinary action.
- D. Discussion by any committee or Council of the congregation shall be conducted without the actual names of involved persons being used. Instead, descriptions such as "reporter", "alleged offender", and "alleged victim" shall be used.
- E. For reasons of confidentiality, a liaison between the legal authorities or Child Protective Services and the church staff/Council will be appointed. This liaison may be a member of the Child Safety Team at Sample Project CRC.
- F. Rumors regarding any situation involving allegations will not be responded to. Persons with questions regarding any situation will be politely informed that the information is confidential.

XI. REPORTING SUSPECTED OR ALLEGED ABUSE

- A. Sexual, physical, or emotional abuse allegations by a minor involved in a church program, whether in a church facility or elsewhere, will be taken seriously and be handled confidentially (see Section X, p. 11). Please refer to Appendix F (p. 21), "Indicators of a Child's Potential Need for Protection" for signs and symptoms of abuse and Appendix G (p. 22) on how to respond to a child's report of abuse.
- B. A volunteer or staff member who has questions or concerns regarding possible child abuse should immediately contact a Policy Administrator or the Chair of Council (Appendix A, p. 14). Observations must be document in writing. A Policy Administrator and / or the Chair of Council may consult with members of the Child Safety Team of Sample Project CRC (Appendix A, p. 14) in the process of determining next steps. If it is determined that calling Child Protective Services (CPS) is the next step to be taken, the **CPS Hotline number is 855-444-3911. A church staff or volunteer may report alleged abuse to CPS without permission from a church staff member or Child Safety Team member.** After making such a report, the reporter should inform a church staff member of the report. Any person with reason to suspect that abuse may have occurred may consult with a Policy Administrator member before making a report to CPS. CPS may also be contacted for consultation in situations where advice on how to proceed is needed; this may be done anonymously.
- C. Per Michigan Child Protection Law, certain persons are considered mandated reporters, and are required to report suspected child abuse or neglect. These persons include, but are not limited to, the following: physician; dentist; physician's assistant; registered dental hygienist; nurse; audiologist; psychologist; licensed professional counselor; licensed social worker; school administrator, counselor or teacher; member of the clergy; or regulated child care provider. It should be clear that SPCRC is not required to investigate allegations, only report them to CPS. This policy also applies to allegations of abuse or neglect concerning staff or volunteers at Sample Project CRC, which may be reported by persons who are not part of Sample Project CRC.
- D. Only the Police or Child Protective Services is authorized to notify the alleged offender of the allegations against him or her.
- E. Involved church staff or volunteers are required to document in writing, using an Incident Or Accident Report Form (Appendix E, p. 20), their observations and/or actions, including any follow-up actions they take. This documentation will be kept in a confidential, locked location in the church office that is not accessible to any person except a Policy Administrator.

XII. RESPONSE TO ALLEGATIONS

- A. Sample Project CRC seeks to ensure that the alleged victim and alleged offender both receive appropriate pastoral care separately, whether provided by appropriate persons from within the congregation, or from resources from other congregations or in the community. Because of the high level of sensitivity and potential conflicts of interest, pastoral care from within the congregation may not be appropriate. When knowledge of an allegation becomes known to Sample Project CRC staff, a member of the pastoral staff, in coordination with the appropriate Pastoral Care Elder, will determine how best to offer pastoral care to the affected persons and their families. This includes providing assistance, as requested by the person or family, in locating pastoral care resources outside of Sample Project CRC. Pastoral care for the alleged offender will be offered only after it has been determined that he or she has been notified of any allegations by legal authorities.
- B. After being informed of any reported allegation, it is the responsibility of the Chair of Council, in consultation with the Pastor and a Policy Administrator (Appendix A, p. 14), to determine when to contact the congregation's legal counsel or the congregation's liability insurance carrier. This may be done before or after the investigation by CPS has been completed, at the discretion of the Chair of Council.
- C. A staff member suspected of abuse against a minor or vulnerable adult may be placed on administrative leave from his or her position, with or without pay, for up to 90 days or until the conclusion of the investigation, whichever is sooner. Similarly, a volunteer suspected of abuse against a minor or vulnerable adult, may be suspended from his or her position and any other responsibilities involving children until completion of the investigation. Such action also will be taken if the persons are the subject of allegations of abuse in settings outside of Sample Project CRC.
- D. If a staff member confesses to abusive acts, or is the subject of an "indicated" report by CPS or Police, he or she will be subject to dismissal in accordance with the congregation's Employee Handbook. If a volunteer admits guilt to abusive actions, or is the subject of an "indicated" report by CPS or Police, he or she will be immediately removed from his or her responsibilities or office and will not be considered for reentry or re-instatement.
- E. If the media and/or the larger community have knowledge of any incident, one person will be appointed by the Chair of Council (Appendix A, p. 14), to act as official church spokesperson for the purposes of preparing a public statement with accurate but limited information, and serving as the official contact for media. Church legal counsel may be consulted in preparing the statement. The Safe Church Ministry Director for the Christian Reformed Church of North America (CRCNA) (Appendix A, p. 14) may also be consulted on the best way to convey this information to the congregation and the larger community.
- F. If a current or former member of Sample Project CRC, who is now an adult, brings allegations of abuse against a current or former Sample Project CRC leader (deacon, elder, pastor, youth leader, etc.), the Classis East Safe Church Team should be contacted. The current representative from Sample Project CRC is listed in Appendix A on page 14.

APPENDIX A: IMPORTANT PHONE NUMBERS AND NAMES

CHILD PROTECTIVE SERVICES: **855-444-3911**

SAFETY POLICY ADMINISTRATOR:

SAFETY POLICY ASSISTANT ADMINISTRATOR:

CHAIR OF COUNCIL
(a/k/a Elder of Leadership and Administration):

CHILD SAFETY TEAM MEMBERS:

(names)	(phone numbers)
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CLASSIS (tbd) SAFE CHURCH TEAM:

Sample Project CRC representative:
tbd

NURSERY COORDINATOR:
tbd

CRCNA SAFE CHURCH MINISTRY DIRECTOR:
Bonnie Nicholas, (877) 279-9994 ext. 2735, bnicholas@crcna.org

INTERNET SAFETY RESOURCE: www.protectyoungeyes.com

APPENDIX B: CHILDREN & YOUTH WORKER APPLICATION FORM 2018/2019

This application is to be completed by all adults who could have access to children, youth, or vulnerable adults. An interview may also be conducted.

Circle the program(s) you are willing to serve, or will be serving with:

Nursery	Children's Worship	Respite Program	Sunday School
Middle School Youth Group	High School Youth Group	Friendship Program	Other _____

General Information:

Date _____ Full Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

E-mail Address _____

Date of Birth _____ / _____ / _____

Do you regularly attend our worship services? Yes / No

If yes, when did you start attending? _____ (Approx. date)

Ministry Information:

I have chosen to work in the ministries indicated above because...

Do you believe that Jesus Christ is your Savior and Lord, and are you committed to displaying the character of Jesus in your life? Yes / No

References: List 2 references whom you have known for at least 2 years, persons who are not related to you but who have specific knowledge of your character and ability to work with children, youth and vulnerable adults.

1. Sample Project CRC (or previous church) member or staff person:

Name: _____ Nature of association: _____

Length of time known: _____ Phone: _____ Email: _____

2. Other:

Name: _____ Nature of association: _____

Length of time known: _____ Phone: _____ Email: _____

Personal Disclosure Information: *Please circle appropriate response.*

1. Have you ever been arrested, convicted, or plead guilty to a crime? Yes / No

If yes, please explain: _____

2. Has your driver's license been suspended or revoked within the last 12 months? Yes / No

3. Is there any fact, circumstance, or pattern involving your background that would make it inappropriate for you to serve with minors or would compromise the integrity of the church?

Yes / No If yes, please explain: _____

4. Have you ever participated in, or been accused, convicted or pleaded guilty or no contest to abuse or any sexual misconduct?
Yes / No

Church History and Prior Ministry Involvement:

Previous church work involving children, youth, or vulnerable adults (*list church name, city, state, and type of work performed*) if any: _____

Previous non-church work involving children, youth, or vulnerable (*list each organization name, city, state, and type of work performed*) if any: _____

Applicant's Statement:

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or organizations listed in this application to give you any information (including opinions) that they have regarding my character and fitness in my work where I could have access to children, youth, or vulnerable adults. I authorize the release of the information contained in this application to any individuals who make decisions about placing applicants in available positions. In consideration of the receipt and evaluation of this application by Sample Project Christian Reformed Church, I hereby release Sample Project CRC and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I agree that, as long as I volunteer at Sample Project Christian Reformed Church in ministry to children, youth, and vulnerable adults, I will attend a Safe Church training session each year.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand.

Applicant's Signature: _____

Witness: _____ Date: _____

[illegible]

Authorization for Criminal Background Check

Important: A criminal background check must be completed on persons who receive pay or stipend from Sample Project CRC and on every volunteer who could have access to children, youth, or vulnerable adults.

I authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me whether local, state, or national. I hereby release local, state, and national law enforcement agencies from any and all liability resulting from such disclosure.

Applicant's signature: _____

Print full name, including maiden name if applicable: _____

Date of birth: _____ / _____ / _____

[illegible]

When a criminal background check is received, the original will be kept in a locked file and a copy will be given to the applicant. A criminal background check that reveals an arrest or conviction will be kept in strict confidentiality.

The Director of Administration and the Director of Discipleship are responsible for the security of such records.

APPENDIX C: CHILDREN & YOUTH WORKER RENEWAL FORM 2018/2019

Volunteers and Employees

Name _____ Daytime Phone _____

Address _____

City _____ State _____ ZIP _____

Age: _____ 18 or younger _____ 19-25 _____ 26 to 45 _____ 46 or older

Which area(s) of this ministry are you currently involved? _____

What other areas of this ministry, if any, do you plan to become involved? _____

Have you at any time ever:

- Been arrested for any reason? _____ Yes _____ No
- Been convicted of, or pleaded guilty or no contest to, any crime? _____ Yes _____ No
- Engaged in, or been accused of, any child molestation, exploitation, or abuse? _____ Yes _____ No

Are you aware of:

- Having any traits or tendencies that could pose any threat to children, youth, or others? _____ Yes _____ No
- Any reason why you should not work with children, youth, or others? _____ Yes _____ No

If the answer to any of these questions is "yes," please explain in detail:

Verification and Release:

I recognize that Sample Project Christian Reformed Church is relying on the accuracy of the information I provide on the Worker Renewal Application form. Accordingly, I attest and affirm that the information I have provided is true and correct.

I voluntarily release the organization and any such person or entity listed on this form from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background check if such a check is deemed necessary.

I agree to abide by all policies and procedures of the organization and to protect the health and safety of the children, youth or vulnerable adults assigned to my care or supervision at all times.

Printed name: _____

Signature: _____

Date: _____

PLEASE RETURN this form to the Safety Policy box, which is located on the file holding the congregation's folders, or to the church office. Thank you!

APPENDIX D: PARTICIPATION & RELEASE FORM 2018/2019

We (I) give permission for our (my) child(ren), _____, to participate in Sample Project CRC youth ministry events during the months of September, 2018-September, 2019. In addition, we (I) hereby agree to hold harmless the church or any person in its organization for the result of any negligent, willful, or intentional acts of our (my) child(ren) which requires repair and/or reimbursement of expenses. Further, authorization and permission are given to Sample Project CRC to furnish the above participant with any necessary food, lodging, and transportation to, from, and during any event which may or may not include student-driven vehicles. While our (my) child is attending an event, we (I) understand and accept that Sample Project CRC will provide supervision. Further, we (I), the parent(s) of said participant(s), hereby grant permission to the pastor, youth leader, or an adult volunteer acting on the child's behalf to authorize medical treatment, including but not limited to emergency surgery or medical treatment. In the event of sickness or injury to our (my) child(ren), we (I) assume responsibility for all medical bills, if any occur.

Further, if it is necessary for our (my) child(ren) to return home due to medical reasons or disciplinary action, we (I) assume all transportation costs.

Signatures required:

_____ Father	_____ Phone	_____ Date
_____ Mother	_____ Phone	_____ Date
_____ Legal Guardian	_____ Phone	_____ Date
_____ Print name of participant	_____ Print name of father	
_____ Print name of mother	_____ Print name of legal guardian	
Hospital insurance? ____ Yes ____ No		
Insurance company _____		
Policy and Group Number _____		
Physician _____		Physician Phone Number _____
Emergency Phone Number _____		
_____ Name	_____ Relationship	_____ Phone #

PHOTO RELEASE FORM

I grant permission to SPCRC to use photos of my children in the following ways: Sample Project CRC website, SPCRC Facebook page, PowerPoint presentations, and bulletin boards.

Parent/Guardian Signature

Date

Sample Project Christian Reformed Church Grand Rapids, Michigan

APPENDIX E: ACCIDENT OR INCIDENT REPORT

Name of Person(s) Involved: _____

Address of Person(s) Involved:

Phone Number: () _____

Date and Time of Incident: _____

Name of Parent(s)/Guardian, if applicable: _____

Location: _____

Description of Accident/Incident (i.e., how injured, others involved, type of injury, etc.):

Action Taken:

Report Submitted by: _____

Date: _____

Report Reviewed by Policy Administrator: _____

Please return this form to the church office to be forwarded to:

Brotherhood Mutual Insurance Company

APPENDIX F: INDICATORS OF A CHILD'S POTENTIAL NEED FOR PROTECTION

Excerpts from *Guidelines to Help Protect Abused and Neglected Children*.
Denver: American Humane Association, Children's Division. 1990.

**NOTE: One sign or indicator alone does not necessarily mean the child is abused.
But if several occur together or form a pattern, be alert to the possibility.**

Physical Abuse	<ul style="list-style-type: none"> • unexplained bruises (in various stages of healing), welts, human bite marks, bald spots • unexplained burns, especially cigarette burns or immersion burns (glove-like) • unexplained fractures, lacerations, or abrasions 	<ul style="list-style-type: none"> • self-destructive • withdrawn and aggressive—behavioral extremes • uncomfortable with physical contact • arrives at school early or stays late as if afraid to be at home • chronic runaway (adolescents) • complains of soreness or moves uncomfortably • wears clothing inappropriate to weather to cover body
Physical Neglect	<ul style="list-style-type: none"> • abandonment • unattended medical needs • consistent lack of supervision • consistent hunger, inappropriate dress, poor hygiene • lice, distended stomach, emaciated 	<ul style="list-style-type: none"> • regularly displays fatigue or listlessness, falls asleep in class • steals food, begs from classmates • reports that no caretaker is at home • frequently absent or tardy • self-destructive • school dropout (adolescents)
Sexual Abuse	<ul style="list-style-type: none"> • torn, stained, or bloody underclothing • pain or itching in genital area • difficulty walking or sitting • bruises or bleeding in external genitalia • venereal disease • frequent urinary or yeast infection 	<ul style="list-style-type: none"> • withdrawal, chronic depression • excessive seductiveness • role reversal, overly concerned for siblings • poor self-esteem, self-devaluation, lack of confidence • peer problems, lack of involvement • massive weight change • suicide attempts (especially adolescents) • hysteria, lack of emotional control • sudden school difficulties • inappropriate sex play or premature understanding of sex • threatened by physical contact, closeness • promiscuity
Emotional Maltreatment	<ul style="list-style-type: none"> • speech disorders • delayed physical development • substance abuse • ulcers, asthma, severe allergies 	<ul style="list-style-type: none"> • habit disorders (sucking, rocking) • antisocial, destructive • neurotic traits (sleep disorders, inhibition of play) • passive and aggressive—behavioral extremes • delinquent behavior (especially adolescents) • developmentally delayed.

APPENDIX G: RESPONDING TO THE CHILD

For informational purposes, the following set of guidelines pertains to information that a child may wish to disclose to an adult.

1. If a child asks to talk with you at church, provide a room (with a window) in which to speak privately.
2. Listen carefully to what the child tells you and respond in a supportive, nonjudgmental manner. Disclosing abuse is a scary thing for children, and they need to know they are supported.
3. Do not appear frightened or disgusted by the child's story, since this may cause the child to stop talking or to believe you are upset with him or her.
4. Avoid asking leading questions. Examples of what you could say: "Can you tell me more?" "Is there anything you need to add?" Do not try to convince the child that the story isn't true or that it didn't happen the way he or she reports it did.
5. Do not attempt to assess the truthfulness of the child's disclosure—that will be for trained professionals to decide. Assure the child you believe him/her and that you care about him/her.
6. Tell the child that whatever happened was not his or her fault and reassure the child that he/she does not deserve to be hurt by anyone.
7. Do not tell or suggest to the child that he or she has been abused.
8. Reassure the child that he or she did the right thing by telling you.
9. Do not promise not to tell anyone. Tell the child that you need to find help so the incident can be prevented from happening again.
10. Do not frighten the child by talking about police involvement or medical examinations to verify the complaint. Instead, share with the child that other people need to know what happened and that they will talk to the child later.
11. Do not ask the child to show you any bruises that are beneath the child's underwear or clothing; observe only those bruises that are accessible.
12. If you feel comfortable doing so, speak to the child and offer support in the following weeks and months.