

FPC Safety Policy



"Jesus said, 'Let the little children come to me,
and do not hinder them, for the kingdom of heaven
belongs to such as these.' "

Matthew 19:14

First Presbyterian Church
1684 Iowa Street; Dubuque, IA 52001
563-582-4944

Table of Contents

Introduction to our Safety Policy	1
Who can volunteer?	2
Screening and Training for Volunteers	3
Code of Conduct	4-7
General rules for all volunteers	
1. Appropriate Touch	
2. Two-Adult Standard	
3. Dismissal Procedures	
4. Restroom Procedures	
5. Medication Policy	
6. Discipline Policy	
7. Providing Transportation Policy	
Additional Age-specific & Program-specific Guidelines	
a. Nursery	
b. Youth Group & Special Events	
c. Adults	
Recognizing Abuse	8-9
Definitions of Child Abuse	
Recognizing Child Abuse	
Recognizing Adult Misconduct and Abuse	
Reporting Policies	10-12
State Law for Reporting Child Abuse	
FPC Protocol & Procedures	
Appendices	
A. DO's & DON'Ts of Discipline	13
B. Sample Code of Conduct Agreement for Volunteers to sign	14
C. Sample Background Check Authorization Form	15
D. Sample Permission Slip for special activities & Medical Release Form	16
E. Sample Nursery Care Form	17
F. Sample Incident Report	18

Introduction to our Safety Policy

Jesus loves and values “kids” of all ages, from babies to adults! It is our desire to provide an environment at First Presbyterian Church that reflects Christ’s love for all God’s children. We also value and greatly appreciate every one of our volunteers who serve the church in various ministries.

These safety policies are designed to both provide the safest place for our children and to equip volunteers to serve with joy. By intentionally reducing the risk of abuse in our church, we are helping to create a physically, emotionally, and spiritually safe place for children to “experience the Father’s love in Jesus Christ through the Holy Spirit” (our mission statement as a church!). Implementing procedures and policies is an act of worship and reflects our belief that God wants children of all ages to experience his love and respond in trust, love, and obedience.

For purposes of this policy, the terms “child” or “children” includes all infants to those who are nine years old. The term “youth” includes all persons ages ten to eighteen years. The term “worker” includes both paid and volunteer persons who work with children and youth.

Who can Volunteer?

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

a. Six Month Rule

No applicant will be considered for any volunteer position involving contact with children until he/she has been involved with First Presbyterian Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

b. Youth volunteers

FPC is blessed to have numerous teenagers volunteer to help take care of younger children. In order to provide a safe environment for children and provide an enjoyable volunteer experience, volunteers must be at least 14 years old. They must be screened, supervised by an adult, and never left alone with children.

c. Youth group volunteers

Those who volunteer with youth must be at least four years older than those they are serving.

d. Substitutes – FPC is blessed to have volunteers who teach children on a regular basis.

Realizing that there will be times when regular volunteers must be away, substitutes will be asked to fill in. The Christian Education (CE) committee will seek volunteers willing to substitute and who complete the Stage One Screening and Training guidelines. An active list of potential substitute teachers will be available for teachers to call. The CE chairperson should be notified of the date of the teacher's absence and the name of the substitute teacher to assure they have signed a Code of Conduct form and understand the policies in this manual.

Screening and Training for Volunteers

Volunteers are divided into the following three stages. The stages are dependent on the amount of contact volunteers have with children and require different levels of screening and training.

STAGE ONE: For all volunteers, including “substitutes.”

- Member or regular attendance at FPC for at least 6 months.
- Receive and read through this Safety Policy Handbook.
- Sign the code of conduct.

STAGE TWO: For all volunteers regularly teaching Sunday School classes, children’s church, and Vacation Bible School

- Complete all of stage one screening.
- Attend a training session on this safety policy once every three years.

STAGE THREE: For all volunteers regularly working in the nursery or with youth groups, chaperoning mission trips, and mentoring

- Complete all of stage one and stage two screening.
- Complete background check including criminal history check and provide references.

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, she/he will be unable to work with children and youth.

Code of Conduct

1. Appropriate touch

We believe it is imperative to set guidelines for policies and procedures in dealing with the many activities available for children and youth. We want to be as specific as possible in what is appropriate or inappropriate behavior in dealing with children and youth. However, in setting these standards we do not want to diminish the value and importance of touch when working with children/youth in our care. We want to be careful that our conduct is appropriate for the age group. Finally, though it seems obvious: a worker must not, under any circumstance, at any time, make any comments of a sexual nature or behave in an inappropriate sexual manner.

The following are “touch” guidelines when working with children/youth:

- a) For the sake of propriety and to avoid any possible unnecessary suspicions or false perception, we ask that all workers refrain from kissing any child (except their own).
- b) Appropriate touch is very important. Babies need to be held, youngsters need to be comforted, and teens need affirmation. Each requires touching. (Note: what is appropriate for one age group is not always appropriate for another).
 - **Infants** need to be patted, held, rocked, and hugged.
 - **Toddlers and Preschoolers** also need to be hugged or held from time to time.
 - **School-age children and teens** need a caring affirmation touch from an adult. However, care should be taken with this age group to avoid any contact that could be misinterpreted. In general, touching should be limited to high fives, handshakes, a pat on the arm or shoulder, or side-to-side hugs. Children of this age should not be held on a lap or knee. Youth group and Sunday school games between youth involving the guidelines above should be avoided. Before hugging a child/youth, ask permission (eg: “*You look like you could use a hug. May I give you one?*”). Any touch with a youth would be in respect to an established appropriate relationship with that youth by the worker.

2. The Two-Adult Standard:

Definition: The general rule in working with children/youth is the two-adult standard. Ideally, this standard is understood as two unrelated adults over the age of 18 years. If this is not possible, the two-adult standard may also be one adult over 18 and one youth (14 years or older). Note: Related persons may volunteer together, but legally are considered one person.

In every classroom of children (nursery through high school), two adults workers should be present at all times to safeguard against child abuse and false accusations of workers by children/youth. It also enhances team teaching and helps in case of emergencies. However, if situations arise where these standards cannot be met, the adult in charge should make sure the class is clearly visible through windows, or if no window is present, the worker should partially open the door to the hallway.

3. Dismissal Procedures

Children (nursery through preschool) should be dismissed to their own parents/guardians or others previously authorized by parent/guardian. Elementary school children may be dismissed on their own. This is a privilege, not a right, and can be revoked at any time by a parent or teacher. Parents are encouraged to designate a place where they will meet their child.

4. Restroom Procedures

As much as is reasonably possible, the two-adult standard is applied to restroom procedures for children in the nursery.

a) Nursery

As a general rule, only regular nursery staff should change diapers. If a regular nursery staff person is not present, an adult should change diapers.

b) Potty trained through Preschool

- Option One: If an individual child must go to the restroom, the worker should use the buddy system and take along a second child preferably of the same gender.
- Option Two: Take the whole class to the restroom together. Adults should avoid going into the stall with the child. If that is unavoidable, do not close the stall door behind you. Try to avoid being in the restroom alone with a child.

5. Medication Policy

It is the policy of First Presbyterian Church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home unless a life-threatening condition presents itself (asthma or severe allergic reaction). Parents of such children should address their situation with the child care provider to develop a plan of action.

6. Discipline Policy

The goal of discipline in a classroom is to create a positive environment where all the children will be able to learn about God without unnecessary distractions. Children should be given clear direction and guidance at their level of understanding. Occasionally, a child's conduct will be unacceptable for classroom learning. In these cases the misbehaving child should be told firmly that his or her conduct is inappropriate, and given examples of what would be appropriate in that situation. Brief time-outs or supervised separation from the group may be appropriate means of discipline on an occasional basis. The parent/guardian, as well as the pastor, should be informed of the inappropriate conduct.

The following acts are **never** permissible as forms of discipline:

- Corporal punishment or threats of corporal punishment.
- Children must not be humiliated, yelled at, rejected, or shamed.
- Punishment must not be associated with food, naps, or toilet training.
- Wetters must not be shamed or punished.

SEE APPENDIX A for a helpful list of "DO's and DON'Ts of Discipline"

7. Providing Transportation Policy

Any event where volunteers provide transportation for children and/or youth requires a permission slip from parents/guardians. Volunteers who drive children must be insured adult drivers. Children must wear safety belts and use car seats where mandated. Volunteers should take care to follow the two-adult rule while driving with youth.

8. Additional Age-specific & Program-specific Guidelines

In addition to the general conduct policies listed above, particular age groups and programs require additional care.

a. Nursery

- **Nursery Information Form** - Each parent is asked to fill out an information form for nursery-age children. This form provides basic information for volunteers: name, age, allergies, and names of those authorized to pick-up children. These forms are available for volunteer reference in the nursery.
- **Nametags** - Please fill out a nametag for each child new to the nursery and stick it on his or her back. Do not use safety pins to attach nametags. If a child has a food allergy that is important to note, please write it on the bottom of his or her nametag.
- **Snacks** - See approved snack list in nursery.
- **Diapers** - See "restroom procedures" above.

b. Youth Groups and Special Events

- **Parent/Guardian Permission** - Any church-sponsored event outside of church grounds or a “high-risk” event for youth at the church without parents (*eg. overnight Lock-ins*) requires parental/guardian permission. An example of FPC’s permission slip is on back page of this policy.
- **Communication** - Volunteers should always have a means of contacting parents/emergency contacts during special events (*eg. carry a cell phone*)
- **Videos & Music** - All media used at events with youth should be screened by adult volunteers. The basic guideline for use of videos and music is to ask if their content can be used to teach discipleship in a manner that honors God and neighbor.
- **Games** - Games involving questionable touch between children/youth (*eg. Sardines*) and games that isolate children/youth should be avoided.

c. Adults

When adults gather at the church for meetings, Bible study, fellowship events, group work, etc., the preferred practice is for there be at least three persons or, if only two, that they be of the same gender.

Recognizing Child Abuse

Definitions of Child Abuse

The following is an abbreviated list of what constitutes child abuse. For the full report of definitions of abuse in the State of Iowa, see “*State of Iowa: Child Abuse: A Guide for Mandatory Reporters.*” ([http:// www.idph.state.ia.us/](http://www.idph.state.ia.us/))

Physical Abuse: non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child

Mental Injury: harm to a child’s ability to think, reason, or have feelings. This may be shown by impairment in the child’s ability to function within the age-appropriate range of performance and behavior.

Sexual Abuse: includes the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct). See Iowa Code, Chapter 709, Iowa Code section 726.2, or Iowa Code section 728.12, subsection 1.

Denial of Critical Care: failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child’s health and welfare when financially able to do so or when offered financial or other reasonable means to do so.

Recognizing abuse

The following physical and behavioral indicators are listed signs of possible child abuse for you to consider (it is not all-inclusive). The indicators need to be evaluated in the context of the child’s environment. The presence of one or more of these symptoms does not necessarily prove abuse. Resource: “*State of Iowa: Child Abuse: A Guide for Mandatory Reporters*”

Physical Indicators

- Unusual or unexplained burns, bruises or fractures
- Irritation, pain, or injury to the genital area
- Venereal disease
- Consistent hunger, poor hygiene, inappropriate dress
- Substance abuse
- Discomfort when sitting

Behavioral Indicators

- Extreme aggression
- Withdrawal
- Unusually seductive behavior

- Being uncomfortable with physical contact or closeness
- Knowledge of sexual matters beyond their normal developmental age
- Afraid to go home
- Fear of a person or an intense dislike of being left with someone
- Developmental or language delays
- Regressive behavior (a child acting much younger than they are)
- Recurrent nightmares
- Acting apathetic or depressed
- Compulsive overeating or extreme loss of appetite

Recognizing Adult Misconduct & Abuse

First Presbyterian Church does not condone any type of harassment of this nature. Any harassment or abuse should be reported to the pastor. Reported harassment will be treated as any other reported abuse.

Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct.

Definitions:

Sexual harassment; defined for this policy is as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in an institution;
- b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or
- d. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.

Sexual Malfeasance; as defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.

Misuse of technology; use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse.

Reporting Policies

State Law for Reporting Child Abuse

Resource: State of Iowa: Child Abuse: A Guide for Mandatory Reporters

The law requires the reporting of suspected child abuse to the Department of Human Services (DHS), Child Protective Services. It is not the reporter's role to validate the abuse. The law does not require you to have proof that the abuse occurred before reporting. The law clearly specifies that reports of child abuse must be made when the person reporting "***reasonably believes a child has suffered abuse.***"

1. An oral report is required and must be made to DHS within 24 hrs of the suspected abuse.
2. A written report is required and must be made to DHS within 48 hrs of the oral report.
3. Law enforcement may be contacted if the reporter believes a child to be in immediate danger.

Reports are made in terms of the child's possible condition, not in terms of an accusation against parents. A report of child abuse is not an accusation, but a request to determine whether child abuse exists and begin the helping process.

FPC Protocol

A person needing to report that a member, officer, employee, or volunteer of the PC(USA) has committed abuse and/or sexual misconduct is encouraged to seek guidance from a PC(USA) minister or elder regarding filing a report.

If the person who is accused of committing misconduct is a member, elder, deacon, volunteer, or employee of a congregation, the report of allegations should be made to the pastor, the clerk of session, or the chair of the personnel committee.

If the accused is the pastor, the presbytery has jurisdiction in disciplinary cases and will be notified. Their procedures are set forth in the Rules of Discipline of the *Book of Order (D-10)*.

If the accused is a member or a nonmember employee or volunteer, the church will respond by assembling a response team that adheres to the following guidelines:

FPC's Response to Reports of Suspected Abuse/Harassment

1. Listen to the report and take it seriously.

A. If a child/adult reports abuse to me:

1. Believe the person. *Do Not* question the person. Leave this to those trained to ask questions.
2. Tell the person that you are sorry he/she is hurt and scared, and that you will try to protect him/her from further abuse. Be supportive and reassuring.
3. Report abuse to the pastor.
4. Be prepared to complete an Incident Report (see Appendix F)

B. If I suspect abuse:

1. Refer to the 'definitions' and 'recognizing abuse' sections of this policy. Ask yourself if there is a "reasonable cause," based on these definitions and indicators.
2. *Do Not* question the person about your suspicions.
3. Report suspected abuse to pastor.

When we see something that causes us concern or makes us feel uneasy, it is sometimes difficult to find the "right words" to use when we report our concerns. To avoid misunderstanding or uncomfortable situations it is important to think through what you want to say before you report suspicions. Make sure you can explain in your report exactly what you saw and the reasons you are concerned.

Please remember that communicating concern is not an accusation. Communicating concern does not ruin reputations. Communicating concern does not destroy people. If you talk to anyone other than the appropriate person to report to, you run the risk of doing all three.

2. **Prevent interaction.** Separate the person and others from the alleged abuser. This will be private and confidential. Prompt comfort, support and safety will be given the child/youth by two appropriate adults.
3. **Notify law enforcement and/or the Iowa Department of Human Services as necessary/required.**
4. **Contact parents/guardians if the person is a minor.**

5. Assemble the “response team.”

A response team will be formed to handle accusations and cases of sexual abuse and harassment. The pastor should be a member of this committee unless he or she is involved in the case. The clerk of session should also be on this committee and two other members of the church (preferably the chairpersons of the Christian Education and the Personnel Committees). The response team should be formed and ready at all times.

Cases involving sexual harassment should be referred to the session through the clerk of session, pastor or an elder trusted by the party involved. Details will be kept confidential. The session will then be informed that a case of sexual harassment has been referred to it. The special committee will then be convened and will investigate the particulars and will decide on a course of action. All information about the case and deliberations will be kept confidential in a locked file in the church office. The session will then be informed of the course of action.

6. Seek legal advice and counsel.

7. Gather pertinent material and information. Remember this is information collection only, not an investigation.

The response team will:

- a. Interview and receive a written statement from the person making the accusation
- b. Interview any witnesses to the alleged abuse
- c. Interview the accused abuser

8. Notify law enforcement and/or the Iowa Department of Human Services as necessary/required.

9. Notify the church insurance company of any legal ramifications of alleged abuse.

10. Communicate with the congregation: In some cases it may be necessary to inform the congregation of incidents involving sexual misconduct. The key in such communications is avoiding any type of falsity or malice or reckless indifference. Access to these records will be limited to the current clerk of session, and pastor.

11. Take care to extend pastoral care to all parties involved.

Do's & Don'ts of Discipline

A quick list for checking your discipline

Please DON'T...

- **laugh at a child**
- **threaten for misbehavior (makes teacher responsible)**
- **ignore child because he/she behaves badly**
- **try to change a child through nagging**
- **expect trust unless you...**
- **become angry**
- **be vague in your expectations**
- **constantly make exceptions**
- **punish; it focuses on past behavior**
- **be unyielding, insist on always being right**
- **be uninvolved**
- **threaten**
- **criticize efforts**
- **try to reason during a crisis**
- **tolerate physical assault on others**
- **allow name calling or labeling**

...instead DO

- **develop a sense of humor**
- **define limits and consequences (makes child responsible)**
- **ask yourself, "How do I feel about this child?"**
- **influence him or her by your own proper attitudes**
- **....first earn a child's respect**
- **act in response to misbehavior**
- **tell the child exactly what you want him to do**
- **act consistently with expectations and follow-through**
- **enforce consequences; they focus on future good behavior**
- **say "I'm sorry" when you're wrong**
- **get to know each child**
- **act**
- **show appreciation**
- **wait for calm time to ask child for ideas for solution to behavior**
- **protect all students from harm**
- **accept every child just as she is**

Code of Conduct Agreement

This Code of Conduct agreement is for all volunteers to sign. It is a summary of FPC’s safety policies and is meant to accompany the full Safety Policy Handbook.

❖ **The Basic Rule** - I will treat children, youth, and adults with respect and dignity. I will in no way use my position as a volunteer/staff member to mistreat anyone. I will seek to show God’s love to all in appropriate manners.

❖ **I have read and understand the guidelines as outlined in the Safety Policy Handbook regarding:**

- 1. Appropriate Touch**
- 2. Two-Adult Standard**
- 3. Dismissal Procedures**
- 4. Restroom Procedures**
- 5. Medication Policy**
- 6. Discipline Policy**
- 7. Providing Transportation**
- 8. Additional age-specific & program-specific guidelines**
 - a. Nursery**
 - b. Youth Group & Special Events**
 - c. Adult Gatherings**
- 9. Recognizing Abuse**
- 10. Reporting Policies & Procedures**

❖ **Please read carefully before signing. Return the signed copy of the Code of Conduct to the church.**

I acknowledge that I have read and agree to follow the code of conduct as outlined in FPC’s Safety Policy Handbook to the best of my ability. I affirm that I have never been convicted of mistreating a child in any way. I further affirm that I will do my best to honor God and others in my service with children and youth at FPC.

❖ **Print Name** _____

❖ **Signature** _____ **Date** _____

**First Presbyterian Church of Dubuque Background Check Authorization
(a Member of John Knox Presbytery)**

Print Name: _____
(First) (Middle) (last)

Former Names(s) and dates when used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip State)

Previous Address From _____
(Mo/Yr) (Street) (City) (Zip State)

Social Security Number: _____

Telephone Number: _____

Driver's License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize The First Presbyterian Church of Dubuque (a member of John Knox Presbytery) and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education, background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or any public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to First Presbyterian of Dubuque (a member of John Knox Presbytery) of its agents. I further authorize the complete release of many records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release First Presbyterian of Dubuque (a member of John Knox Presbytery), the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates, because of compliance with this authorization and request to release.

Signature: _____ **Date:** _____

Permission Slip**Event:** _____**Participant's Name** _____

I hereby grant permission for my child to participate in the above activity with First Presbyterian Church.

I authorize the treatment, by a qualified and licensed medical doctor, of the minor listed above in the event of any medical emergency which, in the opinion of the attending physician, is necessary and I/we cannot be reached after reasonable effort has been made to secure my personal consent.

Signed: _____ **Date:** _____
(parent or legal guardian)**Home Phone:** (____) _____ **Work/Cell Phone:** (____) _____**Medical Release****Emergency Contacts:**

1. Name: _____ Relationship to Participant _____

Home/Day Phone (____) _____ Cell Phone (____) _____

2. Name: _____ Relationship to Participant _____

Home/Day Phone (____) _____ Cell Phone (____) _____

Medical Insurance Co. _____ Phone (____) _____

Policy #: _____

Primary Care Physician: _____

Address: _____

Telephone Number (____) _____

Special Medical Conditions--Allergies, chronic illness, or other conditions:

Current Medications: _____**Date of Last Tetanus shot:** _____

Welcome to FPC's Nursery!

Nursery Information Form

Child's Name _____ **Date of Birth** _____ **Age** _____

Parent/Primary Caregiver Names _____

Address _____

Home Phone: _____ **Work/Cell Phone:** _____

Allergies: _____

What to do when I'm sleepy: _____

What to do when I'm hungry: _____

Other Concerns: _____

Who can pick me up after church/events: _____

I hereby grant permission for my child to receive care in the nursery at First Presbyterian Church. I understand that in the event of an emergency, every effort will be made to contact me. If I am unable to be reached after reasonable effort, I authorize the treatment, by a qualified and licensed medical doctor, of the minor listed above in the event of any medical emergency which, in the opinion of the attending physician, is necessary.

Signed: _____ **Date:** _____
 (parent or legal guardian)

Emergency Contacts (other than primary caregivers):

1. Name: _____ **Relationship to Child** _____

Home/Day Phone _____ **Cell Phone** _____

2. Name: _____ **Relationship to Child** _____

Home/Day Phone _____ **Cell Phone** _____

Primary Care Physician: _____ **Phone** _____

Hospital Preference: _____

Incident Report Form
(Please print all information)

Date of incident _____ Time of incident _____

Name of child/youth involved _____
(A separate form should be completed for each child involved in order to keep the information confidential)

Address of child/youth _____

Phone number of child/youth _____

Name of parent/guardian _____

Location of incident _____

Name of person(s) who witnessed the incident

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Please describe incident as seen/heard and actions taken

Any additional relevant information, please document

Signature of person completing this form Date

Upon completion of this form, immediate contact should be made with a church staff member who is a member of the Response Team (Pastor, Clerk of Session, Chairman of Personnel, or Chairman of Christian Education.)

This form may be used to report any suspicion of abuse as well as an accident.