

**Unitarian Universalist Church in Reston
Child and Youth Safety Policies and Procedures**

Section-Number: XX-XX

Subject: Child and Youth Safety Policies and Procedures

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Adopted By:

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I. Introduction

Unitarian Universalists choose to covenant with one another. Our covenant is not a creed or doctrine. It does not dictate correct or specific belief or dogma. It does describe our relationships with one another. It is a voluntary and unconditional agreement to act in ways that express the values of our Unitarian Universalist principles.

We, the members of the Unitarian Universalist Church in Reston, believe that our commitment to affirm and promote the inherent worth and dignity of every person, justice, equity, and compassion in human relations, spiritual growth, and the use of a democratic process within our congregation compels us to create and maintain a safer environment that protects children and adults from harm and promotes their spiritual growth.

II. Policy Scope

Abuse of any kind, whether it be between adults and youth, between adults and adults, or between youth and youth, is not tolerated within our church community. This policy focuses specifically on sexual, physical, and emotional abuse of children/youth.

Many people think that child abuse is limited to physical harm. Child abuse includes: physical abuse; physical neglect; sexual abuse; and emotional/mental maltreatment.

Physical injuries, severe neglect, and malnutrition are more readily detectable than the subtle, less visible injuries which result from emotional/mental maltreatment or sexual abuse. However, all types of abuse and neglect may endanger or impair a child's physical or emotional health and development.

III. Child Safety Policy

In creating and adopting this policy, the members and friends of UUCR accept our responsibility to define abuse, educate our congregation about it, and implement policies and procedures that will create a climate of safer, love, and awareness.

A. Defining Abuse of Children and Youth

1. In Virginia, the department of Social Services operates a CPS Hotline 24/7 to support local departments of social services by receiving reports of child abuse and neglect and referring them to the appropriate local department of social services. The CPS Hotline is staffed by trained social workers.
 - a. In Virginia: (800) 552-7096
 - b. Out-of-state: (804) 786-8536
 - c. Hearing-impaired: (800) 828-1120
2. Abuse can be mental, emotional, physical or sexual. People may be guilty of abuse if they personally inflict the abuse, or if they cause or permit a child to be in a situation that results in the abuse.
 - a. A mental or emotional injury is one that "results in an observable and material impairment in the child's growth, development or psychological functioning."
 - b. A physical injury is one that results in substantial harm (or the genuine threat of substantial harm) to the child.
 - c. Sexual abuse is any sexual conduct that is harmful to a child's mental, emotional or physical welfare.
3. While everyone should to be concerned about child abuse and neglect, specific professionals and others are required to report suspected child abuse and neglect. This policy is provided to assist those persons who are mandated to report suspected child abuse and neglect.
4. Code of Virginia requires reporting of child abuse as follows:
The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, 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's toll-free child abuse and neglect hotline:
 - a. Any person licensed to practice medicine or any of the healing arts;
 - b. Any hospital resident or intern, and any person employed in the nursing profession;

- c. Any person employed as a social worker or family-services specialist;
- d. Any probation officer;
- e. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
- f. Any person providing full-time or part-time child care for pay on a regularly planned basis;
- g. Any mental health professional;
- h. Any law-enforcement officer or animal control officer;
- i. Any mediator eligible to receive court referrals.
- j. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
- k. Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children;
- l. Any person who is designated a court-appointed special advocate.
- m. Any person 18 years of age or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;
- n. Any person employed by a local department who determines eligibility for public assistance;
- o. Any emergency medical services provider certified by the Board of Health unless such provider immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith;
- p. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team;
- q. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs; and
- r. Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client.

B. Education

The successful implementation of this policy requires that we educate our congregation about what constitutes sexual abuse, situations at church that could put people at risk, and the rules and procedures that we have adopted together. As we educate people, we need to make sure that we do so in a way that emphasizes love, awareness and action. It is important that we avoid creating an environment of fear or suspicion.

Towards these ends, we will:

1. Create, keep up to date, and make available a Child Safety Policy (this document) that provides information about child sexual abuse prevention, an

explanation of inappropriate behavior, unsafe situations to avoid, and what reporting is required if abuse occurs.

2. Obtain and make available the Virginia statutes addressing child abuse and mandatory reporting of child abuse.
3. Include a discussion of child safety as part of the annual CYFD teacher training and provide copies of this policy for all CYFD teachers and youth advisors.
4. Provide an overview of this policy to be included in the new member packet, and include this documentation on the UUCR web site.

C. Selection and Screening of Staff & Volunteers

Child/Youth Faith Development (CYFD) teachers and other volunteers working with children and youth:

1. Will be at least 25 years of age to work with high school youth.
2. Will be at least 21 years of age to teach other CYFD classes (an 18-20 year old may teach as the second adult with someone who is 21 or older).
3. Will have been an active participant in UUCR for at least six months, unless a verbal recommendation from another UU Director of Religious Education (or equivalent title) is provided attesting to prior religious education experience in a congregation
4. Will have completed a screening form (see appendix).
5. Will have had two references checked
6. Will have passed a criminal background check at least once every three years.
7. Will have attended at least one teacher training session (new teachers only)
8. Will have read, understood and signed the Code of Ethics for Persons Working with Children and Youth annually (see appendix)
9. Will have valid driver's licenses, liability insurance, and current state safety inspection stickers on their vehicles if they are to transport children/youth to church-sponsored activities.

Paid staff members who work with children will also meet the above criteria.

D. Supervision

1. Child/Youth Faith Development Classes
 - a. UUCR follows the generally accepted "Two Person Rule." Whenever the church sponsors an activity involving children under 18 years of age, whether it is on or off premises, two properly screened persons should be present at all times in each room, vehicle, or other enclosed space. No child should ever be left alone with just one worker present without the express written permission from parents.
 - b. Two people are required to be present during any church activity where the church is taking responsibility for the care of UUCR children/youth, including but not exclusive to Sunday morning CYFD classes and nursery care, and childcare or supervision for other church events (committee meetings, youth events, Canvass Dinner, etc.).

- c. For CYFD classes (which excludes nursery care), the minimum age of the CYFD teachers is to be consistent with the CYFD Teacher guidelines listed in Section C above. Adults who accompany youth from other UU churches to attend district youth activities held at UUCR will be screened by their home churches according to their own policies.
- d. Sunday morning nursery care requirements are covered in the childcare section below.

2. Childcare Guidelines

- a. Programs that involve children and youth shall always include adequate supervisory personnel or they will be cancelled or postponed. Supervision shall be maintained before and after the event until all children are in the custody of their parents or legal guardians. A program with only one child or youth present, without the specific approval of the parent or legal guardian, will be canceled or postponed.
- b. Childcare needs for infants, toddlers, preschoolers and elementary children are not the same. It requires a variety of skills and planning to properly take care of kids of varying ages during UUCR events. With these needs in mind, the CYFD Committee and CYFD staff recommend following these guidelines when offering childcare at UUCR.
- c. In order for us to be in compliance with County guidelines, parents must remain on site during our childcare programs.

E. Parents On-site

1. Infant and Toddler Childcare

- a. Infants and Toddlers (ages 6 months to approximately 3 years) are typically cared for in the Sunshine Room (Room 5).
- b. Two caregivers must be present with the group at all times. A ratio of one caregiver per three children is recommended. At least one responsible adult must be present at all times. In addition, one or more approved teen caregivers who are at least 16 years of age, a parent of one of the infants or toddlers present, or other screened and background checked adults are acceptable as the second caregiver.
- c. In some situations, it is acceptable for the two-person rule to be satisfied by having the adult caregiver and his/her infants and toddler charges join a group of older children with two teachers or caregivers. This situation most often occurs during Sunday mornings when only one or two children require infant/toddler care, and it's easier to have that group move to a room where a CYFD class is in session, rather than recruiting a second adult to oversee only one or two children.
- d. When changing diapers, caregivers must use a waterproof pad, diapers and wipes provided by the parent. This is best done on the floor to eliminate the potential for a fall. Soiled diapers must be put in a plastic bag and disposed of immediately. The caregiver must wash hands after changing a diaper.

- e. Food must not be given to the infant or toddler unless the parent provides it. This is a precaution based on concerns for allergies, food-readiness, and calories.
- f. Activities for infants and toddlers may include the use of toys located in cabinets marked UUCR, vinyl and board books, age-appropriate games (no small choking hazards), playdough, and simple arts and crafts. Play materials are available in the Sunshine Room cabinets marked 'UUCR' and also in the Youth Room cabinets or closet.

2. Preschool Childcare

- a. Preschoolers (approximately ages 3 to 5) may be cared for in the Sunshine room and the outdoor playground, or in another classroom.
- b. Two caregivers must be present with the group at all times. A ratio of one caregiver per three children is recommended. One adult plus one or more teenage assistants (ages 16 years or older) is an acceptable arrangement. Two or more teen caregivers (ages 16 or older) are acceptable for this age group, provided that parents of the children are on site, and one or more adults overseeing the program (checking in from time to time and making sure guidelines are followed) are also on the premises.
- c. Walks or hikes on the nearby trails (on or bordering church property) are permissible if a note is left on the classroom door indicating where the group is, when you'll be back and the number of the cell phone being carried by the childcare provider. Caregivers should carry a working cell phone on such excursions.
- d. Food may be given to preschool children only if parents have provided allergy information, have approved the food available, or have provided the food.
- e. Activities for preschool children may include the use of toys located in cabinets marked UUCR, books, games and craft materials. Play materials are available in the Sunshine Room cabinets marked 'UUCR' and also in the Youth Room cabinets or closet.

3. Elementary-aged Childcare

- a. Childcare for children in Kindergarten through Grade 6 may be in the Sunshine Room, the Youth room, or another classroom, plus the outdoor playground.
- b. Two caregivers must be present with the group at all times. A ratio of one caregiver per five children is recommended. One adult plus one or more teenage assistants (16 and older) is an acceptable arrangement. Two or more teen caregivers (ages 16 or older) are acceptable for this age group, provided that parents of the children are on site, and one or more adults overseeing the program (checking in from time to time and making sure guidelines are followed) are also on the premises.
- c. Walks or hikes on the nearby trails (on or bordering church property) are permissible if a note is left on the classroom door indicating where the group is, when you'll be back and the number of the cell phone being

carried by the childcare provider. Caregivers should carry a working cell phone on such excursions.

- d. Food may be given to elementary children only if parents have provided allergy information, have approved the food available, or have provided the food.
- e. The provider must have a few simple activities prepared, such as simple crafts or games, that will be engaging for elementary aged children. Activities for elementary-aged children may include the use of toys, books, games, outdoor sports when appropriate, and arts and crafts. Play materials are available in the Sunshine Room cabinets marked 'UUCR' and also in the Youth Room cabinets or closet.

4. Mixed Age Care

- a. Older children may be cared for along with younger children if there are a manageable number of children, and the number of adults is in proper ratio to the numbers and ages of children (a minimum of two adults; a minimum of one adult per 3 younger children, plus one adult per 5 older children.) If the room becomes too full, older children can be cared for in a separate classroom.
- b. Two caregivers must be present with a group at all times. For mixed age care, at least one adult supervisor who can direct activities or more actively monitor behavior is required.

F. Parents Off-site

- 1. Parents of children ages 12 and younger must be onsite when their children participate in UUCR activities.
- 2. UUCR recommends parents use their own family or neighborhood babysitters. However, if an exception is made and Childcare is provided during off-site events in the UUCR building, such as the Stewardship Dinner, in addition to the above guidelines, UUCR makes three additional requirements:
 - a. Parents must be available by cell phone and must be able to return immediately to UUCR, should their child(ren) need attention.
 - b. Parents must sign an emergency care form (which is part of the regular CYFD registration form and should be on file for registered children.)
 - c. In addition, at least one adult caregiver plus a second person over the age of 16 must be present if parents are at an off-site UUCR event.

G. Supervision of Youth

- 1. For youth (defined as involving high-school aged participants) events, two adult leaders who satisfy the guidelines outlined in Section C above are required for all activities sponsored by UUCR, the UU District, or other UU churches.
- 2. UUCR will follow the 2016 "Behavior Expectations for Youth and Adult Participants at CER Events" (the UUA region) found at www.uua.org/central-east/youth/forms/behexpectations for YRUU or any high school age activities.

3. Each year YRUU youth will go over these expectations with their advisors at the beginning of the church year and submit any modifications or additions for the church year to the Safer Congregations committee for review.

H. Social Media and Electronic Communications

1. Any social media where UUCR has an official presence is only open to members, age 14 and above. Any youth group social media space will be moderated by the adult Youth Advisor, and no sexual, violent, or substance abuse related content will be allowed. Adults will not friend unrelated minors without explicit permission of parents. Parents must give written permission for use or posting of any minors photos in any venue; tagging of minors photos is not allowed in any public venue. Photographing of minors at UUCR events is only by parental permission.

I. Reporting

1. Situations of suspected child abuse are seldom simple and straightforward. Religious leaders and congregational members should be guided by a commitment to the overriding priority of protecting the children. They should also be sensitive to the harm that can be done by false or mistaken accusations.
2. State Law
 - a. In Virginia, anyone may make a report of suspected abuse or neglect. However, the Code identifies certain professionals who are required to report: persons licensed to practice medicine or the healing arts; hospital residents or interns; persons employed in the nursing profession; social workers; eligibility workers in a local department of social services; probation officers; teachers and anyone employed in a public or private school, kindergarten, or nursery school; persons providing full-time or part-time child care for pay on a regular basis; mental health professionals; law enforcement officers; animal control officers; professional staff persons employed by a public or private hospital, institution, or facility in which children are placed; persons associated with or employed by any private organization responsible for the care, custody, and control of children; mediators certified to receive court referrals; volunteer Court Appointed Special Advocates (CASA); emergency medical services (EMS) personnel; and any person who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect. Reports are made to the local department of social services or to the Child Abuse and Neglect Hotline (1-800-552-7097).¹
 - b. At UUCR, the Minister and the Director of Religious Education are considered mandated reporters. Volunteer teachers, regardless of outside professional standing, are required to bring any concerns about suspected

¹ Taken from:

http://www.dss.virginia.gov/files/division/dfs/cps/intro_page/mandated_reporters/resources_guidance/overview_resources.pdf

abuse or neglect, to the Minister or the Director of Religious Education. Such reports will be brought to the Safer Congregations Committee within 24 hours for discussion and resolution.

3. Reporting Within the Church
 - a. In addition, if the person with the concern believes the abuse occurred during a church program, event or activity, the individual must report his or her concerns to the minister, the Director of Religious Education or a member of the Safer Congregations Committee on the same day.
4. False Accusations
 - a. The protection from false or mistaken allegations of adults who teach in the CYFD program or otherwise interact with children at UUCR is also an important goal of this policy. A key way to prevent false or mistaken allegations is to abide by the prevention guidelines outlined in these policies, as well as the Code of Ethics for Persons Working With Children and Youth (see appendix).
 - b. We should be sensitive to the disruption and damage a false accusation may cause to both the adults and the children involved. This is true even when the accusation is one due to a misunderstanding or misinterpretation of what seems a child's straightforward report of an event.

J. Response to Reports of Possible Child Abuse

1. Response Team
 - a. In response to a specific situation a Response Team will be formed consisting of the Minister, the Safer Congregation Committee, and the Director of Religious Education. If the incident or allegations involve any of these individuals or their family members, that person will be removed from the Response Team.
 - b. The Response Team does not have the legal authority, expertise or training to determine guilt or innocence. Its overall purpose is to protect members of the church community, and to ensure that the victim and the accused are treated with dignity and respect.
2. Response to Suspicious Behavior
 - a. Any inappropriate conduct or relationships between an adult staff member or volunteer worker and a child/youth shall be confronted immediately and investigated. Any such situations shall be reported to the minister, the Director of Religious Education or any member of the Safer Congregation Committee. Such a situation will immediately require a meeting of the Response Team within 24 hours. Prompt warnings shall be issued when appropriate, and the situation monitored closely. The adult worker's services shall be terminated immediately for continued violation of such warnings, or for a single violation of sufficient gravity.
3. Response to an Allegation of Abuse
 - a. When an allegation of child abuse occurring during a UUCR program, event or activity is reported, the responsible person receiving the allegation must take the following steps:

- i. Take immediate action to ensure the protection of the child/children
- ii. Contact the Minister or the Director of Religious Education immediately.
- iii. Provide detailed information to the Minister and the Director of Religious Education to report the incident to the appropriate state authorities in accordance with Virginia law. (See “Reporting” section above).
- iv. Document the allegation in writing using a Child Safety Incident Form (see appendix) and submit this to the Safer Congregation Committee.
- v. The Minister is responsible to call an immediate meeting of the Response Team to respond to the incident.

4. Response Team Procedure

The team responding to the allegation should keep the following guidelines in mind:

- a. Safety of the Children – The safety of the children in the church program should be of primary importance. Reasonable and timely actions should be taken to ensure their safety based upon the credibility and severity of the allegation and other pertinent factors. All allegations will be taken seriously.
- b. State Law – Instructions for reporting suspected child abuse are included in the “Reporting” section above.
- c. Professional Resources – The Response Team should call upon or make referrals to whatever professional resources they deem appropriate, both within and outside the church. The Response Team will inform the Board President of actions taken against church volunteers and staff. The Board President may designate an appropriate person/s to contact the church insurance company.
- d. Who to Inform – Decisions about who to inform about the incident and the information to be provided should be made in a careful, but timely manner by the Response Team. The decision should be made based upon the individual situation, inclusive of the severity of the allegation, credibility of the allegation, and any existing threat to the safety of the children. Parents of the child or children will be informed by the Minister.
- e. Notification of region– The Response Team will notify the Primary Contact at the UUA regional office if a report is made about a church volunteer or staffperson:
 - i. that a Response Team has been convened;
 - ii. about the nature of the issue;
 - iii. that a report has been or will be made to Child Protective Services or law enforcement agencies.
- f. Spokesperson – Should there be public attention to the case from an outside source, only the Minister or the President of the Board will be designated to act as a spokesperson for the church. That will be the only person authorized to speak for the church regarding the situation.
- g. Confidentiality – In order to ensure that the safety of our children and youth is our highest priority, we must encourage the responsible reporting

- of all concerns or suspicions of child abuse. To this end, all reports of suspected child abuse will be considered confidential. In this context, “confidential” means that the identity of the child victim and/or reporting person, the details of the allegation or concern, and any other identifying information, will be kept among the members of the Response Team and the accused. This information will not be disseminated to the congregation.
- h. Restrictions with Children – In order to protect the children and youth in our programs from potential risk and to protect the accused from further suspicion, decisions about removing the alleged offender from interacting with children in the CYFD program, or other church events and activities will be made by the Response Team. A decision should be made and action taken in a timely manner based on the possible threat to the children, the credibility and seriousness of the allegation, and other related factors.
 - i. If a report is made to CPS or law enforcement, a leave of absence from all activities except Sunday worship will be mandatory for the alleged offender.
 - ii. A limited access agreement will be drawn up for the alleged offender.
 - iii. The Response Team may determine, even without an accusation of abuse being made, that they have reason(s) for concern that an individual’s contact with children or youth in our congregation potentially places both the adult and the children at risk of incident or accusation. For this reason, the Response Team is authorized to restrict an individual from teaching in the CYFD program or otherwise volunteering at or chaperoning children’s events.
 - iv. If disputes arise out of the actions taken by the Response Team or Director of Religious Education, the matter may be taken to the church leadership. However, the Director of Religious Education and the CYFD Committee retain the right and responsibility to screen and authorize volunteers for teaching in the CYFD program, and the Response Team and the Safer Congregation Committee will make final decisions about removing a teacher or otherwise restricting an individual’s contact with children and youth on church property or at church-sponsored events.
 - i. Other Inappropriate Behaviors – Some incidents or allegations in the CYFD or other child or youth programs may involve behaviors that are not clearly child abuse, but may be in other ways deemed inappropriate by a parent, the Director of Religious Education, or the Safer Congregation Committee. This shall include the possession of weapons or impairing of judgment or ability through the consumption of alcohol and/or any other substance, legal or illegal. In such cases, a Response Team may be called together to review the situation and decide what action to take.

Appendices

Code of Ethics

Developed by the UUA
For Persons Working with Children and Youth

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable youth to develop a positive sense of self and spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized.

There are no more important areas of growth than that of self-worth and the development of a healthy identity as a sexual being. Leaders play a key role in assisting youth in these areas of growth. Wisdom dictates that all those involved suffer damaging effects when leaders become sexually involved with young persons in their care. Therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth in the community. Neither shall they sexually harass or engage in behavior with children or youth that constitutes verbal, emotional, or physical abuse.

By signing this, I am agreeing to conduct myself in accordance with this code. I understand that appropriate action will be taken if this code is violated.

Print Name _____

Signed _____ Date _____

Child Safety Incident Report Form

Today's date _____

Date and time of incident _____

Your name _____

Name of person who initiated report _____

Names of child(ren) and adult(s) involved in incident _____

Where did the incident occur? (be specific) _____

Describe what happened _____

Has the safety of the child(ren) been assured? _____

Who has been notified about this incident? (list names and Dates/times)

Possible Indicators Of Child Abuse

Children do not always tell someone they are being abused. They may have been threatened into silence or be too embarrassed or horrified to talk about what is happening. They may exhibit extreme behaviors such as abusing animals, other children, or their dolls, or they may completely withdraw from family and friends. There are both physical signs and behavioral clues that may indicate child abuse or neglect. These indicators are warning signs to look further, ask questions, or seek assistance from a professional.

Physical Abuse

- Unexplained fractures, burns, bruises, cuts, welts, or bite marks.
- Explanation for an injury that is inconsistent with the injury.
- Self-destructive and destructive behavior.
- Extreme behavior: fear, aggressiveness, withdrawal, or regression.

Sexual Abuse

- Sophisticated or unusual sexual behavior or knowledge relative to the child's age.
- Pain or itching, bleeding, or bruises in or around the genitals.
- Self-destructive and destructive behavior, such as alcohol or drug use, running away, or promiscuous behavior.
- Extreme behavior: withdrawal into fantasy play and away from peer relationships, depression, or passivity.

Emotional Abuse

- Impaired sense of self-worth.
- Delayed physical, emotional, or intellectual development or failure to thrive.
- Self-destructive and destructive behavior, such as alcohol and drug abuse.
- Extreme behavior: unusual aggression or passivity, hyperactivity.

Neglect

- Constant hunger or fatigue, inappropriate dress, or poor hygiene.
- Lack of supervision over long periods of time.
- Unattended physical or dental problems.
- Self-destructive and destructive behavior, such as alcohol or drug use.

(Taken from the UUA brochure *Honoring the Children – What We Can Do to Prevent Child Abuse* by Patricia Hoertdoerfer and Jade Angelica)

Unitarian Universalist Church in Reston CYFD Permission Form

Date of Event: _____

Purpose: _____

Youth Agreement

While participating in these activities, I accept responsibility for maintaining good conduct by following leaders' instructions and behaving with appropriate respect for others.

Youth Signature

Date

Parent or Guardian Permission

I give permission for _____ to participate in these activities. I understand that church leaders will provide appropriate supervision. I hereby release UUCR and its leadership of any liability in connection with my dependent's participation.

In case of an emergency, I understand that an attempt will be made to contact me. If I cannot be reached, I authorize any licensed physician, hospital or clinic to provide all emergency treatment that may be required for my dependent.

The following lists any unusual medical problems or allergies my dependent has, or medicines he/she will bring:

My dependent's tetanus shots are current: Yes ___ No ___ (add date if possible: _____)

Parent/Guardian Home Phone: _____

Parent/Guardian Daytime Work or Cell Phone: _____

Optional Emergency Contact Name and Home/Cell Phone

Parent/Guardian Signature _____

Date _____

For Religious Educators and Youth Group Volunteers

Thank you for your interest in working with the children and youth of our congregation. Our congregation takes seriously our responsibility of assuring the safety of our youth.

Please fill out this form and give it to the Religious Educator. Thank you for your support in providing a safer and secure environment for all of the congregation's children and youth.

First:

Middle:

Last:

Have you ever used a different name?

No () Yes ()

If yes, please list with dates:

How long have you been attending this congregation?

Street:

Town, State, Zip:

Number of years at current address:

If you have not lived at this address for at least 5 years, please list any previous addresses with dates:

What states have you lived in since you were 18 years old?

Home phone:

Work phone:

Place of work:

Number of years at current employment:

May we call your current employer for a character reference?

No () Yes ()

If not, please tell us why:

History

A. Have you ever been convicted of any criminal offense?

No () Yes ()

If yes, please explain:

B. Have you ever been accused of any crimes against a person, including rape, incest, sexual exploitation of a minor, or sexual or physical assault of a minor?

No () Yes ()

If yes, please provide details:

C. Have you ever resigned from employment or been disciplined or terminated by any employer for reasons related to sexual misconduct or child abuse?

No () Yes ()

If yes, please provide details:

D. Have you ever been convicted of any crimes against a person, including rape, incest, sexual exploitation of a minor, or sexual or physical assault of a minor?

No () Yes ()

If yes, please provide details:

E. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of children and youth?

No () Yes ()

If yes, please provide details:

Congregation History and Prior Work with Children and Youth:

List congregations you have attended during the past five years:

Name of congregation:

City, State:

When did attend:

List all previous work involving children and youth (list name, type of work performed, person you were responsible to):

Please list two references who are not relatives who have known you for at least three years and who are familiar with your character as it pertains to your experience with children or youth:

1) Name:

Phone:

Address:

Relationship to you:

2) Name:

Phone:

Address:

Relationship to you:

I authorize the congregation to contact references and other congregations to obtain information about my background regarding my character and fitness for work with children and youth. I authorize references to provide such information about me. I hereby release and hold harmless from liability any person or organization that provides information. I also agree to hold harmless this congregation, its trustees, employees and volunteers.

Further, I understand that a member of the staff may check the sex offender registry and/or contact the local police for more information about my background. I agree to a background check.

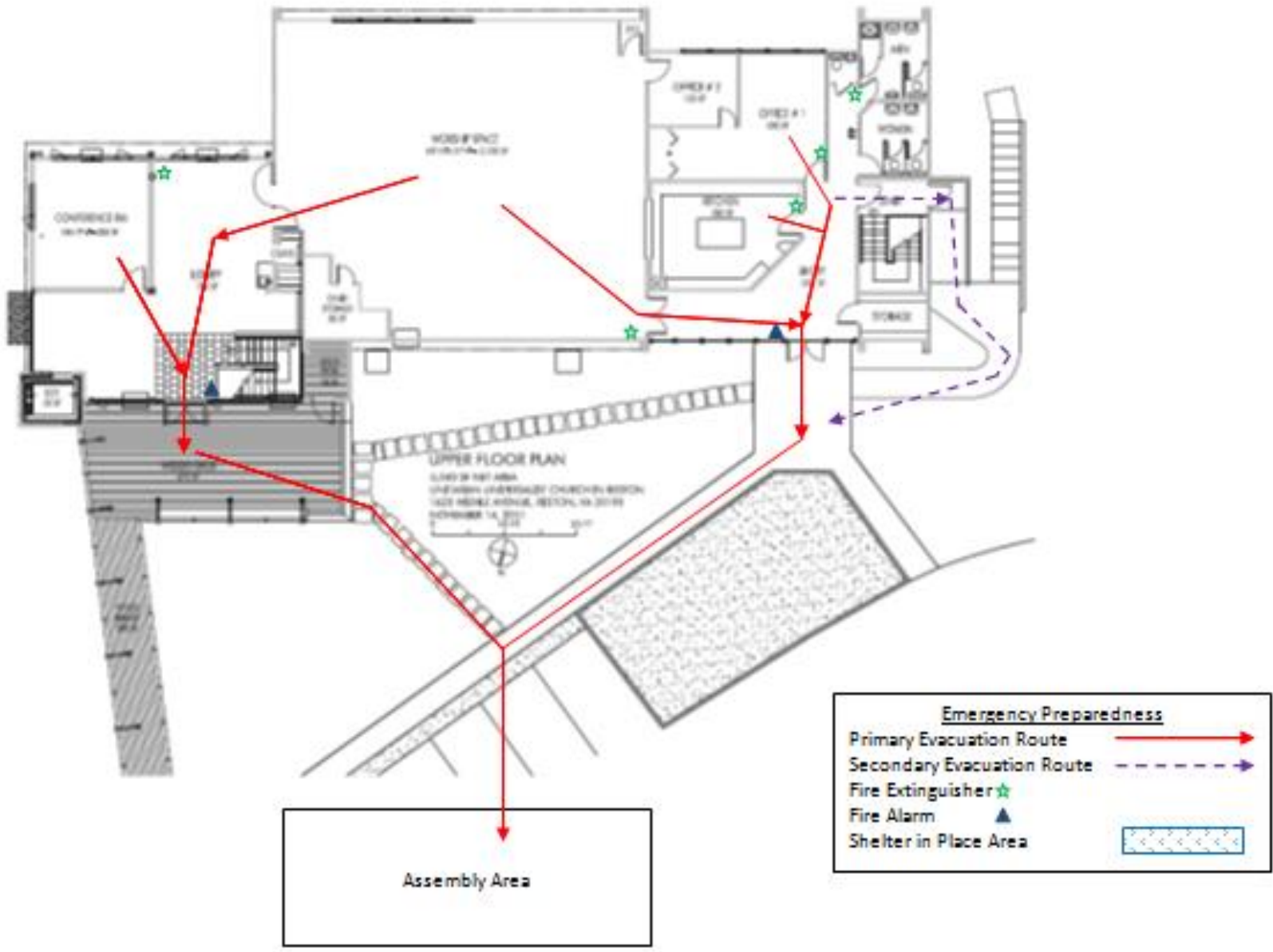
This information will be available only to those responsible for screening staff or volunteers or participating in a response team, or as required by law.

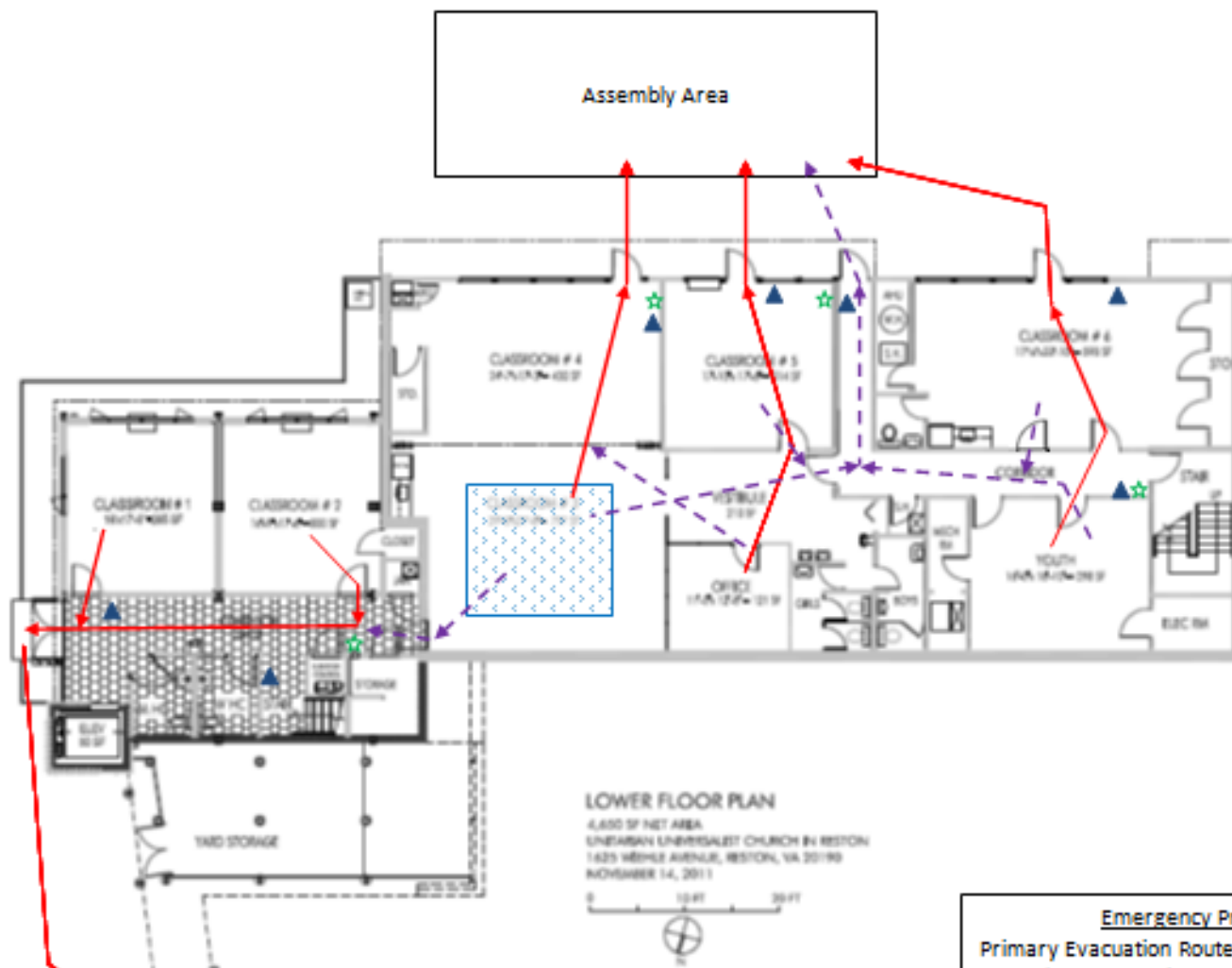
I attest that the above information is true and correct.

Signature:

Date:

Church Floor Plan with Evacuation Routes





Emergency Preparedness

- Primary Evacuation Route
- Secondary Evacuation Route
- Fire Extinguisher
- Fire Alarm
- Shelter in Place Area

Assembly Area

Assembly Area

Resources List

Available from: Virginia Department of Social Services, 7 North Eighth Street, Richmond, VA 23219. Web site: dss.virginia.gov.

1. "Recognizing, Reporting and Preventing Child Abuse and Neglect in Virginia", 8 pages, pamphlet, free of charge. This pamphlet explains the Code of Virginia and how to report child maltreatment. Indicators of possible physical abuse, physical neglect, sexual abuse, and emotional maltreatment are described. Tips for families and self care tips for parents are included.
2. "Child Protective Services: A Guide to Family Assessment", 10 pages, pamphlet, free of charge. This brochure explains the child protective services process to parents and others who have been the subject of a report. It starts with the question "Why has a CPS worker contacted me?" and continues to explain why reports are made, who can make a report, and what happens after a report is made. It explains the family assessment process.
3. "A Guide for Mandated Reporters in Recognizing and Reporting Child Abuse and Neglect", Commonwealth of Virginia, Department of Social Services, Child Protective Services, 2007, 36 pages \$2.00 (make checks payable to Treasurer, Commonwealth of Virginia).

A list of local departments and their contact information is available at www.dss.virginia.gov/localagency.