

Bryn Mawr Presbyterian Church (BMPC)
Child and Youth Protection Policy
As of August 2009

- 1. Purpose, Applicability, Scope, Policy Terms and Implementation**
 - a. Purpose**
 - b. Applicability**
 - c. Scope**
 - i. Who is Covered by this Policy?**
 - ii. What Does the Policy Require?**
 - iii. Outside Groups Using BMPC Facilities**
 - d. Policy Terms**
 - e. Implementation**
- 2. Screening of Employees and Volunteers**
 - a. Screening of Employees**
 - b. Screening of Lead Volunteers**
 - c. Screening of Volunteers**
 - d. Recommitment Form**
 - e. Other background checks**
- 3. Supervision**
 - a. Two Adult Policy**
 - b. Pastoral Care/Emergencies**
 - c. Adult/Child/Youth Ratios**
 - d. Open Door Policy**
 - e. Use of Manse Policy**
 - f. Training for Adults**
 - g. Adult Leadership Form**
 - h. Code of Conduct**
 - i. Use of Private Vehicles**
- 4. Reporting**
- 5. Responding**
- 6. Addressing Known Offenders who are Members**
- 7. Forms**

Purpose, Applicability, Scope, Policy Terms and Implementation

Purpose

This policy is intended:

- To be faithful to our baptismal vows as we seek to welcome children and youth.
- To provide a safe and secure environment for children and youth at BMPC.
- To protect children and youth from sexual, physical and emotional abuse while participating in BMPC activities.
- To guide BMPC as an institution in the conduct of its employees and volunteers and prevent incidents and allegations of child abuse.
- To provide a mechanism to deal with reported concerns and subsequent actions.
- To protect the ministry of BMPC as carried out through its volunteers, pastors and staff from the possibility of false accusations and litigation.
- To educate the staff, volunteers and the congregation about the subject of sexual abuse and exploitation of children and youth.

This policy addresses five components of child and youth protection:

1. Screening applicants for employment and volunteer service for a history of behavior potentially detrimental to children and youth.
2. Training both employees and volunteers in the child and youth protection policy and in appropriate supervision and chaperoning.
3. Reporting allegations and/or concerns regarding child and youth protection issues.
4. Responding to allegations and/or concerns regarding child and youth protection issues.
5. Addressing known offenders as members of BMPC.

Applicability

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

- Sunday School Classes
- Weekday School
- Middleton Center

- Children and Youth fellowship programs
- Children and Youth choirs
- Church sponsored retreats, mission trips, etc
- Vacation Bible School
- Young in Arts
- Child care
- Tutoring Programs

Scope

Who is covered by this Policy?

This policy supersedes all prior BMPC child and youth protection policy statements.

All employees of BMPC, including the staff of the Weekday School and Young in Arts, are governed by this policy,

Generally, BMPC does not directly control independent contractors, however, all independent contractors who work with BMPC children and youth are governed by this policy.

All volunteers of BMPC who work with children and youth are governed by this policy.

What Does the Policy Require?

1. All employees and volunteers shall abide by the Code of Conduct.
2. Each person must assume responsibility for his/her own actions in working with children and youth and for attending training offered on child and youth protection.
3. An individual may be terminated from employment and/or volunteer service for failure to observe and abide by this policy. This action may be taken regardless of the outcome of any investigation if the Head of Staff, Executive Director of Operations, Personnel Committee or Congregational Life Council determine that the Child and Youth Protection Policy and Procedures have not been followed.

Outside Groups Using BMPC Facilities

All leaders of non-BMPC sponsored groups and events using BMPC facilities, which have the direct supervision of children and youth, are expected to adhere to these policies. Upon receipt of the policy from BMPC, the leaders must review the Child and Youth Protection Policy and sign the Outside Group Leaders Release Form (Attachment 7), this form is to be renewed on an annual basis to acknowledge their review of it and to confirm their agreement to follow the policy. This includes but is not limited to groups such as IHN, AA, ALANON, NA, Boy Scouts, etc.

Given the nature of the outside groups that use BMPC facilities, BMPC will not perform background checks, seek personal and professional references, review employment records, or obtain civil and criminal records for such groups. Leaders of outside groups will be invited to attend BMPC scheduled training classes and are expected to conduct their own due diligence in this regard.

Policy Terms (glossary):

Employee- Any person who works for salary or wages at BMPC.

Lead Volunteer- An adult member designated by the Child and Youth Protection Review and Implementation Committee with responsibility for children and/or youth. The adult must be a minimum of 18 years of age and at least 4 years older than the oldest child or youth they supervise. Lead volunteers of overnight trips must be at least 25 years of age.

Volunteer- Any person who gives of their time and participates in a BMPC sponsored activity.

Church Sponsored Activity- Includes any and all gatherings that arise from BMPC generated worship, educational, fellowship, administrative, pastoral, mission or recreational events. These events include on-campus and off-campus gatherings.

Child or Youth- Persons under 18 years old are considered a minor under the law. This term shall also include legally incompetent persons.

Child and Youth Protection Review and Implementation Committee- A committee appointed by the Congregational Life Council which regularly reviews concerns, provides appropriate feedback, monitors compliance, oversees the implementation of the Child and Youth Protection Policy and the associated Best Practices and Operating Procedures handbook, and provides routine interpretation and training. The members of this committee include: from staff, Associate Pastor of Congregational Life, Director of Children's Ministries, Associate Pastor for Youth, Youth Activities Director, Weekday School Director, Executive Director of Operations; and lay leaders including the Family Ministry Council Chair, and three at large members including a ruling elder.

Best Practices and Operating Procedures- The handbook, maintained by the Child and Youth Protection Review and Implementation Committee, providing practical guidance for working with children and youth. *(This needs to be developed)*

Adult Leadership Form- This form tracks compliance of adult leadership for ministries that supervise children and/or youth.

Child Abuse- A non-accidental injury or pattern of injuries to a child. Child abuse may include:

Neglect-Occurs when the adults responsible for the well being of a child fail to provide for the child. Neglect may include not giving food, clothing, shelter; failure to keep children clean; lack of supervision and withholding medical care.

Physical Abuse-An injury or pattern of injuries that happen to a child that are not accidental. These injuries may include beatings, burns, bruises, bites, welts, strangulation, broken bones or death.

Sexual Abuse-Sexual abuse is the sexual assault or exploitation of children. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children can be victimized from infancy through adolescence. Typically, the perpetrator keeps the child from disclosing the abuse through intimidation, threats, and rewards.

Emotional Abuse-Chronic and persistent acts by an adult that endanger the mental health or emotional development of a child including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults and giving little or no love, guidance and support.

Spiritual Abuse-Using religious references to shame or by guilt to motivate a child into a particular action or behavior.

Implementation

BMPC has adopted procedures that provide for the following:

- As often as practicable, two adults will be assigned to supervise or lead all activities involving children and youth.
- Adults recommended to the Session of BMPC to serve as a teacher, or lead volunteer of children or youth activities must have:
 - Completed the BMPC new member or confirmation classes, and been received into membership and has been a member for at least six months or has been actively involved in the life of the church for one year as demonstrated by regular worship attendance and involvement in another volunteer ministry.
 - Completed and signed a background check form that permits BMPC to run a civil and criminal (including Child Abuse Clearance) background check.
- No person who has been, or is currently under investigation for or who has been convicted of

- Criminal sexual misconduct
- Neglect of a child
- Physical abuse of another person

will be permitted to serve as an employee or volunteer with the children and youth at BMPC.

- An audit of the policy and implementation will be submitted to the Personnel Committee annually.

Screening of Employees, Lead Volunteers and Volunteers

Screening of Employees-

- application forms need to be completed
- personal interviews are to be held
- personal and professional references checked and documented
- employment records checked and documented
- background checks both civil and criminal completed

Interviews, reference checks, employment records, and civil and criminal background checks including a Child Abuse History Clearance are to be documented in writing and become confidential church property. Employees desiring a ministry position involving the supervision or custody of children and /or youth must also fill out Employee and Volunteer Ministry Application Form (Attachment 1). These records will not be released to any party except with the written approval of the Head of Staff or Executive Director of Operations. These records will be made available to the employee or lead volunteer, but not a candidate for employment, if a written request is made to the Head of Staff.

Any candidate for employment who has a past conviction of or pending proceeding addressing an allegation of child abuse or neglect cannot be employed by BMPC without the express written approval of the Personnel Committee, including the Head of Staff and Executive Director of Operations. Active substance abuse or a conviction for any of the following will automatically disqualify and individual from employment with children or youth; pedophilic behavior, incest, rape, assaults, indecent exposure, pornography, or abuse of a minor.

Screening of Lead Volunteers- This screening only applies to those volunteers who have supervisory responsibilities for other volunteers, volunteers whose duties are possibly to include being alone with children and youth, or volunteers who will be supervising youth on an overnight trip. The screening process includes the Volunteer Ministry Application Form (Attachment 1) and the Confidential Reference Check (Attachment 2) to be completed by interviewer, an interview with a church staff or established lead

volunteer and consenting to a civil and criminal background check that will include a Child Abuse History Clearance.

Screening of Volunteers- This screening only applies to those volunteers who when working with children and youth will be supervised by either Church staff or a lead volunteer. The screening process includes the Volunteer Ministry Application Form (Attachment 1) and consenting to a background check.

Any candidate for volunteer service who has a past conviction of or pending proceeding addressing an allegation of child abuse or neglect cannot work with children and youth of BMPC. Active substance abuse or a conviction for any of the following will automatically disqualify an individual from volunteer service with children and youth; pedophilic behavior, incest, rape, assaults, indecent exposure, pornography or abuse of a minor. The Associate Pastor of Congregational Life or the Head of Staff will inform any volunteer applicant denied the opportunity to serve with children and youth the reason(s) for disqualification and how to access information relevant to the decision.

Recommitment Form- Each fall, all employees of BMPC and all volunteers with children and youth will be required to review the current Child and Youth Protection Policy and sign a Recommitment Form (Attachment 3).

Other Background Checks- May be completed as warranted. For example, those who will be driving children and youth will have driving records checked.

Supervision

Two Adult Policy- At least two adults will supervise all church sponsored activities and programs involving children and youth whether on or off campus. Adults must remain in sight of one another at all times except in an emergency situation. Since spouses cannot be compelled to testify against one another in a court of law, husbands and wives count as one adult. The presence of two or more adults prevents awkward circumstances where child abuse could occur or be alleged. This rule can be eased in the situation of transportation; as it is permissible for one adult driver to transport several children and youth in a single vehicle in a convoy of vehicles traveling to and from an event.

Pastoral Care/Emergency Situations- In situations where it is necessary for an adult to be alone with a child or youth, the adult should notify another adult before and after the period which he/she is alone with the child or youth.

Adult/Child/Youth Ratios

- Chaperones for any ministry with children or youth that is within a contained classroom shall be 1:10; gender balance is suggested.
- Chaperones for any ministry with children or youth that is held in a gym, outside or off campus be 1:6; gender balance is suggested.
- Chaperones for overnight trips shall be 1:6; gender balance is required.

Open Door Policy

- Doors to rooms in which children and youth involved in church activities are present are to remain open. If noise or fire code restrictions apply, the door may be shut as long as there is clear glass in the door and nothing impedes vision through the glass.

Use of Church Manses

- Children and youth are not allowed into any church manse without at least two adults present.

Training for Adults- All employees, and lead volunteers who work with children and youth are required to attend a training session and sign the relevant documents regarding child and youth protection. The church will offer regular training opportunities. This training will include the following: The need for a child protection policy, definitions of abuse, preconditions for abuse to occur, definition of inappropriate conduct, BMPC policy review, supervising and chaperoning children and youth, procedure review.

Following successful completion of the training and approval of the application employees and lead volunteers may be deemed eligible to work with children and youth. This eligibility must be renewed annually by submittal of a Recommitment Form.

Adult Leadership Event Form (Attachment 4)- All departments that engage in events with children and youth are required to submit an Adult Leadership Event Form to the Child and Youth Protection Review and Implementation Committee in order to document compliance with this policy. A separate form must be submitted for each activity, event, or trip.

Code of Conduct

- BMPC employees and volunteers will not verbally, emotionally, physically or sexually abuse children.
- BMPC employees and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care.

- BMPC employees and volunteers can only use physical restraint in situations necessary to protect the child or others from harm.
- BMPC employees and volunteers will provide proper supervision and exercise sound judgment in providing a safe environment at all times.
- BMPC employees and volunteers will avoid situations where they would be alone with a child and cannot be observed or monitored by others.
- BMPC employees and volunteers are expected to observe the two adult policy and the open door policy in their interaction with children and youth at all times except in Pastoral Counseling and emergency situation.
- Restroom supervision:
 - BMPC employees and volunteers will always use proper supervision when children are using public bathrooms to ensure their safety
 - BMPC employees and volunteers will call on people who are “floating” from room to room to assist with restroom supervision in order to maintain the two adult rule.
 - BMPC employees and volunteers will make sure suspicious or unknown individuals are not occupying the restroom before allowing children to use the facilities.
 - Children will be sent in pairs and whenever possible, with BMPC employees and volunteers. BMPC employees and volunteers will stand in the doorway while children are using the restroom in visual sight of another adult.
 - If BMPC employees and volunteers are assisting younger children, doors to the facility must remain open.
- BMPC employees and volunteers will respect the rights of children and youth not to be touched in ways that make them feel uncomfortable and impede their right to say no. Adults will discourage children from touching others in an inappropriate manner.
- BMPC employees and volunteers should be alert to the physical and emotional state of children entering an activity or program. Any signs of injury or possible child abuse must be reported to the Associate Pastor of Congregational Life who will report to the Head of Staff.
- BMPC employees and volunteers should release children only to the authorized parent, guardian, or other individual authorized in writing by the parent or guardian.
- Using, possessing, or being under the influence of alcohol or illegal drugs or being impaired by legally prescribed drugs during church working hours or church sponsored activities is prohibited.
- Smoking around children and youth is prohibited.
- Profanity, inappropriate language or jokes, and any kind of harassment in the presence of children or parents is prohibited.

- BMPC employees and volunteers will not share inappropriate details of their personal life or ask children to share inappropriate details through any form of communication: written, verbal or electronic.
- Because gift giving can be a form of “buying” silence or loyalty, gift giving must be done on a group basis and for specific occasions only. BMPC employees and volunteers are not allowed to give gifts to individual children or youth.
- BMPC employees and lead volunteers are required to read, sign and adhere to all policies related to identifying, documenting, and reporting child abuse and attend training session on the subject.
- BMPC employees and volunteers are required to report to the Head of Staff or Executive Director of Operations any circumstances that under this policy affect their ability to work with children and youth.

Use of Private Vehicles

The following policies are intended to ensure the safety of our minors and to protect them when being transported during church-related activities.

1. No tobacco products shall be used in the vehicles.
2. No alcoholic beverages shall be allowed in the vehicles.
3. All passengers, including the driver, shall wear a seat and shoulder belts.
4. Nothing shall extend out of the windows.
5. The maximum number of people in the vehicle shall be the same as the number of adult seats in the vehicle with seat belts.
6. All vehicle drivers shall:
 - a. Have a valid driver’s license and provide a photocopy of driver’s license and liability card to BMPC;
 - b. Have a good driving record (i.e. no moving violations within 12 months on their record or been convicted, or received deferred adjudication, for driving under the influence of a controlled substance within the past ten (10) years);
 - c. Authorize BMPC the right to check their driving record;
 - d. Read and comply with this policy.
7. The driver shall have complete authority over the passengers and full responsibility for the safety of the passengers at all times.
8. Each driver shall drive no longer than a continuous two hours at any one time without a rest stop, and no one driver shall drive a total of more than eight hours in any one day. Drivers shall stop the vehicle(s) and rest for a period of time equal to ten minutes for each hour driven before stopping. Drivers may rest while an alternate driver takes over. On long trips, the user shall have available an alternate approved driver to relieve the primary driver if necessary.
9. For at least 12 hours prior to driving the vehicle(s), all drivers shall not have consumed any alcoholic beverages.
10. Drivers shall operate vehicle(s) in compliance with speed limits, traffic laws, and road conditions.

11. In the event of an accident, with or without injury, the driver shall report the incident to the proper police authority and to a church staff member within 24 hours. If anyone requires hospitalization, the driver shall notify the church office or staff member by telephone as soon as possible. A **Private Vehicle Accident Report Form** (Attachment 5) must be completed.

Reporting Child Abuse

The law and this BMPC policy make the responsibility for reporting Child Abuse and Suspicions of Child Abuse very clear.

Allegations

- Every employee and volunteer of BMPC is required to report any situation which presents a suspicion that child abuse may have occurred. Such report shall be made to the Associate Pastor for Congregational Life or the Associate Pastor for Youth, in no case more than 24 hours after such occurrence, who will report to the Head of Staff or the Executive Director of Operations.
- Any report of child abuse made by a child about their care by a parent, guardian, youth, adult, or BMPC staff employee or volunteer, despite how unlikely such report may seem, must be relayed to the Associate Pastor for Congregational Life or the Associate Pastor for Youth who will report to the Head of Staff or the Executive Director of Operations of BMPC. The Head of Staff or Executive Director of Operations shall, as required by law, report the situation to the Montgomery County Department of Social Services or other local authorities for investigation. All concerns and reporting shall be kept confidential.

Concerns

From time to time issues arise regarding the conduct of our children, youth and adults at BMPC, the Children and Youth Ministry Programs and the adults involved in Children and Youth Ministry that are not clearly abuse related issues but impinge upon child and youth protection and safety, but that may require attention and review.

Sometimes patterns and trends of a questionable nature may be noticed. This section provides a means to report such issues other than Child Abuse in a manner that will assure the issues, patterns, or trends are recorded for subsequent review, addressed, and resolved.

Examples of issues reported might include:

- Child and youth safety such as transportation issues, behavior issues, safe swimming conduct, etc., during Children and Youth Ministry activities

- Inappropriate conduct by adults during BMPC sponsored activities such as inappropriate language, dress, conduct, safety, leadership, discipline, substance abuse, etc.
 - Inappropriate conduct by children or youth during BMPC sponsored activities such as inappropriate language, dress, conduct, safety, leadership, discipline, substance abuse, etc.
 - Lack of adherence to the Child and Youth Protection Policy
 - Observations of inappropriate class or group conduct or activities during BMPC sponsored events for Children and Youth
 - Potentially inadequate, inappropriate, or unwise leadership of children and youth ministry activities
1. All adults, youth and children are encouraged to report any issues as soon as possible to the responsible adult leadership at the time the issue is observed. It is important to bring issues of safety to the attention of responsible adults as soon as possible. Such notification may be oral.
 2. When it is appropriate or more comfortable, anyone who wishes to have a concern addressed is encouraged to bring the issue to the attention of the Associate Pastor for Congregational Life and/or the Associate Pastor for Youth or the chairs of the appropriate age group Ministry Committees either verbally or in writing.
 3. All participants are encouraged to be responsible in identifying issues and it is desirable that such concerns bear the name of the originator.

Specific concerns should be communicated to the Child and Youth Protection Review and Implementation Committee in a timely manner. The committee is available to hear concerns from any member or employee of BMPC related to protection and safety concerns of children and youth.

BMPC maintains a box for suggestions and concerns outside the church office where any adult or youth can anonymously report any concern or issue. You may also send concerns to concerns@bmpc.org realizing that email messages are not necessarily anonymous.

Responding

Allegations

In the event of an allegation of child abuse, the following procedures shall be followed at BMPC:

- 1.** Every allegation shall be taken seriously. Adequate care, respect, and confidentiality shall be offered to alleged victims and perpetrators until the allegation is substantiated or cleared.
- 2.** The Executive Director of Operations will immediately contact the BMPC attorney and liability insurance carrier.
- 3.** In consultation with the BMPC attorney the following may be appropriate:
 - a.** The Head of Staff may notify the parent(s) or legal guardian of the alleged victim.
 - b.** The Head of Staff and/or the Executive Director of Operations may notify the accused individual.
- 4.** Written documentation, relating to the matter, shall be kept in a confidential file.
 - a.** The Head of Staff, Executive Director of Operations and/or the Personnel Committee may complete an internal investigation in addition to that which will be carried out by the authorities, following the required notifications.
 - b.** An individual accused of child abuse may be placed on leave from his/her responsibilities at the discretion of the Head of Staff, Executive Director of Operations or Personnel Committee. For employees, this may be with or without pay.
 - c.** To protect the child or youth from further possible abuse or harassment, BMPC will prohibit the accused individual access to the alleged victim and other children and youth in ministries sponsored by BMPC.
 - d.** In the event of an unsubstantiated allegation, the Head of Staff or the Executive Director of Operations will make a determination as to whether the individual will be allowed to return to work as an employee or volunteer at the Church. They will consider the individual's likely effectiveness in working with children/youth following an allegation and investigation of child abuse. An employee has the right to appeal the decision to the Personnel Committee. A volunteer has the right to appeal the decision to the Clerk of Session who will address the situation with the Session in the appropriate time and manner.
- 5.** BMPC employees and volunteers are expected to cooperate fully with the Investigative authorities, such as the Child Protective Services Unit of the Department of Social Services, with guidance from the BMPC attorney.
- 6.** All BMPC employees and volunteers will refer any inquiries regarding the situation to the Head of Staff. The Head of Staff, or his/her designee, shall be the only person authorized to release any information regarding an allegation except where the law requires others to release information, such as to a protective services investigator or a police officer.

7. All BMPC employees and volunteers are expected to avoid denial, minimization, or blame during the period of investigation of the allegation.

Concerns

1. Every report of a concern regarding the children or youth of BMPC shall be evaluated to determine if it in fact represents a report or a suspicion of Child Abuse. Such concerns will be processed as described by this policy.
2. Child and Youth Protection Review and Implementation Committee shall evaluate any report of a concern related to child and youth protection and safety, even if it does not fall under the legal definition of abuse or its suspicion, to assure proper follow up on the issue.
3. All concerns reported shall be documented and maintained for long term review by the Child and Youth Protection Review and Implementation Committee of notable trends or patterns of unacceptable activity. If a conflict of interest is noted during the review, other church staff will perform the review.

Addressing Known Offenders who are Members

At BMPC, we seek to live in covenant with God and with one another and to be a redemptive community to all who are members. We also acknowledge that redemptive action and responsible action can, at times, be in tension or even in seeming opposition. We embrace this fact as a natural part of seeking to be the church in the world.

We adopt these procedures for ministering to those among us who are known offenders of children and youth while maintaining our focus on protecting the children and youth of our church.

- Known offenders are required to make their status and any terms of probation known to the Head of Staff.
- The Head of Staff will appoint a group of 3-5 members to establish appropriate boundaries, in writing, governing the life of the offender within the church, including areas on campus where he/she may go unaccompanied. Group members will receive training in protection of children and youth and in dealing with known offenders. No decisions made by this group will conflict with any provisions of the BMPC Child and Youth Protection Policy.
- The known offender will give written acknowledgement and acceptance of BMPC's Child and Youth Protection Policy and of the boundaries imposed.

- At no time is a known offender to be assigned to ministries with children and youth.
- At no time is a known offender to congregate with children and youth.
- At no time is a known offender allowed in areas of the church or grounds dedicated to children and youth or in use primarily by children and youth.
- As circumstances warrant, the Head of Staff may identify a known offender to church employees and lead volunteers whose ministries should be informed of this fact.
- Known offenders will receive the normal pastoral care afforded any member.
- Should a known offender disregard the terms established in this policy, or should a known offender disregard any boundaries or conditions set by the Head of Staff and his/her appointed group, the violation will be handled through the Rules of Discipline in the Constitution of the Presbyterian Church (U.S.A.).

— END OF POLICY —

Bryn Mawr Presbyterian Church
August 2009
Employee and Volunteer Ministry Application Form
(Attachment 1)

This application form is to be completed by all employees and those desiring a ministry position involving the supervision or custody of children and/or youth. This form will be completed at the onset of ministry and resubmitted every three years. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name _____ Date _____

Last, First, Middle

Address _____

Street, City, State, Zip

Home Phone _____ Work Phone _____

Occupation _____ Place of Employment _____

How long at this address? _____ If less than five years, give previous address and number of years:

Years _____ Address _____

BMPC member since _____

List (names and addresses) other churches you attended regularly during the last five years.

What leadership / volunteer experience have you had with children / youth? (Be specific, where possible included dates, place, and contacts if not at BMPC.)

Please list any other BMPC ministries in which you are involved.

NOTE: CONFIDENTIAL INFORMATION — TO BE USED ONLY AS STATED IN POLICY

Driver's License Number _____ State _____

Have you ever been convicted of or pled guilty or nolo contendere (no contest) to traffic violation(s) in the last five years? _____ If yes, please describe all convictions for the past five years and any conviction resulting in the suspension of your license, whether or not within the past five years.

Do you have any medical training or are you CPR certified? _____

Is there any health related reason that would keep you from effectively working with or cause any potential harm to children? _____ If yes, please explain.

Personal References: (Must be over 18 years old and not related to you.)

Name _____

Address _____

Phone _____ Relationship _____

Name _____

Address _____

Phone _____ Relationship _____

The questions listed below are necessary in order to help ensure a safe and secure environment for our children and for the protection of our volunteer and/or paid staff. All information is held strictly confidential.

Please answer these questions. If you have any concerns regarding the questions, please consult with the appropriate age group minister:

Yes No

Have you been convicted for the use or sale of drugs? ____ ____

Have you been hospitalized or treated for alcohol or substance abuse? ____ ____

Have you been arrested for a criminal offense excluding minor traffic violations? ____ ____

Have you been arrested or convicted for any sexually related crimes? ____ ____

Have you ever been denied participation in supervising youth activities in any organization? ____ ____

Please explain any yes answers.

NOTE: CONFIDENTIAL INFORMATION — TO BE USED ONLY AS STATED IN POLICY

Applicant's Statement

The information contained in this application is correct and complete to the best of my knowledge. I authorize any references, churches, or other organizations listed in this application to give you any information they may have (including employer's opinions) regarding my character and fitness for working with children or youth and I hereby release all such references, churches, or other organizations from liability for damages of whatever kind or nature that may result from furnishing such evaluations to you. I waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to follow the Child and Youth Protection Policy and to refrain from inappropriate conduct in the performance of my services on behalf of the church. I understand that any violation of this Code of Conduct or misrepresentation of information that I have provided may result in termination of employment or volunteer service with children/youth.

I have no past conviction of or pending proceeding addressing an allegation of child abuse or neglect.

I authorize that a Criminal and Civil Records Check may be conducted on me and that any information which pertains to any record of convictions contained in police files or any criminal or civil file maintained on me, whether state or local, be released to the church. In so authorizing, I release any law enforcement agencies, Bryn Mawr Presbyterian Church or those individuals receiving the results of the check from any and all liability resulting from such disclosure.

I acknowledge that I have read the BMPC Child and Youth Protection Policy and have received copies for my personal use.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT IN EXCHANGE FOR THE OPPORTUNITY TO SERVE AS AN BMPC EMPLOYEE OR VOLUNTEER. This is a legally binding agreement, which I have read and understand. I understand that the personal information will be held confidential by the professional church staff.

Applicant's Signature _____ Date _____

Print Name _____

Bryn Mawr Presbyterian Church
CONFIDENTIAL Reference
(Attachment 2)

The applicant named below has applied for a volunteer position as at Bryn Mawr Presbyterian Church . We ask that you take a few moments to complete and return this form/or answer these questions (for phone interviews)

Name of applicant _____

Name of reference _____

Address of reference _____

Phone (daytime) (evening) _____

Relationship to applicant _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

How would you describe the applicant's ability to work with children/youth?

How would you describe the applicant's ability to relate to adults?

How would you describe the applicant's leadership abilities?

How would you feel about having the applicant as a volunteer working with your child?

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

Signature of reference/phone interviewer (please indicate)

Date

(Best practice-contact 2 references) (please file with Civil and Criminal Background Checks)

Bryn Mawr Presbyterian Church

August 2009 (Attachment 3)

Employee and Volunteer Recommitment Form

This renewal of commitment form is to be completed annually by all employees and those desiring a ministry position involving the supervision or custody of children and/or youth. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name _____ Date _____

Last, First, Middle

Address _____

Street, City, State, Zip

Home Phone _____ Work Phone _____

Occupation _____ Place of Employment _____

In the past year, are there pending, or have you been convicted of, or pled guilty or nolo contendere (no contest) to any criminal charges that effect your eligibility to work with children and/or youth. If yes, please describe

Do you have any medical training? _____

Are you CPR certified? _____

Is there any health related reason that would keep you from effectively working with or cause any potential harm to children? _____ If yes, please explain. _____

Please list the BMPC ministries in which you are currently involved.

Applicant's Recommitment Statement

The information in this Recommitment Form is correct and complete to the best of my knowledge.

I acknowledge that I have read the BMPC Child and Youth Protection Policy and have received copies for my personal use. I agree to follow the Child and Youth Protection Policy and to refrain from inappropriate conduct in the performance of my services on behalf of the church. I understand that any violation of the Code of Conduct or misrepresentation of information that I have provided may result in termination of employment or volunteer service with children/youth.

Applicant's Signature _____ Date _____

Steering Committee Signature _____ Date _____

Bryn Mawr Presbyterian Church
Private Vehicle Accident Report (Attachment 5) August 2009

Date of accident: ___/___/____ Time of accident: _____

Location of accident (be specific): _____

Driver of vehicle from BMPC: _____

Driver's license#: _____ Vehicle plate#: _____

How accident occurred (be specific): _____

Extent of damage to vehicle: _____

Extent of damage to other vehicle: _____

Other(s) Driver's license#: _____ Vehicle plate#: _____

Driver's address: _____

Make of vehicle: _____

Vehicle insurance carrier: _____ Policy number: _____

Insurance agent: _____ Phone #: _____

Names of all passengers and injuries (use back of form), if any:

Name(s) of other witnesses:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Filled out by: _____

**Bryn Mawr Presbyterian Church
Checklist (Attachment 6)**

Reporting Child Abuse

What Constitutes Abuse	Act which causes nonaccidental serious physical injury, sexual abuse/exploitation, serious physical neglect constituting prolonged or repeated lack of supervision or failure to provide essentials of life
Mandatory Reporting Required By	Physician, coroner, dentist, chiropractor, hospital personnel, Christian Science practitioner, clergy, school teacher/nurse/administrator, social services worker, day care or child center worker, mental health professional, peace officer, law enforcement official, funeral director, foster care worker
Basis of Report of Abuse/neglect	Reasonable cause to suspect (within their respective training) that child is abused
To Whom Reported	Department of Public Welfare of the Commonwealth
Penalty for Failure to Report or False Reporting	Summary offense for 1st violation; misdemeanor in 3rd degree for 2nd and subsequent offenses

The Montgomery County Office of Children & Youth, under Pennsylvania law, is mandated to investigate all reports of suspected abuse, neglect or dependency of children from birth to age 18 in Montgomery County.

Our professional staff investigate reports made to our office and work with families, when appropriate, to address conditions which adversely affect a child's care. Our staff work with families directly and also coordinate services with community resources to improve family conditions. In-home Services, Placement Services and Adoption Services are integral to our child protective service function.

Reporting Child Abuse

-  **CHILDLINE 1-800-932-0313**

• CHILDLINE is the toll-free Pennsylvania statewide hot line and registry for reporting suspicions of child abuse and neglect. CHILDLINE operates seven days/week, 24 hours/day to receive reports of suspected child abuse and neglect. CHILDLINE maintains a record of all substantiated reports of abuse and neglect for purposes of Child Abuse History Clearances for individuals wishing to become employed in a child-serving profession, volunteer with children or become foster parents.

• **Montgomery County Office of Children & Youth**
(610) 278-5800

• A call may be made directly to the Office of Children & Youth, anytime of the day or night, to report concerns. An Intake Caseworker is available 24 hours/day, seven days/week. During evenings, weekends, or holidays, call **(610) 275-1222**.

Mandated Reporters click here for [CY-47 Abuse Report Form](#)

• **When to call 911**

- If you are in immediate danger of injury.
- If you suspect a child is in immediate danger of injury or if the abuse or injury is happening right now.
- If there is a need to collect evidence or maintain a chain of custody of evidence.
- If a child has been abused or neglected by a stranger, or someone other than parent, guardian or caretaker of the child.

see mandatory report form

Bryn Mawr Presbyterian Church

Outside Group Leaders Release Form (Attachment 7)

Name of Outside Group_____

Meeting site within the Church_____

Dates of Meetings_____

Contact Person

Name_____

Phone Number_____

I have read the Bryn Mawr Presbyterian Church Child and Youth Protection Policy. I acknowledge that I have reviewed the policy and I confirm agreement to follow the policy. I have also completed the

Signature_____Date_____