

Waverly Road Presbyterian Child and Youth Safety Policy

The spiritual and physical health of all who enter Waverly Road Presbyterian Church (WRPC) is of prime concern to all church members and officers. While we regard the church as a sanctuary, it is a fact of life that outside influences, good and bad, may find their way into the church.

The purpose of this policy is to ensure the physical wellbeing of all who use the WRPC facility, as well as to protect members, visitors and workers from unwarranted accusations of abuse. This policy is not intended to direct the physical maintenance of the WRPC facility; safety issues concerning the physical plant should be directed to the Building and Grounds Committee of the Session for resolution.

Operational Definitions

For the purpose of this document, the following definitions will be used:

Adult:	Adults are defined as those ages 18 and older.
Background Check	An inquiry into an individual's prior history conducted by an outside group or agency.
Child/Children:	Children are defined as those under age 11. Included in this group are: Infants (birth to 2 years), preschoolers (~2-5 years), kindergarteners (~5 yrs), elementary (1 st -through 5 th grades).
Children and Youth Learning Committee	Committee responsible for overseeing educational programs for Children and Youth.
Staff	Staff is any employees of WRPC.
Unattended children	Children or youth in the building unaccompanied by their parents or an adult or youth volunteer
Volunteer	Any adult working with a WRPC-sponsored activity, either at the church, or away from the church, who is, or might be in a position of responsibility or authority
Youth	Youth are defined as those age 11 (6th grade) through 17 (12th grade)
Youth Volunteer	Any youth, as defined above, with Red Cross Babysitter Training.

Physical Safety of Building Occupants

Unattended Children

All children using the playground equipment adjacent to the Fellowship Hall and the WRCCC must have adult supervision. This includes WOW, IHN and other uses of the WRPC building, such as scout programs.

Emergency Contact information

So that volunteers and church staff can respond quickly to any medical emergency, all children and youth enrolled in the Sunday School, Youth Group and WOW programs will have to have a Student Information Form on file with the church. This form will contain vital medical information (such as allergies) and key contact information in the event of an emergency. This information will be kept in the Christian Education Office and copies will be made available as needed. The Directors of Youth and Children's Ministries or volunteer appointed by the Children and Youth Learning Committee will be responsible for keeping the file current. Forms must be updated annually.

Threats posed by staff, volunteers, members and visitors of WRPC

It is an unfortunate reality in today's world that physical and sexual abuse exists. To protect our children, youth, and adult workers, as much as possible from the possibility of physical and/or sexual assault, all new staff applicants must have a basic background check, including a Federal check, performed (at church expense) by the Personnel committee. A review panel consisting of the Senior Minister, Clerk of Session, and Presbyter of Holston Presbytery will oversee the results of those checks.

The Review Panel will deal with any issues that arise from information generated by the background check sensitively and confidentially. These checks will be conducted as soon as practical after an application is filled out. Records will be kept locked in the church office.

Additionally, new volunteers who will be working with children and youth must have a background check performed as soon as possible upon expressing a desire to volunteer. The background check will be initiated and performed by the Directors of Youth and Children's Ministries. The background check results will be reviewed and approved by the Directors of Youth and Children's ministries or the Chair of the Children and Youth Learning Committee. It will be treated with sensitivity and confidentiality. Volunteer background checks will be repeated every 5 years. It is the responsibility of the Director of Children's ministries to determine which volunteers are due for a new background check in a given year, and on an as-needed basis when a new volunteer is added.

No adult or youth volunteer should be alone in a room with a single child or youth with the door closed, unless it is a room with a glass window in the door. If only one youth

or child is present with a single adult or youth, the door must remain open. Pastoral counseling sessions with a youth shall ordinarily have parental consent in writing to be exempt from this restriction.

Two adults must be present for bathroom visits and for diaper changes in the nursery room. All diaper changes should be made in the nursery room. This policy will ensure that at least two (2) volunteers and/or staff are present and the facilities are appropriate for the child's needs.

The Student Information Form contains a general release for short trips to local venues typically held during normal meeting times of Sunday School, WOW or Youth Group. Such a form may be an "evergreen" form, but the signed form should be no more than one year old. Suggested timing for renewal is at the beginning of each new school year. For overnight trips or trips outside the local area, a Participant Release Form is required. The appropriate release form must be on file prior to any child or youth leaving church property. If a child brings a friend along for an activity requiring transportation, they need written permission from the parent of the visitor (not the parent of the WRPC friend) to be able to accompany WRPC children and youth on the trip. A list of approved drivers/transporters will be kept by staff in the church office. No child should ever be left unattended.

One-on-one situations

The situations that present the highest potential risk to both children and adults are an isolated, one-on-one situation. If at all possible, avoid the situation where one adult is present with a single child or youth with the door closed. There are several situations where this could possibly occur. Here are suggestions to handle those situations:

1. Classroom--Leave the door open.
2. Bathroom--Use the bathroom in the nursery for preschool children whenever possible, as at least two other volunteers or staff will be present, and the facilities are appropriate for small children. If a volunteer or staff member escorts an older child, stand outside the bathroom, to be observable to other people, and to be available to assist the child as necessary.
3. Van or other Transportation--An adult or staff person may transport children or youth without another adult or staff person being present with prior, written permission from the parents via the One-on-One Transportation Consent Form (valid for one year). However, two adults should be present for transportation if at all possible.

Policies for children and youth on trips and outings

There are occasions in which children and youth are under the supervision of church personnel or volunteers without a parent or guardian present while away from the church building. Examples of such situations include mission trips or service projects. The responsibilities of the staff and volunteers to the safety and security of the children and youth are the same as if the child were under their supervision in the church

building. For extended, overnight trips such as a Mission trip, a written covenant will be signed by the staff, volunteers and participating youth. This covenant details the responsibilities of all involved on the trip, processes for handling emergencies while on the trip and expectations for behavior while on the trip. In addition, the covenant will specify a process for handling behavior problems by youth during the trip. If a behavior problem is sufficiently severe that the staff or volunteers supervising the trip do not feel that the youth can continue on the trip, the parent or guardian will be contacted and is expected to make arrangements to immediately pick up their child at their expense.

Accusation of Abuse

Accusations of abuse should be treated seriously and confidentially. Much emotional damage can be done by accusations that are propagated without supporting evidence. Likewise, much emotional damage can be done by abuse that continues without intervention. Waverly Road Presbyterian Church will handle accusations against its members, officers and staff, whether volunteers or paid employees as described in The Constitution of the Presbyterian Church USA, Book of Order.

Reporting an Offense

Any person who has reason to believe that he/she has been subjected to sexual misconduct, or who has witnessed acts of sexual misconduct committed upon others or has been told by a child or youth that he/she has been subjected to such behavior, shall report the incident to the Department of Children's Services or local Police.

Once the accusation has been properly reported to legal authorities, the incident shall be reported to the Clerk of the Session or Stated Clerk of the Presbytery via a written statement together with any supporting information. Upon receipt of a written statement of an alleged offense, the clerk shall report to the appropriate governing body only that an offense has been alleged without naming the accused or the nature of the alleged offense. If the alleged offense is against a minister of the Word and Sacrament, the clerk shall immediately communicate the allegation to the Permanent Judicial Commission, who will determine whether the accused shall be placed on paid administrative leave during the resolution of the matter. Please refer to the Presbyterian Church USA Book of Order for further details on the processes of Investigation and Trial within the PCUSA.

Governing Body

The Session of Waverly Road Presbyterian Church has original jurisdiction in cases involving members/volunteers of the church. Holston Presbytery has original jurisdiction (via the Permanent Judicial Commission) in cases involving ministers of the Word and Sacrament and commissioned lay pastors. The intent of this disciplinary process of Waverly Road Presbyterian Church is not to replace the function of any law enforcement agency or secular judicial system.

Confidentiality

All records related to the alleged abuse shall be maintained as directed by the Session or Permanent Judicial Commission and shall be kept as confidential as feasible, consistent with appropriate reporting and requirements of the law.

Program Ownership and Audit

This policy will be under the direct control of the Children and Youth Learning Committee, with input from the Senior Minister. All proposals for additions, modifications or revisions of this policy should be referred to the Chairing Elder of the Children and Youth Learning Committee. Additionally, everyone working with children or youth must attend, as soon as possible after volunteering, an orientation seminar conducted by the Learning Ministry Team that covers issues such as: the safety policy, definition of inappropriate behavior, what is expected of all workers, and how to report an incident. These training sessions will be conducted periodically by an experienced volunteer or staff person, and attendance should be documented with records kept in the church office. The training session can also be conducted on an individual basis as needed.

To ensure that this policy is effectively fulfilling its mission, the Chairing Elder of the Children and Youth Learning committee shall carry out an audit annually, assisted by at least one additional elder. The audit team will provide a written report to the Session on their findings, including any changes or modifications needed to improve the policy. The audit protocol should review training records, parental consent forms for transport on the church van, verification that appropriate background and reference checks have been performed (but NOT reviewing the contents of such reviews), and any other items deemed appropriate by the Session.

Approved: SA-017-18

Clerk of Session Date Approved: 3/18/2018 Robin McMillan

Attachment 1: List of Forms

1. Incident Report Form (Injury, Threatening Situation, Potential Abuse, etc.)
2. Student Information Form
3. Annual Liability Release Form
4. Participant Release Form
5. Consent Form, One-On-One Transportation
6. Audit Protocol
7. Receipt/Acceptance of Safety Policy and Consent Form

Incident Report Form Waverly Road Presbyterian Church

This form is to be used to report any safety-related incident that occurs on church property, or involving church-sponsored groups away from church property

Incident Type

- Intruder in the building
- Vehicular Accident
- Injury on Church Property
- Illness on Church Property
- Harassment/Abuse (all issues involving harassment and/or abuse will be handled in strictest confidence)
- Other (Describe) _____

Description of the incident: _____

Date of Incident: _____
People/Persons involved _____

Time of Incident: _____

Immediate action(s) taken: _____

Other relevant information (if any): _____

Submitted by: _____ Date of Report: _____

When completed, please submit this form to the Clerk of Session.

WAVERLY ROAD PRESBYTERIAN STUDENT INFORMATION FORM

Effective Date: September 1st, 2017 through August 31st, 2018. This form is to be completed in black or blue ink by the child's parent/legal guardian.

Participant Information

Legal Name of Participant _____

Preferred Name (Nickname) _____ Date of birth _____ Sex _____

Complete Home Address _____

City _____ State _____ Zip _____

School Attending this Fall: _____

Grade in Fall: _____

Has your child been baptized? If so, when and where: _____

If not, are you interested in your child becoming baptized?: _____

Emergency Contact Information *(Contacts May Grant Medical Permission)*

The following person(s) will serve as emergency contacts in case of medical or other emergency. These person(s) also have my permission to pick-up my child.

Name _____ Phone # _____ Relationship to child _____

Name _____ Phone # _____ Relationship to child _____

Name _____ Phone # _____ Relationship to
child _____

Medical Information

List any food allergies: _____

Other known allergies: _____

Current medications and health conditions _____

Waverly Road Presbyterian Church Annual Liability Release Form

Waverly Road Presbyterian Church maintains a website at <http://www.waverlyroadpc.org> . It is the policy of Waverly Road Presbyterian Church to obtain permission from the parent/guardian of each child before placing any recognizable, close-up picture of their child on-line. No names or other identification will be used in conjunction with any pictures placed on our website. We do realize that some parents are very sensitive to this type of publicity. If you feel that you do not want pictures of your child on our website or social media, please feel free to decline.

Please check one:

- I GIVE MY PERMISSION to use pictures and/or video of my child on the church website and social media pages.
- I do NOT give my permission to use my child's pictures and/or video on the church website and social media pages.

- I GIVE MY PERMISSION to use pictures of my child in newsletters or bulletins.
- I do NOT give my permission to use my child's pictures in newsletters or bulletins.

Medical Insurance Information

Name of insurance company _____

Health insurance policy number _____ Group number _____

Phone/address of health insurance company _____

Name of policy holder _____

Policy holder's phone number _____

Liability Release – Please read before signing below

- I/We, the undersigned, are the parents or persons having legal custody of the above-named participant and have given our consent, if the person is a minor, for the named participant to attend an event operated by Waverly Road Presbyterian Church.
- I/We grant permission for my child to ride in the WRPC church van from school to WRPC, from WRPC to their home and to any field trips WRPC takes.
- I/We understand that there are inherent risks involved in any event and I/we hereby release Waverly Road Presbyterian Church, its staff and volunteers from any and all liability due to injury, loss or damage to person or property that may occur during the course of the participant's involvement with this church event.
- I/We understand that a member of the church staff or lead adult of our group may need to send a participant home as a result of illness or discipline problem. I/We understand the participant will be transported home at my/our expense. Waverly Road Presbyterian Church will contact the parent or guardian to arrange such transportation.
- In the event that the participant is injured while attending the event and requires attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is called for, which a physician and/or hospital personnel refuse to administer without my/our consent, I/we hereby authorize the lead adult or a member of Waverly Road Presbyterian Church to give such consent for us if I/we cannot be reached by telephone at one of the numbers listed above, or if, because of an emergency, there is not sufficient time or opportunity to make such a telephone call.
- In the event it becomes necessary for that person to give consent for us, I/we will agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent so long as the treatment is administered by or under the supervision of a licensed physician. I/we also acknowledge that I/we will be ultimately responsible for the cost of any medical care should the cost of that care not be reimbursed by the health insurance carrier listed above.
- I/we affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be in force for the participant named above at the time of the event.

Signature of parent or guardian

Print name: _____

Signature _____ Date _____

WAVERLY ROAD PRESBYTERIAN PARTICIPANT RELEASE FORM

Name of Participant _____
Home Address _____
Phone (Day/Evening/Cell) _____ e-mail _____
Date of Event _____

Liability Release

I/We, the undersigned, are the parents or persons having legal custody of the above named participant and have given our consent, if the person is a minor, for the above named person to attend this event/trip operated by Waverly Road Presbyterian Church, or are of legal consenting age myself. I/We understand that there are inherent risks involved in any event/trip, and I/We hereby release Waverly Road Presbyterian Church, its staff and volunteers from any and all liability due to injury, loss, or damage to person or property that may occur during the course of the participant's involvement with this Church event/trip. I/We understand that a member of the Church staff or the lead adult of our group may need to send a participant home as a result of illness or a discipline problem. I/we understand the participant will be transported home at my/our expense. Waverly Road Presbyterian will contact the parent or guardian to arrange such transportation.

In the event that the participant is injured while attending the trip and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is called for, which a physician and/or hospital personnel refuses to administer without my/our consent, I/we hereby authorize _____, the lead adult of our group, or a member of Waverly Road Presbyterian Church to give such consent for us if I/we cannot be reached by telephone at one of the numbers listed below, or because of an emergency, there is not time or opportunity to make a telephone call. In the event it becomes necessary for that person to give consent for us, I/we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent so long as the treatment is administered by or under the supervision of a licensed physician. I/We also acknowledge that I/we will be ultimately responsible for the cost of any medical care should the cost of that care not be reimbursed by the health insurance carrier. Further, I/we affirm that the health insurance information provided below is accurate at this date and will, to the best of my/our knowledge, still be in force for the participant named above at the time of the event/trip.

Participant's Date of Birth _____ Social Security Number _____

Date of Last Tetanus Shot _____ Known Allergies _____

Current Medications or Health Conditions _____

Emergency Contact Information

1) Name _____ Relationship _____ Home Phone _____ Work Phone _____ Cell Phone _____
2) Name _____ Relationship _____ Home Phone _____ Work Phone _____ Cell Phone _____

Insurance Information

Name of health insurance company _____

Health insurance policy number _____

Phone/address of health insurance co. _____

Name of Policy holder _____

Policy holder's phone number _____

Parent/
Guardian (Print Name) _____ Date _____

(Signature) _____

Please attach a photocopy of your Insurance Carrier Card

WAVERLY ROAD PRESBYTERIAN CHURCH

**ONE-ON-ONE TRANSPORTATION
CONSENT FORM**

I hereby give my consent for my child, _____
to be transported by van or other means by _____
(Name of adult)
without another adult being present.

Parent or Guardian

Date
(Form valid for 12 months from this date)

Waverly Road Presbyterian Church
Children and Youth Safety Policy Audit Protocol

Auditors: _____

Date Performed: _____

Student Information Forms:

Are forms for the current year on-file in the education office? ___Y ___N

Background checks:

Have background checks as required by the policy been performed for all children and youth volunteers? ___Y ___N

Leaving Church Property:

Have attendees submitted consent and release form for trips? ___Y ___N

Are all forms filled out fully? ___Y ___N

Comments and Observations:

Waverly Road Presbyterian Church

Receipt and Acceptance of WRPC Children and Youth Safety Policy

I _____, have received a copy of the WRPC Children and Youth Safety Policy, and understand my responsibilities and obligations with regards to the protection of youth, children, adults, and property.

I agree to the terms and conditions contained therein, including the requirement for a background check. I understand that information from the background check will be held in confidence.

Name of Recipient _____ Date _____

