

**FIRST PRESBYTERIAN CHURCH
CHILD, YOUTH AND AT-RISK ADULT PROTECTION POLICY**

Mission Statement

First Presbyterian Church's purpose for establishing this Child, Youth and At-Risk Adult Protection Policy (the "**Policy**") and accompanying procedures is to demonstrate our absolute and unwavering commitment to the spiritual growth and safety of our children, youth and at-risk adults.

As a Christian community of faith, we pledge to conduct a ministry that nurtures and protects the spiritual, physical, mental and emotional well-being of the children, youth, at-risk adults and the adults who work with them in the following ways:

- We will make this Policy available to all those who work with children, youth and at-risk adults.
- We will follow reasonable procedures in the selection and recruitment of our volunteers.
- We will welcome parents and guardians to visit and observe classes or activities.
- We will implement prudent procedures to protect our children, youth and at-risk adults for all programs and events.
- We will have a clearly defined procedure for reporting a suspected incident of abuse.
- We will educate the congregation regarding our mission and this Policy.
- We will encourage those who utilize our facilities to embrace this Policy.

In all our ministries with children, this congregation is committed to demonstrating the love of God through Jesus Christ so that each child may grow unhindered in his or her faith.

Volunteer Application Form

All individuals who volunteer in our nursery, classrooms and programming will be requested to complete the attached volunteer application form and confirm his or her agreement to comply with the terms of this Policy. Staff members will review the Volunteer Application Form and select volunteers based upon evaluation of its content. The Volunteer Application Form will be maintained in a secure location.

Any volunteer who provides transportation to children, youth or at-risk adults will complete the Volunteer Application Form, specifically including the "Volunteer Driving" portion of the form.

Orientation

An orientation will be offered, as needed, to each volunteer by the appropriate staff member to review our mission, this Policy, to acquaint the individual with our programs, to answer any questions and to welcome the volunteer.

Parent Observation and Information

Parents and guardians are welcome at all times to observe programming. Parents and guardians will be given advance notice and full information regarding events in which their children may be participating.

Qualifying Adults and the Two Adult Rule

Every effort will be made to adhere to the “Two Adult Rule” which requires two or more adults to supervise activities involving children (pre-school through 5th grade), youth (6th grade through 12th grade) and at-risk adults. Adults will be members of, or affiliated with First Presbyterian, for a minimum of six months prior to working with children, youth or at-risk adults. Exceptions to this temporal requirement may be made by a staff member. Review of the volunteer’s background will be made in the staff member’s discretion.

Some exceptions to the “Two Adult Rule” may need to be made for activities such as confirmation mentoring, counseling and providing transportation. Exceptions should be handled by appropriate means such as:

- Obtaining parental permission
- Using an open-door policy
- Notifying the appropriate staff member
- Roving observer

A youth may help with activities for children and serve as the second person of a “Two Adult” team, provided that he or she is working with an adult over the age of 21. No worker under the age of 18 will have sole responsibility for children without special approval of staff.

Staff members with full background clearance may, if necessary, supervise children, youth or at-risk adults alone, but they are encouraged to use the safeguards listed above, as applicable.

Release and Consent Forms

Release and Consent Forms must be filled out and signed at the beginning of each program year (September) for participation in youth programs. An example is included with this Policy. This form will cover the regular weekly program and special events related to the program. Any extended youth trip will require a Release and Consent Form specific to the event.

Safe Environments for Children

Every effort will be made to provide a safe physical environment for children, youth and at-risk adults as they participate in the activities of the church. This will be done in part by:

- Providing windows in all classroom doors or open doors
- Reviewing rooms annually to ensure safety and eliminate potential hazards.
- Disinfecting nursery toys and equipment regularly.

- Using age-appropriate equipment for each classroom.

Children should be accompanied to the restroom by an adult (of the same sex when possible). The adult should verify that no one else is in the bathroom. The adult should exit the bathroom and inform the child she or he will wait in the hall, to the extent possible.

A sign-in system will be utilized for classrooms for children 2nd grade and younger. Children in these classrooms will be released to a parent or guardian.

Safe Environments for Youth

Creating an environment in which everyone—children, youth and adults—can grow in their relationship with God in a safe environment, includes youth feeling safe and comfortable with the adults and peers in their classes and youth group activities.

All youth are encouraged to promptly speak to an advisor (a staff member, Pastor or any other adult supervising the class or activity) if they feel uncomfortable or unsafe at any time or if they observe any behavior from an adult or peer directed at another peer that they feel is unsafe. The youth may ask a peer to accompany them if they wish. The advisor will listen carefully, respectfully and lovingly, and treat this information seriously and confidentially. All information will be shared with the Pastor or appropriate staff member immediately; however should not be shared with anyone not involved in the reporting process.

The Pastor and staff member will determine the course of action to take based upon the reported behavior. The adult or peer causing the discomfort shall be removed from the class or activity until the issue is resolved and the rest of the youth are deemed safe and comfortable.

First Responder/CPR/Health Training

In special high risk areas (nursery, extended youth trips), every effort will be made to have a person trained in CPR/Heimlich in attendance.

Every effort will be made to be aware of any special health needs of our children, youth, and at-risk adults such as food allergies and health conditions, and to be prepared to address these needs.

Reporting Suspected Abuse

If an allegation of abuse arises, every effort will be made to follow the steps identified in “Responding to Allegations of Abuse” attached to this Policy. The appropriate staff member will complete the “Incident Report” attached to this Policy.

In the interest of clear communication and sensitivity to the nature of the allegations, the Senior Pastor is the designated spokesperson for interacting with the media. In his or her absence, staff members will identify a substitute spokesperson.

Congregational Education

A copy of this Policy will be made available in the Christian Education wing, in the main office, and upon request. It is important that our entire community seeks to achieve the missives stated in this Policy.

The Use of Our Facility by Non-Church Groups

Non-church groups who are authorized to utilize our facilities will be given a copy of this Policy. They will be encouraged to comply with its terms.



First Presbyterian Church

310 5th Street SE; Cedar Rapids, IA 52401

Program Registration Form

Youth Name	DOB	Grade	School

Family Information

Parents/Guardians Full Names _____

Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Work Phone _____ Cell Phone _____

Alternate Contact Name _____ and Phone _____

Health Insurance Provider _____ Physician Name _____

Group # _____ Policy ID # _____

Medical Conditions _____

Allergies _____

Medications _____

Can youth take Tylenol? Yes/no Ibuprofen? Yes/no Antacid? Yes/no

Do not give these medications _____

Other Notes

I give permission for my child(ren) to participate in the First Presbyterian Church programs and activities for 2021-2022. I understand that youth may travel by bus, car, and/or van for certain activities. I understand that my child's participation in this activity is voluntary and that he/she is participating at his/her own risk. I authorize any medical treatment needed for my child(ren). I also agree that the First Presbyterian Church, its members and employees, will not be liable for any claims, injuries or damages of any nature incurred by the participants due to the negligence of the First Presbyterian Church, its members and employees, arising out of or connected with the activity. On behalf of myself and my child, I expressly release and discharge the First Presbyterian Church, its members and employees, from any such claims, injuries, or damages.

Parent or Guardian Signature _____

Date _____

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RESPONDING TO ALLEGATIONS OF ABUSE

1. Assure victim's safety
2. Immediately notify staff member responsible for program and Pastor(s).
3. Immediately notify victim's parents.
4. Remove accused abuser from further involvement with children, youth or at-risk adults.
5. Staff member completes the "Incident Report."
6. Staff member or Pastor contacts:
 - Proper authorities (police/Department of Human Services)
 - Social services
 - Church attorney
 - Church insurance agent
 - Presbytery
7. The Senior Pastor, as the ONLY designated spokesperson, makes statements to news media, if required. In his or her absence, staff members will identify a substitute spokesperson.
8. Staff member keeps accurate and confidential written records of procedure taken by church in response to allegation.
9. Procedure may vary, due to circumstances.

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Allegation of Abuse Incident Report

This checklist is to be used by FPC staff members as events are investigated. Documentation is very important in the process.

Name of staff member _____

Name of youth/child/adult _____

Address _____

Telephone _____ Grade _____ Age _____

Person(s) reporting _____

Address _____

Telephone _____ Relationship to child _____

Person who committed alleged misconduct _____

Address _____

Telephone _____ Title/Position _____

Relationship to child/youth _____

Have law enforcement authorities been contacted? Yes ___ No ___

If, yes, date and time _____

Have any professionals examined or treated the child/youth because of this incident?

Yes ___ No ___

If yes, explain when and where _____

Try to obtain the information below from those involved in the incident. Try to capture factual information and to avoid opinions and theories.

What happened (describe the incident)?

When did it happen?

Where did it happen?

What was said?

What did the alleged perpetrator tell or require you to do?

Is this the first time that something like this has happened to you?

Were there any witnesses? If so, list them.

Information from alleged victim

Information from person reporting

Information from the alleged perpetrator

Information from witnesses

Information from parents

Information from others

**FIRST PRESBYTERIAN CHURCH
VOLUNTEER APPLICATION FORM**

The congregation of First Presbyterian Church is committed to providing a safe and secure environment for all children, youth, at-risk adults and the volunteers who participate in the ministries and programs of this church. The following informational requests reflect our commitment to preserving this church as a holy place of safety for all who enter, and as a place in which all people can experience the love of God through relationships with others.

Name _____

Address _____

Home Phone _____

Cell Phone _____

Email _____

Please describe your past experiences working with children, youth or at-risk adults:

Please let us know of any special skills that you would like to use in our programs:

Would you like to assist in any of the following areas:

- Chaperone (daytime) _____ Chaperone (overnight) _____
Chaperone (mission trip) _____ Driver _____
Fundraising _____ **Supervising Local Outreach** _____
Teach Youth Group _____ Second Adult Presence _____
Teach Sunday School _____ Nursery Volunteer _____
Bridge Teacher _____ **Welcome New Families** _____
Lesson Material Prep _____ Classroom Cleaning _____
Special-Needs Participant Support _____
Song-leading _____ Directing skits _____
Puppetry _____ Set and prop construction _____
Giving a children's sermon _____
Events Set-Up & Clean-Up _____ Phone calls to Promote Events _____
Resource Room Organization _____
Other _____

Ages you prefer to work with:

1. As a volunteer for children, youth and at-risk adults, do you agree to observe the terms of the Child, Youth and At-Risk Adults Protection Policy?

Yes _____ No _____

2. Do you have any training or certification in first aid or CPR?

Yes _____ No _____

Volunteer Driving - *Please answer the following questions if you will be providing transportation for our children, youth or at-risk adults:*

3. Do you have a valid Driver's License?

Yes _____ No _____

If yes, license number _____

4. Do you have current collision/liability automobile insurance?

Yes _____ No _____

Company _____

Policy number _____

5. Will you refrain from using your cell phone in any capacity while driving?

Yes _____ No _____

This form will be reviewed and confidentially maintained by the Senior Pastor in a secure environment.

Name _____

6. Have you ever been convicted of a crime other than a traffic violation?

Yes _____ **No** _____

7. Have you ever been placed on the Sex Abuse Registry List?

Yes _____ **No** _____

8. Have you ever been named in a confirmed or founded Child Abuse Assessment?

Yes _____ **No** _____

9. Have you ever been placed on the Child Abuse Registry?

Yes _____ **No** _____

10. Have you ever had your driver's license suspended or barred for any reason?

Yes _____ **No** _____

If you responded "yes" to any of the questions above, please provide an explanation below including the offense, when and where each offense occurred, and what types of consequences/sentence you incurred. A "yes" response will necessitate discussion and a possible criminal check.

Please explain _____

The information contained in this form is correct to the best of my knowledge. I agree to be bound by the Child, Youth and At-Risk Adults Protection Policy of First Presbyterian Church. I understand that First Presbyterian Church may perform a background check on me. I understand that First Presbyterian Church is not obligated to accept me as a volunteer in its programs.

Signature _____

Date _____