

**CEDAR CROSS UNITED METHODIST CHURCH
YOUTH, CHILDREN, AND VULNERABLE ADULTS SAFE CHURCH POLICY**

A. INTRODUCTION

Providing a Safe Church Policy is the goal of all of our ministry settings. These policies and procedures are aimed at ensuring children, youth, and vulnerable adults are kept safe from abuse while they participate in the life of the church in its many settings.

It is the purpose of Cedar Cross United Methodist Church to conduct all youth, children and vulnerable adults related events in ways that promote the safety and spiritual growth of all of our youth, children and vulnerable adults, as well as all of the workers who also participate in these events.

B. SCOPE

The policy for all District and Conference level ministry is to have a Safety Advocate identified and present. This person has undergone a Safety Advocate specific training, has had a background check completed, and enters a self-disclosure covenant. Other adults serving in leadership roles are also screened with background checks as well.

This policy and its provisions shall apply to all paid and unpaid staff, whether lay or clergy who have any contact with children, youth, or vulnerable adults who participate in any church activities or events at the local, district, or conference levels. For the purposes of this document, children are infants through fifth grade, junior high are grades sixth through eighth, and senior high are grades ninth through twelfth. During the summer the grade level of the child is defined as the grade that they will be entering in the fall.

Safe behavior described in this document is not dependent on the medium whether online, in person, or in social media, etc. Regardless of the context you should use the same practices to ensure everyone's safety. The "Rule of 3" is to be used as a way to keep everyone safe. This is to be extended to all discussions, whether face-to-face or online. A third person should always be included in the conversation and copied, or be part of the dialogue.

While this document specifically centers on the Safe Church policy regarding children, youth, and vulnerable adults, the safety of all members of the church is critical. Safety procedures listed below should also be required for activities, events and meetings that include any member of Cedar Cross United Methodist Church. Including, but not limited to: First Aid, General Safety Requirements (strangers onsite, no weapons), response to physical accidents or reports of abuse, and reporting illegal activities.

C. STATEMENT OF COVENANT

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children, youth, and vulnerable adults as well as the workers/volunteers with them. We will follow the reasonable safety measures in the selection and recruitment of staff; we will implement prudent operational procedures in all programs and events; we will educate all of our staff with children, youth, and vulnerable adults regarding the use of all appropriate policies and methods (including

first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

D. PROCEDURE FOR UPDATING AND REVISING THE SAFE-CHURCH POLICY

1. Updating/Revising

The Staff Parish Relations Council of Cedar Cross United Methodist Church shall have the authority to review these policies on a bi-annual basis or at the request of leadership or Policy Supervisor.

2. Waiver of Policies

Church policies may be waived occasionally for exceptional circumstances. The goal of Cedar Cross United Methodist Church is to promote safety while maintaining practical flexibility in children and youth ministry. Waiving policies will only be authorized by the Policy Supervisor and/or in consultation with the program staff person in charge.

3. Modification of Policies

This policy may be modified or withdrawn by Cedar Cross United Methodist Church's SPRC at any time. These policies are not intended to create an implied or express contract with any person. They are not intended to create a legally enforceable or binding promise or representation.

I. RISK MANAGEMENT

A. GENERAL SAFETY REQUIREMENTS

1. All local churches must be insured for abuse, risk, and facility hazards.
2. All activities, events, or meetings shall be designed in such a way that participants consistently remain in groups of three or more. All minors will have an adult leader present.
3. If anyone notices unrecognized people (strangers) at an activity, event, or meeting, the activity, event or meeting coordinator shall be informed as soon as possible.
4. Parents/Guardians shall be given advance notice and full information regarding any church-related activities, events or meetings for their children, youth or vulnerable adults. "Vulnerable adults" are those persons who are age 18 or older, who are physically, mentally or emotionally unable to function at an independent level.
 - All details, including date, time and duration of activity, event or meeting shall be listed on the notice.

- If transportation is to be required, permission for child/youth/vulnerable adult to ride in vehicle needs to be included.
Medical permission forms signed by the parent/guardian shall accompany the adult coordinator of the event and have a waiver of liability in favor of Cedar Cross United Methodist Church.
Medical permission forms are required from all who are participating in church activities and events, including children, youth, vulnerable adults, and chaperones. In the case of an accident that requires medical attention, the person who is responsible for the event, activity, or the meeting will use all means possible to contact the parent, guardian or emergency contact while ensuring that the affected party receive the proper care.

- 5. All water sports require the presence of a certified lifeguard and shall conform to American Camping Association guidelines. All water sports also require the presence of a lookout to assist the lifeguard as someone who watches to make sure that there are no signs of distress or inappropriate behavior in the water.

- 6. The following activities require the presence of a certified guide or instructor: river rafting, rock climbing, and challenge course. If the activity is contracted to an outside party, then the contractor shall also be properly insured with a certificate of liability insurance providing a minimum of one million dollars liability coverage limits.

- 7. If any special equipment is used that requires special instruction, the instructions for its use will be posted and followed. Participants will also be instructed verbally in the use of the equipment.

- 8. There shall be a first aid kit on the premises at all church events and accompanying a qualified adult on all activities and events. Every activity and event shall have, at the least, first aid staff certified in first and CPR who can:
 - Administer minor first aid
 - Dispense medicine as needed, and who are capable of determining whether additional medical attention is necessary.
 - Keep records of emergent medicine dispensed and treatments administered, along with the time frame.
 - Be responsible for reporting all incidences to activities, events, and meetings using the appropriate Accident Report Form.
 - For all activities, events and meetings that primarily target minors and vulnerable adults, all medicine (including supplements) will be given to the first aid staff or responsible adult at the beginning of the activity, event or meeting. It will then be distributed as appropriate and with confidentiality by the first aid staff.
 - AED is located in the church kitchen.

B. IMMEDIATE RESPONSE TO INCIDENTS INVOLVING PHYSICAL ACCIDENTS

1. Witnesses to the accident shall share this information with the activity, event or meeting's first aid staff.
2. The first aid staff and or the event coordinator is responsible for:
 - Carefully documenting the incident using the Accident Report Form.
 - Notifying parents/guardians of those involved.
 - Forwarding the Report Form to the appropriate church staff person and to the Church Secretary.
3. Any overnight event shall have, at the least, first aid staff certified in first aid and CPR who can administer minor first aid, dispense medicine as needed, and who are capable of determining whether additional medical attention is necessary. This person is also responsible for reporting all incidences to the Policy Supervisor or pastor.
4. For all overnight events that primarily target minors, all medicine including supplements, will be given to the first aid staff at the beginning of the event, and it will then be distributed as appropriate by first aid staff. An on-going log of all medications dispensed and treatments administered will also be kept.

C. DRIVING REGULATIONS

1. Only those who are 18 or older may drive on event business or during an event. If there are passengers involved, the driver shall be at least 23.
2. The driver shall possess a valid driver's license and appropriate insurance, and the driver's record shall conform to any standards that are required by the church's insurance company.
3. Vehicles that are used for and during events shall meet all legal requirements, and shall be in good working order. Proof of insurance and car registration shall be required.
4. If an adult other than the parent or guardian provides rides to or from a Church activity, event, or meeting, the parent or guardian must provide written permission to the chaperone or adult who is driving.
5. Youth are not allowed to drive themselves to events. If, due to extenuating circumstances, a youth needs to drive to an event or meeting away from the church, the youth who is driving shall carry written permission to drive to the event/meeting from his/her parents. The youth shall not carry any other occupants during this time. There shall be no "in and out" privileges.

6. All driving, except short trips, should be done in daylight.

7. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced to 8 hours and stops should be made more frequently.

D. OVERNIGHT EVENTS

1. Boys and girls may not sleep in the same room unless there is no other option as a result of shortages of chaperones or because of the nature of the space. If they are in the same room and there is a divider available, it shall be used to separate the genders. If there is no divider available, boys and girls shall be at least six feet apart from each other.

2. In accordance with the Pacific Northwest Conference, Cedar Cross United Methodist Church sees all individuals of sacred worth, created in the image of God. All persons, regardless of age, gender, ethnicity, race, ability, marital status, or sexual orientation are entitled to be protected against intimidation or abuse. We respect the rights of all participants to self-identify their place in gender alignment and roles. Under certain circumstances, reasonable efforts to create appropriate personal, overnight accommodations should be made for the safety and comfort of all participants.

3. There shall be at least one adult of the same gender in the sleeping quarters; two adults are required for each gender if less than three children, youth or vulnerable adults are present.

4. At overnight events a minimum of eight consecutive hours of sleep shall be scheduled per night. These hours begin with lights out and quiet time and end at least one half hour prior to breakfast.

E. POLICY SUPERVISOR

1. Cedar Cross United Methodist Church shall have a designated Policy Supervisor, laity or clergy, paid or volunteer, whose job it is to see that background clearances are made for all volunteers. This person will keep the background checks in a safe, locked space. The SPRC is assigned the responsibility for checking references and backgrounds for all paid staff, and of seeing that all staff and volunteers have read and understood the policy and agreed to abide by it.

2. It is recommended that the Policy Supervisor be a Conference Designated Safety Officer (DSO) and trained accordingly. This training may include the following subject areas:

- Appropriate boundary guidelines.
- Types of abuse, the relationship between imbalances of power and abuse.

- Causes and indicators of abuse.
- Reporting, mandatory and otherwise.
- What to do when you suspect or discover child abuse.
- Understanding the victim and the abuser.
- Working with abuse victims.
- Conference youth event policies.
- Media reporting policies.

3. The Policy Supervisor is also responsible for serving as the resource person on youth and children safety issues, for receiving reports of guideline misuse or reports of abuse, and for seeing that all persons who need to know of abuses are informed.

4. The Policy Supervisor is responsible for carefully documenting all aspects of an abuse incident on the Abuse Incident Report Form. This report shall be forwarded immediately to the pastor, District Superintendent, and Conference Office, and to any other group who may need to know.

5. If a person reports that they have been abused in another setting, the Policy Supervisor shall consult with the activity or event leaders or other oversight staff and they shall make a determination of who should be informed; which may include CPS, law enforcement, etc. In the case of a minor, if the parents are not the subject of the abuse, they need to be informed as well.

F. POLICY FOR SCREENING PAID AND VOLUNTEER STAFF

1. An adult who works in a role that places them in direct contact with children, youth, or vulnerable adults shall complete a Criminal History Check and a National Background Check Consent Form as provided by the District Office. These documents need to be sent or called into the church office. ALL BACKGROUND CHECKS ARE KEPT STRICTLY CONFIDENTIAL.

2. A criminal conviction for a sexual offense disqualifies an applicant from working with children, youth, or vulnerable adults. Other automatic disqualifiers usually are convictions for incest, rape, assaults involving minors, murder, kidnapping, child pornography, domestic violence to the other parent or guardian, and physical abuse. Anyone who was abused as a child and who wants to work with children, youth, or vulnerable adults should have a discussion with the pastor about their ability to work with children, youth, and vulnerable adults, and know what the boundaries are.

3. All workers (this describes any person who has custody or supervision of children who are under 18 years of age during church activities, *whether in a paid or a volunteer role*. This includes parents or guardians of children, youth, or vulnerable adults who participate in activities) will complete a Volunteer Application form listed at the end of this document.

4. Volunteers who have not been members of Cedar Cross United Methodist Church for six months or who have not been actively involved in children or youth ministries at another United Methodist Church will be paired with an experienced volunteer or a paid staff member for six months.

II. CODE OF BEHAVIOR

A. RULES OF GENERAL SUPERVISION FOR ADULTS WORKING WITH CHILDREN, YOUTH, OR VULNERABLE ADULTS

1. The behavior of adults working with children, youth, or vulnerable adults must reflect the highest standards of Christian maturity; foster trust at all times, and act above reproach. Adults engaged in church-related activities with children, youth, or vulnerable adults present should never engage in sexually suggestive behavior or inappropriate touching.

2. Any sexual or sexually suggestive behavior by an adult toward any fellow worker or event participant at a church event where an imbalance of power exists between the acting adult and the other person constitutes an abuse of power. Consent is not a defense to an abuse of power.

3. Sexual harassment is any unwanted sexual advance, physical or verbal demand, or sexually suggestive behavior that is perceived as demeaning, intimidating or coercive. Prohibited behavior includes unsolicited and unwelcome contact that has sexual or coercive overtones, using written, verbal, physical or visual contact, including:

- a. Sexually suggestive or coercive communication of any kind such as obscene letters, notes or invitations, comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, or sexual propositions.
- b. Any bullying or intimidation act whether it is physical contact, such as intentional touching, pinching, brushing against another's body; impeding or blocking movement; assault; coercing sexual intercourse; visual contact, such as leering or staring at another's body; sexually suggestive gesturing; displaying sexually suggestive objects or pictures, cartoons, posters, or magazines; or verbal threats, name-calling, or any unwanted gesture.

4. The following guidelines for touching are to be carefully followed by anyone working with children, youth, or vulnerable adults:

- a. The children, youth, or vulnerable adults should always initiate touching. The adult should respond to the child's need for comfort and encouragement and not base touching on their own emotional needs. A child's or youth's

preference not to be touched should be respected by adults and others. This includes child-to-child and youth-to-youth.

- b. Touching between an adult and a child, youth or vulnerable adult shall only occur in the presence of other adults.
 - c. Anytime an adult thinks that his/her own or another adult's behavior towards a child, youth, or vulnerable adult, either touching or verbal, may have been perceived as inappropriate, that adult shall report the behavior to the leader in charge or the Policy Supervisor.
5. All adults shall avoid being alone, one-on-one, with children, youth, or vulnerable adults unless parental permission has been given in writing previously. Interaction with children, youth, or vulnerable adults shall be conducted within the sight/supervision of at least one other adult. In situations where only one adult is present, the following guidelines shall be observed:
- a. Two or more youth/children shall be present with the adult or leader.
 - b. If interactions are being conducted in a classroom and there is only one adult available, there shall be a "roamer" on the premises, and the windows shall be uncovered and doors to the room shall be open.
 - c. When private consultation is needed between a child, youth, or vulnerable adult and an adult, another adult shall be informed of the activity and of the location in which the activity is taking place. The monitoring adult shall strive to ensure that the consultation takes place in a public space within sight of others but not necessarily within hearing range.
6. Adults shall respect the privacy of children, youth, or vulnerable adults when changing clothing or showering to the extent safety allows. Adults will not be nude in front of children, youth, or vulnerable adults.
7. Children, youth, or vulnerable adults shall be supervised at all times by at least one adult who is at least four years older than the oldest child or youth who is attending the event as a participant.
8. When only two adults are required for supervision, the second adult shall not be related, i.e., a spouse, parent, sibling, or child, to the first adult.
9. The following ratios will be in place for age-level church activities, events and meetings:
- Younger Children (Preschool and under) – 1 adult to four children
 - Children (Kindergarten – Grade 5) 1 adult to six children
 - Junior High (Grade 6 – Grade 8) 1 adult to six youth

- Senior High (Grade 9 – Grade 12) 1 adult to eight youth
 - Ratios for eighth or ninth graders will be the ratio of the prevalent age group at the activity, event or meeting.
10. At least 50% of adults at an event where junior high are present shall be at least 21 or older.
 11. Those adults who participate in an activity or event shall initiate no personal interaction with children or youth via email or otherwise, with the exception of simply informational communication, without informing the parent or guardian of the child or youth.
 12. There will be absolutely no drinking of alcohol or use of illegal drugs at or during any church-related activities or events. Any drinking of alcohol or use of illicit or illegal drugs will lead to immediate suspension and removal from the event.
 13. Possession of firearms or other weapons at church-related activities, events or meetings is strictly forbidden.
 14. All adults working with children, youth, or vulnerable adults shall abide by all laws and regulations applicable to the location of the activity or event.

III. RESPONSES TO CODE INFRACTIONS AT AN ACTIVITY OR EVENT

A. RESPONDING TO BEHAVIORS THAT HINDER OUR MISSION

In addition to the behaviors that are described above, there are other behaviors which may hinder the mission and purpose of our church or church group. Examples of these incidents include a chaperone who continually undermines program objectives or an event planner who neglects staff training or health and safety concerns, etc. When serious concerns arise:

1. The event coordinator or leader shall encourage the person raising the concern to talk directly with the person whose behavior is considered detrimental. As always, a third person shall be in attendance.
2. If the person raising the concern is unwilling or unable to talk directly on their own with the person in question or if the initial conversation is unproductive, then the event coordinator or leader shall meet with the two individuals to seek resolution.
3. If a mutually agreed-upon resolution is not possible, then the event coordinator/leader shall have the authority to prescribe a resolution.
4. Anonymous complaints or evaluations shall be considered unverifiable, and, therefore, will have no foundation for being officially addressed.

5. Persons whose behavior hinders the mission and goals of the ministry or whose negative behavior is repetitive may face review of their participation in leadership for that behavior.

6. If the person who is perceived to be hindering the mission is the event coordinator or leader, then the person who is raising the concern may report to the Policy Supervisor, Pastor, Staff Parish Relations Committee, or person assigned to oversee this leader.

7. The church has the obligation to inform the Annual Conference of all persons whose behavior they deem to be inappropriate for working with children, youth, and vulnerable adults. The Conference shall maintain a list of these people in conjunction with the State Patrol forms. The purpose of this list is to screen those who are requesting to work with children, youth, and vulnerable adults. Cedar Cross United Methodist or the Conference is not under obligation to report the reason for placement on the list with anyone other than the accused.

B. RESPONDING TO INCIDENTS INVOLVING PHYSICAL ACCIDENTS

1. The person who witnesses the accident shall share this information with the first aid staff or leader at the activity or event. The first aid staff shall in turn fill out the Accident Report Form, report the incident to the key leaders of the event, and notify the parents or guardians of the incident if this is deemed necessary by the first aid staff or leader. Accident Report Form is available in the church office.

2. The first aid staff and/or the event coordinator/leader is responsible for carefully documenting all aspects of the incident using the Accident Report Form. This report shall be recorded in the log and forwarded immediately to the Policy Supervisor of the church or staff person assigned to oversee this group.

3. The event coordinator/leader shall make contacts as needed with the church insurance company, and the pastor of the church. This coordinator shall also determine whether there is need for an investigation or additional follow-up.

C. RESPONDING TO ALLEGATIONS OF ABUSE, ILLEGAL ACTIVITIES, AND BEHAVIORS

1. All reports of abuse shall be treated with utmost seriousness and confidentiality.

2. The highest priority shall be placed on securing the safety of the victim. In no case shall the accused be confronted until the safety of the victim is secured.

3. The person who receives the report of abuse shall immediately share this information with the event coordinator/leader unless the person suspected of abuse is the event leader, then the report should be made to the Policy Supervisor, pastor, or the authorities. The event coordinator/leader or Policy Supervisor is responsible for filling out the Abuse Incident Report Form and for reporting the incident to the key leaders of the event or pastor or authorities.

4. The Policy Supervisor or Program Leader is responsible for carefully documenting all aspects of the incident using the Abuse Incident Report Form. This report will be forwarded immediately to the pastor.

5. The Policy Supervisor or Program Leader shall report the incident to appropriate parties (i.e. law enforcement, Child Protective Services, the Pastor). All parties shall hold all information concerning the incident in strict confidence involved. If the incident is put under investigation by appropriate civil authorities, the incident will be monitored by the staff relating to the program until an outcome has been reached.

6. The Policy Supervisor, Staff Leader or Pastor will notify the parents or guardians when it is clear that it is safe to do so.

7. Any volunteer or hired staff person accused of abuse shall be immediately relieved of duties related to this or any other church event involving children, youth and vulnerable adults, and be isolated from further contact with participants, guests and others who may be negatively impacted by the individual's presence until the review process is completed. The individual accused of abuse may not return to these any duties until the Policy Supervisor or Program Leader has completed a review. This applies whether or not the alleged act of abuse occurred during a church-related event.

8. If there is no civil investigation, or once the investigation by civil authorities is completed, the Policy Supervisor and/or leaders shall jointly review the incident to determine whether any further actions are needed.

9. The Policy Supervisor is responsible for contacting the accused and informing the accused of the nature of the process. The purpose of this meeting is not to interrogate the accused but to discuss the accusation. During meetings with the accused, one other mutually agreed-upon witness shall be present (e.g., a local pastor, district superintendent, the other coordinator, etc.).

10. After conducting a thorough review, the Policy Supervisor shall report the findings to the accused. If it is determined that the person has committed an act of abuse, the final goal of this process is to establish a future covenant with the offender that regulates his or her behavior at all levels of involvement with the church. This covenant shall include both an agreed-upon record of what offending

actions were committed and agreed-upon solutions about what should be done in the future.

11. If no covenant is established, the accused shall remain removed from working with children, youth or vulnerable adults in the church until mediation is complete.

12. If no covenant is established, the accused may pick one mediator and the coordinator another mediator. These two mediators will then pick a third mediator, and these three people, combined with the accused and the coordinator, will come to a decision. The mutually agreed upon mediator will serve as the facilitator for this group.

13. The covenant that governs participation in church-related children, youth, or vulnerable adults events shall clearly state that failure to abide by the provisions of the covenant process shall result in permanent removal from working with children, youth, or vulnerable adults in the church.

14. All documentation relating to the incident shall be confidentially filed in the Policy Supervisor's locked files.

15. A list shall be maintained in conjunction with the background check forms at the church of those who may not participate in related events involving children, youth, or vulnerable adults. The purpose of this list is to screen those who are requesting to work with children, youth, or vulnerable adults. The church or Conference is not under obligation to report the reason for placement on the list with anyone other than the accused.

16. If a person is under some form of suspension or removal due to violation of any of these policies/guidelines and fails to report the same to a local church when initiating a desire to work with children, youth, or vulnerable adults, that person shall be permanently removed from working with youth/children at all UMC events.

17. The church's obligations to respond to allegations of abuse go beyond the State's requirements. As Christians, we must also be prepared to respond to others:

- Faithful response to the victim — take the allegations very seriously, to respect the victim's privacy, to provide sympathetic concern, no blaming the victim, and absolutely no implication that the victim was in any way responsible for causing the abuse.

- Faithful response to the Annual Conference — notify PNW Conference authorities (District Superintendent, Bishop) as soon as allegations are received; keep them aware of congregation's actions; notify insurance agent.

- Faithful response to the media — one person must be designated as spokesperson in advance and have a well-thought out, previously written out

response. This person must be able to give facts, but also to keep confidentiality, and to be able to present information without emotion.

- Faithful response to the accused abuser — acknowledge that the person is of sacred worth. Remove *accused* abuser from position as a worker with children, youth, or vulnerable adults until allegations are fully investigated and resolved.

D. RESPONDING TO ILLEGAL BEHAVIOR

Any volunteer or hired staff person accused of felonious activity shall be immediately relieved of duties related to this or any other church-sponsored event and shall be isolated from further contact with participants, guests and others who may be negatively impacted by the individual's presence until the review process is completed. If the felonious activity was not committed during a church-related event, then the Policy Supervisor along with the pastor or leader shall have discretion as to whether immediate or remedial action is required following the same procedures as listed above (see III.C.1-19). The individual accused of felonious activity may not return to duties until the church leadership has completed a review.

IV. CRISIS COMMUNICATION

1. A well thought-out plan of response should be kept on file with clergy, program staff persons, and the official designated spokesperson (Policy Supervisor) and an alternative chosen by the Church Council.
2. The District Superintendent and Bishop shall be informed of all investigations or allegations of abuse.
3. The spokesperson for the church should be a person who can speak calmly and thoughtfully in the glare of publicity; the person should answer questions honestly without adding extra or unnecessary information. They should be given permission to answer questions by saying, "I or we don't know at this time." NO ONE but the spokesperson is authorized to speak on behalf of the congregation. Spokesperson must be prepared to state the church's policy for the prevention of child abuse, the church's concern for the safety of the victim and all children, and the procedures the church has followed to reduce the risk of abuse. The spokesperson will have a prepared statement or written notes and not speak extemporaneously. The spokesperson will never make any statement indicating that the church does not take the allegation seriously or in any way blame the victim.

**VOLUNTEER APPLICATION
CEDAR CROSS UNITED METHODIST CHURCH**

Name _____

Address _____

City, State, Zip _____

Date of Birth _____ SSN _____

Home Phone _____ Work/Other Phone _____

Position applied for: _____

List (name and address) other churches you have attended regularly in the past 5 years

Name/address/phone number of pastor or personal references who may be contacted:

Pastor:

Personal:

Personal:

Describe your background working with the program and/or age group requested. (Include information about church-related, volunteer, and paid experience you may have).

The information that I have provided may be verified by contacting persons or organizations that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information, and this release may be sent to any reference. I also agree to hold harmless the Cedar Cross United Methodist Church, and the employees, and volunteers thereof from any use of this application and information. I waive any right that I may have to inspect references provided on my behalf.

I certify that the information I have provided is true and correct; if it is found that the answers given are untrue, I understand it may be cause for dismissal.

Signature_____Date_____

Alleged Abuse Report Form

Your name and position:

Victim's name:

Name of person making disclosure (if not victim):

Time and date of observation or disclosure:

Brief statement of observed or disclosure of alleged abuse:

Name of person you will give this report to:

Administrative Response to the Alleged Abuse Report Form

Your name and title:

Starting Date of Administrative Response: Date completed:

1. Name of person observing/receiving disclosure of alleged abuse, date/time/place:

Brief notes:

2. Victim's Name:

Victim's Age/Date of Birth:

3. Date/time/place of initial conversation with victim:

Victim's statements:

4. Name of alleged abuser:

If accused is staff or volunteer, date/time/place of initial conversation:

Notes of Conversation:

6

Suspension date/time:

Notes of suspension:

5. Call to parent(s)/guardian(s), spoke to:

Date/time:

Notes:

6. Call to Child Protective Services Agency, spoke to:

Date/time:

Notes:

7. Call to law enforcement agency, spoke to:

Date/time:

Notes:

8. Other contacts:

Name/date/notes:

Name/date/notes: