

Thank you for volunteering to work with the Bethel United Methodist Church to serve our children and youth. Your contribution is important and much appreciated. We ask that everyone who works with our children or youth read and sign the following Code of Ethics, and complete the attached Application and Screening Forms.

### CODE OF ETHICS

The Book of Resolutions for the United Methodist Church states that we support “methods of education designed to assist every child toward complete fulfillment as an individual person of worth.” Adults and older youth who volunteer to work with our church children and youth are in a position of stewardship, and play a key role in fostering spiritual development of both individuals and community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care and support that will enable children and youth to develop a positive sense of self and spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect, if this positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth.

Children, youth and adults can suffer damaging effects when leaders engage in sexual conduct with young persons in their care. Therefore, it is expected that leaders’ behavior will respect the worth and dignity of each child and youth. To this end, leaders must refrain from engaging in sexual, seductive or erotic behavior with children and youth. They may not sexually harass or engage in behavior with children or youth, which constitutes verbal, emotional or physical abuse.

The Volunteer acknowledges by signing this statement that he or she understands and agrees to comply with this Code of Ethics. The Volunteer has read the Basic Procedures for Safe Ministry with Children and Youth and agrees to observe them in working with children and youth. The Volunteer agrees to be bound by the Policies and Procedures For the Prevention of Child Abuse of the Church. In addition, the Volunteer represents that he or she has filled out the attached Application and Screening Forms completely and truthfully, and agrees that in the event that he or she has been arrested for or charged in a court with any crime or offense involving a minor, he or she shall immediately notify the Pastor *and shall suspend his or her activities with children and youth of the Church.*

I have read and understand the above statements of position, expectations and actions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Volunteer/Staff Application**  
**Bethel United Methodist Church**  
**141 Greenwood Ave**  
**Bethel, CT 06801**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Social Security #: \_\_\_\_\_ DOB: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_

\_\_\_\_\_

Special Interests, hobbies, and skills: \_\_\_\_\_

How many hours per week are you available to volunteer?: \_\_\_\_\_

Do you have your own transportation? Y or N

Do you have a valid drivers license? Y or N License # \_\_\_\_\_ ST \_\_\_\_  
(Please provide a copy if you plan to drive the youth)

Do you have liability insurance? Y or N  
(Please provide proof of insurance if you plan to drive the youth – including coverage)

Why would you like to volunteer as a worker with children/youth?

\_\_\_\_\_  
\_\_\_\_\_

What qualities do you have that would help you work with children / and youth?

\_\_\_\_\_  
\_\_\_\_\_

What is the best option for discipling a child / or youth? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.) Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, or other crimes of violence, theft, or motor vehicle violations)? Y or N  
If yes, please explain fully:

\_\_\_\_\_

2.) Have you ever been found to be a perpetrator of child abuse or neglect? Y or N Explain Fully? \_\_\_\_\_

\_\_\_\_\_

Would you be available for periodic volunteer training sessions? Y or N

References: Please list three personal references (people not related to you by blood or marriage. References are confidential.

1.)Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

2.)Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

3.)Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

## PARTICIPATION COVENANT STATEMENT

The congregation of the Bethel United Methodist Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. All adult volunteers involved with children or youth of our church must have been members of the congregation for at least six months before beginning a volunteer assignment. For volunteers that have not been members for at least six months must serve with another leader.
4. Adult volunteers with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
5. Adult volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies, regarding working in ministries with children and youth? Yes No
2. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule" at all times? Yes No
3. As a volunteer in this congregation, do you agree to abide by the six-month rule before beginning a volunteer assignment? Yes No
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? Yes No
5. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate? behavior to your supervisor? Yes No
6. As a volunteer in this congregation, would you be open to discuss with a minister of this congregation your experience, if any, as a survivor of child abuse? Yes No
7. As a volunteer in this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of child abuse? Yes No

I have read this Participation Covenant, and I agree to observe and abide by the policies set forth above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**BACKGROUND INVESTIGATION CONSENT**

I, \_\_\_\_\_ (applicant complete name), hereby authorize the BETHEL UNITED METHODIST CHURCH (the “Church”) and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with the Church. I release the Church and/or its agents, and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

\_\_\_\_\_  
Full legal name (printed)

\_\_\_\_\_  
Maiden name or other names used

\_\_\_\_\_  
Present street address

\_\_\_\_\_  
How long?

\_\_\_\_\_  
City/State Zip

\_\_\_\_\_  
Former street address

\_\_\_\_\_  
How long?

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Social security #

\_\_\_\_\_  
Driver’s license #

\_\_\_\_\_  
State of license

Race: (please indicate)

W      B      I      A      H      O  
White   Black   American Indian   Asian/Pacific Islander   Hispanic   Other

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WORKER’S AUTHORIZATION  
AND RELEASE OF  
REFERENCES**

The information contained in this screening form is correct to the best of my knowledge. I authorize any references to give you any information, including opinions, which they may have regarding my character and fitness for work with minors or the mentally handicapped. Each reference will be asked to submit the name of one person to be used as a reference. In consideration of the receipt and evaluation of this application by Bethel United Methodist Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me, or my references in this screening form.

I further state that I have carefully read the foregoing release and know the contents thereof; and sign this release as my own free act. This is a legally binding agreement in which I have read and understand.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_

Print Witness Name \_\_\_\_\_ Date \_\_\_\_\_

Witnesses’ Signature \_\_\_\_\_



## **BASIC PROCEDURES FOR SAFE MINISTRY WITH CHILDREN, and YOUTH**

**The Bethel UMC has adopted the following procedures to guide the day-to-day operation of all programs that involve the children, the youth, the elderly, and vulnerable adults of our congregation.**

### The “Two Adult Rule”

Two adults will be present at all times during any church sponsored program or event, including the nursery, Sunday school, youth group, and the Village Pre-School. In the event that two adults cannot be present in each Sunday School class an adult “roamer” will be assigned to move in and out of the rooms during class time.

### Windows in all classrooms doors

Each room that is used for children or youth must have a window in the door or be a ½ door, in the event that neither is available the door must remain open while children or youth are present.

### Open-Door Counseling

During any one on one counseling session with children or youth the door must remain open during the entire session, especially if the doors are not equipped with a window. Counseling should also take place when others are nearby.

### First Aid and CPR

The Director of Christian Education (DCE) is required to be First Aid and CPR trained, along with the teachers and Director of the Village Pre-School (VPS). First Aid and CPR training will be made available to all church workers who deal with children and youth on an annual basis. At least one adult at any event involved with Children or Adult must be First Aid and CPR trained.

### Participation Covenant for All Participants and Leaders

A written covenant of participation should be developed and provided to all leaders and participants in children’s and youth ministry in which they agree to: (1) take part in the ministry, (2) give their best efforts to the ministry, (3) respect the other participants, (4) treat others as well as they would wish to be treated. Such a covenant is especially useful for establishing the onset of behavior standards expected by everyone. It is also an important reminder for leaders that abusive behavior toward the children and youth will not be tolerated.

### Annual Orientation

All church workers involved with children and youth, and VPS teachers will be required to attend an annual Safe Sanctuary orientation session that will be conducted by the DCE.

### Five Year Older Rule

In order to volunteer with children ministries and youth fellowship you must be at least 5 years older than the oldest child within the group.

No workers under the age of 18

All leaders and teachers of children and youth must be at least 18 years of age. Individuals between the age of 12-17 may be a Sunday School or nursery assistant, provided that an unrelated adult that meets all other Safe Sanctuary policy guidelines is present within the classroom.

Advance Notice to Parents

Parents must always be given advance notice and full information about all events that take place during Sunday School or Youth Group. Written permission must be obtained by the parents for all trips, and annual consent may be given for the Sunday School dismissal and activities that take place during the year.

Parent and Family Education

Child Abuse Seminars will be made available to all members of the congregation on a bi-annual basis. During the member seminar, seminars may also occasionally be made available to the children.

Appropriate Interpersonal Boundaries

Appropriate Interpersonal Boundary guideline must be followed at all times and is in place for the safety of all adults and children and applies to all adults over the age of 18. Any adult caught not following the guidelines will be given a warning and additional offense will be cause for permanent removal from any involvement with the youth.

Dress

All adults are to be dressed appropriately when having direct involvement with the youth. Men should wear shirts at all times; Women are not to wear low cut shirts, short skirts or short shorts. All shirts are to be free from inappropriate language or crude sayings (including connotations to alcohol or tobacco). These guidelines are in effect for all adults over the age of 18.

Language

All adults are asked to use appropriate language at all times but are required to do so especially when in the presence of youth. There is to be no swearing, foul language, or sexual connotations made.

Appropriate Use of Affection

A good rule of thumb is "If it is not yours, don't touch it." An adult is never to initiate a hug and always be the first to end it.

Cyber Safety for Ministries with Children and Youth

- Online photos of the children and youth cannot be posted without parental permission and should never contain any personal information.
- Parental permission must be obtained in order for any adult to communicate with the youth by email, cell phone, instant messaging, or texting.
- When communicating by email to the entire group, the BCC option should be used.

## **Additional Guidelines for dealing with Children and Youth**

### **Senior High**

All classes will be held within the designated church school building(s). Two Adults at least 5 years older than the oldest student should occupy the Senior High class. If an additional leader is not available a floater will be assigned to monitor the classroom.

Youth may not leave the building or classroom prior to the designated end of an event without written permission from a parent or guardian. In case of accident or illness, the organizer of the event must have on file an emergency profile.

### **2 year old – 8<sup>th</sup> grade**

All classes will be held within the designated church school building(s). Advance notification must be provided to the parents if the children will be some where other than the classroom at the time of pickup. Children must have permission slips from their parent/guardian in order to be allowed to leave the building during an event. Children through grade 4 must remain in the classroom until the parents pick them up. Children in 3<sup>rd</sup> and 4<sup>th</sup> grade may be dismissed alone if prior arrangements have been made and written permission must be on file. If a child through grade 2 needs to use the restroom during church school, please wait for the assigned floater come around to take the child to the restroom. Grades 3-8, an adult must check the restroom to be sure that it is safe for the child to enter. If children age 2 through 8<sup>th</sup> grade are at an event after sundown, a parent or guardian must pick them up. In the case that the parent or guardian is delegating this responsibility to another adult, they must identify and give written permission to the person picking up their child and the person picking up must show their drivers license to the person leading the event.

### **Nursery Guidelines**

Parents must sign their children in and out, and place a label on their child's and other belongings. The adult leader(s) and the youth volunteer(s) that have signed up for the day are the only ones allowed in the nursery beside the parent. When a parent must be contacted to pick up a child, the nursery monitor but immediately notify the church school office for assistance. Parents will be summoned if a child is ill, has been injured, or has been crying for more than 10 minutes.

If a child has soiled the diaper and it is necessary to change them the following procedures should be followed...

- Only the adult leader or a certified baby sitter can change the diaper. Babysitting certification must be on file in the church school office.
- Another adult must be present to watch the process.
- Latex gloves are to be worn
- Wax paper is to be placed on the changing table
- Soiled diaper and wax paper are to be placed in a plastic bag and removed from the room as soon as possible.
- Be sure to wash hands and disinfect changing table when finished.
- Be sure to tell the parent that you have changed the diaper.

### **Counseling/Mentoring Guidelines**

All information should be kept strictly confidential when counseling and mentoring youth except in these instances:

- When the child/youth has indicated they are being harmed in any manner.
- Has done harm in the past or is planning to do harm to him/her self.
- Threatens or talks about harming someone else.

## **Overnight and Youth Mission Trips**

### **Appropriate Equipment and Supervision**

Adequate supervision and ability of the volunteers must always be considered when planning an event. The DCE and/or Pastor must approve any event activities that are deemed as hazardous or extra hazardous. Special permission slips must be signed stating that the BUMC is not liable for individual safety.

### **First Aid and CPR**

At least one adult must be FA/CPR trained for all events; during mission trips with multiple groups in different locations one adult per group must be FA/CPR trained.

### **Transporting Children and Youth**

Any adult transporting children in their own vehicle must provide proof of proper insurance. All drivers must have a volunteer background check along with a motor vehicle license check. All youth must wear a seatbelt, a basic first aid kit must be in the vehicle, a cell-phone must be charged and available in case of emergency, and two adults should be in each vehicle.

### **Respectful Code of Conduct**

A respectful code of conduct must be established with the children and adults during any overnight event. The respectful code of conduct needs to be signed by all youth and adults and needs to include but is not limited to the following policies:

No profane language, no practical jokes that could cause physical or emotional harm, boys and girls may not enter the opposite sex sleeping or restroom areas; a youth or child should never be alone with an adult.

### **Sleeping Arrangements**

Proper sleeping arrangements must be made in advance, and must include but are not limited to no co-ed sleeping areas, and when possible at least two non-related adults of the same sex will be in the same sleeping area with the children. Parents must be made aware of the sleeping arrangements prior to traveling.

## **Types of Child Abuse**

### **1. Physical Abuse**

Abuse in which a person deliberately and intentionally causes harm to a child.

Possible signs that should be considered as warnings:

- Hostile and aggressive behavior toward others
- Fearfulness of parents and or other adults
- Destructive behavior toward self, others, and or property
- Inexplicable fractures or bruises inappropriate for child's developmental stage
- Burns, facial injuries, patterns of repetitious bruises

### **2. Emotional Abuse**

Abuse in which a person exposes a child to spoken and/or unspoken violence or emotional cruelty.

Possible signs that should be considered as warnings:

- Exhibits severe depression and/or withdrawal, or severe lack of self-esteem
- Failure to thrive
- Threatens or attempts suicide
- Speech and/or eating disorders
- Goes to extremes to seek adult approval
- Extreme passive/aggressive behavior patterns

### **3. Neglect**

Abuse in which a person endangers a child's health, safety, or welfare through negligence.

Possible signs that should be considered as warnings:

- Failure to thrive
- Pattern of inappropriate dress for the climate
- Beggars or steals food; chronic hunger
- Depression, untreated medical conditions, or poor hygiene

### **4. Sexual Abuse**

Abuse in which sexual contact between children and an adult occurs.

Possible signs that should be considered as warnings:

- Unusually advanced sexual knowledge or behavior; promiscuous behavior
- Depression- Cries for no reason
- Runs away from home and refuses to return
- Difficulty sitting or walking
- Bruised/bleeding in vaginal or anal areas
- Exhibits frequent headaches, stomachaches, extreme fatigue, or has an STD

Possible Signs if abuse has occurred at church.

- Unusual nervousness about being left in areas where abuse has occurred
- Reluctant to participate in church activities where there was excitement before
- Comments that they do not want to be alone with a certain adult/leader
- Nightmares that include a childcare worker or volunteer
- Unexplained hostility towards a childcare worker or teacher

### **5. Ritual Abuse**

Abuse in which physical, sexual, or psychological violations of a child are inflicted regularly, intentionally, and in a stylized way by a person or persons responsible for the child's welfare.

Possible signs that should be considered as warnings:

- Disruptions of memory or consciousness
- Unexplained mistrust and mood swings
- Flashbacks
- Eating disorders
- Fear of the dark
- Agitation or despair that seems to occur in cycles
- Fear of ministers, priests, or others wearing robes or uniforms
- Nightmares or sleep disorders

## Child Abuse Prevention Reporting

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person's belief in accordance with this procedure<sup>1</sup>. Non-accusatory reports (reports that identify the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made to the local or state law enforcement agency (police) by calling 911.

In addition, it is the policy of the Church to voluntarily report all reportable incidents of suspected child sexual or physical abuse to the child abuse hotline regardless of whether such reports are mandatory or voluntary under Connecticut state law.

In cases where the alleged abuser is *a parent, guardian, member of the victim's household or other responsible person*<sup>2</sup>, reports go to the Connecticut Department of Children and Families (see below). Connecticut General Statutes Section 17a-101 *does* specifically name clergypersons as mandatory reporters in such cases. Information of reportable sexual abuse that comes to a minister, including information obtained in a clergy penitent, counseling situation, must be reported. Local church leaders, including church program staff, Sunday school teachers, youth group leaders and Christian education coordinators that work with church Sunday schools and youth groups, whether paid or volunteer, have no mandatory duty to report under the statute but may make voluntary reports. However, personnel of *state licensed* day care centers or nursery schools located on church property (whether or not run by the church) *are mandatory reporters*:

DCF Hotline Number: 800-842-2288

Where the alleged abuser is *not a family member or other responsible person* (see footnote 2), the case would be handled by the criminal justice system and reported in the first instance to the police.

- 1) Upon the first suspicion of an instance of child abuse, the following steps should be taken immediately:
  - a. Do not treat the suspicion as frivolous.
  - b. **Maintain maximum confidentiality of the investigation.** Persons reporting in good faith are immune if reports are made that turn out to be unfounded. Emphasize confidentiality of the victim and any accused.

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<sup>1</sup> “*Child abuse*” is defined by Connecticut General Statutes Section 46b-120 as a child who has had non-accidental physical injury(ies) inflicted upon him or her, or has injuries which are at variance with the history of them, or is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. “*Child neglect*” is defined by the same statute as a child who has been abandoned, is being denied proper care physically, emotionally, or morally, or is being permitted to live under conditions, associations or circumstances injurious to his or her well-being.

<sup>2</sup> An “other responsible person” is anyone legally responsible for the victim at the time of the alleged abuse or who has been given access to the victim such responsible person. For the Church this would mean, for example, anyone involved in running the Sunday School including a teacher or assistant.

- c. If a report is mandated, the first person receiving the initial information from the victim is the who is a mandatory reporter must make the report, whether or not that person is able to consult with his or her supervisor or other person in charge. The report must be made by telephone within 24 hours. In the case of Sunday School, for instance, that would often been the minister, since a Sunday School teacher or other worker first receiving the information would not be a mandatory reporter. In the case of a licensed weekday nursery school, the teacher would be a mandatory reporter and would make the report.
  - d. The individual making a mandatory report, if a member of the staff, must notify the “person in charge or his designee.” The person in charge must notify the parents or guardians of the victim.
- 2) When an incident occurs that requires a mandatory report, the person receiving the initial information, in cooperation with the person supervising the activity in which the victim was participating and a paid minister of the church, must commence the investigation immediately, and conclude it as soon as possible. In the case of an incident permitting a voluntary report, the minister should be responsible for confirming the facts reported and the condition of the child and making a decision to report to the appropriate agency (described above).
- a. Use the “Checklist for Response to Allegation of Sexual Abuse” to complete the church/staff responsibilities involved with the occurrence.
  - b. Data concerning the child, name, address and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and address of the person responsible for the care of the child, if available, will be obtained.
  - c. A prompt determination as to whether a report to the State sexual abuse hotline is required. In determining whether or not to make a report, a small team approach with consultations with others directly involved, including a trustee of demonstrated sound judgment, should be used to determine whether there is reasonable grounds for believing that the abuse occurred, and that the accused is a person responsible for the child at the alleged time of the abuse (see discussion above).
  - d. The investigation and the determination as to whether a report is required must be undertaken promptly, because a telephone [or fax] report must be made within 24 hours of receiving the original information. On the same day that the case is first reported verbally to the Hotline, the report would be documented on a Report of Suspected Child Abuse<sup>3</sup>. This form must be sent by the reporter within forty-eight (48) hours after the oral report was made to the Child Abuse Hotline, and a copy must be given to the victim’s parent or guardian and (if not the reporter) to the minister.
- 3) Simultaneously, the minister, in consultation with the parents of the victim, shall determine whether to report the alleged abuse to local law enforcement officials (police). Cooperate fully with law enforcement officials.
- 4) The Church should also immediately contact the insurance company to report the occurrence, and should contact its attorney.
- 5) In instances where child abuse is confirmed and a member of the ministerial staff is the perpetrator, the District Superintendent must be contacted, advised and involved.

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<sup>3</sup> The form may be obtained in PDF format on-line at: [http://www.state.ct.us/dcf/dcf\\_136.pdf](http://www.state.ct.us/dcf/dcf_136.pdf)

- 6) Suspend any accused from the performance of duties involving children until the investigation has been completed.
- 7) Inform the victim and the victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigations. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take in the matter, and fully cooperate to address their request within the bounds of a legal and prudent response (Church legal counsel should assist in this determination).
- 8) In instances where child abuse is confirmed to have been by a worker, the Church should immediately dismiss the worker from that position. Consideration of member termination should be considered, as appropriate in the circumstances.
- 9) In instances where the evidence is inconclusive, the Church must take action depending on the strength of the evidence available and after consideration of the victim's parent's request.
- 10) Keep the congregation informed of the investigation with respect to matters that are not confidential, so that the congregation will hear about the investigation from within the Church rather than from the news media.
- 11) Promptly take steps to plan for a response to the media and attempt to speak to the media only through one contact person so that the Church can emphasize through the media to the public the Church's position on child abuse, its concern for the victim, and the extensive steps the Church is taking to address the present occurrence and to reduce the risk and provide a safe environment for other children.

Every allegation of sexual offense or molestation should be investigated promptly and thoroughly by officials and reported to the Church insurance company immediately. If such allegation is factual, the relationship with the worker should be terminated. It is unlikely the problem will ever be handled by relying on promises of the employee or volunteer to reform. Failure to take remedial action will make a claim difficult to defend.

## **Hazardous Activities**

We enjoy activities that foster good fellowship. However, in some activities the dangers outweigh the enjoyment. These are classified as hazardous and extra hazardous. Hazardous activities should be stringently supervised with strict limitations. Extra hazardous activities need to be approved by the DCE and Pastor before being allowed.

### **Hazardous**

Water slides  
Water-skiing  
Snow skiing  
Rafting  
Unsupervised swimming  
Canoeing  
Paddle boating  
Horseback riding  
Rope jumping  
Basketball  
Volleyball  
Softball  
Sack races  
Touch football  
Roller skating  
Ice skating

### **Extra Hazardous**

Hayrides  
Mud Olympics  
Dune buggies  
Snow tubing  
Obstacle courses  
Haunted houses  
Tackle football  
Snowmobiles  
Rodeos  
Rope swings  
Monkey bar equipment  
Fireworks displays & stands  
Motorbikes  
Rock climbing  
Trampolines

**PAID AND VOLUNTEER CHILD WORKER  
ENLISTMENT CHECKLIST**

**Volunteer/Employee Name:** \_\_\_\_\_

*TASK TO COMPLETE*

*COMPLETED BY – INITIALS*

- |  |       |
|--|-------|
| <input type="checkbox"/> Receive Copy of Policies and Procedures Manual              | _____ |
| <input type="checkbox"/> Application and Screening Form                              | _____ |
| <input type="checkbox"/> Signed Code of Ethics                                       | _____ |
| <input type="checkbox"/> Signed Background Investigation Consent                     | _____ |
| <input type="checkbox"/> Received Criminal Records Check Privacy Statement           | _____ |
| <input type="checkbox"/> Signed Worker’s Authorization and Release of References     | _____ |
| <input type="checkbox"/> Received Basic Procedures for Safe Ministry                 | _____ |
| <input type="checkbox"/> Driver Information Form (as needed)                         | _____ |
| <input type="checkbox"/> References Checked  | _____ |
| <input type="checkbox"/> Church Status (Minimum 6 months involvement)                | _____ |
| <input type="checkbox"/> Criminal Background Check (“CBC”) Performed                 | _____ |
| <input type="checkbox"/> CBC Reviewed by Approved Staff                              | _____ |
| <input type="checkbox"/> Interview After Checks Are Made (if needed)                 | _____ |
| <input type="checkbox"/> Review Background Transcripts with Applicant (if requested) | _____ |
| <input type="checkbox"/> Photograph  | _____ |
| <input type="checkbox"/> Worker Training   | _____ |
| <input type="checkbox"/> Definition of Child Abuse                                   | _____ |
| <input type="checkbox"/> Basic Procedures for Safe Ministry                          | _____ |
| <input type="checkbox"/> Procedure on Reporting Abuse                                | _____ |
| <input type="checkbox"/> Written Material(s)   | _____ |