Hope Presbyterian Church

CHILD AND YOUTH PROTECTION POLICY

"Whoever humbles himself like this child is the greatest in the kingdom of heaven. Whoever receives one such child in my name receives me"

Matthew 18:4-5a

Child and Youth Protection Policy

CHILD AND YOUTH PROTECTION POLICY

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Child and Youth Protection Policy

Guidelines

Policy Purpose and Scope

HOPE Presbyterian Church ("HOPE") is committed to providing a church environment that is a safe place for children, youth, and volunteers during HOPE programs and events. This policy aims to keep the above named safe from reasonable harm or allegations through clear guidelines. Additionally, the terms include proper procedures should any incident occur. Ultimately, this policy is provided to protect youth, children, and leaders while simultaneously assuring parents/guardians of HOPE's diligence in the great responsibility of their children.

The Core Four Guidelines

1) **Show them Jesus**
   Our primary goal is to minister to the children and youth by showing them Jesus in what we say, and do. Hope's vision is to train disciples, teachers, leaders, and future missionaries.

2) **Supervise, Supervise, Supervise**
   Children and youth should be supervised at all times for church sponsored or church approved programs. Our goal is to keep the children safe during their time in our ministry.

3) **Lead with Many**
   In order to avoid situations where an individual is alone with children, all children's and youth activities should be supervised by at least two adult leaders. Whenever possible, these adults should be unrelated. During a HOPE event, HOPE employees and volunteers should not be alone with a single child where they cannot be observed by others. The recommended adult/volunteer-to-child/youth ratio, based on best practices, is 1:6, gender balance is recommended. The recommended adult/infant (under the age of 1 year) is 1:4.

4) **Keep Rooms Accessible and Visible**
   Classrooms, childcare rooms, and any area in which programs for children or youth are taking place may be visited without prior notice by church staff, parents, or other volunteer church workers. No windows may ever be totally blocked so as to prevent visual observation into the classroom.

Full Code of Conduct

1) **Follow policy:** Staff and volunteers are required to adhere to the HOPE Children & Youth Protection Policy guidelines in all their interactions with children and youth.
2) **Respect body boundaries:** Staff and volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable or disregard their right to say no.
3) **Never use physical punishment:** Staff and volunteers may not discipline by use of physical punishment or by failing to provide the necessities of care.
4) **Limit physical restraint:** Physical restraint is used only in situations necessary to protect other people and property from harm.
5) **Always supervise children:** While supervising children and youth participating in HOPE programs, staff and volunteers should know where participants are at all times.
6) **Supervise restrooms from doorway:** Whenever possible, volunteers will make sure any restroom used is not occupied by any suspicious or unknown individual before allowing children and youth to use the facilities. Children under the age of 10 must be escorted to the bathroom by a volunteer. The staff or volunteer, will stand in the external doorway while children are using the restroom. If a child of any age needs help in the restroom, two volunteers must go to assist.
7) **Follow diapering/potty training rules:** Diapering and potty training should be done primarily by staff members/paid caregivers. Volunteers may help when needed.
8) **Monitor physical/emotional state**: Staff and volunteers should be alert to the physical and emotional state of children. Any signs of injury or possible child abuse must be reported using the Suspected Child Abuse Report form in the appendix of this policy.
9) **Avoid one-on-one with children:** Staff and volunteers are discouraged from being alone with children or youth without parental permission.
10) **Keep a door open with one child:**- In the event that two leaders cannot be present, such that one leader is alone in a room with one or more children or youth, a door or half-door from the room must be left open. The leader should not position himself or herself in the room such that other adults passing in the hallway cannot see him or her.
11) **Hold private chats in public view:** Furthermore, when having conversations with children or youth, the door of the room used must remain open for the entire session. The session should be conducted at a time when others are nearby, even if they are not within listening distance (visually public and acoustically private).
12) **Require authorized person for pick up:** Staff and volunteers should release children to their parent/guardian/sibling (must be 11 or older) with the check-in tag that matches the number on the child's name badge.

13) **Abstain from illegal substances**: Consuming, using, possessing, or being under the influence of alcohol or illegal drugs while working or volunteering with children or youth is prohibited.
14) **Abstain from impairment**: Being impaired by legally prescribed drugs while working or volunteering with children or youth is prohibited.
15) **Never bring firearms/weapons:** Possessing weapons or firearms of any kind while working or volunteering with children or youth is prohibited. This may be disregarded only if the volunteer is a sworn law enforcement officer.
16) **Abstain from smoking/vaping:** Smoking, vaping, or the use of tobacco or imitation tobacco products is prohibited.
17) **Abstain from profanity/oversharing:** Profanity, inappropriate jokes and media, sharing explicit details of one's personal life, and any kind of harassment in the presence of children, youth, or parents are prohibited.
18) **Use social media for personal use:** Only staff or staff-approved volunteers will post pictures with children/youth on HOPE social media sites, per parental waivers in registration. Staff and volunteers will be mindful of their own personal content on their social networking pages as we are ambassadors for Christ.
19) **Show media with permission only:** Do not show media to children/youth without permission of a pastor, ministry director, or elder. This includes videos/pics on a phone/tablet/computer. Movies used in all church settings shall meet the voluntary movie rating system guidelines established by the MPA for age-appropriate content, at a minimum standard.
20) **Dress appropriately:** Staff and volunteer adult and youth leaders shall wear appropriate dress when volunteering with children and/or youth. Guidelines with regard to appropriate dress shall be discussed with the specific ministry director.
21) **Never date minors**: Staff and volunteers may not date or be romantically involved with program participants or church members who are younger than 18 years old.
22) **Report concerns/suspicions:** Staff and volunteers are required to report any concerns or suspicions regarding their observations of any individual's interaction with a child. If the concerns are not alleviated by a change in the individual's behavior, a second report must be made to the Directors of Youth or Children's Ministry. All allegations of sexual abuse must be reported immediately via the Suspected Child Abuse Report in the appendix.
23) **Observe driving rules**: If it is necessary for an adult to take children or youths home after an event, all staff and volunteers shall abide by safe driving laws when transporting children or youth. Volunteers should notify parents of departure and estimated arrival times (text before you go.) Youth leaders and volunteers shall provide driving record history upon request. The staff/volunteer should always have multiple children/youths in the vehicle. At NO TIME shall a driver and a single child/youth be in a vehicle alone. Other arrangements will have to be made.

Definitions

Child Abuse: An act committed by a parent, caregiver, or person in a position of trust (even though he or she may not care for the child on a daily basis) which is not accidental and which harms or threatens harm to a child's physical or mental health or welfare. Types of abuse may include physical abuse, including physical injury or threat of injury; physical neglect, such as failure to provide necessary care to a child; sexual abuse; mental abuse or neglect; emotional abuse; and spiritual abuse. Child abuse includes, but is not limited to:

Neglect of Basic Needs: Neglect is a form of abuse. Denial of food, water, cleanliness, clothing, and sleep are not appropriate for care or discipline.

Physical Abuse: Any physical force by an adult or older youth in a position of care or authority to a child, youth, or vulnerable adult that results and is intended to injure. Physical force (hitting, spanking, shaking, shoving, etc.) is not to be used by leaders in our programs.

Sexual Abuse: Any sexual contact or sexual interaction between a child (under the age of eighteen years) and an adult; any use of a child for the sexual simulation of an adult, a third person, or the child; any voyeurism, unwelcome touch, unwelcome and inappropriate hugs and kisses, and sexually suggestive pictures (in any form) between an adult and a child, as deemed inappropriate by any reasonable adult. Even if a child, youth, or vulnerable adult, out of ignorance, innocence, or fear does not resist, it is still abuse.

Emotional Abuse: Repeatedly and intentionally instilling harmful negative emotions in another person, through methods like harsh/belittling language, manipulation, isolation, intimidation, blaming, or withholding affection, frequently with the intent to exert control or influence over that person.

Spiritual Abuse: The intentional use of one's position of spiritual authority to exert pressure on another to act in a way that is either sinful or harmful to themselves or others. Using a position of spiritual authority to gather benefits for yourself or advance your desires, even if doing so means harm for others.

Employee/Staff: Any person who works for salary or wages at HOPE.

Volunteer: Any person not employed by HOPE who, at any time during the year, teaches, supervises, or helps with children and youth activities, or is in the presence of children or youth. These activities include, but not limited to, Nursery, Childcare, Middle/High School Youth Group, Summer Camps & Conferences, Youth mission trips, Confirmation Mentors, etc..

Church Sponsored Activity: Includes any and all gatherings that arise from any worship, educational, childcare, fellowship, administrative, pastoral, mission or recreational event generated or organized by HOPE, whether on-campus or off-campus.

Child(ren) or Youth(s): Persons under 18 years old and considered a minor under the law. This term shall also include legally incompetent persons.

Additional Responsibilities & Procedures

Parent/Guardian Responsibilities

Hope Presbyterian Church is committed to providing a safe and welcoming environment. Our volunteers have agreed to the code of conduct provided earlier in this document, are background checked and trained to serve in this ministry. Hope Children's and Youth Ministries are here to partner with you, the parents, as you raise your children in the Lord.

Basic Parent/Guardian Responsibilities

- Complete a registration form prior to drop off (annually- beginning of school year)
- Only bring children who are well
- Drop/off pick up their children timely, per specifics for each ministry below
- Notify leaders of allergies, injuries, pre-existing conditions
- Send children only with appropriate items/clothing for the event
- Communicate with leaders and read communication provided
- Stay on the church property for all children's (K-5) events unless otherwise advised

Condition of the Children

Children/Youth who are experiencing any form of sickness or feeling unwell should refrain from participating in children or youth activities. Examples of illnesses (symptom-free for a minimum of 24 hours before event)

- Vomiting, Diarrhea
- Fever
- Common cold or COVID-19
- Any other infectious illnesses

Drop off/Pick up

Children: Parents must pick up their children who are age 10 and under in no more than 10 mins of the event ending time. Parents must come to the classroom or event space and make sure the teacher/volunteer is aware that the child is being picked up. Children will only be released to the adult or family member with the matching check-in tag. For safety reasons, children cannot be "sent" out to meet a parent somewhere else in the building or released to siblings under the age of 11.

Youth: Parents must pick up students within 10 mins of a program ending. Parents must notify the Youth Director or Leader of any circumstances that would hinder a timely pickup. Out of respect for our volunteers, parents and the Youth Director will discuss methods in which a timely pick-up may be achieved. It is preferred that parents pick up students from within the building, unless otherwise notified by parents.

Prohibited Items

- Illegal substances (alcohol, drugs, THC) or Over the Counter drugs*
- Weapons (knives, guns, axes, etc.)
- Tobacco products/ tobacco imitations (dip, cigars, cigarettes, vapes, etc.)
- Any clothing or other items with profane, vulgar, or inappropriate images or language

Our goal is to steward an environment that makes much of Christ and is safe for students to feel welcomed and heard. Our primary objective is to give students the opportunity to hear the word of the Lord taught and have fun doing it. We thank you for your cooperation in these guidelines listed above.

*see Hope Presbyterian Medication Permission Form for exceptions

Emergency Procedures - HOPE Trustee policy, unless noted

Fire Alarm Procedures

an addendum to the trustee emergency evacuation procedure, specific to Children's and Youth ministries

- Take note of the visual fire escape plan in each room immediately by the door with multiple exit points. Always default to the front of the church parking lot by the basketball court if possible. This is best to do during a non-emergency time if you can.
- Quickly check your exit doors for any signs that the fire is close to your room. This will determine how quickly you need to evacuate.
- Do a headcount, checking any immediate bathrooms.
- When possible take a printed roster with you of who is present.
- Report to your room's designated safe area (basketball hoop- in the parking lot), walking in an orderly fashion. If possible, close all windows and doors on your way out.
- Upon arrival at the safe area, count your children to make sure all are accounted for. If a child is missing, get word to a fire official and/or the Children's or Youth Ministry Director immediately, but do not leave the other children unattended.
- A parent or guardian is the only person to take the child from the established safe area. Stay with the children until all children have been picked up.
- Once you and your class have evacuated the building, do not go back into the building until given an "all clear" signal from a fire official or the Children's or Youth Ministry Director.

Emergency Lockdown Procedure

Our society is experiencing increasing acts of violence, including active shooters. In order to provide a safe place to hide, we have installed lock down devices in classrooms and the Choir room. These devices are installed on the wall next to the door frame, and can be quickly removed from the storage container and placed in the door and floor to prevent entry from outside the door (withstand up to 2,500 pounds of force). Notification of a threat will be communicated in a variety of ways. It may come by radio, or by an individual, such as an usher, or an officer of the church (Elder, Deacon, or Trustee). Or they may elect to send a runner with the order to lock Down. DO NOT SOUND THE FIRE ALARM. This could increase the number of targets for an active shooter. When there is a threat, if you can safely make it out of the building by running, then do so. Considering the number of children and seniors, this may not be a viable alternative. The next alternative is to hide. If a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm, and is within the building, the following procedure should be followed:

- Lock yourself and others in the room upon learning of the "lock down", or threatening activity. Install the lock down device, and if the door has an inside lock, use it also.
- Cover the window if there is one in the door. Some doors are equipped with a small venetian blind that can be closed quickly.
- Lock the windows and close the blinds. Turn off all cell phones.
- Stay away from the windows.
- Turn all lights and audio equipment off.
- Try to stay calm and as quiet as possible.
- Huddle against one of the side walls of the classroom.
- May want to move a table(s) to hide behind (but do it quietly).
- Once in lock down, do not open the door for anyone, but remain in the room until someone in authority, most likely a law enforcement officer, identifies themselves that the threat is over.

Even if a parent or child requests you to open the door, it must remain closed. The law enforcement officer will identify him/herself, most likely by sliding identification under the door. The last option available may be to fight back. This is dangerous, but depending on your situation it may be the only means to defend yourself and others. Once law enforcement arrives, obey all commands. This may involve holding your hands in the air, or being handcuffed. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further instructions. This emergency lockdown plan cannot cover every possible situation that may occur. Nevertheless it provides some suggestions that could reduce the number of injuries, or fatalities.

The following rooms are equipped with the lockdown device.

- Children's Ministry on ground floor – rooms 12 through 18
- Youth Ministry on ground floor – rooms 23 through 25
- Classrooms on ground floor – Calvin (6) and Knox (7)
- Classrooms on second floor – Library (2) and Upper Room (4)
- Choir on second floor – rooms (1) and (3)

Severe Weather/Tornado Policy

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornados. The classification and definitions of storm conditions are: Tornado Watch – Indicates that weather conditions are favorable for the development of tornados. The Watch areas are usually large geographic areas, covering many counties or even state that could be affected. Tornado Warning – Indicates that a tornado has been detected by radar or sighted by weather watchers, or by the public. The National Weather Service provides the approximate time of detection, location of the storm, and direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

When you hear the announcement for a tornado warning:

- Shelter in place by moving to a designated shelter area immediately. There are Evacuation maps throughout the church building which indicate shelter areas (in light blue shading) on the ground floor.
- Move quickly but do not run.
- Do not use the elevators (may lose electrical power).
- Assist disabled individuals to the shelter area.
- Shelter in place until it is confirmed that the emergency is over and it is safe
- ("all clear") to return to your area.

If you are indoors**:**

- Move away from windows. If you have time, close any window blinds or shades to help reduce flying glass or debris.
- Warn others. Encourage them to move to a shelter area immediately.
- Move away from large expanses of unsupported ceilings
- Move away from building perimeter areas.
- Move to an interior room away from windows – to an enclosed room, restroom, or interior hallway.
- If in an interior hallway, away from windows, crouch down as low as possible.
- If you are in an elevator, stop and get off.
- If moving to a safer location is not possible, get under a desk or table in an interior office.
- Once you have situated yourself in the safest place you can find, protect your face and head, and stay where you are until an "all clear" has been given.

If you are caught outdoors:

- If moving indoors is not possible, take cover near objects that are low and near the ground, such as culverts, ravines or low retaining walls. Face down with your hands over the back of your head.
- Once the all clear is sounded, account for all individuals. If anyone is injured, determine if a member of the Medical Response Team is available and/or call 911.

Reporting

Reporting Incidences
Any individual who observes or becomes aware of any alleged or potential incident of child abuse (regardless of whether perpetrated by staff, volunteer, parent or guardian) must, as soon as possible, report the matter to the staff member in charge of the program, an elder on the current session, or Senior Pastor (per VA Code, Ann. § 63.2-1509). Because of the importance of proper reporting, pastors, employees, Session members, and persons highly visible to church members and visitors should understand the terms of the policy and be ready to help direct any such reports or allegations to the appropriate persons.

Such reports must be documented in writing and should contain the name of the person making the report, the date, time and location of the incident, the person(s) involved in the incident, the person(s) witnessing the incident and a detailed description of the incident itself, including who did and said what. The person making the report and any adult witnesses who can corroborate its details should sign it. The report should be submitted to the appropriate staff person for their signature and kept on file. (*Report of Suspected Child Abuse* form, Appendix B)

Investigation
Upon receipt of a report or allegation of child abuse at HOPE, the Children's Ministry Elder, Youth Ministry Elder, Elder for Administration or Senior Pastor shall ensure that an appropriate investigation is commenced and appropriate procedures are followed as required by Virginia law. The process will include documenting all steps undertaken in handling the investigation, and a Report of Suspected Child Abuse form (Appendix B) shall be completed.

Confidentiality
All investigations shall be conducted in as confidential a manner as is compatible with a thorough investigation of the report or allegation.

Parental Notification
If an incident has occurred on church property or during a church-sponsored event, the parents of any minor involved in any allegation of abuse shall be immediately notified.

Potential Responses
Upon any report of potential or alleged child abuse by an employee or volunteer of HOPE, any individual accused of such conduct may be temporarily relieved of any duties involving youth or children pending an appropriate investigation.

Off-Site Trips & Events

Permission Forms

Parent/Guardian Permission Forms and Medical Consent Forms must be completed prior to all trips. The two-adult rule must be followed throughout the trip with any foreseeable exceptions clearly stated and approved in advance by the parent or guardian. Under no circumstances may one adult alone take or accompany minors on an overnight outing.

Ratios

The recommended adult/volunteer-to-child/youth ratio, based on best practices, is 1:6, gender balance is recommended. For Overnight trips, 1:4 with gender balance is preferred.

Rooming Arrangements

Large Sleeping Spaces:

- In settings with one large sleeping area, at least two same-sex adults must supervise same-sex youth.

Smaller Sleeping Spaces:

- Youth should room with others of the same sex, and adults should room with adults of the same sex.
- Adults' rooms should be located near youth rooms whenever possible.
- Adults should not ordinarily share rooms with minors unless:
    - the adult and minor are related (parent/child), or
    - written parental permission has been provided in advance.

Medical

- Each child, youth, adult volunteer, and staff must submit a completed medical/insurance form. All forms for minors must be signed by a parent/guardian.
- When possible, an adult with First Aid/CPR training should attend.
- Group leaders should have a copy of all medical forms for overnight or off-site events. These forms will be kept on the event site for the duration of the event.
- First Aid supplies will be available on the event site, in a location known to the workers.
- Workers will have access to the information of all medical conditions.
- A written report will be completed in the case of any accident, medical emergency or injury. (*Report of Incident/Accident* form)

Driving Rules/Travel

- As recommended by our church insurance company that all drivers of children and youth be over 21 and under 65. When this is not possible, parent permission shall be obtained before the trip and vehicles shall travel together.
- When one vehicle is used for an event, the two-leader rule still applies unless parental permission is obtained prior to the trip. When several vehicles are taken for an event vehicles should stay in line of sight as an alternate to the two-leader rule.
- Travel arrangements for off-campus events will be coordinated through the church.
- All adult drivers must have a valid driver's license and driver history screen
- All vehicles should remain parked throughout the duration of the activity except for transporting children and obtaining supplies.
- Seat belts will be provided for all passengers and must be used.

Appendices

Appendix A. Indications of Abuse Information Sheet

HOPE Presbyterian CHURCH

What is an "Abused, Neglected, or Dependent Child?"

The definition of an abused, neglected, or dependent child is very broad. It includes any child under eighteen whose parents or other person responsible for his care:

- Inflicts or allows to be inflicted, or creates a substantial risk of serious physical injury not by accident;
- Creates or allows to be created serious emotional damage;
- Uses or allows to be used cruel or grossly inappropriate procedures or devices to modify behavior;
- Neglects or refuses to provide care, supervision, or discipline necessary for his health;
- Abandons such child or allows such child to live in an environment injurious to the child's welfare;
- Is unable to provide for care or supervision and lacks an appropriate child care alternative; or
- Commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law. *VA Code, Ann. § 18.2-369 – 371.1*

How can children be at risk in a "safe" place like church?

There may be several reasons children can be at risk even in "safe" places like a church. The following factors may contribute to the risk in a church setting:

- Ready access to children
- Institutional surprise: "We're good people"
- Many churches have historically failed to prosecute
- Fewer external barriers than other youth-serving organizations
- Challenges coordinating child protection strategies

Potential Indicators of Sexual Abuse.

A **combination** or **pattern** of indicators may indicate the possibility of sexual abuse. Potential indicators include:

- Child does not want to go to a certain place or be around a particular person
- Child shows sexual knowledge or behavior beyond that expected for his or her age
- Child is overly affectionate and seems seductive with peers and adults
- Child has recurring genital infections or pain in the genital area
- Child has difficulty in walking or sitting
- Child has torn, stained, or bloody underclothing
- Child shows reluctance to change clothes
- Child is withdrawn, chronically depressed, or displays infantile behavior
- Child has exceptionally poor peer relationships
- Child is threatened by physical contact
- Child has unexplained money or "gifts"

  Find more info. at Prevent Child Abuse America at www.preventchildabuse.org
  Prevent Child Abuse Virginia at http://pcav.or

Appendix B. Suspected Child Abuse Report Form

****PLEASE SCAN/FILL OUT QR CODE ABOVE;**
QUESTIONS BELOW ARE FOR REFERENCE ONLY.**

Please provide the following requested information, if known.

Name and Contact information of Person reporting suspected abuse: _____

Date/time of suspected abuse: _____

Location of suspected abuse: _____

Minor's name: _____
(A separate report is to be made for each minor involved)

Name and Contact information of Parent/Guardian of minor: _____

Please describe the circumstances of suspected abuse, giving dates, locations, and all persons present: (Use either the back of this sheet or a separate sheet of paper.)

1. If based on personal observation, specify what was observed as factually as possible.
2. If based on statements of a child, use the child's words to relate what was said.
3. If based on statements from another, identify the person(s) involved and relate events accurately.

Name and contact information of person accused of suspected abuse: _____

Relationship of child to person accused of suspected abuse, if any: _____

Please indicate to whom notification of the Incident has been given

Parent/Guardian:_____ Date/Time: _____

Church Leaders:_____ Date/Time:_____

Child Protective Services: (540) 507-7898): Date/Time:_____

Others: _____ Date/Time: _____

_____ _____
Signature of Person making this report Date

_____ _____
Signature of Minister receiving report Date
One copy to Parent/Designee and One Copy to Church Session for review

Appendix C. Incident/Accident Report Form (page 1 of 2)

****PLEASE SCAN/FILL OUT QR CODE ABOVE; QUESTIONS BELOW ARE FOR REFERENCE ONLY.****

Person Making Incident Report: _____

Date of Incident: _____ Time of Incident (24 hr. format): _____

Location of Incident: _____

Minor(s) Involved: _____

_____

Other Witnesses (Adult & Minor): _____

_____

Incident Description: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Appendix C. Incident/Accident Report Form (page 2 of 2)

Action (s) Taken/Consequences Given: _____

_____

_____

_____

_____

_____

_____

Notes from Director/Elder/Pastor: _____

_____

_____

_____

_____

_____

_____

_____

Signature of Person Making Report: _____

Signature of Adult Witnesses (if applicable): _____

_____

Signature of Director: _____ Date: _____

Reviewed by Safety & Security Trustee: _____ Date: _____

Appendix D. Volunteer Ministry Application Form (page 1 of 3)

****PLEASE SCAN/FILL OUT QR CODE ABOVE;**
QUESTIONS BELOW ARE FOR REFERENCE ONLY.**

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

Name_____ Date _____
Last First Middle

Address_____
Street City State Zip

Home Phone_____Cell Phone_____

Occupation_____Place of Employment_____

In the past year, are there pending, or have you been convicted of, or pled guilty or *nolo contendere* (no contest) to any criminal charges other than minor traffic offenses.

If yes, please describe_____

_____

Do you have any medical training?_____

Are you CPR certified? _____

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

_____

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

_____

_____

I am aware that a background check once every three years is required to be a volunteer and will fill out the background check link (time sensitive, arrives via email) when I receive the email.

_____

Appendix D. Volunteer Ministry Application Form (page 2 of 3)

New Volunteer Information:

If you are a returning volunteer you may skip to the Applicant Statement

HOPE member or regular attendee since the following month/year:

_____

_____

What leadership/volunteer experience have you had with children/youth during the last five years? *(please be specific, where you volunteered, dates, and locations if possible)*

_____

_____

Have you been denied participation in supervising children or youth activities in any organization?

_____

_____

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

Address: _____

Phone: _____

Relationship: _____

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

Address: _____

Phone: _____

Relationship: _____

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

Address: _____

Phone: _____

Relationship: _____

Appendix D. Volunteer Ministry Application Form (page 3 of 3)

Applicant's Statement

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

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

I have no past conviction of or pending proceeding addressing an allegation of child abuse or neglect. I authorize that a Criminal and Civil Records Check may be conducted on me and that any information which pertains to any record of convictions contained in police files or any criminal or civil file maintained on me, whether national, state, or local, be released to HOPE Presbyterian Church (HOPE). In so authorizing, I release any law enforcement agencies, HPC or those individuals receiving the results of the check from any and all liability resulting from such disclosure.

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

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

Applicant's Signature: _____ Date;_____

Volunteering in Children's and Youth Ministry at Hope

- ☐ 1. Policy Training
- ☐ 2. Volunteer Application
- ☐ 3. Background Check