

Volunteer Background Checks

Thank you for your interest in becoming a volunteer to support the youth programs of Faith church. We recognize your contribution and look forward to this being a meaningful relationship for all parties.

In addition to your time, however, there are a few requirements that will need to be addressed in order to comply with applicable Pennsylvania laws. Our Child/Youth Protection Policy (below) is meant to both protect our children and guide and protect those who work with them.

All volunteers who interact with our youth are required to submit the background clearances below that are accessible from the following government website:

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

- 1) Child Abuse History Clearance – PA Department of Human Services
(Pre-clearance – you will require addresses where lived since 1975)
Click on ‘Child Welfare Portal’ link to ‘Create Individual Account’ – When completing, request to receive a mailed copy of the clearance within 14 days
- 2) Criminal Record Checks for Volunteers - Pennsylvania State Police (PSP)
Click ‘Online Request’ link; PA Access to Criminal History (PATCH); Choose ‘New Record Check’ box (Volunteers Only); After completion follow instructions to print Certificate Form

There are no costs involved for the above volunteer background checks.

- 3) Federal Bureau of Investigations (FBI) Criminal Background Checks - Volunteers **who have NOT been a PA resident for the previous ten (10) years** would be required to obtain fingerprints. Information is provided to pre-register for digital fingerprints at www.identogo.com. You will need to supply the following code - 1KG6ZJ.

There is a cost associated with this background check and the church will reimburse you.

From the Church Child/Youth Protection Policy, your signature is required on the following:

- 4) Appendix H - acknowledgement and understanding of the policy
- 5) Appendix C – volunteers **who HAVE BEEN a PA resident for the previous ten (10) years**, must affirm they are not disqualified from service due to any offense or conviction.

Copies of the above items should be placed in the Personnel Committee’s mailbox to track compliance. Volunteers will be required to obtain clearances every 60 months.

Any questions can be directed to your committee chair or the Personnel Committee. The church appreciates your willingness to serve.

**FAITH PRESBYTERIAN CHURCH, EMMAUS PA
CHILD/YOUTH PROTECTION POLICY**

**Child Protection Policy
Faith Presbyterian Church**

Table of Contents

Protection Policy..... 2
 Definitions of Child Abuse..... 2
 Cause and Impact..... 2
 Prevention 3
 Levels of Screening 3
 Screening Procedures 3
 Background Check Protocol..... 4
 Performance Guidelines 4-5
 Monitoring, Observing, and Reporting..... 6-7
 Compliance Checks 8
 Policy for Church Youth/Church School Activities 9

Appendix A: Responsible Individuals Subject to Background Clearances in order to establish
 mandatory clearance list by name..... 10

Appendix B: Background Check Requirements 11

Appendix C: Act 153 Volunteer Affidavit (Commonwealth of Pa.) 12

Appendix D: Emergency Information Form 13

Appendix E: Parent/Legal Guardian Church Activity Consent Form..... 14

Appendix E-1: Photo Release Form 15

Appendix F: Confidential Incident Report Form 16-18

Appendix G: Confidential Criminal Background Check Voluntary Submittal Review 19

Appendix H: Acknowledgement and Signature Page..... 20

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

Children are a gift from God. Their instruction in the faith brings them into the fellowship of the church as students, worship participants, and seekers after God. Because children are vulnerable, it is the church's task to monitor those who educate and interact with them. It is this church's desire to provide an environment for our children safe from abuse. This policy statement is meant to both protect our children and guide and protect those who work with them. A child or youth is defined as anyone younger than age eighteen (18), and are used interchangeably

DEFINITIONS OF CHILD ABUSE:

The definition of abuse is to use wrongly or improperly; to hurt or injure by maltreatment; to assail with contemptuous, coarse, or insulting words; to denounce with abusive language; to revile.

The following definitions describe four (4) kinds of child abuse:

1. **CHILD NEGLECT** – Child neglect is defined as omission of the child's basic needs-physical, environmental, emotional, and nutritional-that are necessary for a child's physical and emotional well-being.
2. **EMOTIONAL ABUSE** – "Emotional abuse is when a child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling or persistent teasing."
3. **PHYSICAL ABUSE** – Physical abuse involves physical violence toward a child that is not accidental causing pain or injury to a child, and includes, hitting, shaking, burning and biting, and other acts as defined by Pennsylvania state law.
4. **SEXUAL ABUSE** – Sexual abuse includes any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator. Such acts may range from fondling to sexual intercourse and involve touching and non-touching aspects. Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the actions. Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, or developmentally ready. The abuser may be an adult, an adolescent, or another child.

CAUSE AND IMPACT:

Churches have traditionally accepted the services of anyone expressing an interest in working as a volunteer with children or youth. Churches by nature are trusting and unsuspecting institutions. Asking sensitive questions of those who are giving their time and talent can be seen as distasteful by church leaders. No one wants to offend present and potential workers, especially longtime church members with a history of good service. These characteristics can make a church such as ours susceptible to incidents of child abuse. The impact of a single incident of child abuse can devastate a church and divide the congregation. Members become outraged and bewildered; parents question whether their own children have been victimized; the viability of the church's youth and children's programs is jeopardized; and church leaders face blame and guilt for allowing the incident to happen. Such incidents often result in massive media attention, sometimes on a national scale. Community residents begin to associate the church with the incident of abuse. But far more tragic is the trauma to the victim and the victim's family.

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

PREVENTION:

The good news is that we can take relatively simple and effective steps that will significantly reduce the likelihood of child abuse in our church. This policy contains the guidelines and screening procedures by which we can reduce the risk of such incidents from ever occurring. As we enter this prevention program, the main objective is to provide a safe and secure environment for the children who are entrusted to our church. As we do this, we also reduce legal risk and liability exposure.

Establishing and adhering to strict selection guidelines for volunteer and paid staff that have any interaction with our youth is of utmost importance. In order to support and affirm these selection guidelines, this policy is set in place and is to be followed in order to provide more than reasonable care for the youth participating in our programs and activities.

LEVELS OF SCREENING:

To ensure adequate legal safeguards, we will implement an effective screening program that is funded by the church. All paid and some voluntary personnel are subject to screening mandated by state law. Records will be maintained for all who are screened. Anyone who does not agree to complete the necessary forms and have the required investigative checks made will not be allowed to serve in the paid or volunteer position.

SCREENING PROCEDURES

To be used with all applicants and church workers, full-time and part-time, including clergy and volunteers, according to the guidelines set by the church in this Policy.

For all paid staff*:

1. An employment application
2. A personal interview
3. Reference checks (2)
4. Completion of a Pennsylvania Criminal Record Check
5. Completion of a Pennsylvania Child Abuse History Clearance
6. Completion of FBI Background Fingerprints
7. Completion of Mandated Reporting Training**

*Paid staff is defined as “an individual 14 years of age or older who is responsible for a child’s welfare or having direct contact with children.” Direct contact is defined as “provide care, supervision, guidance or control of children or have routine interaction with children”

**Exception for Paid Staff:

Church secretary and custodian are not required to complete Mandated Reporting Training. The Senior Choir Director is not required to complete Mandatory Reporting Training unless he/she also directs children choirs and thereby has “direct contact” with children.

The Pastor must also complete Boundary Training per Lehigh Presbytery requirements (2011). Boundary Training is to inform and to promote the prevention of sexual misconduct. The pastor shall be required to attend such programs every four years.

For volunteers as identified/ specified below:

In order to better allow for a better evaluation to determine their suitability for working with children/youth, no volunteer will be considered for any position involving contact with children/youth until he/she has been involved with our congregation for a minimum of three (3) months. (Note to Session: Similar to Presbytery Policy which has a minimum 6-month requirement.) Volunteers that have any responsibility for children/youth shall be placed on a Mandatory Screening List By Name (Refer to Appendix A) The Mandatory Screening List By Name shall be updated and maintained by each Session committee and submitted to the Personnel

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

Committee chairperson prior to their quarterly compliance audit. The clerk of session shall bring the Mandatory Screening List By Name to the January meeting for each committee to fill out and the list shall then be placed in the Personnel Committee mailbox for them to add to their spreadsheet.

The Chairperson of each committee shall arrange to have their portion of the list reviewed and updated on an as needed basis but at least every 3 months.

In addition to the Mandatory Screening List By Name, any potential volunteer who wishes to have their clearance documentation placed in church file may submit that information to the Personnel Committee chair.

Each volunteer on the "Mandatory Screening List" shall complete;

- Pennsylvania Criminal Record Check
- Pennsylvania Child Abuse History Clearance
- Act 153 Volunteer Affidavit- Appendix C **OR**
FBI Background Check if not ten (10) year resident in Pennsylvania
- Acknowledgement and Signage Page- Appendix H
- Even though it is not required by Faith Church it is highly recommended that volunteers in contact with children complete the Mandated Reporter Training

BACKGROUND CHECK PROTOCOL:

The appropriate committee chair contacts the person in need of clearance checks and makes arrangements for securing clearances.

The individual will be given the Child Protection Policy which will contain the following Appendixes:

- A –Responsible Individuals for Background Clearances and Mandatory Screening List by Name
- B - List of background check requirements
- C – Act 153 Volunteer Affidavit
- D – Emergency Information Form
- E – Parental Consent Form
- E-1 – Church Photo Release
- F – Incident Report Form
- G – Criminal Background Check Voluntary Submittal Review
- H – Acknowledgement and Signature page for receiving the Child/Youth Protection Policy

All these forms can be found under the Volunteer tab, marked "Clearances" on the FPC website

The individual will process the clearance checks on his/her own and he/she will be reimbursed for any cost incurred. This will give the individual the opportunity to view the clearances prior to submitting the forms. **All completed forms shall be placed in the mailbox of the Personnel Committee in the church office.**

Clearance checks are valid for five (5) years.

PERFORMANCE GUIDELINES:

The following list of guidelines is intended to provide process controls that will ensure that our children and youth are not placed in situations that allow abuse to take place. The guidelines also provide protection for our volunteers, and paid staff that interacts with children by ensuring that they are not placed at risk of being accused of child abuse.

1. A minimum of one (1) adult/responsible individual with clearance checks shall be present during any church related activity involving children/youth. This rule shall apply and include, but is not limited to, Confirmation Class, Youth Group activities, musical rehearsals (choir and bells), Vacation Bible School programs, and child/nursery care provided during worship services or any other church related function.

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

2. There will be no one-on-one situations. A second adult must be present or the meeting must take place with others around, whether it is male and female, male and male, female and female, adult and child etc.
3. No child/youth's image or information shall be posted on our church's social media without their parent/guardian's approval. (Appendix E-1 Photo Release Form.)
4. Programs that involve children shall always include adult supervisory personnel. This supervision shall be maintained before, during and after each event/program until all youth are in the custody of their parent(s) or other recognized responsible person(s).
5. All adult personnel in leadership roles involved in overnight youth activities held off church property shall have the appropriate clearance. This includes at least one adult in the car that is furnishing transportation for these outings. There shall be at least one (1) female adult for every five (5) female youths and at least one (1) male adult for every five (5) male youths.
6. Permission shall be obtained in advance from a youth's parent or guardian for participation in any activities that originate on church property and involve transport of youths to continue the program at a location other than the church premises. (Appendix E-Church Activity Consent Form.)
7. Adults must never use profane or inappropriate language and jokes, sarcasm, sharing intimate details of one's personal life and any kind of harassment in the presence of children.
8. An adult shall never leave a child unsupervised.
9. The use of alcohol, tobacco products (including vaping), marijuana and illegal substances is prohibited at activities involving the participation by youth and children, including those activities on church property, at remote locations, and during travel to and from church sponsored activities.
10. There may be times when it is necessary or desirable for babysitters who are themselves under age 18—to assist in caring for children during programs, worship or church activities. The following guidelines apply to youth volunteers:
 - Must be at least 12 years of age; and
 - Must be interviewed by designated session member or Pastor; and
 - Must be under the supervision of an adult or in a space easily observable by parents of children. (Presbytery Policy)

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

MONITORING, OBSERVING, AND REPORTING:

Recognizing the importance of establishing and maintaining a safe environment for our youth, volunteers and paid staff members who have any interaction with our youth shall be responsible for monitoring and observing conduct at church sponsored activities. If misconduct is discovered or a child's well-being has been placed at risk, immediate action is required to protect the child as listed below.

Responsibilities include, but are not limited to:

1. All volunteers and all paid staff who have any interaction with our youth shall make a report of suspected abuse when they have reasonable cause to suspect that a child is a victim of child abuse as defined by this Policy under any of the following circumstances:
 - They have contact with the child as part of work or through a regularly scheduled church activity or service OR
 - They are responsible for the child OR
 - Someone makes a specific disclosure to the church volunteer or paid staff and the child is identifiable. OR
 - A person 14 years old or older makes a disclosure that he/she has committed child abuse.
2. To fulfill his/her responsibilities under this Policy, when a volunteer or paid staff who has any interaction with our youth has reasonable cause to suspect that a child has been or is being abused as defined in this Policy, he/she must immediately make a report. This shall be done in one of two ways:

- **Either Call ChildLine at 1-800-932-0313**

ChildLine is available 24 hours/ 7 days a week. You will be directed to provide your name and contact information when making the call. After making the call, you must follow up with a written report completed on the [CY-47 form](#) (found at <http://www.keepkidssafe.pa.gov/> click on resources and then forms) within 48 hours of making the oral report.

- **Or Submit the report electronically.**

The report is submitted directly to ChildLine via Child Welfare Information Solution portal (using <https://www.compass.state.pa.us/cwis/public/home>) You will be directed to include your name, telephone number and email address. You also will need to include any other actions you have taken, including notifying the Pastor as discussed below. You will receive an email confirmation that your report has been received; you should print and keep this confirmation for your records.

3. In addition to the actions required under #2 above, the volunteer or paid staff shall immediately inform the Pastor that he/she has taken the above steps of reporting to ChildLine.
4. Any inappropriate conduct or relationship between an adult and a youth participating in any church program/activity or on church property shall be reported immediately to the Pastor.
5. RE: SELF REPORTING: The paid staff or volunteer shall provide written notice of any new arrest, conviction or substantiated child abuse (whether church-related or not) to the Pastor no later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the Pennsylvania database using Appendix F Incident Report Form.

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

6. The Pastor shall make a report utilizing the two steps set forth in #2 above. Additionally, the Pastor will notify Lehigh Presbytery as soon as practical after all required reporting has been completed. If the Pastor has a reasonable belief that the paid staff or volunteer was arrested or convicted for an offense that would constitute grounds for denying employment or participation in a church program or was named as a perpetrator in a founded or indicated report, or was a paid staff or volunteer who provided notice as required under this section, the Pastor shall immediately require the paid staff or volunteer to undergo the screening process set out above in the background check protocol, the cost of which shall be paid by the Church.
7. Any person who violates this policy or fails to follow this policy's rules and guidelines shall have his/her services suspended or terminated immediately.

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

COMPLIANCE CHECKS:

The Personnel Committee will meet quarterly and supply an annual audit report of their findings to Session. Each quarter the Personnel Committee shall complete an inventory of the background check forms. The quarterly progress results will be sent to the committee chairperson, with a copy sent to the Stated Clerk and Pastor. An annual audit report will be prepared and presented to Session. The audits will be conducted during the first month immediately following every quarter.

If an individual's submitted PA state "Child Abuse" form notes a historical case of reported Child Abuse, that particular case will be given to the Pastor and Stated Clerk for further review and action within one month at a special Session meeting. All such activities will be convened in confidential meetings and clearly noted in the minutes of each meeting. It should be understood by the individual submitting such a form, the contents of the Child Abuse form may become public knowledge.

If an individual's submitted PA state "Criminal Background Check" form notes a historical case of criminal activity, that particular form shall be given to the Pastor, Clerk of Session, and Chair of Personnel Committee for further review and determination. These three (3) position holders must review such a submitted Criminal Background form. As judged appropriate by majority of these three positions, a waiver form may be granted and signed by the affirmative voters. The signed waiver shall be stapled to the appropriate page in the FPC confidential book of Criminal Background Checks. A sample waiver form is attached (see APPENDIX G-Criminal Background Check Voluntary Submittal Review). If a submitted Criminal Background Check form notes a historical case of criminal activity, under no circumstances will that form not be reviewed and acknowledged by a signed waiver. If a waiver is not signed, such a case will be reported to Session for further review and determination.

In all cases, new PA state background checks are required every five (5) years by state law. The above audit review and determination process will be repeated whenever an individual submits a new PA dated background check form. If any new crimes are noted on the new form, those new crimes will be reviewed and noted on an additional APPENDIX G waiver form and reviewed as described above. Seven years after a position holder leaves office (or volunteer helper leaves), all of these old forms (and attached waiver forms, if any), shall be destroyed.

In each case of reported Criminal Background activity, the confidential activities and signed waiver (if any) will not be reported to Session members, unless the majority of these position holders determine Session should be advised [and the risk of public disclosure is warranted.] However, all reported cases of Child Abuse or positive Child Abuse background check forms shall be reported to Session.

COMPLIANCE:

Staff- If staff are non-compliant; they will be placed on unpaid Administrative leave until all requirements are satisfied.

Volunteers- Must be compliant before being responsible or part of any activity involving children.

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

POLICY FOR CHURCH YOUTH/CHURCH SCHOOL ACTIVITIES

Emergency Information Form:

Youth Group and their associated outings should have a copy of an up-to-date EMERGENCY INFORMATION FORM (Appendix D) on file with the church office. After the initial completion of this form, it will be the responsibility of the parent or guardian to maintain it up-to-date. The Discipleship Committee will examine the file at the beginning of every school year to ensure the compliance of this policy. It is expected that the EMERGENCY INFORMATION FORM be updated every school year by parent/guardian.

Parental Consent Form:

It is the church's policy that every child unaccompanied by a parent/guardian who participates in any activity/event that travels outside the church's perimeter must have the PARENTAL CONSENT FORM signed by a parent or a guardian (Appendix E-Parental Consent Form). This requirement is in addition to the up-to-date Appendix D-EMERGENCY INFORMATION FORM as described above. No photo shall be used for church purposes or in church-related social media unless the parent/guardian has signed an Appendix E-1 Photo Release Form. Copies of this form can also be found in the church office as well as in the Child Protection Policy Appendixes on the FPC website (under "Volunteer" tab and under Media tab for the Photo Release Form).

Transportation:

It is the church's policy that transportation for church sponsored activities will be provided by licensed adult drivers (21 years of age). It is the responsibility of the designated leaders of the activity to enforce this policy.

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

APPENDIX A

RESPONSIBLE INDIVIDUALS SUBJECT TO BACKGROUND CLEARANCES IN ORDER TO ESTABLISH MANDATORY CLEARANCE LIST BY NAME

1. Paid Staff

Committee Responsible

A. Pastor	Administration and Worship
B. Secretary	Administration
C. Custodian	Building & Grounds
D. Music Director	Worship
E. Nursery Worker	Fellowship
F. Youth Director	Discipleship

2. Volunteers- 18 and above

A. Sunday School Teachers/Helpers	Discipleship
B. Sunday Nursery	Fellowship
C. Vacation Bible School Director	Discipleship
D. Vacation Bible School Teachers/Helpers	Discipleship
E. Youth Activity Leaders/Helpers	Discipleship
F. Mission Trips	Mission
G. Children/Youth Music Leaders/Helpers	Worship
H. Home Hosts	Sponsoring Committee

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

APPENDIX B

BACKGROUND CHECK REQUIREMENTS (Required every 5 years)

The following government link provides access to all required background clearances:
<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

Criminal Record Check - Pennsylvania State Police (PSP)

Click 'Online Request' link; PA Access to Criminal History (PATCH); Choose either: New Record Check box (Volunteers Only-no charge) or Submit A New Record Check box (Staff-charge applies);
After completion follow instructions to print Certificate Form.

Child Abuse History Clearance – PA Department of Human Services

(Pre-clearance – you will require addresses where lived since 1975)

Click on 'Child Welfare Portal' link to 'Create Individual Account' – When completing, request to receive a mailed copy of this clearance within 14 days
(There is no cost to volunteers; however, applies to Staff)

Federal Bureau of Investigations (FBI) Criminal Background Checks

Volunteers who have **NOT** been a PA resident for the previous 10 years would be required to obtain fingerprints. All Staff requires fingerprints regardless of the PA residency requirement. Information is provided to pre-register for digital fingerprints at www.identogo.com. The following codes apply:
Volunteers – 1KG6ZJ; Staff - 1KG756

From the Church Child/Youth Protection Policy, a signature is required on the following:

Appendix H – acknowledgment and understanding of the policy

Appendix C – Volunteers who **HAVE BEEN** a PA resident for the previous 10 years must affirm they are not disqualified from service due to any offense or conviction.

REQUIRED FOR DESIGNATED STAFF ONLY

Mandated Reporting Training

www.reportabusepa.pitt.edu

The church will reimburse individuals who may incur any charges for required clearances. Copies of clearances shall be placed in the Personnel Committee's mailbox to track and document compliance with this Policy.

**FAITH PRESBYTERIAN CHURCH, EMMAUS PA
CHILD/YOUTH PROTECTION POLICY**

APPENDIX C

ACT 153 VOLUNTEER AFFIDAVIT Commonwealth of Pennsylvania

I swear/affirm that I have been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years from the date of this Affidavit.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse or as an individual responsible for a founded report for a school employee as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes or the attempt, solicitation or conspiracy to commit any of the following crimes under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth:

- Chapter 25 (relating to criminal homicide)**
- Section 2702 (relating to aggravated assault)**
- Section 2709.1 (relating to stalking)**
- Section 2901 (relating to kidnapping)**
- Section 2902 (relating to unlawful restraint)**
- Section 3121 (relating to rape)**
- Section 3122.1 (relating to statutory sexual assault)**
- Section 3123 (relating to involuntary deviate sexual intercourse)**
- Section 3124.1 (relating to sexual assault)**
- Section 3125 (relating to aggravated indecent assault)**
- Section 3126 (relating to indecent assault)**
- Section 3127 (relating to indecent exposure)**
- Section 4302 (relating to incest)**
- Section 4303 (relating to concealing death of child)**
- Section 4304 (relating to endangering welfare of children)**
- Section 4305 (relating to dealing in infant children)**
- Section 5902(b) Felony (relating to prostitution and related offenses)**
- Section 5903(c) (d) (relating to obscene and other sexual material and performances)**
- Section 6301 (relating to corruption of minors)**
- Section 6312 (relating to sexual abuse of children)**

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I hereby swear/affirm that the information as set forth above is true and correct to the best of my knowledge and belief. I have read and understand the foregoing. I understand that the signature is being made subject 18 Pa.C.S.A. § 4903 relating to crimes for false sworn statements, which is a misdemeanor of the third degree punishable by up to one-year imprisonment.

Name: _____ Signature: _____

Date: _____

Witness: _____ Signature: _____

Date: _____

FAITH PRESBYTERIAN CHURCH, EMMAUS PA CHILD/YOUTH PROTECTION POLICY

APPENDIX E



Faith Presbyterian Church

Parental/Legal Guardian Church Activity Consent Form

First name/middle initial of participant _____ Last name _____

Address (include City, State, Zip)

Birth date (month/day/year) ____/____/____ Age during activity _____

Has permission to participate in and travel to _____

(Name of activity, outing, trip, etc.)

From _____ to _____
(Date) (Date)

Without restrictions

Special considerations or restrictions: .

Sponsoring Committee _____

Adult Leader(s) _____ Phone _____

*All drivers must be 21 years or older

Hold Harmless Agreement

I understand that participation in the activity involves a certain degree of risk. I have carefully considered the risk involved and have given consent for myself or my child to participate in the activity. I understand that participation in the activity is entirely voluntary and requires participants to abide by applicable rules and standards of conduct. I release Faith Presbyterian Church, the activity coordinators, and all employees, volunteers, related parties, or other organizations associated with the activity from any and all claims or liability arising out of this participation.

In case of emergency involving my child, I understand every effort will be made to contact me. In the event I cannot be reached, I hereby give my permission to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Medical providers are authorized to disclose to the adult in charge examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's parents or guardian, and/or determination of the participant's ability to continue in the program activities.

Participant's signature _____ Date _____

Parent/guardian printed name _____

Parent/guardian signature _____ Date _____

Phone Numbers _____ E-mail _____

Area code and telephone number (best contact and emergency contact) E-mail (for use in sharing more details about the trip or activity)

**FAITH PRESBYTERIAN CHURCH, EMMAUS PA
CHILD/YOUTH PROTECTION POLICY**

Appendix E-1

Faith Presbyterian Church Photo Release
Form for minors under the age of 18

Occasionally, our children are photographed at church. This release allows us to use your child(ren)'s photo for inclusion in church related materials disseminated through our publications and website (names will never be publicized). Please check each box that applies. One release form may be used per family:

I give permission for my child(ren)'s photograph to be used by Faith Presbyterian Church.

I do not give permission for my child(ren)'s photograph to be used by Faith Presbyterian Church

Name: _____

Child(ren)'s Name(s): _____

Parent/Guardian Signature: _____ Date: _____

This agreement will stay in effect until you notify the church otherwise

**FAITH PRESBYTERIAN CHURCH, EMMAUS PA
CHILD/YOUTH PROTECTION POLICY**

**APPENDIX F
CONFIDENTIAL**

Incident Report Form

Today's Date: _____

Date of Incident: _____ **Time of Incident:** _____ **AM/PM**

Location of Incident: _____

The Victim:

Name of Victim _____ **Age:** _____ **Male/Female**

Address: _____

Street

City/Town

State

Zip Code

Parent(s)/Guardian(s): _____

Phone Number: _____

(If multiple victims please fill out a separate form on each victim.)

The Alleged Offender:

Name: _____ **Age:** _____ **Male/Female**

Address: _____

Street

City/Town

State

Zip Code

Phone Number: _____

**FAITH PRESBYTERIAN CHURCH, EMMAUS PA
CHILD/YOUTH PROTECTION POLICY**

APPENDIX F (cont'd)

Description of Incident:

Reason for Suspecting Abuse and/or Nature of Alleged Misconduct/Abuse:

Location(s) of alleged abuse: _____

Number of times alleged misconduct/abuse occurred: _____

Relationship of victim and alleged offender: _____
(please specify)

Reporter's relationship to victim: _____
(please specify)

**A copy of the FPC Child/Youth Protection Policy has been given to the parent(s)
and/or guardian(s) of the victim. YES NO (Circle One)**

Eyewitnesses:

Name of Eyewitness #1: _____ **Male/Female**

Address: _____
Street

City/Town State Zip Code

Phone Number: _____

Name of Eyewitness #2: _____ **Male/Female**

Address: _____
Street

City/Town State Zip Code

Phone Number: _____

**FAITH PRESBYTERIAN CHURCH, EMMAUS PA
CHILD/YOUTH PROTECTION POLICY**

APPENDIX F (cont'd)

Actions Taken By Reporting Adult:

Response to victim:

- Talk with parent(s)/guardian(s) Yes/No
- Reported incident to a government official? Yes/No
If yes, please specify:

Who:

When:

- Was medical treatment obtained? Yes/No
- Treated on site
- Transported to hospital/doctor's office

Specify where and by what means:

Narrative Section:

Please note any pertinent facts not noted above:

Print Your Name and Title

Your Signature and Date

**FAITH PRESBYTERIAN CHURCH, EMMAUS PA
CHILD/YOUTH PROTECTION POLICY**

APPENDIX G

CONFIDENTIAL

**Criminal Background Check
Voluntary Submittal Review**

The Faith Presbyterian Church (FPC) representatives listed below have reviewed the attached voluntary Criminal Background Check submitted by _____ and acknowledge the reported criminal activity on the following date(s): _____, _____, _____ (MM/DD/YY). The specific crime(s), recognizing the year of occurrence, and subsequent good behavior is judged acceptable for the staff/volunteer activity performed by this person. Any crime(s) within the last six years has been discussed in detail with the person involved, and the person wishes to continue in their current role.

Based on current information available to FPC and the person's role at FPC, there appears to be no threat to children or the church. This person may continue in their current role.

Updated background checks will be submitted every six years. If any new criminal activity is noted, a new review will be conducted for those events, and as deemed appropriate a separate Appendix G prepared. This review dated below only applies to the criminal activity dates noted above.

The church acknowledges we have all committed one or more sins within our lifetime. Jesus Christ was sent by God to redeem sinners who believe in Him (John 3:16-17, Romans 3:21-26). In that spirit the following representatives acknowledge the above activity and pray for those to dedicate their life to Him.

In His service,

Chair, Personnel Committee

Date

Clerk of Session

Date

Pastor

Date

**FAITH PRESBYTERIAN CHURCH, EMMAUS PA
CHILD/YOUTH PROTECTION POLICY**

APPENDIX H

Acknowledgement and Signature Page

I, _____(print name), hereby acknowledge that I have received a copy of the Child/Youth Protection Policy for Faith Presbyterian Church Emmaus, PA. I have read the Policy and understand its meaning and agree to conduct myself in accordance with said Policy.

Signature

Date