

**CHILDREN AND YOUTH SAFETY
POLICY**

**KIRK OF KILDAIRE
PRESBYTERIAN
CARY, NORTH CAROLINA**

APPROVED BY SESSION

October 20, 2013

Kirk of Kildaire, Presbyterian is a community of faith. We proclaim the risen Christ as Lord and Savior and gather in response to His grace. We believe that we are commissioned by God in this time and place to faithfully serve God's purposes. We take seriously our responsibility to provide a safe and nurturing environment for all, particularly for children and youth who are vulnerable because they are not yet adults. It is essential then, that the adults who work with children and youth are those with gifts for this ministry and who will always seek the greater good for the children and youth in their care.

The Kirk of Kildaire, Presbyterian agrees with Paul as he writes in 1 Corinthians, “Now there are varieties of gifts, but the same Spirit; and there are varieties of service, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone.” In this light, we are confident that God has given the gifts for administration to some, the gifts for nurturing the young to others, the gifts for preaching to others, and so on. We are also certain that within our corporate ministry there are places for all to serve, but not all are gifted to serve in all roles.

The primary purposes of this Safety Policy are to outline procedures and guidelines that will:

1. Protect the children and youth who participate in our ministries
2. Create a physical environment that promotes safety
3. Protect adults from false accusations
4. Train adults in child and youth safety

This Safety Policy reflects the commitment of the Kirk of Kildaire, Presbyterian to seek to provide a safe environment for all who participate in our ministries. To this end, the Kirk of Kildaire, Presbyterian requires staff and volunteers to commit themselves to this Children and Youth Safety Policy adopted by the Session of this church.

For the purpose of this Safety Policy, the following definitions shall be adopted:

- Child abuse and neglect -- “Any recent act or failure to act on the part of a parent or caretaker which results in death, serious physical or emotional harm, sexual abuse or exploitation; or an act or failure to act which presents an imminent risk of serious harm.” From the Federal Child Abuse Prevention and Treatment Act 2010
- Children – infants and all who have not begun sixth grade
- Youth – those who have started sixth grade up to and including those in the summer following their graduation from high school
- Adult – those who are at least 19 years old
- Volunteer – an adult who serves in an oversight role with children/youth at the Kirk of Kildaire

- Pastoral Staff -- ordained pastors at the Kirk of Kildaire
- Program Staff – paid staff at the Kirk of Kildaire working with children/youth such as youth director and music director
- Background Check Administrator -- also referred to as Administrator -- person designated by the Kirk Session to manage background checks
- Kirk of Kildaire, Presbyterian – hereinafter referred to as “Kirk”
- Children and Youth Safety Policy – hereinafter referred to as “policy”

STANDARDS OF ETHICAL CONDUCT FOR KIRK EMPLOYEES AND VOLUNTEERS

As an adult working with children/youth at the Kirk, I will conduct my life in a manner that will support the ministry of the Kirk to children and youth

My commitments will include items 1-4 below as quoted from the “Life Together in the Community of Faith: Standards of Ethical Conduct for Employees and Volunteers of the Presbyterian Church (USA)”.

I will:

1. Be honest and truthful in my relationships with others
2. Treat all persons with equal respect and concern
3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal
4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs

Additionally I will:

5. Know the children/youth whom I oversee and strive to know their parents
6. Serve as a positive role model for children/youth in word, action and appearance at all times. This includes refraining from the use of tobacco in the presence of children/youth and all use of alcohol and illegal drugs on children/youth activities and trips.
7. Actively participate in and supervise children/youth activities
8. Pray regularly for the children/youth of the Kirk; participate regularly in worship at the Kirk
9. Seek to be informed about concerns or challenges faced by a child/youth and his/her family and pass that information on to the Kirk staff as appropriate

10. Maintain confidentiality such as medical conditions or insurance information
11. Attend meetings as scheduled.
12. Abide by all aspects of this policy.

PROCEDURES DURING CHURCH-SPONSORED ACTIVITIES

General:

- A.** No adult is to be alone with a child or youth, or out of the sight of another adult. This is called the “two-adult” rule and is the standard for all employees and volunteers who interact with children and youth.
- B.** In some circumstances such as pastoral counseling, confirmation mentoring, or unexpected circumstances, following the “two-adult” rule may not be possible. During these situations it is recommended that the adult select public locations that are within sight of other adults such as a room at the church with the door open, a restaurant, etc.
- C.** At all times and in all situations, adults will abstain from inappropriate comments or touching that is, or could be thought of, as sexual harassment or abuse.
- D.** Adults will refrain from the use of tobacco in the presence of children/youth and all use of alcohol and illegal drugs at all children/youth activities.
- E.** Adults will report any behavior which seems inappropriate or abusive as outlined later in this policy.

On-site procedures:

- A.** If two adults are not available in one classroom, combining classes should be considered thus allowing the adults from each class to be together with their combined group of children/youth
- B.** In the event that two adults are not available, a youth 8th grade and above may serve as the second person for children 3rd grade and younger. Note that in this situation if additional help must be summoned, the adult will stay with the children and the youth will leave to obtain additional help.
- C.** When the above cannot be followed, the classroom door shall remain open at all times. In classrooms with children 2 years of age and younger, and there is only one adult (and combining classes would result in an excess of 6 children per adult), a child gate shall be securely placed at the open door thus preventing any child from exiting the classroom unattended.
- D.** In the event a child needs to use the bathroom, the following procedures are to be

followed:

1. Children in kindergarten and younger classes shall use the bathroom facilities located in their classroom. In the event the classroom bathroom is not available, then the adult shall take the child to use an adjacent classroom bathroom where other adults are present. If adult assistance is needed to help a child three years of age and younger with bathroom usage, the bathroom door shall remain ajar at all times during its occupancy by the child and adult.
2. Most of the classrooms for children in first to fifth grade are within eye-sight of a bathroom. If this is the case, a teacher will stand at the door to the classroom and watch the child enter the bathroom and wait for him or her to return to class.
3. For classrooms that are not within eye-sight of a bathroom, a teacher (or other adult who has completed Form 1) will accompany the child to the bathroom and will remain in the hallway at the door and then accompany him or her back to class.

E. It is recommended that children/youth participating in activities other than Sunday school and Vacation Bible School have a current, completed Children/Youth Activities Information/Release Form (attached) on file with the Kirk staff member overseeing the activity.

F. Photographs of children/youth may not be published in Kirk publications or posted on social media or the Kirk website without parent's permission (see Children/Youth Activities Information/Release Form). Photographs of children/youth will exclude identifying information such as name, age and grade.

Off-site procedures:

A. The "two-adult" rule also applies to events away from the Kirk. Up to 12 children/youth may be supervised by 2 adults. For attendance greater than 12, a ratio of no more than 6 children/youth per 1 adult must be maintained. For example, if 20 children/youth are present, a minimum of 4 adults is required. If this ratio is not possible, the group will not go off-site.

B. The gender mix of male and female adults will attempt to mirror the ratio of male and female children/youth to the greatest extent possible. If children/youth of both genders are present, there must be at least one adult present of each gender.

C. All children/youth participating in off-site activities must have a current, completed Children/Youth Activities Information/Release Form on file with the Kirk staff member overseeing the activity. New forms are to be completed at the beginning of each school year and are considered current until the next school year.

D. Children/youth without a completed Children/Youth Activities Information/Release

Form may not be taken off-site. Copies of these forms are to be taken on off-site activities so that emergency information is available.

E. The Children/Youth Activities Information/Release Form contains confidential information and will be securely maintained by the Kirk staff member overseeing the children/youth involved. Only adults with a need to know (such as chaperones) will have access to this information.

F. Only those who have undergone the Driver's License Check are permitted to drive children/youth. Adults driving children/youth will maintain a safe driving record, follow all traffic rules, and enforce seatbelt use by all passengers.

G. It is ideal to have two adults of the same gender as the riders in every vehicle. If riders are of mixed gender, the ideal is to have one male and one female adult in the vehicle. It is recognized however, that in some circumstances there are not enough adults to adequately provide for this ideal. In all cases of driving children/youth at least two vehicles will travel together.

H. In some off-site circumstances such as a small group meeting in a home where child care is provided, one adult may stay with the children in a different part of the home while the parents gather in the same home.

I. Overnights

1. Males and females will be in segregated sleeping areas at all overnight events. Adults and youth of one gender are prohibited from entering the sleeping area of the opposite gender. This is the "no purple rule."
2. When adults and children/youth are in the same sleeping area, it is preferable to have at least two adults (the same gender as the children/youth) sleeping in each area.
3. Adults will provide an area(s), other than a sleeping area, where males and females may gather for programs, conversation, and snacks. The doors to this room will remain open.
4. At least one adult on overnight events is expected to be current in their First Aid/CPR and Child Abuse Prevention training.

LEVELS OF INTERACTION

A. The Kirk recognizes three levels of interaction for adults as they participate with children and youth in church-sponsored programs or events. These are: occasional, supervised and unsupervised interactions. Volunteers may fall into any level of interaction depending on their role. All Kirk employees are in the unsupervised category.

B. Background check and training processes have been established for each level of interaction. The levels of interactions and the associated processes are outlined below.

Level of Interaction	Forms/Screening	Training
<p><i>Occasional:</i> Volunteers who assist at Kirk-sponsored programs or events and have limited and/or infrequent interaction with children/youth. Volunteers in this category will always work in the presence of at least one adult from a category below.</p>	<p>No specific forms or screening required</p>	<p>No specific training required</p>
<p><i>Supervised:</i> Volunteers who assist at Kirk-sponsored programs or events and have regular and/or frequent interaction with children/youth. These volunteers are always on church property and with at least one other adult.</p>	<p>Form 1</p>	<p>First aid, CPR and Child Abuse Prevention training encouraged</p>
<p><i>Unsupervised:</i> Adults at Kirk sponsored programs or events who do any or all of the following: *</p> <ul style="list-style-type: none"> •1 have regular and/or frequent unsupervised interaction with children/youth •2 oversee other adults who interact with children/youth •3 accompany children/youth on off-site events such as retreats and trips •4 drive children/youth during Kirk-sponsored activities <p>*Confirmation mentors may have unsupervised interaction with youth but are classified in the supervised level. See D. below.</p>	<p>Forms 2 and 3</p> <p>Background check</p>	<p>First aid, CPR and Child Abuse Prevention training required every two years.</p>

C. The table below shows the level of interaction category for various positions at the Kirk. For positions not listed, use the criteria above.

<u>Position Title</u>	<u>Occasional</u>	<u>Supervised</u>	<u>Unsupervised</u>
All Kirk Employees			X
Children			
Paid child care staff			X
Child care supplemental volunteer	X		
Faith Walk storyteller, craft person	X		
Faith Walk guardian		X	
Faith Quest shepherd		X	
Faith Quest workshop leader	X		
3-4-5 Faith Alive Leaders			X
Youth			
Sunday school teacher		X	
Sunday school assistant	X		
Confirmation teacher		X	
Confirmation mentor		X	
Youth group meal team	X		
Youth group advisor			X
Overnight chaperone			X
Mission			
KOALA director, assistant			X
KOALA van driver			X
KOALA tutor		X	
Music			
Children/youth music leader		X	
Children/youth music assistant	X		
Overnight chaperone			X

D. Confirmation Mentoring

1. The mentoring process for confirmation is best accomplished in one-on-one conversations between the adult mentor and the youth confirmand. As much as possible these conversations will occur at the Kirk in open spaces.
2. Since many confirmands choose their mentor with the consent of their parent(s), the Kirk will classify mentors in the supervised category. Parents and confirmands will be notified of this and that as such, mentors have not undergone a background check or specific first aid, CPR and/or child abuse prevention training unless they participate in other unsupervised roles at the Kirk.
3. Parent(s) will have the opportunity to give written consent that the youth and mentor may meet outside the Kirk and/or the mentor may drive the youth. Without this written request, the youth and mentor will meet at the Kirk and the youth will not be driven by the mentor.

SCREENING/BACKGROUND CHECK PROCEDURES

A. Background checks, which include review of criminal and civil history/records, review of sex offender records, and social security number verification, will be conducted through a contractor, LexisNexis, through a service provided by Group Publishing via an annual membership in Group Volunteer Central. If the services of an organization other than Group Volunteer Central are sought, the Kirk Session will be asked to approve any change without rewriting this Policy.

B. Package 1 (Instant Verification and National Criminal Check) or Package 3 (Instant Verification, National Criminal Check and Driver's License Check) as labeled by Group Publishing will be used for background checks. Package 1 will be sufficient for those who will not be driving children/youth such as child care workers, KOALA tutors, housekeeping/lockup staff and organist. Package 3 will be required for all pastors and program staff, office administrator and assistant, and those driving children/youth such as KOALA director and drivers, youth advisors and overnight chaperones.

C. Credit checks will not be conducted.

D. Background checks as described above will be conducted on all employees paid by the Kirk. Potential employees will undergo a background check prior to employment. Each employee or potential employee will complete Form 2 and 3 prior to the background check. If a paid staff person such as a child care worker is 16-18 years old, a parent will be asked to sign Form 2. The Personnel Committee will pay for background checks on employees.

E. Background checks will be conducted on all volunteers in the unsupervised category. These volunteers will complete Forms 2 and 3. The ministry team responsible for overseeing the volunteer will pay for their background check. For example, the youth budget will pay for checks on advisors and the mission budget will pay for KOALA personnel.

F. Appalachia Service Project (ASP) requires background checks for all persons, 18 years old and older, participating in this trip. Background checks for students in this category will be conducted using Package 1 above and will be paid by the youth budget.

G. Background checks will not be conducted on supervised or occasional volunteers. Supervised volunteers will complete Form 1 every year at the time of recruitment or prior to volunteering. Occasional volunteers are not required to complete any forms.

H. The ministry team leader or a staff person responsible for volunteers will:

1. Ensure that each volunteer has completed Form 1 or Forms 2 and 3 as needed
2. Keep Form 1 in the ministry team files
3. Complete Form 4 through the column titled "Date submitted." The final two columns will be completed by the Background Check Administrator

4. Submit Forms 2 and 4 to the Background Check Administrator
5. Keep Form 3 and perform the reference check as needed.

I. The Background Check Administrator will use the information provided by each volunteer in Form 2 to electronically request the background check. The Administrator will keep page 1 (permission) for 4 years. The remainder of Form 2 will be shredded when the background check is complete

J. The background check report will be received and reviewed electronically by the Administrator.

K. For all reports that have no findings, the Administrator will inform the ministry team leader or staff person who requested the background check that the volunteer is approved by completing the final columns of Form 4.

L. A background check is valid at the Kirk for two years.

M. The Administrator will maintain a listing of all Kirk staff and volunteers that have received background check approval. This will include the date when the current background check expires.

N. Background checks/motor vehicle checks that include the following areas of concern will be referred to the Head of Staff by the Administrator:

- driving in excess of 15 mph over the speed limit within the last 3 years
- multiple driving violations within the last 3 years
- driving while intoxicated violation within the last 5 years
- controlled substance violation within the last 10 years
- assault charge with no conviction within the last 5 years
- any sexual predator violation ever

O. Reports which contain violations lesser than the above (i.e., driving in excess of 15 mph over the speed limit 5 years ago with no other violations) will not be considered of a sufficient nature to refer to the Head of Staff. These applicants will be considered “approved”.

P. Any person who is currently under investigation for, or who has been convicted of, (1) criminal sexual conduct, (2) neglect of a child, or (3) physical abuse to a child or adult will not be permitted to serve as a volunteer in any church-sponsored activity involving children/youth.

Q. Violations referred to the Head of Staff will be done without name disclosure. Following the discussion with the Administrator, the Head of Staff will determine whether to contact Group Publishing for further guidance, convene a three-person

committee for assistance, or approve the applicant without further discussion.

R. If the Head of Staff seeks the assistance of the three person committee, it shall include the Head of Staff, another Kirk staff member, and an elder of the pastor's choosing. During discussions of this group, the applicants' name will not be disclosed. The person will be referred to as "the applicant" and only details pertaining to their application and record will be discussed.

S. If this three-person committee determines that the applicant will not be permitted to work with Kirk children/youth, it is recommended that the applicant be informed of this decision via written letter.

T. In the case that an applicant is excluded from working with children/youth, it is vital that pastoral conversations and pastoral care be extended to the applicant. One focus will be to clearly explain that although one area of ministry has been closed, the applicant is indeed welcomed and needed to serve our risen Lord in other ministries.

U. Changes in the forms in this policy may be made by the Background Check Administrator and/or Kirk staff members without Session approval.

ADDITIONAL REQUIREMENTS OF THIS POLICY

A. An adult who wishes to volunteer with children/youth and is not a member of the Kirk, or has been a member for less than 6 months shall initially participate only in the occasional and/or supervised categories. Following 6 months of service in one of these categories, the person may apply for volunteer opportunities within the unsupervised category.

B. Kirk employees and unsupervised volunteers are required to participate in Child Abuse Prevention Training and First Aid/CPR (Cardiopulmonary Resuscitation) training every two years.

C. Child Abuse Prevention training is available online at no cost through Prevent Child Abuse North Carolina at <http://www.preventchildabusenc.org> Participants should print a completion certificate to present to the Background Check Administrator.

D. First Aid/CPR training is available through the American Red Cross and the American Heart Association. The Heart Association offers initial online training followed by a hand-ons session and testing in Raleigh. The cost of this training for employees will be paid by the Personnel Committee. The cost of the training for volunteers will be paid by the ministry team that oversees the volunteers. Upon successful completion participants should present their certificate to the Background Check Administrator.

E. Adults in the supervised category are welcome to participate in these trainings at their own expense.

REPORTING OF SUSPICIOUS ACTIVITY

A. “All North Carolina citizens are mandated by law to report suspected child abuse and neglect”(1). This means that any person can directly report suspected child abuse to the county social service agency. In Wake County the contact information is:

Wake County Department of Social Services

220 Swinburne St.

PO Box 46833 Raleigh, NC 27620

State Courier#:51-91-00

Phone: (919) 212-7000

Website: <http://www.wakegov.com/humanservices/Pages/default.aspx>

B. However, it is hoped that the person suspecting abuse will involve the Kirk Pastoral or Program Staff first. When a staff member is informed of suspected abuse, they will confer with the person suspecting abuse and document in writing the details of the suspicious activity to include what, when, where and how, and the date, time and circumstances to the best of their ability.

C. All allegations will be taken seriously. However, all dealings will be conducted with sensitivity toward the victim, alleged abuser and the person making the accusation.

D. The staff member receiving the report will confer with the Head of Staff to determine what further action is to be taken. If the alleged person is the Head of Staff, then another pastor will be consulted.

E. If the Head of Staff or other pastor determines that no reasonable cause exists to suspect abuse or neglect, the written record of the event will be maintained in a locked file in case of further questions. The pastor making the determination of no reasonable cause may recommend additional actions to prevent similar situations in the future such as additional training for staff and volunteers or policy changes.

F. If the pastor determines there is reasonable cause to suspect abuse or neglect, social services will be contacted as noted in A above.

G. After social services has been contacted, the pastor will:

1. Notify the victim’s parent(s) unless the alleged abuser is the parent
2. Remove the alleged abuser from all activities involving children/youth until the matter is settled. This should be handled discreetly recognizing that an investigation is still being conducted.
3. Establish a “Response Team” as outlined below

ESTABLISHMENT OF A RESPONSE TEAM

A. The "Response Team" will consist of the Head of Staff, another member of the Pastoral or Program Staff, two members of Session appointed by the Head of Staff, and a mental health professional that may or may not be a member of the congregation.

B. The response team will:

- Serve as the group to make further contacts, investigations, and/or take actions associated with the alleged abuse
- Document all meetings, contacts, decisions, and actions
- Contact legal counsel
- Contact the Kirk insurance carrier
- Contact Presbytery
- Appoint one sole spokesperson
- Cooperate with the local and state civil authorities, as appropriate or required by law

C. The spokesperson must present a clear position statement of the church regarding child abuse and include policies and established safeguards. This person will be the only person communicating to the press and to authorities.

D. The spokesperson will give information to the congregation.

E. If the alleged person is found to have acted appropriately and allegations are unfounded, then the person shall be formally exonerated by the Head of Staff of all allegations.

F. The pastoral staff, or others acting under their direction, will offer appropriate counseling to all parties.

Supervised Volunteer Application (FORM 1)

Name: _____

Address: _____

City: _____ Zip _____

Daytime Phone: _____ Additional Phone _____

E-mail Address _____

Emergency Contact: Name: _____

Cell phone or best way to be in touch with the Emergency Contact: _____

Are you a member of the Kirk of Kildaire, Presbyterian?

Yes _____ Year joined _____ No _____

Are you certified in Cardiopulmonary Resuscitation (CPR)? _____

If yes, when does it expire? _____

Has a civil lawsuit or employment complaint ever been filed against you for child abuse?
_____ If yes, give details. (A "yes" answer does not necessarily exclude you from
volunteering with children/youth.) _____

Have you ever been convicted of a crime or are you currently under investigation for
charges related to child abuse, physical or sexual abuse? _____ If yes, give details:

Declarations: Please read and initial the statements below:

_____ I understand the Kirk Children and Youth Safety Policy and will observe all its policies and procedures.

_____ I understand that the Kirk of Kildaire, Presbyterian has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously.

By signing below, I further agree to the following **commitments** for ethical conduct:

I will:

1. Be honest and truthful in my relationships with others*
2. Treat all persons with equal respect and concern*
3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal*
4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs*
5. Know the children/youth whom I oversee and strive to know their parents
6. Serve as a positive role model for children/youth in word, action and appearance at all times. This includes refraining from the use of tobacco in the presence of children/youth and all use of alcohol and illegal drugs on children/youth activities and trips.
7. Actively participate in and supervise children/youth activities
8. Pray regularly for the children/youth of the Kirk; participate regularly in worship at the Kirk
9. Seek to be informed about concerns or challenges faced by a child/youth and his/her family and pass that information on to the Kirk staff as appropriate
10. Maintain confidentiality of information such as medical conditions or insurance
11. Attend meetings as scheduled

*From the "Life Together in the Community of Faith: Standards of Ethical Conduct for Employees and Volunteers of the Presbyterian Church (USA)".

Signature: _____

Date: _____

Permission to Obtain a Background Check (FORM 2)

Employees and Unsupervised Volunteers

I, the undersigned, authorize the Kirk of Kildaire, Presbyterian through its independent contractor, LexisNexis, to procure background information (also know as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that this authorization and release is valid for no more than two years from the date below. However this release and authorization may be used during this two-year time for additional background information requests by the Kirk of Kildaire, Presbyterian for the purpose of investigating any incidents of workplace misconduct or criminal activity for which I am alleged to have been involved. I understand I will be informed five days prior to the initiation of any subsequent background checks.

I further authorize any person, business entity, or governmental agency that may have relevant information to disclose it to the Kirk of Kildaire, Presbyterian including any courts, public agencies, and law enforcement agencies.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my written request to the Kirk of Kildaire, Presbyterian if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: _____

Date: _____

I would like a copy of the results of this background check (*circle one*): YES NO

References and Commitments (FORM 3)
Employees and Unsupervised Volunteers

List two personal references not related to you that can attest to your character. If possible include one reference from prior volunteer or work experience.

Name of Reference	Relationship to You	Phone #	E-mail address

Declarations: Please read and initial the statements below:

_____ I understand the Kirk Children and Youth Safety Policy and will observe all its policies and procedures.

_____ I understand that the Kirk of Kildaire, Presbyterian has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously.

By signing below, I further agree to the following **commitments** for ethical conduct:

I will:

1. Be honest and truthful in my relationships with others*
2. Treat all persons with equal respect and concern*
3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal*
4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs*
5. Know the children/youth whom I oversee and strive to know their parents
6. Serve as a positive role model for children/youth in word, action and appearance at all times. This includes refraining from the use of tobacco in the presence of children/youth and all use of alcohol and illegal drugs on children/youth activities and trips.
7. Actively participate in and supervise children/youth activities
8. Pray regularly for the children/youth of the Kirk; participate regularly in worship at the Kirk
9. Seek to be informed about concerns or challenges faced by a child/youth and his/her family and pass that information on to the Kirk staff as appropriate
10. Maintain confidentiality of information such as medical conditions or insurance
11. Attend meetings as scheduled

*From the "Life Together in the Community of Faith: Standards of Ethical Conduct for Employees and Volunteers of the Presbyterian Church (USA)".

Signature: _____

Date: _____

REQUEST FOR A BACKGROUND CHECK (FORM 4)

Name of ministry team that will pay for background check: _____

Name of person submitting this form: _____

Instructions for person submitting this form:

1. Write name of person on whom background is to be completed in first column.
2. Check one or both of the next two columns (whichever applies—criminal check and/or DMV check).
3. Write the date this form is submitted with Form 2 to background check administrator.
4. Do not complete the last two columns.

Name	Criminal Record Requested	DMV Check Requested	Form 2 Submitted (date)	Background Check Complete (date)	Volunteer Approved (initial)

ATTACHMENTS: Children/Youth Activities Information/Release Form

RESOURCES/REFERENCES

(1) <http://www.preventchildabusenc.org>

”Life Together in the Community of Faith: Standards of Ethical Conduct for Employees and Volunteers of the Presbyterian Church (USA)”

Diocese of Raleigh: policies, applications, procedures and consultation

Safe Sanctuaries for Youth: Reducing the Risk of Abuse in Youth Ministries: Joy Thornburg Melton, Discipleship Resources, 2004

Safeguarding our Children and Youth: Policy on Physical, Sexual, and Emotional Misconduct, Cary Presbyterian Church, Cary, NC

Safe Sanctuary Policy, Fuquay-Varina United Methodist Church, Fuquay-Varina, NC

“We Won’t Let it Happen Here! Preventing Child Abuse in the Church; second edition, Lois Rifner, Susan Keil Smith

Model Presbytery Misconduct Policy, Presbyterian Church (USA)

Kirk of Kildaire, Children, Youth and Adult Volunteer Safety Policy, August 2009

Sexual Misconduct Policy and Its Procedures, Adopted by the 205th General Assembly (1993), Presbyterian Church (USA)

“Protecting Volunteers and the Church”, Presbytery of New Hope

Safe Child Policy Manual and Policy, First Presbyterian Church, Kokomo, IN

Children, Youth and Volunteer Safety Policy, the First Presbyterian Church, Ann Arbor, MI

Child Safety Policy, Calvary Presbyterian Church, Snohomish, WA

Nursery Ministry Parent Procedures, St. Francis United Methodist Church, Cary, NC

Howard, Stallings, From & Hutton, P.A., Legal Counsel

Safe Place Policy of First Presbyterian Church Greer, South Carolina

Children/Youth Activities Information/Release Form
Kirk of Kildaire

Name: _____

Family Insurance Co.: _____

Group and Policy Number: _____

Name of Insured: _____

Emergency Contact Name: _____

Emergency Contact Cell Phone: _____

Allergies: _____

Medications: _____

Other special needs: _____

Permission, Medical and Liability Release Statement

By signing below, I give my permission for the above-named youth (my child) to participate in activities sponsored by the Kirk of Kildaire, Presbyterian. I release the Kirk of Kildaire, Presbyterian; its staff, mentors, chaperones and advisors, from responsibility and liability for any injury, illness or death that my child may sustain while participating in church youth activities. In the event of an emergency, I authorize an adult leader, as agent for me, to consent to any x-ray examination, medical, dental or surgical diagnosis, treatment and hospital care advised and supervised by a physician, surgeon or dentist licensed to practice under the laws of the state where the services are rendered, either at a doctor's office, in a hospital or emergency clinic. I expect to be contacted as soon as possible if there are any problems, medical or behavioral, with my child during activities and trips. If there are changes to the above information, I will provide them in a timely fashion.

Photo Release

I give permission for my child's photo to be published without identifying information (name, age, etc) in Kirk publications, posted on social media and/or the Kirk website.

_____ Yes

_____ No

Parent's Signature _____ Date _____