

Safe Places Policy

Peace Presbyterian Church

Introduction

As Christians, we believe that God creates us to live in community with one another. We understand that life in the church is to be lived according to the rule of love. "Jesus said, 'You shall love God with all your heart, and with all your soul, and with all your mind.' This is the greatest commandment. And a second is like it: 'You shall love your neighbor as yourself.'" (Matthew 22:37-39)

As members of Peace Presbyterian Church we are called to create a loving community of faith that seeks the welfare of its members and visitors. Therefore, we are committed to the protection of all children and other persons participating in the activities and programs of Peace. Abuse, exploitation or harassment in any form, physical, emotional or sexual, cannot be tolerated.

As part of our congregation's baptismal vows, we covenant with each other to take responsibility for the nurture of faith. As such, the members of this church have pledged to uphold one another. In the spirit of Christ we teach, strengthen and support the individual's relationship within the Church Family.

As our baptismal vows imply, we also undertake to preserve the integrity of each person within our Church Family. Additionally, Peace is committed to the sanctity of all children. A well-implemented child protection procedure protects not only children but also adults who minister to children.

This policy covers any person employed by or volunteering at Peace Presbyterian Church in any capacity, especially those involving children. This policy also applies to every organization that regularly meets in the church building.

Purpose

The Presbytery of New Hope has defined policies and procedures for responding to allegations of sexual misconduct. The presbytery's "Policy Statement on Sexual Misconduct" reads as follows:

"It is the policy of the New Hope Presbytery, of the Presbyterian Church (U.S.A.), that all church members, church officers, non-member employees, and volunteers of governing bodies and entities of the church are to maintain the integrity of the ministerial, pastoral, employment, and professional relationship at all times. Sexual misconduct is not only a violation of the principles set forth in Scripture, but also of these relationships and is never permissible."

(Presbytery of New Hope, Policy and Procedure on Sexual Misconduct, Revised April 24, 2002, page 2)

Peace Presbyterian Church abides by this policy and the purposes, principles guiding the policy, definitions, and explanations of needs of all involved as provided in the attached "Policy and Procedure on Sexual Misconduct," 2002, pages 2-12. The structure and procedures for responding to allegations of sexual misconduct are

mandated by the Book of Order (G.11.0502 and D-10.000) and the attached policy of the Presbytery of New Hope.

The purpose of the Safe Places Policy of Peace Presbyterian Church is to provide a caring and secure environment for children and youth, as well as adults involved in ministering to such persons in all phases of the Church's life. PPC recognizes its particular responsibility to exercise reasonable care to protect the children and youth of the church against hurt and abuse that might occur while they are in its care. This document provides procedures for preventing incidences of sexual misconduct and for responding to reports of incidences should they occur. All information and documents referred to in this policy shall be treated in a confidential manner.

Compliance

- A. To provide a safe community for children and adults, the church requires all employees and volunteers working with children to comply with the Peace Presbyterian Church "Safe Places Policy" (SPP).
1. All employees and volunteers will comply with at least the basic screening procedures and possibly more depending on the level of interaction with children during service to the church, and review and adhere to this SPP as part of their orientation/training and ongoing involvement with Peace Presbyterian Church. Relationships covered by this policy include those involving individuals employed and volunteering in supervisory or teaching positions, interacting with children such as Sunday School teachers and youth group leaders, vacation bible school volunteers, those providing transportation for children to group functions, chaperones for youth group events, and others.
 2. All employees will be under the supervision of the Head of Staff/Pastor and the Personnel Committee.
 3. All qualifying volunteers will be under the supervision of the respective program staff persons and appropriate ministry.
- B. All employees and volunteers who are covered by the policy shall undergo the following screening criteria:
1. Complete and sign the Peace Presbyterian Employment/Volunteer Questionnaire (attached). This questionnaire will also be updated every three years by all volunteers and employees.
 2. Provide a resume (required only for potential employees).
 3. Read and sign the attached Peace Presbyterian Safe Places/Sexual Misconduct Policy "Acknowledgement of Receipt."
 4. For all adults that transport children: read and acknowledge receipt of the Peace Presbyterian Church Safe Driver Checklist, provide a copy of a valid North Carolina driver's license, and be subject to a DMV background check if the Church desires.
 5. Names for those volunteering to work in ministries with children and/or youth will be checked against the North Carolina Sex Offender Registry. [<http://sexoffender.ncdoj.gov/>]

C. In addition, prospective paid employees will have:

1. Personal interviews conducted by the appropriate program staff person or program director.
2. Applications reviewed by the appropriate program staff person(s).
3. Confidential employment reference forms completed and reviewed prior to employment.

D. All employees and volunteers who work with children or youth must complete child and youth protection training. It is the goal of Peace Presbyterian Church that the training will:

1. Address all aspects of Peace Presbyterian Safe Places Policy and ensure that all employees and volunteers understand and are in compliance.
2. Take place at least twice a year; with attempts to ensure that scheduling of training is done at times that maximize participation.
3. Include non-classroom tools such as videos or other documents related to child protection as deemed necessary by the Christian Education Committee, the Christian Educator, or Session.

Employees and volunteers must successfully complete this training before beginning their employment or volunteer service with youth at Peace Presbyterian.

Review of this procedure

The Personnel Committee shall solicit feedback at least annually from program staff persons and respective ministries as to the effectiveness of the Safe Places Policy and shall suggest improvements and report to the Session at least annually on the status of the SPP.

I: DEFINITION OF CHILD AND SEXUAL ABUSE AND UNACCEPTABLE BEHAVIOR

The Rules of Discipline (D-10.0401.4.c.) of the Presbyterian Church (U.S.A) define sexual abuse as follows:

Sexual abuse of another person is any offense involving sexual conduct in relation to: 1) any person under the age of eighteen years or anyone over the age of eighteen without the mental capacity to consent; and 2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position.

In accordance with this definition, the following lists provide specific definitions of child and sexual abuse and unacceptable youth leader or volunteer behavior:

A. Definition of Child or Sexual Abuse

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of sexual conduct towards a protected minor
- Sexual advances or sexual activity of any kind between an adult and a protected minor
- Infliction of physically abusive behavior or bodily injury to a minor
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of the Church
- Causing mental or emotional injury to a child
- Possessing pornographic or obscene (sexually explicit) materials at any function of the Church
- Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed at or about a minor

B. Unacceptable Behavior

- Possession of or being under the influence of any illegal substances or misuse of a legal drug.
- Consuming or being under the influence of alcohol while leading or participating in a minors' function of the church
- Carrying any type of weapons on church property
- Sexual activity of any kind between two youth

ANY VIOLATION OF THIS PROCEDURE ON THE PART OF ANY MEMBER OF THE STAFF, EMPLOYEE, MEMBER OR VOLUNTEER WILL RESULT IN IMMEDIATE DISMISSAL FROM PARTICIPATION IN ALL YOUTH ACTIVITIES AND YOUTH PROGRAMS OF THE CHURCH.

IN THE CASE OF STAFF MEMBERS AND EMPLOYEES, ANY VIOLATION OF THIS PROCEDURE MAY RESULT IN TERMINATION.

II. POLICIES TO REDUCE RISK

In an effort to create the safest possible environment for children at Peace Presbyterian Church, several measures to reduce risk of abuse will be utilized. These measures include but are not limited to providing regular training on child abuse issues to paid and volunteer staff members, use of the two leader rule, standards for appropriate classroom discipline and open classrooms, and guidelines for all on-site and off-site Peace Presbyterian-sponsored events.

For the purposes of this policy and in all related procedures, a leader is defined as any adult (18 years of age or older), who is responsible for or regularly works with children at Peace Presbyterian Church.

A. General Guidelines for All Activities Involving Children:

1. A minimum of two adults should be present at all youth activities (with the exception of regularly scheduled Sunday morning activities). While we realize that this will not always be

possible, it is our goal. When transporting youth to/from offsite activities in private vehicles, we do not require two adults be present in the car. However, we should always avoid a situation where there is one youth volunteer/staff member and one youth in a vehicle.

2. When youth are at a church-sponsored activity, youth leaders should encourage the use of the buddy system (youth staying together) whenever possible and appropriate.
3. Volunteers and employees must read the Sexual Misconduct Policy, complete and sign the required form(s), and submit to the appropriate level of screening and training.
4. Any volunteer working with children must be an active participant in the life of Peace Presbyterian Church for a period of at least six months prior to beginning in any primary volunteer position. This means that a new member can participate in youth-related activities, but they cannot hold an official volunteer position and their presence would be in addition to the required staff or volunteers.
5. Employees and volunteers are required to report immediately any inappropriate behavior that suggests (1) sexual abuse or exploitation, (2) neglect, (3) physical abuse, or (4) emotional abuse.
6. Restroom Use: When pre-school aged children go to the restroom, children may be accompanied by another child of the same sex. The child's teacher shall be informed of their destination at the time they exit the classroom. When a child needs assistance in the bathroom or needs help changing clothes, two adults must be in the area.

B. Policies for Off-Site or Overnight Activities When Children, Employees and/or Volunteers Are Participating in a Peace Presbyterian-Sponsored Event

1. For each off-site trip for children, Peace requires a parental authorization form be completed and signed by a parent or legal guardian of each participant.
2. For all youth activities, Peace requires a minimum of two adults to be present.
3. Ideally, if any group stays overnight at the church, or if a church sponsored group leaves the premises, two or more adult leaders must be present. If the group is mixed gender, the adult leaders present must include at least one male and one female. In order to qualify as an adult leader in this instance, the adult leader must be 18 years or older. Also, a married couple counts only as one adult unit.
4. Overnights: Males and Females shall be segregated during sleeping time. If it is deemed necessary for adults to share sleeping accommodations with the children, our goal is that a minimum of two adults, the same sex as the children being chaperoned, sleep in each area. As each destination facility will be different, it will be the responsibility of the program director to determine how best to use the facility and comply with the church policy.

C. Policies For Non-Church Sponsored Use of The Church Facility

1. At the time a contract is made with an outside non-church group or person to use the church facility, it shall be the duty of the Church Administrator to give the leader of the outside group a copy of the Peace Presbyterian Safe Places Policy.
2. The leader should sign an acknowledgement of receipt and be informed that the organization is expected to abide by those provisions that apply to their activity's structure while using church facilities.
3. Providing these guidelines does not make Peace Presbyterian Church responsible for the conduct of any such group or person. Such groups or persons are independent and are outside the supervision and control of Peace Presbyterian Church.

D. Policies for Drivers of Children and Youth for Off-Site Activities Sponsored by Peace Presbyterian

1. All volunteer and staff persons who drive and/or chaperone on off-site trips involving children shall be in conformance with all aspects of the Safe Places Policy.
2. Adult leaders who are also responsible for driving must be aware that being distracted by passengers, cell phones, or other activities cannot be permitted. Some of the greatest risks of serious injury or death come from a driver's inattention either by being distracted or being too tired to provide full attention to the operation of the motor vehicle.
3. All drivers will be required to sign a statement before each trip that indicates that the driver has read and agreed to the Peace Presbyterian Safe Driver Checklist.

III. NORTH CAROLINA LAW TO REPORT SEXUAL ABUSE

The general statutes of the State of North Carolina (§ 7B301) mandate the following:

Duty to report abuse, neglect, dependency, or death due to maltreatment.

Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone

number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.

Upon receipt of any report of sexual abuse of the juvenile in a child care facility, the director shall notify the State Bureau of Investigation within 24 hours or on the next workday. If sexual abuse in a child care facility is not alleged in the initial report, but during the course of the assessment there is reason to suspect that sexual abuse has occurred, the director shall immediately notify the State Bureau of Investigation. Upon notification that sexual abuse may have occurred in a child care facility, the State Bureau of Investigation may form a task force to investigate the report. (1979, c. 815, s. 1; 1991 (Reg. Sess., 1992), c. 923, s. 2; 1993, c. 516, s. 4; 1997506, s. 32; 1998202, s. 6; 1999456, s. 60; 200555, s. 3.)

IV. REPORTING AND RESPONDING TO REPORTS OF SUSPICIOUS OR INAPPROPRIATE ACTIVITY

As the church, we believe that God loves all of us as we are all children of God. Periodically, we encounter those who have done more to tear down the community than to build it up. Some of these would be deemed dangerous to children, but even these are worthy of God's love and grace and forgiveness. At the same time, there are those who are accused of these wrong doings and are innocent. In any case, we as the Church cannot act irresponsibly. To protect all parties involved, and to take the responsibility to be discriminating, we have established these guidelines for responding to and reporting allegations of inappropriate activity. It is the goal of Peace Presbyterian that these issues of reporting and responding be handled with graciousness and CONFIDENTIALITY.

a. Initial Reporting of Suspicious or Inappropriate Activity

All volunteers and staff should always be on the lookout for any signs of inappropriate activity that may occur during church events as well as signs that something may be occurring outside of church activities.

IF THERE IS A SLIGHT CONCERN ABOUT INAPPROPRIATE ACTIVITY, ANY VOLUNTEER OR EMPLOYEE SHALL DISCUSS CLARIFICATIONS WITH THE PROGRAM STAFFER SUPERVISING THE EVENT IN WHICH THE CHILD IS ATTENDING OR REPORT THE INCIDENT AS DESCRIBED BELOW.

1. Inappropriate activity observed or brought to the attention of an employee or volunteer must be reported immediately to an appropriate person. An appropriate person(s) to whom to make this report would be:
 - > The Head of Staff/Pastor of Peace Presbyterian Church
 - > Clerk of Session of Peace Presbyterian Church
 - > Christian Educator
 - > Youth Director

2. No further action should be taken by the employee or volunteer, except to take any action necessary to protect the child involved.
3. If any volunteer or employee deems the situation critical or volatile, and/or cannot reasonably make a report to one of the above persons in a timely manner, he or she should contact law enforcement or the Department of Social Services immediately and seek help. All staff and volunteers retain the right to report any incident to authorities if in their judgment it is necessary.

B. Investigative Procedures

Consistent with the New Hope Policy and Procedure and as required by the Book of Order, and the General Statutes of the state of North Carolina, Peace Presbyterian Church follows these investigative procedures:

1. Report sexual misconduct.
 - a. All church members have a duty to report sexual misconduct. Reports of such conduct should never be taken lightly or disregarded. Reports should be dealt with as matters of highest confidentiality, both before and after they have been submitted to appropriate authorities.
 - b. The person receiving the initial report of sexual misconduct should not undertake inquiry alone.
 - c. The person receiving the initial report of sexual misconduct from the complainant and/or reporter shall, with the consent of the complainant, immediately inform the Clerk of Session, who shall provide guidance on preparation of the written report. The "Report of Suspected Sexual Misconduct" form provided by the New Hope Presbytery will be used to report allegations of sexual misconduct.
2. Receiving the initial report.
 - a. The individual receiving the initial report is required to file it immediately with the Clerk of Session, signed by the complainant.
 - b. Within seven working days, the Clerk of Session convenes the Personnel Committee of the Session.
 - c. The Personnel Committee will receive the report of sexual misconduct and provide copies of the New Hope Policy and Procedure on Sexual Misconduct and the Peace Presbyterian Policy and Procedure on Sexual Misconduct to both the complainant and the accused. The Personnel Committee will direct the accused to have no further contact with the complainant and/or reporter or his/her family.
 - d. The Personnel Committee will confirm that civil and criminal authorities have been notified, when appropriate.
 - e. The Personnel Committee will inquire into the allegations according to the Preliminary Procedure specified in the Book of Order, D-2.0200.

f. The Personnel Committee will ascertain if parties are willing to pursue alternative remedies such as mediation, pursuant to D-2.0200, Book of Order.

3. Contact with Media

Any inquiries from the media regarding an incident of sexual misconduct must be directed to a designated official of the governing body or entity involved, whose response, if any, will be made after first conferring with legal counsel. Questions from the media shall not be addressed by any member of the Personnel Committee.

4. Personnel Committee Record Keeping

The Personnel Committee shall keep careful records of its proceedings, including detailed accounts of its actions, minutes of its deliberations and its conversations with all affected persons, copies of the initial report, correspondence, and copies of reports to the governing bodies or entity. When the matter has been resolved, the records shall be forwarded to the Clerk of Session where they will be marked "confidential" and securely stored. Members of the Personnel Committee shall keep no separate or duplicate records of material that has been turned over to the governing body as a result of its work. After the case has been resolved, the Personnel Committee will prepare a brief summary report. A copy will be included in the accused's permanent personnel file, and a copy of the report will be given to the complainant and the accused.

5. Personnel Report and Recommendation

The chair of the personnel committee will make a brief written report to the Stated Clerk. The report will include the following:

- Names of parties involved
- Governing body membership of the parties involved
- Allegations made by the accuser
- Response made by the accused
- Findings and conclusions
- Resolution of the case or suggested further actions to be taken by the governing body or entity

V. NON-JUDICIAL AND JUDICIAL REMEDIES

These remedies (except for final dismissal) are not mutually exclusive, and the failure of one process may lead to another. The appropriate protection of confidentiality and guarantees of the due process rights of all persons are essential. In the context of sexual misconduct in the church, the use of an alternative process may be in the best interest of the parties and the church. Agreements that do not address all issues or meet the concerns of all parties are not in the best interest of the church. Either the complainant or the accused shall have the right to appeal the personnel committee's decision through standard guidelines and procedures of the Presbyterian Church USA and the Book of Order. The results of these remedies may include, but are not limited to, church censure (to include removal from office), financial compensation, and admissions and apology.

1. Non-judicial remedies

When allegations of sexual misconduct in the church are made, it may sometimes be appropriate to resolve the matter without recourse to judicial process as described in the Book of Order. If such alternatives are pursued, however, it is essential that the matter be handled with full regard for the interests and rights of all affected parties. Non-judicial dispute resolution processes are widely and successfully used in private conflicts as well as in civil and criminal cases (see, for example, Section 18.03, Personnel Policies of the General Assembly, PC (USA). Religious bodies have served as valuable allies in the development of these alternatives, providing both incentive and resources for dispute resolution programs.

Alternatives to judicial process may include:

- a. **Negotiation:** In the negotiation process, advocates for the parties to a conflict are responsible for working out a solution that effectively resolves all issues and protects the interests of all parties. In some cases, an individual may successfully represent his or her own interests rather than having an advocate but this is rarely advisable. For a negotiated settlement to be successful, all parties affected by the dispute should be represented in the negotiation and all issues should be resolved.
- b. **Mediation:** In the mediation process, the parties to a conflict are enabled through the assistance of a mediator to work out their own agreement for resolving the dispute. Mediation differs from both arbitration and negotiation in that the power to make the final decisions is retained by the parties themselves. The successful outcome of a mediation is a function (among other things) of the willingness and ability of the parties to reach agreement and the creativity of the mediator in helping to shape that agreement in the interests of all concerned. A critical role of the mediator is the establishment and maintenance of a power balance between the parties during the mediation process.
- c. **Arbitration:** In the arbitration process, all parties to a conflict agree to submit the dispute to an independent person or panel. In a sexual misconduct case, the arbitrator should be someone with extensive experience in non-judicial arbitration that is also familiar with Presbyterian polity, especially the polity involving disciplinary cases and the responsibilities of the Committee on Ministry. All affected parties should have the opportunity to present their case to the arbitrator, and the arbitrator's decision may be binding or non-binding.
- d. **Dismissal of charges or allegations:** While not technically a dispute resolution process, dismissing or dropping the charges may sometimes be a way to resolve an allegation. This may happen because charges are determined to be false or insignificant, or because the costs (financial or otherwise) of pursuing the charges are too high. For a dismissal to be effective, all parties must agree to it and all significant disputes should be set aside. Dismissal without this will very likely lead to continuing conflict and further damage to the parties and the church.

2.0 Judicial Process (Book of Order)

Governing body or entity response will vary according to the status of the accused. Church members and ministers are subject to inquiry and discipline under the Book of Order (D-2.0000). The pastoral relationship of ministers serving congregations is subject to oversight by the presbytery (Book of Order, G-14.0602, G-14.0603, G-11.0501a; G-11.0502j). Safeguards, as in cases of judicial process for synod and presbytery staff are found in G-9.0705.

Ministers employed by a synod or General Assembly entity hold ministerial standing in presbyteries. Response to allegations of sexual misconduct by such ministers will be made by the entity under the

personnel policies. Such ministers will also be subject to the Rules of Discipline as a member of the presbytery.

The session has original jurisdiction in disciplinary cases involving members of the church, each having jurisdiction only over its own members (D-10.0000). A church member who is accused of sexual misconduct away from the congregation to which the member belongs may be prosecuted by secular authorities but may only be removed from membership by the session of the congregation to which the member belongs.

When a church member is accused of sexual misconduct, the disciplinary process is the same as that described for ministers and found in Chapter VII of the Rules of Discipline. A Special Disciplinary Committee must make an inquiry, decide whether to make charges, and prosecute. The session will sit as a court and try the case (Book of Order, D-10.0000). The person accused has the right to counsel, to present witnesses, and to cross-examine witnesses. If at any point in the proceedings the accused presents a letter of resignation from the church, the jurisdiction of the session ends. The session records that the case was closed and the Special Disciplinary Committee dissolved (Book of Order, D-2.0000 and D-10.0000).

EXPRESS EXCEPTIONS

The Safe Places Policy and Procedures of Peace Presbyterian Church are enacted for the specific purpose of protecting the safety and well being of our youth and children and for providing a safe sanctuary for all of God's children.

Emergency

If it is necessary to respond reasonably and responsibly to an emergency situation (including, but not limited to a medical crisis), leaders may find that adherence to the procedures set forth in this policy are either impossible or based upon the reasonable judgment of the leader, not in the best interest of the participants.

Under such circumstances, adherence to this policy will not be required. However, once an emergency is resolved all efforts must be made to resume compliance with the policy.

Inadvertent Failure

In the course of our active ministry at PPC, there may be unusual circumstances where a leader will find it necessary to care for PPC's youth or children without assistance of another approved leader. This inadvertent failure must not occur frequently and such instances must be reported to the Senior Pastor and the Christian Education Committee chairperson.

Reporting Requirement

The Child Protection Policy and Procedures of PPC shall be reviewed annually by the Personnel Committee and then by the Session. A verification follow-up report will be made each year to ensure the integrity of the policy and procedures.

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Acknowledgment of Receipt:

I hereby acknowledge that I received a copy of the "Safe Places Policy" for Peace Presbyterian Church and the attached "New Hope Presbytery Policy and Procedure on Sexual Misconduct" and that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

Print Name _____

Signature _____

Date: _____

ATTACHMENTS:

- A: Volunteer and Employee Questionnaire
- B: Report of Suspected Sexual Misconduct
- C: Safe Driver Checklist
- D: Classroom Discipline Policies
- E: Parental Authorization Form

Attachment A: Volunteer and Employee Questionnaire

Name _____
Last First Middle

Address _____

City/State/Zip _____

Business Phone: (____) _____ Home Phone: (____) _____

Have you ever been known by any other name? _____ Yes _____ No

If yes, please provide other name(s) _____

Employment Record

Please provide a separate sheet with current and previous employers for the last 10 years including the following information: Employed By, Address, Your Supervisor, Supervisor's current phone, Supervisor's Title, Employment Dates, Reasons for Leaving.

Please complete the following certification:

I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained* or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct.

Signature _____

Date _____

*Note: If you are unable to make the above certification, you may instead provide a description of the complaint, termination, or outcome of the situation and any explanatory comments you care to add.

Release

The information contained in this questionnaire is accurate to the best of my knowledge and may be verified by the employing entity. I hereby authorize Peace Presbyterian Church to make any and all contacts necessary to verify my prior employment history, and to inquire concerning any criminal records or any judicial proceedings involving me as a defendant. By means of this release, I also authorize any previous employer and any law enforcement agencies or judicial authorities to release any and all requested relevant information to Peace Presbyterian Church.

I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing entity or judicial authority from any and all claims, liabilities, and cause of actions for the legitimate release or use of any information.

Signature _____

Date _____

Witness _____

Witness _____

Witness

Attachment B: Report of Suspected Sexual Misconduct

Reported by:

Name _____ *Role* _____
Address _____
Telephone _____

Date of Report:

Person suspected
of misconduct:

Name _____ *Role* _____
Address _____
Telephone _____

Other person(s) involved
(witness or victim):

Name _____ *Role* _____
Address _____
Telephone _____

Describe incident(s) of suspected sexual misconduct, including date(s), time(s), locations(s):

Identify eyewitnesses to the incident, including names, addresses and telephone numbers if available:

Other information that may be helpful to the investigation:

Attachment C: Peace Presbyterian Church Safe Driver Checklist

It is the goal of Peace Presbyterian Church that all adults involved in the transportation of our children follow all traffic laws and practice safe, defensive driving while transporting youth.

The Driver acknowledges that he/she:

- Is experienced, licensed and fully insured (including liability insurance).
- Has not had more than two moving violations within the past 24 months.
- Has not had a conviction for driving under the influence or driving while intoxicated during the past 10 years.
- Has had a complete night's sleep, is fully rested, and not taking any medications that may cause drowsiness.
- Is responsible for the safety of the vehicle and has performed a preliminary check to ensure that lights, mirrors, wipers, tires and brakes are functional and operating properly, and that fluids are at their proper levels.
- Will ensure that all occupants are properly restrained using approved seat belts before the vehicle is allowed to move.
- Will have necessary medical and emergency care forms for the occupants of their vehicle.
- Will always drive within the posted legal speed limits.
- Will not drive more than eight (8) hours in a day, and not more than two hours continuously before taking a break.
- Will, when driving at night, in inclement weather, or at any other time visibility is reduced, commit to using extra caution, employ more frequent stops, and alternating drivers.
- Will avoid situations resulting in one youth and one adult being alone in the car. This applies to transportation to/from the off-site activity, or any separate travel that occurs for the duration of the off-site activity.

Name of Auto Insurance Company _____

Policy Number _____

Please review and sign this form below to acknowledge receipt.

I have read and agree to the terms of this Safe Driver Checklist.

Print Name

Signature

Date

Attachment D: Guidelines for Classroom Discipline at Peace Presbyterian Church

1. Courtesy is expected at all times. Unacceptable behavior is dealt with as quickly, lovingly, and firmly as possible. If unacceptable behavior occurs, the teacher should explain to the individual involved why that particular behavior is unacceptable and ask him or her not to repeat that behavior.
2. If the behavior occurs again, the individual should be given time out in the classroom.
3. If this behavior continues to be a problem, discuss it with the parent of the individual involved. At any time, you may ask for help from the Building Superintendent, Christian Educator, or seek assistance from any teacher in surrounding classrooms.

Suggestion:

Asking an undisciplined child to "help" you often sidelines inappropriate behavior. Also, sometimes physically standing beside a disruptive child gives him/her the hint to be quiet.

Attachment E: Parental Authorization Form

STATE OF NORTH CAROLINA
COUNTY OF PITT

PEACE PRESBYTERIAN CHURCH
Permission/Release for Youth Activities

I / We do hereby, for myself / ourselves, my / our heirs, successors, and assigns, release and hold harmless Peace Presbyterian Church, its successors and assigns, and any of its officers, members, representatives, or agents from any and all liability and/or actions or causes of action which might arise from any accident which might occur or injuries that take place when my child or children go on a trip to

_____ under sponsorship of the Peace Presbyterian Church. I / We further authorize the Peace Presbyterian Church or any of its officers, members, representatives, or agents to seek emergency medical care and/or treatment for my/our child or children and to admit my/our child or children to any hospital or other medical facility. If medical care and/or treatment are deemed necessary by a duly licensed health care provider, doctor, hospital, or clinic, I/we further authorize Peace Presbyterian Church, its officers, members, representatives, or agents to consent to any such medical care and/or treatment.

NAME _____

NAME _____

SIGNED: _____
(Parent or legal guardian)

PHONE: (Home) _____
(Work) _____

ADDRESS: _____ CITY/STATE/ZIP _____

SIGNED: _____
(Parent or legal guardian)

PHONE: (Home) _____
(Work) _____

HOSPITAL/MEDICAL INSURANCE CO. _____

POLICY # _____ NAME POLICY IS WRITTEN UNDER: _____

ADDRESS OF INSURANCE CO. _____

CO. PHONE # _____

DATE OF LAST TETANUS SHOT: _____ ANY RESTRICTIONS: _____

ALLERGIES TO DRUGS / STINGS / FOOD / OTHER? _____

IS STUDENT TAKING ROUTINE MEDICATION? YES _____ NO _____

NAME OF DRUG & DOSAGE _____

OTHER INFORMATION HELPFUL IN TREATING STUDENT FOR A MEDICAL PROBLEM:

PHYSICIAN'S NAME: _____ PHONE #: _____

NAME OF PHYSICIAN'S GROUP: _____

FOR YOUTH:

I understand that while on any trip with a youth group from Peace Presbyterian Church, no drugs or alcohol of any kind are permitted and I agree to abide by this rule.

PRINT NAME _____

SIGNATURE OF YOUTH: _____ DATE: _____

This form should be kept on file by the Church Administrator for 12 months from the date of the event.

