

# **CHILD PROTECTION POLICY REFORMED PRESBYTERIAN CHURCH OF LAFAYETTE**

This Reformed Presbyterian Church of Lafayette (RPCL) takes the protection of her covenant children very seriously. The Covenant of Baptism, noting that children are a possession of God entrusted to the care of their parents, requires watchful protection of children by the entire church.

Jesus said, “Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven.” Matthew 19:14

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## **I. INTRODUCTION AND THEOLOGICAL FOUNDATION**

### **A. Purpose**

These procedures and policies have been developed to ensure a safe, loving environment conducive to the protection and care of Christ's lambs during Children and Youth Ministry functions of RPCL. While God alone is the sovereign protector and sustainer of life, He has ordained in His providence ordinary and secondary means by which His will is accomplished.

### **B. Biblical Mandate**

*Matthew 19:14* - Jesus said, "Let the little children come to me and do not hinder them, for to such belongs the kingdom of heaven."

*John 21:15* – So when they had eaten breakfast, Jesus said to Simon Peter, "Simon, son of Jonah, do you love Me more than these?" He said to Him, "Yes, Lord; You know that I love You." He said to him, "Feed My lambs."

*Ephesians 5:3* – But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people.

### **C. Confessional Foundation**

*Confession of Faith 1.6* – . . . There are some circumstances concerning the worship of God, and government of the Church, common to human actions and societies, which are to be ordered by the light of nature and Christian prudence, according to the general rules of the Word, which are always to be observed.

*Testimony XXIV.30* – Education of children is primarily the responsibility of parents, though they may delegate part of this responsibility to the church or other agencies...

*Directory for Church Government 1.8* – Members should willingly consecrate their talents and gifts to the service of Christ. They should prayerfully consider accepting a position in the church when called to do so.

## **II. SCOPE AND DEFINITIONS**

### **A. Where and when does this Policy apply?**

1) This policy applies to all functions formally sponsored by or under the jurisdiction of RPCL in which adults and youth are working directly with children ages newborn up to 18 years of age.

2) This policy is NOT intended to apply at all times and instances when people are gathered at church or at a church function. Parents are responsible for monitoring and protecting their own child when the child is not participating in a function formally sponsored by or under the jurisdiction of RPCL. At the same time, it is incumbent on all members and adherents to be vigilant in desiring to protect and safeguard the children and youth of the church.

If a reasonable exception needs to be made to this Policy due to the Lord's providence in hindering a particular policy or procedure from being followed by an Approved Volunteer during a particular Children or Youth Ministry function of RPCL, such an exception should be communicated to the Session, prior to the said event. *In the event that prior notification is not possible, said notification shall occur within twenty-four hours.*

### **B. Definitions of Key Terms**

1) Approved Volunteer – An adult person whom the Session has approved to work with children and youth based on the information obtained in the screening process.

2) Child Abuse – Child neglect, child physical abuse, or child sexual abuse.

a) Child Neglect – Depriving a child of his or her essential needs, such as adequate food, water, shelter, safety, education, or medical care.

b) Child Physical Abuse – Any use of violence or threats of violence toward a minor with the imminent risk of serious physical harm or death.

c) Child Sexual Abuse – Any contact or sexual interaction between a minor and another person, through a visual, verbal or emotional means, when the minor is being used for the sexual arousal, molestation, or gratification of the perpetrator or any other person.

3) Children – Minors from newborn through 12 years of age.

4) Children and Youth – All persons under the age of 18. Also called minors.

5) Member – A communicant member in good standing of RPCL

6) Youth – Minors from 13 up through 17 years of age.  
7) Youth Volunteer – Youth, age 13 through 17, who are approved under this policy to assist in the children’s ministry at RPCL.

8) Adults—All persons 18 years of age or older

### **III. POLICIES AND PROCEDURES**

#### **A. Who may serve in Children and Youth Ministries?**

Approved Volunteers may serve in the various Children and Youth Ministries of RPCL.

An Approved Volunteer is one who:

1) is an adult (18 years or older) communicant member in good standing of RPCL, and has been a communicant member for at least six months (For policy on Youth desiring to assist volunteers, see also, Section III.A.5. below);

2) has submitted a completed Volunteer Application including references whom the Session will contact.

3) Completed an interview with the session or it’s designees; and,

4) completed a criminal background check. If a volunteer has not had a background check, the Session will provide funds for a background check through an independent third party (such as the local county sheriff, MinistrySafe, etc.) with the results of that report being then accessed by the Session. Background checks should be done in accordance with the frequency required by the RPCL’s session.

5) Approved Volunteers are required to satisfy the training requirements to be determined by the Session (e.g., MinistrySafe training/awareness videos).

6) Policy on Child/Youth Volunteers:

a) If an individual under the age of 18 years desires to assist the Approved Volunteers, he or she shall be at least 10 years old, a member in RPCL, and approved by the Session.

b) The child/youth must also submit a Volunteer Application to the Session.

c) The youth must have a background check.

d) A child/youth assisting the Approved Volunteer must remain under the supervision of an Approved Volunteer at all times.

7) Volunteer applications, disclosure statements, and up-to-date background checks are to be kept in a locked file in the Church Office.

8) Applicants are to be notified of their approval or disapproval by the Session within two weeks of receiving a completed application and the results of their background checks.

## **B. Who may not serve in Children and Youth Ministries of RPCL?**

### **1) Definition**

The Session will use the screening process defined in this report to evaluate the suitability of candidates to serve as Approved Volunteers. Those who have not completed the proper application procedure or have been deemed ineligible by the Session upon the completion of the application process will not be permitted to serve in the Children and Youth ministry functions of RPCL.

### **2) Determination of ineligibility**

If anything is questionable or concerning in the application or background check, the Session will determine eligibility for the applicant on a case-by-case basis in light of all the surrounding circumstances. Generally, the sort of issues that would bar an applicant from serving with children and youth include: convictions for offenses involving minors, violence, dishonesty, illegal substances, indecency, or other similar violations of God's Law, or failure to disclose a criminal conviction on the application form.

## **C. General Principles for Protection of Children and Youth**

1) These principles, policies, and procedures can be rightly applied not only to the protection of children and youth, but also for protecting adults with disabilities (e.g. mental or physical handicaps) which make them also particularly vulnerable.

2) Clear communication between the children, youth, volunteers, parent(s)/guardian(s), and elders is vital to ensuring the ongoing protection and flourishing of Christ's lambs.

3) Volunteers, parent(s)/guardian(s), and elders shall be vigilant at all times. The safety of children and youth is to be of the utmost priority.

4) Confront and report suspicious behavior (see page 11 for steps)

5) Visibility is important. For example, windows should remain clear, if at all possible, so that the view is not obstructed. Similarly, when appropriate, doors shall remain open and shall be unlocked.

6) To increase accountability, multiple volunteers should be present. The more volunteers at a given place and time, the better.

7) Approved Volunteers shall strive to be above reproach in all their dealings with the children and youth, as well as the elders to whom they are accountable.

8) This Policy is to be made available to each household of RPCL. Likewise, this policy should be posted visibly in the RPCL's meeting place and be readily accessible on the RPCL website.

9) If a known sex offender attends a church function, he or she must adhere to a Session-approved safety plan designed in consultation with the Safety Committee.

10) The guiding principle for notification under this policy is that, at a minimum, parents/guardians within RPCL be notified without unnecessary delay of the presence of sex offenders. The procedure for this notification shall be similar in kind to that discussed in Section V, Step 9, Paragraph C of this policy.

11) The elders of RPCL, in implementing and maintaining this policy, may delegate responsibility and/or disclose information to appropriate individuals and parties within RPCL as they deem appropriate. Therefore, any reference to elder or elders may include others (i.e. non-elders) within RPCL at the discretion of the elders.

#### **D. Policies/Procedures for Children and Youth Ministries of RPCL**

##### **1) Policy on the required number of Approved Volunteers**

a) There should always be a minimum of two unrelated (meaning not from the same household; e.g., not a husband and wife) Approved Volunteers, including at least one female, to supervise children. This is often referred to as the "Rule of Two."

b) If one of the two adults must leave the room, they must first ensure that either a parent of one of the children or another Approved Volunteer is able to remain in the room.

c) For groups of children and youth exceeding ten, another Approved Volunteer should be added for every 10 children/youth added. For example, if there are 11-20 children, there is a minimum requirement of three Approved Volunteers to be present; for groups of 21-30 children, there is a minimum requirement of four Approved Volunteers to be present. Youth Volunteers may assist the Approved Volunteers, but do not count toward the required number of Approved Volunteers at a particular Children's Ministry function of RPCL.

d) No adult should ever be alone with a child that is not their own behind closed doors with the exception of the parent(s)/guardian(s) of their child have given verbal or written permission to another adult to be a delegated authority.

e) Children should be supervised and not allowed to isolate themselves or a small group of themselves without the appropriate supervision.

## **2) Procedures for overnight retreats and events**

a) Information on the event (e.g., location, time, agenda) is to be made available to the parent(s)/guardian(s) of the children and youth attending the ministry function.

b) Except for the case of a husband and his wife, males and females shall be lodged separately.

c) Unless the Approved Volunteer is the parent or guardian of a child or youth, he or she is not permitted to share the same sleeping space with that child or youth.

d) There is to be ample privacy provided for children and youth for changing clothes and carrying out hygienic activities (e.g. showering). Adults shall not change at the same time and shall not be present in the same room when children and youth are changing clothes and carrying out hygienic activities.

## **3) Safety Procedures for children in the nursery**

a) No adult other than Approved Volunteers and parents/guardians may enter the nursery. If a child with special needs has a particular caregiver (whether a member of his or her family or otherwise), one of the Approved Volunteers should be informed to best accommodate that child. Unless the parent(s)/guardian(s) is an Approved Volunteer, they shall leave the nursery after dropping off/picking up the child.

b) Children who are dropped off should remain in the nursery or classroom except in the event of group activities, in the case of emergency or necessity, and when the child is picked up by his or her parent(s)/guardian(s).

## **4) Bathroom Policy for Children**

a) Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, the child must be accompanied to the bathroom by a female Approved Volunteer. That Volunteer should check the bathroom first to make sure that it is empty, and then allow the child inside. The Volunteer should remain outside the bathroom and escort the child back to the classroom when the child is done.

b) For children over the age of five, if possible, at least one male Approved Volunteer should take at least two or more boys to the restroom, and at least one female Approved Volunteer should take at least two or more girls to the restroom. Volunteer should then remain outside the bathroom door and escort the children back to the classroom when the children are done.

c) If a child is taking longer than seems necessary or calls for help, an Approved Volunteer may assist, but is to leave all doors open.

## **5) Policy regarding the discipline of children**

a) Volunteers shall not administer physical discipline (e.g., spanking). Volunteers may provide verbal correction as well as restriction from participation in particular activities as methods of discipline, but said correction and restrictions shall not be done in private.

b) If the child or youth persists in misbehavior beyond the ability of the Approved Volunteers, the parent(s)/guardian(s) of the child should be contacted and asked to remove their child from the ministry function.

## **6) Procedures regarding the discipline of children**

a) Appropriate interactions and expectations will reduce the incidence of behavior problems. Volunteers should examine the environment in order to see if the setting is conducive to the learning and obedience of children. Simple changes, such as a change in the room structure, can often help steer the children towards appropriate behavior.

b) State clearly, simply, and regularly to the children expectations for behavior.

c) Observe the child's behavior. What is causing the behavior? Are the child's needs being met? If so, is there a sin that needs to be addressed?

d) If inappropriate behavior occurs, restate behavior expectations and consequences for continued disobedience.

e) Faithfully follow through with appropriate consequences if misbehavior continues.

f) If inappropriate behavior persists, you may need to separate the child from the group or situation for a quick time-out. A general principle is that time-outs should be one minute long for each year of the child's age. A chair for a time-out should be placed in an unused area of the room, away from other children.

g) Communicate with the parents when they pick up their child if it was necessary to use a time-out or other discipline. Volunteers should encourage the parents as they continue to strive to raise their children in the nurture and admonition of the Lord.

h) Share the Gospel with the children after their discipline. Take this opportunity to share with the child in a way they can understand the fact that they are sinners in need of God's grace through Jesus Christ. Pray with them for forgiveness and a changed heart. Demonstrate to the child after the appropriate discipline the grace of restoration and reconciliation.



i) If the child's behavior does not change, have an adult find the parent. The parent should take the child for appropriate discipline. It is the discretion of the primary Approved Volunteer whether the child may return to the group.

## **7) Policy regarding Volunteers providing counseling to children and youth**

There may be times when a volunteer will need to provide counseling to a child or youth. It is best for two or more approved adults to provide counsel, but if that is not possible, counseling should always be done in an environment with clear visibility (e.g. outdoors or somewhere with the doors open). When counseling a child or youth, the Approved Volunteer should maintain discretionary confidence whenever appropriate. When in doubt, the Approved Volunteer should inform the parent of that youth. Counselors shall be mindful of areas of discussion which are subject to state mandatory reporting laws.

## **8) Policy on movies and entertainment**

a) Volunteers will use discernment when viewing movies with children and youth, and will obtain approval from the parent(s)/guardian(s).

b) Words, thoughts, and actions should be in conformity with God's Law (see Larger Catechism 112-113, 138-139, and 144-145). Volunteers are to be careful concerning the activities in which they partake, and about which they discuss, including movies, social media, music, books, and games.

## **9) Policy on the use of humor**

Humor is a useful tool in Children and Youth Ministry. It can be used as to make connections, engage the minds of children and youth, and build relationships. Volunteers, children, and youth should avoid all humor that is degrading, sexual in nature, or involves the use of harsh sarcasm. None of this is helpful for creating an environment of godliness and flourishing (see Ephesians 4:29, 5:4).

## **10) Sick Child Policy**

a) Since we desire to provide a healthy and safe environment for all of the children and youth of RPCL, parent(s)/guardian(s) are encouraged to be considerate of others and not to have their children participate if they have common symptoms of a contagious illness (e.g., excessive coughing/sneezing, fever, vomiting, diarrhea).

b) Children and youth who are observed by volunteers to be ill will be separated to the extent possible, and the parent(s)/guardian(s) will be contacted to request that the child be picked up immediately.

## **11) Child Medication Policy**

a) Generally, volunteers are not to administer either prescription or non-prescription medications to the children and youth under our care. Children and youth are not permitted to administer any medications to themselves or others, or share medications with others. Rather, medications should be administered by the child's or youth's own parent/guardian whenever possible. For exceptional circumstances, see below.

b) Exceptions to the medications policy may be granted by parent(s)/guardian(s) of children and youth with potentially life-threatening conditions (e.g. asthma or severe allergic reactions). The parent(s)/guardian(s) will write an action plan to have on file with the Session.

c) Parent(s)/guardian(s) must provide written permission for a designated Approved Volunteer to administer medication before leaving the child in the care of the Approved Volunteers. Prescription medication should be labeled with the child's name; date the prescription was filled; name and contact information of the prescribing health professional; expiration date; medical need; instructions for administration, storage, and disposal; and name and strength of the medication. Labeled medications (over-the-counter) should be brought by the parent/guardian in the original container. The label should include the child's name, dosage, relevant warnings as well as specific, legible instructions for administration, storage, and disposal.

## **12) Policy on Accidental Injuries**

In the event a child or youth is injured while under our care, the following steps shall be followed:

a) For minor injuries, scrapes, and bruises, volunteers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from the function.

b) For injuries requiring medical treatment beyond simple First Aid, the parent(s)/guardian(s) will immediately be summoned by an Approved Volunteer. If necessary, an ambulance will be called. The Session will be notified of the event.

c) For injuries requiring treatment by a medical professional, the Session will complete an incident report pursuant to the requirements of the RPCL's Insurance Policy.

## **13) Policy on Approved Volunteers providing transportation during Children and Youth Ministry Functions of RPCL**

a) When driving, all traffic laws and seat belt rules are to be obeyed. All drivers shall be licensed and insured.

b) Parental permission and the approval of the Session must be obtained before transporting a child to any location.

c) Transportation shall be in groups of three or more, with at least one Approved Volunteer in each vehicle.

#### 14) **Volunteer Training Requirements**

a) All Approved Volunteers are to review the Child Protection Policy.

b) The Session is at liberty to stipulate further training requirements for any particular event under their oversight (e.g. Ministry Safe training/awareness videos).

#### **E. Counsel on communicating RPCL's Child Protection Policy**

1) This Policy is to be made available to all households under the jurisdiction of the Session of RPCL.

2) This Policy is to be available in central gathering locations for Children and Youth Ministry functions of RPCL.

3) This Policy is to be communicated alongside the informational materials made available for each upcoming Children and Youth Ministry function of RPCL.

#### **IV. STEPS FOR RESPONDING TO SUSPICIOUS BEHAVIOR**

There are times when behavior is exhibited that does not meet the legal definition of child abuse (steps for responding to and reporting allegations of child abuse are provided in Section V below), yet an individual's behavior causes an instinctual concern and raises the suspicion of possibly inappropriate and/or predatory behavior. It is good and loving that we should seek to restrain evil and warn our neighbor: "Sin lies at the door. And its desire is for you, but you should rule over it" (Genesis 4:7). Whereas Section V (see below) is reactive, Section IV is proactive. If a volunteer, elder, child, or youth is seen exhibiting suspicious behavior, the following steps may be taken according to reasonable precaution and Christian prudence.

**Step 1:** If possible, confront the individual as soon as suspicious or problematic behavior is observed; but at a minimum, report any such suspicious or problematic behavior to an elder (Ephesians 5:3 "There must not be even a hint of sexual immorality ...").

**Step 2:** If dealing with a minor (whether the minor is the offender or the offended), the pastor shall speak to the child's parent(s)/guardian(s) to inform them of what took place.

**Step 3:** Report any suspicious or problematic behavior to an elder of RPCL, so that there may be both pastoral care and particular vigilance among the overseers of Christ's flock.

**Step 4:** If deemed prudent, one or more elders shall be assigned to be vigilant over the person exhibiting suspicious behavior. This will ensure the safety of Christ's lambs if the person is indeed behaving in a possibly predatory manner, or will demonstrate the individual to be above reproach.

**Step 5:** If needed, elders shall further restrict the circumstances of the Children and Youth Ministry functions (e.g., not permitting individuals to go to particular areas of the facility).

**Step 6:** If the elders overseeing the person exhibiting suspicious behavior confirm the possibility of that person demonstrating early signs of predatory behavior, they shall confront that individual and provide counseling.

**Step 7:** If suspicious behavior persists, the elders' first duty is the protection of Christ's lambs. At the discretion of the elders, the person exhibiting suspicious behavior may be removed from their participation in Children and Youth Ministry, but may return upon the approval of the Session.

## **V. STEPS FOR RESPONDING TO ALLEGATIONS OF ABUSE**

If there is an allegation of child abuse or an allegation involving a child is raised, the following Steps are to be carefully, yet swiftly, taken. The Incident Report Form included in Section VI of this policy should be used to document the said allegation.

**Step 1:** The following should be immediately contacted:

- a) The local authorities.
- b) The Session shall ensure that the parent(s)/guardian(s) of all minors involved (accuser and/or accused) are contacted.
- c) The entire Session of RPCL shall be informed.
- d) The elders and all parties involved (accuser, accused, volunteers, and elders) are to work in full cooperation with civil authorities according to their proper sphere, as well as with ecclesiastical authorities according to their proper sphere. It is neither the role nor jurisdiction of Session to assume the role of a criminal investigation. All parties involved are to be mindful that one's duty before the Lord, as required in both the fifth and ninth commandments, is to speak the truth at every opportunity without equivocation.

**Step 2:** The Session shall contact the insurance provider within 24 hours and document all allegations, reports written, statements made to officials, and to whom they were

made, according to the requirements of the insurance company. Furthermore, this clear and transparent documentation will aid the civil authorities in their duties; as well as help any ecclesiastical procedures which will ensue (e.g., investigation, prosecution, censure). The more efficient these procedures are, the more time undershepherds will have to tend to the flock of Christ.

**Step 3:** All parent(s)/guardian(s) whose children were at the ministry function of RPCL shall be notified regarding the allegation within 48 hours. The nature of the allegation is to be made known, but the identities of parties are to be withheld and protected until such time as an investigation has reasonably determined the veracity of the allegations and any necessary prior legal proceedings have concluded. In the event that an investigation substantiates the allegations, the identity of the accused may be disclosed prior to a legal guilty verdict; however, such disclosure may only be given to parent(s)/guardian(s) who sign a non-disclosure agreement in which they agree not to disclose or discuss the accused to any other party. This shall not be construed to hide guilty parties for an extended time, but is to afford any parties wrongly accused protection against the damages of false accusation.

**Step 4:** The Session shall notify the Great Lakes-Gulf Presbytery of the nature of the allegation within 48 hours.

**Step 5:** For the sake of being above reproach in all matters, as well as for the protection of Christ's lambs, if a volunteer is accused of abuse, he or she should immediately be given a leave of absence by the Session from his or her position until the conclusion of the investigation. Any who are alleged of causing harm are to be removed from group activities of RPCL involving minors until the conclusion of the investigation, and approval to return is given by the Session.

a) If volunteers or elders are not appropriately following through with these "Steps for Responding to Allegations of Abuse," those volunteers and elders should be given a leave of absence by the Session from the function of their position as it relates to the Children and Youth Ministry. If the Session is not following through with these Steps, then Presbytery should be petitioned to assume original jurisdiction (usually through the formation of an investigative committee or judicial commission).

b) This leave of absence is not to be understood as formal censure.

**Step 6:** The Session shall prepare a brief statement within 72 hours, which should be communicated to the Presbytery as well, if asked about the allegations by news reporters, with the Moderator of the Session (or another elder on the Session) being appointed as spokesman. All other officers and members of the RPCL are to refrain from speaking to the media.

**Step 7:** Elders shall ensure that all parties involved (accuser, accused, and any possible victims), as well as all members of RPCL, are able to receive pastoral care.

**Step 8:** An investigation is to be carried out by the Session. At the conclusion of such investigation, a report should be given to the RPCL at a specially-called RPCL meeting, as well as a report given to the Presbytery, outlining the incident, follow-up investigation, any further recommendations, and care being provided to the RPCL. The nature of the offense is to be disclosed, but the identities of all minors are to be withheld.

**Step 9:** Upon conclusion of the investigation:

a) If there is an acquittal of all allegations, the Session will seek to encourage the reconciliation of all parties involved and the acquitted will be restored to his or her standing in the Church.

b) If there is an admittance of guilt by the accused party, or upon the finding of guilt in accordance with the Book of Discipline, church discipline should be carried out by the court of original jurisdiction and the appropriate censure applied for the purpose of upholding the honor of Christ, seeking the repentance of the sinning brother or sister, bringing justice to the victim(s), and warning all in the visible church against such heinous sin.

c) In general, it is intended that the name of the offending party and the nature of the offense and any measures being taken to safeguard other children be a part of this disclosure; however, the elders are to have discretion in those cases where (a) the offense is minor, (b) the offense did not happen within our church, and (c) the likelihood of the offending party re-offending is deemed to be very low by the elders in consultation with the safety committee.

**Step 10:** In the event of an allegation of abuse, the Session of RPCL should review this Policy to ensure that Christ's lambs are being protected and to inform areas in which we may grow more vigilant.

## **VI. FORMS (See Next Page)**

**REFORMED PRESBYTERIAN CHURCH OF LAFAYETTE**  
**Application Form for Volunteers and Employees**  
**Confidential**

***This application should be completed by all applicants for any position (volunteer or employment). This is not an employment application. The purpose of this form is to assist in the creation of a safe environment for children who participate in the programs of The Reformed Presbyterian Church of Lafayette (RPCL)***

Date: \_\_\_\_\_

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_

Sex: \_\_\_\_\_ M \_\_\_\_\_ F                      Date of Birth: \_\_\_\_\_

Marital Status: \_\_\_\_\_ (*single, married, separated, divorced, widowed, etc.*)

Are you affiliated with RPCL? \_\_\_\_\_ If so, for how long? \_\_\_\_\_

How long have you lived at your current address? \_\_\_\_\_

Previous address:  
\_\_\_\_\_

List all other cities and states where you have lived as an adult:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the name, address, city and state of other churches you have attended regularly during the past 10 years:

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

Please list *all church employment / volunteer work* (List each institution's name and address, type of work carried out, dates, and a **contact person** familiar with your work there. **Use back of this page for more space, if necessary.**)

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List any talents, vocations, preparation, training or other experiences which have equipped you to work in the church:

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Please provide, on a separate paper, one professional reference (if applicable), one personal reference, and one family member. References must include one non-family member and one member of the opposite sex. Please contact these references and inform them an authorized RPCL representative will be contacting them. (**See Reference Form for Volunteers** attached. References supplied on an Employment Application may take the place of this form for applicants seeking *employment* with RPCL)

**Because RPCL values our adults and our children, and desires to protect them, please answer the following questions. We understand that the answers to these questions may be private and deeply personal, and we will protect your privacy.**

Why do you want to volunteer or work at RPCL?

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**REFORMED PRESBYTERIAN CHURCH OF LAFAYETTE**  
**Release for Volunteer and Employee Application Form**

I authorize RPCL to contact all individuals, organizations and references listed on this **Safety Application Form** in order to verify the information I have provided to the school. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references, as well as contact persons from my previous school and non-school work, listed on this application.

I understand and agree that any information received from the application verification will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REFORMED PRESBYTERIAN CHURCH OF LAFAYETTE**  
**Background Check for Volunteers and Employees**  
**Confidential**

***This application should be completed by all applicants for any position (volunteer or employment). This is not an employment application. The purpose of this form is to assist in the creation of a safe environment for children who participate in the programs of The Reformed Presbyterian Church of Lafayette (RPCL)***

I specifically authorize the RPCL to undertake a background check concerning my past.

I understand and agree that any information received from the background check will not be disclosed to me except as required in compliance with state and federal laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REFORMED PRESBYTERIAN CHURCH OF LAFAYETTE**  
**Children & Youth Ministry Volunteer Application**

All information on this application will be kept confidential. If you have any questions about the application, please call or email the Session.

**I. Basic Information**

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

Phone: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Email: \_\_\_\_\_

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

How many years have you been a communicant member of RPCL? \_\_\_\_\_

**II. Experience**

Describe any relevant experience working with children and youth.

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List any involvement you have had in children and youth programs in the last 5 years.

Organization Name	Program	Dates	Contact (email/phone)

### III. Character References

List two individuals who can attest to your character and, if possible, have observed your interactions with children and youth. References must be 18 or older, and may not be members of your household or Session.

Name /Relationship /Phone /Email

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

### IV. History

Have you ever been (circle one):

Arrested for any reason? Yes / No

Convicted of, or pleaded no contest to, any crime involving minors? Yes / No

Convicted of, or pleaded no contest to, a moving violation in the last 3 years? Yes / No

Is there any reason why you should not work with minors? Yes / No

**\*If the answer to any of these questions is "Yes," please explain on a separate sheet of paper.**

### V. Affirmations

Please initial on each line.

\_\_\_\_\_ I have carefully read the RPCL Child Protection Policy.

\_\_\_\_\_ I recognize that the Session of RPCL is relying upon the accuracy of the information contained herein. Accordingly, I attest and affirm that all the information that I have provided is completely true and correct, to the best of my knowledge.

\_\_\_\_\_ I authorize the Session of RPCL to contact any person or entity listed in this application and I further authorize any such person or entity to provide the Session of RPCL with information, opinions, and impressions relating to my background or qualifications.

\_\_\_\_\_ I further authorize the Session of RPCL to conduct a criminal background investigation and/or child abuse investigation if further investigation is deemed necessary.

\_\_\_\_\_ I voluntarily release RPCL and any such organization or entity listed herein by me from liability involving the communication of information relating to my background or qualifications.

**VI. Attachments**

Please remember to include the following with this application form:

- 1. Explanation of answers (if necessary)

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if applicant is under 18)

\_\_\_\_\_ Date \_\_\_\_\_

**\*\*For Administrative Use Only\*\***

**Date Submitted and Received:** \_\_\_\_\_

**Date Background Check Submitted:** \_\_\_\_\_

**Date Background Check Results Received:** \_\_\_\_\_

**Application Approved** \_\_\_\_\_ **Application Denied** \_\_\_\_\_

**Date of Application Approval or Denial** \_\_\_\_\_

## Volunteer Statements and Agreed Code of Conduct

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Please initial each of the following statements:

\_\_\_\_\_ I declare that all statements contained in my Safety Application Form are true. I understand that any misrepresentation or omission is cause for dismissal from any ministry involvement.

\_\_\_\_\_ I understand that **my references and contacts** from prior church or non-church work with children, student, or disabled adults will be contacted and that an appropriate **criminal background check** will be conducted. I authorize investigations of all statements contained in this application. I specifically authorize the church to undertake a criminal background check of my past.

\_\_\_ I understand that I must be interviewed and recommended by a member of the Reformed Presbyterian Church of Lafayette (RPCL) before I begin service as a volunteer in RPCL Church ministries.

\_\_\_\_\_ I understand that I can withdraw from the application process at any time.

\_\_\_\_\_ I understand that RPCL has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the RPCL cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my volunteer position and possible criminal charges.

\_\_\_\_\_ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, student or disabled adult, and I have never been accused of these acts.

\_\_\_\_\_ I understand and agree that false statements regarding past conduct and/or present situations may be grounds for denial of this application to provide volunteer services, and that refusal to inform the RPCL of the contents of a sealed criminal record will result in the automatic denial of the application.

\_\_\_\_\_ If accepted as a volunteer, I agree to read and abide by all Policies and Procedures provided to me by the RPCL.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only:

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REFORMED PRESBYTERIAN CHURCH OF LAFAYETTE**  
**Medical Release Form**

THIS INFORMATION WILL BE KEPT CONFIDENTIAL

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Children and/or Youth Ministry Function of RPCL

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Child's Name

Sex (M/F)

Date of Birth

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Parent's/Guardian's Name Parent's/Guardian's Name

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Parent's/Guardian's Phone Parent's/Guardian's Phone

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Address

---

Primary Emergency Contact

Phone number

---

Secondary Emergency Contact

Phone number

---

Primary Emergency Contact Address

---

Secondary Emergency Contact Address

**Medical Information**

---

Hospital/Clinic Preference

---

Physician's Name

Physician's Phone Number

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Insurance Company / Policy Number

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Allergies/Special Health Considerations

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

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**Parent's/Guardian's Signature**

**Date**

I give permission for my child to attend the Children and/or Youth Ministry Function of RPCL. I release RPCL and individuals from liability in case of an accident during activities related to the Children and/or Youth Ministry Function as long as normal safety procedures have been taken.

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**Parent's/Guardian's Signature**

**Date**

For Administrative Use Only

Date Received: \_\_\_\_\_



**REFORMED PRESBYTERIAN CHURCH OF LAFAYETTE**  
**Incident Report Form**

This form is to be used to report any and all incidents or unusual events which occur while caring for children. Any suspected or actual violation of the RPCL Child Protection Policy shall be immediately reported using this Incident Report Form. A copy of this form must be provided to the Safety Committee who will be responsible to distribute a copy to the child(ren)'s parent(s)/guardian(s). Under Indiana law, any individual who has reason to believe a child is a victim of abuse or neglect is required to submit a report to Indiana Department of Child Services' Child Abuse and Neglect Hotline (1-800-800-5556) or to the police. The Safety Committee is available to assist in filing a report.

<b>YOUR INFORMATION</b>	Name: _____  Position (circle at least one): Volunteer Session Deacon Safety Committee  Phone: _____
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<b>INJURED PERSON (if applicable)</b>	Name: _____  Age: _____  Address: _____  Phone: _____  Parent/Guardian (if a minor): _____
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<b>SUSPECTED PERPETRATOR (if applicable)</b>	Circle One:    Unknown    Known  Name: _____  Age: _____  Description: _____  Relationship to Injured Person: _____  Address or Location of Suspected Abuse: _____
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REASON FOR REPORT / DETAILS OF INCIDENT	
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ACTIONS TAKEN	
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WITNESSES	Name: _____ Address: _____ Phone: _____  Name: _____ Address: _____ Phone: _____
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Name of Submitter: \_\_\_\_\_

Signature of Submitter: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Injured Person (unless a minor): \_\_\_\_\_

Signature of Injured Person: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian (if minor): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Safety Committee Member: \_\_\_\_\_

Signature of Safety Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_