

*Caring  
for*



*Children and Youth*

*in your  
Church*

Recommended by the  
**Department of Educational Ministries**  
The American Baptist Churches of Connecticut  
90A North Main Street  
West Hartford, CT 06107



Phone..... 860-521-5421  
FAX.....860-521-3206  
E-mail.....abconn@abconn.org  
Website.....www.abconn.org

Rev. May 2012



# TABLE OF CONTENTS

Process for Developing a Policy and Procedures for Safe Child Care in Your Church .....	5
Policy on Child Care and Children and Youth Programming.....	7
1. Volunteer Disclosure Form .....	8-11
2. Letter to Prospective Child Care/Youth Workers.....	12
Guidelines for Workers .....	13
1. Volunteer Reference Letter .....	14

## **APPENDICES:**

A. Proper Method of Conducting Medical and Background Checks on Staff.....	16-17
B. Criminal Background Checks (CBC).....	18
C. Disqualifier Guidelines .....	19
D. Recognizing Child Abuse and Neglect .....	20-22
E. Reporting Suspected Child Abuse.....	23
F. Vehicle Use Policy .....	24
G. Sample Permission Form .....	25
Caring Church Resources.....	27



## **PROCESS FOR DEVELOPING A POLICY AND PROCEDURES FOR SAFE CHILD CARE IN YOUR CHURCH**

1. Choose a group to initiate, guide, and monitor the process.
  2. Read and/or view training material on the topic included in this packet as a way to educate yourselves. (Your insurance company may have educational resources.) Review and discuss Appendix A-F.
  3. Read over the policy templates and see how you might wish to modify them.
  4. Begin your work by agreeing to a policy upon which procedures can be based.
  5. Once you have agreement as a small group, share your proposed policy with the appropriate church group. In introducing the policy use a reading or video to interpret and educate. Ask them to share the draft policy with teachers and leaders of youth and children for their response and ideas. You may also wish to share this with other groups such as the Diaconate.
  6. After the appropriate group has approved the policy, have them take it to your church governing board. Introduce the topic by showing a video or make some kind of educational/informational presentation. Leave ample time for questions and discussion. Ask them to read and study the proposed policy statement, affirm it, and find ways to make it known throughout the congregation. Communication to the wider church body is very important.
  7. With an approved church policy in hand, begin to work on developing guidelines and procedures. It may be helpful to think of different levels of child care or children and youth programming such as:
    - Primary care programming – those persons regularly and frequently teaching or leading groups
    - Secondary care programming – those persons who occasionally teach or lead groups, such as substitute teachers
    - Overnight programming – those persons who lead or chaperone youth in overnight and/or off site programs or events
- The attached procedures and guidelines are written for persons in the primary care programming level. For those in the secondary care programming level, you might require the following:
- Member of the church for at least 6 months
  - A description of their recent experiences working with children and youth.
  - Their sign off on having read “Guidelines for Workers with Children and youth.”
  - Reference check
- For those persons in the overnight programming level, you might require a background check in addition to the primary care programming requirements.
8. Once you have a draft of all documents you wish to use in your situation, ask the appropriate leadership group to approve them and ask them to take these to the governing board for approval if that is deemed necessary.

9. Arrange for a mandatory training and orientation session for all workers with children and youth.
10. Set up a plan for monitoring the process.
11. Plan to regularly evaluate the procedures and guidelines and their implementation.

**(NAME OF CHURCH)**

**POLICY ON  
CHILD CARE AND CHILDREN AND YOUTH PROGRAMMING**

We recognize that all persons are created in God's image (Genesis 1:26). Both the Old and New Testaments instruct the faithful to do justice and to care for all persons, including the young. The prophets called on the people to be charitable and just to orphans (Exodus 22:22; Isaiah 1:23). When Jesus said that we must become as children, He affirmed that children have an essential part in the community of faith (Matthew 18:1-5). Jesus showed us his concern and love for children through his identification of children as examples, symbols, and metaphors in his teachings (Mark 9:36-37). Jesus affirmed the importance of children when He rebuked his disciples for interfering when He blessed them (Mark 10:13-14). Through his actions and words, Jesus not only cared for children himself but commends them to our care.

Abuse, in all its forms, is part of the experience of many children and youth in our world. We understand that such abuse prevents children from feeling loved. If they do not understand love personally, understanding God as a source of love becomes that much more difficult. For children, the experience of abuse, especially by a church care giver, creates a crisis of faith. The experience of abuse may result in eventual rejection of God as one who could have protected them, but did not. If the child finds caring and nurture outside the abusive situation, he or she may find help in exploring faith questions.

To abuse or to neglect a child, whether physically, sexually, or emotionally, is to sin; it is to take part in the evil in the world. The abuse is never the fault of the victim; it is always the responsibility of the abuser.

When we respond by acting to end child abuse or reduce the risk of it happening in our churches and meetings and by working to bring about justice for those involved, we are presenting an alternative image of God as one who calls for justice, love, and wholeness among God's people. Our task as a community of faith is to demonstrate that we can be trustworthy; we can be a place where children are not betrayed, where their suffering is not ignored, and where true redemption and reconciliation is continually offered.

We, as (NAME OF CHURCH), have a commitment to take loving care of and safeguard the children and youth entrusted to our care. Providing child care and programming for children and youth is an important part of our ministry. We have a moral responsibility to provide the highest quality and safest care and programming possible.

Therefore, in order to provide the highest quality, safest care and to reduce the risk of child abuse, we will:

- Establish a plan for screening, training, and supervising all persons who work with children or youth;
- Orient key committees and groups to the issues of child safety and of reducing risk of child abuse; and
- Provide guidelines to workers.

Today's Date \_\_\_\_\_

**(NAME OF CHURCH)  
Volunteer Disclosure Form**

Name \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City State Zip Code*

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

References

Please list the names of people who can attest to your skill and good character.

1) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Relationship to you \_\_\_\_\_

2) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Relationship to you \_\_\_\_\_

3) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Relationship to you \_\_\_\_\_

Name of the church where I am currently a member or employee \_\_\_\_\_

I have been a member or employee since \_\_\_\_\_

*(Month/Year)*

Describe briefly your recent experiences working with children or youth. \_\_\_\_\_

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



I have never been found guilty, or pled guilty or no contest, to a criminal charge and none are pending.

True \_\_\_\_\_ False \_\_\_\_\_

*If false, give a short explanation of the charge. Please indicate the date, nature, and place of the incident leading to the charge; where the charge was filed; and the precise disposition of the charge.*

---

---

---

I am not nor have I ever been on probation for a criminal conviction.

True \_\_\_\_\_ False \_\_\_\_\_

*If false, give a short explanation of the probation. Please indicate the beginning and ending dates of the probation and the nature of the related conviction.*

---

---

---

No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation or misconduct; physical abuse; or child abuse has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.

True \_\_\_\_\_ False \_\_\_\_\_

*If false, give a short explanation of the lawsuit. Please indicate the date, nature and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.*

---

---

---

I have never resigned my employment, professional credentials or service in a volunteer position nor had my employment, professional credentials or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; or child abuse.

True \_\_\_\_\_ False \_\_\_\_\_

*If false, give a short explanation. Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.*

---

---

---

Covenants between persons serving as volunteers and (NAME OF CHURCH) require honesty, integrity, and truthfulness for the health of the Church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of, consideration for, or termination of the position. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate. The information on this form will be considered current for one year from date of completion or update.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize (NAME OF CHURCH) and/or its agents to make inquiries regarding all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background and character. I encourage comments and statements made in good faith and without malice.

In order to meet (NAME OF CHURCH)'s goal of providing the highest quality care and reducing the risk of child abuse, I authorize (NAME OF CHURCH) and its agents to circulate, distribute, and otherwise share information gathered in connection with this application on a "need to know" basis for these stated purposes. I understand that (NAME OF CHURCH) will share with me information it has gathered about me, if I request it to do so.

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

Parent's or guardian's signature for applicants under 18: \_\_\_\_\_

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

I have read and agree to comply with the Guidelines for Workers with Children and Youth.

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

Please return this form to:

\_\_\_\_\_

*(Name)*

\_\_\_\_\_

*(Address)*

\_\_\_\_\_

*(City/State/Zip)*

Please return this form by \_\_\_\_\_

*(Date)*

**[LETTER TO PROSPECTIVE CHILD CARE and YOUTH WORKERS]**

Dear Friend:

The Gospel calls us as followers of Christ to offer a special welcome to the children and youth of our communities. On at least two occasions, Jesus himself spoke of the importance of bringing children into our midst as well as the ability of children to teach us something unique about the ways of God. A favorite picture of Jesus in the church shows him surrounded by little ones speaking cautionary words to the disciples: "Let the children come to me, do not hinder them; for to such belongs the Kingdom of God." To make a welcome and hospitable place for children and youth is to make a place for Christ himself (Mark 9:37).

We are glad you are considering giving leadership in our children's and youth ministry. To the end of welcoming and learning from our children and young people, we have been working to develop measures that will help insure and enhance the welfare of children, youth, and volunteers. The following guidelines and requirements are meant to equip us as a church family to model and live out the biblical mandate to welcome and not hinder the children and to protect workers as well. Please take a few moments now to read the following requirements, confirming your willingness and ability to comply by \_\_\_\_\_ (Date) \_\_\_\_\_.

1. Sign a Volunteer Disclosure Form.
2. Provide three (3) references that attest to your good character and appropriate experience.
3. Read and agree to comply with Guidelines for Workers with Children and Youth.

Again, we are grateful for your partnership in ministry as together we strive to serve the needs of God's people. Please do not hesitate to be in touch with questions or comments you may have.

With you in the ministry of Jesus Christ,

## **GUIDELINES FOR WORKERS WITH CHILDREN and YOUTH AT (NAME OF CHURCH)**

In order to be faithful in responding to the biblical mandate to “let the children come,” to provide the highest quality and safest possible program for children and youth, and to protect those persons working with children and youth, we will follow the guidelines below.

1. We will respect children and youth with both our actions and our words. We will not use abusive or derogatory language or actions.
2. We will touch children and youth only in appropriate ways and places:  
on the hand, shoulder or upper back
  - never against a child’s or youth’s will (unless in the case of clear and present danger of the child or youth or another child or youth)
  - never causing a child’s or youth’s discomfort
  - never when it would have the effect of over-stimulating a child or youth
  - never in a place on a child’s or youth’s body that could be covered by a bathing suit, (unless for a clear medical necessity or when changing a diaper or helping a handicapped child or youth use the toilet).
3. We will under no circumstance hit a child or youth.
4. When we encounter a particularly difficult child/youth or situation we will seek assistance.
5. We will carry out activities in open areas, not in private offices or spaces. Doors without windows will be left open when sessions with children and youth are taking place. For young children, a safety gate across the open door is needed.
6. If we plan to take children or youth off church property, we will get parent/guardian permission in writing beforehand.
7. When there is an emergency requiring immediate medical attention we first will call 911, then notify the church’s designated support person who will contact the parents/guardians of the child/youth.

If any of these guidelines are unclear, please contact the person whose name is signed at the bottom of the letter inviting you to work with children or youth at (NAME OF CHURCH).

**(NAME OF CHURCH)**  
**[VOLUNTEER REFERENCE LETTER]**

DATE

NAME

ADDRESS

CITY/STATE/ZIP

Dear NAME:

VOLUNTEER'S NAME has been asked to serve as a volunteer working with children and youth at NAME OF CHURCH. Your name has been given as a reference. Please fill in the following information to the best of your ability. A self-addressed, stamped return envelope is enclosed for your convenience. You may call me at this number, PHONE NUMBER, if you have any questions or wish to provide this information by phone. Any information given will be held in confidence. Thank you for your help. Your response is needed no later than DATE.

Sincerely,

PERSON'S NAME

ADDRESS

CITY/STATE/ZIP

Your relationship to volunteer (work colleague, social or church friend, relative)? \_\_\_\_\_

\_\_\_\_\_

In what ways have you worked with this person? \_\_\_\_\_

\_\_\_\_\_

What are her or his skills? \_\_\_\_\_

\_\_\_\_\_

Would you recommend this person for this position? \_\_\_\_\_

Would you leave your child in this person's care? \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## APPENDICES

A. Proper Method of Conducting Medical and Background Checks on Staff.....	16
B. Criminal Background Checks (CBC).....	18
C. Disqualifier Guidelines .....	19
D. Recognizing Child Abuse and Neglect .....	20-22
E. Reporting Suspected Child Abuse.....	23
F. Vehicle Use Policy .....	24
G. Sample Permission Form .....	25

## **THE PROPER METHOD OF CONDUCTING MEDICAL AND BACKGROUND CHECKS ON STAFF**

The question of which employees require a medical background check is dependent on several factors, some of which may be determined by the particular activities of each facility, and a careful review with legal counsel at each site. However, any staff working with children should have minimum checks, most of which are required for staff members who may be working with children. Under all circumstances, you should consult your legal counsel to assist you in these matters. There are significant legal issues concerning checking employees and prospective hires from both a medical and background or criminal perspective. Strict guidelines should be sought from legal counsel and adhered to. This will help avoid legal ramifications and liability issues with your organization in the future.

There are several issues to consider when hiring staff to work with children in your organization. The simplest of these issues involves conducting routine interviews, reference checks and using applications as pre-hire tools when looking for employees. Assuring or requiring specific educational or certification criteria is the first step and helps to filter out those not qualified based on local, state or federal guidelines. Prior experience also plays a part in this and can even further assist you in filtering out unwanted or unqualified individuals. Interviews obviously help you to personally evaluate the individual and should be done by at least one person within your organization and preferably more.

The next step is whether or not to require physical exams, drug tests or alcohol tests. These can be critical because you should be sure your staff or prospective hire is free from contagions. Are they physically fit to handle the job and daily duties? In this matter, do you have job descriptions developed? Is this something that will benefit this process or your operation? Will it assist a physician in evaluating this individual? Can this individual perform their duties without limitations?

It should be noted that the employee's medical history and particular medical ailments are a matter of confidentiality between the employee and their physician. Any effort to obtain medical information about an employee without their written permission to do so is illegal. By avoiding requesting any medical details (as to ailments or diagnoses), allegations of breach of medical confidentiality, or allegations of discrimination on the basis of a particular disease entity can be avoided.

The responsibility for medical clearance evaluation should rest solely in the hands of the employee's physician, where it naturally belongs, with the resulting transfer of liability away from your organization.

The physician should be asked on the form to perform the necessary evaluation by history, physical examination and laboratory tests as may be required to certify that there is no medical contradiction to the performance of these functions, and that they can be performed safely without limitations from a medical standpoint. A request to certify that the employee does not have any contagious diseases that might be spread during these activities is appropriate for childcare workers and others having direct physical contact with children and staff. The physician should be asked to provide (if indicated) any special restriction on the activities of the employee if they feel that such restriction is appropriate. The physician should be instructed that no specific diagnoses are requested, nor the results of any particular test or examination required.



Permission to release this information to authorized staff from the doctor should be obtained in writing from the employee and a copy kept on file. A standard form regarding this matter may be formulated during consultation with legal counsel.

The medical release form would normally include a signed written authorization by the employee naming a specific physician to release medical information to your facility, and should be dated. This medical release form should be kept on file in a secure location. For personnel directly involved in childcare, a psychiatric and criminal background check should be conducted, to the extent of the law, in addition to the medical clearance and certification of lack of contagion. Legal counsel is important regarding the particular procedures that must be followed in each state. It is also suggested that any staff member driving vehicles or transporting children have the proper physical examination (if a CDL is required), eye exam, copy of valid and current operator's license and including them in a drug and alcohol testing program typically done on a random basis.

Background and criminal history checks should be done as thoroughly as possible due to abuse and molestation potential. Again, legal counsel should be sought so that you can assure your checks are as comprehensive as possible and not stepping across legal boundaries. Medical clearances should be kept on file in a secure location. They should be updated periodically, as appropriate. It should be noted that although every effort should be made to ensure employee confidentiality pertaining to medical matters, employees should not be discouraged from voluntarily revealing details of their medical history which they feel it would be vital for those who they work with to know in case of an emergency. Such information might include severe allergies, susceptibility to insulin shock, and the name and telephone number of their physician in case of an emergency.

## CRIMINAL BACKGROUND CHECKS (CBC)

### Who should be screened?

All employees and volunteers who have direct contact with children during normal organized events must be screened and have a thorough CBC performed. This includes but is not limited to: board member, professional staff members, etc. To simplify and manage many variables, we recommend that you divide your workers into the following three categories:

**Paid Workers** – employees of the organization. This category includes interns. For most small organizations, “other duties as assigned” is common in the job description. A paid worker may be called upon to perform almost any duty and is in a position of great trust. Paid workers with youth contact should be screened most diligently.

**Primary Volunteers** – have regular contact with youth or participants. This category also includes volunteers active in higher risk activities: largely unsupervised activities, off site activities, overnight activities, drivers, etc. Primary volunteers should also be diligently screened.

**Secondary Volunteers** – have occasional contact with youth or participants, but never in a one-to-one setting. This category also includes volunteers less than 18 years of age working with participants. Your organization may review the risks and decide to require less diligent screening.

**DISQUALIFIER GUIDELINES**

**A person shall be disqualified and prohibited from serving as an official, volunteer, and/or member of the organization if the person:**

- Refuses to consent to a personal criminal background search.
- Convicted of a crime of child abuse, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, robbery, burglary, indecent exposure, public lewdness, terrorist threat, and offenses against a minor, kidnapping, or felony of the Controlled Substance Act (including crimes whereby a plea of “No Contest” was entered).
- Has been convicted, in any combination, of the following offenses: misdemeanor assault and battery, misdemeanor theft.
- Has been twice convicted, in any combination during the past seven years, of the following offenses: Driving Under Influence (DUI) or any violation of the Controlled Substance Act.
- Judged liable for civil penalties or damages involving sexual or physical abuse of children; or subject to any court order involving any sexual abuse or physical abuse of a minor, including but not limited to domestic order for protection.
- Convicted of any lesser crime in which sexual relations is an element, including “victimless” crimes or a sexual nature (including pornography).
- Convicted of any lesser crime involving cruelty to animals.

## RECOGNIZING CHILD ABUSE AND NEGLECT

The first step in helping abused or neglected children is learning to recognize the signs of such abuse and neglect. The presence of a single sign does not prove child abuse is occurring in the home; however, a closer look at the situation may be warranted when these signs appear repeatedly or in combination. If you do suspect that a child is being harmed, reporting your suspicions may protect the child and assist in getting help for the family. Because of your profession you are considered a mandatory reporter and are required by law to report child mistreatment.

### Recognizing Child Abuse

The following signs may signal the presence of child abuse or neglect:

#### *The Child:*

1. Shows sudden changes in behavior or school performance.
2. Has not received help for physical or medical problems brought to the parents' attention.
3. Has learning problems or difficulty concentrating that cannot be attributed to a specific physical or psychological cause.
4. Is always watchful, as though they are preparing for something bad to happen.
5. Lacks adult supervision in the home.
6. Is overly compliant, passive or withdrawn.
7. Comes to the facility early, stays late or does not want to go home.

#### *The Parent:*

1. Shows little concern for the child.
2. Denies the existence of, or blames the child for, problems at school or home.
3. Asks caregivers to use harsh discipline, if the child misbehaves.
4. See the child as entirely bad, worthless or burdensome.
5. Demands a level of physical or academic performance that the child cannot achieve.
6. Looks primarily to the child for care, attention and satisfaction.

#### *Parent and Child Interactions:*

1. Rarely touch or look at one another.
2. Consider their relationship to be entirely negative.
3. State that they do not like one another.

### Types of Child Abuse

The following signs are often associated with particular types of child abuse and neglect. It is important to note however, that these signs are typically found in combination versus alone.

#### *Signs of Physical Abuse:*

Consider the possibility of physical abuse when the **child**:

1. Has unexplained burns, bites, bruises, broken bones or black eyes.
2. Has fading bruises or other marks noticeable after an absence from school.
3. Appears frightened of the parent and protests or cries when it is time to go home.
4. Shrinks at the approach of adults.
5. Reports injury by a parent or other adult caregiver.

Consider the possibility of physical abuse when the **parent or other caregiver**:

1. Offers conflicting, unconvincing or no explanation for the child's injury.
2. Describes the child in a negative way.
3. Uses harsh physical discipline with the child.
4. Has a history of abuse as a child.

### ***Signs of Neglect:***

Consider the possibility of neglect when the **child**:

1. Is frequently absent from school.
2. Begg or steals food or money.
3. Lacks needed medical or dental care, immunizations or glasses.
4. Is consistently dirty and has severe body odor.
5. Lacks sufficient clothing for the weather.
6. States that there is no one at home to provide care.

Consider the possibility of neglect when the **parent or other caregiver**:

1. Appears to be indifferent to the child.
2. Seems apathetic or depressed.
3. Behaves irrationally or in a bizarre manner.
4. Is abusing alcohol or drugs.

### ***Signs of Sexual Abuse:***

Consider the possibility of sexual abuse when the **child**:

1. Has difficulty walking or sitting.
2. Suddenly refuses to change for physical activities.
3. Reports nightmares or bedwetting.
4. Experiences a sudden change in appetite.
5. Demonstrates bizarre, sophisticated or unusual sexual knowledge or behavior.
6. Reports sexual abuse by a parent or other adult caregiver.

Consider the possibility of sexual abuse when the **parent or other caregiver**:

1. Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite gender.
2. Is secretive or isolated.
3. Is jealous or controlling with family members.

### ***Signs of Emotional Maltreatment:***

Consider the possibility of emotional maltreatment when the **child**:

1. Shows extreme behaviors, such as overly compliant or demanding behavior, extremely passive or aggressive.
2. Is either inappropriately adult or inappropriately infantile.

3. Is delayed in physical or emotional development.
4. Has attempted suicide.
5. Reports a lack of attachment to the parent.

Consider the possibility of physical abuse when the **parent or other caregiver**:

1. Constantly blames, belittles or berates the child.
2. Is unconcerned about the child and refuses to consider offers of help for problems.
3. Overtly rejects the child.

Anyone can and should report child abuse or neglect. If you think a child at the facility is being mistreated, take immediate action. Report any suspicions to your supervisor who will contact the appropriate officials.

## APPENDIX E

### REPORTING SUSPECTED CHILD ABUSE

The law of the State of Connecticut states any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse must report this information immediately to the Department of Children and Families (DCF). Calls should be made to the DCF hotline at **(800) 842-2288**.

The DCF Child Abuse and Neglect hotline is toll-free and is operated 24 hours a day, seven days a week to receive reports of child abuse and neglect. Calls received at DCF during normal working hours are immediately referred to the appropriate district office, and calls received after hours are referred to primary investigators.

DCF accepts all allegations of child abuse and neglect by telephone and in person from all sources, including identified sources, news media, anonymous sources, sources that have incomplete information, and referrals from the child or parent themselves.

Upon receiving a report of child abuse or neglect, a DCF caseworker shall investigate the allegations and take such action as is necessary to ensure the safety of the child.

**APPENDIX F**

**VEHICLE USE POLICY**

To: All drivers of (NAME OF CHURCH)

Effective: (Date)

This policy applies to:

- Vehicles owned, leased or rented to (NAME OF CHURCH).
- Personally owned vehicles driven by employees on behalf of (NAME OF CHURCH).

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and (NAME OF CHURCH).

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for (NAME OF CHURCH) business:

- Your Personal Auto Liability insurance is the primary payer. (NAME OF CHURCH)'s insurance is in excess of your coverage.
- You should carry at least \$(**insert amount**) per occurrence liability coverage. Evidence of insurance coverage is to be provided to (NAME OF CHURCH) each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- (NAME OF CHURCH) is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
- Report the accident to (NAME OF CHURCH) as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



SAMPLE PERMISSION SLIP

Student's Name \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City State Zip Code*

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Group Taking Trip \_\_\_\_\_

Date of Trip \_\_\_\_\_

Trip Destination \_\_\_\_\_

I give permission for \_\_\_\_\_ to attend the field  
*(Student's Name)*  
trip with the \_\_\_\_\_ class/group.

The date of the trip is \_\_\_\_\_.

\_\_\_\_\_  
*Parent's signature*

\_\_\_\_\_  
*Date signed*

**Medical Information: Please list any medical information that we need to know for your child's safety:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Emergency Phone Number to be reached:** \_\_\_\_\_

**Doctor's Name/ Number** \_\_\_\_\_



## CARING CHURCH RESOURCES

### BOOKS

Anderson, Bill, *When Child Abuse Comes to Church: Recognizing Sexual Abuse, Knowing What to do About It and Possibly Preventing It From Happening*, Bethany House, 1992.

Crabtree, Jack, *Better Safe Than Sued: Keeping Out of Trouble in Youth Ministry*, Loveland, CO: Group, 1998.

Johnson, Becca Cowan, *For Their Sake: Recognizing, Responding to, and Reporting Child Abuse*, Martinsville, IN: The American Camping Association, 1994.

Melton, Joy Thornburg, *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church*, Nashville: Discipleship Resources, 1998.

### VIDEOS / DVDs

*Child Abuse Prevent in the Church* Training Videos from American Baptist Home Mission Societ in English Spanish, Karen. [http://abhms.org/resources/church.life\\_leadership/](http://abhms.org/resources/church.life_leadership/)

*Prevent Child Abuse America: [www.preventchildabuse.org](http://www.preventchildabuse.org)*

### BACKGROUND CHECKS

ABCCONN conducts background checks. Your church's insurance often provides the means to do background checks as well.

