

Wabash Valley Presbytery  
Geneva Center

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## Safe Presbytery Program Manual

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# Safe Presbytery Program Manual

*“Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me.” Mark 9:39*

## Preface

The Safe Presbytery Program Manual was developed to establish a proactive policy to help keep children and adults safe at Presbytery activities. This was fueled by national awareness of numerous incidents of child sexual abuse and accusations of child sexual abuse in church settings. Whether substantiated or not, these have had a profoundly devastating effect on the individuals and churches involved. The church, as a trusting, loving, and open place, is particularly vulnerable to this problem. This manual establishes a policy intended to minimize the possibilities for abuse and the opportunities for false accusations. These guidelines are intended to provide a safe, secure environment for the nurture of all children of God.

## Safe Child Policy Statement

God embraces children (defined as birth through 5th grade) and youth (grades 6-12) with love, placing their nurture and care in our hands. We want them to know that at Geneva Center and the Presbytery of Wabash Valley, they will find loving and caring Christians who provide a safe environment for them. It is our mission to establish policies and procedures which promote the physical and emotional safety of the children and youth who participate in the programs of Geneva Center and the Presbytery, while reducing the legal vulnerability of our churches, the congregations, and the staff.

To further these goals, we will adhere to and continue to develop strategies that support the following key policies:

1. Educate volunteer workers, staff, and parents to aid in the prevention of physical and emotional abuse of children.
2. Establish leader and volunteer procedures to prevent offenders from entering the leadership and volunteer ranks.
3. Establish policies that create barriers for physical or emotional abuse of children within the programs of the Presbytery and its Geneva Center.
4. Encourage leaders, volunteers, and participants to report improper behavior.
5. Establish a protocol for immediate and thorough response to reports of improper behavior.

The implementation of these policies should go far towards assuring the physical and emotional safety of all children and youth participating in the Presbytery's programs.

### Special Needs

Parents/guardians will be encouraged to notify the Presbytery if their child has any special needs that would require adaptations to the program. The staff will work with the family, leaders, and /or special consultants to provide reasonable and appropriate adaptations that will allow for a positive experience for all involved.

## Rational for Safe Child Policies and Procedures

1. Because human beings, God's Creation, are involved.
2. Because the probability of socially inappropriate behavior increases the more people get together.
3. Because of our diversity of customs, family styles, education, morals and ethics, as well as our various locations on the road to the Kingdom of God.
4. Because the activities are diverse:
  - a. not sitting in pews or rows in classes.
  - b. Frequent movement within classes increases the chances of physical contact.
  - c. Contested values – winning and losing, joy of victory, frustration of losing, hugging/embracing to actual fighting.
5. Because of different levels of development – physical, mental, and emotional. These frustrations and joys have different expressions because not all five-year olds and/or twenty-five year olds are equally mature – physically, mentally, or emotionally.
6. Because differences exist in abilities, personalities, understandings/misunderstandings of verbal and/or body language.
7. Because there are different types of facilities: large open spaces and small confining rooms, i.e. gym, classrooms, playground, etc.
8. Because lifestyles are varied – home culture, school culture, religious culture, neighborhoods: rural, city.

**Therefore, we have established guidelines for behavior and interactions that will allow the most appropriate loving interaction in social, educational, and religious activities among the people of Geneva Center and the Presbytery of Wabash Valley.**

## Procedures for Screening and Evaluating Compensated Staff who have Contact with Children\*

1. It will be the responsibility of the Administrative Sub-Committee of Geneva Center, or its designee to enlist a staff of responsible, caring, and loving individuals who will be compensated by Geneva Center for the purpose of providing childcare/youthcare care.
2. Each potential childcare/youthcare provider will fill out an appropriate application form including references. All records will be kept confidential.
3. The Geneva Center Committee or its designee will contact references by phone and record answers given. This information will be kept with the application form. References should include:
  - a. board members or other leaders in congregations in which the applicant has served,
  - b. members in other organizations in which the applicant has served,
  - c. past employers.
4. The Geneva Center Committee or its designee will interview applicants. The interviewers will look for:
  - a. openness: a genuine interest in and concern for young people,
  - b. dependability,
  - c. self-confidence and assertiveness,
  - d. good health and a high energy level,
  - e. a sense of humor and the ability to relax,
  - f. an ability to tolerate conflict and discord,

- g. a cooperative team spirit: the ability to express viewpoints honestly and to accept compromise,
  - h. emotional stability and good impulse control,
  - i. the ability to make quick, sound decisions, often independently.
5. Interviewers will look for warning signs or indicators of potential for abuse in an applicant, including:
    - a. unresolved, negative childhood experiences
    - b. unrealistic expectations of young people,
    - c. poor ability to plan ahead or to anticipate the need to intervene,
    - d. inflexibility
    - e. low self-esteem, isolation, or a tendency to internalize problems,
    - f. punitive tendencies
    - g. difficulty in expressing emotions appropriately
    - h. inability to relate to youth except as peers
    - i. lack of personal support system.
  6. Applicants must read and sign the Presbytery's Volunteer/Employee Application Supplement (see Appendix 5), indicating that they have read, understood, and will adhere to the Presbytery's childcare/youthcare and safety policies.
  7. Applicant must attend periodic compensated in-service training sessions as specified by the Geneva Center Committee or its designee to gain a better understanding of the childcare and safety policies utilized by the Presbytery.
  8. The Geneva Center Committee or its designee will periodically review all compensated childcare/youthcare staff. The evaluation procedure will include input from the supervisor, parents, and others as deemed appropriate.

\*It is recommended that these screening procedures, including background criminal check, be followed for all staff that has direct or indirect contact with children, including: program staff, clerical staff, custodial staff, child care providers, and others as deemed appropriate.

## **Procedures for Screening and Evaluating Volunteers who have Contact with Children**

1. It will be the responsibility of the Geneva Center Committee or its designee to invite potential teachers, youth, and childcare providers into the service of the church.
2. Prospective volunteers will have participated in the life of the church, including regular attendance in worship, for at least six months. In general, teachers and youth volunteers must be members of a church in the Wabash or Whitewater Valley Presbytery. Individuals who are closely associated with a church in the Wabash or Whitewater Valley Presbytery, but who are not members, or have not participated for six months may, at the discretion of the Geneva Center Committee or its designee, and with appropriate screening and training, serve as a volunteer under the direction of a screened church member.
3. Volunteer teachers, youth volunteers, and childcare providers will complete an application form including references. All records will be kept confidential.
4. The Geneva Center Committee or its designee should contact references.
5. The Geneva Center Committee or its designee should conduct a personal interview/orientation with prospective volunteers.

6. Applicants must read and sign the Presbytery of Wabash Valley Volunteer/Employee Application Supplement (see Appendix ), indicating that they have read, understood, and will adhere to the Presbytery's childcare and safety policies.
  - a. All volunteers must attend in-service training as deemed necessary by the Geneva Center Committee or its designee and be familiar with the Safe Child and childcare policies of Presbytery of Wabash Valley.

## Criminal Background Checks

All paid staff and volunteers who are in a position of authority or whose primary role is teaching, caring for children or supervising those who work with children on a regular basis at programs sponsored by Geneva Center, or the Presbytery of Wabash Valley will be subject to a criminal background check.

Background checks will NOT be required for those individuals whose contact with children and youth is occasional. However, a Safe Child Certified person\* should always supervise those individuals.

At the time of hire or commitment to volunteer, a criminal history check will be done. Each individual will then sign an application supplement yearly attesting that they have not been convicted of a violent crime. More specifically, this will include a more specific listing of types of felony convictions that would exclude someone from participating in programs for children and youth.

The Associate Presbyter will be the only one to review the criminal reports. Reports will be kept in a locked file cabinet in the AP's office. If a positive report is returned, the AP will be responsible for counseling that individual regarding ways to use their gifts in areas of the Geneva Center or the Presbytery not involving contact with children or youth. The results of these reports will NOT be shared with the Geneva Center Committee or other members of the Presbytery.

**\*Safe Child Certified is defined as someone who has read the manual, participated in training, signed the application and application supplement form and undergone a negative criminal history check.**

## Training and Implementation of Safe Child Procedures

### Pre-service

1. All STAFF and those in leadership positions will be oriented:
  - a. to the Safe Presbytery Program.
  - b. potential danger of child sexual abuse to children, volunteers, and the church as a whole.
  - c. steps required to implement the prevention plan.
  - d. legal basis for the plan, and rationale for any changes in current procedures to comply with the plan.
2. All people who will be WORKING WITH CHILDREN AND YOUTH, paid or volunteer, will attend an initial comprehensive training session on the Safe Presbytery program. The program will be held at least once annually and will:
  - a. establish familiarity with the problem of child sexual abuse.
  - b. help these understand the vulnerability of churches for potential child sexual abuse, and/or accusations.
  - c. help these understand the Safe Child policy guidelines

## **Ongoing Training and Implementation**

1. A Safe Presbytery review session will be held annually to review the policies, procedures
2. Written copies of procedures will be included in staff and volunteer handbooks.
3. An abbreviated overview of policies and procedures may be offered to those only providing one day childcare.
4. All people working with children or youth must sign a form indicating understanding of the purpose of the program, and intent to comply with the procedures.
5. All members of the Administrative Sub-Committee of GC or the appropriate coordinating teams of other Presbytery sponsored activities shall be provided with copies of the policy and any revisions.
6. The Safe Presbytery program will be reviewed, monitored, and revised by the Geneva Center Committee or its designee.

## **Child Security Procedures**

### **Drop-Off Procedures**

No child, or youth should be left in a program area without the leader present. Supervision for all programs will begin at least fifteen minutes before the stated starting time and continue up to fifteen minutes following the program ending time.

### **Elementary Age Bathroom Procedures**

1. An adult should escort a group of children of any age to the rest room. It should be the aim to always go as a group. Try to avoid taking a child to the rest room alone. If it is necessary to take a child to the rest room alone, observe the open door policy.
2. If a child must be sent to the rest room alone, establish a short time frame for the child's return to the classroom.

### **Open Door Policy**

At no time will anyone working with children have a one-on-one meeting behind closed doors. For your protection, keep your door at least partially open.

### **Field Trips and Special Events**

1. Off-site activities must be pre-approved by the Geneva Center Committee or its designee. There must be at least two unrelated leaders present on any field trip or special event.
2. Proper written consent and medical release forms are required for each child participating in each field trip or special event. Duplicate forms must be taken by the leader on each field trip.



3. The staff in charge will ensure appropriate adult/child ratios.
4. When transporting children in an activity, all drivers must be over the age of 21 and have a copy of a valid operator's license and current automobile insurance on file with the Geneva Center office. The number of persons per car must not exceed the number of seat belts. All occupants must use seat belts or age appropriate child restraints at all times.
5. The leader of the group will carry with him/her a copy of the Presbytery's insurance coverage.
6. License plate numbers, cellular phone numbers and any telephone numbers where the group may be reached must be on file in the Geneva Center office prior to the trip.

### **Overnight Procedure**

1. Situations where staff members/leaders are taking young people out of the area for long periods of time (for example: work camps, conferences, etc.) or for overnight outings are to be carefully planned. Use known, proven staff/leaders along with any "rookies" so that staff/leaders who are new are not left alone with the young people in a situation where there are no other staff members/leaders to observe. Under no circumstances may one adult be allowed to take youth on an overnight outing by himself/herself
2. All overnight activities must be pre-approved by the Geneva Center Committee or its designee.
  - a. A proposed itinerary must be submitted to the Geneva Center Committee prior to any overnight activity. (Please use Field Trip Planning Form in Appendix 5.) It is requested that the itinerary be submitted at least three weeks before the event, when possible.
  - b. Proper written consent and medical release forms are required for each child participating in each field trip or special event. The leader must take duplicate forms on each overnight trip.
3. There will not be overnight activities for children younger than third grade unless it is a specific parent/child activity.
4. Separate sleeping areas for male and female participants must be provided.
5. Appropriate adult/youth ratios must be ensured by the staff/leaders in charge.
6. If the group is coeducational, there must be at least one male and one female, unrelated adult to accompany the group.

### **Proper Display of Affection**

Touch is an essential responsibility in nurturing lives. Physical contact with children should be developmentally appropriate. Be aware of and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine, and positive displays of God's love.

1. Hugs - Avoid initiating full contact, body-to-body hugs/kisses.
2. Lap Sitting - Children 5 years or younger may sit on an adult's lap. Discourage lap sitting with school age children. Encourage them to sit beside you.
3. Casual touch - Gentle contact during activities may occur in the form of pats on children's heads, shoulders, arms, or hands. Physical discipline must never be used. (See below).

### **Discipline**

Any interaction regarding discipline needs to carefully consider a child's dignity and fragile life. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through

instruction, training corrections, and positive reinforcement. Reinforce good and appropriate behavior with praise and thanks. Should a disciplinary problem arise, keep the following in mind:

1. Physical punishment or humiliation will not be used.
2. The child should know the consequences of his/her behavior ahead of time, if possible.
3. Punishment should never be harsh or severe.
4. Children should not be allowed to discipline each other.
5. Time-out is an acceptable method of redirecting a child having difficulty. A good rule of thumb is one minute of time-out per year of the child's age (i.e., a 5 year old child could sit out for 5 minutes). If time-out is used, the child is removed from the group, but is not left unsupervised. A chair in the corner of the classroom is acceptable. (Refer to Discipline Guidelines in the Appendix 2.)
6. If a situation arises that cannot be handled by counseling staff, the AP or designee should be contacted for advice.

### **Dating**

At no time shall any staff member or leader working with youth pursue a dating or romantic relationship with a youth participant. Staff should always be cautious with students with "crushes" on staff members/leaders.

### **Gifts**

Staff, leaders, and volunteers are not to give gifts to individual children or young people without the prior knowledge of the parent(s) and/or supervisor. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis for special occasions only. Gifts should not be elaborate and should be appropriate to the occasion.

### **Incident Reports**

An Incident Report (see Appendix 5) must be completed by the activity leader/person observing incident immediately following any accident that causes an injury. The report should be given to the Program Director or AP who will notify the parent(s).

### **Parent Contact Sheet**

Parent Contact sheets (see Appendix 5) are to be completed when a program director or leader gives/receives significant information to/from a child's family member which may be of importance. For instance, if a child has had a difficult time behaviorally and this is communicated to the parent, a synopsis of the conversation should be recorded on this form. Or, if a parent shares a piece of information with a program director or leader, such as upcoming hospitalization, etc., this should be recorded. A copy should be kept by the program director or leader and a copy given to the office.

### **Special Needs**

Parents/guardians will notify Geneva Center or the Presbytery if their child has any special need that would require adaptations to the program. They will work together with the family, leaders, and/or special consultants to provide reasonable and appropriate adaptations that will allow for a positive experience for all involved.

## Photography policy

It is considered appropriate for photographs of children to be posted within the Geneva Center or Presbytery buildings. If any photo is to be published publicly, including the brochure or website, parental approval will be obtained beforehand, in writing, for each photo used.

## Accident/Incident Reports

Any automobile accidents or injuries involving staff, leaders, or participants in Geneva Center or Presbytery-sponsored programs or activities should be reported immediately. A written report should be provided on the appropriate "Accident/Incident Report Form" (see Appendix 5). One copy of the report should be given to the AP and one to the parents.

# Reporting, Response, And Investigation Procedures For Suspected Abuse

## Reporting

### 1. What to Report:

Any questionable or inappropriate behavior towards children, which occurs on the Geneva Center premises or at any Geneva Center or Presbytery activity, must be reported to the Program Director or AP. This would include any behavior that gives the observer reason to believe a child is the victim of abuse, neglect, or molestation. Refer to Appendix 1 for definitions of above terms. Refer to Indiana State Department of Health Booklet, *Child Abuse and Neglect: Identifying and Reporting for Health Care Providers* for further discussion.

### 2. Who should report:

The members and staff of the Presbytery believe that any person (paid or unpaid staff, volunteers, members, friends, and visitors) who suspects abuse has a moral obligation to report. Those people described as child care custodians are required by law to report suspected abuse.

### 3. How to report:

- a. Any suspected abuse must be reported to the Program Director or AP.
- b. All Presbytery Program Staff shall be informed of the report. Additionally, if one of these is the accused person, then the Moderator of the Presbytery Personnel Committee shall also be informed of the report. If abuse is suspected, they shall call for a meeting of Administrative Sub-Committee of GC or the appropriate coordinating teams of other Presbytery sponsored activities and make an external report to the Child Protective Service (or consult with the Service, if necessary, to discuss the need for a report).
- c. Within two days of the initial report, the initial reporter or one of those listed above; in consultation with the initial reporter must make a written incident report. This report is to be kept in a locked file.

## Response

1. The Administrative Sub-Committee of GC or the appropriate coordinating teams of other Presbytery sponsored activities will respond as they see fit.
2. The response team shall have the following responsibilities:
  - a. Be familiar with the documents of the Safe Presbytery Program and stay advised of any revisions.
  - b. Meet as soon as possible after notification is given to discuss the report and verify that an external report is being made as needed.

- c. Appoint a contact person to communicate with the parents of the victim as soon as possible, and maintain communication as appropriate throughout the response process.
- d. Make immediate decisions about removal of the accused from duties and related activities, or modification of duties.
- e. Determine plan for investigation and appropriate responses. Refer to Church Law & Tax Report book, *Reducing the Risk of Child Sexual Abuse in Your Church*, for specific suggestions (available in The Presbytery Resource Center).
- f. Document all actions and abuse incident reports in writing and store in a locked file. Maintain confidentiality of all involved.
- g. Appoint specific spokesperson for communication with the presbytery and media as needed.

## **Appendix 1: Definition Of Terms Related To Abuse**

### **Reason to Believe:**

Evidence which, if presented to individuals of similar background and training, would cause those individuals to believe that a child was abused or neglected.

### **Victim of Child Abuse or Neglect:**

Any child in one or more of the following categories:

1. The child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the parent, guardian, or custodian to provide the child with necessary food, clothing, shelter, medical care, education, or supervision.
2. The child's physical or mental health is seriously endangered due to injury by the act or omission of his/her parent, guardian, or custodian.
3. The child is a victim of rape, criminal deviate conduct, child molesting, public indecency, prostitution, or incest.
4. The child's parent, guardian, or custodian allows him/her to commit a sex offense prohibited by IC35-45-4 (the chapter on public indecency, prostitution, patronizing a prostitute, and promoting prostitution).
5. The child's parent, guardian, or custodian allows him/her to participate in an obscene performance.

### **Child Molesting:**

Any contact or interactions between a child and an adult in which the child is being used for the sexual stimulation of the perpetrator or another person. The perpetrator may be under the age of eighteen if that person is either significantly older than the victim or is in a position of control over the victim.

**PHYSICAL AND BEHAVIORAL INDICATORS OF CHILD ABUSE AND NEGLECT**

Type	Physical Indicators	Behavioral Indicators
<b>Physical Abuse</b>	<p>Unexplained Bruises and Welts:</p> <ul style="list-style-type: none"> <li>• On face, lips, mouth</li> <li>• On torso, back, buttocks, thighs</li> <li>• In various stages of healing</li> <li>• Clustered, forming regular patterns</li> <li>• Reflecting shape of articles used to inflict (electric cord, belt buckle)</li> <li>• In several different areas</li> <li>• Regularly appear after absence, weekend or vacation</li> </ul> <p>Unexplained Burns:</p> <ul style="list-style-type: none"> <li>• Cigar, cigarette burns, especially on soles, palms, back or buttocks</li> <li>• Immersion burns (sock-like, glove-like, doughnut shaped on buttocks or genitalia)</li> <li>• Patterned like electric burner, iron, etc.</li> <li>• Rope burns on arms, legs, neck or torso</li> </ul> <p>Unexplained lacerations or Abrasions:</p> <ul style="list-style-type: none"> <li>• To mouth, lips, gums, eyes</li> <li>• To external genitalia</li> </ul>	<p>Wary of Adult Contact</p> <p>Apprehensive when other children cry</p> <p>Behavioral Extremes:</p> <ul style="list-style-type: none"> <li>• Aggressiveness</li> <li>• Withdrawal</li> </ul> <p>Frightened of Parents</p> <p>Afraid to go Home</p> <p>Reports Injury by Parents</p>
<b>Physical Neglect</b>	<ul style="list-style-type: none"> <li>• Consistent hunger, poor hygiene, inappropriate dress</li> <li>• Consistent lack of supervision, especially in dangerous activities or long periods of time</li> <li>• Constant fatigue or listlessness</li> <li>• Unattended physical problems or medical needs</li> <li>• Abandonment</li> </ul>	<ul style="list-style-type: none"> <li>• Begging, stealing food</li> <li>• Extended stays at the Center (early arrival and departure)</li> <li>• Constantly falling asleep in program activities</li> <li>• States there is no caretaker</li> </ul>
<b>Sexual Abuse</b>	<ul style="list-style-type: none"> <li>• Difficulty in walking or sitting</li> <li>• Torn, stained or bloody underclothing</li> <li>• Pain or itching in genital area</li> <li>• Bruises or bleeding in external genitalia, vaginal or anal areas</li> <li>• Venereal disease, especially in pre-teens</li> <li>• Pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>• Unwilling to change clothing when wet or soiled</li> <li>• Withdrawal, fantasy or infantile behavior inappropriate to age</li> <li>• Bizarre, sophisticated, or unusual sexual behavior or knowledge</li> <li>• Poor peer relationships</li> <li>• Reports sexual assault by caretaker</li> </ul>
<b>Emotional Maltreatment</b>	<ul style="list-style-type: none"> <li>• Habit disorders ( sucking, biting, rocking, etc.) inappropriate to age</li> <li>• Conduct disorders (antisocial, destructive, etc.)</li> <li>• Neurotic traits (sleep disorders, speech disorders, inhibition of play)</li> <li>• Psychoneurotic reactions (hysteria, obsession, compulsion, phobias, hypochondria)</li> </ul>	<p>Behavior Extremes:</p> <ul style="list-style-type: none"> <li>• Compliant, passive or aggressive, demanding</li> </ul> <p>Overly Adaptive Behavior:</p> <ul style="list-style-type: none"> <li>• Inappropriately adult</li> <li>• Inappropriately infant</li> </ul> <p>Developmental lags (physical, mental, emotional)</p>

## Appendix 2: Discipline Guidelines

The following guidelines have been developed to encourage childcare givers to react consistently when inappropriate behavior occurs. For the purpose of these guidelines, inappropriate behavior is defined as: action that can cause harm or show disrespect to self, others, or the content of the room or area.

When observing inappropriate behavior, please follow these steps:

1. Identify the inappropriate behavior and explain why it is inappropriate. (Remember that it is the behavior that is inappropriate, not the child.)
2. Suggest an alternative behavior.
3. Remind the child that if the action continues a consequence will ensure. Suggested consequences include:
  - a. Have the child sit to calm down (3 minutes for toddlers, 5 minutes for pre-K, K).
  - b. Take the toy away.Physical contact should be limited to gentle restraint.
4. For second offenses, follow through with the consequence.
5. After taking action, remind the child of an alternative behavior.
6. For third offences:
  - a. Have the child sit until that parent returns.
  - b. In extreme cases where the child becomes a threat to him/herself or others, remove the child from the room. (Never leave a child unattended.)

***If there has been inappropriate behavior, it is very important to inform the parents.***

## Appendix 3: Procedures for On/Off Premises Events

The following procedures are recommended when Children and Youth of Wabash Valley and Geneva Center participate in special on/off premises activities. Please address any questions to the Associate Pastor or the Geneva Center Committee.

1. Two copies of all permission slips and health forms are required (one copy is to remain in the office and the second to remain with activity leader).
2. A detailed *Field Trip Plan* must be submitted to the AP, preferably at least three weeks before the event (a copy should be in the possession of the group leader).
3. An incident report must be completed each time there is an incident. Copies of these reports are to be given to the AP when the group returns. Examples of “incidents” are:
  - a. Any serious infraction of group rules.
  - b. Any serious physical injury, i.e. noteworthy reactions, bites, all cuts, burns and broken bones
  - c. Any significant or recurring illness, i.e. headaches, stomach aches, fever, etc.
4. A written report must be submitted to the Safe Presbytery Oversight Team, (through the AP) summarizing the event, as soon as possible after the event has taken place.
5. The group leader must carry a copy of the Presbytery’s insurance coverage during the event.
6. License plate, cell phone, and any other numbers where the group may be reached, should be left at the presbytery office.
7. All drivers, whether driving their own, rented, or Presbytery owned vehicles, must submit a copy of their personal insurance coverage and driver’s license to the presbytery office.

## Appendix 4: Diapering Procedure

1. Gather diaper changing materials
2. Put on disposable gloves.
3. Place child on changing table.
4. Remove soiled diaper.
5. Wipe child from front to back. Change wipe before wiping front again. When cleaning uncircumcised males, gently retract foreskin (never force), wipe area, and then return foreskin back out.
6. Remove gloves
7. Put new diaper on child and redress.
8. Return child to play area.
9. Discard diaper, gloves, and wipes into designated container (using new gloves if desired). If cloth diaper was used, place into plastic bag for return to parents.
10. Disinfect area with bleach water (using gloves if desired), and return bleach water to out-of-reach storage space
11. Wash hands when finished, even if gloves were worn for all steps



## **Appendix 5: Safe Child Forms**

Volunteer/Employee Application

Volunteer/Employee Application Supplement

Incident Report

Parent/Guardian Contact

Blanket Parent/ Guardian Permission Slip For Off-Site Activities

Parent/Guardian Permission Form/Field Trip Consent

Program/Event/Field Trip Planning

Registration

Medical Release/Information

Photography Release Form

**Geneva Center/Wabash Valley Presbytery  
Volunteer Application**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (h): \_\_\_\_\_ Phone (w): \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

DOB: \_\_\_\_\_ SS#: \_\_\_\_\_ DL#: \_\_\_\_\_

Position for which I am applying: \_\_\_\_\_

Previous experience in this or a like position: \_\_\_\_\_

Please list three references:

Name	phone #	relationship	length of time known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I understand that my position is directly related to the programs, policies and teachings of Geneva Center and the Presbytery of Wabash Valley. I agree to follow the guidelines and procedures of this body.

Signed \_\_\_\_\_

Date \_\_\_\_\_

For Office Use Only:

SCOT Recipient/Date

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

Interviewed (date and by whom): \_\_\_\_\_

References checked (dates and by whom): \_\_\_\_\_

Outcome: \_\_\_\_\_

## Geneva Center/Wabash Valley Presbytery Volunteer/Employee Application Supplement

Name: \_\_\_\_\_  
Last
First
Middle

Date of Birth: \_\_\_\_\_ DL #: \_\_\_\_\_ SS#: \_\_\_\_\_

### Safe Child Policy Agreement

I have read and agree to abide by the Safe Presbytery Program Manual of The Presbytery of Wabash Valley, understanding that the guidelines, policies and procedures contained therein are intended for the safety and protection of all the children, youth and leaders involved in the programs and activities of the Presbytery.

### Certification and Authorization for Release of Information

I certify by the signature below that: I have no record of felony convictions; that no civil, criminal, ecclesiastical complaint has ever been sustained\* or is pending\*\* against me for sexual misconduct or child abuse; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct or child abuse.

I am unable to make the above certification.

The information in this form is accurate to the best of my knowledge and may be verified by the assigned person of the Presbytery. I hereby authorize him/her to obtain a felony criminal history on myself through the Indiana State Police, Central Repository. I further authorize him/her to inquire concerning any civil, criminal, judicial or ecclesiastical records or proceedings involving me as a defendant, related to sexual misconduct or child abuse. By means of this release, I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to felony convictions, sexual misconduct or child abuse to the assigned person of the Presbytery.

I have read this certification and release form and fully understand that the information obtained may be used to deny me appointment as an employee or volunteer of The Presbytery of Wabash Valley. I also agree that I will hold harmless The Presbytery and its agents, employees, the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct, child abuse or felony criminal history.

\_\_\_\_\_  
*Signature*

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

**OVER**

## **Volunteer/Employee Application Supplement (page 2 of 2)**

### **\*Sustained:**

- 1) In a criminal court "sustained" means that there has been a guilty plea, a guilty verdict or plea-bargain.
- 2) In a civil court, "sustained" means that there has been a judgment against the defendant.
- 3) In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judicial commission in the Presbyterian Church (U.S.A.) or an equivalent body of another church.

### **\*\*Pending:**

- 1) In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case in which there is not yet a verdict.
- 2) In a civil court, "pending" means a case in which there has not been a decision or judgment.
- 3) In an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not yet been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the PC (U.S.A.).

## Geneva Center /Wabash Valley Presbytery Incident Report

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

Group/Activity Child participating in: \_\_\_\_\_

Type of Incident:     Discipline                       Injury or Illness                       Other

Date/Time/Location/Description of Incident: \_\_\_\_\_

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

Description of Action Taken, and by whom:

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

Reported by/Signature/Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Witnessed by/Signature/Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

For Office Use Only: white>leader    blue>staff            gold>parent/guardian

Date Report Received by Office/By whom/Action Taken:

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

## Blanket Parent/Guardian Permission Slip for Local Children/Youth Off-Site Activities

**September 1, 200X-August 31, 200X**

Wabash Valley Presbytery uses a blanket permission slip for off-site activities for each Church School year. This policy applies to all *children and youth in grades three through twelve*. This form, along with an annual *Child/Youth Registration/Medical Information/Release Form* must be on file for your child or youth to be included in any such events.

\*\*\*\*\*

I give my permission for \_\_\_\_\_ to participate with the Wabash Valley Presbytery youth groups, at any and all of-campus, church approved events beginning September 1, 200X and extending to August 31, 200X. I will notify the specific group leaders if my child does not have permission to attend a specific event. I have completed the annual *Child/Youth Registration/Medical Information/Release Form* and it is on file in the Geneva Center/ Presbytery office. I accept responsibility for payment of any and all expenses required for a specific local, off-site event.

In signing this form I understand that I will hold neither the supervisory adults nor Wabash Valley Presbytery or any of its agents liable for injuries or damages sustained by my child/youth during any off-campus, church-sponsored event.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature - Parent/Legal Guardian

Overnight trips require a separate permission form

**Wabash Valley Presbytery**  
**Parent/Guardian Permission Form/Field Trip Consent**

I, \_\_\_\_\_ [name of parent or guardian] give permission for my son/daughter \_\_\_\_\_ to participate in the \_\_\_\_\_ [name of the event] sponsored by \_\_\_\_\_ of Geneva Center/ Wabash Valley Presbytery.

It is my understanding that the event will be held on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ [time and dates]. The location of the event will be \_\_\_\_\_, which will be reached by \_\_\_\_\_ [mode of transportation].

I have completed all forms [health and medical releases] as required by the leaders of the event. I have also read all of the information with regard to itinerary, schedule and group rules. Should emergency medical treatment be necessary I authorize \_\_\_\_\_ [name of group leader and/or leaders] to act on my behalf and approve appropriate treatment.

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

Signature: \_\_\_\_\_ [parent or guardian]

**For Office Use Only:**

**Date Received** \_\_\_\_\_

**Office Communication**

\_\_\_\_\_

**Staff Signature** \_\_\_\_\_

## Wabash Valley Presbytery Program/Event/Field Trip Planning Form

This form must be filled out by the leader-in-charge **every time** a group of children or youth leaves Geneva Center complex by means of a vehicle. It is preferred that this form is submitted to the AP and/or the Geneva Center Committee at least three weeks prior to the event. \*

Name of Group: \_\_\_\_\_  
Destination: \_\_\_\_\_

Date/Time Leaving: \_\_\_\_\_ Date/Time Returning: \_\_\_\_\_  
Name of Adult in charge: \_\_\_\_\_  
Other Adults Accompanying the Group: \_\_\_\_\_

Transportation: \_\_\_\_\_

Please list drivers: \_\_\_\_\_

Please state purpose of the trip: \_\_\_\_\_  
Please give detailed time line/activities of the event:\*\*\* \_\_\_\_\_

Phone Number where you may be reached during the activity: \_\_\_\_\_

PLEASE ATTACH THE FOLLOWING:

1. A detailed itinerary.
2. A list of children/youth attending with completed permission forms.
3. A list of drivers

I have read all of the information in the "Wabash Valley Presbytery Security Policies," and agree to follow the same as we take this field trip.

Signed \_\_\_\_\_ Title \_\_\_\_\_  
Date \_\_\_\_\_

\*Negotiable, however the completed form must be in the hands of the Geneva Center Committee or its designee at least one week prior to the activity.

\*\*Please attach list.



**Geneva Center Wabash Valley Presbytery  
Child/Youth Registration and Medical Information/Release  
September 1, 200X to August 31, 200X**

*YOU MUST USE ONE FORM FOR EACH CHILD/YOUTH*

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

School: \_\_\_\_\_ Grade or age: \_\_\_\_\_ (Fall of 200X)

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_, \_\_\_\_\_

Address: \_\_\_\_\_, \_\_\_\_\_, IN,  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ (F) Work Phone: \_\_\_\_\_ (M) Work Phone: \_\_\_\_\_

Cell Phone or Pager (whom): \_\_\_\_\_ E-mail: \_\_\_\_\_

Non-custodial Parent (if applicable):  
\_\_\_\_\_

Address: \_\_\_\_\_, \_\_\_\_\_, IN,  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Names, ages and grades of brothers and sisters:  
\_\_\_\_\_

Is there anything special about your child that you would like us to know, (e.g., custodial arrangements, persons to whom your child should **not** be released?)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OVER**

**MEDICAL INFORMATION/RELEASE**

Allergies: \_\_\_\_\_  
(foods, medications, insect bites, etc.)

Prescriptions/reason: (e.g. Claritan/allergies; Ritalin/ADD). All prescription meds will be administered by an adult counselor.\*

Over-the-counter medicines (e.g., Tylenol, Pepto-Bismol) may be administered to my child for minor ailments.

Other health issues concerning my Child are:

Child's Primary Physician: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Health Insurance Carrier: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Child's Dentist: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Dental Insurance Carrier: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Other Important Health Care Professionals (e.g., eye doctor, orthodontist, psychotherapist, allergist, etc):

Emergency Contact/Relationship/Phone Numbers (please list at least one person not in your household: e.g. Joan Smith/neighbor/123-4567)

IN CASE OF EMERGENCY, I HEREBY AUTHORIZE THE ADULT LEADER IN CHARGE TO SELECT AND SECURE APPROPRIATE MEDICAL PERSONNEL FOR MY CHILD/YOUTH (C/Y). FURTHER, I AUTHORIZE THOSE MEDICAL PERSONNEL TO PERFORM AND PROVIDE ALL REASONABLY NECESSARY MEDICAL CARE INCLUDING, BUT NOT LIMITED TO, DIAGNOSTICS (E.G., RADIOLOGY); HOSPITALIZATION, ANESTHESIA, SURGERY AND PRESCRIPTION DRUGS, ADVISABLE FOR THE HEALTH OF MY CHILD/YOUTH.

\_\_\_\_\_  
(Parent or Legal Guardian's Signature)

\_\_\_\_\_  
(Date)

\*It is understood that certain health issues such as asthma or diabetes necessitate that a Child/Youth be able to participate in his/her own disease management. If so, please attach an explanatory rider to this document.

**Wabash Valley Presbytery  
Incident Report Form**

<u>Name</u>	<u>Type of Incident</u>	<u>Time &amp; Place</u>	<u>What Occurred</u>	<u>Action Taken</u>

**Wabash Valley Presbytery  
Photography Publication Release**

I give permission for photograph(s) of my child to be published on the website of Geneva Center/Wabash Valley Presbytery, or in other publicity materials.

Name of child: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Photographs to be used:

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

Places of publication:

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

## Bibliography

Crabtree, Jack. *Better Safe than Sued*. Loveland, Colorado: Group Publications, 1998

Tuttle, Bob, *Growing Leaders*, Louisville, Kentucky: Bridge Resources, 1998

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

Hammar Richard R., Kilpowiez, Steven, Cobble, Jr W. & James F. *Reducing the Risk of Sexual Abuse in Your Church*, West Des Moines, Iowa: GuideOne Insurance, 1999

## Safety Organizations

American Camping Association 5000State Road 67 North Martinsville, IN 46151 (765) 342-8456 <a href="http://www.aca-camps.org">www.aca-camps.org</a>	Christian Camping International 405 West Rockrimmon Blvd Colorado Springs, CO 80919 (719) 260-9400 <a href="http://www.cciusa.org">www.cciusa.org</a>
American Heart Association 7272 Greenville Avenue Dallas, TX 75231 (800) AHA-USA1 <a href="http://www.americanheart.org">www.americanheart.org</a>	National Safety Council 1121 Spring Lake Drive Itasca, OL 60143 (630) 285-1121 <a href="http://www.nsc.org">www.nsc.org</a>
American Red Cross 811 Gatehouse Road Falls Church, VA 22042 (703) 206-7090 <a href="http://www.redcross.org">www.redcross.org</a>	YMCA of the USA 101 North Wacker Drive Chicago, IL 60606 (312) 977-0031 <a href="http://www.ymca.net">www.ymca.net</a>
Boy Scouts of America 1325 West Walnut Hill Lane Irving, TX 75038 (972) 580-200 <a href="http://www.scouting.org/">www.scouting.org/</a>	YWCA of the USA Empire State Building, Suite 301 350 Fifth Avenue New York, NY 10118 (212) 273-7800 <a href="http://www.ywca.org">www.ywca.org</a>