



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

When people brought little children to Jesus, he took them in his arms and blessed them (Mark 10:16). Jesus also warned of the most serious consequences for anyone who would harm children (Luke 17:2).

Because we recognize that we are a reflection of God's love to those in our care, we take seriously our responsibility to them. We view ourselves as partners with parents and other family members, seeking to provide quality care and instruction in our ministry with children of all ages. The following guidelines are set forth to provide a safe and nurturing environment in which we can bring our children to the Savior.

Everyone who teaches, helps, or cares for children must understand and follow these policies and procedures. Be aware that the document that follows represents minimum requirements. Individual programs may impose additional guidelines as appropriate to their ministry setting.

For the purposes of this Policy, the following terms shall mean:

ADULT	age 18 (HS graduate) or older
VPC	Valley Presbyterian Church
VOLUNTEER/LEADER	used interchangeably for all persons working with youth
CHILD/CHILDREN	infancy-5 th grade unless otherwise indicated
STUDENT/YOUTH	6 th -12 th grade unless otherwise indicated

VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

PART I: ARCHITECTURAL PRECAUTIONS

1. Interior windows, or when necessary, open doors provide easy viewing by parents and supervisors.
2. All doors, with the exception of rest rooms, shall have windows or side windows. Sight lines through the windows should remain unobstructed at all times.
3. Classroom doors must never be locked on the inside while occupied.
4. Rooms with adjoining toilets shall be used for preschoolers whenever possible, preventing the need for children to leave the room.
5. Diaper changing tables/areas shall be in clear view.
6. First aid kits shall be displayed / stored in an obvious place in most classrooms.
7. Evacuation plans shall be displayed at the doorway.
8. No one-on-one's in youth basement.

PART II: SECURITY, SUPERVISION

A. Policies for Early Childhood, Children's Ministries and Mothers of Preschoolers (MOPS)

1. Drop-off Policy:
 - a. Children will be welcome to enter our classrooms when adequate supervision is available. Generally, supervision of two adults will be provided ten minutes before a program starts.
2. Volunteer Identification Policy:
 - a. All MOPS, nursery volunteers, and Sunday School volunteers working with children must wear a ministry name tag with photo.
3. Registration Policy (infancy — fifth grade):
 - a. MOPS requires preregistration and has a weekly sign-in sheet. Parents are required to complete the information requested.
 - b. Parents shall complete registration online for any child who attends any of the Children's Sunday School or weekday programs. Online registration is available through the website
 - c. Children should be registered and attend the class at their age, grade, or developmental level as of September 1 of the school year.
4. Security System:
 - a. All children nursery through 5th grade will check in on the computer and be issued a name tag and claim tag.
 - b. Parent Pick Up/Child Release Authorization:
 - i. Children nursery through 2nd grade must be picked up from their classroom following any program. We ask that this be done within ten minutes of the class ending and will be released only to those who have the child's claim tag. Siblings age 12 and over may pick up a younger child with the claim tag and parental permission.
 - ii. Children in third grade and above will be released to meet their parents/guardian on their own.
5. Diaper Changing Policy:
 - a. All approved nursery volunteers may change children's diapers. Parents may change the diapers of their own children.
6. Bathroom Policy:
 - a. Most classrooms for younger ages (nursery through Kindergarten) have bathrooms located in the rooms.
 - b. If a younger child needs assistance in the classroom bathroom, an approved volunteer (whenever possible of the same gender) may enter to assist observing the following guidelines:
 - c. If the bathroom door has no window, the door must be left open (either fully or the top half) while the approved volunteer is present.
 - d. First grade and above classrooms will utilize hallway bathrooms two at a time with at least one other child of the same sex as "a buddy" with the teacher's permission.

VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

- e. Remember, volunteers should never be alone with a child in a bathroom with the door closed, and never go into a bathroom stall with a child and shut the door.
 - f. We strongly encourage parents and their children to visit the bathroom prior to each class.
 - g. Male staff and volunteers should not be in the lounge area of the women's bathrooms and vice versa.
7. Elevator Usage:
- a. When accompanying children or youths in the elevator, adults should avoid being alone with a student.

VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

PART II: SECURITY, SUPERVISION

B. Classroom Supervision Guidelines For all children and youth ministries

1. Staffing Guidelines:
 - a. All approved workers will have completed a screening process (outlined in Part II.H.). Monitored by Director of Student Ministry/Children's Ministry.
 - b. Paid employees/staff who minister with children and youth will have completed their own staff screening process and all employees will submit to a Background Check administered by Kris Bahr.
 - c. Volunteers will be supervised by Director of Student Ministry/Children's Ministry
2. Two-deep leadership is essential. At least two workers should be in the room at all times. Where related workers are working together, rooms should have windows and doors with visibility from outside. **Except when written permission for one screened leader is obtained from parents/guardian at sign in or registration. Ratios still apply.
3. The Program Director, Asst. Director, or Nursery coordinator will make regular visits to the classrooms to insure that classrooms are properly supervised.
4. The following ratios are staffing guidelines:
 - a. Infants & Crawlers One adult per 3-4 children
 - b. Toddler — 2-year-old One adult per 6-7 children
 - c. 3-Year-Old - Kindergarten One adult per 6-8 children
 - d. Elementary One adult per 10-12 children
 - e. Middle School One adult per 10-12 youths
 - f. High School One adult per 10-12 youths
 - g. Explorers= One adult per 10-12 children
 - h. Special Needs Children If a child with special needs is matched with a helper and a helper is not present, the supervising staff may require the child to be accompanied by the parent/guardian.
5. Special Exceptions:
 - a. If a class is unexpectedly short-staffed, the following steps will be taken:
 - i. Combining of Classes: Two classes may be combined, if practical, to meet the staffing requirements. A notice will be posted for parents telling them where to pick up their children.
 - ii. Utilization of Parent Helpers: If combining classes is not an appropriate option, a known and trusted parent will be asked to assist temporarily before additional children will be admitted to the classroom. The teacher will assume supervisory responsibility. The parent will be given a list of the relevant Protection Policy guidelines for their specific responsibilities, sign their pledge to follow those guidelines, and never be alone with a child.
 - iii. As a last resort, with written permission and maintaining ratios, a leader can be alone with small group with doors with visibility and windows.



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

- iv. Cancellation of Class: Class meetings without adequate staffing will not commence. Additionally, programs which continually experience staffing deficiencies will be subject to review and possible cancellations.
- v. When babysitting is provided for a church-sponsored event not defined as children's ministry (example: annual meetings, Cook's Tour, etc.) and church facilities are used, the following is required:
 - i. An approved adult must be present to ensure that child protection policies relevant to the situation are followed.
 - ii. Two-deep leadership (see 5.a.iii) is required as well as strict adherence to the staffing guidelines above.

VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

PART II: SECURITY, SUPERVISION

C. Overnight Policies/Transportation

1. Adult Supervision Guidelines:
 - a. Two-deep leadership is essential for these types of excursions.
 - b. All overnight activities must have a ratio of one leader for every seven or eight children or youths.
 - c. All leaders will be responsible for an assigned group of children or youth during the overnight event.
 - d. All leaders should not be from the same family.
 - e. No children/youths of the opposite gender shall be together without adult supervision.
 - f. All curfews set for overnight events will be followed.
 - g. Separate sleeping quarters must be designated for males and females.
 - h. A staff person will never sleep in a bed, on a cot, or in a sleeping bag with a minor.
 - i. Appropriately modest sleepwear must be worn by minors and staff.
2. Hotels: For purposes of Middle School or High School Mission Trips where hotel/motel rooms are utilized, it is expected that at least 2 leaders (at least one must be an adult) will be in rooms on the same floor and adjacent to or within 100 feet of youths' accommodations.
3. Consent and approval:
 - a. Parents will be notified in advance of any off campus activities.
 - b. Proper written consent and medical release forms are required for each child or youth participating in off-campus activities and are part of the on-line registration for these events.
4. Transportation:
 - a. When transporting children involved in a church sponsored activity, all drivers must have a valid driver's license and current automobile insurance. Director of Student Ministries retains discretion for drivers.
 - b. The number of persons per vehicle should not exceed the number of seat belts. Drivers and all passengers must fasten their seat belts.



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

SECURITY, SUPERVISION

D. Special Events

1. Special Events
 - a. e.g., Trunk or Treat, Advent Wreath party or Bunny Business
 - i. Parents will be responsible for supervision of their children
 - ii. Events will be in open public venue
 - b. Explorers!
 - i. Children will be welcome to enter our classrooms when adequate supervision is available. Generally, supervision of two adults will be provided ten minutes before a program starts.
 - ii. During times of transition from one program to another two adults will escort the children.
 - iii. Parents complete registration online for any child who participates in Explorers!
 - iv. There must be a written parental authorization for any adult other than a parent to pick up a child.
 - v. Parents (or authorized adults) may be asked to show a picture ID.



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

PART II: SECURITY, SUPERVISION

E. Proper Displays of Affection

1. Touch is an essential responsibility in nurturing lives. Physical contact with children should be age and 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.
2. Hugs/Kisses: One-arm side hugs are positive contact. Avoid initiating full contact, body-to-body hugs, or kisses.
3. Lap Sitting: Appropriate sitting on laps may occur with children five years old and younger. Discourage lap-sitting with school-age children. Rather, encourage them to sit next to you. Requesting or allowing teenagers to sit on your lap or between your legs is inappropriate.
4. Touch: Gentle contact during activities may be on children's heads, shoulders, arms, and hands. Demanding or pressuring for any physical touch is inappropriate. Any physical touch for your own pleasure or satisfaction is inappropriate.
5. Back rubs: Anyone working with our children must refrain from giving backrubs.



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

PART II: SECURITY, SUPERVISION

F. Discipline Policy

1. Nursery — Fifth Grade:
All 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, and correction. Remind, redirect and finally remove when necessary. Physical punishment will not be used.
 - i. Teachers may bring disruptive children to the Children's Ministry Office for "timeout" with a representative from the Children's Ministry Staff.
2. Middle School and High School:
All interaction regarding discipline needs to carefully consider a youth's dignity and fragile life. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training, and correction. Physical punishment will not be used.



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

PART II: SECURITY, SUPERVISION

G. Special Concerns for Student Ministry

1. **Driving:** When a staff member (volunteer or paid) is driving youths home, he or she should never be alone with a youth of the opposite sex, except with parent/guardian permission as described in this paragraph. If the possibility arises, call the youth's parents and ask if someone could pick up the youth or if you may drive the youth alone. Additionally, the driver must have a valid driver's license and current automobile insurance. The number of persons per car should not exceed the number of seat belts.
2. **Youth Contacts:** Informal contacts between staff members (volunteer and paid) and youths should (if possible) be with the prior approval of parents. Such meetings should occur in public places.
3. **Dating:** At no time shall anyone working with youth pursue a dating relationship with a youth. Staff should always be alert for and sensitive to "youths' crushes" and their own "emotional attachment" to particular youths. The danger is that emotional attraction can lead to physical expressions. All intimate touches (including face or hands) are inappropriate.
4. **Open Door Policy:** At no time should anyone working with youth have a one-on-one meeting behind closed doors unless a window allows unrestricted viewing into the room. When possible, for your protection, keep the door at least partially open.
5. **Ministry Reports:** Volunteers and interns are required to notify, at least monthly, the director of one-on-one or small group meetings outside of church sanctioned events.
6. **One-On-One Communication Outside Regular Church Setting:** One-on-Ones are an important aspect of relationship building in student Ministry. Communications with youth that are frequent or lengthy with the opposite sex should be discouraged and not initiated unless for a particular pastoral reason, whether written or via any electronic media/device. Communicating anonymously is prohibited. Communications via any form of technology needs to be included in your regular ministry reports.
7. **Personal Disclosure:** While your own personal disclosures of the challenges and difficulties you've experienced can build rapport and trust and encourage youths' honest discussion of their life situations, they can also create an unhelpful and confusing emotional intimacy. Your personal disclosures should be infrequent and brief and always for the benefit of the youths not yourself. Do not talk with youths for your own support and guidance. Any significant personal disclosures must be included in your regular ministry reports.



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

8. Youth Disclosure: At times youths (known, anonymous or new contacts) may reveal highly personal information. You need not avoid such communication because it may be an opportunity for significant ministry. But you cannot promise total confidentiality. Everything significant needs to be reported to the pastor/director of your ministry area (sometimes ASAP not in your next ministry report) and some things may need to be discussed with others as well—e.g. suicidal thoughts, plans, attempts; past abuse or current risk of serious harm to self or others; dangerous activities. While you can offer significant Christian care, you are not professional counselors. It is important, therefore, at times to get appropriate consultation with the pastor/director of your ministry area to encourage youths to speak to a pastor, not attempt to take the place of a trained counselor.
9. Pornography/Offensive Material: It is totally inappropriate to show or view with a minor any offensive material in any form or medium. Offensive material includes but is not limited to pornography or other material of a sexual nature, hate literature, racial, sexual or other offensive jokes, cartoons, or comments, or any other material in any medium which violates the Church's policies. Full efforts must be made to prevent any access to pornography and any offensive material on all offsite and overnight activities.



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

PART II: SECURITY, SUPERVISION

H. Volunteer Screening / Training Procedures

1. Volunteers must have been involved with VPC for six months before being considered. Exceptions can be made at the Director's discretion.
2. Volunteers must complete volunteer application (Appendix A).
3. Volunteers must complete background Check—Reference Checks by navigating to the following link:
<http://d31325p0mw769q.cloudfront.net/wp-content/uploads/2014/07/GC-Background-Check-Application.pdf>
4. Volunteers must participate in an interview with Director of Student Ministries or Director/Assistant Director of Children's Ministry.
5. Volunteers are responsible for reading and signing this 'Protection Policy'. (See page 18.)
6. All volunteers should participate in an initial orientation and training.
7. New volunteers will spend time in Program Observation and/or
8. Shadow experienced volunteers.
9. Volunteers will participate in re-evaluation after first semester to assist fit.
10. Volunteers will participate in on-going training (huddles; semester trainings; leadership meetings).
11. While supervising children in VPC activities, Volunteers shall not photograph children or post pictures or names of children on any form of social media without written permission from the Director.



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

PART II: SECURITY, SUPERVISION

I. Policy Transparency / Parent Communication

1. This policy will be posted on website
2. Policy will be referenced to parents in the registration forms for Children/Student Ministry.
3. Director of Student/Children's Ministries will communicate to parents how elements of policy that affect event are in place, e.g., number of volunteers, ratio, sleeping arrangements.

PART III: RESPONSE AND REPORTING POLICIES

A. Our Response to Allegations or Suspicions of Child Abuse or Neglect

1. Reporting the Abuse
 - a. All volunteers and employees shall immediately report to the Minister/Director of their Ministry Area any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. You may not abdicate this reporting responsibility to any other person. "Immediately" means the same day or within 24 hours.
 - b. In student ministry specifically, problems may arise when a young person confides in a volunteer, expecting them to maintain confidentiality. Unfortunately, not all counseling issues can remain confidential. Student Ministry volunteers are required to report immediately to the Director of Student Ministry if they suspect any form of abuse.
 - c. If the appropriate Minister/Director is unavailable [or if the allegation or suspicion involves them], all allegations or suspicions shall be immediately reported to the Senior Pastor or a member of the Risk Management Committee.
 - d. A report is called for if a child or youth:
 - i. Verbally complains about, or mentions in passing, specific acts of neglect or abuse (physical, sexual, or emotional) or exposure to sexual activity, pornography or abuse of others;
 - ii. Verbally complains about, or mentions in passing, vague references to having to do bad things or having bad things/secret things done to him or her;
 - iii. Alludes to abuse or neglect in writing, in prayer requests, or in drawings;
 - iv. Has an injury [e.g. a patch of missing hair, a burn or a bruise] that can't be adequately explained or which the child attempts to hide or deny;
 - v. Has an inordinate number of explained injuries;
 - vi. Has an age inappropriate interest in or knowledge of sexual matters or acting out of sexual behavior;
 - vii. Is frequently dirty or inadequately dressed, has bad teeth or hair falling out, is undernourished, does not receive appropriate medical care for injuries;
 - viii. Reports or evidences difficulty urinating or discomfort sitting;
 - ix. Reports or evidences an atypical fear or discomfort of being with particular people;
 - x. Reports bizarre discipline in which the parent or other adult uses irrational or grossly inappropriate procedures or devices to modify the child's behavior;
 - xi. A young person is threatening to hurt him or herself (suicide, cutting, etc.);

VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

- xii. A young person is threatening to hurt someone else;
 - xiii. A young person reveals a personal crisis or endangerment pregnancy, substance abuse, criminal activity).
 - e. All allegations or suspicions of abuse or neglect shall be kept confidential and be discussed only with the appropriate persons indicated in this Protection Policy. Once reported, the volunteer or employee shall complete and submit a "Suspicion of Child Abuse or Neglect" Form (Appendix B).
- 2. Responding to a Child:
 - a. If and when a child first speaks to a staff member of volunteer about abuse or neglect, be sure to take his / her word seriously. Do not deny or minimize the problem. Stay calm and listen. Offer emotional reassurance that it was right to tell you and that it is OK to talk about what may be bothering them. Do not promise you will not tell anyone. If the child asks, tell with whom you will discuss the problem.
 - b. As a volunteer or employee, it is not your responsibility to interrogate the child to get "all the facts" or to attempt to substantiate any allegation or suspicion of abuse or neglect. Your responsibility is to listen, to ask a few questions so you have some understanding of what the child has said to you, to offer reassurance that it is OK to talk about what's bothering the child, and to immediately report your concern to the Minister/Director of your Ministry Area orally and also by completing Appendix B. The Minister/Director of the Ministry Area will then complete their own form (Appendix C). Both forms are to be given to the Senior Pastor or member of the Risk Management Committee.
 - c. Unless the parent or legal guardian of the minor child may be involved in the alleged abuse or neglect, the parent or legal guardian will be notified and pastoral care offered to all those affected.
 - d. If the situation involves a life-threatening emergency, call 911 or 1.888.SOS.CHILD without delay.
- 3. Review Committee:
 - a. When a report has been made and the "Suspicion of Child Abuse or Neglect" Forms have been completed, the Senior Pastor or a member of the Risk Management Committee will be informed, our Insurer's Claim Team will be called, and the Review Committee assembled.
 - b. The Review Committee shall consist of the Senior Pastor, the members of the Risk Management Committee, and the Minister/Director of the Ministry Area in which the allegation or suspicion was reported.
 - c. The Review Committee will make an assessment within twenty-four hours, and make a determination of what steps should be taken. The Review Committee should lean toward outside consultation and reporting of all alleged misconduct—especially if the alleged misconduct was by a staff person. Only the Review Committee has the authority to terminate the process of investigation and intervention.
 - i. Only those persons designated by the Senior Pastor or Review Committee should speak to any outside consultants or agencies, the

VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

- alleged abuser and victim and their families, to the VPC community, the press or the community at large about any allegations or suspicions of abuse.
- ii. All those authorized by the Review Committee will comply with Arizona Revised Statutes regarding mandatory reporting of suspected abuse or neglect and will cooperate with any state or local investigations.
 - iii. Any employee or volunteer who may be involved in the alleged abuse or neglect will be immediately relieved of any ministry responsibilities that involve children or youth.
 - iv. Any employee or volunteer not found innocent of the alleged abuse or neglect will be removed from their ministry with children or youth.
 - v. Summary of Responsibilities:
 - 1) Volunteer or employee
 - a) Respond to the child or youth.
 - b) Report to the Director/Minister of your Ministry Area.
 - c) Complete Appendix B "Suspicion of Child Abuse or Neglect" and give to the Director/Minister of your Ministry Area.
 - d) Keep the identity of the child, the conversations, and the report CONFIDENTIAL.
 - 2) Director/Minister of the Ministry Area
 - a) Discuss the form that is Appendix B with the volunteer or employee.
 - b) Complete the form that is Appendix C and give the forms that are Appendix B and C to the Senior Pastor or another member of the Risk Management Committee.
 - c) Keep the identity of the child, the conversations, and the reports CONFIDENTIAL.
 - d) Assembles the Review Committee.
 - 3) Review Committee [see section 3 above]
 - a) Make an initial assessment within 24 hours.
 - b) Keep the identity of the child, the conversations, the reports, the assessment and the recommendations CONFIDENTIAL.
 - c) Make final decision of what steps should be taken.
 - d) Authorize as appropriate persons to speak to any outside consultants or agencies [e.g. the Arizona Department of Child Safety], the alleged abuser and victim and their families, to church community, the press or the community at large about any allegations or suspicions of abuse.



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

I have read, understand and promise to follow and adhere to the requirements of this Protection Policy. I promise to report immediately any deviations (whether personally observed or heard about) from the Protection Policy to the Director/Pastor of my ministry area, the Senior Pastor, or any member of the Risk Management Committee.

Signature _____ Date _____

Printed Name _____

Ministry Area _____

Director/Pastor of Ministry Area (witness) _____

It is the responsibility of Director of Student Ministry/Children's Ministry to ensure:

1. That all paid staff and volunteers are aware of the Protection Policy and have signed the above pledge.
2. That the staff of Nursery, MOPS, Pre-school, Early Childhood, and Children's and Youth Ministries review and implement the Protection Policy with the staff and volunteers for which they are responsible.



VALLEY PRESBYTERIAN CHURCH
PROTECTION POLICY

APPENDIX A



VOLUNTEER Information form

Name
Address City, State Zip
Home phone Cell phone Work phone
Email address
What is the best way to contact you?

Tell me about you and your family!

Married (Spouses' name) Single
Student (What grade? What school?)
Children? How many?
Ages and names?

What about your church experiences?

How long have you been attending VPC?
How long have you been a Christian?
What other churches have you attended before?
Name of a reference I could contact Phone
Have you taught Sunday School or volunteered with a VBS before? Yes No
If yes, please tell me where, when and what age group?

What about your work, talents & other interests?

What is your "day job"?
What experience do you have working with children?
Briefly describe any gifts, talents, or interests you have, especially those you think maybe helpful serving with the Sunday School program.
Other information:

Volunteer role you would like to fill:

When:
Age:

Thank you so much for taking the time to fill out this form and help us get to know you better. Please take some time to make yourself familiar with the volunteer responsibilities in the SS Teacher handbook (also found on the website) or training manual related to your position. We look forward to working with you and expect your commitment to the following:

- Be committed follower of Christ and the teachings of the Bible.
Keep yourself spiritually fed through bible study, community group study or worship services.
Pray regularly for the other volunteers, staff and children with whom we work.
Submit a background check authorization form and/or be fingerprinted prior to serving.
Sign and agree to the VPC Child Protection Policy.
Keep us updated in any changes related to your ability to fulfill your job and participate in training.*

(*If you cannot attend training, please make other arrangements.)

Signature

Date



VALLEY PRESBYTERIAN CHURCH PROTECTION POLICY

CONFIDENTIAL

3. What do you know about the child and the family situation? Who is part of the family? Who lives where? Who brings whom to church? Who is involved in church activities? What school, preschool, or daycare does the child attend?

4. Any other relevant information?

5. Who else may have observed or heard what you observed/heard?

6. Who else may have relevant information for the Review Committee?

Remember, it is not our responsibility to get "all the facts" or to substantiate any allegations or suspicions. **This report is to be kept confidential.**

Your Name: _____

Ministry Role at Valley Presbyterian Church: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

This report should be given to the Minister/Director of your Ministry area. If he/she is unavailable, give it to the Senior Pastor.



VALLEY PRESBYTERIAN CHURCH
PROTECTION POLICY

APPENDIX C



This form is to be completed by the appropriate program staff

VALLEY PRESBYTERIAN CHURCH

SUSPICION OF CHILD AUBSE OF NEGLECT

Child's Name: _____ Grade: _____ Age: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Person making the report to you? _____

1. When was the report made to you? Date: _____ Time: _____

2. What do you know about the child, the child's family situation, and the suspected abuse or neglect:

3. Who else may have relevant information for the Review Committee:

4. If you know what school, preschool, or daycare facility the child attends, identify it here:

Remember, it is not your responsibility to get "all the facts or to substantiate any allegations or suspicions. This report is to be kept confidential.

Your Name: _____ Ministry Title: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

This report should be given to the Minister/Director of your Ministry area. If he/she is unavailable, give it to the Senior Pastor.