**SAFE SANCTUARIES CHILDREN/YOUTH PROTECTION POLICY**

**PENNS VALLEY PARISH:**

**SPRING MILLS FAITH, SPRUCETOWN AND TUSSEYVILLE BETHANY U.M.C.**

**Spring Mills and Centre Hall, PA**

*“Then he [Jesus] put a little child among them. Taking the child in his arms, he said to them, ‘Anyone who welcomes a little child like this on my behalf welcomes me, and anyone who welcomes me welcomes my Father who sent me.’” ~ Mark 9:36-37*

***Statement of Covenant:*** As a Christian community of faith and United Methodist congregations, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth, as well as that of the workers/volunteers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers/volunteers; we will implement prudent operational procedures in all programs and events; we will educate our workers/volunteers with children and youth regarding the use of all appropriate policies and methods; we will have a clearly-defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; we will be prepared to respond to media inquiries if an incident occurs.

In all of our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child and youth will be “… surrounded by steadfast love, ...established in the faith, and confirmed and strengthened in the way that leads to life eternal.” (From “Congregational Pledge 2,” “Baptismal Covenant II,” in The United Methodist Hymnal, p. 44).

**Definitions**

**Church Employee/Staff Person:** A person employed by the church and overseen by Staff-Parish Committee.

**Children:**  Age 0-11

**Youth:** Age 12-18

**Youth Volunteer:**  A person under the age of 18, but at least 5 years older than the oldest child/youth being supervised; must work with a Screened Adult.

**Adult Volunteer:**  A person over the age of 18 who has not been screened; must work with a Screened Adult.

**Screening Process:** The process to check and verify that an adult has completed the Safe Sanctuaries paperwork, has provided acceptable clearance reports, has been evaluated and approved by the church selection committee and has completed the mandatory training.

**Screened Adult:**  A church employee or volunteer over the age of 18 who has completed the screening process.

**Supervisory Role:**  The screened adult that is in charge of group of children/youth and is responsible for their care and teaching.

**Physical Abuse:**  A non-accidental contact which may or does result in injury; includes but is not limited to: striking, biting, shaking, kicking, or pinching.

**Sexual Abuse:** Any form of sexual activity of inappropriate contact by a person of any age with a child/youth. The abuse may or may not involve physical contact.

**Emotional Abuse:** Exposing children/youth to spoken or unspoken violence or emotional cruelty; attacking his/her self-worth through rejection, threats, terrorizing, isolating, or belittling.

**Neglect:** Not hearing or addressing child’s/youth’s basic need for health, welfare, or safety.

**Supervisory Capacity:** A Screened Adult assigned responsibility for the children/youth.

**Corporal Punishment:** A form of physical punishment that involved the deliberate infliction of pain as retribution for an offense or for the purpose of disciplining or reforming a wrongdoer, or to deter attitudes or behavior deemed unacceptable.

**Roving Monitor:** A Screened Adult that periodically monitors the rooms where children/youth are supervised. The Roving Monitor acts to fultill the two Adult Rule when it is not possible to have two screened adults in a room.

**Response Team:** A Conference designated group responsible for handling all aspects of the report of abuse on behalf of the church.

**Permission to Participate Form:** Form that contains the event description, child/youth specific information, medical/emergency information, and permission/signature from the parent/guardian.

**Adult Volunteer and Employee Screening Process**

1. Prior to supervising children/youth, each adult volunteer and employee must be screened by means for a written application form, an interview by a paid staff member or other designated person, reference checks, previous employment check, and a criminal background check (the TRAK-1 process will be the preferred method for clearances unless changed by conference.) The criminal background check must be repeated every three years. The church will reimburse the cost of TRACK-1 clearances.
2. For volunteers already in service at Penns Valley Parish churches, who have served for greater than 5 years, only the application and background check will be required.
3. Prior to working with children/youth, demonstration of an active relationship with the church of at least six (6) months before being allowed to be in a supervisory role with children/youth.
4. Prior to working with children/youth, each person will sign a “participation Covenant Statement” verifying that he/she has read, understands and agrees to abide by this *“Safe Sanctuaries Children/Youth Protection Policy.”*
5. Prior to supervising children/youth, each person will undergo a Safe Sanctuaries training session that includes child abuse information, his/her responsibility for reporting questionable behavior, and explanations of this policy. Safe Sanctuaries retraining will be required every three years. Training sessions will be offered yearly at a minimum. Safe Sanctuaries training sessions offered by other United Methodist Churches/Conferences will be honored (as long as there is no conflict with this policy and all paperwork/policy/procedure specific to Penns Valley Parish Churches has been completed).
6. Any person convicted of child sexual or physical abuse, any crime against a child, any domestic violence or any repeated defiance of the law will be rejected as any worker/volunteer with children and youth. In the event an applicant is rejected for any reason, they shall be notified in a timely and sensitive manner.
7. All records, including criminal background check and application forms, will be kept in a locked cabinet with access only to the clergy, designated secretarial staff, and the Safe Sanctuaries chairperson. Use of this information will be limited to the volunteer and employment application process and any incident requiring investigation. All records will be retained indefinitely.
8. Applicants will not be discriminated against on the basis of race, color, sex, age, ethnic origin, sexual orientation or disability.

**Basic Operating Procedures**

1. **Implementation of policy:** for recruiting, screening, hiring and training children/youth employees and adult volunteers – criminal background checks, as well as previous employment history and all references, must be checked. The must be a written record of all checks.
2. **Revision of this policy:** This policy is a living document and will be reviewed annually. It may be updated anytime and revisions will take effect upon ratification by the church administrative council.
3. **Two-adult rule:** Two unrelated screen adults must be in the room at all times. No matter the size of the group, two unrelated adults (defined as 2 adults not residing in the same household) shall be present with participants at all times. These adults shall have completed the screening process.
4. **Exception:** a responsible youth at least five years over the age of the oldest child/youth being supervised may take the place of one of the adults, as long as the adult present is a Screen Adult.
5. **Exception:** if the use of Roving Monitors is used and rooms have doors with windows. This rule applies until all children/youth have left the premises/event. In a TRUE emergency in which an adult is left along with a child, the door to the room MUST be left open or there must be CLEAR VISIBILITY through a window in the door.
6. **Age Limits:** No one under the age of 18 may be given supervisory capacity. In addition, employees and volunteers must be at least 5 years older than the oldest child/youth being supervised.
7. **Visibility in rooms:** Every room that is used for activities and teaching of children/youth should have a window in the door or have an open half-door, that gives visibility to all areas of that room. The window must be left uncovered. If there is no window, the door must be left open at all times.
8. **Disciplinary Methods:** Corporal punishment is not to be used at any time. If a child/youth is in need of correction during an event, the following methods may be used, attempting to match severity of consequences to severity of infraction:
9. Verbal correction which addresses the specific issue, while not berating the child/youth.
10. Brief time out: if child/youth must be removed from the room, he or she must be within sight of the adults;
11. Calling the parent(s) to come get the child/youth.
12. **Open Door Counseling:**
13. Counseling, including pastoral counseling, is expected to be confidential in nature, but for the protection of both parties, such sessions should take place where other people are nearby even through not within hearing distance. The pastor’s study should have a window in the door.
14. An employee may counsel one-on-one with a child/youth with the knowledge of at least one other employee. The door must remain open and there must be another adult nearby in the building.
15. Appropriate referral will be made as needed to meet the child/youth’s needs.
16. **Roving monitors:** In the event two adults are not available to be in the room, a Roving Monitor must be available during the meeting time, and the door must be left open.
17. **Restroom Policy:** No children/youth shall be alone with an adult in the restroom. If one adult must leave the classroom/activity to take a child to the restroom, the adult shall wait outside the restroom door. In the case of young children who need assistance, the restroom door must be left open and within sight of a second adult.
18. **Communication/Advance Notice to Parents/Guardians:** Parents/Guardians should be kept informed about programs their child/youth are involved in and should be given advance notice and information about any activity which deviates from the regular programs the church offers. Photocopies of permission forms with medical information/treatment release and with behavior standards should accompany child/youth on any activity involving travel or extreme sports activity (skiing, amusement parks, etc.). Copies of “Safe Sanctuary Children/Youth Protection Policy” will be made available to parents/guardians upon request.
19. **Annual Equipment Audit:** Annually examine the safety and appropriateness of the equipment used in nursery, classrooms, and outdoor play spaces. Note in writing the date and findings of inspection.
20. **Use of pictures:** People in pictures on websites will not be identified by name. In addition, children and youth pictures will not be used without parent/guardian permission. Exceptions to this include the pastor and other church officials.
21. **Sign-in and sign-out for children:** Adults supervising children through grade 5 may not release children to anyone except the parent/guardian following an activity, unless written permission is given by parent/guardian. If someone brings a child (through Grade 5) who is unknown to the leaders, identifying information (address, phone, parents’ names, where parents can be reached, etc.) must be gathered. For youth (grade 6-12) who attend on a regular basis, a “Permission to Participate” form should be acquired as soon as possible.
22. **Demonstration of affection:** Appropriate demonstrations of affection or physical contact: Keep hugs brief; hug from the side; never impose touch on a child/youth.
23. **Dress code for children/youth workers/volunteers:** Clothing is expected to be modest and appropriate for a Christian environment.
24. **Overnight Youth Events:**
25. There will be separate sleeping areas for males and females
26. At least one Adult will be present in each sleeping area, and will be of the same gender as the youth in that area.
27. Sleeping areas should be pre-arranged by Staff person or Event Coordinator prior to trip.
28. Random and regular rounds may be conducted by two (2) Adult Leaders (of the opposite sex) throughout the nighttime sleeping hours of all sleeping areas.
29. Separate shower and bathrooms facilities are highly encouraged. When separate facilities are not possible, procedures for use of the facility will be conveyed to all event participants by the Staff person of Ministry Team Leader.
30. If Youth are found to be out of control, the situation will be handled by the Staff person or Event Coordinator as deemed appropriate. Said action may result in the parent(s) of the Participant being notified regardless of the time of day/night, and the Participant may be required to leave the event.
31. Adults must respect the privacy of youth (during such situations as changing, showering, etc.), and should intrude only to the extent that health or safety may require. Adults must protect their own privacy in similar situations as well.
32. “Permission to Participate” form must be used for overnight trips.
33. **Liability/Molestation insurance coverage:** Maintain liability insurance coverage of at least $1,000,000.00 per event/$3,000,000.00 aggregate for activities both on and off church property. This coverage applies to Employees, Volunteers, and Clergy while serving the church. This insurance is provided by the Conference.
34. **Transportation:**
35. Any vehicle transporting children/youth on behalf of the church must have two drivers, one of whom is a Screened Adult. The two adults should not be related unless the vehicle is traveling with two or more vehicles within sight o f each other (even for short trips). However, no children/youth may travel alone with an adult unless it is his/her parent/guardian or parent/guardian designated/approved driver.
36. No one under the age of 25 may be a driver.
37. Drivers must have a valid driver’s license and carry State mandatory minimum insurance.
38. Seat belts must be used for every passenger. The number of passengers cannot exceed the number of seat belts. State law must be followed in terms of age and weight-appropriate car seats for infants and children in terms of age requirements for riding in the front seat and applicable safety seats.
39. On out-of-town trips, at least one vehicle must have first aid supplies and a cell phone available.
40. “Permission to Participate” form must be used for children/youth to be transported.
41. **Reporting of accidents/medical emergencies:** Any medical emergency or accident resulting in injury must be reported on the “Accident/Incident Report Form” and given to a church employee. If that person is not the Pastor, the church employee will give a report to the Pastor within 24 hours.
42. **Incident reporting and response procedure in case of allegation of abuse:** Reports of any type of abuse or inappropriate behavior should never be taken lightly or disregarded. Such reports should be treated as confidential.
43. The first person to learn of the incident should not undertake an inquiry and should not question the accused or the accuser. The person should assure the immediate safety of the child/youth and promptly report the incident. At no time should the child or youth be interviewed without the presence of the parent/guardian.
44. Fill out a “report of Suspected Child Abuse” report capturing the date, time, place and people involved. Write down as many details as possible as soon as possible to avoid loss of detail.

ii. The report of the incident should be given to the Pastor or the Chair of the Pastor Parish Relations Committee within 24 hours.

iii. All State laws about reporting child abuse must be followed at all times.

iv. The ChildLine and Abuse Registry Intake Unit (800-932-0313) is available 24 hours to receive reports of suspected child abuse. Professionals who come into contact with children are required to report when they have reasonable cause to suspect that a child under the care, supervision, guidance or training of that person or of their agency, institution or organization is an abused child. In addition, any person may report suspected abuse, even if the individual wishes to remain anonymous.

1. The official receiving the initial incident report will promptly secure the report and contact the District Superintendent.
2. The records will be kept in a secure place; a doubly-locked place accessible to only the Coordinator of the Response Team and the Pastor if the accused is a volunteer; additionally, to the Chair of PPR if the accused is an employee. If any of the above is accused, the records may not be accessible by that individual.
3. All media inquiries will be referred to the Conference Director of Communications. See procedure sheet on Page 13. No individual is authorized to speak to the media on behalf of the church about the incident.
4. The Response Team Coordinator and the Pastor will notify the parents/guardians of the alleged victim and law enforcement or child protective services. If one or both parents/ guardians are the accused, the advice of the authorities will be followed.
5. The accused will be treated with dignity, but will be immediately removed from further involvement with children/youth until completely cleared.
6. If deemed appropriate by the Response Team, a brief statement can be made to the congregation without giving unnecessary details, placing blame, interfering with the victim’s privacy or violating confidentiality.
7. **Former abusers:** No adult who has been convicted of child abuse in any form should apply to work with children or youth in any church-sponsored activity. However, these individuals are part of the congregation, need the love and support of our congregation, and should be encouraged to volunteer in other non-children/youth related church events.
8. **Former victims:** Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer to work with children/youth is encouraged to discuss his/her willingness with the Pastor or church employee responsible for children or youth before accepting an assignment.
9. **Non-**church-sponsored events involving children/youth:
10. Organizations (such as Boy/Girl Scouts of America) who use the Penns Valley Parish facilities must sign a statement agreeing to adhere to “Safe Sanctuaries Children/Youth Protection Policy”. Individuals who supervise children/youth within those groups must have background checks (at their expense). We will honor the processes used by these organizations to protect children/youth.
11. Other non-organization groups (such as family reunions) must be made aware of the “Safe Sanctuary Children/Youth Protection Policy” and must sign a statement acknowledging the policy and agreeing to use the facilities as outlined by the policy for the protection of children/youth. The Facilities Use Form, when completed with signatures, will satisfy this requirement.

**HOW TO ANSWER INQUIRIES (PERSONAL & MEDIA) ABOUT ALLEGED OR KNOWN INCIDENTS OF CHILD ABUSE**

**Confidentiality:** Allegations should never be discussed outside the investigation. This can cause irreparable harm to victims, their families and the community. All inquiries or questions shall be referred to the Conference Director of Communications.

**Appropriate emergency contacts:** All questions must be referred to the appropriate District Superintendent, who is authorized by the Susquehanna Conference of the United Methodist Church to activate the Conference Response Team. He or she should tell the office administrator or person answering the phone that this is a confidential emergency and they need to speak directly with the person they are reporting to.

**Handling Calls and Questions from the Media:** If a member of the media – newspaper, TV station, Radio station, Magazine, etc – calls or approaches a staff member in person and asks about the situation, that staff member should get their name and phone number and respectfully tell them that the Director of Communications will get back to them with the answer as soon as possible. The following “hold response” can be used:

“I want to make sure we give you the most accurate and up-to-date information. Our Director of Communications can best help you. If you give me your contact information, deadline and topic you are calling about, I will have him return your call as soon as possible.”

No staff person/volunteer should answer any questions. The staff person/volunteer should be polite, but firm. A staff person/volunteer should never simply tell a reporter, “No Comment,” as this response raises concern that the incident (alleged or known) is not being dealt with or taken seriously by the church. Nothing is assured to be “off the record” when talking to the media. A staff person should realize that any statement made to the media can be used publicly, even if the reporter says it is “off the record.”

**Penns Valley Parish Churches’**

**Participation Covenant Statement**

**for Spring Mills Faith, Sprucetown and Tusseyville Bethany United Methodist Churches**

**Safe Sanctuaries Children/Youth Protection Policy Signature Page**

I acknowledge that I have read and agree to abide by and promote the Safe Sanctuaries Children/Youth Protection Policy. I will do all that is humanly possible to protect our children and youth from abuse.

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

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

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

**PENNS VALLEY PARISH CHURCHES’**

**ACCIDENT/INCIDENT REPORT**

CHURCH OTHER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Time of Accident/Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Accident/Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe Accident/Incident:

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

Describe nature of injury:

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

Witness(es) to accident/incident:

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

What action was taken?

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

Was Parent/Guardian Contacted? Yes No Time:\_\_\_\_\_\_\_\_\_\_\_\_\_ How?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe medical treatment/first aid:

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

Check at least one church official listed who has been notified of incident:

Property Manager Date/Time Notified:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Administrator Date/Time Notified:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor Date/Time Notified:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of Reporter Date/Time

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

Signature of Parent/Guardian Date/Time

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

Signature of Person in Charge Date/Time

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

Signature of Church Official Date/Time

**PENNS VALLEY CHARGE UNITED METHODIST CHURCHES’**

**PERMISSION TO PARTICIPATE INFO/MEDICAL FORM**

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

Youth name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_

Male \_\_\_\_ Female \_\_\_\_ Birthday\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_

Youth email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With whom do you live?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do your parents attend our church?\_\_\_\_\_\_

Father/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below AND fill out the reverse of this form. Please make a copy for your records.

**Behavioral Expectations**

Penns Valley Parish Churches strive to provide a safe, welcoming environment for our youth to develop and deepen their relationship with Jesus Christ. The following guidelines apply to all youth activities and exist to ensure the accomplishment of that foundational mission.

**“Irresponsible” behavior** includes, but is not limited to, the following:

Name calling/bullying Leaving the building without permission

Being disruptive while someone is speaking Misusing church property

Using abusive or inappropriate language

**Consequences of Irresponsible Behavior:**

Irresponsible behavior will be addressed by the supervising team resulting in one or more of the following consequences:

One-on-one discussion with the adult leader

Parent/Guardian notified of the situation and individual sent home from that youth event

(May return for next youth function)

Immediate suspension from all youth functions until a meeting is conducted between the individual, the parent/guardian, the activity director, and one other event leader, to address the behavior and appropriate actions to be taken

**“Unacceptable” behavior includes:**

Arriving under the influence of or possessing alcohol, tobacco or other illegal drugs

Fighting, stealing, sexual misconduct (verbal or physical)

Vandalizing church property

Other behavior that may threaten the welfare of one’s self, others or the surroundings

**Consequences of Unacceptable Behavior:**

Unacceptable behavior will result in the immediate notification of parents/guardians and the individual being sent home.

Youth Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Youth Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Youth Medical Information** *(to be completed by parent/guardian)*

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

My child has the following physical condition(s) that may require special attention:

\_\_\_Diabetes \_\_\_Hyperventilation \_\_\_Convulsions \_\_\_Seizures \_\_\_Allergies

\_\_\_Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child require any special accommodations or have special accessibility needs? \_\_\_Yes \_\_\_No

Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(A counselor or youth staff member will contact you to discuss these needs.)

**Medical Treatment Release and Liability Release**

I hereby authorize event staff to obtain and give consent for medical treatment for my child for such injury or illness that may occur during Penns Valley Parish Church sponsored youth events and activities, and hereby hold the event staff and their representatives harmless in the exercise of this authority.

I give permission for my child to be transported in vehicles operated by Safe Sanctuaries qualified adults in whose care the minor has been entrusted while attending and participating in such events.

It is my understanding that the above-named participant will be covered by my personal medical insurance. The events provide limited/supplemental medical payment coverage for injuries arising out of the event activities which is payable in excess of any other collectible insurance. Payments of any medical injuries not covered by my insurance or the events limited/supplemental medical insurance will be paid by me.

Name of parent/guardian (please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent/guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number (home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OPTIONAL:**

PLEASE ADD US TO THE PENNS VALLEY PARISH EMAIL LIST TO RECEIVE UPDATES REGARDING CHURCH EVENTS AND VOLUNTEER OPPORTUNITIES!

Preferred email address for this list\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDIA PROCEDURES FOR CHURCH, DISTRICT, AND CONFERENCE STAFF**

**Handling Telephone Calls from Reporters**

- Take a written message (don’t transfer to voicemail without taking message)

- Get reporter’s name, media outlet, direct phone #, and deadline

- Ask for topic of story

- Explain that a church spokesperson will return call

- Don’t answer questions yourself

- Be polite, but firm

- Keep a log or written record of media calls

**“Hold Response”**

“I want to make sure we give you the most accurate and up-to-date information. Our (conference communicator) or (pastor) or (appropriate person) can best help you. If you give me your contact information, deadline and topic that you’re calling about, I’ll have that person return your call as soon as possible.”

**Handling Reports On-site**

- Refer questions to pastor, conference communicator or district superintendent.

- Again, be polite but firm. - Do not communicate in any way your personal opinion.

- Don’t make any attempt to speak “off the record.”

- Don’t ever respond with “no comment.”

**Handling Casual Conversations or Question about a Crisis**

- Don’t speculate, repeat unconfirmed information or express personal opinions - Don’t feel that you are obligated to answer questions

- Do respond with a brief, positive, general statement

Contact information for Conference Director of Communications:

Shawn Gilgore

- Office phone:[717-766-7441 x3607](tel:%28717%29%20766-7441)

[UPDATED CONTACT INFORMATION OCTOBER 2017]