

# Child and Youth Protection Policy

Wayne Presbyterian Church

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# **Child and Youth Protection Policy**

## **Wayne Presbyterian Church**

### **Introduction**

Wayne Presbyterian Church is committed to the dignity, safety and well-being of all persons in our care. The ethical conduct of all who minister as staff members or volunteers in and through this church is of vital importance to the church, for through these representatives God's love is shared, and an understanding of God and the gospel of Jesus Christ is conveyed.

The goals of this policy are:

- To provide a church environment that protects the dignity and wellbeing of all those in our care;
- To provide a safe, loving, nurturing environment for children and youth, minimizing the potential for abuse and neglect;
- To protect children, youth and all those entrusted to our care from people who may seek to harm them;
- To affirm and enforce standards of ethical behavior consistent with Scripture and secular law;
- To protect our staff, volunteers and church ministry from the possibility of false accusations and litigation;
- To respond appropriately to abuse-related concerns, including proper reporting of suspected cases of child abuse.

## Definitions

The following terms have the listed definitions:

- ❖ **Abuse**—A non-accidental injury or pattern of injuries to a child or youth which could be physical, emotional or a sexual nature.
- ❖ **Certified adult**—An employee or volunteer, at least 18 years of age, who has successfully passed the required background checks and completed the required training (or retraining) to qualify under this Policy to work with children and youth.
- ❖ **Certified youth volunteer**—A person at least 13 years old but under the age of 18 who has successfully passed the required background checks and completed the required training (or retraining) to qualify under this Policy to work with children and youth, and who gives time and participates in Wayne Presbyterian Church sponsored activity.
- ❖ **Child Protective Services Law or CPSL**—the Pennsylvania Child Protective Services Law, 23 Pa. C.S. Chapter 63.
- ❖ **Child / Youth**—Under Pennsylvania law, a child is a person under 18 years of age. This term includes both a “child” and a “youth” as these terms are used in this Policy regarding Wayne Presbyterian Church services, and activities. When such terms are used elsewhere in this Policy regarding Wayne Presbyterian Church programs, services and activities, “child” means a person 12 years old or younger and “youth” means a person at least 13 years old but under age 18.
- ❖ **Church-sponsored activity**—Includes all gatherings that arise from Wayne Presbyterian Church-generated worship, educational, fellowship, administrative, pastoral, mission, or recreational events. These events include on-campus and off-campus gatherings.
- ❖ **Emotional abuse**—One or more acts by an adult or other authority figure that endanger the mental health or emotional development of a child or youth including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults and giving little or no love, guidance, and support.
- ❖ **Employee**—A person working for a salary/wage at Wayne Presbyterian Church.
- ❖ **Endangered adult**—An individual at least 18 years old who (by reason of mental illness, mental retardation, dementia or other physical or mental incapacity) is incapable of managing or directing the management of the individual’s property or providing or directing the provision of self-care.
- ❖ **Failure to act**—Any failure to act that causes bodily or mental injury to a child and youth or that causes or permits any of the above-described types of abuse to occur may also constitute abuse. Any act or failure to act causing bodily injury or serious mental injury to a child and youth may constitute child abuse under Pennsylvania law.
- ❖ **Independent contractor**—A person not employed by Wayne Presbyterian Church who provides services to Wayne Presbyterian Church pursuant to an express or implied contract.
- ❖ **Lead volunteer**—A certified adult who has been designated by the responsible staff person to coordinate/supervise other volunteers involved in a program, activity, or event.
- ❖ **Mandated reporter**—A person legally required to make a report of suspected child abuse where such person has reasonable cause to suspect that a child or youth is a victim of child abuse.

1. Mandated reporters include:
    2. Pastors
    3. Certain professionals licensed by the state of Pennsylvania
    4. Presbytery of Philadelphia employees who have direct contact with children and/or youth in the course of their employment
    5. Volunteers who, as part of a Presbytery of Philadelphia-sponsored activity, event, or program, accept responsibility for a child or youth
    6. Independent contractors of Wayne Presbyterian Church.
- ❖ **Neglect**—Occurs when an adult responsible for the well-being of a child fails to provide for the child or youth. Neglect may include not giving food, clothing, shelter; failure to keep children or youth clean; lack of supervision and withholding medical care.
  - ❖ **Physical abuse**—A non-accidental injury that happens to a child or youth. Such an injury could include a beating, burn, bruise, bite, welt, strangulation, broken bones, or death.
  - ❖ **Reporting checklist**—Attachment A, Reporting Checklist, sets forth how and to whom reports of suspected child abuse or neglect shall be made in accordance with this Policy.
  - ❖ **Sexual abuse**—The employment, use, persuasion, inducement, enticement, or coercion of a child or youth to engage in or assist another individual to engage in sexually explicit conduct. The behavior may or may not involve touching. Sexual abuse may include the following: engaging in sexually explicit conversation; verbal sexual suggestions, innuendoes, or jokes; leering or ogling; intrusive touching; the use of pornography; looking at the intimate parts of a child for the purpose of sexual gratification or arousal; sexual assault or attempted sexual assault. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children or youth can be victimized from infancy through adolescence. Typically, the perpetrator keeps the child or youth from disclosing the abuse through intimidation, threats, and rewards.
  - ❖ **Spiritual abuse**—Using religious references to shame or by guilt to motivate a child and youth into a particular action or behavior.
  - ❖ **Volunteer**—A person, not employed by Wayne Presbyterian Church, who donates time providing services in connection with a church-sponsored activity, event, or program.

### **Employee and Volunteer Screening and Training**

The Church seeks to employ as paid staff or volunteers only persons who share our commitment to and understanding of ministry. All applicants are required to submit to the screening processes outlined below, to attend training on prevention or sexual molestation, and to sign a form certifying agreement to follow the policies of the church.

Whether disclosed voluntarily or as result of a security background check, the following items will disqualify someone from a proof of rehabilitation:

- Any conviction or probation for statutory rape, sexual abuse, incest, or indecency with a child or youth;
- Any conviction or probation for rape, assault, sexual assault, aggravated assault, or aggravated sexual assault of any person;

- A restraining order prohibiting contact with a child, spouse, or former spouse because of the threat of bodily harm;
- Conviction of inducing sexual conduct or sexual performance of a child or youth;
- Conviction of contributing to the delinquency of a minor;
- Conviction of possession or distribution of illegal substances within the past seven years.

### **Paid Staff**

- A. All applicants for employment with the church shall be over 16 years of age and complete an application for employment, which requires photographic identification and names, addresses and phone numbers of two personal references. Each applicant whose prospective position involves work with children or youth or direct delivery of pastoral care (e.g., visits of shut-ins in homes) shall also complete an application which includes church history and prior work with children or youth.
- B. A Pennsylvania State Police “request Criminal Record Check” (SP4-164) clearance will be submitted by each individual applying to work with children or youth.
- C. A “Pennsylvania Child Abuse History Clearance” (CY-113) will be submitted by each individual requesting to work with children or youth.
- D. An “ACT 73 Federal Bureau of Investigation (FBI) Criminal History Record Clearance” must be obtained. If the applicant has been a resident of Pennsylvania for 10 or more years, they may choose to sign an “FBI Clearance Affidavit” that can be obtained upon asking the church staff member responsible for the hiring process.
- E. A Mandated Reporter training course must be completed. This may currently be completed through the University of Pittsburgh at [www.ReportAbusePa.Pitt.edu](http://www.ReportAbusePa.Pitt.edu). A certificate of completion must be submitted.
- F. The Executive Associate Pastor or supervisor will check all references and make notes of these contacts for the personnel file of the individual screened.
- G. Employment will not begin until the clearances have been received.

### **Volunteer Workers**

- A. Prospective volunteers will be invited to interview with a program director or pastor and asked to provide all required clearances as described in section ii below.
- B. Each individual applying as a volunteer with children or youth must obtain a Pennsylvania State Police “Request for Criminal Record Check” (SP4-164), a “Pennsylvania Child Abuse History Clearance” (CY-113), and an “ACT 73 Federal Bureau of Investigation (FBI) Criminal History Record Clearance”. If an applicant has been a resident of Pennsylvania for 10 or more years, they may choose to sign an “FBI Clearance Affidavit” that can be obtained upon asking the church staff member responsible for the appropriate program area.
- C. Volunteer positions may be filled only by persons who are actively involved in the life of the Wayne Presbyterian Church.

- D. Volunteers who are schoolteachers or in other occupations for which criminal record and child abuse history and FBI clearances are required are deemed to have met our requirements when they have given us a photocopy of their current, up to date documents.
- E. Pastors and Program staff may, at their discretion, employ paid or volunteer workers who are youth ministry interns or college/seminary students who have participated actively in the life of their home congregation and who come strongly recommended by the minister of their home congregation. These students will work under the supervision of a qualified volunteer or staff member at all times.
- F. One of the pastors, Supervisor or Program Directors will check all references and make notes of these contacts for the personnel file of the individual screened.

## **Training**

All staff members and volunteers who work with children or youth or who provide direct pastoral care will receive training on this policy before beginning work.

- A. Training will cover:
  - 1. Rules regarding supervision of church activities involving children, youth, and pastoral care.
  - 2. How to recognize indications of child abuse or neglect.
  - 3. Reporting procedures
- B. Trained workers – paid and volunteer – will sign an affirmation that they have received such training.

## **Employee and Volunteer Supervision Policy**

- A. All employees and volunteers shall be trained on the Child and Youth Protection Policy.
- B. At least two adults will be present at all times during programs or events involving children or youth. Both adults must be qualified, as defined in this policy.
- C. Childcare and children's classes will be provided in rooms with windows in the doors. No windows in door will be covered. Children's Ministry Director and/or program staff will randomly observe teachers through open classroom doors or windows in these doors.
- D. Overnight youth activities require at least two qualified adults of each gender when both boys and girls are present.
- E. Parents or other adults who have not been screened or received child abuse training may, with the approval of the program director, assist with activities if they are supervised at all times by qualified and trained leaders.
- F. Teenage volunteers working with children will be screened and trained as adult volunteers or will work under the direct supervision of qualified adults at all times.
- G. When it is necessary, in order to protect the confidentiality of a counseling relationship, for a pastor or other staff member to meet one-on-one with a child or youth that meeting shall normally be held in the church building in a room with a window or with the door

- H. ajar, and with others present nearby or shall be held in a public place (e.g., a restaurant where other person is in the facility). In no case will a pastor or other staff member meet at the church with one person when there is no other adult present.
- I. When a member of the music ministry staff is providing individual instrumental or voice lessons, those lessons shall be held in the church building with others present nearby. Should the lesson be held in the evening or other times when no one is in the building other than custodial staff, the custodian shall be directed to check in on the teacher and student periodically. No lessons will be given in the church at times when no custodian or other staff member is present. No lessons will be given in the student's home unless a family or household member of the student is present throughout every lesson.
- J. If any paid employee is accused of physically abusing any person, that employee shall immediately be put on paid leave of absence until the investigation is completed. If any volunteer is accused of physically abusing any person, that volunteer shall immediately be relieved of his or her volunteer responsibilities pending completion of the investigation.
- K. Transportation for program events may be provided only with written permission of the child's or youth's parent. Whenever possible, rides will not be provided by one adult for one child unless that adult is one of the trained, qualified staff or one on the list of pre-approved volunteers.
- L. Taking children through grade 5 off the church campus for any reason excluding medical emergency requires prior parental permission. Parental permission slips will be obtained for youth activities for which the church provides transportation. If, during an otherwise routine onsite meeting, youth are being briefly taken off site (e.g., to get a snack), the leader will advise another member of the church staff who will remain on site at the church until the youth returns.
- M. In no case will an adult and a youth or child engage in a counseling session or other meeting in a parked car.
- N. No staff member, teacher or other volunteer will strike a child under any circumstances.
- O. When children must leave the classroom to use restroom facilities an adult will wait at the door of the restroom to ensure that children do not linger in the restroom and make it back to class safely. Unless a child requires assistance to use the facilities, an adult leader or volunteer shall not accompany the child into the restroom stall.

## **Transportation Policy**

- A. Every passenger is secured in his or her own seatbelt. The driver ensures each passenger is properly secured before setting out.
- B. Luggage or other cargo must not exceed the height of the back seat, not including the headrest.
- C. All drivers must have a valid license and agree to a check of their driving record in addition to the routine background check.
- D. Any driver who operates a vehicle in an unsafe manner or who receives a moving violation citation while carrying passengers for a church event, will have their church related driving privileges suspended.
- E. We rent 12 passenger vans only. We never rent 15 or 18 passenger vans on advice of the National Transportation Safety Board.
- F. Whether driving a rental van or private vehicle, each driver receives the address of the destination and the mobile number of the trip leader. When transporting youth, there should be two adults present.
- G. If the trip is long, the trip leader should choose a midway or stopping point along the way to check on the others. Every driver should be informed of this midway or stopping point.

## **Child Dismissal Policy**

- A. A completed registration or permission card, including dismissal instructions, must be on file for every child, infant through grade 5 who participates in a Wayne Presbyterian Church program: Sunday School, Vacation Bible School, and childcare.
- B. Dismissal from Sunday School: Children in grades 3, 4, & 5, with parental permission, may leave the classroom to pick up a younger sibling, or to meet the parents in another place inside the church building. Otherwise, children must be picked up by:
  - 1. The parent(s) who dropped them off.
  - 2. An older sibling with prior written permission only.
  - 3. Another adult, such as a grandparent, only with prior written permission.
- C. Dismissal from other Children's Programs: The program director will communicate to parents the procedure for dismissal. Appropriate registration and permission forms must be kept on file.
- D. In an emergency, when someone else must pick up a child, that person will check in with the program director. If the director or teacher in charge does not know the person picking up the child, picture identification will be requested.
- E. In most cases children must be picked up inside the building. Children 5th grade and below may not wait for rides outside, in or near the parking lot. Children in grades 6 to 12 may wait, with a qualified adult, outside the parking lot entrance to the church building, but not in the parking lot.

## **Social Media Policy**

Wayne Presbyterian Church (heretofore, “WPC”) has a robust website that helps it disseminate its message to members and the general public. Day-to-day communications often involve use of personal communication tools such as emails, text messages, social media (e.g., Facebook, Twitter, YouTube, etc.), among others. These communications include public, private, personal, and professional messages. The following requirements apply to all such communications among WPC pastors, staff, volunteers, youth, and children when those communications relate to WPC programs, services and activities:

- A. No person shall post or permit to be posted any confidential information about WPC, its programs, services and activities, members or those who participate in its programs, services, or activities.
- B. All communications related to WPC activities or events must maintain a professional and appropriate style and adhere to the WPC communications guidelines as expressed in section d below.
- C. No person shall engage in electronic communications that violate any WPC policy or any local, state, or federal law.
- D. In all communications related to WPC programs, services and activities or made during WPC activities/events, employees and volunteers should avoid the use of statements that reasonably could be viewed as:
  1. Derogatory
  2. Sexual, lewd, pornographic, or obscene
  3. Offensive due to the use of profanity
  4. Threatening, harassing, or bullying
  5. Discriminatory
  6. Facilitating illegal activities
  7. Having the purpose to assist personal, commercial, or for-profit ends
  8. Expressing political views
  9. Unauthorized or illegal distribution, reproduction, or use of copyrighted materials
  10. Fraternization or otherwise crossing the line between professional and personal boundaries
  11. Suggestive in nature.
- E. Use/posting by WPC of photographic images of children and youth and of their WPC P
  1. WPC will honor the request of any parent or legal guardian who asks that her or his child not appear in any church publications or website.
  2. WPC will obtain written permission from parents and or guardians before a photo of a child or youth is used electronically or in print.
  3. WPC will never identify a child or youth by name or address with any photo.
  4. WPC will not “tag” children and youth in images used on social media.

- F. No adult volunteer or WPC employee may initiate a connection with a child or youth on a social media site.
- G. Digital communication between WPC employees or volunteers and children or youth will be appropriate and strictly related to WPC programs, services and activities. Such digital communication must maintain an appropriate and professional style and otherwise be in compliance with the requirements of this Policy.
- H. No individual shall identify or represent her or himself as speaking on behalf of WPC without prior approval from the Head of Staff.

## **Reporting and Responding to Allegations of Suspected Abuse**

This Policy and the law make the responsibility for reporting abuse of a child or youth or suspected abuse of a child or youth clear.

An initial report of suspected or actual child abuse or neglect must be made via the Toll-free PA Child Abuse Hotline (Childline) at 800-932-0313.

A written report must be made within 48 hours of the initial report to Child Protective Services.

- A. All WPC employees and volunteers who, in the course of employment or volunteer work, come to learn of any occurrence of abuse or a situation that presents reasonable cause to suspect that abuse may have occurred are required to make a report as set forth in this Policy. Such report shall be made promptly after the occurrence in question becomes known, as required by law, first to the authorities and immediately thereafter to the Head of Staff. All such reports, including the identities of all persons making such reports, shall be kept confidential to the extent permitted by law.
- B. Similarly, any report of child or youth abuse made by an individual about his or her care by a parent, guardian, youth, adult, or WPC staff employee or volunteer, must be reported promptly, as required by law, first to the authorities and immediately thereafter to the Head of Staff. All such reports shall be kept confidential to the extent permitted by law.
- C. In the event that the Head of Staff is unavailable or is the alleged abuser, the report referred to in Section A. or B. above by a WPC employee or volunteer of alleged or suspected abuse shall be made to the Clerk of Session.
- D. The Child Protective Services Law (CPSL) provides that individuals who make a good faith report of actual or suspected child abuse are immune from any civil or criminal liability that might otherwise result from making the report. In addition, the CPSL imposes criminal liability for willful failure to report actual or suspected child abuse.

In the event of an allegation of abuse to a child or youth or suspected abuse to a child or youth, the procedures set forth below must be followed at WPC:

- E. Every allegation shall be taken seriously. Adequate care, respect and confidentiality shall be offered to alleged victims and perpetrators until the allegation is substantiated or cleared. The identity of any individual who makes a report of alleged or suspected abuse and or cooperates in a subsequent investigation of such a report in accordance with this Policy shall be kept confidential to the extent permitted by law.
- F. The Head of Staff will immediately contact WPC legal counsel and, where appropriate, WPC's liability insurance carrier.
- G. In consultation with the WPC's legal counsel the following may be appropriate:
  1. The Head of Staff may notify the parent(s) or legal guardian of the alleged victim.
  2. The Head of Staff may notify the accused individual.

- H. WPC employees and volunteers are required to cooperate fully with the investigative authorities.
- I. With respect to inquiries other than those from investigative authorities (for example, from uninvolved church members or members of the media), WPC employees and volunteers will refer any inquiries regarding the situation to the Head of Staff, except that in the event the Head of Staff is unavailable or is the alleged abuser, WPC employees and volunteers will refer any such inquiries to the Clerk of Session. The Head of Staff or Clerk of Session, if the Head of Staff is unavailable or is the alleged abuser, shall be the only person authorized to release any information on behalf of WPC regarding an abuse allegation except where the law requires others to provide information.
- J. Subject to applicable confidentiality laws, the Head of Staff will provide the Session with a report of the incident and of all steps taken afterwards.
- K. When appropriate, the Head of Staff will be responsible for arranging a meeting with parents and guardians of WPC's children and youth to explain the situation and answer questions. The Head of Staff shall act in accordance with all applicable confidentiality laws at all times, including in any discussion that occurs such a meeting.
- L. When appropriate, a brief statement will be prepared and sent to the congregation explaining the situation. That statement should not assign blame, interfere with the victim's privacy, or violate confidentiality concerns.
- M. Subject to applicable confidentiality laws, the Head of Staff will inform either the Stated Clerk of the Presbytery or the Executive Presbyter of the alleged abuse and of all steps that have been taken to investigate and report the allegation.
- N. The Head of Staff will maintain a log of all actions taken regarding the allegation including telephone calls, personal interactions, and any correspondence. This log and all documentation relating to the matter shall be kept in a secure confidential file.
- O. The following additional steps may be taken when deemed appropriate:
  - 1. The Head of Staff and or the Personnel Committee may conduct an internal investigation in addition to that which will be carried out by the authorities.
  - 2. The Head of Staff shall immediately place an accused employee on leave. Such leave may be with or without pay. The Head of Staff shall immediately remove an accused volunteer from service.
  - 3. If an employee or volunteer is determined to be a perpetrator with respect to a founded report of child abuse, such individual's employment or volunteer relationship with WPC will be immediately terminated.

In the event the Head of Staff is unavailable or is the alleged abuser, actions to be taken by the Head of Staff as set forth above shall be taken by the Clerk of Session.

## **Policy Oversight and Implementation**

- A. The implementation of this Policy shall primarily be the responsibility of the Pastors and Program Directors.
- B. This includes:
  - 1. ensuring appropriate screening, training, certification and recertification of all WPC employees, volunteers and others covered by this Policy and Procedure.
  - 2. ensuring that all who are covered by this Policy receive a copy of the Policy and acknowledge in writing their receipt and understanding of an agreement to comply with the Policy.
- C. The Personnel Committee with policy revisions Pastors and Program Directors are together responsible for the oversight of this Policy. This will include establishing and evaluating procedures, reviewing concerns, providing appropriate feedback, monitoring compliance, overseeing implementation of the Policy and provide interpretation and training.

## **ATTACHMENT A**

### **Reporting Checklist**

How to report suspected child abuse as mandated by Pennsylvania law as of December 2014 (source: 23 Pa. C.S. § 6301, et seq. and [keepkidssafe.pa.gov](http://keepkidssafe.pa.gov)).

Following the procedures explained in The Wayne Presbyterian Church Child and Youth Protection Policy, any suspected or actual case of child abuse or neglect must immediately be reported first to the authorities, in the manner set forth below, and then to Head of Staff and or the Clerk of Session

### **Reporting Child Abuse or Neglect to the Authorities**

An initial report of suspected or actual child abuse or neglect must be made via the Toll- free PA Child Abuse Hotline (Childline) at 800-932-0313.

A written report must be made within 48 hours of the initial report to Child Protective Services.

### **When to Also Call 9-1-1**

If you are in immediate danger of injury.

If you suspect a child is in immediate danger of injury or if the abuse or injury is happening right now.

If there is a need to collect evidence or maintain a chain of custody of evidence.

Please note that calling 9-1-1 does not eliminate the requirement to report the matter to the Child Protective Services and to the Executive Presbyter and/or Stated Clerk.

### **Reporting Child Abuse to Wayne Presbyterian Church**

Immediately after an initial report of suspected or actual child abuse or neglect is submitted to the authorities, the person making the report must make a report to the Head of Staff and or the Clerk of Session.

## **ATTACHMENT B**

### **Information on PA Volunteer Background Clearances**

Two laws impacting how volunteers obtain clearances were implemented. PA Act 153, signed by Governor Tom Corbett in 2014, was in force on December 31, 2014. The second law, PA Act 15 of 2015, signed by Governor Tom Wolf, was in force on August 25, 2015 (superseding portions of PA Act 153).

As with any youth organization in Pennsylvania, the law has a direct impact on employees and volunteers as it requires them to obtain background clearances to work with our youth. Depending on the individual, employees/volunteers may be required to obtain between two and three clearances. The three clearances are as follows:

- Pennsylvania State Police Criminal Background Check
- All employees/volunteers needing clearances under the law shall be required to obtain a criminal background check run by the Pennsylvania State Police by using the following URL and instructions: <https://epatch.state.pa.us/>. This background check is free to all volunteers as of July 25, 2015.
- Pennsylvania Department of Human Services Child Abuse Clearance
- All employees/volunteers needing clearances under the law shall be required to obtain a child abuse clearance from the Pennsylvania Department of Human Services by using the following URL and instructions: <https://www.compass.state.pa.us/cwis/public/home>. This background check is free to all volunteers as of July 25, 2015. You will need to register for an account on the site.
- Federal Bureau of Investigation Fingerprint-Based Background Check
  - Volunteers needing clearances under the law that have lived in the state of Pennsylvania for less than ten consecutive years (including the current year) must obtain a fingerprint-based FBI Background Check by using the following URL and instructions: [https://www.pa.cogentid.com/index\\_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm). This background check carries a fee, but is generally only obtained once provided you continue to live in the state of Pennsylvania. At any time, even after service has begun, the Presbytery of Philadelphia reserves the right to require this check either randomly or because of some concern.
  - Employees/volunteers that have lived in the state of Pennsylvania for the last ten consecutive years may be exempt from this check, but must complete an affidavit affirming such. A copy of this affidavit can be printed and then filled out at the following location: <http://pcdeprun.org/wp-content/uploads/2017/05/Waiver-Fingerprints.pdf>

**ATTACHMENT C****Wayne Presbyterian Church Incident Report Form (Insert)**

Wayne Presbyterian Church

Accident / Injury / Incident Report Form for Children / Youth

You are being asked to fill out this form because we are committed to the safety and well-being of our children/youth and the adults who work with them. Please give all known information.

Date and time of accident / injury / incident: \_\_\_\_\_

Name of child / youth \_\_\_\_\_

Age of child / youth: \_\_\_\_\_

Address/phone of child / youth: \_\_\_\_\_

Location of accident / injury / incident: \_\_\_\_\_

ParentGuardian: \_\_\_\_\_

Parent / Guardian notified ~ date, time and whom:

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Names of persons who witnessed accident / injury / incident:

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

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

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

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

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

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

Describe accident / injury / incident:

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If medical care was received, briefly describe what and by whom administered:

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If reported to state agency document time called and by who \_\_\_\_\_

State form filed by who and the date and time. \_\_\_\_\_

Signature of Person Making Report: \_\_\_\_\_

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

Signature of Parent/Guardian:

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

**ATTACHMENT D**  
**Employee/Volunteer Acknowledgement and Agreement**

**Wayne Presbyterian Church**

**Certification of Participation in Safe Child Policy Training**

Required for all staff and volunteers in Children and Youth Ministries

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone # \_\_\_\_\_

Volunteer or Staff position: \_\_\_\_\_

Age Group: \_\_\_\_\_

I certify that I received training on the Safe Child Policy

of the Wayne Presbyterian Church on

\_\_\_\_\_

(date)

I agree to follow the policies and procedures a presented in the training program.

\_\_\_\_\_

participant's signature

\_\_\_\_\_

presenter