

# **Safe Church Policy**

## **Webster Christian Reformed Church**

**Approved: June 2013**

**Reviewed: April 2014**

**Revised: August 2014**

*“Let the children come to me and do not hinder them, for the kingdom of heaven belongs to such as these.” Matthew 19:14*

*“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.” Ephesians 5:1-3*

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## Introduction

This policy is intended to serve as a general framework to help create that safe and secure environment for Webster Christian Reformed Church (WCRC) Children and Youth Ministries by setting policy and providing guidelines for the **screening** of staff and volunteers, for **preventing** harmful behavior, and for properly **reporting and responding** to such incidents. We pray that functioning within these guidelines will reasonably safeguard our fellowship from abuse and liability and will allow us to remain a pure and wholesome witness to God's loving nurture.

**Screening**—WCRC has adopted a procedure for screening volunteers and paid staff. This procedure is described in this policy.

**Prevention**—All volunteers and paid staff will agree to comply with these safe church policies.

**Reporting and Responding**—Individuals who become aware of possible child abuse will report it according to the Procedure for Reporting Allegations of Abuse. The person reporting will notify a member of the Safe Church Team as soon as possible regarding child abuse involving any church ministry. We will show care and support for the individuals and families who are party to the allegations.

### **Definitions of Terms Used:**

**Volunteer**—a worker who is not compensated for ministry activities at WCRC

**Paid staff**—any worker who is compensated for his ministry activities at WCRC

**Ministry leader**—a volunteer worker who is designated to head a ministry

**Public place**—a place within sight and sound of others

**Child, Youth, or Minor**—person under the age of 18

## Screening Policy

The following screening procedure will be used for both volunteer and paid staff. This screening process is in place for several reasons:

- It communicates to church members that the church is serious about protecting our children from abuse by requesting information that may enable church leaders to screen an individual out of a program or position in which the individual may pose a risk to children.
- It may reduce incidents of abuse by deterring an individual that poses a threat to children and does not want to risk exposure from volunteering for a position.

The Safe Church Team will decide the screening procedure to be used. It may consist of as many as four steps:

1. **Volunteer Information Form:** All members, nonmembers, and staff, age 18 and over, desiring to serve or currently serving in Children or Youth Ministry will complete the Volunteer Information Form.
2. **Interview:** Safe Church Team member(s) may interview an individual if their Volunteer Information Form indicates further information would be helpful in determining whether or not said person is appropriate to be a volunteer in Children and Youth Ministry.
3. **Reference Checks:** Some individuals desiring to serve in ministry may be requested to provide references if further information would be helpful, such as a new member unknown to others or if there are questions regarding a response on the application. All references will remain confidential.
4. **Criminal Record Checks:** Some individuals may be required to consent to a criminal record check.

All volunteer and paid staff serving in ministry to children or youth will submit to steps of screening and will not serve in these ministries until approved. Any applicant for a volunteer position may withdraw without prejudice from the screening process. Anyone with a conviction of child abuse will be denied a paid staff or volunteer position working with children or youth. Further, the church reserves the right to reject any applicant for any reason. All screening information will be kept confidential with access limited to those individuals who make decisions about placing applicants in available positions.

## Safe Church Guidelines (Ages 0-3)

### General Guidelines

1. All adult volunteers and paid staff must complete a Volunteer Information Form before serving with children. Some volunteers and paid staff may require additional screening.
2. Two adult volunteers will serve in these ministries whenever they are scheduled. One volunteer will serve for every six children if there are more than twelve children needing care.
3. Youth age 12 and above may serve as a third volunteer in some ministries under direct adult supervision.
4. The volunteers for a ministry event may not be exclusively from the same immediate family.
5. WCRC requires that all adult persons who serve in these ministries have attended WCRC for at least six months and all persons have a completed Volunteer Information Form on file. Non-members may serve with a completed Volunteer Information Form on file and possible additional screening.
6. Ordinarily, only scheduled volunteers or substitutes will serve.
7. No volunteer will be allowed to take a child from the scheduled room to another part of the church except to a restroom as provided below.
8. All volunteers are to arrive ten minutes before the ministry begins to provide supervision for the children. Parents are requested to remain with their children until volunteer supervision arrives.
9. If a child needs medical attention, the parent (guardian) will be notified as soon as possible.
10. Volunteers will be required to review the policies at least annually and to sign an acknowledgement sheet to be kept on file. To assist them, training will be provided at least annually for volunteers to review the Safe Church Policy.
11. Anyone refusing to follow the policies or anyone violating the policies may be required to relinquish his or her responsibility in the ministry they serve.

### **Arrival and Dismissal Guidelines (ages 0-3)**

1. A parent (guardian) must sign in a child before leaving them at the designated drop-off place for nursery. A parent (guardian) must designate who can pick the child up.
2. Parent (guardian) will be allowed in the ministry area only for calming or assimilating a child to his new environment.
3. Parent (guardian) must sign in their child with each visit. Special care instructions should be written in the designated area of the sign-in register, such as allergies or other medical conditions.
4. A name label is to be placed on each child. Carry bags should be labeled with the name of the child.
5. Two volunteers will remain in these ministries until all children have been claimed by a parent (guardian) or designee.
6. Parent (guardian) of children ages 0-4 will remain on church grounds during scheduled Worship service or ministry time.

### **Restroom Assistance Guidelines (ages 0-3)**

1. A parent or guardian will be notified for diaper changes either in person or through our beeper system. Nursery volunteers will not change diapers.
2. Volunteers will not assist with toilet needs if a parent has requested to be contacted and wishes to assist their own child.
3. Children should use the closest restroom to their ministry area. If occupied, a volunteer may escort the child to a different restroom.
4. For children who do not require assistance in the restroom, the volunteer must remain outside the restroom or stall door.
5. For children who require assistance, a volunteer of the same gender, when possible, assist the child with the restroom stall door ajar or restroom door ajar (as appropriate). If this is not possible the parent (guardian) must be notified.

### **Policy for Obtaining Parent (Guardian)**

1. If a crying child cannot be comforted the parent (guardian) will be notified as soon as possible when a child has been crying for 10 minutes. The parent will be notified as soon as possible when a child is ill or injured.

## Safe Church Guidelines (Ages 4-18)

### General Guidelines

1. All adult volunteers and paid staff must complete a Volunteer Information Form before serving with children or youth. Some volunteers and paid staff may require additional screening.
2. Volunteers will serve in teams of at least two adults or one adult with the hall monitor. A roving monitor will be in place during Sunday School and the worship service.
3. One adult must remain in a classroom with the children or youth at all times.
4. WCRC requires that all adult persons who desire to serve have attended WCRC at least six months and all persons have a completed Volunteer Information Form on file. Nonmembers may serve with a completed Youth Volunteer Form on file and possible additional screening.
5. Youth age 12 and above may serve as a volunteer in some ministries under direct adult supervision.
6. If a child needs medical attention, the parent (guardian) will be notified as soon as possible.
7. The WCRC permission form must be signed by the parent (guardian) whenever ministry takes place off-site for an extended period of time.
8. All volunteer and paid staff will be within sight and sound of other people or will make arrangements to be accountable to another appropriate person. Classroom door windows will allow for an unobstructed view of the room.
9. Youth Group leaders will be adults and at least 3 years older than participants.
10. Volunteers will be required to review the policies at least annually and to sign an acknowledgement sheet to be kept on file. To assist them, training will be provided at least annually for volunteers to review the Volunteer Information Form.
11. Anyone refusing to follow the policies or anyone violating the policies may be required to relinquish his or her responsibility in the ministry they serve.

### **Arrival and Dismissal Guidelines**

1. Volunteers are to arrive 10 minutes before the ministry begins to provide supervision for children and youth. Leaders are not responsible for children or youth who arrive for ministries earlier than 10 minutes prior to starting time. Parents are requested to remain with children or youth until the volunteers arrive. Children or youth should stay no longer than 10 minutes after the ministry ends.
2. Two adults or one adult and the hall monitor will remain until all the children or youth have been dismissed or claimed by a parent (guardian) or an individual designated by the parent ahead of time, as appropriate.
3. Parents (guardians) of children second grade and under must escort their children to the classroom unless other arrangements have been made with the volunteer or staff. Children in second grade and under will be dismissed only to a parent (guardian).
4. Children with special needs will be assisted as pre-arranged with the parent (guardian).
5. At least two leaders will remain until all children and youth have been picked up from a ministry.

### **Restroom Assistance Guidelines**

1. Children and youth in Pre-K and above do not need restroom assistance.
2. Children and youth are encouraged to take care of their personal needs to the best of their ability.
3. The volunteer will escort him/her to the restroom and will wait outside the restroom door for a 2<sup>nd</sup> grader and under.
4. Children or youth with special needs will be assisted as pre-arranged with the parent (guardian).
5. The restroom(s) may be continuously monitored if ministry needs require that level of supervision.

## **Behavior Policy**

### **General Guidelines**

1. The Behavior Guidelines are to be communicated annually with children and youth when participating in WCRC ministries.
2. Volunteer and paid staff are encouraged to carefully engage in physical contact with care to avoid the appearance of impropriety. Gentle, casual touching on the head, arms, and hands will be permitted. Displays of affection ought to be limited to such actions as a brief hug, an arm around the shoulders, a pat on the back, or a handshake. These displays should only take place in a public area. Displays of affection between participants will also be monitored.
3. Corporal punishment is not permitted. A volunteer or paid staff may not threaten to inflict, inflict, or cause to inflict unnecessary, unreasonable, irrational, or inappropriate force upon a child or youth.
4. All conversation will be wholesome. Abusive verbal discipline (yelling, hurling insults, threatening) is not permitted.
5. Behavior expectations of children or youth must reflect their age and level of comprehension.
6. The Behavior Guidelines will be reviewed by volunteers at least annually and will be regularly available as a resource.
7. Any suspected use of alcohol or drugs by participants must be reported to the Ministry Leader or any Elder/Deacon.
8. It is never appropriate for a volunteer or paid staff and a participant to date each other.

### **One-to-One Guidelines**

1. When a child or youth meets with an adult volunteer or paid staff, this meeting will occur in a public place, which is defined as a place in sight and sound of others.
2. The volunteer or paid staff person will keep a record of each meeting.

## **Children and Youth Ministries Behavior Guidelines**

**We show God's love** to those around us by how we treat one another and the church property. Here are five rules for how to act when you are participating in a WCRC ministry.

1. **Respect** – We treat others the way we want to be treated.
2. **Kindness** – We take turns, share, and are kind to others.
3. **Honesty** – We tell the truth.
4. **Responsibility** – We do the jobs we are expected to do.
5. **Safety** – We act in a way that is not harmful to others or ourselves.

If you have a problem following one of these rules, you will be asked to sit down with an adult and talk about your behavior (using the “what did I do?” form). Below are five questions that can be used:

1. What did I do?
2. What did I want when I did this?
3. Did I get what I wanted?
4. What could I have done differently?
5. What am I going to do now?

If your behavior continues to be a problem, your teacher or leader will talk to your parents.

## **Transportation Policy**

This policy applies to adults while serving in ministry to children or youth who may transport non-family related children or youth in church-sponsored ministries.

1. All drivers must read and sign the Personal Certification of Driver Eligibility form (See pg. 16). Certification will be updated on a regular basis.
2. The following procedures must be in place:
  - a. Ordinarily, when transporting only one child or youth in a vehicle, two non-related adults are required. When transporting two or more children or youth in a vehicle, one adult is required.
  - b. Children or youth (12 and under) are seated in the back seats of the vehicle.
  - c. Ordinarily, permission (normally a signed permission slip) for transporting has been received from the parent (guardian).
3. Drivers need to abide by New York State requirements for seat belt use, air bag safety, and car seat use.
  - a. Passengers are to wear seat belts whenever the vehicle is in service. Drivers may not transport more passengers than available seatbelts.
  - b. For safety, children under the age of 12 may not sit in the front seat if there are passenger airbags.
  - c. As required by law, car seats will be used for younger children.

Note: Youth workers, youth and visitors (such as guests, college students home from school, etc.) may not transport non-family children or youth to/from church-sponsored events unless the transportation policy guidelines are met, or a parent has signed a written permission form designating a driver as their substitute.

## **Procedure for Reporting Allegations of Abuse**

Anyone who has reason to believe that a child or youth has been or is likely to be physically harmed, sexually abused, or emotionally abused must report the matter to a Child Protective Services. The procedure here is specifically written to address reporting and responding to child abuse that relates to volunteers or paid staff involved in WCRC ministries.

1. An individual who hears of or witnesses child abuse or has reasonable suspicion of child abuse is urged to report to police officials (911) or Child Protective Services (CPS) (585-461-5690). Ordained clergy and other mandated reporters are required by law to orally report suspected abuse or neglect immediately and file a written report within 72 hours after making the oral report.
2. The individual with first-hand information leading to a reasonable suspicion of child abuse is urged to report the suspicion of abuse. In most circumstances the identity of the person making a report will not be revealed without consent unless required for the purposes of a court hearing. Therefore, the individual with first-hand information must fill out the appropriate report to police officials or to CPS.
3. In the event an individual is uncertain as to whether child abuse has occurred, the individual is encouraged to consult CPS or the pastor to assist with such assessment.
  - a. This consultation should take place as soon as possible (authorities should be notified within 24 hours) after the individual hears information or witnesses behavior causing him/her to have a reasonable suspicion of child abuse.
  - b. The individual will not be prohibited from reporting what he/she may believe is a reasonable suspicion of child abuse.
4. In the case of a report to police officials or CPS regarding child abuse that relates to volunteers or staff involved in WCRC ministries, the reporter will notify the Safe Church Coordinator as soon as possible.
5. It is the responsibility of the police or CPS to notify the alleged offender of the allegations against him/her. Neither the first hand reporter nor the Safe Church Coordinator should communicate with the alleged offender until police officials or CPS has interviewed him/her.
6. State law protects persons from liability when they report actual or suspected abuse, as long as they do not act maliciously.

## **Procedure for Responding to Alleged Offenders who are Volunteers or Paid Church Staff**

1. If the Safe Church Coordinator learns from police officials or Child Protective Services (CPS) that allegations of child abuse merit serious investigation or there is the possibility of formal charges against a volunteer or paid staff:
  - a. The Safe Church Coordinator should be presented with written documentation specifying the nature of the allegations and with known information.
  - b. The Safe Church Coordinator shall give the alleged offender an opportunity to address the allegations.
  - c. The Safe Church Coordinator may recommend to the Council that the alleged offender be removed/suspended from any child or youth volunteer or staff position (with pay when applicable) and without prejudice pending the outcome of the investigation.
2. If the Council learns from CPS or police officials that criminal charges have been filed against the alleged offender, the alleged offender will be removed/suspended from any volunteer or staff position (with pay when applicable) and without prejudice pending the outcome of the investigation.
3. If a volunteer or paid staff admits sexual, physical, or emotional abuse against a child or youth, the admission should be reported to the police immediately and will also be reported to the Safe Church Coordinator and Council. The volunteer or paid staff will be removed/suspended from office or position.
4. If a volunteer or paid staff confesses or is found guilty of sexual, physical, or emotional abuse against a child, he/she will be removed from office or position.
5. If the Council learns from CPS or police officials that criminal proceedings have concluded, the matter should be revisited.
  - a. If criminal charges are dropped, or the result is either no conviction or acquittal, Council should decide whether to rescind its earlier action and/or take additional action.
  - b. If prosecution results in conviction, the offender is subject to termination of position and denied reinstatement to a position serving children or youth.
6. The church will follow Church Order Articles 81-84 in the admonition and discipline of members and office bearers.
7. We will ensure that pastoral care is provided for the individuals and families who are party to the allegations.

## **Appendix A**

### **Safe Church Team Mandate**

The Safe Church Team (SCT) will assist the church in providing oversight of the personal protection for children and adults in the ministries of WCRC. The emphasis will be on 1) protecting children/youth from abuse; 2) providing guidelines for all adults in the supervision of children/youth; 3) providing a response system for dealing with alleged incidents of child abuse; and 4) promoting a safe environment for everyone involved in the ministries offered by WCRC. The SCT will consist of the Pastor or a member presently serving on council, two members of the congregation, and the Safe Church Coordinator.

- The SCT members will include both genders.
- One member of the team will be a qualified professional in the social work, counseling, or mental health field, if possible.
- The members from the congregation will serve for three years, with a rotation of members each year. The Council will approve the members of the SCT from the congregation. (Names available in the church office).
- The members of the SCT from the congregation and the Administrator will serve as the primary individuals involved in policy recommendations.
- The SCT will appoint the Chairperson and a Spokesperson of the Team. The Pastor will act as liaison to council. In his absence or unavailability, council can appoint a liaison.

The SCT will be accountable to Council for the following:

1. Recommend policies and procedures for reducing the risk of child abuse for everyone involved in the ministries of WCRC.
2. Assist the Children/Youth Ministries Coordinator in providing information and training to the congregation on the WCRC Personal Protection Policy, definitions of child abuse, recognizing signs of child abuse, and appropriate behavior when working with youth.
3. Provide oversight for all reports of child abuse related to volunteer or paid staff involved in WCRC ministries.
4. Provide oversight for the response to alleged offenders who are officers, volunteers, or paid staff of WCRC.
5. Communicate with the Abuse Prevention Advisory Panel of classis, media, and civil authorities as appropriate.
6. Clarify whether the Safe Church Team or the first-hand reporter maintains a liaison with police officials.
7. Notify our legal counsel whenever a reasonable suspicion of child abuse has occurred related to volunteer or paid staff involved in WCRC ministries.
8. Notify our insurance agent as appropriate when directed by legal counsel.
9. Ensure that pastoral care is provided for the individuals and families who are party to the allegations.
10. Provide disclosure and confidentiality as appropriate to a) protect victims from further abuse b) protect alleged offenders from unfair prejudice c) prevent additional persons from being victimized and d) promote healing. Refer to disclosure policy on pages 151-152 in *Preventing Child Abuse* by Beth Swagman.
11. Maintain records on history of child abuse allegations reported at WCRC and inform VP of Council as necessary. Perform other duties as requested by the Council.

## **Appendix B**

### **Definitions of Child Abuse**

The following definitions for physical abuse, neglect, sexual abuse, and emotional abuse can be found in the *Acts of Synod, 1992*, or in the *Acts of Synod, 1995*.

1. **Physical Abuse**—Any nonaccidental human act that results in physical pain or injury to a child—whether or not it leaves a cut or wound, or a mark or a bruise. Physically abusive behavior ranges from slapping, pushing, shoving, punching, kicking, and biting to more severe forms like choking, severe spanking, beating, hitting with an object, burning, stabbing, and shooting. In other words, physical abuse is any intentional means of inflicting pain or injury to another person. It is sometimes a single event, but can also be a chronic pattern of behavior.
2. **Physical Neglect**—Not doing what one is supposed to be doing to meet the physical needs of someone in his or her care. Neglect interferes with or prevents a child's normal development.
3. **Sexual Abuse**—The exploitation of a child or any sexual intimacy forced on a child for the sexual stimulation or gratification of another person. Child sexual abuse can refer to taking advantage of a child who is not capable of understanding sexual acts or resisting coercion. Examples of non-physical sexual abuse includes people exposing themselves, displaying pornographic material, photographing a child for pornographic materials, obscene telephone calls, "peeping Toms," and requests to engage in sexual activity (where no physical contact occurs). Examples of sexual abuse involving physical contact include fondling of body parts such as breasts, crotch, buttocks, or sexual organs; intercourse, oral and anal sex.
4. **Emotional Abuse**—Attempting to control a child's life through words, threats, and fear, destroying a child's self-worth through harassment, threats, and deprivation.

**Webster Christian Reformed Church**  
**Volunteer Information**  
**Confidential**

*This form must be completed by applicants for any position (volunteer or compensated) that involves the supervision or instruction of minors. This is not an employment application. This form is being used by Webster Christian Reformed Church to provide a safe and secure environment for those children and youth who participate in programs and use our facilities.*

**General Information:**

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers:  
Home: (\_\_\_\_) \_\_\_\_\_ \*Work: (\_\_\_\_) \_\_\_\_\_ \*Cell: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

**Ministry Information:**

Are you currently a member of Webster Christian Reformed Church? \_\_y / \_\_n

Are you currently serving in another church ministry at WCRC? \_\_y / n\_\_  
If yes, please list: \_\_\_\_\_

How often do you wish to volunteer? \_\_\_\_\_

Which children's ministries/age groups do you wish to volunteer with? (Circle all that apply)

Nursery (birth-2)      Small Children (3-7)      Older Children (8-18)

Specific program(s)/Ministry \_\_\_\_\_

Have you ever participated in a children's ministry before in this church or another? \_\_y / n\_\_  
If yes, detail participation below.

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

Have you ever been convicted of, pled guilty or no contest to charges of child abuse and/or neglect?  
Yes\_\_\_ No\_\_\_

Have you ever been dismissed or terminated from a volunteer or paid position for charges of child abuse or neglect? Yes\_\_\_ No\_\_\_

May we contact personal and / or employment references concerning you? \_\_\_y / n \_\_\_

If yes, please list name and contact information below:

*(Non relatives, employers, supervisors, or church coworkers may be included)*

NAME

TELEPHONE #

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*The information contained in this application is correct to the best of my knowledge. I authorize the listed references to give you any information (including opinions) they have regarding my character and fitness for children/youth work. I waive any/all rights I may have to inspect any information provided about me by any person identified in this application.*

*Upon consideration of this application, I release any individual, church or church official, employer, reference or organization from any and all liability for damages of whatever kind or nature, which may at any time result to me, my heirs or family on account of compliance or any attempt to comply with this authorization.*

*I have carefully read the foregoing release and know the contents thereof, and I sign this release of my own free will. This is a legally binding agreement, which I have read and understood.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Not required**

**Please return completed forms to the Safe Church Coordinator**

Approved: June 2013

Reviewed:

**Webster Christian Reformed Church  
Personal Certification of Driver Eligibility  
Church Van or other Vehicle Driven for Ministry Use**

I certify that:

1. I have a valid driver's license
2. I am at least 21 years of age.
3. I have fewer than 6 points on my driving record.
4. I exhibit responsible driving habits.
5. If using my own vehicle, my vehicle is in good operating condition.
6. I have a certificate of no-fault insurance in my possession for the vehicle I am driving
7. I have received, read, and am following the travel and van guidelines (if applicable) of Webster Christian Reformed Church.
8. I agree to a driving record check if requested by the church.

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

Full name on Driver's License: \_\_\_\_\_

Birthdate: \_\_\_\_\_

State and Driver's License#: \_\_\_\_\_

## Webster Christian Reformed Church Travel Guidelines

### Drivers:

- Signed Personal Certification of Driver Eligibility form

### Vehicle:

- Two adults are present and seated in the front seat of the vehicle and/or at least two youth are present in the vehicle
- Youth (12 and under) are seated in the back seats of the vehicle
- Permission for transporting will be received from the parent/guardian
- Not overloaded
- Every person has a seat and uses a seat belt when vehicle in motion
- As required by law, car seats will be used for younger children
- No doors are opened when the vehicle is moving
- No one leaves the vehicle when it is stopped in traffic or at a traffic signal
- No passenger distracts the driver while it is in motion
- Nothing is thrown out of the vehicle at any time

### Caravanning:

- Specific written directions given to drivers
- Cell phone numbers should be exchanged for communicating in an emergency. NYS laws regarding use of cell phones must be adhered to at all times.
- Distress signal—flash headlights twice
- Discuss what driver should do if the vehicle becomes separated from the group
- Driver of lead vehicle thoughtful of caravan
- No competition between vehicles

### Breakdown:

- Park vehicle in the safest spot away from the flow of traffic
- Keep students in vehicle unless imminent danger
- Look for problem and determine seriousness
- Discuss help you need and where you could obtain
- Return to vehicle and talk with passengers
- Exercise your best option

**GENERAL RULES FOR Overnight Activities**

1. There will be NO driving by youth members during the retreat. Teen drivers will give their keys to a leader after arriving.
2. There will be NO use of drugs or alcohol. There will be **NO SMOKING**.
3. **NO ONE** is allowed in sleeping rooms occupied by members of the opposite sex.
4. Curfew is 12:30 am. EVERYONE must be in his or her rooms.
5. Cell phones should be turned off during all group activities and otherwise used at the discretion of the Youth Group Leaders. Added to reflect current trends
6. Electronics such as personal radios, personal computers, and video games [hand held or otherwise], are NOT allowed.

ANY violation of these will result in you being sent home early. Parents will be called to pick up their child at the time of the offense, not the next morning.

TEEN: I have read and understand the rules. \_\_\_\_\_[Signature]

PARENT: I understand that I will be called to pick up my teen for disobeying. \_\_\_\_\_  
[Signature]

Approved: September 2009  
Reviewed:

**Webster Christian Reformed Church  
Overnight Activity Consent Form**

**Student Information**

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade in school \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Allergies \_\_\_\_\_

Current Medications \_\_\_\_\_

Special Medical Instructions \_\_\_\_\_

I understand that any medications that are necessary for my child to take will be given to the supervising adult in the original container with correct instruction for dispensing. \_\_\_\_\_

(parent signature)

(Student's Name) \_\_\_\_\_ has the permission of the undersigned to participate in Webster Christian Reformed Church Youth Event, \_\_\_\_\_, where he/she is driven in a vehicle by someone other than his/ her own parent or guardian. This form is effective from \_\_\_\_\_ to \_\_\_\_\_.

In the event of an emergency affecting the health or welfare of this participant, the sponsors, leaders, or adult chaperones have permission to administer first aid and/or transport the individual to the nearest doctor or hospital for further medical attention, as deemed necessary. The individual action in response to the emergency will be held blameless. Any medical expenses occurring will be borne by the participant, or parents/ guardians of the participant. Insurance afforded by the Webster Christian Reformed Church is an excess insurance, over any and all valid and collectible insurance coverage available to or for such person, as expressly named above.

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

Check HERE \_\_\_\_\_ if you DO NOT want your student's photo to appear on Webster Christian Reformed Church website or publications.

**Webster Christian Reformed Church  
Single Event Permission Form**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Event Name \_\_\_\_\_

Place \_\_\_\_\_

Dates \_\_\_\_\_ through \_\_\_\_\_ Mode of Transportation \_\_\_\_\_

\*This Permission Slip is valid only for the dates indicated above.

Student's Health Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Birth Date \_\_\_\_\_ Last Tetanus Injection Date \_\_\_\_\_

Current Medications \_\_\_\_\_

Allergies \_\_\_\_\_

Special Medical Instructions (please attach separate sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

An Emergency Call May Be Made To (full name) \_\_\_\_\_

Whose Phone Number Is (including area code) \_\_\_\_\_

(Student's Name) \_\_\_\_\_ has the permission of the undersigned to participate in the activity indicated above. In the event of an emergency affecting the health or welfare of this participant, the sponsors, leaders, or adult chaperones have permission to administer first aid and/or transport the individual to the nearest doctor or hospital for further medical attention, as deemed necessary. The individual action in response to the emergency will be held blameless. Any medical expenses occurring will be borne by the parents or guardians of the participant. Insurance afforded by Webster Christian Reformed Church is an excess insurance, over any and all valid and collectible insurance coverage available to or for such person, as expressly named above.

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

Parent/ Guardian's E-mail Address \_\_\_\_\_

Check HERE  if you DO NOT want your child's photo to appear on the Webster Christian Reformed website or publications.

Approved: September 2009  
Reviewed:

**Webster Christian Reformed Church  
Yearly Consent Form**

<b>Student Information</b>	
Student's Name _____	
Address _____	
Email _____	
Home Phone _____	Cell phone _____
Date of Birth _____	Grade in school _____
Insurance Carrier _____	Policy Number _____
Allergies _____	
Current Medications _____	
Special Medical Instructions _____	
_____	

Mother's Name \_\_\_\_\_

Address if different from above \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Email: \_\_\_\_\_

Father's Name \_\_\_\_\_

Address if different from above \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email: \_\_\_\_\_

Student resides with: \_\_\_\_\_

(Student's Name) \_\_\_\_\_ has the permission of the undersigned to participate in Webster Christian Reformed Church Youth Events where he/she is driven in a vehicle by someone other than his/ her own parent or guardian. This form is effective from **Sept 2013 thru Aug 2014**.

In the event of an emergency affecting the health or welfare of this participant, the sponsors, leaders, or adult chaperones have permission to administer first aid and/or transport the individual to the nearest doctor or hospital for further medical attention, as deemed necessary. The individual action in response to the emergency will be held blameless. Any medical expenses occurring will be borne by the participant, or parents/ guardians of the participant. Insurance afforded by the Webster Christian Reformed Church is an excess insurance, over any and all valid and collectible insurance coverage available to or for such person, as expressly named above.

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

Check HERE\_\_\_\_\_ if you DO NOT want your student's photo to appear on Webster Christian Reformed Church website or publications.

In the event that I/ we can't be reached, an emergency call may be made to the following person:

\_\_\_\_\_ whose number is \_\_\_\_\_.

*Original form to be kept on file at:*  
Webster Christian Reformed Church -1344 State Rd - Webster – NY – 14580

Approved: September 2009  
Reviewed: