First United Methodist Church

200 Atchison

Sealy, TX 77474

919.885.2223

Dear Friend,

I pray God is blessing you today. Thank you so much for volunteering to work with our children and youth at First UMC, Sealy. We have a great group of volunteer workers that will be helping in many ways with our youth and children’s programming. One of the realities of being a church in the 21st century is that we take *extraordinary measures* to ensure the safety of every child and youth.

First UMC, Sealy has a ***Policy for the Prevention of Abuse of Children and Youth*** which we gladly adhere to as we conduct ministry with Children and Youth. We call the certification program of this Policy “Safe Sanctuary.” Our records show that you have not been trained, screened, and certified through Safe Sanctuary. This packet tells you how to get started with this process so that you can work with our children and youth. **Please notice that in the instructions it states that the training is good for two years. At that time the training must be repeated.**

Follow these directions, and you will have no trouble.

1. Read the policy and sign Appendix H.
2. Follow the directions on the attached pages for online training.
3. After completing the online Safe Sanctuary course, print out your certificate and sign it.
4. Fill in the Authorization for Release of Information, Appendix D.
5. Put printout of your **Online Training Certificate, Appendix D, Appendix H,** and return all forms to the office. In person, by FAX, or e-mail
6. Take the three copies of **Appendix E** and give them to three persons who can act as your References. (These persons must send completed Appendix E directly to the church.)

If you have any questions about this screening and certification process, please feel free to ask.

Again, thank you!



Rev. Curtis Matthys

fax 979.885.1884

sealypastor@gmail.com

Safe Sanctuary is an overt expression in making congregations safe places where children, youth and elders may experience the abiding love of God and fellowship within the community of faith. Everyone working with children and youth in any event or activity either sponsored by The Texas Annual Conference or your local church shall follow the guidelines laid out in either the conference or local church Safe Sanctuary policy where appropriate. Follow the training and certification process below:

**Safe Sanctuary Online Training**

**Steps for Safe Sanctuary Certification (Good for two years):**

1. Contact Leslie Ellis by email with your request for training: [secretary1fumc@sbcglobal.net](mailto:secretary1fumc@sbcglobal.net)

2. Include your Name and email address

3. Leslie will enter you into the TrainRight© system and you will receive an email with a link inviting you to take your online training

4. Click on the Link in the email which will bring you to [www.trainright.org](http://www.trainright.org/) and click register

5. After you have registered, then click on Sign In. Remember your password.  Once you have signed in you may begin your training.

You do not need a special code to begin your training. Complete your training as your time allows. If you have to stop at any given point, just log out and log back in when you can return. The system will take you to the start of the section after the section you just completed.

When you have finished you can save or print your certificate. Training is good for two years from the date of completion.

**The policy and relevant forms are in the church office.**

**Safe Sanctuary Policy for First United Methodist Church, Sealy**

Texas Annual Conference Effective July 1, 2014

# Introduction

OUR CALLING AND OUR MANDATE IS TO ENSURE SAFE SANCTUARY FOR GOD'S PEOPLE

Throughout the gospels, Jesus provides teachings on providing a peaceable kingdom for all of God's people, including our most precious gifts, our children and youth (Matthew 5:9, Luke 18:15-17). The peaceable kingdom begins with sanctuary.

Scriptures provide examples of how sanctuary is to be a community of protective nurture and harmony (Psalms 20:1-2, 27:4-5). As Christians, we are called to create a safe sanctuary in our churches. They must be holy, safe, and protective communities for all of God's children, regardless of age or ability. The purpose of this policy is to address the safety of our children and youth at events sponsored by this church. This church recognizes the need to have a formal, written policy with procedures in place (1) to help prevent the opportunity for the occurrence and/or the appearance of abuse of children and youth and (2) to help protect workers from false accusations and/or suspicions.

The following policy and procedures are not based on a lack of trust in workers, but are intended to protect our preschoolers, children, youth, workers, employees, volunteers and the entire church body. Careful and confidential documentation is essential to show compliance with policies, to verify information as needed, and to have an accurate record in the case of an incident.

Scope of Policy

This policy and its provisions shall apply to all persons including all paid and unpaid adults, whether lay or clergy who have any direct or indirect contact with children and youth who participate in any activities or events sponsored by this church.

# Supervision

An adult is anyone 18 years of age or older.

A youth assistant is anyone under the age of 18 who may work with children and youth only when supervised by at least two adults over the age of 18 years. Youth assistants cannot be in charge of, nor left alone with children and youth. Background checks on youth under the age of 18 are inaccessible, so choose youth with great care.

To achieve compliance with the Safe Sanctuary policy it may be necessary to combine groups; recruit, train*,* and reference additional volunteers; or cancel an event. Recognizing that there is safety in numbers, children and youth will be instructed to use the “buddy system.” It is also strongly encouraged that there be present at least one adult who is trained and certified in First Aid and CPR.

Observation of activities in rooms is essential, whether it is done by windows, open doors, glass doors, electronic technology, etc.

For all persons seeking to work with children and/or youth, membership in this church shall be at least 6 months (OR written recommendation from the senior pastor at the church most previously attended OR written recommendation from two current members of this church who have been members at least one year.)

Supervision for Nursery/childcare

* There shall be a minimum of two (2) adults per room or within line of sight.
* Whenever possible State Childcare Minimum Standards shall be followed, particularly in relation to the number of adults to child ratio.

Supervision of children and youth

* The “2 Adult Rule” shall be observed (2 adults per classroom, 2 adults within line of sight.)
* Any one-to-one mentoring or consulting shall be conducted in sight of another adult.
* Understanding that there is safety in numbers, one adult can be in contact with multiple youth (6th-12th grade) so long as they are in line of sight of other adults.

Overnight Accommodations

At events that require overnight accommodations:

* We strongly recommend that at least (2) adults be present in every room.
* When staying in a hotel, adults shall sleep in separate rooms from children/youth; or if necessary for children/youth to share a room with an adult, adults shall sleep in separate beds from children/youth so long as any one adult shall not be alone with any one child/youth.
* Recognizing accommodations may be restrictive in some cases one adult is adequate, so long as any one adult shall NOT be alone with any one-child/youth.

Definitions of Abuse

1. Verbal Abuse- Any verbal act that humiliates, degrades or threatens any child or youth.
2. Physical Abuse – Any act of omission or an act that endangers a person’s physical or mental health. In the case of child or youth physical abuse, this definition includes any intentional physical injury caused by the individual’s caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual’s age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to physical health of a child or youth.
3. Sexual Abuse – Child or youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. This includes, but is not limited to: 1) incest, 2) rape, 3) prostitution, 4) romantic involvement with any participant, 5) any sexual intercourse, or sexual conduct with, or fondling of an individual enrolled as a child or youth in sponsored activities of this church, 6) sexualized behavior that communicates sexual interest and/or content. Examples are not limited to: displaying sexually suggestive visual materials, making sexual comments or innuendo about one’s own or another person’s body, touching another person’s body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing, and sexual intercourse. (#6 taken from Resolution #30 *Book of Resolutions 2000*).

Screening for Adults

Careful screening is one way to prevent the abuse of children and youth. Screening calls for a careful gathering and review of information in search of those who can provide safe and caring supervision in a safe environment.

1. Prior to employment or acceptance as a paid or unpaid adult worker/volunteer, the event leaderin charge of an event or program shall direct each prospective applicant to complete the application/consent form. By signing the form, the applicant gives permission to this church to contact references and perform the necessary investigation to complete the review of the application.
2. This church is responsible for conducting at least two references and screening. This screening shall be done through the company with which the conference has contracted. All persons shall be screened annually.
3. If any of the reports raise questions about fitness of the applicant, this church will disapprove the application. This church reserves the right to turn away any persons for service.
4. If the applicant (paid or unpaid) is found to have been involved in any activity in which the applicant abused or exploited children or youth, the applicant will not be approved. Any conviction of a crime against children or youth shall disqualify any applicant.
5. Results of screens shall be kept confidential. The determination of whether a particular crime is serious enough to result in this church giving a negative recommendation shall be made by this church in its sole discretion. Without in any way limiting those crimes which this church may determine to be serious, these are guidelines:

Persons having a criminal history of any of the following types of offenses shall not be allowed to serve in any ministry with children and youth:

* Child abuse, whether physical, emotional, sexual, or neglectful
* Violent offenses, including murder, rape, assault, domestic violence, etc
* Persons having a Criminal History of DUI or DWI conviction within the five (5) years immediately prior to application shall not be allowed to act as a driver.
* Persons having a Criminal History of a drug related conviction within the five (5) years immediately prior to application shall not be allowed to participate in the event*.*

Training

This church shall develop and implement training and orientation procedures for all persons (including youth assistants) who work with children and youth. Trainingshall include this policy, and appropriate discipline, appropriate physical and emotional boundaries, and leader misconduct as described in this policy. No person shall, after this policy becomes effective, have any direct or indirect contact with children and/or youth until they have completed this training program. We recommend that at the beginning of each event a review of this policy be conducted.

The guidelines of these policies and procedures create a status of Safe Sanctuary Certification with this church. Adults thus certified are entrusted with the title “Certified Local Church Safe Sanctuary Worker with Children and Youth”.

Reporting of Incidents

1. When an adult leader of an event or activity suspects that abuse or any suspected violation of the Texas Penal Code is taking or has taken place, he or she shall call 911 when needed and report the abuse to the appropriate local law enforcement agency and/or the Department of Protective and Regulatory Services (800-252-5400). The adult leader shall contact the administrator or event leader immediately, and cooperate fully with the investigation conducted by law enforcement officials or child protective services.
2. Address any needs the child or youth may have, medical or otherwise. Report to the parent(s) and/or legal guardians(s).
3. The person suspected of abuse (respondent) shall, for the safety and well being of the children or youth, be removed with dignity from further contact with the children and youth until an appropriate investigation has taken place. The matter shall remain confidential. If the adult event leader is the respondent, then the report should be made to that person’s supervisor.
4. Following the report of an incident, the adult event leader*,* or supervisor in charge shall document the report, and then speak with the alleged victim, being careful to use open-ended questions.
5. All such conversations shall be documented. Careful and confidential documentation is essential. The documentation should include the following:
   1. The name of the adult leader observing or receiving the disclosure of abuse, including the date, time and place and any action taken by this person.
   2. The alleged victim’s name, age, and date of birth.
   3. Any statement made by the alleged victim.
   4. Name of the respondent, the date, time and place of any conversation or any statement made by the respondent.
   5. Any action taken, i.e. suspension of the respondent.
   6. Date and time of call to the appropriate agency, name of worker spoken to, content of that conversation and case number assigned.
   7. Date and time of call to law enforcement agency, name of officer spoken to and content of that conversation.
   8. Date and time of any other contacts made regarding this incident.
6. Notify the Senior Pastor.
7. It shall be the goal to provide supportive care to both the victim and the respondent and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system, provisions of the current *Book of Discipline*, appropriate counseling referrals and continued pastoral visitation.
8. Confirmed reports of proven incidents of abuse shall be retained in a confidential file for future screening purposes.

Media Response

The Senior Pastor, District Superintendent and Bishop shall be informed of all investigations or allegations of abuse. If investigations or allegations of abuse should come to the attention of the media, a response shall come from a designated church spokesperson or a spokesperson in the Conference Communications Office or as designated by the Bishop. Refer all inquires to the spokesperson. Do not give out any information, simply state that all inquiries will be answered by our spokesperson.

# Appropriate Discipline

Children and youth should be made aware that appropriate behavior is expected at all events. Gentle reminders are always necessary when dealing with children and youth. When these reminders don’t work, then discipline needs to move to the next step. In cases where behavior has to be addressed, designated event adults should handle it. In no case is physical discipline an appropriate measure to deal with problems. A reasonable response might include a period of “time out” for the child or youth. This should be done with necessary supervision keeping safe sanctuary guidelines in mind.

Keeping parents involved is important. They need to be kept up to date on their child’s behavior. For serious offenses, the appropriate response will be to send the child or youth home immediately. Parents and the leaders will help make proper arrangements.

# Appropriate Physical and Emotional Boundaries

Physical boundaries are most important in dealing with children and youth. Persons working with children and youth have to understand and respect those boundaries. Obviously these boundaries change as children grow older. A young child sitting in the lap of a caregiver is most appropriate, whereas an older child or youth sitting in a adult’s lap would not be acceptable. Hugs and kisses from a toddler to an adult are entirely different than the same from a youth.

Emotional boundaries are also important. As a child grows older it is important for the adult to maintain appropriate boundaries in relationships. It is important for those working with children and youth to not step outside of those lines and allow the younger person to become too attached to them. It is important for the older person to be careful where conversations might lead and to steer clear of inappropriate talk. When an adult recognizes that there might be an issue with these boundaries, great space should be allowed to come between them and the child or youth in question. If that does not solve the problem, then the event leadership should address the issue.

# Leader Misconduct

It is a privilege to work with youth. Great responsibility is required. Those who violate this policy shall immediately be removed from contact with children and youth and appropriate authorities shall be notified immediately.

# Spiritual Boundaries for Safe Sanctuary

As we seek to lead young people in the development of their faith story, it is essential that we guide them and do not manipulate their emotions. This is especially true at longer youth/children’s events. The attendees may be exhausted by longer and more active days than they are accustomed to and thereby more susceptible to emotional manipulation. It is therefore necessary that, as we present the message of the Gospel of Jesus Christ and the opportunity to follow Jesus in a life-long journey, we present the invitation with “no-strings-attached.” We must allow each person involved to make their own decisions without stigma, coercion, or pressure in any form. As we do this faithfully, we will see more fruitful commitments in the lives of all our participants.

### SUMMARY

#### APPLICATION PROCESS

1. All adults shall complete an application/consent form. By signing the form, the applicant gives

permission to have references checked and background screening completed by the appropriate

authority.

2. The application will be processed with all references checked and background screening completed by

the company with which the conference has a contract.

3. All applicants must complete Local Church Safe Sanctuary training.

##### REPORTING OF INCIDENTS

1. If an adult worker/volunteer observes or suspects a violation of the Safe Sanctuary policy, these steps

must be taken immediately.

A. Address any immediate needs the child or youth may have.

B. Report concerns to event coordinator.

C. Cooperate with leadership and authorities throughout the crisis.

2. If an adult suspects that abuse or any suspected violation of the Texas Penal Code is taking or has taken

place, he or she shall call 911 when needed and report the abuse to the appropriate local law

enforcement agency and/or The Department of Protective and Regulatory Services. (800.252.5400)

Recommended Resource: *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church* by Joy Thornburg Melton (Discipleship Resources, ISBN 0881772208)

Background checks through *Background Information Systems* (214) 360-9159,

dale@criminalbackground.com

**APPENDIX A**

**Texas Family Code**

**TITLE 5 – THE PARENT – CHILD RELATIONSHIP AND THE SUIT AFFECTING THE PARENT – CHILD RELATIONSHIP**

**Subtitle E – Protection of the Child**

**Chapter 261 – Investigations of Report of Child Abuse or Neglect**

**Subchapter A – General Provisions**

**Sec.261-001, Definitions,**

In this chapter:

1. “Abuse” includes the following acts or omissions by a person:
   * 1. mental or emotional injury to a child that results in an observable and material impairment in the child’s growth, development, or psychological functioning;
     2. causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child’s growth, development, or psychological functioning;
     3. physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory that does not expose the child to a substantial risk of harm;
     4. failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
     5. sexual conduct harmful to a child’s mental, emotional, or physical welfare;
     6. failure to make a reasonable effort to prevent sexual conduct harmful to a child;
     7. compelling or encouraging the child to engage in **sexual conduct** as defined in Section 43.25 (see page 7), Penal code; or
     8. causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is **obscene** as defined in Section 43.21 (see page 7), Penal Code, or pornographic.
2. “Department” means the Department of Protective and Regulatory Services.
3. “Designated Agency” means the agency designated by the court as responsible for the protection of children.
4. “Neglect” includes:
   * 1. the leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the …..
     2. …… which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, and day-care employees.
     3. The requirement to report under this section applies without exception to an individual, whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, and a mental health professional.
     4. The identity of an individual making a report under this chapter is confidential and may be disclosed only on the order of a court or to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

**Sec. 261.102 Matters to be Reported**

A report should reflect the reporter’s belief that a child has been or may be abused or may be abused or neglected or has died of abuse or neglect.

**Sec. 261.103 Reports Made to Appropriate Agency**

A report shall be made to:

1. any local or state law enforcement agency;
2. the department if the alleged or suspected abuse involves a person responsible for the care, custody, or welfare of the child;
3. the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
4. the agency designated by the court to be responsible for the protection of children.

**Sec. 261.104 Contents of Report**

The person making a report shall identify, if known:

1. the name and address of the child
2. the name and address of the person responsible for the care, custody, or welfare of the child: and
3. any other pertinent information concerning the alleged or suspected abuse or neglect.

**Sec. 261.106 Immunities**

* 1. a person acting in good faith who reports or assists in the investigation of a report of alleged child abuse of neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune form civil or criminal liability that might otherwise be incurred or imposed.

**Texas Penal Code – Section 43.21, and 43.25**

**Sec. 43.21 Definitions**

1. in this chapter:
   * 1. “**Obscene**” means material or a performance that:
        + 1. the average person, applying contemporary community standards, would find that taken as a whole appeals to the prurient interest in sex;
          2. depicts or describes:
2. patently offensive representations or descriptions of ultimate sexual intercourse, sodomy, and sexual bestiality: or
3. patently offensive representations of descriptions of masturbation, excretory functions, sadism, masochism, lewd exhibition of the genitals, the male or female genitals in a state of sexual stimulation or arousal, covered male genitals in a discernibly turgid state or a device designed and marketed as useful primarily for stimulation of the human genital organs; and

(C) taken as a whole, lacks serious literary, artistic, political, and scientific value.

**Sec. 43.25 Sexual Performance by a Child**

* + 1. “**Sexual conduct**” means actual or simulated sexual intercourse, deviate sexual intercourse, sexual bestiality, masturbation, sado-masochistic abuse, or lewd exhibition of the genitals.

**Texas Family Code – Chapter 71**

**Sec. 71.01 Definitions**

* + 1. “**Family**” includes individuals related by consanguinity or affinity, as determined under Sections 573.022 and 573.024, Government Code, individuals who are former spouses of each other, individuals who are the biological parents of the same child, without regard to marriage, and a foster child and foster parent, whether or not those individuals reside together.

APPENDIX D

AUTHORIZATION FOR RELEASE OF INFORMATION

First United Methodist Church, Sealy

200 Atchison

Sealy, Texas 77474

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name (Last Name, First Name, Middle Name) | | Social Security Number | |
| Present Address | City | State | Zip Code |
| Permanent Address | City | State | Zip Code |
| Phone No ( ) |  | | |
| Are you under the age of 18? YES \_\_ NO \_\_ | Drivers License Number & State | | |
| Date & Place of Birth | Maiden and/or Any Other Names Used in Last Ten (10) years | | |

**Former Residences** (Include last Ten (10) years)

|  |  |  |
| --- | --- | --- |
| Date (Month & Yr) | Previous Address (Address, City, County, State, Zip) | Reason for Moving |
| From |  |  |
| To |
| From |  |  |
| To |
| From |  |  |
| To |
| From |  |  |
| To |

Please provide a copy of a photo identification.

**READ CAREFULLY:**

I hereby authorize First United Methodist Church Sealy to request any information regarding any record of indictment, charges or convictions contained in any file maintained on me, whether said file is a local, county, state, or national file, and including, but not limited to, accusations, charges, indictments and convictions for crimes or traffic convictions, to the fullest extent permitted by state and federal law. In connection herewith, I hereby authorize any agency (including law enforcement agencies) to release such information. I hereby RELEASE AND HOLD HARMLESS First United Methodist Church Sealy, and all of the herein referenced agencies which provide the contents of said files from all liability that may result from any said request and/or disclosure made in response to such request.

This authorization is given as part of my application for employment or volunteer work at the church. All information relative to the background investigation is confidential and any dissemination will be in accordance with state and federal law.

I certify that I have read and understand the foregoing language and further understand that information developed as a result of my authorizing this investigation shall only be shared with the Senior Clergy of First United Methodist Church. I further certify that the information on this form is true and correct.

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

**APPENDIX E (1)**

EMPLOYEE & VOLUNTEER REFERENCE CHECK FORM

(One Sheet per Reference)Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is your relationship to the applicant?

2. How long have you known the applicant?

3. How well do you know the applicant?

4. How would you describe the applicant?

5. How would you describe the applicant’s ability to relate to children and/or youth?

6. How would you describe the applicant’s ability to relate to adults?

7. How would you describe the applicant’s leadership abilities?

8. How would you feel about having the applicant as a volunteer worker with your child and /or youth?

9. Do you know of any characteristics that would negatively affect the applicant’s ability t work with children and/or youth? If so, please describe.

10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.

Additional Comments:Reference inquiry completed by (Print Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please return to:

First United Methodist Church, Sealy

200 Atchison Street

Sealy, TX 77504Attn: Linda German fax 979.885.1884

**APPENDIX E (2)**

EMPLOYEE & VOLUNTEER REFERENCE CHECK FORM

(One Sheet per Reference)Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is your relationship to the applicant?

2. How long have you known the applicant?

3. How well do you know the applicant?

4. How would you describe the applicant?

5. How would you describe the applicant’s ability to relate to children and/or youth?

6. How would you describe the applicant’s ability to relate to adults?

7. How would you describe the applicant’s leadership abilities?

8. How would you feel about having the applicant as a volunteer worker with your child and /or youth?

9. Do you know of any characteristics that would negatively affect the applicant’s ability t work with children and/or youth? If so, please describe.

10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.

Additional Comments:Reference inquiry completed by (Print Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please return to:

First United Methodist Church, Sealy

200 Atchison Street

Sealy, TX 77504Attn: Linda German fax 979.885.1884

**APPENDIX E (3)**

EMPLOYEE & VOLUNTEER REFERENCE CHECK FORM

(One Sheet per Reference)Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is your relationship to the applicant?

2. How long have you known the applicant?

3. How well do you know the applicant?

4. How would you describe the applicant?

5. How would you describe the applicant’s ability to relate to children and/or youth?

6. How would you describe the applicant’s ability to relate to adults?

7. How would you describe the applicant’s leadership abilities?

8. How would you feel about having the applicant as a volunteer worker with your child and /or youth?

9. Do you know of any characteristics that would negatively affect the applicant’s ability t work with children and/or youth? If so, please describe.

10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.

Additional Comments:Reference inquiry completed by (Print Name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Please return to:

First United Methodist Church, Sealy

200 Atchison Street

Sealy, TX 77504Attn: Linda German fax 979.885.1884

**APPENDIX H**

**Employee/Volunteer Agreement to Policy Form**

This is to confirm that I have received and read a copy of the Safe Sanctuary Policies of First United Methodist Church Sealy. Included within these policies is a legal definition of child abuse and neglect from the Texas Family Code and written information describing the Texas Laws regarding the reporting of suspected child abuse and/or neglect.

Worker Name: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**APPENDIX J**

**ACCIDENT / INCIDENT REPORT**

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

Name of Injured Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program or Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of how incident occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor of event at time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness (s) to Incident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procedures followed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other pertinent information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing Incident Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Continued Next Page

**APPENDIX J (Continued)**

**ACCIDENT / INCIDENT REPORT (Continued)**

(THIS PORTION TO BE COMPLETED BY APPLICABLE DIRECTOR OR SENIOR CLERGY)

**Reported to Director or Senior Clergy**

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

Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Contact with victim’s parent/guardian**:

Date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spoke with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Contact local children and family service agency** (if necessary):

Date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spoke with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact local law enforcement agency**:

Date/ time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spoke with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Other contacts**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date/time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_