



CHILD PROTECTION POLICY

As of July 2014

West End Presbyterian Church
PO Box 13
275 Knox Lane
West End, NC 27376

WEPC Child Protection Policy

TABLE OF CONTENTS	PAGE
I. STATEMENT OF INTENT	3
II. DEFINITIONS.....	3
III. OVERVIEW.....	3-4
IV. SAFEGUARDS COMMITTEE.....	4
V. GUIDELINES FOR WORKERS IN CHILDREN’S PROGRAMS.....	4-5
VI. GUIDELINES FOR WORKERS IN YOUTH PROGRAMS.....	6
VII. DRIVING RULES.....	6
VIII. OVERNIGHT TRIP RULES.....	7
IX. PROHIBITED BEHAVIOR.....	7
X. WORKER ENLISTMENT AND SCREENING.....	7-9
XI. RECOMMITMENT AND RE-SCREENING.....	9
XII. RESPONSE TEAM.....	9
XIII. REPORTING POLICY VIOLATIONS.....	9-10
XIV. CONSEQUENCES OF VIOLATIONS.....	10
XV. FAILURE TO TIMELY REPORT A PROHIBITED ACT.....	10
XVI. EXCEPTIONS TO THIS POLICY.....	10
APPENDIX A - POSSIBLE SIGNS OF ABUSE.....	11-12
APPENDIX B - GENERAL INDICATORS OF SEXUAL ABUSE OF A CHILD/YOUTH.....	13
APPENDIX C - HOW TO RESPOND TO A CHILD/YOUTH DISCLOSING ABUSE.....	14
FORM 1 - PAID STAFF/VOLUNTEER INFORMATION FORM.....	15-17
FORM 2 - SUSPECTED ABUSE INCIDENT REPORT FORM.....	18-19

WEPC Child Protection Policy

I. STATEMENT OF INTENT

The parishioners of West End Presbyterian Church (hereafter “WEPC”) enlist this protection policy as established with the intention of providing a safe, nurturing and open environment to enable the spiritual growth of all children and youth under our care while protecting the well intending staff and volunteer leaders. This policy is also intended to provide a safe, nurturing, and open environment to any individual who is developmentally, mentally, or physically disabled, regardless of their age.

WEPC recognizes that certain people have exceptional talents for teaching and supporting the growth and development of children and youth and wants to encourage them to use these gifts. At the same time, however, the church places certain criteria on those adults who choose to serve in this capacity.

These guidelines are established to protect the youth of WEPC and those called to work with the youth to prevent any form of endangerment, abuse or harassment while protecting staff and leaders from false accusations of abuse.

II. DEFINITIONS

- A.** A “child” is considered any person who has not yet completed the sixth grade.
- B.** A “youth” is considered any person who has completed the sixth grade, but is neither a high school graduate nor at least eighteen years old. However, any person who is attending an event as a youth participant should be treated as a youth even if they have graduated from high school or turned eighteen (for example: an eighteen year old high school senior attending youth group or a recent high school graduate participating in the Montreat Youth Conference).
- C.** The “Child Protection Policy Administrator” (hereafter, “Policy Administrator”) is either the Pastor (as the Head of Staff) or a designee of the Pastor. In the event the Pastor designates someone to this position, the Pastor still retains access to any information gathered in the Enlistment and Screening process described below.
- D.** A “worker” is considered any person meeting the criteria to participate in the teaching or care of the children or youth whether from the paid staff or volunteer.

III. OVERVIEW

All of our church activities and programs, regardless of location and involving children and youth will be subject to the following policy:

- A.** *Two adult rule* - As often as possible, two adults will be assigned to supervise all activities involving children or youth. In the rare circumstance when two adults will not be present, adults

WEPC Child Protection Policy

will be sure to leave doors open in classroom (unless there is glass viewing access), and notify another adult in the building that they are in the room with children and youth.

B. A *Parent/Guardian Permission Form* shall be obtained for the involvement of any youth or child in an activity or program that is church sponsored and away from the church.

C. Workers of children and youth will demonstrate the following:

1. Active Involvement at WEPC for at least six months and model regular attendance in worship and active participation in the life of the church. (*Tuesday Tutoring volunteers are exempt from this criteria*).
2. Demonstrate a commitment to spiritual growth through prayer and other disciplines.
3. Have a strong desire to help young people in their Christian growth.
4. Be at least twenty-one years old to help with high school youth and eighteen years old to help with middle school youth. Youth are encouraged to help in the children's ministry.
5. Must complete and sign a *Paid Staff/Volunteer Information Form*.
6. Submit to a security criminal background check. Upon request also provide references.
7. Participate in training workshops on child protection issues when offered.

IV. SAFEGUARDS COMMITTEE

The *Safeguards Committee* is a ministry team of the Session and is composed of three members appointed by the Session. These members will be presented to the Session by the Nominating Committee. The *Safeguards Committee* works with the appropriate staff members and volunteer leaders to assure compliance with this Policy, including appropriate recordkeeping. The *Safeguards Committee* is responsible for training volunteer workers in compliance with this Policy.

Members of the *Safeguards Committee* shall serve three-year "staggered" terms. A chairperson of the committee shall be elected by its members. Committee members shall serve a maximum of two consecutive terms. After two consecutive terms, a member shall be eligible to serve again following one year of inactivity.

V. GUIDELINES FOR WORKERS IN CHILDREN'S PROGRAMS

A. General Guidelines

1. As often as possible, two adults will be assigned to supervise all activities involving children. In the rare circumstance when two adults will not be present, adults will be sure to leave doors open in classroom (unless there is glass viewing access), and notify another adult in the building that they are in the room with children.
2. Whenever possible, the doors to classrooms shall be kept open or, in the case of rooms with Dutch doors, the top half of the door shall be kept open. The doors to the classroom may be closed only if there are windows from the classroom into the hallway with an unobstructed view of the classroom.
3. Care should be taken to ensure that children do not leave a class or ministry activity unattended.

WEPC Child Protection Policy

4. On occasion, a child may need to be removed from a group for behavioral or social reasons. If the child and the worker move to a separate room, the door must remain open. In the case of rooms with Dutch doors, the top half of the door shall be kept open.
5. Restroom supervision
 - a. Workers will make sure suspicious or unknown individuals are not occupying the restroom before allowing children to use the facilities.
 - b. Workers will stand in line of sight while children are using the restroom. This policy allows privacy for the children and protection for the workers (i.e. not being alone with a child). Whenever possible, children should be sent in pairs.
 - c. If workers are assisting children, doors to the facility must remain open by door stops.
 - d. Workers will always use proper supervision when children are using public bathrooms to ensure their safety.
 - e. Workers may change diapers if done in an open space.
6. Receiving and Dismissing of Children from Classes, Events, Care-Giving, etc.
 - a. Only the approved workers and parents/guardians may be in the classroom with the children.
 - b. A child/parent identification procedure will be used for nursery and other early childhood programs.
7. One-on-One Meetings Between Workers and Children
 - a. Any one-on-one meeting involving a minor must be conducted with the door open, except under the stipulations under d. below.
 - b. At no time shall a worker (including middle school and high school student volunteers) pursue a dating relationship with a child.
 - c. Unplanned contacts between a minor and pastoral staff or volunteer workers shall, insofar as possible, be conducted under the same rules as planned activities.
 - d. It shall not be a violation for a Pastor-or the Director of Education (DCE) to talk with a minor in the Pastor's study or Staff office with the door closed when the minor has requested the closed meeting provided:
 - (1) The door is closed for only a brief period of time
 - (2) Another staff member is informed about the meeting
 - (3) A parent/guardian of the child is informed about the meeting
8. Parent/Guardian Permission Form
 - a. *Parent/Guardian Permission Form* shall be obtained by DCE/Staff or designee for the involvement of any child in an activity or program that is church sponsored and away from the church.

WEPC Child Protection Policy

VI. GUIDELINES FOR WORKERS IN YOUTH PROGRAMS

A. General Guidelines

1. As often as possible, two adults will be assigned to supervise all activities involving children or youth.
2. Whenever possible, the doors to classrooms shall be kept open or, in the case of rooms with Dutch doors, the top half of the door shall be kept open. The doors to the classroom may be closed only if there are windows from the classroom into the hallway with an unobstructed view of the classroom.
3. In 'after event' situations where two adults are staying with the youth awaiting pick up, when the total number is less than four, waiting should occur in a public situation.
4. Youth are not allowed to leave a class or ministry activity unattended.
5. Back rubs, neck rubs, massages, kissing, or similar contact is not allowed between youth and adults.
6. One-on-One Meetings Between Workers and Youth
 - a. Any one-on-one meeting involving a minor must be conducted with the door open.
 - b. Planned one-on-one meetings must be held in public places and may only occur if:
 - (1) Proper approval has been given by the parent or guardian
 - (2) A Pastor or DCE has been notified
7. At no time shall a worker pursue a dating relationship with a youth.
8. Unplanned contacts between a minor and pastoral staff or volunteer workers shall, insofar as possible, be conducted under the same rules as planned activities.
9. It shall not be a violation for the Pastor, Associate Pastor, or DCE to talk with a minor in the Pastor's study with the door closed when the minor has requested the closed meeting provided:
 - a. The door is only closed for a brief period of time
 - b. Another staff member is informed about the meeting
10. Parent/Guardian Permission Form
 - a. A *Parent/Guardian Permission Form* shall be obtained by DCE/Staff or designee for the involvement of any youth in an activity or program that is church sponsored and away from the church.

VII. DRIVING RULES

- A. When one vehicle is used for any event, the two-adult rule still applies unless parental permission is obtained prior to the trip. When several vehicles are taken for an event, keeping the other vehicles in sight is an acceptable substitute for the two-adult rule.

WEPC Child Protection Policy

VIII. OVERNIGHT TRIP RULES

- A. *Parent/Guardian Permission Forms* must be completed prior to all trips. The two-adult rule must be followed throughout the trip with an exception clearly stated and approved in advance by the parent or guardian.
- B. Under no circumstances can only one adult take or accompany minors on an overnight outing.
- C. Sleeping arrangements should provide for youth of the same sex to sleep in the same room and adults of the same sex to sleep in the same room. Occasionally, adults will share quarters with youth of the same sex. Under no circumstances can an individual minor share a room with an individual adult.

IX. PROHIBITED BEHAVIOR

The following acts are prohibited by this policy and will not be tolerated or accepted during any WEPC activity or program, whether on or off church premises. Any observation or knowledge of such violations must be immediately reported to the Pastor, Associate Pastor, DCE or Clerk of Session after the safety of the child or youth involved has been assured. This is not an exhaustive list:

- A. Any display or demonstration of sexual activity, abuse, insinuation of abuse or evidence of abusive conduct towards or in front of a child or youth.
- B. Making any kind of sexual advance, making a request for sexual favors, or engaging in verbal, visual, or physical conduct of a sexual nature.
- C. Threatening or inflicting physical injury to a child or youth (other than by accidental means).
- D. Physical neglect (not providing food, shelter, or supervision) of a child or youth, including failure to adequately supervise in relation to the activities of the church.
- E. Endangerment of the welfare of any youth or child resulting from recklessness.
- F. Causing mental or emotional injury to a child, or youth.
- G. Using hateful, offensive, profane, or vulgar language.
- H. Possessing obscene, pornographic or sexually graphic materials at any function of the church.
- I. Possessing or being under the influence of drugs or alcohol while leading or participating in a function for children or youth sponsored by WEPC.

X. WORKER ENLISTMENT AND SCREENING

- A. *Six-month waiting period.* All applicants must have been a member of or affiliated with WEPC for a period of six months to be eligible to apply to volunteer to work with children or youth. (*Tuesday Tutoring volunteers are exempt from this criteria.*)

WEPC Child Protection Policy

B. *Adult volunteers.* All adults that wish to volunteer to work with youth or children in WEPC-sponsored programs will be required to complete a *Paid Staff/Volunteer Information Form*. In addition to providing information necessary for security background checks, this Agreement states that the volunteer or paid employee has received a copy of WEPC's *Child Protection Policy*, has read and understands it, and will comply with the guidelines set forth in it.

C. *Employee applications.* All employees, whether or not they work directly in the children and youth ministries, will be required to complete a security background check.

D. *Youth volunteers.* All youth who wish to volunteer to work with youth/children under adult supervision must complete the *Youth Volunteer Workers Form*. The DCE will be responsible for distributing and collecting these forms.

E. *Criminal background checks.* The Policy Administrator will review all security background checks, and request reference if appropriate.

F. *Confidentiality.* The Policy Administrator will keep each application, Safeguards Committee notes on reference checks and interviews, and the results of any background or reference checks performed by the Policy Administrator in a locked and confidential location. The results of any individual's reference checks and background checks are to be kept strictly confidential.

G. *Information of concern.* Whether disclosed voluntarily or by the results of the security background check, the following terms will automatically disqualify an individual from participating in the leadership or sponsorship of any church activity or program for minors:

- 1.** Any indictment alleging the offense of, or any conviction for: murder; aggravated assault; sexual abuse (rape); aggravated sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; the sale, distribution, or display of harmful material to a minor; employment harmful to a child; abandonment or endangerment of a child.

- 2.** All other convictions or charges for any crimes not listed above will be reviewed by the Policy Administrator and appropriate staff to determine eligibility for that person's service in ministry areas involving minors. The Policy Administrator may enlist the Safeguards Committee to assist in this determination.

H. *Reporting negative results.* In the event of a background check with negative results, the worker will be notified by the Policy Administrator. If an applicant disputes information that appears in his or her criminal history record transcript, he or she may appeal through the appropriate legal authority.

WEPC Child Protection Policy

I. *Applications subject to review.* WEPC reserves the right to review applications at any time. Background checks or new reference check may be requested either randomly or because of some concern.

XI. RECOMMITMENT AND RE-SCREENING

A. All volunteers will be required to review the current WEPC Child Protection Policy and sign the Paid/Staff Volunteer Information Form every three years. The paid staff will read the WEPC Child Protection Policy and have a security background check every 3 years.

B. Following the initial screening, active volunteer workers will be re-screened with security background checks on a rotation basis so that volunteer workers are screened a minimum of every five years.

XII. RESPONSE TEAM

A *Response Team* shall be created by the *Safeguards Committee* to respond to any allegations. The team should be comprised of the Pastor, AP, DCE and a representative from the insurance company. The Pastor will notify the insurance company.

XIII. REPORTING POLICY VIOLATIONS

The following procedures will be followed in the event of an incident or allegation of abuse:

A. The person reporting the incident will document, in writing, all known facts and circumstances to a Pastor within 24 hours of the incident. The reporting individual will be asked to complete a *Suspected Abuse Incident Report*.

B. If the alleged incident involves a Pastor, a report shall be made to the chair of the Safeguards Committee. Procedures for handling alleged individual ministers are governed by abuse policies approved by WEPC.

C. A report of child abuse made by a minor about their care by a parent, guardian, youth, adult, or WEPC staff employee or volunteer, despite how unlikely such a report may seem, must be relayed to the Pastor immediately after the occurrence. The Pastor should report to the *Response Team*. The reporting individual will be asked to complete a *Suspected Abuse Incident Report* noting the words originally spoken by the minor and the minor's conduct and demeanor observed concerning the incident.

D. In the case of any occurrence of a violation of the Policy, the following steps should be taken to insure the security of the minor involved and to protect against physical, emotional, or psychological injury to all persons involved:

WEPC Child Protection Policy

1. Personally secure the safety of minors
2. Do not leave the minors unsupervised while reporting the incident
3. Any person accused must be treated with dignity and support. That person will be immediately relieved of further responsibilities until the investigation is completed and allegations are cleared. Under no circumstances should the accused be given access to the alleged victim.
4. The Pastor or his/her designee will notify the parents/guardians of the suspected victim of the incident as soon as possible.
5. The Pastor or his/her designee, will be the SOLE spokesperson for the church insofar as media inquiries are concerned. In the event the Pastor is the accused, then the Personnel Committee shall appoint a spokesperson.
6. Report the abuse incident to Moore County Department of Social Services or law enforcement, after notifying the ministerial staff in this order, Pastor, AP, or DCE.
7. The Pastor, or his/her designee, will make the appropriate report to the liability insurer for the church.

XIV. CONSEQUENCES OF VIOLATIONS

- A. When a person is accused of committing a Prohibited Act, a Pastor or Clerk of Session shall notify the accused individual. That notification shall not take place until the safety of the alleged victim is secured.
- B. The accused should be relieved of his or her duties until determination of the allegation has been made by the church, law enforcement, or child protection agency.
- C. Any person found guilty of a Prohibited Act shall be prohibited from future participation in all church sponsored activities and programs with minors. If a person is a paid staff member such conduct may also result in termination of employment.
- D. In the event of an unsubstantiated allegation, the Pastor will work with the individual and the *Safeguards Committee* to determine a course of action with the best interest of all parties involved.

XV. FAILURE TO TIMELY REPORT A PROHIBITED ACT

Failure to report a Prohibited Act to the designated person shall be considered a procedural violation of this Child Protection Policy and shall be grounds for termination of employment of a paid staff member or employee and suspension and dismissal from participation in all children and youth activities and programs of the WEPC by any person.

XVI. EXCEPTIONS TO THIS POLICY

Any exceptions to these policies and procedures shall be approved by the Session of WEPC.

WEPC Child Protection Policy

APPENDIX A - POSSIBLE SIGNS OF ABUSE

Physical Abuse

Behavioral Indicators

- Child/youth is very aware of adults, manipulative, has poor self-concept
Child/youth is self-mutilating, exhibits suicidal gestures and/or attempts suicide, uses or abuses alcohol and/or other drugs
- Child/youth is frightened of particular people or places, exhibits a drastic behavior change when not with parents or caregiver, is overprotective of or responsible for parents
- Child/youth is either extremely aggressive or withdrawn, is dependent and indiscriminate in their attachments
- Child/youth is uncomfortable when other children cry, generally controls their own crying
- Child/youth has behavior problems at school. Exhibits delinquent behavior (such as running away from home)

Physical Indicators

- Child/youth has unexplained: bruises or welts (often clustered or in a pattern), and/or unusual burns (cigarettes, doughnut-shaped, immersion lines, object-patterned), bite marks, fractures or dislocations, abrasions or lacerations, wets the bed

Sexual Abuse

Behavioral Indicators

- Child/youth is pseudo-mature, exhibits unusual sexual behavior and/or knowledge beyond that which is common for their developmental stage, is promiscuous
- Child/youth is reluctant to change clothes in front of others, is withdrawn, is self-conscious, is obsessively clean, engages in fantasy or infantile behavior
- Child/youth has poor peer relationships, has problems with authority and rules, is manipulative, has school difficulties, is unwilling to participate in sports activities, exhibits extreme compliance or defiance
Child/youth is self-mutilating, uses or abuses alcohol and/or other drugs, exhibits eating disorders, exhibits delinquent behavior (such as running away from home), exhibits suicidal gestures and/or attempts suicide

- Child/youth either avoids or seeks out adults, is fearful or anxious

Physical Indicators

- Child/youth has: pain, itching, bruising or bleeding in the genital area, venereal disease, swollen private parts, difficulty walking or sitting, torn/bloody/stained underclothing, vaginal or penile discharge
- Child/youth experiences pain when urinating, wets the bed

WEPC Child Protection Policy

Neglect

Behavioral Indicators

- Child/youth is truant or tardy often or arrives early and stays late, engages in delinquent behavior (such as prostitution or stealing)
- Child/youth begs or steals food, is extremely dependent or detached, appears to be exhausted
- Child/youth uses or abuses alcohol and/or other drugs, attempts suicide
- Child/youth states frequent or continual absence of parent/guardian

- *Physical Indicators*
- Child/youth is frequently unwashed, hungry, or inappropriately dressed, tired and listless
- Child/youth engages in dangerous activities (possibly because they are generally unsupervised), has unattended physical problems, may appear to be overworked and/or exploited

Emotional Abuse

Behavioral Indicators

- Child/youth is depressed, is apathetic, is passive, is impatient, exhibits inconsistent behaviors, is excessively anxious, is withdrawn, exhibits aggressive or bizarre behavior, has unprovoked fits of yelling/screaming, exhibits changes in behavior
- Child/youth is overly eager to please, has difficulty sustaining relationships, has unrealistic goal setting
- Child/youth lacks self-confidence, is self-deprecating and has a negative self-image, sabotages their chances of success, has low self-esteem
- Child/youth views abuse as being warranted, is unwilling to discuss problems, feels responsible for the abuser
- Child/youth seeks out adult contact, exhibits a gradual impairment of health and/or personality, is unable to communicate or express their feelings/needs/desires
- Child/youth attempts suicide, runs away from home

Physical Indicators

- Child/youth has a sleep disorder, wets the bed, exhibits developmental lags (stunting of their physical, emotional, and/or mental growth), is hyperactive, exhibits eating disorders

WEPC Child Protection Policy

APPENDIX B - GENERAL INDICATORS OF SEXUAL ABUSE OF A CHILD/YOUTH

Ages 0 - 8 years

- Drawings, pictures or stories with a strong, unusual or bizarre sexual theme
- Overt sexual behavior (individually and/or with peers)
- Withdrawal from peer interaction
- Aggressive behavior
- Extreme fear of showers and restrooms (these are common places for sexual abuse to occur)
- Poor attention span - daydreaming
- Poor self-concept
- Poor peer relations
- Reluctant or fearful about going home after school
- Frequent absences from school that are justified by one parent only, without apparent regard for the child/youth's school performance
- Appearance or behavior often seems more mature or older than their age mates
- Manipulative behavior

Ages 9 years and older

- Overt sexual behavior
- Withdrawal
- Poor self-concept
- More mature appearance or behavior than their age mates
- Poor attendance and academic performance
- Poor attention span
- Refusal to dress for physical education
- Unwillingness to participate in recreational activities
- Repeated attempts to run away from home by a child/youth who is otherwise not a behavioral problem
- Use of drugs
- Frequent absences from school that are justified by one parent only, without apparent regard for the child/youth's school performance
- Aggressive behavior toward peers
- Unusual and offensive body odors

WEPC Child Protection Policy

APPENDIX C - HOW TO RESPOND TO A CHILD/YOUTH DISCLOSING ABUSE

- Request who, where, what, when details. Leave further questioning to authorities.
- Listen
- Be sensitive to vague disclosures
- Avoid expressing shock or outrage
- Don't threaten or condemn the alleged perpetrator
- Let the child/youth know you believe him/her
- Tell the child/youth she/he was right to disclose
- Assure the child/youth the abuse was not his/her fault
- Reassure the child/youth that she/he will be safe
- Avoid questions that could make the child/youth feel responsible. Document as many details as the child/youth is comfortable disclosing
- Write down exactly what the child/youth said, noting the child/youth's demeanor and appearance
- Follow authorized reporting procedures

WEPC Child Protection Policy

FORM 1 - PAID STAFF/VOLUNTEER INFORMATION FORM

Part I

Name (last, first, middle)

Please list any other names you have used and the time period:

Current Address:

How long have you lived at this address?:

Previous Address if less than one year:

How long have you lived in North Carolina?

Other States you have lived the last 10 years?

Sex: Male Female Birthdate: _____ Member of WEPC?: No Yes since
(month/year): _____

Drivers License Number: _____ State: _____

Home Phone: _____ Cell Phone: _____

Place of Employment: _____

Work Phone: _____

WEPC Child Protection Policy

Part II

Your honest answers to the following questions will assist WEPC in providing the finest care possible. *You may also discuss your answers with a member of our pastoral staff.*

1. Have you ever been subject to any disciplinary action, complaint or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? Yes No (If yes, please explain)

2. Have you ever been arrested, charged, indicted or convicted for any criminal offense (misdemeanor or felony) other than a traffic violation? Yes No (If yes, please explain.)

3. Have you ever had your driver's license suspended or restricted for any reason? Yes No (If yes, please describe the date(s) and reasons for each occurrence.)

4. Do you currently have a problem, or have you ever been hospitalized or treated for alcohol or substance abuse? Yes No (If, yes, please explain)

5. Other than the above questions, is there any fact or circumstance involving you or your background that would cause you or the church to have concerns about your being entrusted with the supervision, guidance and care of minors? Yes No (If yes, please explain.)

6. Would you like to meet with a member of the pastoral staff regarding the issues listed above or for any other concerns?
Yes No. If yes, and you would prefer a specific staff member, please indicate your choice: _____

WEPC Child Protection Policy

Part III - Authorization and Release

I recognize that WEPC is relying on the accuracy of the information I provide on the Paid Staff/Volunteer Information Form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct. I voluntarily release the organization and any such person or entity listed on the Paid Staff/Volunteer Information Form from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation.

I agree to abide by all policies and procedures of the organization and to protect the health and safety of the children or youth assigned to my care or supervision at all times.

Printed Name: _____

Signature: _____ Dates _____

This form is confidential and will be kept in a locked file in the office of West End Presbyterian Church, West End, NC. The social security number provided below will be removed and destroyed immediately after background check.

Note: You will be required to attend a scheduled training session on abuse prevention and WEPC CHILD PROTECTION POLICY, before you work as an employee or volunteer.

Social Security # _____

WEPC Child Protection Policy

FORM 2 - SUSPECTED ABUSE INCIDENT REPORT FORM

Date of Report _____

Reason for Report

Date of Incident _____ Time _____

Name of reporter _____

Title _____

Name of child/youth _____ Age _____

Name of custodial parent or guardian _____

Address _____ City _____

State _____ Zip Code _____ Phone _____

Name of alleged perpetrator _____

Address _____ City _____

State _____ Zip Code _____ Phone _____

Quote the child's/youth first words verbatim:

Briefly describe child's/youth' demeanor/appearance:

