

# **CHILD PROTECTION POLICY**

## **SILVER SPRING PRESBYTERIAN CHURCH**

### **POLICY FOR THE PROTECTION OF CHILDREN AND YOUTH**

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# INTRODUCTION:

When the disciples tried to keep the children away from Jesus, he was quick to respond, “Let the children come to me.” Jesus taught that children were to be included and provided for within the community of faith. Today, the church may be the only place where some children find the unconditional love and care they so desperately need to grow and thrive. As Christians, we must take our responsibilities to our children very seriously. We fail in our responsibilities if we neglect to take adequate precautions against abuse in our churches. It is unlikely that we can completely prevent child abuse in every situation, but it is possible for us to greatly reduce the risk by following a thorough practical policy of prevention. This policy attempts to do just that for Silver Spring Presbyterian Church. It is based on our understanding of the widespread problem of abuse throughout our country.

Every 15 seconds a child is abused or neglected.<sup>1</sup> Often abuse occurs in settings where children should have been able to feel safe—homes, schools, camps, and most sadly the church. In more than three quarters of the reported incidents of child abuse, the victim was related to or acquainted with the abuser.<sup>2</sup>

The purpose of this policy is to protect all the children that come to us, to protect both our paid and volunteer staff from potential false allegations of abuse and to limit the extent of legal liability of Silver Spring Presbyterian Church.

Presented herein is a comprehensive plan in response to the issue of abuse. This plan will include the following procedures: **Screening, Supervision, Reporting, and Response.**

The following policies are the MINIMUM necessary precautions for protecting children. Silver Spring Presbyterian Church will endeavor to monitor updates and recommendations by the Presbytery of Carlisle, the Synod of the Trinity, the General Assembly of the PC(USA), other local congregations, and the state of Pennsylvania and may modify these procedures in the future.

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<sup>1</sup> Joy Thornburg Melton, *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church* (Nashville, TN: Discipleship Resources, 1998). Rev. Melton is an ordained deacon in the N. Carolina Conference of the United Methodist Church who is both a Christian educator and a lawyer.

<sup>2</sup> Ibid.

# DEFINITIONS:

- **Adult:** Means a person eighteen (18) years of age or older.
- **Child Abuse:** The term "child abuse" shall mean intentionally, knowingly or recklessly doing any of the following:
  - (1) Causing bodily injury to a child through any recent act or failure to act.
  - (2) Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.
  - (3) Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.
  - (4) Causing sexual abuse or exploitation of a child through any act or failure to act.
  - (5) Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.
  - (6) Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
  - (7) Causing serious physical neglect of a child.
  - (8) Engaging in any of the following recent acts:
    - (i) Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.
    - (ii) Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
    - (iii) Forcefully shaking a child under one year of age.
    - (iv) Forcefully slapping or otherwise striking a child under one year of age.
    - (v) Interfering with the breathing of a child.
    - (vi) Causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement.
    - (vii) Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
      - (A) Is required to register as a Tier II or Tier III sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders), where the

victim of the sexual offense was under 18 years of age when the crime was committed.

(B) Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors.

(C) Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions).

(9) Causing the death of the child through any act or failure to act.

**Restatement of culpability.**--Conduct that causes injury or harm to a child or creates a risk of injury or harm to a child shall not be considered child abuse if there is no evidence that the person acted intentionally, knowingly or recklessly when causing the injury or harm to the child or creating a risk of injury or harm to the child.

**Child abuse exclusions.**--The term "child abuse" does not include any conduct for which an exclusion is provided in section 6304 (relating to exclusions from child abuse).<sup>3</sup>

- **Child:** Means any person under the age of eighteen (18). Therefore when the term “children’s activities” is used, this is referring to any and all events or activities involving individuals under the age of eighteen (18).
- **Children’s Activities:** Means any activity or program in which children are under supervision of staff persons or volunteers. See also: definition for “Child.”
- **Staff Person:** Means any person employed by Silver Spring Presbyterian Church or another non-church program using the church’s facilities who is responsible for children’s activities. This person has regular and direct contact with children and is counted in the two-adult rule.
- **Volunteer:** Means any adult, who assists in conducting children’s activities under the supervision of a staff person, has regular and direct contact with children, and is counted in the two-adult rule.

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<sup>3</sup> Pennsylvania Child Protective Services Law 23 Pa.C.S.A.6303.

- **Mandated Reporter:** For the purpose of this policy means any person—a staff person, volunteer, or otherwise—who observes alleged abuse or to whom alleged abuse is reported<sup>4</sup>. That person is required to report all incidents of alleged abuse to the Pennsylvania Childline and Abuse Registry.
- **“Staff person in charge of a children’s activity or program”:** Means the church employee responsible for the conduct of this activity. In the case of non-church programs (i.e. not Silver Spring Presbyterian Church) operating on church property, the duties of the “staff person in charge of the children’s activity” shall be carried out by the lead staff person or volunteer present from their group or program.
- **We:** Means Silver Spring Presbyterian Church.
- **Non-Church Programs:** Means any group other than Silver Spring Presbyterian Church who may be using the church facilities for any reason.

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<sup>4</sup> By Pennsylvania state law, everyone is considered a mandated reporter and is required to report alleged child abuse. With regard to clergy, Pennsylvania law also includes a “clergy-penitent” privilege, 42 Pa.C.S.A.5943 which states: *“No clergyman, priest, rabbi, or minister of the gospel of any regularly established church or religious organization, except clergymen or ministers who are self-ordained or who are members of religious organizations in which members other than the leader thereof are deemed clergymen or ministers, who while in the course of his/her duties has acquired information from any person secretly and in confidence shall be compelled or allowed without consent of such person, to disclose that information in any legal proceeding, trial, or investigation before any government unit.”* Those church staff persons or volunteers to whom this policy applies who believe they have received information regarding child abuse which might be covered by this section of PA law should seek legal counsel.

# SCREENING PROCEDURES:

Careful **screening** is one way to prevent the abuse of children. It can be time consuming and expensive, but well worth the effort in peace of mind, knowing that the most reliable, committed and experienced staff and volunteers are in place for every program that involves children. The screening procedures are as follows:

1. All clergy and staff persons who will have regular and direct contact with children shall be required to follow all hiring protocols established by Silver Spring Presbyterian Church and its preschool, including but not limited to, providing a Report of Criminal History from the Pennsylvania State Police, a Child Abuse History Clearance from the Department of Human Services, and a FBI Criminal Background Check.<sup>5</sup>
2. All volunteers who will have regular and direct contact with children shall be required to fill out a volunteer application.<sup>6</sup> The application should be completed as soon as possible and submitted to the staff person in charge of the program of which they are seeking involvement prior to an interview. The application shall include but is not limited to:
  - a. Standard contact information
  - b. Experience and qualifications for the position
  - c. Voluntary disclosure of past criminal history and allegations of criminal history
  - d. Listing of 3 non-related references. This list shall have, at least, a contact phone number for all references, if not further contact information. This portion of the application process is considered incomplete if a phone number for all references is not provided.
  - e. A completed background check which shall include a Report of Criminal History from the Pennsylvania State Police and a Child Abuse History Clearance from the Department of Humans Services.<sup>7</sup>
  - f. With the exception of the preschool, persons wishing to volunteer with the children's ministry or youth ministry shall demonstrate an active relationship with Silver Spring Presbyterian Church for at least six (6) months before being allowed to be in a supervisory role in children's activities (Some exceptions can be made

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<sup>5</sup> Clearances can be found at: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>. There are two different FBI clearances to choose from. Church staff should follow the link through the Department of Human Services, while preschool staff should follow the link through the Department of Education. There is a clear distinction between the links online, please read them carefully.

<sup>6</sup> The volunteer application can be found on pages 13, 17, and 21 of this policy for the preschool, children's ministry and youth ministry, respectively.

<sup>7</sup> Clearances can be found at: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>.



at the discretion of the Head of Staff and/or staff person in charge of the children's program).

3. As required by Pennsylvania state law, any volunteer whose primary residence was outside of Pennsylvania within ten (10) years prior to their working with children, will be required to submit an FBI Criminal Background Check.<sup>8</sup>
4. All forms and reference reports shall be kept as a part of an applicant's confidential personnel file. All forms shall be kept in a locked file on the church premise for the entire term of an individual's service. When an individual removes him/herself or is removed, an electronic copy of all files will be stored on the church server. All hard copies will be destroyed. Any and all notes pertaining to all reference checks and/or an individual's time of service shall also be included in the confidential personnel file. All applications and related forms must be completed.
5. Non-church programs shall maintain their own personnel files. Silver Spring Presbyterian Church reserves the right to obtain an explanation of the non-church program's record-keeping process and, upon written request of the Head of Staff or staff person in charge of the children's activity, to be given copies of documents applicable to programs conducted at Silver Spring Presbyterian Church. In addition, any non-church programs wishing to use church facilities must obtain and complete Silver Spring Presbyterian Church's Facilities Use Policy and Application, as well as, the Child Abuse and Risk Prevention Statement.<sup>9</sup>
6. The staff person in charge of the children's activity(ies) is responsible for reviewing this policy and discussing a volunteer's application with each applicant during an interview prior to service.
7. In the event that an extra driver is need for a children's activity and the request for a driver's license check is not an applicable option at the present time, it is at the discretion of the staff person in charge of the children's activity to decide whether the person is able to drive for the activity. If the driver is needed then s/he will be required to complete the Volunteer Driving Record Statement.<sup>10</sup>

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<sup>8</sup> The FBI Criminal Background Check is required in addition to the Report of Criminal History from the Pennsylvania State Police and Child Abuse Clearance from the Department of Human Services. These clearances can be found at: <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>. **\*Regarding FBI clearances, see footnote 5.**

<sup>9</sup> The Facilities Use Policy and Application can be found at: [www.silverspring.org/missionhistoryresources/](http://www.silverspring.org/missionhistoryresources/). Silver Spring Presbyterian Church's Child Abuse and Risk Prevention Statement can be found on page 29 of this policy.

<sup>10</sup> The Volunteer Driving Record Statement can be found on page 25 of this policy.

# SUPERVISION PROCEDURES:

**Supervision** procedures are designed to reduce the possibility of abuse to children and to protect staff persons and volunteers from unwarranted accusations. Again, these are MINIMUM standards and each children's activity may adopt more stringent requirements as necessary.

1. **Annual Training** is a requirement for all staff persons and volunteers who will have regular and direct contact with children. The training shall include, but not be limited to, an orientation of Silver Spring Presbyterian Church's Child Protection Policy and Pennsylvania state laws regarding mandated reporting. Thereafter, other training will be offered on an *as needed* basis, utilizing a variety of media.
2. Minimum supervisory standards will include the **"two-adult rule"**.<sup>11</sup> The two-adult rule requires that no matter the size of the group, there will always be two unrelated (if possible) adults present. This may include the presence of an adult "roamer" who moves in and out of rooms.

\*In the case of the preschool, should a child need to be removed from the classroom on a one-on-one basis pertaining to services received through a licensed, outside agency, such as Capital Area Intermediate Unit, Parent(s)/Guardian(s) will be required to fill out and sign a liability waiver<sup>12</sup> prior to any services received.

3. **No child will be left unsupervised** while attending a Silver Spring Presbyterian Church children's activity or participating in a children's program.
4. Each room or space where children are being cared for shall have clear visual access via first floor windows and/or a window in the door and/or the door shall be left open. **All activities should occur in open view.**
5. Should the children's activity be **an outdoor program** or occur in a setting which makes it difficult to comply with this policy, staff person or volunteer in charge of the activity shall take appropriate measures to make sure that the setting suits the activity, and **the children are properly supervised.**

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<sup>11</sup> Abusers thrive on secrecy, isolation, and their ability to manipulate victims. When abusers know they will never have the chance to be alone with potential victims they will quickly lose interest. The two-adult rule also protects Silver Spring Presbyterian Church's staff persons and volunteers from potential false allegations.

<sup>12</sup> This liability waiver can be found on page 27 of this policy.

6. **Registration** materials for activities off church property in which children are outside of the direct supervision of their parents/guardians shall require signed written permission forms.
7. No person shall supervise an age group unless he/she is AT LEAST **eighteen (18) years** of age or older and is **five (5) years** older than the children being supervised.<sup>13</sup>
8. Accurate **participation records** shall be maintained for all children's activities. At a minimum, these records should list the date and hours of the activity, its location, the names of the children participating (including whether any were dismissed early and the times of such dismissals), and the names of the adults involved directly in the activity and other supervisors on site that day.

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<sup>13</sup> While in some situations, younger counselors and aides may provide excellent help, people under the age of eighteen (18) cannot be expected to have developed the maturity and judgement that is needed to be fully responsible for younger children. Putting children in charge of children invited disaster.

# REPORTING PROCEDURES:

Once an incident of child abuse occurs or allegation of an incident is made, it is crucial that it be dealt with speedily and in a clearly outlined manner.

1. Any person—a staff person, volunteer, or otherwise—who observes alleged abuse or to whom such alleged abuse is reported is required by PA state law, as a mandated reporter, to **report the incident immediately to the Pennsylvania Childline & Abuse Registry.**<sup>14</sup> **If the victim of the alleged abuse is in immediate danger, please call 911.**
2. In instances of [alleged] abuse regarding the preschool, all staff persons and volunteers should report the incident to the Preschool Director, or the appointed Acting Director, **immediately subsequent to making a report to the Pennsylvania Childline & Abuse Registry.**
3. In instances of [alleged] abuse regarding the children's ministry or youth ministry, all staff persons and volunteers should report the incident to the staff person in charge of the children's program **immediately subsequent to making a report to the Pennsylvania Childline & Abuse Registry.**
4. In instances of [alleged] abuse in which the staff person in charge of the children's program is the alleged abuser, staff persons and volunteers should **report the incident directly to the Head of Staff.**
5. In instances of [alleged] abuse in which the Head of Staff is the alleged abuser, **report should be made to any other ordained Presbyterian minister on staff or, if not available, to the Clerk of Session.**
6. Any person who is the object of the report will be required to **refrain from all children's activities until the incident report is resolved and they have been cleared of all allegations.**
7. In any removal of a person from any children's activities, **care should be taken to handle this in a discreet manner,** recognizing that an investigation is still being conducted.

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<sup>14</sup> Reports to the Pennsylvania Childline & Abuse Registry can be made by calling 1-800-932-0313.

# RESPONSE PLAN:

A quick, compassionate and unified response to an alleged incident of child abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in a children's activity, the entire staff of that activity shall be at the service of all official investigating agencies.

1. **The Head of Staff or whoever is appointed in his/her place is the only person(s) authorized to make statements to representatives of the media.** All requests for statements should be directed to the Head of Staff or whoever is appointed in their place.
2. **Training** in how to handle media requests will be a regular part of staff training. A spirit of cooperation in helping the media find the *official spokesperson* is vital.
3. In response to all allegations of child abuse, the person who initially observed the alleged abuse or to whom the alleged abuse was reported shall make the initial contact with the Childline & Abuse Registry. In addition, a brief record of the incident will be kept by the person making the report. (i.e. Their name, the names of those involved, ages, event, allegation/report...etc.) This report shall be given or communicated to the Head of Staff or person appointed in their place.
4. The Head of Staff, or person appointed in their place, will notify the church's insurance company representative, their attorney, and the Executive Presbyter of the Presbytery of Carlisle, and inform them of the allegation that is being made and any subsequent reports being filed.
5. In any instance where an allegation is made, the custodial parent(s)/guardian(s) will be notified immediately and a face-to-face meeting with the parent(s)/guardian(s) and the Head of Staff and/or the staff person in charge of the children's program will be scheduled. If the allegation is made against the custodial parent(s)/guardian(s), where appropriate, contact will be made at the discretion of the Head of Staff in a timely fashion.
6. At the discretion of the Head of Staff or the individual appointed in his/her place, an emergency meeting will be held with the pastoral staff and the elders to determine communication with the church body and the community.
7. In any case, **pastoral support** will be available to all persons involved with the incident as indicated.

# SILVER SPRING PRESBYTERIAN CHURCH

Volunteer Application: PRESCHOOL

## PERSONAL INFORMATION

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

Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Do You Have Children? (*Circle One*)    Yes    No

If so, have they ever or are they currently attending the preschool? (*Circle One*)    Yes    No

If yes, when? \_\_\_\_\_

## EMPLOYMENT

Are you currently employed? (*Circle One*)    Yes    No

Current Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Work/Job Title: \_\_\_\_\_

## CRIMINAL BACKGROUND

Have you ever been charged with or convicted of any crime or felony of any sort?  
(*Circle One*)    Yes    No

If yes, please explain:

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## **VOLUNTEER EXPERIENCE**

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Briefly describe your volunteer experience: \_\_\_\_\_

\_\_\_\_\_

How did you hear about volunteering for the preschool? \_\_\_\_\_

Why do you want to volunteer with the preschool? \_\_\_\_\_

\_\_\_\_\_

## **VOLUNTEER INTERESTS INTRESTS**

How many hours per week can you spend on the preschool? (*Circle One*)

1-4      4-6      6-8      8-10      10 or more

Have you ever been reprimanded or asked to step down from a volunteer position of a similar capacity in the past? \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

## **REFERENCES**

Please provide three (3) references of those whom you know that you are not related to.

[1] Name: \_\_\_\_\_

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

[2] Name: \_\_\_\_\_

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

[3] Name: \_\_\_\_\_

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

## RESPONSIBILITIES

I AGREE TO SUBMIT A REPORT OF CRIMINAL HISTORY FROM THE PA STATE POLICE AND A CHILD ABUSE HISTORY CLEARANCE FROM THE DEPARTMENT OF HUMAN SERVICES. *(Circle One)* Yes No

HAVE YOU LIVED OUTSIDE OF PA IN THE LAST TEN (10) YEARS?  
*(Circle One)* Yes No

IF YES, I AGREE TO SUBMIT AN FBI CRIMINAL BACKGROUND CHECK.  
*(Circle One)* Yes No N/A

I AGREE TO DO MY BEST TO SUPPORT THE PRESCHOOL, ITS VOLUNTEERS AND STAFF, AND ITS MISSION. *(Circle One)* Yes No

## WAIVER AND CONSENT

*I understand that by filling out this application, any false information provided may negatively affect my volunteer status with the Silver Spring Presbyterian Church Preschool. I authorize the Silver Spring Presbyterian Church Preschool to contact the personal references I have identified, and to conduct a reasonable investigation into my suitability for work with children.*

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

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*(For preschool personnel records only)*

\_\_\_\_\_  
(Date of Interview)

\_\_\_\_\_  
(Signature of Preschool Director)



# SILVER SPRING PRESBYTERIAN CHURCH

Volunteer Application: CHILDREN'S/YOUTH MINISTRY

## PERSONAL INFORMATION

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

Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Do You Have Children? (*Circle One*)    Yes    No

If so, are they members of the children's/youth ministry? (*Circle One*)    Yes    No

## EMPLOYMENT

Are you currently employed? (*Circle One*)    Yes    No

Current Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Street: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Work/Job Title: \_\_\_\_\_

## CRIMINAL BACKGROUND

Have you ever been charged with or convicted of any crime or felony of any sort?  
(*Circle One*)    Yes    No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CHURCH BACKGROUND

Are you currently a member of SSPC? (*Circle One*) Yes No

If not, are you currently attending another church? Which one?: \_\_\_\_\_

\_\_\_\_\_  
List any responsibilities or positions you currently have within the church: \_\_\_\_\_

\_\_\_\_\_  
What other organizations or programs are you involved in? \_\_\_\_\_

## VOLUNTEER/MINISTRY EXPERIENCE

Briefly describe your volunteer experience: \_\_\_\_\_

\_\_\_\_\_  
How did you hear about volunteering for this ministry? \_\_\_\_\_

\_\_\_\_\_  
Why do you want to volunteer for this ministry? \_\_\_\_\_

## MINISTRY INTERESTS

How many hours per week can you spend in this ministry? (*Circle One*)

1-4      4-6      6-8      8-10      10 or more

Have you ever been reprimanded or asked to step down from a volunteer position in a ministry in the past? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

## REFERENCES

Please provide three (3) references of those whom you know that you are not related to.

[1] Name: \_\_\_\_\_

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

[2] Name: \_\_\_\_\_

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

[3] Name: \_\_\_\_\_

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

## RESPONSIBILITIES

I AGREE TO SUBMIT A REPORT OF CRIMINAL HISTORY FROM THE PA STATE POLICE AND A CHILD ABUSE HISTORY CLEARANCE FROM THE DEPARTMENT OF HUMAN SERVICES. *(Circle One)* Yes No

HAVE YOU LIVED OUTSIDE OF PA IN THE LAST TEN (10) YEARS?

*(Circle One)* Yes No

IF YES, I AGREE TO SUBMIT AN FBI CRIMINAL BACKGROUND CHECK.

*(Circle One)* Yes No N/A

I AGREE TO DO MY BEST TO SUPPORT THE CHILDREN'S/YOUTH MINISTRY, ITS LEADERS AND VOLUNTEERS, AND ITS MISSION. *(Circle One)* Yes No

## WAIVER AND CONSENT

*I understand that by filling out this application, any false information provided may negatively affect my volunteer status with Silver Spring Presbyterian Church's children's/youth ministry. I authorize Silver Spring Presbyterian Church to contact the personal references I have identified, and to conduct a reasonable investigation into my suitability for work with children.*

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

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*(For church personnel records only)*

\_\_\_\_\_  
(Date of Interview)

\_\_\_\_\_  
(Signature of Staff Person in charge of children's ministry)

# Volunteer Driving Record Statement

Silver Spring Presbyterian Church

I, \_\_\_\_\_ acknowledge the necessity of this form and the liability that Silver Spring Presbyterian Church takes on by allowing me to transport children on behalf of the church and/or its preschool without a valid driver's license check. It is with that understanding that I submit the following:

- I have not had any moving violations and/or traffic violations or accidents within the last three (3) years.
- I have not had more than one (1) vehicle related suspension in the last three (3) years.
- I have not been convicted of a DUI within the last five (5) years.
- I do not have any reckless driving or felony driving convictions within the last five (5) years.
- I have never been convicted of passing a school bus.
- I have never been convicted of using an auto in the commission of a felony.

It is on the basis of this statement that the above person mentioned will be authorized to

transport children for \_\_\_\_\_ on \_\_\_\_\_  
(Name of event) (Date of event)

\_\_\_\_\_  
*Signature of Volunteer Driver*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of SSPC Staff Person*

\_\_\_\_\_  
*Date*

# Waiver of Liability

Silver Spring Presbyterian Church Preschool

I understand that it is the policy of the Silver Spring Presbyterian Church's Preschool to follow the two adult rule<sup>15</sup> and that no child will be left alone with an adult. This policy is in place based on the recommendations of the state of Pennsylvania and Silver Spring Presbyterian Church's insurance company, and is for the prevention of abuse and the protection of children participating in its preschool.

That said, I give my permission for an employee of \_\_\_\_\_  
(Name of Licensed Agency)

to remove my child, \_\_\_\_\_,  
(Name of Child)

one-on-one basis, for the purpose of \_\_\_\_\_.  
(Reason for Service)

Additionally, in signing this statement, I hereby release Silver Spring Presbyterian Church, its staff, faculty, and volunteers from any and all liability associated with any incident that may occur while on the property of Silver Spring Presbyterian Church or any of its facilities because of my child's relationship with the above listed agency.

\_\_\_\_\_  
(Print Name of Parent/Guardian)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

<sup>15</sup> The two adult rule states that no matter the size of the group there will always be at least two unrelated (if possible) adults present at all times. This may include the presence of an adult roamer. [Child Protection Policy, page 9.]

# Child Protection Policy

Statement of Child Abuse & Risk Prevention—Silver Spring Presbyterian Church

I/We declare that I/we have read Silver Spring Presbyterian Church’s Child Protection policy<sup>16</sup> or have a similar policy in place for the protection of any child<sup>17</sup> who participates in this event being held at Silver Spring Presbyterian Church or any of its facilities. I/We agree to follow those procedures in place by said policy which include, but are not limited to:

- Appropriate screening (based on PA state requirements) for all adults<sup>18</sup> involved in leadership who will have regular contact with children.
- Follow the “two-adult” rule. No matter the size of the group, there will always be at least two (2) unrelated (if possible) adults present.
- In the case of an incident, every adult is considered a mandated reporter by the state of Pennsylvania. Anyone who fails to make a report with the *PA Childline & Abuse Registry*<sup>19</sup> may be held liable.

Additionally, in signing this statement, I/we hereby release Silver Spring Presbyterian Church, its staff, faculty, and volunteers from any and all liability associated with any incident that may occur while on the property of Silver Spring Presbyterian Church or any of its facilities.

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(Print Name)

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(Signature)

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(Date)

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<sup>16</sup> Silver Spring Presbyterian Church’s Child Protection policy is available at [www.silverspring.org/missionhistoryresources](http://www.silverspring.org/missionhistoryresources).

<sup>17</sup> *Child* is defined as anyone under the age of eighteen (18).

<sup>18</sup> *Adult* is defined as anyone eighteen (18) years or older.

<sup>19</sup> PA Childline & Abuse Registry (1-800-932-0313)

# APPENDIX A:

A recommendation of moving violations that would/should keep volunteers from transporting children.

Within three (3) years of violation:

- No more than two (2) violations and/or accidents
- No more than one (1) vehicle related suspensions/reinstatements

Within five (5) years of violation:

- No DUI
- No reckless driving convictions
- No felony driving convictions

Avoid drivers that also have a conviction for:

- Passing a school bus
- Using an auto in the commission of a felony

# APPENDIX B:

A recommendation of convictions that should keep persons from employment/volunteering with children.

\*\* This list is a recommendation presented by the Department of Public Welfare (DPW).

Criminal Homicide  
Aggravated Assault  
Harassment and Stalking  
Kidnapping  
Unlawful Restraint  
Rape  
Statutory Sexual Assault  
Involuntary Deviate Sexual Intercourse  
Sexual Assault  
Aggravated Indecent Assault  
Indecent Assault  
Indecent Exposure  
Incest  
Concealing the Death of a Child  
Endangering the Welfare of Children  
Dealing in Infant Children  
Prostitution and Related Offenses  
Pornography  
Corruption of Minors  
Sexual Abuse of Children  
Felony Offense for Controlled Substance, Drugs