

## **POLICY RATIONALE**

Implementing a Child/Youth/Vulnerable Adult Protection Policy is essential to minimize the risk of abuse and neglect. This is because children, youth, and vulnerable adults are a precious gift from God, and it is the Church's responsibility to ensure their safety and well-being. The Church is a place that should reflect the open arms of Jesus and be a safe haven for everyone, regardless of their age or vulnerability. As Jesus said in Matthew 19:14, "Let the little children come to me." The Church, at all levels of council and in all entities, should be a place of safety and care, embodying the love and compassion of Christ. Any form of abuse inflicted on children, youth, or vulnerable adults is deeply damaging and has long-lasting effects on the victim's life. The Church's mission is to be an agent of healing and hope for the community and individuals, rather than an entity that causes harm and hurt. Therefore, it is crucial to have a Child/Youth/Vulnerable Adult Protection Policy in place to ensure that the Church fulfills its mandate to provide a safe and nurturing environment for all.

## **SCREENING, TRAINING, AND BACKGROUND CHECKS**

A child/youth worker, whether paid staff, contractor, or volunteer, shall be subject to the following rules:

- Any individual taking on a role that involves working with children or youth must first complete the Paid Staff / Volunteer Information Sheet (Form 1) and undergo training in the Child Protection Policy.
- All child/youth workers must be at least eighteen years old and four years older than the oldest youth whom they are serving.
- All child/youth workers must consent to a criminal background check. These checks shall be run no more than six months prior to the event. (Child/youth workers who participate annually in events may only be required to have one background check per calendar year.)
- All child/youth workers must adhere to the code of conduct set forth by Setauket Presbyterian Church, its policies, and guidelines regarding child protection and safety.
- All child/youth workers must adhere to ongoing supervision and evaluation by the organizing council or designated supervisor to ensure that the child/youth worker's performance and conduct align with the organization's values and standards.
- All child/youth workers must attend regular meetings, training sessions, or other professional development opportunities if applicable.
- All child/youth workers must maintain confidentiality and the proper handling of all sensitive information related to the children and youth being served.

- All child/youth workers must promptly report any suspicions or incidents of child abuse or neglect in accordance with mandatory reporting laws and organizational protocols.
- All child/youth workers must implement best practices in engaging and supporting children and youth, including promoting positive behavior, emotional well-being, and respecting diversity and inclusion.
- All child/youth workers must fulfill any additional requirements or responsibilities specified by the Christian Education Committee, Pastor, or Session.
- All paid employees working directly with children or youth at any SPC event, must be certified in first aid and CPR.
- No person may serve as a child/youth worker who has a conviction on his/her/their record of certain felonies or misdemeanors, including, but not limited to, any of the following:
  - Criminal homicide;
  - Aggravated assault;
  - Crimes related to the possession, use, or sale of drugs or controlled substances within the past 5 years;
  - Sexual abuse;
  - Sexual assault;
  - Injury to a youth;
  - Incest;
  - Indecency with a youth;
  - Inducing sexual conduct or sexual performance of a youth;
  - Possession or promotion of child pornography;
  - The sale, distribution, or display of harmful material to a minor;
  - Employment harmful to youth;
  - Abandonment or endangerment of a youth;
  - Kidnapping or unlawful restraint;
  - Public lewdness or indecent exposure; and enticement of a youth;
  - Any crime that involves sexual misconduct or sexual abuse, particularly if it involves misconduct or abuse with a minor;
  - Any crime that involves misuse of technology for sexual purposes, such as collecting or distributing photographs of minors who are naked or in sexual or inappropriate poses (child pornography);
  - Any crime that involves the use of force, such as assault or endangerment;
  - Any crime that involves abduction and kidnapping;
  - Any crime that involves drinking and driving, such as driving while intoxicated within the past 5 years.

In addition, if a committee or SPC staff member is aware that a child/youth worker has a prior conviction for one of the aforementioned crimes or a related crime, the child/youth worker shall automatically be ineligible to attend a child/youth event in any capacity.

Training sessions will be conducted regularly and as needed, with the schedule being determined by the Christian Education Committee. This ensures that all volunteers are aware of and knowledgeable about the policies and procedures in place to protect children and youth. The training will cover topics such as appropriate behavior, reporting procedures, and potential signs of abuse or neglect.

It is important to note that exceptions to this requirement for one-time or short-term volunteers can only be made by a pastor. This is to ensure consistency and adherence to the Child Protection Policy across all volunteer roles.

Additionally, it is not only volunteers who are subject to this policy. All church officers, including elders and deacons, as well as staff members, are also required to undergo training in this policy. This ensures that everyone involved in our church community is aware of the standards and expectations surrounding child/youth/vulnerable adult protection.

The scheduling of training for church officers and staff members will be done on an as-needed basis, determined by the Christian Education Committee. This allows for flexibility in ensuring that all individuals in leadership roles have up-to-date knowledge of the policy.

By implementing this policy and requiring training for all individuals working with children, youth, and vulnerable adults, we aim to create a safe and secure environment for all members of our church community.

- A person shall be designated as a point of contact for individuals wishing to report instances of misconduct or suspicions of misconduct. This person shall be trained in handling such reports and shall ensure that they are promptly forwarded to the appropriate authorities for investigation.
- This policy shall be made readily available to all members of the church congregation, as well as to parents, teachers, and volunteers involved in child and youth programs. It shall be posted on the church's website and included in any printed materials relating to the programs.
- Any changes or updates to this policy shall be communicated to all affected individuals in a timely manner. Such changes shall also be reviewed and approved by the Session prior to implementation.

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

## **REQUIREMENTS OF PARENTS/GUARDIANS FOR THE SAFETY OF CHILDREN OR YOUTH**

The following guidelines are to be followed for children and youth attending Church School or any authorized infant/toddler care program:

- Parents or guardians must fill in a Registration Form (Form 4) for their children. Youth attending youth group must have a Registration Form (Form 6) filled and signed by their parent or guardian before their third visit.
- Children up to 6th grade attending church school will only be released to their parent or to a person authorized by the parent.
- Parents or guardians must sign a permission slip, including a medical release form (Form 5 or Form 7) provided by the Event Coordinator, for any field trips or overnight events.
- It is the responsibility of parents or guardians to ensure their children's safety during transportation to and from church or off-site events when transportation is not provided by the church.
- Children or youth are the responsibility of their parents or guardians when not engaged in class or church programs.

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

## **REQUIREMENTS RELATED TO CHURCH EMPLOYEES**

In order to ensure the safety and protection of the children, youth, and vulnerable adults within our community, we have implemented a Child/Youth/Vulnerable Adult Protection Policy that mandates all church employees who come in direct contact with children, youth, and vulnerable adults to complete the Paid Staff / Volunteer Information Sheet (Form 1) and attend training. The Christian Education Committee will regularly schedule this training as needed to maintain the highest level of preparedness for our staff. It is our aim to foster a secure and supportive environment for all children and youth in our care through the implementation of this policy.

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

## **MANDATORY EVENT RULES FOR WORKING WITH CHILDREN AND YOUTH**

The sponsoring council or entity of the General Assembly shall ensure that the following measures be in place and actions taken for each event or activity involving children and youth:

- **Two-adult rule:** Two non-related adults must always be present in groups of children and youth. The only exception is if an emergency situation makes this not immediately possible. All child and youth workers and volunteers must be a minimum of four years older than the age group they lead or supervise.
- **Ratios:** The adult to child ratio for all child-related events/activities is 2:10. The adult to youth ratio for all youth-related events/activities is 2:17. There shall also be one adult of each gender when there is one or more minors of each gender in a group. Only in emergency situations may the ratios and gender diversity be compromised.
- **View Windows and Open Doors:** When minors and adult workers or volunteers are in a room, if the door is closed, the door must have a view window installed. If no view window is installed in the door, the door must remain open at all times.
- **Adult workers/caregivers** should respect the privacy of the children to whom they provide care. Responsible use of digital devices and cell phones is required in all situations.
- **Age-appropriate training** to children and youth should be provided regarding behavior that should be reported to the caregiver or leader of the event.
- **Transportation:** All adult drivers at child/youth/vulnerable adult events must have proper licensure and insurance on file with the organizing council. All vehicles used must have seat belts for the driver and each passenger. No minor under eighty-five pounds may sit in the front seat of any vehicle. All drivers transporting minors and vulnerable adults must be over the age of twenty-five and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers. Each vehicle must follow the ratio rules noted in point 2 in this section. Lastly, no minor may be a driver at any event or activity (this includes golf carts).
- **Forms:** The legal guardians of each minor must provide the appropriate information and medical forms for each activity/event. The information form should include all contacts for legal guardians and the medical form must include a copy of the minor's health insurance card. Further consent forms must be signed by legal guardians for any off-campus events. Any photos at the event that are used in social media or published material by the organizing council must be released by a signed consent form from a participant's legal guardian as well as the minor. All such forms must be stored at the event site, in a secure place with restricted access.
- Each event/activity must ensure that rules are gone over with participants at each event/activity. These rules shall include but are not limited to a code of conduct specific to the event/activity, as well as a list of prohibited and expected behaviors for the specific event/activity. The code of conduct and prohibited and expected behaviors list should be given in written form to each participant and legal guardians, as well as discussed thoroughly at the beginning of the event/activity.
- Children/youth and adults must maintain different showering and grooming hours at events in which bathrooms and shower rooms are shared in housing. These hours must be posted on site.
- Adults should never share sleeping quarters with children or youth. The exception to this rule is for the occasional legal caregiver/child situation or parent/child situation. If a child/youth requires a

caregiver/parent, written permission must be given and kept on record from the child/youth's parent/legal guardian.

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

## **CODE OF CONDUCT**

All volunteers and employees at any Setauket Presbyterian Church related events must also abide by a code of conduct that prohibits certain behaviors. Some of these prohibited behaviors include but are not restricted to:

- Display of sexual affection toward a child.
- Use of profanity or off-color jokes.
- Discussion of sexual encounters with or around children or in any way involving children in personal problems or issues.
- Dating or becoming “romantically” involved with children (under the age of eighteen).
- Using or being under the influence of alcohol or illegal drugs in the presence of children.
- Possessing sexually oriented materials—including printed or online pornography—on church property or property being utilized for a church event.
- Having secrets with youth/children.
- Staring at or commenting on children’s bodies.
- Engaging in inappropriate or unapproved electronic communication with children.
- Working one-on-one with children in a private setting.
- Abusing youth/children in anyway, including (but not limited to) the following:
  - Physical abuse: hit, spank, shake, slap, unnecessary restraint
  - Verbal abuse: degrade, threaten, or curse.
  - Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations.
  - Mental abuse: shame, humiliation, act cruelly.
  - Neglect: withhold food, water, shelter.
- Permitting children or youth to engage in the following: hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity.

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

## **Social Networking Code of Conduct**

Each person who leads events/activities shall apply this Social Networking Code of Conduct and,

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and children, youth, or vulnerable adults.

- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures.
- Provide children, youth, and vulnerable adults and their parents/guardians with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children's and youth interactions with employees and volunteers.
- Continuously remind children and youth how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the code of conduct.

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

**POLICY OVERSIGHT AND ADMINISTRATION**

The Session is responsible for the coordination and scheduling of training, implementation, and use of the policy. Additionally, the policy and its implementation are subject to review annually by the Session as per the Standing Orders.

The Session has designated an "Administrator" responsible for maintaining a list of qualified teachers and volunteers, ensuring timely renewal of forms and training, and facilitating the checking of character references as required by this policy.

Sensitive materials, including completed volunteer forms and the results of criminal background checks, will be reviewed only by a pastor and a person designated by Session.

To be considered for volunteering with children or youth, completed Forms 1 and, if applicable, Forms 2a and 2b, must be submitted in a timely manner. The pastor will review the forms and communicate any disqualification to the prospective volunteer. If the prospective volunteer chooses not to withdraw, the Administrator will be informed to exclude them from the list of qualified volunteers.

Similarly, the results of any criminal background check must be submitted to the pastor in a timely manner and reviewed promptly. If the pastor determines that the prospective volunteer is unqualified to work with children or youth, the prospective volunteer will be notified and given the option to withdraw their application. If the volunteer chooses not to withdraw, the Administrator will be informed to exclude them from the list of qualified volunteers.

In any program or activity where children or youth are not with their parents, the Event Coordinator is responsible for submitting to the Administrator in a timely manner the names of all adults who will be volunteering. They are also responsible for ensuring that all adults have been deemed qualified under this policy.

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

## REPORTING VIOLATION OF POLICY

The following acts are prohibited by this policy and will not be tolerated during any SPC-sponsored activity or program. Any observation or personal knowledge of such violations must be immediately reported to a pastor (or the moderator of session, if the church is without a pastor), the Children and Youth Director, or the clerk of session. Should the activity of concern involve a pastor, then the matter should be reported to the General Presbyter of Long Island Presbytery.

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of sexual conduct toward a child, youth, or vulnerable adult or in the presence of children, youth or vulnerable adults;
- Sexual advances or sexual activity of any kind between any adult and a child, youth, or vulnerable adult;
- Inappropriate sexual advances or activity between an older child and a younger child;
- Infliction of physically abusive behavior or bodily injury to a child, youth, or vulnerable adult;
- Physical neglect of a child, youth, or vulnerable adult, including failure to provide appropriate supervision in relation to the activities of SPC;
- Emotional or psychological mistreatment of a child, youth, or vulnerable adult, including verbal abuse;
- Possessing obscene or pornographic materials at any function of SPC;
- Possessing or being under the influence of any illegal substances;
- Consuming or being under the influence of alcohol while leading or participating in a program or activity for children, youth, or vulnerable adults at SPC;
- Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a child, youth, or vulnerable adult;
- Carrying any type of weapon on church property.

Any violation of this policy on the part of any volunteer will result in immediate dismissal from participation in all activities and programs of SPC involving children or youth.

Anyone who witnesses an occurrence in violation of this policy should consider the following recommendations as to how such a situation should be handled to insure the security of the child or youth involved and to protect against physical, emotional, or psychological injury to all persons involved:

- Report the incident immediately to a Pastor, the Children and Youth Director, or the Clerk of session;
- Do not leave the child or youth(s) unsupervised while reporting the incident;
- Do not personally confront the alleged or accused violator of the policy;
- The moderator of Session will be solely responsible for all communications on behalf of the church and shall maintain a confidential, written report of the allegation and action taken.

In the event anyone personally witnesses an occurrence in violation of this policy, or receives a report of a violation, that person will be asked to complete an Incident Report (Form 8). These forms are to be available in a designated receptacle in the church office.”

In accordance with the laws of the State of New York, any and all reports of neglect or abuse, as defined by New York State law, will be immediately forwarded to the appropriate authorities. Furthermore, the

Constitution of the Presbyterian Church (USA) imposes a mandatory reporting requirement upon all pastors (teaching elders), elders (ruling elders), and deacons, and certified Christian educators.

Compliance with the reporting requirements of this policy, set forth above, does not complete the obligation one may have to report the incident to the appropriate civil authorities.

Session shall be informed that an incident report has been made.

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

## DEFINING AND REPORTING SUSPECTED CHILD ABUSE

For purposes of this policy, child neglect and child abuse shall be defined as in the New York State Family Court Act, Section 1012:

- **A neglected child** is a child less than 18 years of age whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of his parent or other person legally responsible for his care to exercise a minimum degree of care:
  - in supplying the child with adequate food, clothing, shelter or education...or medical, dental, optometrical or surgical care, though financially able to do so or offered financial or other reasonable means to do so; or
  - in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or a substantial risk thereof, including the infliction of excessive corporal punishment; or by misusing a drug or drugs; or by misusing alcoholic beverages to the extent that the parent/guardian loses control over their actions; or by any other acts of a similarly serious nature requiring the aid of the court...; or who has been abandoned...by his parents or other person legally responsible for his care.
- **An abused child** is a child less than 18 years of age whose parent or other person legally responsible for his care:
  - inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ, or
  - creates or allows to be created a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ, or
  - commits, or allows to be committed an offense against such child defined in article one hundred thirty of the penal law; allows, permits or encourages such child to engage in any act described in sections 230.25, 230.30 and 230.32 of the penal law; commits any of the acts described in sections 255.25, 255.26 and 255.27 of the penal law; or allows such child to engage in acts or conduct described in article two hundred sixty-three of the penal law.

Church employees and volunteers are required to report any allegation where there is reasonable suspicion to believe that a child has been or is being neglected or abused by a parent or other person legally responsible for the care of that child. The employee or volunteer shall report such suspicion to a pastor, the Children and Youth Director, or the clerk of session, who will then report it to a pastor. Nothing herein contained shall be deemed or construed to prevent any employee / volunteer from reporting any suspicion directly to New York State Child Protective Services Hotline.

As outlined above, if a child is suspected of being neglected or abused by an SPC employee or volunteer at any time, or by any person while on church property or engaged in a SPC-sponsored activity, the person making the allegation must report it to a pastor, the Children and Youth Director, or the clerk of session (or, if the pastor is the perpetrator, to the General Presbyter of the Presbytery of Long Island).

Nothing herein contained shall be deemed or construed to prevent any employee / volunteer from reporting any suspicion directly to New York State Child Protective Services Hotline.

As a member of the Presbytery of Long Island, the pastor(s) will comply with the reporting and incident guidelines detailed in "The Presbytery of Long Island Policy on Sexual Misconduct" and attend the mandatory training in the policy at the earliest date offered. All incident reports required by the Presbytery's policy must be forwarded to the Stated Clerk of the Presbytery in compliance with the Presbytery's policy.

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

***Paid Staff / Volunteer Application***  
*Setauket Presbyterian Church Setauket, NY*

*To help us provide the best educational environment for the children and youth committed to us, please complete the following form. If you prefer, you may choose to discuss your answers with a pastor.*

**Part I: Information**

Name (last, first, middle, maiden):

\_\_\_\_\_

If you have ever used another name, please indicate the name and the time period(s) used:

\_\_\_\_\_

Email address:

\_\_\_\_\_

Current residential address:

\_\_\_\_\_

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

How long have you lived at this address? \_\_\_\_\_

If less than one year, provide previous address:

\_\_\_\_\_

How long have you lived in New York?

\_\_\_\_\_

Gender Identity: Male \_\_\_\_ Female \_\_\_\_ Non-Binary \_\_\_\_

Transgender \_\_\_\_ (Circle one: FTM / MTF) Other: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

**BIRTHDATE AND SOCIAL SECURITY NUMBER MUST BE COMPLETE**

Place of Employment: \_\_\_\_\_

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

Are you a member of SPC? Yes \_\_\_\_ No \_\_\_\_

If Yes, date you became a member: \_\_\_\_\_

If No, are you interested in becoming a member? Yes \_\_\_\_ No \_\_\_\_

In what area of ministry do you wish to serve and why?

What gifts and experience do you bring to this ministry?

Have you ever been arrested, charged, indicted, or convicted of any criminal offense, misdemeanor, or felony?

Yes \_\_\_\_ No \_\_\_\_

(If yes, please explain. Include any DUI, as well as any other adult arrests that were diverted prior to indictment or trial by some pre-trial probation alternative program.)

Have you ever been investigated by Child Protective Services?

Yes \_\_\_\_ No \_\_\_\_ (If yes, please explain.)

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.)

Do you use illegal drugs?

Yes \_\_\_\_ No \_\_\_\_ (If yes, please explain.)

Have you ever been hospitalized or treated for drug or alcohol use?

Yes \_\_\_\_ No \_\_\_\_

**Part II: References**

*If this is your first time being screened under a child protection policy of the Setauket Presbyterian Church, please list the names, complete addresses, telephone numbers, and the years known for three people (other than relatives and SPC staff members) who are familiar with your character and abilities. References are confidential and will be contacted as needed.*

1.

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

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

**Daytime Phone:** \_\_\_\_\_

**Evening Phone:** \_\_\_\_\_

**Nature of Relationship with You:** \_\_\_\_\_

**Number of Years Known:** \_\_\_\_\_

2.

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

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

**Daytime Phone:** \_\_\_\_\_

**Evening Phone:** \_\_\_\_\_

**Nature of Relationship with You:** \_\_\_\_\_

**Number of Years Known:** \_\_\_\_\_

3.

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

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

**Daytime Phone:** \_\_\_\_\_

**Evening Phone:** \_\_\_\_\_

**Nature of Relationship with You:** \_\_\_\_\_

**Number of Years Known:** \_\_\_\_\_

### Part III: Authorization and Release

I understand that:

A. All information that I have provided may be verified. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references. I do hereby agree to indemnify and hold harmless Setauket Presbyterian Church of Setauket, New York, its employees, representatives, and agents from any and all claims or causes of action relating in any manner to the verification of or attempts to verify the information provided, attempts to contact any references, or conversations with any references. I understand and agree that any information received from references will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

B. By signing this form, I certify and affirm that the information I have given is true, complete, and correct in all respects.

C. I have read, understand, and agree to abide by A Child Protection Policy for Children and Youth of Setauket Presbyterian Church, Setauket, New York, and I agree to complete training in the policy prior to working with children or youth of SPC.

D. By means of this release, I also authorize any previous employer, volunteer organization, law enforcement agency, Child Protective Services agency and judicial authority to release any and all requested relevant information to the Setauket Presbyterian Church, 5 Caroline Avenue, Setauket, New York 11733 (631-941-4271) upon presentation of this signed release.

E. (***applicable only to persons 18 years of age and older***) I hereby give my permission for the Setauket Presbyterian Church of Setauket, New York, to obtain information relating to my criminal history record through the appropriate agency. The criminal history record, as received from the reporting agencies, may include juvenile offenses, arrest and conviction data, as well as plea bargains and deferred adjudications. I understand this information will be used, in part, to determine my eligibility for an employment or volunteer position with the church. I also understand that I will have the opportunity to review the criminal history, and a procedure is available for clarification, if I dispute the record as received. I, the undersigned, do for myself and heirs, executors, and administrators, hereby release and forever discharge and agree to indemnify the investigating agency and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee or a volunteer with Setauket Presbyterian Church of Setauket, New York.

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

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

If under 18,  
Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*A witness to your signature is required. The information contained in this form is confidential and will be kept in a locked file in the office of a pastor at Setauket Presbyterian Church.*

## Church School and Child Care Registration Form

Setauket Presbyterian Church Setauket, NY

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parent/Guardian's:

Name: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Parent/Guardian's:

Name: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**My child's teacher should be aware of the following disability, allergy or medical condition:**

Child's Name: \_\_\_\_\_

Condition: \_\_\_\_\_

Additional Information:

\_\_\_\_\_

**I understand that participation in SPC Church School and Childcare involves mixed media presentation. Curriculum and related videos.**

[ ] I **DO NOT** authorize SPC to use and display photographs or video of my child in SPC-created print publications (e.g. SPC newsletter), on church bulletin boards, and in other internal mediums.

[ ] I **DO** authorize SPC to use and display photographs or video of my child on the church's website, social media pages, and/or other electronic means of communication. I understand that children will not be identified by name in such communications.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The success of our Church School depends upon our volunteers. Please check the ways in which parent(s)/guardian(s) would be willing to help out:**

[ ] Toddler Room Childcare [ ] Organizing the Supply Closet [ ] Teaching or substitute teaching [ ] Helping clean a classroom [ ] Classroom assistant [ ] Helping clean the Toddler Room [ ] Assist with the Christmas pageant [ ] Helping paint a classroom [ ] Assist with church school fellowship activities [ ] Doing small classroom repairs [ ] Assist with church school mission activities [ ] Bring/bake treats for special events [ ] Joining the Christian Education Committee [ ] Other \_\_\_\_\_

**Please give this completed form to your child's teacher or the director of children and youth programming.**

# Youth Group Registration

Setauket Presbyterian Church Setauket, NY

**Youth are welcome to attend youth group twice as a guest. Before returning to youth group for a third time, a parent must attend a parent meeting or speak with an Advisor/Pastor responsible for youth group, as well as complete and sign the Youth Group Registration form.**

Youth's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Youth's Grade: \_\_\_\_\_ Youth's Age: \_\_\_\_\_ Parents' Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent Phone #: \_\_\_\_\_ Home \_\_\_\_\_

Work \_\_\_\_\_ Cell Youth Cell Phone #: \_\_\_\_\_

Parents' E-mail Address: \_\_\_\_\_

Youth's E-mail Address: \_\_\_\_\_

I understand that providing my Youth's email address, I am agreeing to direct contact relating to Youth Group activities by Youth Group Advisers and that parents and guardians will receive same messages simultaneously"

{ } I do not authorize any direct email contact from Youth Group Advisers at SPC.

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

Where does this youth normally attend worship? \_\_\_\_\_

Emergency Contact:

Name \_\_\_\_\_ Address \_\_\_\_\_

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

Allergies - Please List \_\_\_\_\_

Are there any disabilities (physical, learning, or other), or any medical conditions the pastor(s)/advisors should be aware of? \_\_\_\_\_

In the event I cannot be reached, I hereby authorize my daughter/son \_\_\_\_\_ to receive medical attention necessary while a participant at youth group or any youth group event for the program year 20\_\_\_\_ - 20\_\_\_\_. I authorize any church volunteer 25 years of age or older to act on my behalf in these medical matters.

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

I understand that participation in SPC Youth Group includes virtual gatherings during which different presentations from Curriculum and other electronic sources/media are used.

I **DO NOT** authorize SPC to use and display photographs or video of my child in SPC-created print publications (e.g., Steeple News), on church bulletin boards, and in other internal mediums.

I **DO** authorize SPC to use and display photographs or video of my child on the church's website, social media pages, and/or other electronic means of communication. I understand that children will not be identified by name in such communications.

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

**The success of our Youth Program depends upon our families. Please check the ways in which either parent would be willing to help out:**

- Assisting with Programs  Driving for youth group trips  Supervise special events (swing-a-thon, retreats, etc.)  
 Help shop for retreats / special events  Additional Assistance in the kitchen (Parents of all junior high students are required to prepare, serve, and clean-up for at least one meal during the program year.)  
 Host a senior high event (e.g., dinner dialogue, pool party, etc.)

Are there any other ways not listed that either parent may be able to help out? \_\_\_\_\_

**Youth Group Code of Conduct (To be initialed by the youth)**

Your initial in front of each statement signifies your agreement to that statement

\_\_\_\_\_ I will participate fully in all planned group activities, trying my best to learn and grow while having a good time with the other youth and leaders.

\_\_\_\_\_ I will remain with the group at all times, and I will remain with the adults at all time.

\_\_\_\_\_ I will adhere to the No alcohol, No drugs, No sexual-acting-out policy.

\_\_\_\_\_ I will adhere to the No smoking policy.

\_\_\_\_\_ I will adhere to the No cell phones or texting policy.

\_\_\_\_\_ I will show respect for other persons participating in the event, and I will care for the property of the facility and other persons as if it were my own.

\_\_\_\_\_ I will show proper respect for my leaders and peers.

\_\_\_\_\_ I understand that failure to abide by this Code of Conduct will result in the adult leaders contacting my parents and discussing appropriate responses to the situation.

## Driver Form

Setauket Presbyterian Church Setauket, NY

*For those adult advisors who will be driving to, from, or during the event:*

Years of Driving Experience: \_\_\_\_\_

Driver's License No. and State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Auto Insurance Carrier: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

1. Are all licensed vehicles you own covered by insurance as required by law? Yes \_\_\_\_ No \_\_\_\_
2. Have you ever been denied a driver's license or had one suspended or revoked? Yes \_\_\_\_ No \_\_\_\_
3. Have you had any moving traffic violations or accidents in the past three years? Yes \_\_\_\_ No \_\_\_\_

*If the answer to questions 2 or 3 is YES, please explain. Give dates and details of violations and accidents and attach to this form.*

I agree to the following as a condition of being permitted to act as a Volunteer Driver:

1. I am a responsible adult at least 25 years of age.
2. The vehicle owner's insurance is the primary liability insurance coverage in the event of an accident.
3. The owner of the vehicle which I am driving is responsible for keeping the vehicle in safe working order.
4. The owner of the vehicle is responsible for all damage to the owned vehicle however caused.
5. The church's insurance shall apply in excess of the vehicle owner's liability insurance limits in the event the primary limits are exhausted, and only to the extent the church is legally obligated to pay damages.
6. I will not receive or initiate cell phone calls while operating a vehicle for church activities, to include receiving or initiating text messages or emails.
7. I will indemnify and hold the church harmless from liability and damage resulting from my operation of a motor vehicle not owned by the church. The church will indemnify and hold harmless the volunteer driver for liabilities and damages resulting from acts or negligence of the church.
8. I have read the Vehicle Use Policy and Child Protection Policy approved by the Session of the Setauket Presbyterian Church, and I will abide by the terms of those policies.
9. In the event that I have any moving traffic violations or accidents, am denied a driver's license or my license is revoked, or lose insurance coverage, and such events are not recorded on this form, I will report such information to a pastor at least one week before acting as a Volunteer Driver.

I hereby affirm that the information I have given is stated truthfully.

*A copy of Driver's License and current Auto Insurance ID Card must be attached to this form.*

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

*\*This form expires on August 1 of each calendar year.\**

## Incident Report Form

Setauket Presbyterian Church Setauket, NY

Individual(s) of Concern:

\_\_\_\_\_

Date of occurrence (observation of or received disclosure of inappropriate behavior or abuse):

\_\_\_\_\_

Time of occurrence (observation of or received disclosure of inappropriate behavior or abuse):

\_\_\_\_\_

Name of person observing or receiving disclosure:

\_\_\_\_\_

Address of person observing or receiving disclosure:

\_\_\_\_\_

Phone number of person observing or receiving disclosure:

\_\_\_\_\_

Name(s) of minor(s):

\_\_\_\_\_ Minor's Age: \_\_\_\_\_

Relationship of the Individual of Concern to the minor:

\_\_\_\_\_

**Describe the situation (please use the back of this page or attach additional pages as needed): If observing an incident, record what happened, where it happened, when it happened, who was involved, who was present, who was notified, etc. If receiving disclosure of an incident from a child or youth, record the disclosure in the words used by the child/youth.**

If reported to the State, indicate to whom reported and the response.

To your knowledge, has this situation ever occurred previously?

What action was taken?

Does anyone else have relevant information? Are there any other witnesses?