

**WESTMINSTER PRESBYTERIAN CHURCH**

**CHILD AND YOUTH SAFETY POLICY**

**WESTMINSTER PRESBYTERIAN CHURCH  
1200 MARQUETTE AVENUE  
MINNEAPOLIS, MN 55403**

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# CHILD AND YOUTH SAFETY POLICY

## 1. COVENANTAL AGREEMENT

Westminster Presbyterian Church (Westminster or Church) is a community of faith, working together to build nurturing relationships within and between families. We have committed ourselves in the covenant of Baptism to nurture our children and youth and to continue that commitment to provide a safe and secure environment for all children, youth, paid staff, and volunteers who participate in ministries and activities sponsored by the Church.

We are an urban Church whose doors are open to a broad population. Building a trusting environment requires confidence that the Church has taken the precautions necessary to provide safety for all. Establishing clear expectations defines safe boundaries. It is Westminster's belief that individuals will act responsibly and appropriately when these expectations are well defined, and so we present this *Child and Youth Safety Policy* (Policy) as a means of creating a common understanding.

## 2. POLICY APPLICABILITY (WHO IS PROTECTED)

Those protected by this Policy are all children and youth who participate in activities sponsored by Westminster.

## 3. DEFINITIONS

For clarity in all Policy references, the terms listed below are defined as followed:

- 3.1. **Child:** A "child" is a minor from birth to the completion of 5th grade.
- 3.2. **Youth:** A "youth" is a minor from 6<sup>th</sup> grade to age 18. Westminster understands that some youth turn 18 before the completion of high school, and the Church will continue to protect those individuals under the umbrella of this Policy until the time of their graduation.
- 3.3. **Activities Sponsored By:** The phrases "activity sponsored by" and "activities sponsored by" encompass any event, group, ministry, program, or service provided by or organized under the auspices of Westminster with the following exceptions:

- A. *Boy Scout Troops:*** Boy Scout Troops 33 and 100 are sponsored by Westminster but operate under policies set by the Boy Scouts of America. This Policy does not apply to the activities of either Troop.
- B. *Camp Ajawah:*** Westminster Camp Ajawah, Inc. is a separate corporation that sponsors camping programs and has its own policies. This Policy does not apply to that corporation's activities.

**3.4. *Paid Staff:*** A "paid staff" is any person compensated for work by Westminster, including but not limited to Teaching Elders (clergy), full-time staff members, part-time staff members, temporary workers, interns, and independent contractors.

**3.5. *Volunteer:*** A "volunteer" is one who offers of his/her own free will and without expectation of compensation to lead or provide childcare for the children and youth who participate in activities sponsored by Westminster. The term "volunteer" includes but is not limited to teachers, drivers, chaperones, childcare providers, youth leaders, and confirmation mentors who work with children and youth, as well as youth who serve as leaders working with children.

#### **4. REQUIREMENTS**

**4.1. *Use of Compliance Agreement Form:*** All paid staff and volunteers working with children and/or youth will be asked to sign The "Compliance Agreement Form" (see Attachment A) indicating that they have read, understand, and agree to comply with this Policy.

#### **4.2. *Volunteers***

**A. *Key Role of Volunteers.*** All volunteers who are in leadership roles in the ministry and activities of Westminster are living out the vows taken when children are baptized to nurture our children and youth in the Christian faith. Every volunteer plays a key role in fostering the spiritual development of the children and youth in our Church community.

**B. *Requirements for Volunteers.*** Volunteers working with children and youth must:

(1) Complete and submit a "Child and Youth Volunteer Application Form" (see Attachment B). This form must be completed every five (5) years. In the interim years, volunteers will be required to complete a "Child and Youth Volunteer 'Short' Form" (see Attachment C), verifying that the information provided in their application is still accurate and truthful.

(2) Submit to a criminal background check upon request by the Associate Pastor for Families, Youth and Children.

- (3) Be at least 18 years of age in order to serve in an adult volunteer role. Youth are encouraged to volunteer and may assist adults, but may not take the place of adult volunteers.
- (4) Be a Westminster member for a minimum of six months: or if a non-member or a Westminster member for less than six months, provide the name and contact information for three additional non-family references, as requested in the Volunteer Application.
- (5) Attend an orientation meeting or meet with an appropriate paid staff person to review this Policy.

#### **4.3. Drivers**

All volunteers who will be driving any children or youth to or from activities sponsored by Westminster must have a valid driver's license, provide proof of liability insurance, be at least 25 years of age, and agree to obey all traffic safety laws. Individuals who have a driving record that suggests a compromise to child and youth safety will not be permitted to drive children or youth.

Drivers who will be transporting children or youth for an extended period of time (for example, mission trips and retreats) must fill out a "Volunteer Driver Information Form" (see Attachment D).

#### **4.4. Disqualified Persons**

**A. *Who Decides:*** What constitutes a disqualifying factor that will keep a person from working with children or youth will be determined by the Senior Pastor/Head of Staff, Executive Associate Pastor, or Associate Pastor for Families, Youth and Children on a case-by-case basis in light of all the surrounding circumstances.

**B. *Examples of Disqualifying Factor***

- (1) Any person who is currently under investigation for, has pleaded no contest or guilty to, or been convicted of (1) criminal sexual conduct, (2) neglect of a child, youth, or vulnerable adult, or (3) physical abuse, will not be permitted to work or volunteer in any activities sponsored by Westminster involving children or youth.
- (2) Generally, convictions for or pleas of no contest or guilty to an offense involving minors, violence, dishonesty, illegal substances, indecency, and any conduct contrary to Westminster's mission will preclude someone from being permitted to work with children and youth.
- (3) Failure to disclose a criminal conviction when requested may also be a disqualifying factor.



#### 4.5. Use and Storage of Documents

All forms filled out by volunteers will be treated in a confidential manner to the extent feasible and consistent with applicable law and will be kept in secure storage. Only paid staff working with children and youth will review the forms. The exception to this will be in response to a report of suspicious activity, in which case the information will be made accessible to Westminster's Response Team (a team assembled in cases of credible allegations of abuse and neglect – see Section 8.2.(1)) and appropriate legal authorities.

### 5. SUPERVISORY GUIDELINES

#### 5.1. "Public View" Rule

**A. *The Rule:*** At no time will one paid staff or volunteer be allowed to be alone with a child or youth. This rule applies to all activities sponsored by Westminster involving children or youth, whether on-site or off-site.

**B. *Exceptions:*** Exceptions to this would be in a situation in which:

- (1) The contact occurs in a public place and other persons are in and out of the area where the paid staff or volunteer is working with the child or youth (for example, meeting in Heller Commons, paid staff offices with an open door or a window with an unobstructed view of the room, or confirmation mentors meeting with their students in a nearby coffee shop or restaurant).
- (2) A lay leader, who has agreed to uphold the same standard of care as paid staff and volunteers, who is acting in the role as parent, friend, or neighbor, and who has received in advance the consent of a parent or guardian, is allowed to transport a child or youth to or from Westminster programming (for example, an Elder transporting a Youth Elder home after a Session meeting).
- (3) A child or youth requests one-to-one pastoral counseling, provided that the parent or guardian should ordinarily be notified as to when and where the counseling sessions will take place.
- (4) An emergency occurs and one-on-one interaction between a child or youth and an adult is necessary, provided (a) care must be taken to conduct the interaction with visibility to others, (b) another adult should have knowledge of the situation, and (c) Westminster and the parent or guardian must be notified as soon as possible.

#### 5.2. Supervision Ratios

Reasonable ratios of adults to children and youth will be maintained at all times involving the supervision of children or youth. Paid staff will be primarily

responsible for setting and maintaining a reasonable ratio of adults to children and youth, giving due regard to all factors present, including the number and age of the participants, the nature of the activities and the location where the activities are taking place. Generally, these ratios will be approximately:

- One adult leader for every six participants ages eight and below;
- One adult leader for every ten participants ages nine to 12; and
- One adult leader for every 12 participants ages 13 to 17

Nursery care reflects unique ratio needs that are determined by paid staff and outlined in the nursery's protocol and guidelines.

### 5.3. "Five-Year-Older" Rule

- The Rule:*** All Westminster paid staff and volunteers in a supervisory role should be at least five years older than the oldest child or youth participating in an activity sponsored by the Church.
- Exceptions:*** Exceptions to this may be possible, and will be evaluated by an appropriate paid staff member on a case-by-case basis (for example, hiring an intern from Macalester College to provide leadership on high school summer mission trips).

### 5.4. CPR/First Aid Training

- Required Training:*** When required by law, paid staff who work with children and youth in activities sponsored by Westminster will maintain current certification in basic first aid and basic CPR (or the equivalent).
- Paid Staff Training Goal:*** Westminster's voluntary training goal will be that most paid staff who work with children and youth in activities sponsored by the Church will maintain current certification in basic first aid and basic CPR (or the equivalent).
- Volunteer Training.*** Volunteers are encouraged, but not required, to get training if they frequently accompany children or youth on activities such as camps, retreats, mission trips, or any other activity with an element of risk.

### 5.5. Protecting Children and Youth in Emergency Situations

Paid staff and volunteers who work directly with children and youth will be made aware of, and will agree to follow, Westminster's general safety and evacuation procedures (for example, fire exits in event of an alarm and lock-down procedure in the event of a violent intruder).

## 6. PROCEDURES

Westminster recognizes the important role that parents and guardians play to ensure a safe and nurturing environment for their children. The Church calls upon parents and guardians to work with the paid staff and volunteers at Westminster to follow the procedures for activities and events outlined below.

**Parents or guardians are responsible for their children and youth if they are not in a scheduled activity.**

### 6.1. Drop-Off at On-Site Activity

Before leaving a child or youth at a scheduled activity, a parent or guardian must ensure their children or youth are in the charge of a designated adult (for example: in a classroom for Church School, in a choir room for choir rehearsal, at Children's Church, or at Gathering Time). Parents are responsible for their children and youth and must notify a leader of the activity where they can be reached in case of an emergency or if there is a designated person assigned to pick up the child or youth at the end of the activity.

### 6.2. Pick-Up from On-Site Activity

- A. **General Policy:** Paid staff or volunteers may not release a child until a parent or designated person (who can be an older sibling, if the sibling is 6<sup>th</sup> grade or older) has picked up the child.
- B. **Nursery and Toddler Room Policy:** Only parents, guardians, or a designated adult are permitted to pick up children from the Nursery or Toddler Room.
- C. **Parents to Remain in Building.** Parents are expected to remain in the building while their child attends a scheduled activity. If parents leave the building, they must inform the leader that they are leaving and designate an adult who will be responsible for the child.

### 6.3. Additional On-Site Procedures

#### A. Church School

- (1) Doors without open views must remain open unless there are two or more adults present.
- (2) Teachers will communicate their expectations to students and parents.
- (3) A parent or guardian must fill out a Registration Form for each child attending Church School and, for the benefit of all, should identify any special needs or concerns that exist for that child.

**B. Children's Church**

- (1) A parent or guardian must ensure a child attending Children's Church wears a nametag (provided by the Church and located in the Friendship Pads in the sanctuary) with the names of the child and the parent or guardian.
- (2) Children must be picked up immediately following the worship service by a parent or guardian.

**C. Choir on Sunday Mornings**

- (1) Two or more adults will escort children from the Church School classrooms to the choir area on the mornings when they sing in Church.
- (2) Children must be picked up immediately following the service by a parent, guardian, or designated adult.
- (3) When children who perform during a service leave the service after performing, they must be picked up immediately by a parent, guardian, or designated adult.

**6.4. Diaper Changing and Bathroom Use**

- A. Diaper Changing:** All diaper changing will take place in a designated area, such as a changing table in the nursery. Only paid nursery workers are allowed to change diapers. The exception to this is a parent caring for his or her own child.
- B. Bathroom Use for Younger Children:** If not under the supervision of a parent or guardian, all children through the completion of 4<sup>th</sup> grade will be accompanied to the bathroom by an adult (preferably the same gender), who will wait outside the door for the child, after first checking the bathroom to make sure it is a safe environment. If a child is taking longer than seems necessary, the adult should knock, open the door, and call the child's name. If a child requires assistance, the adult should prop open the bathroom door and leave the stall door open to assist the child, first encouraging the child to handle as much of the process as she or he can.

**6.5. Overnight Activities or Events**

A minimum of two adult paid staff and/or volunteers (one of whom must be a paid staff person) will be required to supervise all overnight activities or events, both on-site and off-site. Adult paid staff will together consider all possible sleeping arrangements and decide upon an arrangement that best ensures the safety of all children, youth, paid staff, and volunteers involved. When realistically safe and possible, male and female participants will sleep in separate rooms or spaces and adult chaperones will sleep within close proximity to the entrances and exits of the designated space(s).

## 6.6. Off-site Procedures

- A. **Compliance with Policy:** As each off-site activity and facility used will be different, it will be the responsibility of the supervisors to determine how best to conduct the activity and use the facility so that it complies with this Policy.
- B. **Permission Required:** An “Activity Permission Form For Children And Youth” (see Attachment E) must be completed and signed by a parent or guardian for children or youth to participate in activities and events outside of regular programming at Westminster.
- C. **Medical Information and Release:** When requested by Westminster, a “Medical Information Form For Children And Youth” (see Attachment F) may also be required. These include, but are not limited to, mission trips and overnight retreats.

## 6.7. Off-Site Procedures with Westminster Representatives

In situations where paid staff or volunteers are representing Westminster, but the children and youth are not parts of the Westminster community (for example: Jeremiah’s Project, Westminster Day Camp, mission trips which serve children, youth, and families), compliance with this Policy is mandatory. Paid staff and volunteers will also comply with any applicable policies of the program.

## 7. SOCIAL MEDIA

In our use of social media and digital communication tools, Westminster remains committed to providing a safe and secure environment for all children, youth, paid staff, and volunteers who participate in activities sponsored by the Church. Social media and digital communication with and to children and youth will therefore consistently respect healthy boundaries and uphold the social, emotional, and spiritual well-being of our children and youth at all times. As social media and digital technology are constantly changing and evolving, paid staff will promote ongoing training and dialogue to ensure safe communication practices are both understood and upheld.

### 7.1. Purposeful Communication

As social media and digital communication can create the illusion of privacy or secrecy, digital communications will be used solely for purposeful communication. Communication is defined as purposeful when it (1) acknowledges that adult-to-child and adult-to-youth relationships are role-based relationships with boundaries meant to care for the safety of all parties, and (2) carries a specific ministry-related purpose, such as the sharing of event details, a pastoral check-in,

or coordinating details for an upcoming event or activity sponsored by Westminster (for example, a confirmation mentor setting up a time and place to meet with a student, like a nearby coffee shop or Heller Commons).

## **7.2. Opting-In to Relationship**

Paid staff and adult volunteer paid staffs will refrain from initiating personal social media connections (such as “friending” on Facebook) with youth or children. This Policy allows children and youth to maintain autonomy in their social media use without feeling pressured to invite adults into potentially private or vulnerable aspects of their life and identity. If a child or youth initiates direct social media connection, paid staff and volunteers may accept and maintain these channels of connection, provided that they adhere to Westminster’s commitment to safe and purposeful communication.

## **7.3. Publishing Personal Images and Information**

- A. Use Policy:** Westminster uses photos, videos, and other forms of imaging and information as illustrations of our life together as a Church community. Any use of child or youth images or information will be solely for the purposes of promoting the related activity or event, in which the child or youth is participating.
- B. Use Rule:** Westminster will not publish or reproduce any child’s or youth’s personal image or information without written permission by a parent or guardian. Parents or guardians are asked to sign a “Photo and Video Image Release Form” (see Attachment G) at the time of Church School registration or when a child or youth begins to participate in any other activity sponsored by the Church. If the release form is on file, Westminster assumes that image use is acceptable. If not, a parent or guardian must sign a “Photo and Video Image Release Form” before images or information can be used.
- C. Exception:** The only exception to this rule is large environment settings, such as a live broadcast of our worship services or large Church events, in which case images and videos of the full crowd or congregation may be used for publication, provided that they do not include personal identification information of any child or youth (such as a nametag).

## **8. REPORTING AND RESPONSE TO ALLEGATIONS OF SUSPICIOUS OR INAPPROPRIATE ACTIVITY**

All allegations of suspicious or inappropriate activity with a child or youth will be regarded as serious and must be reported as provided in this section and in compliance with applicable law. Appropriate consideration will be given to the rights and privacy of both the alleged victim and the person being accused.

## 8.1. Initial Reporting of Suspicious or Inappropriate Activity

- A. Immediate Reporting.** Paid staff and volunteers who know or have reason to believe a child or youth has been (1) sexually abused, (2) neglected, or (3) physically abused must, within 24 hours, report the information to an appropriate paid staff person. Appropriate paid staff persons include (1) the Associate Pastor for Families, Youth and Children, (2) the Senior Pastor/Head of Staff, (3) the Executive Associate Pastor, (4) the Director of Human Resources, or (5) the Director of Children’s Ministries.
- B. Incident Report Form:** The person reporting the alleged activity will also document the date, time, and circumstances involved by filling out an “Incident Report Form” (see Attachment H) as soon as possible after making a report.
- C. Notification of Senior Pastor/Head of Staff.** The paid staff person receiving the report will immediately notify the Senior Pastor/Head of Staff, who will inform Westminster’s legal counsel and insurance carrier.
- D. Determination of Further Action.** The appropriate paid staff will review all reports of suspected abuse or neglect, working with the advice and recommendations from Westminster’s legal counsel and insurance carrier. The Senior Pastor/Head of Staff will make the final determination as to what, if any, further action will be taken. If it is determined there is reasonable cause to suspect child or youth abuse or neglect, paid staff will follow the procedures in Section 8.2. Even if the allegation is not sustained, the Senior Pastor/Head of Staff has the option to recommend another appropriate action, which could include removal from the program, a review of the process in that program, further education, disciplinary action, or termination of employment or volunteer service.
- E. Accused to Refrain from Further Participation.** Anyone accused or suspected of inappropriate activity will be required to refrain from participating in all child and youth activities until the situation is resolved. Care will be taken to handle the matter as discreetly as possible, consistent with applicable law.

## 8.2. Response to Suspected Allegations of Abuse and Neglect

- A. Required Reporting.** Individuals who are mandated reporters under Minnesota’s Maltreatment of Minors Act, including paid staff, and who have reason to believe a child or youth is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years, must immediately contact the appropriate

authorities. A person making a report in good faith has immunity from civil or criminal liability related to the report. Westminster shall not retaliate against any person who in good faith reports the suspected abuse or neglect of a child or youth.

**B. Response Team**

- (1) A Response Team will be assigned to take further action. The team will consist of (1) the Senior Pastor/Head of Staff or Executive Associate Pastor, (2) the Director of Human Resources, (3) at least two members of Session appointed by the Senior Pastor/Head of Staff or Executive Associate Pastor, (4) legal counsel, and (5) others as deemed appropriate (for example, mental health professional).
- (2) The Response Team will promptly ensure that the appropriate contact and cooperation with local and state civil and criminal authorities is made as required by law, and is consistent with the Book of Order (Section D – 10.0000 et seq.).
- (3) If it will not put the child or youth in jeopardy, is appropriate under the law, and is appropriate under the guidance of Westminster’s legal counsel and insurance carrier, the Response Team will notify the child’s or youth’s parents or guardians.
- (4) If appropriate under the law, under the guidance of Westminster’s legal counsel and insurance carrier, the Response Team may also:
  - Interview all appropriate persons.
  - Maintain documents of all efforts to handle the situation.
  - Appoint a spokesperson who will present a clear position statement of Westminster regarding child and youth abuse and include policies and established safeguards. This person will be the only one communicating to the press. The spokesperson will also give information to the congregation as appropriate.

**8.3. Counseling.** When appropriate, the Teaching Elders (clergy) will provide appropriate counseling.

**9. POLICY MANAGEMENT**

**9.1. Policy Implementation**

In fulfilling our baptismal promise to nurture and protect all children and youth in our care, every member of the Westminster congregation should help to ensure the implementation of this Policy. Within this framework, the following specific measures will be taken for this Policy to be effective:



- A. Ministerial Relations Personnel Committee (MRP) Procedures:**
- (1) The Policy will be distributed to each paid staff who has significant responsibility for supervising paid staff or volunteers who lead children or youth.
  - (2) Westminster's MRP Committee will see that each newly-hired paid staff receives a copy of the Child and Youth Safety Policy.
  - (3) A copy of this Policy will be included in the Westminster Presbyterian Church Staff Member Handbook.
- B. Training.** This Policy will be incorporated into training sessions for all Church School teachers, Church officers, confirmation mentors, mission trip paid staffs, lock-in supervisors, and any other volunteer opportunity that involves participation with children or youth.
- C. Committee Awareness.** All Church officers in paid staff positions will work with their committees to bring an awareness of this Policy and its implementation.
- D. Responsibility for Implementation.** The Associate Pastor for Families, Youth and Children will be responsible to ensure the implementation of the Child and Youth Safety Policy.

**9.2. Policy Accessibility**

A current copy of this Policy will be made available electronically through a link on Westminster's website. In addition, paper copies of this Policy will be available upon request, be kept in each Church School classroom to use as a reference, be kept in the Parent Lounge, and be kept in the Church library.

**9.3. Policy Review**

The Families, Youth and Children (FYC) Council will review this Policy and its implementation annually and report to Session its findings and recommendations. Any revisions made to this Policy must be approved by the Session.

**10. POLICY APPROVAL**

This Policy was approved by the Session on February 19, 2015.

**Attachment A:**

**CHILD AND YOUTH SAFETY POLICY  
COMPLIANCE AGREEMENT FORM  
Westminster Presbyterian Church, Minneapolis, MN**

As a paid staff or volunteer associated with Westminster Presbyterian Church, I hereby acknowledge that I have received a copy (either electronically or on paper) of the Child and Youth Safety Policy. By signing below, I am indicating that I have read, understand, and agree to fully comply with this Policy.

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

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

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

**Attachment B:**

**CHILD AND YOUTH VOLUNTEER APPLICATION**  
**Westminster Presbyterian Church, Minneapolis, MN**

Please answer each question in full.

Full Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

List Your Age: \_\_\_\_\_

1. Are you a member of Westminster Presbyterian Church (Minneapolis) (Westminster or Church)?  
\_\_\_\_ yes    \_\_\_\_ no  
If no, how long have you attended? \_\_\_\_\_

2. Please list any past experience you have working with children and youth. Include name and place of the institution(s) or organization(s).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. References: Please provide names, addresses, and phone numbers for two non-relatives who are familiar with your character as it relates to working with children and youth.

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

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

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

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

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

---

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

4. Additional References: Members of less than 6 months and non-members, please provide the names, addresses, and phone numbers of three non-relatives who are familiar with your character as it relates to working with children and youth.

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

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

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

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

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

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

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

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

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

5. Please list the name and address of other churches you have attended regularly during the past five years.

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6. Is there any circumstance that might call into question your being entrusted with the leadership and spiritual development of the children and youth of Westminster?

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

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7. Are you currently under investigation for a felony or any crime involving a child, youth, or vulnerable adult?

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

\_\_\_\_\_

8. Have you ever been convicted of, or pled guilty or no contest to, any felony or any crime involving a child, youth, or vulnerable adult? \_\_\_\_\_yes \_\_\_\_\_no

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

\_\_\_\_\_

9. Have you ever been found responsible or guilty in any court for neglect or abuse of a child, youth, or vulnerable adult? \_\_\_\_\_yes \_\_\_\_\_no

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

\_\_\_\_\_

10. As a Westminster volunteer, do you agree to observe all Church policies regarding work with children and/or youth? \_\_\_\_\_yes \_\_\_\_\_no

11. Have you read, and do you understand and agree to abide by, the "Child and Youth Safety Policy?" \_\_\_\_\_yes \_\_\_\_\_no

12. If asked, will you complete the forms necessary for a criminal background check? \_\_\_\_\_yes \_\_\_\_\_no

13. Do you consent to background inquiries by Westminster to references named by you and any other persons, or to verify any information supplied by you? \_\_\_\_\_yes \_\_\_\_\_no

14. Do you authorize references contacted by Westminster in conducting background checks to speak freely to callers from the Church inquiring about background checks and release such persons from liability arising out of their communications about you with Church representatives? \_\_\_\_\_yes \_\_\_\_\_no

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature  
(Required for volunteers under the age of 16)

\_\_\_\_\_  
Date

Note: If you have any concerns about the requested information, please feel free to speak to any member of the program or ministry staff.

**Attachment C:**

**CHILD AND YOUTH VOLUNTEER APPLICATION SHORT FORM  
Westminster Presbyterian Church, Minneapolis, MN**

This form is to be completed by Westminster Presbyterian Church (Westminster or Church) volunteers if they have signed a Child and Youth Volunteer Application form within the last 5 years.

**I have read the Child and Youth Safety Policy.**

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

The last time I volunteered with a child or youth activity at Westminster was:

\_\_\_\_\_  
(mm/dd/yyyy)

I verify that the information that I provided on the Child and Youth Volunteer Application dated \_\_\_\_\_ is still correct. If any information is not now correct, please provide the currently correct information: \_\_\_\_\_

\_\_\_\_\_  
Volunteer Printed Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

Address and Phone: \_\_\_\_\_

\_\_\_\_\_

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



- I will drive in a safe and responsible manner and will obey posted speed limits and all other driving and traffic laws.
- If requested, I will complete the forms necessary for a driving record and/or criminal background check.
- I will promptly submit an updated version of this form if my driver's license is revoked or suspended, if I plan to use a vehicle other than that described above, or if the insurance information for the vehicle I plan to use changes.

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Signature

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Date

Note: If you have any concerns about the requested information, please feel free to speak to any member of Westminster's program or ministry staff.



**Attachment E:**

**ACTIVITY PERMISSION FORM FOR CHILDREN AND YOUTH  
Westminster Presbyterian Church, Minneapolis, MN**

Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

Time of departure from Westminster Presbyterian Church (Westminster or Church): \_\_\_\_\_

Approximate time of return to Church: \_\_\_\_\_

Parent or guardian contact: \_\_\_\_\_

Parent or guardian contact phone number: \_\_\_\_\_

Recommended clothing and/or equipment: \_\_\_\_\_

\_\_\_\_\_

\*Cost: \_\_\_\_\_

Supplemental waiver required by activity site: \_\_\_\_yes \_\_\_\_no

\*Scholarships to cover part or all of the cost may be available. Please contact the Associate Pastor for Families, Youth and Children to request a scholarship. All requests will be kept confidential.

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**Tear off and return this portion of the form with your child/youth. Keep top portion for your information.**

I, \_\_\_\_\_ (parent/guardian) as the parent or legal guardian of \_\_\_\_\_ (child/youth) hereby give my full consent and permission for him/her to participate in \_\_\_\_\_ (activity) on \_\_\_\_\_ (date(s) of activity).

I expressly assume the responsibility that my child or youth is properly prepared for the stated activity, including having the proper clothes and equipment, being in good health and willing and

able to participate in the activity, and willing to abide by Westminster's policies and follow directions of the supervising adults.

I understand that activities have inherent risks. I voluntarily assume all risks arising out of, relating to, and associated with my child's or youth's participation in the stated activity. Accordingly, I release and will hold harmless Westminster Presbyterian Church, its officers, employees, volunteers, members, insurers, and those supervising the activity from any and all liabilities, claims, demands, and causes of action of any kind on account of any loss, damage, illness, or injury to person or property in any way arising out of, or relating to my child's or youth's participation in the activity, whether due to negligence, mistake or other action or inaction.

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian (please print): \_\_\_\_\_

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

\_\_\_\_ Please check here if this activity requires a signed *Medical Information and Consent Form For Children and Youth* (Medical Form) and a current Medical Form for your child or youth is on file at Westminster. If this activity requires a Medical Form and one is not on file, you must file a Medical Form at the Church before the activity occurs or your child or youth will not be permitted to participate. If a Medical Form is on file and there have been any changes in your child's or youth's medical information, please file an updated Medical Form.

Phone numbers where you can be reached during the hours of this activity: \_\_\_\_\_

\_\_\_\_\_

**Attachment F:**

**MEDICAL INFORMATION FORM  
FOR CHILDREN AND YOUTH  
Westminster Presbyterian Church, Minneapolis, MN**

Participant's Name: \_\_\_\_\_

Participant's Age: \_\_\_\_\_

Home Address, City, State, Zip: \_\_\_\_\_

\_\_\_\_\_

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

(1) Parent/Guardian Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other phone: \_\_\_\_\_

(2) Parent/Guardian Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Other phone: \_\_\_\_\_

**Person to contact in case of emergency when parents or guardians cannot be reached:**

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

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

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Participant's known allergies, (including medicine or food): \_\_\_\_\_

\_\_\_\_\_

Dietary Restrictions: \_\_\_\_\_

\_\_\_\_\_

Participant has the following medical concerns of which Westminster leadership should be aware for purposes of the planned activity (motion sickness, diabetes, seizure disorders, etc.):

\_\_\_\_\_

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Date of participant's last tetanus shot: \_\_\_\_\_

Name of primary care physician: \_\_\_\_\_

Physician's Phone Number: \_\_\_\_\_

Physician's Address, City, State, Zip: \_\_\_\_\_

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Health Insurance Plan: \_\_\_\_\_ Policy #: \_\_\_\_\_

*Please attach a copy of both the front and back of the card*

## Attachment G:

### PHOTO AND VIDEO IMAGE RELEASE FORM Westminster Presbyterian Church, Minneapolis, MN

In keeping with our promise to provide a safe, nurturing environment for our children and youth, Westminster Presbyterian Church (Westminster or Church) recognizes and respects a family's desire to protect their child's or youth's photographic and/or digital images.

Occasionally, a child's or youth's image (including his or her voice) may be captured while at Westminster or participating in an activity sponsored by the Church. These images, which may appear in newsletters, flyers, the website, or a live stream service or special event, will be used only to promote the related activity or event, as a reflection of Christ's ministry among us. It is Westminster's policy that the name of a child or youth will **not** be used to identify the image.

Recognizing Westminster's commitment to adhere to this policy, we ask that a custodial parent/guardian provide the Church permission to use their child's or youth's image, with the sole purpose of promoting our life together as a Church community. If you do not wish to have your child's or youth's image used by Westminster, please indicate your preference in the space provided below.

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I hereby grant and assign Westminster and its paid staff and volunteer the right to photograph and/or video record my child and/or youth and to use those photos, videos, and/or other digital reproductions of the image(s) for publication (whether electronic, print, or digital), with the understanding that these images will be used solely to promote an activity or event that celebrates our life together as a Church community. I understand that I will not be paid for the use of the photographs, recordings, or other images.

Name of Child/Youth: \_\_\_\_\_

I certify that I am a custodial parent or guardian of the above named child or youth.

Parent/Guardian name (please print):

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

Parent/Guardian Signature:

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

\_\_\_\_ I do not give permission to Westminster to use any photos, videos, and/or other imaging of my child and/or youth in its publications.

**Attachment H:**

**CHILD AND YOUTH SAFETY POLICY INCIDENT REPORT FORM**  
**Westminster Presbyterian Church, Minneapolis, MN**

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Name of child or youth involved: \_\_\_\_\_  
(A separate form must be completed for each child or youth involved in order to keep the information confidential.)

Address of child or youth: \_\_\_\_\_

Phone number of child or youth: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Name of person(s) who witnessed the incident:

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

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

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

Please describe the incident as seen/heard and actions taken:

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(Use back of this form if needed.)