

Providing Safe Spaces for Vulnerable Persons at Waterford Mennonite Church

Goals and Rationale

Waterford Mennonite Church is committed to providing a safe place in which to nurture faith formation in the lives of God’s children of all ages. As part of this, we are committed to an environment free from physical, mental, and/or sexual abuse for all, but especially the children, youth, and vulnerable adults at Waterford, as they interact with volunteers and leaders in Sunday school and other settings. We have established this policy and training program to educate our paid staff, volunteer staff, and congregation. We cannot assume sexual or other abuse will not occur because we are a church. We need to be clear about what steps we have taken and will continue to take as we try to protect children, youth, and vulnerable adults.

State and local laws

Though our primary commitment to vulnerable persons is rooted in the Gospel, the following definitions from state and local law may be helpful. For the purpose of this policy, **youth/child** shall mean anyone under the age of 18; and **vulnerable adult** shall mean an individual, age 18 or over, who, because of age, developmental disability, mental illness, or physical handicap requires supervision or personal care or lacks the personal and social skills required to live independently. The term **vulnerable person** will be used to include individuals in these and other similar groups.

The state of Indiana defines **abuse** as 1) intentional or willful infliction of physical injury; 2) unnecessary physical or chemical restraints or isolation; 3) punishment with resulting physical harm or pain; 4) sexual molestation, rape, sexual misconduct, sexual coercion, and sexual exploitation; 5) verbal or demonstrative harm caused by oral or written language, or gestures with disparaging or derogatory implications; 6) psychological, mental, or emotional harm caused by unreasonable confinement, intimidation, humiliation, harassment, threats of punishment, or deprivation. **Neglect** is the failure to provide supervision, training, appropriate care, food, medical care, or medical supervision to an individual. **Exploitation** is 1) the unauthorized use of the personal services, the property, or the identity of an individual; 2) any other type of criminal exploitation, including exploitation under IC 35-46-1-1, for one’s own profit or advantage of for the profit or advantage of another.

In addition to these definitions, it is important to name that according to Indiana Code 31-33 (IC 31-9-2): *“Any individual who has reason to believe that a child is a victim of child abuse or neglect must make a report to Child Protective Services or the local law enforcement agency.”*

38 **Reporting an allegation**

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40 **How to report an allegation:**

- 41 1. Any vulnerable person that feels s/he has been or may have been abused or neglected,
42 is encouraged to immediately report such abuse or neglect to the person(s) in charge of
43 the activity in which s/he is participating, a member of the pastoral team, some other
44 person they trust, the police, or other public service or protective agencies.
- 45 2. Any volunteer or staff members who has reason to believe that a vulnerable person is a
46 victim of abuse or is a victim of a sexual offense must report this belief to the pastor
47 with whom they work most closely. This is in addition to the legal requirements
48 described above.
- 49 3. Any person, when receiving a report of suspected abuse or neglect, shall make a written
50 report to the Pastor of Family Life within 48 hours. The format for this written report
51 should include the information indicated in the **Reporting Form for Suspicion of Abuse**
52 located in the appendix. If the allegation involves the Pastor of Family Life, the report
53 should be made to the Pastoral Team Leader.
- 54 4. In addition to the reporting above (including to law enforcement/protective services), all
55 reports of abuse or neglect, when received by any pastor, shall be reported as soon as
56 practical to the Indiana-Michigan Mennonite Conference.
- 57 **5. Once a volunteer or staff member has reported knowledge or suspicion of sexual abuse,**
58 **the pastor will follow through with the procedure outlined in the section “If An**
59 **Allegation Occurs.”**

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62 **If an Allegation Occurs**

63 ***In the case of an actual allegation these guidelines will be followed:***

- 64 1. All allegations will be taken seriously.
- 65 2. It is possible that a person will either willingly or unintentionally indicate that he or she
66 has been abused. This indication could be received through their words, or by
67 noticeable harm to their body. If you suspect abuse, do the following:
 - 68 a. Ask another adult to assist in listening to what the person has to say or in
69 observing the physical evidence. This process should never happen with just one
70 adult present.
 - 71 b. If one or both adults feel it is appropriate to pursue the matter, follow the
72 reporting guidelines described below.
- 73 3. Provide a written report for the church files.
- 74 4. The recipient of the initial report will be responsible for confirming the facts reported
75 and the condition of the vulnerable person, within 24 hours of when the first report was
76 made. Do not try to handle allegations without professional outside assistance.
- 77 5. Pastoral staff will be responsible for contacting the proper civil authorities within 24
78 hours. This may be done through Division of Family and Children (DFS) for Elkhart
79 County at (574) 293-6551 or Child Protective Services (CPS) at (800) 800-5566.
- 80 6. Pastoral staff will work with professionals familiar with issues of abuse and neglect to
81 conduct an in-depth investigation.
 - 82 a. A member of the pastoral staff will notify the parents/caregiver with information
83 about the procedure being followed.
 - 84 b. Pastoral staff and parents/caregiver will ensure that the safety of the vulnerable
85 person is secured before the accused is confronted.
 - 86 c. Pastoral resources will be extended to both the victim and the victim's family.
87 The care and safety of the victim will be the first priority.
- 88 7. The pastoral team leader or chair of Ministry Leadership Council (MLC) will be
89 responsible for contacting the church insurance company, attorney, and denominational
90 officials.
- 91 8. In the event a report is made and the alleged abuse or neglect has involved the church
92 or a church sponsored activity, the congregation should be informed as soon as practical
93 and at the direction of the lead pastor or MLC. In most cases this should not occur until
94 the reporting procedures described above have been followed. Information on the
95 specifics and details of an alleged abuse or neglect incident should be at the discretion
96 of the lead pastor or MLC. Restraint should be used in disseminating this information.
97 Information should be confined to the fact that an alleged abuse or neglect incident has
98 occurred involving the church and/or a sponsored activity, and that appropriate reports
99 have been made to proper authorities. The person to deliver this information to the

- 100 congregation would typically be the chair of the MLC. Confidentiality of the parties
101 involved, both the victim and alleged aggressor, must be respected.
- 102 9. The response to the accused will be done with dignity and support. If the accused is a
103 church worker, that person will be relieved temporarily of his or her duties until the
104 investigation is finished. If the person is a paid employee, Ministry Leadership Council
105 (MLC) will decide to either maintain or suspend his or her income until the allegations
106 are cleared or substantiated.
- 107 10. If the allegation is cleared, the accused worker will be reinstated. If the charges are
108 substantiated, the worker will be relieved of all duties relating to vulnerable persons
109 and will not be allowed to work with vulnerable persons at WMC.
- 110 11. In instances where the evidence is inconclusive the church will take appropriate action,
111 attempting to honor the request of the vulnerable person and/or his or family with
112 regards to safety for the victim and also the rights of the accused. The pastoral staff will
113 keep the congregation informed of the investigation with respect to matters which are
114 not confidential, so that the congregation will hear about the investigation from within
115 the church.
- 116 12. Since these incidents often draw attention, we may assume it is possible for an incident
117 involving our church also to reach the news media. In the event this should occur, only a
118 statement approved by the chair of MLC and/or the church's legal counsel will be the
119 official church statement. Any other statements made will be at the sole discretion and
120 responsibility of the individual making the statement and under no circumstances does
121 the church assume any responsibility for having made such statements.

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124 **Screening those working with vulnerable persons**

125 As an integral part of our efforts to reach our goal of providing safeguards to protect vulnerable
126 persons from physical, mental, and sexual abuse, the following procedures are established for
127 all paid employees and volunteer workers of the church working directly with vulnerable
128 persons. Volunteer workers will include youth directors, counselors and assistants, Sunday
129 school teachers, assistant teacher aides and substitutes, all nursery attendants, those persons
130 who regularly or occasionally have contact with youth or children as chaperones, those who are
131 involved with overnight activities, those involved in one-on-one mentoring, or counseling
132 situations, and others deemed appropriate by pastoral staff.

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134 **Guidelines for Screening**

- 135 1. No one may drive children if they have **(six)** or more points on their license or have had
136 any convictions related to alcohol or drug usage, or if they have had their license
137 suspended or revoked.
- 138 2. Persons found charged with any sexual offense but not convicted are subject to
139 additional screening procedures including:
 - 140 a. Contacting law enforcement officials where the charge was made.
 - 141 b. Personal interviews by a member of the pastoral staff.
- 142 3. Whether disclosed voluntarily or by result of the criminal background check or by any
143 other means, the following items can automatically disqualify a worker from
144 participating in the leadership, sponsorship or supervising of any activities or programs
145 with vulnerable persons. This includes any conviction for:
 - 146 a. Criminal homicide
 - 147 b. Aggravated assault
 - 148 c. Crimes related to the possession, use or sale of drugs or controlled substances
 - 149 d. Sexual abuse
 - 150 e. Sexual assault (rape)
 - 151 f. Aggravated sexual assault
 - 152 g. Injury to a child
 - 153 h. Incest
 - 154 i. Indecency with a child
 - 155 j. Inducing sexual conduct or sexual performance of a child
 - 156 k. Possession or promotion of child pornography
 - 157 l. The sale, distribution, or display of harmful material to a minor
 - 158 m. Employment harmful to children
 - 159 n. Abandonment or endangerment of a child
 - 160 o. Kidnapping or unlawful restraint
 - 161 p. Public lewdness or indecent exposure

- 162 q. Enticing a child
163 r. Solicitation, conspiracy, or attempt to commit any of the above enumerated
164 offenses.
165 s. All criminal charges and any convictions for any crimes not listed above will be
166 considered in the application process.

167

168 **Implementation procedures**

- 169 1. WMC attenders who work with vulnerable persons in WMC programs must complete
170 and sign the ***Memo of Understanding for Work with Vulnerable Persons***.
171 2. All volunteers (teachers, sponsors, mentors, nursery workers, etc.) should have
172 attended WMC at least six months before working with vulnerable persons.
173 3. References will be checked and applications processed by the appropriate pastor.
174 4. Volunteers working with vulnerable persons (mentors, small group leaders, etc.) are
175 required to complete the ***Background Investigation Consent Form***. A pastor will address
176 any concerns regarding past history of abuse. In the case of a history of abuse, the
177 pastor will work with the person to compose a confidential, written statement for the
178 church files addressing the specifics of what that person's involvement as a volunteer in
179 the church programs will be. Persons with criminal child abuse violations will not be
180 allowed to work with children or youth at WMC.

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183 **Training process and materials**

184 In order to provide an effective program for providing safeguards to protect vulnerable persons
185 from physical and sexual abuse, a training program for paid and volunteer staff and
186 congregation is to be provided annually. This training is to include the church’s policy regarding
187 ***Providing Safe Spaces for Vulnerable Persons at Waterford Mennonite Church*** and any
188 additional information the pastoral staff feels is pertinent.

- 189 1. The training may include materials, lectures, and audio/visuals provided by outside
190 service agencies familiar with the problems/solutions associated with child abuse and
191 neglect in addition to the above.
- 192 2. Volunteers will be given a training packet, which will include: a copy of the WMC policy,
193 the ***Memo of Understanding for Work with Vulnerable Persons*** and information on
194 how to identify and report abuse.
- 195 3. A written record of attendance will be maintained on file for review and a notation will
196 be made in the individual's file of such attendance. Any paid staff or volunteer staff
197 working with vulnerable persons who does not attend a minimum of one training
198 session per every three calendar years shall be reviewed by the Pastoral Staff for
199 possible suspension of responsibilities as a paid staff or volunteer worker with
200 vulnerable persons until training requirement is met.
- 201 4. A non-mandatory program will be made available for parents and children.
- 202 5. Primary responsibility of the training will lie with the Pastor of Family Life.
 - 203 a. There will be a minimum one-hour training session for all volunteers upon
204 implementation of these procedures, and annually thereafter. Information about
205 procedures as well as how to be helpful in reducing the risks will be covered.
 - 206 b. These procedures will be made known to the parents and children through
207 regular communication channels and periodic introductory sessions for new
208 attendees.
 - 209 c. Orientation for new volunteers will include information during a training session
210 on what WMC does to provide a reasonably safe environment, explaining our
211 need for such a prevention plan. ***The Memo of Understanding for Work with***
212 ***Vulnerable Persons*** will be explained and distributed during orientation.

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General guidelines for working with children and youth

1. Do not strike or push children or youth when attempting to discipline.
2. There should be at least two persons present in the nursery at all times. At least one of the two must be an adult. Teens may help only if an adult is present.
3. Whenever possible, children and youth classes should have two teachers per class, preferably one male, and one female.
4. Doors of classrooms used for vulnerable persons should be equipped with windows in them. If windows are not available, doors should be propped open.
5. Never be alone with a child or youth of the same or opposite sex. It is best to have a least another adult with you.
6. Whenever possible, any activity involving youth or children should include at least two adults present over the age of 21.
7. Where an adult has a legitimate reason to be alone with a child or youth, the adult is to obtain the consent of the child's or youth's parent(s) or guardian(s) before being alone with that child or youth, or spending time with the child in any unsupervised situation. This includes transporting a child or youth to or from supervised activities. Consent should be in writing whenever practical. Those involved in mentoring relationships should complete the Permission for Involvement in Mentoring Relationships form in the Appendix.
8. Children or youth should have parental permission for involvement in church-sponsored programs or activities. Whenever practical this permission should be in writing.
9. Sunday school classrooms should occasionally be visited by the Pastor of Family Life or appointed assistant. Visits to the classrooms should be random. This should include periodic visits to inspect areas of the church building that are isolated from view.
10. Supervisory personnel, which may include teachers, chaperones, or others working with children or youth, are to be provided before and after an activity until all children or youth are in the custody of their parents. This applies to Sunday school classes as well as other activities.
11. The matter of acceptable touching of children and youth needs to be handled with a great deal of thought and caution. Clear, sensible judgment must be followed. For instance:
 - a. A child or youth should only be hugged in the presence of others, preferably adults.
 - b. Hugging should never be considered appropriate if it is unwanted or attempts are made to thwart it.
12. Two adults should typically be involved with restroom breaks for children.
13. Overnight activities:

- 254 a. All adult chaperones or counselors must be screened and cleared by the Pastor
255 of Family Life for working with children or youth.
- 256 b. Activities should include chaperones and counselors with a ratio providing at
257 least the following minimums:
- 258 i. Children age 0-2: 1 adult for each 4 children
 - 259 ii. 3-5: 1 adult for each 5 children
 - 260 iii. 6-11: 1 adult for each 6 youth
 - 261 iv. 12-17: 1 adult for each 8 youth
- 262 c. Whenever possible there should be both male and female chaperones and
263 counselors.
- 264 d. All over-night activities will require written parent(s)/guardian(s) permission for
265 youth to attend or participate. These permission slips should be kept on file with
266 the church office for a period of one year.
- 267 e. All overnight activities will require the approval of the Pastor of Family Life.
- 268 f. All overnight activities require the separation of sleeping areas for males and
269 females.

270 14. Trips:

- 271 a. All trip activities involving minors will require the approval of the Pastor of
272 Family Life.
- 273 b. All trips will require each youth to have written parental/guardian permission to
274 attend or participate. These permission slips should be kept on file with the
275 church office for a period of one year.
- 276 c. All transportation of children or youth should begin and end at the church.
- 277 d. All drivers should be approved by the Minister of Family Life.
- 278 e. No driver under the age of 21 is ever to be an authorized driver for a youth or
279 children's activity.
- 280 f. All trips will require a written notification to the youth or child's parent or
281 guardian regarding:
- 282 i. Purpose of the trip
 - 283 ii. Estimated departure and return times
 - 284 iii. Any other pertinent information
- 285 g. If it is not possible for the group to return on time, the responsible adult should
286 call the church and/or parents to inform them of the reason for delay and
287 estimated return time.

- 288 15. Discipline: While caring for and supervising our children and youth, we intend to provide
289 a loving and safe environment. Providing such an environment requires planning and
290 discipline.

- 291 a. The preferred method of discipline recommended is distraction away from the
292 problem area of activity.
- 293 b. Know your group and try to anticipate problems. Any form of physical
294 punishment is not appropriate or tolerated.
- 295 c. Expectations and appropriate consequences should be clear to the children and
296 youth. Children should never be isolated outside of the classroom. If there are
297 difficult discipline problems that consistently recur, talk to the Pastor of Family
298 Life. For severe problems we will seek parents help in a solution workable for all
299 concerned, which may include calling the parent to take custody of the
300 child/youth.
- 301 d. If a volunteer has been scheduled to work in the nursery, they should not take
302 the children from the nursery to other places in the church while in their care.
303 Children should remain in the nursery for the safety of all involved.
- 304 e. On Sunday mornings the nursery is for children ages 0-2 years.

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307 **Violations**

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309 The following acts or omissions are violations of this policy and will not be tolerated or accepted during
310 any activity or program. These acts or omissions are to be immediately reported after the safety of the
311 vulnerable person involved has been assured.

312 1. Any direct observations or evidence of sexual activity in the presence of or in association with a
313 vulnerable person.

314 2. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of
315 abusive conduct towards a vulnerable person.

316 3. Sexual advances or sexual activity of any kind.

317 4. Infliction of physically abusive behavior, bodily injury, or mental or emotional injury.

318 5. The presence or possession of obscene or pornographic materials.

319 6. The presence, possession, or being under the influence of any illegal or illicit drugs.

320 7. Physical neglect including failure to provide adequate supervision in relation to church activities.

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323 **Appendix**

- 324 1. There will need to be developed a public statement that can be released if there is an
325 allegation of abuse. The public statement should include a clear position statement that
326 includes policies and established safeguards. The report should indicate that there is
327 allegation, but should typically not spell out details of the allegation. It should indicate
328 our aware of the problem of abuse and described how we have taken extensive steps to
329 reduce the risk and provide a safe environment for our children and youth.
- 330 2. The Ministry Leadership Council should designate a spokesperson to present a
331 statement of factual information about the allegations to members under the terms of
332 Qualified Privilege. This may happen at a congregational meeting or through privileged
333 and confidential correspondence.
- 334 3. The designated spokesperson will use the prepared public statement to answer the
335 press and to convey news to the congregation. Care will be taken to safeguard the
336 privacy and confidentiality of all involved.
- 337 4. An attorney should be present while answering any investigative questions from the
338 police or social service agencies.

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346 **Reviewing the Safe Spaces policy**

347 It is anticipated that this program will require periodic review to determine if the program is
348 meeting its established objectives and if there is need to change safeguards to meet changing
349 laws, program shortcomings, or other requirements. This is the responsibility of the pastoral
350 team. Frequency of reviews should be determined as needed, but should occur at least every
351 two years.

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355 **MEMO OF UNDERSTANDING FOR WORK WITH VULNERABLE PERSONS**

356 *Confidential*

357
358 All persons involved in the supervision or custody of vulnerable persons at Waterford Mennonite Church
359 must complete this form to help the church provide an environment as safe as possible for those who
360 participate in our programs and use our facilities. This form will be kept in a confidential file and the
361 following information will not be shared more broadly without consultation with you.
362

363 **Personal Information**

364 Name _____ Date _____
365 Address _____ City, State, ZIP _____
366 Home Phone _____ Cell phone _____
367 Email address _____
368 Name of church of which you are a member _____
369 Church Address, including city, state, ZIP _____
370 Church Phone _____
371 Name of Pastor _____
372

373 **Work/Volunteer Experience**

374 Have you had experience working with vulnerable persons, either in a volunteer capacity or paid
375 position?

376 Yes No

377
378 If yes, list the settings in which you have worked with vulnerable persons:

379 Name of organization _____
380 Address, including city, state, ZIP _____
381 Phone _____ Email address _____
382 Supervisor's Name _____
383

384 Name of organization _____
385 Address, including city, state, ZIP _____
386 Phone _____ Email address _____
387 Supervisor's Name _____
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389 **References (other than a relative)**

390 Name _____ Name _____
391 Address _____ Address _____
392 City, state, ZIP _____ City, state, ZIP _____
393 Phone _____ Phone _____
394 Email _____ Email _____
395

396 **Background Information**

397 Have you ever been accused of or convicted of a crime other than minor traffic offenses?

398 Yes No

399 If yes, please explain:

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403 Have you ever been accused of or convicted of child abuse or a crime involving actual or attempted
404 sexual molestation of a minor?

405 Yes No

406 If yes, please explain:

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410 Is there anything from your past that would limit your work with children and youth?

411 Yes No

412 If yes, please explain:

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STATEMENT OF COMMITMENT

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421 I commit myself to respect and treat well the children/youth at Waterford Mennonite Church and to
422 refrain from unscriptural or unlawful conduct in the performances of my services on behalf of the
423 church. The information contained in this Memo of Understanding is correct to the best of my
424 knowledge. I authorize any references, or any other person or organization, whether or not identified in
425 this Memo, to give WMC any information regarding my character and fitness for children/youth work. I
426 release all such references from any liability for furnishing such evaluations to WMC, provided they do
427 so in good faith and without malice. I waive any right that I may have to inspect references provided on
428 my behalf. I further understand a criminal records check may be conducted on me, and I consent to any
429 such check.

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431 Name _____ Date _____

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BACKGROUND INVESTIGATION CONSENT FORM

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I, (Print Name) _____ hereby authorize the WMC pastor in the area of requested employment or volunteering, with assistance from the church office, to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those by both public and private organizations and all public records for the purpose of confirming the information contained on my application or volunteer form(s), and/or obtaining other information which may be material to my qualifications for employment or as a volunteer now and, if applicable, during the tenure of my employment or as a volunteer with our church.

I release Waterford Mennonite Church and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claim or lawsuits in regards to the information obtained from any and all of the above referenced sources used. This information is required for identification purposes only, and is in no manner used as qualifications for employment or placement.

Full name (Printed) _____

Phone _____ Email address _____

Maiden name or other names used _____

Present street address _____

City, state, ZIP _____

Length of time at present address _____

Former street address _____

City, state, ZIP _____

Length of time at former address _____

Date of Birth ____/____/____ Social Security Number ____ - ____ - ____

Driver's License # _____ State of License _____

The information above is true and correct to the best of my knowledge

Signature _____ Date _____

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TELEPHONE REFERENCE CHECK FORM

(Confidential)

Name of Applicant _____

- 1. Reference or church contacted (if a church, identify both the church and person or minister contacted):

Summary of conversation (including date):

- 2. Reference or church contacted (if a church, identify both the church and person or minister contacted):

Summary of conversation (including date):

- 3. Reference or church contacted (if a church, identify both the church and person or minister contacted):

Summary of conversation (including date):

Signature *Position*

505 **PERMISSION FOR INVOLVEMENT IN MENTORING RELATIONSHIPS**

506
507 **Parent/Guardian Affirmation:**

508 As parent(s)/guardian(s), I/we affirm the mentoring relationship between
509 (child/youth) _____ and (adult) _____.

510
511 **Permission:** We are aware that they will be participating in a variety of activities together and give our
512 permission for (child/youth) _____ to participate in them. Shall we be unable to be
513 reached, we further grant (adult) _____ permission to seek medical treatment and
514 assistance in the event of emergency.

515
516 **Driving:** In the context of the mentoring relationship, we as parents give permission DO NOT give
517 permission for (adult) _____ to transport (child/youth) _____ in a
518 vehicle in a one-on-one situation.

519
520 **Signed:**

521 Parent/guardian: _____ Date: _____

522 Child/youth: _____ Date: _____

523 Mentoring adult: _____ Date: _____

524
525 **Health insurance information:**

526 Company _____

527 Policy Number _____

528

529 **PARENTAL PERMISSION FORM FOR WATERFORD MENNONITE CHURCH EVENTS**
530 **(For events off of church property)**

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532 **Permission:**

533 I give my permission for (student's name) _____

534 to attend (event) _____

535 at (location) _____

536 I understand that he/she will be meeting at (location) _____

537 at (time) _____ am/pm on (date) _____

538 and returning to (location) _____

539 at (time) _____ am/pm on (date) _____

540

541 **Medical Information:**

542 Allergies: _____

543 _____

544 Medicine(s) presently taking (include name, dosage, and condition):

545 _____

546 _____

547 Name of family physician: _____ Telephone number: _____

548 Insurance company: _____ Policy number: _____

549

550 I understand that my son/daughter will be traveling in transportation provided or arranged by
551 Waterford Mennonite Church. I authorize the adult leaders to administer first aid or to seek emergency
552 medical treatment in the event of illness or injury. I hereby give my permission to the medical personnel
553 selected to order x-rays and routine tests, and to provide medical treatment (including hospitalization),
554 for the person named above. By signing below, the participant (or parent/guardian if participant is a
555 minor) acknowledges and accepts the risks of physical injury associated with participation in the activity
556 described above. Except for gross negligence on the part of the sponsor, the participant
557 (parent/guardian) accepts personal financial responsibility for any bodily or personal injury sustained
558 during the activity. Further, the participant (parent/guardian) promises to hold harmless the sponsoring
559 organization and its representatives for any injury related to the activity. If a dispute over this
560 agreement or any claim for damages arises, the participant (parent/guardian) agrees to resolve the
561 matter through a mutually acceptable arbitration process.

562

563 Signature of parent/guardian: _____

564 Parent's/guardian's home telephone number: _____

565 Parent's/guardian's alternate telephone number: _____

566 Date: _____

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569 **REPORTING FORM FOR SUSPICION OF ABUSE**

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571 **The following information was provided to:**

572 (Name of person/position/agency, including telephone number and address)

573

574 Child's name and date of birth: _____

575

576 Address _____

577

578 City, state, ZIP _____

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580 Parent(s)/caregiver(s) names: _____

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582 Address: _____

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584 City, state ZIP _____

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586 Telephone number: _____

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588 Physical indicators observed:

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598 Behavioral indicators observed:

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605 Reporter's name and position: _____

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607 Signature: _____

608 (When completed, return form to the Pastor of Family Life. If the Pastor of Family Life is involved in the
609 suspected abuse, return to the Pastoral Team Leader.)

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Waterford Mennonite Church Safe Spaces Policy Sign-Off Form

All persons who work with children or youth must sign and return a copy of this form to the church office no later than seven days following the receipt of this form. The signed form will be placed in the ministry application file and will serve as a record of acknowledgement of the following:

1. I acknowledge that I have received “Safe Spaces” training. I agree to read the entire Policy. I agree to abide by all policies and procedures contained and referenced in the Policy. If I have any questions about the Policy, I will consult the Pastor of Family Life or the Family Life Ministry Team.
2. I acknowledge that I have received the “Safe Spaces” policy and am aware that it is available online at waterfordchurch.org.
3. I understand that the contents of the Policy are subject to changes in existing and applicable state and federal laws and regulations as well as changes by the WMC Policies.

<i>Signature</i>	<i>Date</i>
<i>Name (printed)</i>	

Please return to the Pastor of Family Life