
Child Safety Policy

Rosewood Reformed Church

Revised July 31, 2019

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CHILD SAFETY POLICY

ROSEWOOD REFORMED CHURCH

INTRODUCTION

In their meeting on October 15, 1997, the Education Committee of Rosewood Reformed Church approved the following motion: *That we initiate the development of a plan to reduce the risk of abuse of children and youth in the programs and activities of our church; and that we assign this task to members of this Committee, representatives from all the groups within our church that care for children and youth, and other members of our church with a particular interest or expertise to serve on the task force.* Our Child Protection Task Force was appointed and began meeting in November of 1997. This policy was submitted to the Consistory of Rosewood Reformed Church and approved on October 27, 1998, for implementation on January 1, 1999. This policy was reviewed and revised in the fall of 2007 and approved by the Management Team on November 12, 2007. Policy was updated as needed 7/31/19.

STATEMENT OF PURPOSE

The purpose of this policy is to provide for the physical, emotional, and spiritual welfare of children, youth and adults who attend our church by establishing a policy with guidelines and procedures so that our church may be a safe environment for everyone.

While it is undesirable to live in an atmosphere of suspicion, it is just as undesirable to live in an atmosphere of denial or indifference to the existence of abuse. The challenge, then, is to walk the line between suspicion and indifference. The aim of this policy is to reduce the risk of abuse or injury by adopting practical approaches that can be successfully implemented.

This policy is adopted for the following three purposes:

1. To protect children, youth, and adults served by the ministries our church.
2. To minimize the potential for false accusations of abuse or injury.
3. To provide a commonly accepted code of conduct for all workers, while retaining flexibility needed for each ministry.

We are motivated by a desire that our ministry remain vital and pure in a world where both sinful actions and unfounded allegations occur. An allegation of abuse, whether true or false, may have a devastating effect on the witness of a church. This policy is designed to protect everyone by a) screening out potential workers who may have inappropriate backgrounds or qualifications, b) training workers to avoid situations where abuse or injury could take place, and c) establishing procedures for reporting and responding to allegations of abuse and any other injury that may take place.

ADMINISTRATION

The primary responsibility for the overall supervision of this policy is the responsibility of the Management Team of our church. However, the success of this policy depends on the cooperation of all of our members, employees, and volunteers. We urge everyone to support these efforts to create a safe environment in all the programs and events of our church.

CODE OF CONDUCT

All workers will be asked to read this *Code of Conduct* and will sign an application form agreeing to abide by it before they may begin ministry within our church. All workers must follow these guidelines throughout their time of service. Serious or repeated violations of this *Code of Conduct* will lead to the worker's suspension.

Permitted Conduct

It is quite natural, appropriate, and desirable for Christians to express and share their love and affection for each other. Expressions of love are essential for emotional and spiritual well-being and the development of a caring Christian community. This sharing of Christian love is especially important to children and youth for their healthy growth and development. The normal expression of Christian love to a child, youth, or adult will not be considered to be abuse, or be in any way prohibited, restricted, or limited by this Child Safety Policy. The following conduct by a worker will be considered to be an expression of this Christian love:

- verbally expressing one's Christian love to a child, youth, or adult;
- appropriately hugging or embracing a child, youth, or adult especially when initiated by the child, youth, or adult, and only with their permission;
- allowing a young child to sit on a worker's lap; older children, youth, and adults will be asked to sit next to a worker;
- sharing emotional and spiritual concerns with a child, youth, or adult;
- providing necessary medical care and attention to a child, youth, or adult;
- encouraging a child, youth, or adult to express and share their Christian love for one another.

Prohibited Conduct

People have different levels of need for personal space. A worker must be sensitive to each person's level of comfort when expressing Christian love. When a person expresses (verbally or otherwise) a desire not to be touched, a worker must respect that person's wishes. When in doubt, a worker must exercise good judgment in deciding whether a behavior is appropriate. To achieve the goal of reducing the risk of abuse or the potential of false accusations of abuse, workers will not engage in the following conduct:

- sexual exploitation, harassment, or molestation of a child, youth, or adult;
- disseminating, exhibiting, or displaying sexually explicit material (pornographic or obscene literature, videos, or other media, including sexting on mobile phones); this rule will not be interpreted to prohibit sexual references in an approved curriculum used within our church;
- hitting, kicking, slapping, shoving, or in any way physically harming a child, youth, or adult;
- selling, giving, or furnishing a child or youth with any tobacco substance, alcohol, or controlled drugs;
- using obscene, foul, or sexually explicit language in the presence of a child, youth, or adult;
- demonstrating a romantic or sexual interest in a child or youth;
- removing clothing from a child, youth, or adult, except when appropriate under necessary circumstances;
- wearing anything but appropriate attire in the presence of a child, youth, or adult;
- kissing a child or youth on the lips or in an intimate area;
- extended or unwanted hugging or embracing of a child, youth, or adult;
- sleeping in the same bed or bedding with a child, youth, or adult, or sleeping in a room or an enclosed area with a single child or youth who is not the worker's own without the written

- consent of a parent;
- permitting a child or youth to sleep in the same room with another child or youth of the opposite sex without the written consent of a parent;
- remaining in a room, parked vehicle, or private place alone with a child or youth unless circumstances make it unavoidable;
- denying anyone, who is not a threat to a child or youth, access into a room, vehicle, or other place in which a worker is present with a child or youth.
- sending text messages, using social media, or speaking on a mobile phone while driving a vehicle that is transporting any passenger for church purposes. If messages must be sent or received while the vehicle is in motion, a designated person other than the driver should be responsible.

Two Worker Rule

Two or more workers, unrelated, should be immediately accessible during every activity involving children and youth. At least one of the workers should be an adult. We will try to have two workers in each classroom area or room at all times when children or youth are present.

Open Door Rule

Whenever a worker is alone in a room with a child or youth the door must be left open if the door does not have a transparent window. Doors should always be left open before and after a class session.

Private Conversation *(See the list of guidelines below.)*

The opportunity for a person to share his or her private and personal concerns and joys with an adult can contribute significantly to a person's spiritual, emotional and physical well-being. Such private and confidential conversations are very much an integral part of a caring and loving Christian community. Therefore, opportunities for a person to share privately and confidentially with an adult should be preserved. However, private conversation creates a very high risk environment for abuse to occur, or a false allegation to be made. When the rules of this policy are followed, the risk will be reduced. Whenever a worker wonders about the appropriateness of a conversation, that worker should consult with one of the pastors or the supervisor of the church program.

Restroom Use

No child over 5 years of age will be assisted in a restroom unless he or she is physically or mentally challenged or is in obvious need of help. If a child is alone and requests assistance, the restroom stall door must remain open. Children in the first grade and younger must be escorted to the restroom by a female worker. If the worker feels uncomfortable with any bathroom request, they may ask for assistance, or call the parent/guardian.

Discipline

We desire that every event or activity sponsored by our church be a rewarding experience for every person involved. Workers may use reasonable time outs (within the room) or other creative forms of discipline (restitution, service, etc.) when children misbehave. If time-outs do not correct the problem, workers should speak to the supervisors of the program or the parent(s). Workers are not permitted to spank or physically punish anyone under their care.

Off-Campus Rules

Off-campus events must be approved by the supervisor of the program involved or the member of the church staff most closely related to the event. When overnight events are held with children or youth of both sexes, the workers must include persons of both sexes (ideally two of each sex). When possible, two workers should be present when bringing children and youth home from an event. The signed, written consent of a parent or guardian be obtained before permitting a person under 18 years of age to participate in any activity held off the church property or an overnight event. This rule does not require separate forms for each activity for groups that have an annual permission form. If an annual permission form is used, parents must be informed directly of the specific times and places in another way (postcard, e-mail, etc.). The consent form will contain the following: (*See Appendix for sample form.*)

- a general description of the event or activity
- the place where the event or activity will take place
- the date and times when the child or youth will leave and return
- the method(s) of transportation to be used
- a place for the parent or guardian to list any medical condition affecting the child or youth and any medication that should or may be taken during the event or activity
- a consent authorizing emergency medical care for the child or youth

Only persons with valid driver's licenses and valid personal auto insurance may transport others as part of church activities. Persons may be transported only in passenger seats equipped with appropriate seat belts and/or child safety seats. The driver of the vehicle shall ensure proper seat belt usage at all times. In buses that are not outfitted with seat belts, this rule does not apply. Drivers that regularly transport children or youth for church purposes shall complete the Auto Safety Certification form.

Nursery Guidelines

These rules are applicable to anyone using nursery facilities of Rosewood Reformed Church:

- Our goal is to have two unrelated people, one of whom must be an approved adult, in the nursery facility when it is in use.
- Children will be registered on a church check-in system when entering/leaving the nursery. Any special instructions regarding the child are to be listed on the child's tag. The tag is to be used for pick-up.
- A parent or guardian must check in their child in and out of the nursery. That person will be given a tag with a unique number for when they pick up the child. If someone other than the parent or guardian will be picking the child up, the parent must give the tag to that person.
- Children will receive a name tag to be worn while in nursery. All diaper bags, bottles and pacifiers should be labeled.
- Doors should be kept closed whenever possible so children do not exit the nursery unattended. No one may take a child out of the nursery and into another area of the church without permission or unless circumstances demand it. The door to the office hallway must remain locked so that everyone enters the nursery through the narthex entrance.
- If a child is running a fever or is exhibiting other symptoms of a communicable illness he/she should not be in nursery. If a child becomes ill while being cared for in nursery, the parent/guardian will be contacted immediately to remove the child from nursery. Under no circumstances should medications be dispensed to children in nursery.
- If a child is injured while in the care of nursery workers, parents should be notified when the

child is picked up. If the injury is serious or the child is inconsolable, the parent should be notified immediately by using our paging system. An *Incident Report Form* should be completed by the volunteer and given to the Director of Early Childhood, in either case.

- The Toddler Nursery will be supplied with a first aid kit and posted guidelines. The first aid kits will include bandage supplies and latex gloves. Basic first aid (including choking prevention and CPR), infection control and universal precaution procedures will be displayed near each first aid kit.
- The bathroom use by children in the nursery will be monitored by the adult in charge.
- Diapers will be changed on the changing table located in the infant nursery. The adult in charge will determine the most appropriate volunteer to change diapers.
- Additional guidelines may be posted in the nursery.
- The nursery is monitored by security cameras that are recording whenever the nursery is in use.

If you have questions about any of these policies, please contact our Business Administrator.

SCREENING PROCEDURES

Policy Statement

Safety is our first priority in screening workers. All activities which involve children or youth under 17 years of age will be supervised by staff members or volunteers who have been approved to work in such positions. **All workers will be required to be at least a regular attendee before they begin their service within the church.** Sunday School teachers must be confessing members of our church. In unusual circumstances (such as the hiring of a staff member), exceptions may be made to these rules if adequate references are provided and consulted, and the person is approved by the Management Team of Rosewood Reformed Church.

Screening Tools

The next section, *Screening Requirements*, identifies which screening tools are to be used for each of the different categories of applicants. Those screening tools referred to in this section are described below.

- **Application** The applicant must complete and sign an application form that includes a statement that the applicant has read the *Code of Conduct* contained in this policy and agrees to abide by the rules contained in the code.
- **Personal Interview** The applicant must be personally interviewed by a program supervisor, one of the pastors, or designated person.
- **Reference Check** The supervisor of the program or pastor will contact at least two individuals familiar with the applicant to seek information regarding the suitability of the applicant to work with children and youth in the Church.
- **Criminal Record Check** A criminal history record of the applicant will be obtained from the appropriate law enforcement agencies.
- **Registered Sex Offender** Names will be checked on the State of Michigan site as well as the National Sex Offender Register.
- **Approval by the Management Team** The Management Team of our church will vote to approve the person for the position to be held.

Screening Requirements

Workers will satisfactorily complete the following applicable minimum screening requirements before beginning any work with children or youth. If the criminal record check or State of Michigan or Sex Offender Register clearance takes more than two weeks, temporary approval may be granted pending the receipt of the reports. After any of these screening procedures have been completed, they do not need to be repeated when changing positions in the church as long as a record of the screening procedure remains on file with Rosewood Reformed Church. When approval is required for workers, it will be renewed on a tri-annual basis. All records created by these screening procedures will be kept confidential and will be made available only to the pastors, or a person designated by the Management Team. Each confidential file will contain all of the documents and information received during the screening process in reference to that applicant.

Worker	Required Screening
Pastors and Other Employees	Application, Personal interview, Reference check, Criminal record check, State of Michigan and National Sex Offender Register clearance, Approval by Management Team.
All Volunteer Workers	Application, Personal interview, Criminal background record check, State of Michigan and National Sex Offender Register clearance, Approval by Management Team.

Qualifications

1. No one will be permitted to serve as a worker who, in the belief of one of the pastors or the program supervisor, may represent a potential threat of committing abuse or violating any of the policies, standards, or provisions contained in this Child Safety Policy.
2. No one will serve as a worker if they are known to have been previously convicted of, or pled guilty or no contest to, any crime arising out of any act or conduct involving abuse, or any act or conduct which is of a sexual, molesting, seductive, or criminal nature, whether or not such conduct involved a child. This qualifying rule will be applicable no matter how long ago the crime occurred.
3. No one will serve as a worker who has had a verdict rendered against him or her in any civil action arising out of any personal act or conduct related to abuse. This qualifying rule will apply no matter how long ago the civil verdict was rendered.
4. No one will serve as a worker who has acknowledged or admitted that they have participated as a perpetrator in any previous act of abuse.

SUPERVISION

Proper supervision of workers is necessary to avoid creating the opportunity for both actual abuse and false accusations of abuse to occur. Proper supervision includes providing workers with training and education on issues involving child abuse, as well as providing them with proper supervision during the performance of their responsibilities. In providing supervision, special attention should be given to certain high-risk areas, such as nurseries, restroom, and overnight activities. All functions, activities, events, and programs should be adequately staffed to ensure the necessary supervision and safety of all involved. The function, activity, event, or program should be canceled if adequate staffing is not provided. In addition to providing supervision for all involved, workers will provide each other with appropriate assistance and guidance to ensure that this Child Safety Policy is being implemented. This may include supportive reminders of the necessity to avoid conduct that may give rise to the false appearance of abuse.

REPORTING PROCEDURES

1. Workers may handle minor infractions of this Child Safety Policy by simply reminding other workers of the provisions of this policy. In every other case, workers and other members of the church should immediately report to the supervisor of the program or one of the pastors any behavior by a worker which seems to be inappropriate or violates a provision of this policy. When reports are made of minor violations, workers will be asked to correct any inappropriate behavior.
2. All suspected cases of abuse that take place on the church property or off-campus as a part of a church-sponsored activity will be reported to one of the pastors or a member of the Management Team as soon as possible. The person receiving the report must inform the other Management Team members. The Management Team will make a report to Children's Protective Services. The Children's Protective Services agency is trained to investigate these reports, the Management Team and the pastors are not. If the alleged victim is under the age of 18, the parents or guardian must be informed of these actions.
3. If one of the pastors is the suspected perpetrator, it will be reported to a member of the Management Team, and the Management Team will report the allegation to the Classis Church and Pastoral Relations Committee and Children's Protective Services. If one of the parents or guardians is the suspected perpetrator, for the alleged victim's protection, the parents or guardians should not be informed of the report until the alleged victim's safety has been ensured. In any case, the status of the accused as an approved worker will be immediately revoked, and he or she will not be permitted to continue to serve as a worker in any church-related function until approved by the Management Team.
4. If a person reporting a suspected case requests that their identity remain confidential, then the pastor and the Management Team will keep their name confidential except to the extent they may have a legal obligation to disclose their identity.
5. The above are the minimum reporting requirements contained in this policy. These procedures do not preclude anyone from additionally reporting a suspected case of abuse or neglect to others who need to know for the protection of the person. Unless the protection of the person requires otherwise, however, confidentiality of the information reported or received should be respected to protect the rights and interests of the alleged perpetrator, the alleged victim, and their families.

RESPONDING TO ALLEGATIONS

In responding to a suspected case of abuse, the following priorities should be kept in mind. The care and safety of the alleged victim and other potential victims is the first priority. All allegations of abuse need to be taken seriously without pre-judging the evidence. Adequate care must be provided to safeguard the privacy and confidentiality of all involved. The legal rights of both the alleged victim and the alleged perpetrator must be respected and preserved. Adequate care must be provided for the spiritual, emotional, and physical well-being of the alleged victim, the alleged perpetrator, their families, and the church as a whole. In order to provide adequate care for the legal interests of the Church, it may be wise to use legal counsel. This decision will be made by the Management Team on a case-by-case basis.

INTERPRETATION AND AMENDMENT

If confusion or ambiguity exists in the interpretation of this policy, the Management Team will decide how this policy will be interpreted. This policy may be revised. All amendments of this policy will be approved by the Management Team.

APPENDIX 1

Background Check Application for Employees & Volunteers
Rosewood Reformed Church

This application will be used to help Rosewood Reformed Church provide a safe and secure environment for everyone who participates in the programs of our church. This screening for approval as a worker (both volunteers and paid staff members) in our church will be performed by the appropriate staff member of our church unless the applicant requests that the screening process be handled exclusively and confidentially by one of the pastors or a specified unrelated member of the Administrative Board. All information disclosed on this form will be handled in a confidential manner and will be used only of the purpose of conducting a background check and complying with the requirements of our Child Safety Policy. **Please return this form to Tyla VanderMaas, Office Manager, in the main office, her member mailbox "VANDERMAAS, B" or to Tyla via email tyla@rosewoodchurch.org**

Date of Application: _____

Volunteering only - Interested in volunteering for: (Check all that apply)

- Nursery
- Any Children's Ministry area, this includes Cadets, GEM
- Other, please describe _____

Full Name: _____

_____ Last First Middle

Maiden Name _____

Address: _____

City: _____ State _____ Zip Code _____

Best Phone: _____ Other Phone: _____

Last 4 Social Security #####-###-_____ Driver's License # _____

Date of Birth ____/____/____ E-mail: _____

- Member of Rosewood • How long? _____
- Attendee • How long? _____

Have you ever participated in, or been accused of, convicted of, or pleaded guilty or no contest to any abuse or any sexual misconduct?

___ Yes ___ No

Have you ever had a verdict rendered against you in any civil action arising out of any personal act or conduct related to abuse or sexual abuse?

___ Yes ___ No

Have you ever been convicted of or pleaded guilty or no contest to any criminal offense of any kind?

___ Yes ___ No

Are you aware of any traits or tendencies you possess that could pose a threat to children or youth?

___ Yes ___ No

(Over)

If you have lived at your current address less than 10 years, list your previous addresses below:

Address _____ City _____ State _____ Zip _____

Address _____ City _____ State _____ Zip _____

Address _____ City _____ State _____ Zip _____

Please provide a least two references from places of employment or prior voluntary service. References must be over 18 years of age, must not be a relative, and must have known you for at least one year.

1. Name _____ Relationship to you _____

How long you've known this person _____ Phone _____ E-mail _____

Address _____ City _____ State _____ Zip _____

2. Name _____ Relationship to you _____

How long you've know this person _____ Phone _____ E-mail _____

Address _____ City _____ State _____ Zip _____

List your previous experience working with children and youth:

Applicant's Statement

I hereby represent and warrant that the information contained in this application is correct and complete to the best of my knowledge. I authorize any references of any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for volunteer service.

I agree to be bound by and follow the Code of Conduct and other provisions in the Child Safety Policy of Rosewood Reformed Church. This includes my understanding and agreement that all allegations against me of abuse will be reported to the proper authorities.

I authorize and agree to a criminal history check on a state and national level. My signature below authorizes the church to make such checks and to disclose the results to the Administrative Board of the Rosewood Reformed Church as needed to make a decision regarding my volunteer service.

I hereby release any individual acting on behalf of Rosewood Reformed Church and the Church itself from any and all liability for damages of whatever kind of nature which may result to me, my heirs, or my family, on account of compliance or any attempts to comply with the Child Safety Policy of Rosewood Reformed Church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THIS RELEASE ON MY OWN FREE ACT. This is a legal agreement which I have read and understand.

Applicant's Signature: _____ Date: _____

APPENDIX 2

DEFINITIONS

The following definitions apply to the terms used within this Child Safety Policy.

Abuse	Harm or threatened harm to a person's health or welfare by a person responsible for the child's health or welfare; non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment
Accused	A worker alleged to have engaged in abuse
Adult	A person at least 18 years of age
Applicant	A person who is applying to be approved as a worker
Appropriate	Conduct that one could reasonably assume would be acceptable
Child	Any one under the age of eleven
Management Team	The Management Team of Rosewood Reformed Church, which is composed of the following consistory members: three elders, three deacons, and the installed pastors
Off-Campus	Outside of the building and off the contiguous grounds of Rosewood Reformed Church
Parent or Guardian	Any parent or appointed guardian who has the general responsibility for the child's health, education, and welfare
Pastor	An ordained and installed minister employed by Rosewood Reformed Church
Sexual abuse	Engaging in any sexual contact or sexual penetration as defined in section 520a of the Michigan penal code; any sexual intimacy forced on another person for the sexual stimulation or gratification of another person. Child sexual abuse may refer to taking advantage of a child who is not capable of understanding sexual acts or resisting coercion such as threats or offers of gifts. Sexual abuse may or may not involve physical contact. Examples of non-physical sexual abuse include people exposing themselves, displaying pornographic material, photographing a child for pornographic materials, obscene telephone calls, voyeurism, and request to engage in sexual activity where no physical contact occurs.
Sexual exploitation	Allowing, permitting, or encouraging a child to engage in prostitution, or allowing, permitting, encouraging, or engaging in the photographing, filming, or depicting of a child engaged in a listed sexual act as defined in section 145c of Act No. 328 of the Public Acts of 1931
Sexual harassment	Any unwelcome sexual advance, request for sexual favors, and other verbal or physical contact of a sexual nature
Staff member	All employees of the church who have responsibility for the supervision of at least one program involving children or youth, or who may have contact with children or youth as a part of their work.
Volunteer	A worker who is not compensated financially for his/her work at the church
Worker	Any person who works or helps in any ministry of the church involving children or youth
Youth	Any person between the ages of eleven and seventeen, inclusive

APPENDIX 3

**Rosewood Reformed Church – Participant Registration/Permission Form
(sample-may be revised as needed)**

Participant's Name: _____ Birthdate: _____ Age: ____ Gender: M F
Address _____ City _____ State _____ Zip _____
School _____ Grade (entering fall 2019): _____
Father's Name (or Guardian): _____ Cell Phone: _____
Mother's Name (or Guardian): _____ Cell Phone: _____
Parent's Email _____ Participants Cell Phone: _____

List Any Extra-Curricular School or Other Activities/Interests:

Medical Information

Does the child named above have any special medical needs or concerns (allergies, dietary needs, medications that the youth team should be aware of)? Please describe below or on back of form.

Health Insurance:

Insurance Company _____ Policy Number _____
Medical Doctor _____ Phone Number _____

Emergency Contact Information Other Than Parent (In Case A Parent Cannot Be Reached):

Name _____ Relation _____
Cell Phone _____ Alternate Phone _____

Permission to Participate

I understand that youth activities, events and trips sponsored by ROSEWOOD REFORMED CHURCH may require sound physical and mental health. By signing this form, I expressly warrant my child named above is capable of withstanding both the physical and mental demands of such activities, and that I have been informed regarding the nature of these activities and demands. I further understand that I may request that my child named above be excluded from participation in any sponsored activities, events or trips should such activities, events or trips be noted below (please list activities, events or trips that your child MAY NOT participate in):

First Aid and Emergency Medical Treatment

I recognize that there may be occasions where my child named above may be in need of first aid or emergency medical treatment as a result of an accident, illness, or other health condition or injury. I do hereby give permission for agents of **ROSEWOOD REFORMED CHURCH** to seek and secure any needed medical attention or treatment for my child named above, including hospitalization, if in the agent's opinion such need arises. In doing so, I agree to pay all fees and costs arising from this action. I further give permission for attending physician(s) and other medical personnel to administer any needed medical treatment, including surgery, if deemed necessary.

Photo Use Consent

I grant permission for photos of my student to be posted on the personal social media sites of the Rosewood Youth Ministry Program Director and any Rosewood Youth Ministry Team Leader as a way of sharing and celebrating our youth ministry. Photos may also be used in promotional materials and/or church website.

YES NO

Authorization from Parents/Guardian

I represent that I am the parent/guardian of _____, who is under 18 years of age. I have read the above information and am fully familiar with the contents thereof. I give permission for my child named above to participate in all sponsored youth activities, events and trips, unless noted.

Signature of Father / Guardian _____ Date _____

Signature of Mother / Guardian _____ Date _____

APPENDIX 4

Incident/Ouch Report

(Sample Only — This Incident report may be revised as needed)

Child: _____

Date: _____ Time: _____

Injury: _____

How Injury Happened: _____

Treatment: _____

Treatment by: _____

SAMPLE