



4051 Accident-Bittinger Road \* Accident, MD 21520 \* Phone: 301-245-4250

## **CHILD ABUSE PREVENTION POLICY AND PROCEDURE MANUAL (Revision – 2/27/2023)**

### **1. Purpose**

- 1.1. To help *Cherry Glade Mennonite Church* provide a caring, safe, and secure environment for children in all phases of church life.
- 1.2. To help *Cherry Glade Mennonite Church* raise the level of awareness and take appropriate precautions to deter incidences of child abuse.
- 1.3. To help *Cherry Glade Mennonite Church* predefine actions when incidences of child abuse occur.
- 1.4. To help *Cherry Glade Mennonite Church* reduce its legal risk and liability exposure.

### **2. Biblical Foundation**

2.1. *Cherry Glade Mennonite Church* seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form to our children, and youth and to minister to victims of abuse and their families. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

#### 2.1.1. Mark 10:13-16 (New International Version)

<sup>13</sup>People were bringing little children to Jesus to have him touch them, but the disciples rebuked them. <sup>14</sup>When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. <sup>15</sup>I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it." <sup>16</sup>And he took the children in his arms, put his hands on them and blessed them.

#### 2.1.2. Matthew 18:5-7 (New International Version)

<sup>5</sup>"And whoever welcomes a little child like this in my name welcomes me. <sup>6</sup>But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea. <sup>7</sup>"Woe to the world because of the things that cause people to sin! Such things must come, but woe to the man through whom they come!

- 2.2. Our goal in response to these Biblical mandates is to maintain a safe, secure, and loving place where children may grow: a place where caregivers, teachers, and leaden (both paid and volunteer) minister appropriately to their needs.

### **3. Child Abuse Prevention Policy**

- 3.1. *Cherry Glade Mennonite Church* DESIRES TO BE A SAFE PLACE FOR ALL CHILDREN AND ADULTS WHO ATTEND ANY CHURCH SPONSORED ACTIVITY. Individuals they know and trust sometimes victimize children. The church is not immune to such abuse, either by its members or by those in leadership positions. Incidents of child abuse or neglect cut across racial, social, economic and religious boundaries. Although no organization or individual can assure complete protection, this Child Abuse Prevention Policies and Procedures Manual reflects *Cherry Glade Mennonite Church's* commitment to help to protect children from harm. This manual applies to all volunteer and compensated caregiver staff workers of Cherry Glade Mennonite Church.
- 3.2. Cherry Glade Mennonite Church will not tolerate child abuse or neglect. Your cooperation in this commitment not only reflects your concern about children's safety in this society, but also your willingness to take steps toward halting child abuse and its detrimental effects.
- 3.3. For the safety and protection of our children and workers, all people who provide caregiving services in church sponsored activities with children are required to comply with the guidelines provided in this manual.

### **4. Definitions**

In this manual the following definitions apply:

- 4.1. Adult— Any person age 18 or older.
- 4.2. Child or Youth—Any person under the age of 18.
- 4.3. Child Abuse—Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The law typically uses the following definitions and explanations in determining whether abuse of a child has occurred.
  - 4.3.1. Physical Abuse: A physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot and stabbing wounds.

- 4.3.2. Physical Neglect: The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food, and malnutrition.
  - 4.3.3. Sexual Abuse: Abuse that consists of sexual contact or interactions with a child, including physical contact (fondling, sexual intercourse) and nonphysical contact (exhibitionism, child prostitution pornography, voyeurism).
  - 4.3.4. Medical Neglect: Refusal or failure by caretaker to obtain and/or follow through with a complete regimen of medical; mental; or dental care for a condition, which if untreated, could result in illness or developmental delays.
  - 4.3.5. Failure to Thrive: A syndrome of infancy or early childhood that is characterized by growth failure, signs of severe malnutrition and variable degrees of developmental retardation, Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors.
  - 4.3.6. Mental Abuse/Neglect: A pattern of acts or omissions by the caretaker that result in harm to a child's psychological or emotional health or development.
  - 4.3.7. Educational Neglect: The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study.
  - 4.3.8. Bizarre Discipline: Any actions in which the caretaker uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the child's behavior.
- 4.4. Caregiver: Any Volunteer or Staff worker who has been vetted through the Onboarding Caregiver Process (Section 5.2) or has been approved to assist with a specific children's activity by the Senior Pastor.
- 4.4.1. Staff: Hourly, salaried, part-time or full-time church employees who works with children at any church-sponsored activity.
  - 4.4.2. Volunteer Worker: Any non-compensated individual who works with children at any church-sponsored activity.
  - 4.4.3. Temporary Caregiver: Any Staff or Volunteer worker who assists with an activity but has not completed the Onboarding Caregiver Process laid out in Section 5.2 of this plan. These individuals must be approved by the Lead Pastor to assist with each specific event.

4.4.4. Full-Time Caregiver: Any Staff or Volunteer worker who regularly assists and participates with activities. A Full-Time Caregiver must complete the Onboarding Caregiver Process laid out in Section 5.2.

4.4.5. Student Caregiver: A student 6<sup>th</sup> grade through 17 years old and volunteers to help with children's activities. These individuals must be approved by the Lead Pastor. These individuals will not be vetted through the Onboarding Caregiver Process.

4.5. Mandated Reporter: According to Maryland Department of Human Services website, Mandated Reporters are: Health Practitioner, Educators, Human Service Workers, Police Officers. Per Md. Family Law Code Ann. 5-705 Other Persons who have reason to believe that a child has been subjected to abuse or neglect shall notify the local department or the appropriate law enforcement agency. (There are two exceptions to this: Attorney / Client, Minister / Lay member.)

4.6. Corporal Punishment: Any punishment applied to the body but not limited to slapping, spanking, pinching, pulling, or squeezing by a non-parent.

## **5. Reducing the Risk of Child Abuse**

In an effort to create the safest possible environment within Cherry Glade Mennonite Church, several abuse prevention measures will be used. These measures include: 1.) screening of Staff and Full-Time Volunteer Caregivers through a Caregiver On-Boarding Process. This will help reveal past child abuse convictions or expungements. 2.) Vetting of Temporary Caregivers and Student Caregivers through Lead Pastor approval. 3.) Provision for regular training on child abuse issues to Staff and Full-Time Caregivers. 4.) Use of the two adult rule standards for appropriate classroom discipline and open classrooms. 5.) Guidelines for travel and transportation of children.

### **5.1. Six Month Rule**

Caregiver workers must have been members or regular attendees of Cherry Glade Mennonite Church for at least six months prior to the time they begin serving as a Caregiver with children in church-sponsored activities. There is an exception to the six-month guideline, if a volunteer worker:

- Has served in ministry with children for at least six months in the church he or she attended prior to coming to Cherry Glade Mennonite Church; and
- Can provide a reference from the staff person with whom they worked at that church, they may be considered for service prior to the six months of regular attendance at Cherry Glade Mennonite Church; or
- Has been approved to assist with children's activities by the Leadership team.

## 5.2. Caregiver Onboarding Process

The following procedures reflect Cherry Glade Mennonite Church's commitment to provide protective care for all children and workers who participate in church sponsored activities.

5.2.1. All Staff and Full-Time Caregiver workers must complete the following procedures before regularly participating in any church sponsored child or student activities. If these procedures have not been completed the Lead Pastor must give approval for each event prior to the individual participating in the event.

5.2.1.1. Complete a Children / Youth Caregiver Application form. (Attached Form A)

5.2.1.2. Participate in an interview conducted by the senior pastor or his designee;

5.2.1.3. Attend orientation/training activities appropriate to the level of the volunteer or compensated worker involvement;

5.2.1.4. Sign a written acknowledgement stating they have received and reviewed a copy of the *Child Abuse Prevention Policies and Procedures Manual of Cherry Glade Mennonite Church*. (Signature required at the back of this manual.)

5.2.1.5. **Note:** No adult members of the congregation, whether volunteer or paid workers, who have been convicted or who confessed to a crime against a child or a violent crime against another adult will provide services in any church-sponsored activity or program for children or youth.

5.2.1.6. **Note:** All Staff and Full-Time Caregiver workers are subject to background checks for the purpose of obtaining information regarding criminal history or child abuse findings.

5.2.1.7. **Note:** Applications and the results of any screening will be kept confidential by authorized church staff.

## 5.3 Two-Adult Rule

5.3.1. Sunday school class teachers may be randomly monitored by a designated person.

- 5.3.2. Whenever possible, teachers will be assigned in teams of two or more per church nursery, children's church, and youth meetings. Concerted effort will be made to recruit sufficient numbers of volunteer teachers to permit such team teaching.
- 5.3.3. Formal classroom situation may necessitate only one adult; however, there will never be only one adult and one child alone in a classroom or other venue under any circumstances with the door closed.
- 5.3.4. In the event that carpools are used for transporting children, and there is only one adult, there must be more than one child in the car. Preferably, there should be two adults in each vehicle.
- 5.3.5. Other church-sponsored groups of children or youth, whether they meet at the church or elsewhere, must have two or more adult Caregivers present. When a church-sponsored children's youth group has both male and female participants, both male and female adult Caregivers must also be present.

#### 5.4 Classroom Discipline

All teachers and workers will use the following discipline measures:

- 5.4.1. If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw the blocks. We use blocks for building."
- 5.4.2. If this measure is not effective, the child will be guided to another activity.
- 5.4.3. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students.
- 5.4.4. If the child's disruptive behavior continues after these steps have been taken, the child shall be returned to the parent if on campus.
- 5.4.5. If the parent is not available, the child shall be taken to the Sunday school superintendent and left under the supervision of the Sunday school superintendent. No corporal discipline or verbal abuse, e.g., ridicule, are to be used at any time.
- 5.4.6. If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be recorded on an Childcare /

Youth Incident Report Form (Attached Form D) and discussed with the child's parents or guardian as soon as possible.

## 5.5 Open Classrooms

Classrooms or childcare rooms may be visited without prior notice by church staff, parents or other volunteer church workers, e.g. Sunday school superintendent.

## 5.6 Driving Policies

5.6.1. When Cherry Glade Mennonite Church is providing transportation the designated leader of the event must know each person designated to provide automobile or van transportation to or from church. The driver must have on file with the church a up to date Driver Agreement (Attached Form B) and:

5.6.1.1. Be at least 18 years old;

5.6.1.2. Have a valid state driver's license, qualified for the vehicle being operated;

5.6.1.3. Have no record of convictions for the past five years for drunken driving, driving under the influence, driving with a suspended or revoked license or reckless endangerment;

5.6.1.4. Have proof of insurance for the vehicle to be driven; and

5.6.1.5. Always have at least one additional adult or two children in the vehicle with them.

5.6.2. This policy does not apply if the parents have made the arrangements for transportation. e.g. Transportation to or from activity.

## 5.7 Gifts

5.7.1. No Caregiver, either paid or volunteer, are to give personal gifts to individual children or young people without the prior knowledge of the parent(s) or responsible leadership, Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion.

## 5.8 Overnight Trips

Situations where Caregivers are taking children or young people out of the area for long periods of time or for overnight outings are to be carefully planned. Only Staff or Full-Time Volunteer Caregivers will be permitted to lead the trips.

If Temporary Caregivers are needed for additional support these individuals shall be approved by the Senior pastor for the particular outing but shall not be left alone with a child in a one-on-one setting.

## 6. Age-Specific Guidelines for Working with Children

### 6.1 Nursery

- 6.1.1. A minimum of two adult female caregivers must be present in each nursery regardless of how few children are in attendance.
- 6.1.2. The windows of the nursery will remain uncovered to allow a clear view of all activities.
- 6.1.3. Church nursery caregivers who change diapers must adhere to the following procedures:
  - Always wear rubber gloves.
  - Always use rubber gloves when applying lotion or powder.
  - Always keep a cloth or wipe between her hand and the child.
- 6.1.4. Children will be released to parents at the nursery counter. Persons other than the child's parents or guardians must be authorized by the parent or guardian to pick up the child.
- 6.1.5. Only assigned caregivers or parents of children in the nursery are allowed to stay in the nursery or to be in the nursery area during sessions.
- 6.1.6. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**

### 6.2 Preschool Ministry (Toddlers Through Kindergarten)

- 6.2.1. A minimum of two caregivers (one being an adult) must be present with each group of children regardless of how few children are in attendance.
- 6.2.2. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.
- 6.2.3. When possible, children will be encouraged to take care of their own bathroom needs. Should assistance be required the outer bathroom door must remain ajar while the teacher assists the child.



- 6.2.4. Children will be released to parents at the door of the nursery. Persons other than the children's parents, guardians or immediate family must be authorized by the parent or guardian to pick up the children.
- 6.2.5. When children are taken out of the classroom (playground. etc.) the teachers are to take a count of the children to ensure all are present.
- 6.2.6. Only assigned workers and children's parents, guardians or immediate family can stay in preschool rooms or be in the preschool area during sessions.
- 6.2.7. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
- 6.2.8. The senior pastor or one delegated to do so by him must approve any children's activities that are held off-site. Parental permission will be secured for off-site activities and there will be a minimum of two adults present. All activities of children on or off the church campus must be scheduled on the official church calendar.

### 6.3 Children's Ministry (First Through Fourth Grades);

- 6.3.1. A minimum of two caregivers (one being an adult) must be present with each group of children regardless of how few children are in attendance.
- 6.3.2. The windows of classroom doors and between classrooms will remain uncovered to allow a clear view of classroom activities.
- 6.3.3. When possible, children will be encouraged to take care of their own bathroom needs. Should assistance be required, the outer bathroom door must remain ajar while the teacher assists the child.
- 6.3.4. A positive approach to discipline will be practiced. Clear, consistent, age-appropriate limits will be established to help the children function appropriately. **Corporal discipline is never allowed.**
- 6.3.5. The senior pastor or one delegated to do so by him must approve any children's activities that are held off site. Youth Permission / Waiver (Attached Form C) will be secured for off-site activities and there will be a minimum of two adults present. All activities for children, on or off the church campus, must be scheduled on the official church calendar.

### 6.4 Student Ministry (Fifth Grade Through Age 17):

- 6.4.1. A minimum of two adults must be present regardless of how few students are in attendance, unless approval is granted by the Senior Pastor for instances where these requirements cannot be met.

6.4.2. The senior pastor or one delegated to do so by him must be informed in advance of all activities held on or off the church campus. Youth Permission / Waiver (Attached Form C) will be secured for offsite activities. There will be a minimum of two adults present at all off-site activities. Parental permission will not be required when the activity takes place at the site where the parents provide or arrange for transportation to that site. A blanket Youth Permission / Waiver Form (Attached Form C) will be made available where the parent desires to give permission for their student to attend any church sponsored student ministry event within a 100 miles radius of the church campus. All activities for students, on or off the church campus, must be scheduled on the official church calendar.

6.4.2.1 If a new student attends without written permission from his parent or guardian, an attempt will be made to secure verbal permission. If contact cannot be made with the parent or guardian the new student will be permitted to participate but either a written notice will be sent home with the student informing the parent of the student's participation in the offsite activity or the family/participant who invited and brought the new student must verbally inform the parent or guardian of that new student about his participation in the offsite activity.

6.4.3. Overnight events that are attended by students of both genders must also be chaperoned by adults of both genders.

6.4.4. A positive approach to discipline will be practiced. Clear consistent age-appropriate limits will be established to help the children function appropriately. Corporal discipline is never allowed.

6.4.5. It is recognized that certain counseling and ministerial situations may preclude the presence of two adults and that the general guidelines for supervision of Caregivers should not restrict situations where individual counsel and guidance is necessary. However, such counseling should only take place in a room where interior windows allow a clear view of the activities in the room.

## **7 Reporting Child Abuse**

7.1 If Cherry Glade Mennonite Church receives an allegation of child abuse, it will respond with the utmost concern to the victim, parent, or other party making such an allegation. The accused will be treated with dignity and support. Without clear and convincing evidence to the contrary, Cherry Glade Mennonite Church personnel will assume that such complaints are made in good faith. Persons making such complaints should have no doubt that Cherry Glade Mennonite Church takes them seriously and will take appropriate action.

7.2 If abuse (as defined by Maryland law) has been witnessed or evidence that abuse has occurred becomes known while at a Cherry Glade sponsored event, reporting per the requirements of Maryland law is required. When it becomes necessary to report suspected child abuse or neglect, the protection of children must be the most important concern. Cherry Glade Mennonite Church has determined that it is the responsibility of the program staff to report all cases of observed or suspected child abuse to the proper legal authorities according to Maryland regulations. Reporting observed or reasonable suspicion child abuse has the potential for helping individuals receive help for a previous problem and may prevent further harm to a child, that person or others.

### 7.3 Guidelines for Reporting Child Abuse

7.3.1. Reporting based on reasonable suspicion does not require proof that abuse or neglect has actually occurred or that the reporter witnessed the incident in question, Reporting is not a determination that child abuse or neglect has actually occurred; rather, it is a request for an assessment of the condition of a child.

7.3.1.1. Reasonable suspicion means that there is credible evidence or a discrepant or inconsistent history in explaining a child's suspected abuse.

7.3.2. Because we believe children are our most important concern, Cherry Glade Mennonite Church has adopted the following guidelines to aid in reporting and ministering to the individuals involved:

7.3.2.1. Treat each allegation of child abuse seriously.

7.3.2.2. Attempt to assure the safety and protection of persons who have been harmed.

7.3.2.3. Pray for the church and all persons affected by the allegation.

7.3.2.4. Immediately notify the senior pastor. The senior pastor will initiate an internal investigation of the allegations. If the senior pastor is not able to be contacted, contact an associate pastor or church elder.

7.3.2.5. Begin documenting all observations and processes in handling the allegation.

7.3.2.6. Notify the parents or guardian if it is not known that they have previous knowledge of the allegations. Note: If it is suspected that the parent or guardian is causing the abuse, do not confront them until the safety of the child is secured.

- 7.3.2.7. Work with the Lead Pastor or Elder to notify the local department or the appropriate law enforcement agent as per Maryland regulations.
- 7.3.2.8. The Lead Pastor or Elder should notify the Chair of the Finance and Property Committee. As appropriate, the finance committee chair shall notify the church's insurance carrier of the possibility of a claim. If the abuse allegation does not implicate a church staff member or church volunteer, this step may be omitted,
- 7.3.2.9. If the accused has assigned duties within the life of the church, that person must be temporarily relieved of his duties until the investigation is concluded. If the accused is found to be not guilty of the charges the accused will be compensated for any wages lost during the investigation.
- 7.3.2.10. The pastor should extend whatever care and resources necessary for the alleged victim, accused and reporter. In providing care to the alleged victim, accused and the reporter, and their families, the pastor or church leader, should under no circumstances be drawn into a discussion of the truth or falsity of the allegation which could contaminate an official investigation. Do not assign blame or take any steps that involve establishing or negating the allegation.
- 7.3.2.11. Show care and comfort for the alleged victim. This should be the pastoral objective from the moment the allegation is received or otherwise made known.
- 7.3.2.12. Observe confidentiality for both the alleged victim and the accused until advised to the contrary by the senior pastor.
- 7.3.2.13. Do not confront the accused until the safety of the child or student is secured.
- 7.3.2.14. Do not prejudge the situation but take the allegations seriously and reach out to the alleged victim and his or her family, showing care and support help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the alleged victim is the priority.
- 7.3.2.15. Treat the accused with dignity and support. If the accused is a caregiver, that person should be relieved temporarily of his or her duties until the investigation is completed,
- 7.3.2.16. If you are contacted by the media or other parties about a pending allegation of child abuse, they should be referred to the senior pastor. Only the pastor or his designee should make comments about the allegations. The privacy and confidentiality of all involved shall continue to be of primary concern.

**8 Important contacts and Their Phone Numbers**

8.1 Senior Pastor: Robert Stark

Mobile: (301) 616-4506

8.2 Garrett County Social Service Department (Child Abuse Reporting):

(301) 533-3005

8.3 Maryland Child Abuse Hotline

8.3.1 Child Protective Services - Baltimore City: (410) 361-2235

8.3.2 Social Services Administration: (410) 767-7112

8.4 National Child Abuse Hotline:

1-800-4-A-CHILD

8.5 Church Finance Chair: Chris Yoder:

(301) 707-3225

I acknowledge that I have received, reviewed and have been trained for the use of this Child Abuse Prevention and Procedure Manual.

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

Forms Attached:

1. Form A - Children/Youth Caregiver Application
2. Form B – Driver Agreement
3. Form C – Youth Permission/Waiver
4. Form D – Childcare/Youth Incident



Form A, Revision – 101822 (page 1 of 3)

**CHILDREN/YOUTH CAREGIVER APPLICATION**

Application Date: \_\_\_\_\_ Position Sought: \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Highest Level of Education \_\_\_\_\_

Driver License #: \_\_\_\_\_ State: \_\_\_\_\_

**My employment/volunteer experience in the past five years includes:** (Attach additional pages as necessary.)

***Employer/Organization*** \_\_\_\_\_

Your position/Title \_\_\_\_\_

Dates of Involvement (starting, ending) \_\_\_\_\_

*Employer/Organization* Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

***Employer/Organization*** \_\_\_\_\_

Your position/Title \_\_\_\_\_

Dates of Involvement (starting, ending) \_\_\_\_\_

*Employer/Organization* Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

***Employer/Organization*** \_\_\_\_\_

Your position/Title \_\_\_\_\_

Dates of Involvement (starting, ending) \_\_\_\_\_

*Employer/Organization* Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

**Other Experience**

Special training, skills, hobbies:

Groups, clubs, organizational memberships:

Prior experience not previously mentioned specific to working with children and youth:

**References**

Please list three people (outside of your family) who know you well and can attest to your character, skill, and dependability in general, as well as in relation to how you work with children and youth. You may duplicate one of the contacts in the “previous experience” section.

Contact Name	Organization	Relationship to you	Phone
1.			
2.			
3.			

**Personal history and motivation**

Why do you want to volunteer for this position?

Have you ever been exposed to an incident of child abuse or neglect?    No    Yes

If yes, how did you feel about the incident?

Also, please describe any actions you took to address it.

**CHILDREN/YOUTH CAREGIVER APPLICATION**

***Disclosure***

**I have never been found guilty, or pled guilty or no contest, to a criminal charge.**  True  Not true

If not true, give a short explanation of the charge on the back of this page. (Please indicate the date, nature, and place of the incident leading to the charge; where the charge was filed; and the precise disposition of the charge.)

**No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.**  True  Not true

If not true, on the back of this page, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

**I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.**  True  Not true

If not true, give a short explanation on the back of this page. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

**Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?**  Yes  No

If yes, please provide a brief explanation on the back of this page.

***Read carefully before signing this application:***

The covenants between persons seeking sanctioned caregiver positions in Christian community require honesty, integrity, and truthfulness for the health of the church. To that end, I certify that the answers given by me to all questions on this application and any attachments are, to the best of my knowledge and belief, true and correct and that I have not knowingly withheld any pertinent facts or circumstances. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination from, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning sanctioned caregiver relationships in Christian community with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees or volunteers and the church they seek to serve.

To that end, I authorize Cherry Glade Mennonite Church and/or its agents to make inquiries regarding all statements I have set forth above. I hereby consent to permit Cherry Glade Mennonite Church to contact anyone it deems appropriate to investigate or verify any information provided by me to discuss my suitability for a caregiver position, including my background, volunteer experience, education or related matters. I expressly give my consent to any discussions regarding the foregoing and I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar cause of action, against anyone providing such information. I further authorize all persons, schools, companies, organizations, and law enforcement agencies to supply all information concerning my background and to furnish reports thereon and I hereby release them and any organization affiliated with Cherry Glade Mennonite Church from any and all liability and responsibility arising from their doing so.

Cherry Glade Mennonite Church's hiring and authorized caregiver recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill.

To that end, I authorize Cherry Glade Mennonite Church and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these stated purposes. I understand that Cherry Glade Mennonite Church will share with me information it has gathered about me, if I request it to do so.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Guardian's signature for applicants under 18

\_\_\_\_\_  
Date





**Form B, Revision – 101822 (Page 1 of 1)**

**Driver Agreement**

Driver Name \_\_\_\_\_

License Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

Date of Birth \_\_\_\_\_

Age: \_\_\_\_\_ (Must be at least 18 years old.)

If approved as a driver for Cherry Glade Mennonite Conference, I agree to:

1. Maintain a valid inspection on my vehicle
2. Maintain valid insurance on my vehicle
3. Require the use of seatbelts by all occupants
4. Refrain from the use of hand held cell phones while driving
5. Report any incident involving my car or its passengers during activities sponsored by Cherry Glade Mennonite Church within 24 hours of the incident, using a Childcare / Youth Incident Form C. (Attached.)

I certify that I have no record of convictions for the past five years for drunken driving, driving under the influence, driving with a suspended or revoked license or reckless endangerment;

I certify that all information on this form is true and correct to the best of my knowledge. I give permission to representatives of Cherry Glade Mennonite Church to obtain my motor vehicle record from state authorities to verify the contents of this form. I expressly give my consent to any discussions regarding the foregoing and I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar causes of action, against anyone providing, or seeking such information.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date



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**Cherry Glade Mennonite Church**  
**YOUTH PERMISSION/WAIVER FORM**

Name of Youth Participant \_\_\_\_\_

Parent(s) or legal guardian(s) of youth \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Age of Youth \_\_\_\_\_ Birthdate \_\_\_\_\_ Grade \_\_\_\_\_

**Functions & Activities**

*It is my understanding that participating in the programs and activities of Cherry Glade Mennonite Church is a privilege. I acknowledge that there are certain risks associated with the activities including activity related accidents and physical injury due to transportation-related accidents.*

**Release of Liability**

*By signing this Permission/Waiver Form, I assume all risks of the above named youth participating in the activities. I further release Cherry Glade Mennonite Church and Its ministries, leaders, employees, volunteers and agents from any claim that my child may have against them as a result of injury or illness incurred during the course of participation in the activities.*

**First Aid & Emergency Medical Treatment**

*I recognize that there may be occasions where the youth named above may be in a 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 Cherry Glade Mennonite Church to seek and secure any needed medical attention or treatment for the youth 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 to obtain medical treatment.*

*I give permission for attending physician(s) and other medical personnel to administer any needed medical treatment, including surgery and again, I agree to pay for the medical treatment.*

**Medical History**

*Special medical needs or concerns (allergies, conditions, dietary needs, medications, etc.)*

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**Health Insurance Information**

**(Insurance Co.) (Policy Number)**

**(Medical Doctor) (Phone Number)**

**Emergency Contacts**

*Names of persons and telephone numbers to call in case of emergency:*

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

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

*I represent that I am the parent/guardian of \_\_\_\_\_, who is under 18 years of age. I have read the above Permission/Waiver Form and am fully familiar with the contents thereof.*

*Initials: \_\_\_\_\_ I give permission for the youth named above to participate in all on site or off site activities of Cherry Glade Mennonite Church held within a 100 mile radius of the church.*

*Initials: \_\_\_\_\_ I give permission for the youth named above to participate in the specific off site event, \_\_\_\_\_, Date(s)\_\_\_\_\_.*

*In consideration for allowing the participation of the youth in the activities of Cherry Glade I hereby consent to the Permission/Waiver Form, including the Release of Liability above, on behalf of the youth, and agree that this Permission/Waiver Form shall be binding upon me.*

*Photo permission: I also give permission for photos of the youth named above to be used in written and Internet publications.*

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

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



Form D, Revision - 101822 (Page 1 of 2)

## CHILDCARE / YOUTH INCIDENT REPORT FORM

Use this form to report accidents, injuries, medical situations, criminal activities, traffic incidents, or student behavior incidents. If possible, a report should be completed within 24 hours of the event.

Date of Report: \_\_\_\_\_

### 1. PERSON INVOLVED

Full Name: \_\_\_\_\_ Address: \_\_\_\_\_

Identification:  Driver's License No. \_\_\_\_\_

Other: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### 2. THE INCIDENT

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

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

Describe the Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. INJURIES

Was anyone injured?  Yes  No

If yes, describe the injuries:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. WITNESSES**

Were there witnesses to the incident?  Yes  No

If yes, enter the witnesses' names and contact info:

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**5. POLICE / MEDICAL SERVICES**

Police Notified?  Yes  No If yes, was a report filed?  Yes  No

Was medical treatment provided?  Yes  No  Refused

If yes, where was medical treatment provided?  On site  Hospital

Other:

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**6. PERSON FILING REPORT**

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

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

**OFFICE USE ONLY**

Report received by: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-up action taken:

Action Taken:

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