



Robinson Elmwood United Church

Presbyterian Church (USA)

126 South Terry Road
Syracuse, NY 13219

SAFE CHURCH POLICY



For the purpose of this document, “children and youth” will be defined as persons younger than age eighteen years (or are still in high school if have reached their 18th birthday).

STATEMENT OF BELIEF

We believe that all people are children of God. We recognize the individual dignity of each one. Everyone associated with Robinson Elmwood United Church is entitled to an environment free from sexual misconduct. The care and safety of children and youth and vulnerable adults participating in the life and worship of our church are a particularly high priority.

Throughout all consultations, investigations, processes, considerations and findings, all parties will be guided by the love and justice of Jesus Christ.

SCREENING

- Volunteers who work with children and youth must have participated in worship and activities at Robinson Elmwood United Church with regularity and consistency for at least six months.
- Volunteers will fill out and sign an application which will be reviewed by a person appointed to this task by the Session and kept on file in a secure location (see *Application Form for Church Volunteers Working with Children and/or Youth*).
- References listed by the applicant will be checked (preferably by telephone or in person) by the person(s) appointed by the Session for this task and will be specifically asked, “Do you know of any reason why this person should not be allowed to work with children and/or teens?”
- Background checks will be completed online by *Protect My Ministry (utilizing the Presbytery of Cayuga-Syracuse’s account)* for each volunteer applicant and for each member of the church staff. Results of the background check will be reviewed by the person appointed to this task by the Session and a hard copy of the report will be filed in a secure location.
- Volunteers working with children/youth will sign the *Safe Church Policy Acknowledgement Form for Volunteers Working with Children and/or Youth*.
- The Session alone will authorize access to secure files of Volunteer Application Forms and Background Checks by anyone other than the Pastor and the person appointed to this task by the Session.

ONE-TO-ONE CONTACT

- One-to-one counseling or mentoring encounters with a child, youth or adult should be arranged to provide confidentiality with transparency.

- Another adult should be present on the premises and be aware that an adult volunteer or staff member will be meeting privately with a child/youth when one-to-one counseling or mentoring sessions occur (*to maintain confidentiality, the second adult does not need to know the identity of the child/youth*).
- The setting should remain as open as possible, i.e., a door ajar if there is not a glass panel in the door, lights on, curtains or blinds open, etc.
- One-to-one counseling or mentoring sessions held away from church premises should occur in open, public places where at least one other adult is within eyesight, e.g., a quiet corner in the public library, at a table in a fast-food restaurant, etc.
- One-to-one encounters with children/youth off church premises are at the discretion of the adult volunteer/staff member and the parent(s) and the child/youth.
 - Robinson Elmwood United Church accepts no responsibility for activity among members, children/youth and/or adult volunteers not sponsored by the church, such as babysitting, dating, recreation, or other social situations.

CLASSES AND PROGRAMS FOR CHILDREN AND YOUTH

- Classes, programs and/or activities for children and youth should be held in rooms with clear glass panels in the door when possible – or the door will be left ajar. When children are being supervised in the nursery, the top panel of the “dutch door” should be left open or ajar.
- At least two adults who have completed Safe Church training or one adult and one teen volunteer age 14 years of age or older who have completed Safe Church Training will be present at classes, programs and/or activities for children and youth. Teen volunteers must be at least three years older than the oldest child/teen in the program.

OFF-SITE AND/OR OVERNIGHT ACTIVITIES

- Adult volunteers shall have a completed and signed permission form for each child/youth for church sponsored off-site and/or overnight activity in order for the child/youth to participate (*see Child/Youth Permission Slip for Outing / Overnight Event*).
- Off-site and overnight activities will be chaperoned by at least two adult staff members or volunteers.
 - At least one adult of each gender will be present at co-ed overnight events.
 - Sleeping arrangements shall be same gender room occupancy. That is, boys with boys and girls with girls.
- At single gender events, at least one of the two or more adults present will be the same gender as the child(ren).

TRANSPORTATION

- Transportation of children and youth by adult volunteers (who are not their parents) to and from the church property to a church sponsored event at another location (i.e., Vanderkamp, another church, nursing home, movie theater, bowling alley, etc.) must be done in groups.
- All drivers for church sponsored event transportation who are transporting children/teens other than their own must be at least 21 years of age, have a valid driver’s license for the vehicle being driven, and

carry state required automobile insurance. In addition, they must have completed the Robinson Elmwood United Church *Application Form for Adult Church Volunteers Working with Children and/or Youth* and had references checked as per "Screening" above.

- All vehicles used for transportation of children and youth by adult volunteers shall have a valid up-to-date, state required inspection sticker and a seat belt for each passenger.
- Everyone in the vehicle will wear a seatbelt at all times when the vehicle is in motion.
- The driver will not use a cell phone or any similar electronic devices when transporting passengers when the vehicle is in operation.
- Adult volunteers must receive a signed *Child/Youth Permission Slip for Outing / Overnight Event* before transporting a child/teen from Robinson Elmwood United Church to an off-site event location and return all signed forms to the church office to be filed after the event.

CONDUCT GUIDELINES

Jesus said, "Love one another" and he said to treat others as you would have them treat you. Therefore, all persons who volunteer to work with children and youth will treat them with loving respect at all times.

- Staff interactions with children and other adults will demonstrate kindness and respect, being mindful to use positive and polite language, keep comments appropriate, interact in morally appropriate ways that do not demean others, use due caution with physical games/activities, choose careful ways to restrain children if/when necessary, and be sure that what I say and do is consistent with the teachings of the Presbyterian Church (USA).
- Should disagreements occur between children/youth and other children/youth and/or between children/youth and an adult volunteer(s), the adult volunteer(s) will strive to demonstrate and teach children/youth how to solve problems together in a calm and respectful manner.
- Adult volunteers will remain mindful of appropriate touch when working with children and youth:
 - Hugs: One-arm hugs and side-by-side hugs are recommended. Avoid full contact or body-to-body hugs.
 - Lap-sitting: Sitting on laps may occur with children aged five years and younger. Discourage lap-sitting with school-aged children by encouraging them to sit next to you.
 - Acceptable physical contact during activities includes touching children's heads, shoulders, arms and hands.

BATHROOM ASSISTANCE

- A volunteer may assist preschool children (or other children or youth with special needs for assistance) in the bathroom.
- The volunteer must stay outside the bathroom door unless the child (or other children or youth with special needs for assistance) requests assistance.
- The bathroom door must remain ajar if a child (or other children or youth with special needs for assistance) requires and requests assistance.

NURSERY POLICY

- Two adult volunteers or one adult volunteer and one teen volunteer ages 14 or older shall be present when the church provides nursery care.
- When parents drop off a child in the nursery, the child must be signed in by a parent and the parent asked to note any allergies and/or special needs on the sign-in form. (*See Nursery Sign-in / Sign-Out Form*)
- Children will be released from nursery care only when the parent or adult designated by the parent at sign-in time comes to pick up the child from the nursery. The child must be signed out from the nursery by the parent or designated person.

VIOLATIONS OF LOCAL CHURCH POLICY AND INCIDENTS OR ALLEGATIONS OF ABUSE

“The members of a congregation (in the Presbyterian Church (USA)) put themselves under the leadership of the Session and the higher councils (Presbytery, Synod and General Assembly). The Session is responsible to guide and govern the life of the congregation. The Session leads the congregation in fulfilling its responsibilities for the service of all people, for the up-building of the whole church, and for the glory of God.” (*Book of order, G-1.0103*)

PROCESS FOR REPORTING

Violations of Policy

- Violations of policy by those who work with children and youth will be reported to the Pastor or any member of the Session immediately.
- A meeting of the Session shall be called immediately, to occur as soon as possible, to hear the report and determine action.

Incident of Child Abuse

- The first and most important act is to ensure the safety of the child. A witness to child abuse should CALL 911 immediately and shout for help.
 - The accused should not be confronted until the safety of the child/youth is secured.
 - The child/youth’s parent(s) shall be notified immediately after the child/youth’s safety is assured.
- An allegation of abuse may be reported to any member of the Session or to the Pastor.
 - There shall be appropriate written and signed documentation of the allegation.
- A meeting of the Session shall be called immediately, to occur as soon as possible, to hear the report and determine action using the process that follows.

Information of Possible Abuse Shared by a Child or Teen

- Do listen but do not ask questions about what the child shares with you. The child/teen should experience that they are being listened to and taken seriously, but it is important not to confuse or make the child/teen defensive by asking questions (*and doing so could seriously hinder an official investigation or prosecution of charges later*).

- Do tell the child/teen who asks you “not to tell anybody” that it is your responsibility to try to help them be safe.
- Do write down what the child has shared with you (word for word as much as possible) and how the child acted while sharing as immediately as possible, sign and date it. Do not include any conclusions of your own (*this may become an important legal document and your offered ‘conclusions’ may bring its accuracy or your possible bias into question*)
- Report what was shared and your written report as immediately as possible to the Pastor or a member of the Session.
- A meeting of the Session shall be called immediately, to occur as soon as possible, to hear and read the report and determine action using the process that follows (*the report should not be shared electronically and copies made for the Session meeting should be collected and destroyed immediately after the meeting*).

Observation of Signs of Possible Abuse

- If any of the following physical signs of possible molestation are observed in the process of assisting a young child in the bathroom or changing a diaper or behavioral signs of possible abuse or verbal signs of possible molestation, they shall be reported as immediately as possible to the Pastor or a member of the Session.
- Do write down what you observed (for physical signs, describe what you saw including colors, size, amount as descriptively as possible; for behavioral and verbal signs, describe what you saw the child/teen do and what you heard the child/teen say) and how the child acted when using the bathroom and/or while the diaper was being changed as immediately as possible, sign and date it. Do not include any conclusions of your own (*this may become an important legal document and your offered ‘conclusions’ may bring its accuracy or your possible bias into question*). Do not take photographs – you do not have parental permission to do so. Photographs and physical examinations, if deemed necessary, will be done by law enforcement and/or medical professionals outside of the church context.
- Report what was shared and your written report as immediately as possible to the Pastor or a member of the Session.
- A meeting of the Session shall be called immediately, to occur as soon as possible, to hear and read the report and determine action using the process that follows (*the report should not be shared electronically and copies made for the Session meeting should be collected and destroyed immediately after the meeting*).
- Physical Signs of molestation may include:
 - Lacerations and bruises
 - Irritation, pain or injury to the genital area
 - Difficulty with urination
 - Discomfort when sitting
 - Torn or bloody underclothing
- Behavioral Signs of molestation may include:
 - Anxiety when approaching the church building or nursery area (beyond normal separation anxiety)

- Nervous or hostile behavior towards adults
- Sexual self-consciousness or acting out of sexual behavior
- Withdrawal from church activities and friends
- Nightmares
- Verbal Signs of molestation may include:
 - “I don’t like _____.”
 - “_____ does things to me when we’re alone.”
 - “I don’t like to be alone with _____.”
 - “_____ fooled around with me.”

PROCESS FOR RESPONDING TO ALLEGATIONS OF ABUSE

The Book of Order (Presbyterian Church (USA) states:

Mandatory Reporting:

“Any member of this church engaged in ordered ministry (i.e., anyone who has been ordained as a Minister of Word and Sacrament, Elder and/or Deacon) and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301 of the Book of Order, (2) she or he is not bound by an obligation of privileged communication under law, or *(3) she or he reasonably believes that there is risk of future physical harm or abuse.” (G-4.0302)

Trust and Confidentiality

In the exercise of pastoral care, Ministers of the Word and Sacrament and Ruling Elders who have been commissioned by a Presbytery to limited pastoral service (G-2.10), shall maintain a relationship or trust and confidentiality, and shall hold in confidence all information revealed to them in the course of providing care and all information relating to the exercise of such care.

When the person whose confidences are at issue gives express consent to reveal confidential information, then a Minister of the Word and Sacrament or a Commissioned Pastor (also known as Commissioned Ruling Elder) may, but cannot be compelled to, reveal confidential information.

A Minister of the Word and Sacrament or a Commissioned Pastor (also known as Commissioned Ruling Elder) may reveal confidential information when she or he reasonably believes that there is risk of imminent bodily harm to any person. (G-4.0301)

Based upon the intent of the *Book of Order*, Robinson Elmwood United Church will use the following procedures for responding to allegations of child/youth abuse:

- Any allegation will be handled forthrightly, with due respect to people’s privacy and confidentiality.
- Allegations will be taken seriously and investigated. The situation will not be pre-judged.
- The Session will initiate and maintain documentation of all efforts at handling a child/youth abuse allegation.

- The Session will designate a spokesperson for all matters related to the allegation, its investigation and actions taken.
- The church will notify the Presbytery Leader, the Stated Clerk, the Chair of the Committee on Ministry and/or the Chair of the Council of the Presbytery of Cayuga-Syracuse of the allegation.
- The church may engage an attorney.
- The church's insurance carrier will be informed of the allegation.
- Parents of the child(ren) involved in the allegation will be contacted.
- Civil and criminal authorities (including Child Protective Services) will be contacted as appropriate (*the New York State Child Protective Services Reporting Hotline: 1-800-342-3720*).
 - *The church will cooperate fully with civil authorities under the guidance of the church attorney.*
- Victim care (counseling, advocacy, interviews in relation to the investigation) will be offered. Victim care includes the victim's family. (*The McMahon / Ryan Child Advocacy Center, 601 E. Genesee St. Syracuse, NY 13202, Telephone: 315-701-2985 may be utilized for guidance and as a resource for victim care*)
- Accused person's care (counseling, advocacy, interviews in relation to the investigation) will be offered. Accused person's care includes care for the accused person's family.
- If church disciplinary charges are to be formally made against a church member, an Elder or a Deacon, procedures must be followed and forms used as found in *The Book of Order*, Presbyterian Church (USA), D-6.0200. (The full text of the *Book of Church Order* is available at http://oga.pcusa.org/site_media/media/uploads/oga/pdf/book-of-order2017-electronic.pdf). *The Clerk is urged to become aware with these procedures immediately since some steps in the process are time sensitive.*
- When there is an alleged case of abuse or sexual misconduct by a Minister of Word and Sacrament, the matter will be brought to the immediate attention of the Stated Clerk of the Presbytery of Cayuga-Syracuse, the Presbytery Leader, and the Chair of the Committee on Ministry.
 - The Presbytery representatives will follow the PCUSA's Rules of Discipline as stated in the *Book of Order* and will advise the Session regarding steps they must/should take.

SAFE CHURCH TRAINING

- All Robinson Elmwood staff members and all volunteers who work with children and/or youth will read the Safe Church policy and any other provided training materials and will complete the Safe Church Post-Test. The person appointed by the Session will discuss with each person who takes the Post-Test any items answered incorrectly (*see Safe Church Training Post-Test*).

SAFE CHURCH ADMINISTRATIVE OVERSIGHT

- A person appointed by the Session will ensure that the following are kept on file in a secure location at the church:
 - A copy of the Safe Church Policy with approval date by Session and copies of all subsequent approved revisions.
 - All completed Volunteer applications to work with children and/or youth.

- Printouts of all completed background checks.
- All signed Safe Church Acknowledgement Forms.
- All completed Safe Church training forms and/or rosters.
- The Safe Church policy will be reviewed by the Session periodically will make revisions as needed.



APPLICATION FORM FOR CHURCH VOLUNTEERS WORKING WITH CHILDREN and/or YOUTH



Application Date: _____

PERSONAL INFORMATION

Last Name		First name	Middle Name/Initial
Street Address		City, State, Zip Code	
Home Phone (with area code)	Work Phone (with area code)	Cell Phone (with area code)	
How long have you lived at this address?		If you have used a name other than the one listed above during the past five years, please list it here:	
Are you 14 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	How Long have you been an active participant or member of this congregation?		

CHURCH HISTORY AND PRIOR WORK WITH CHILDREN/YOUTH

Names of Churches of which you have been a member or have regularly attended in the past five years (include dates attended and church addresses):		Phone #'s:
Please list all of your previous church work involving youth or children. Type of work:	Church Names and Addresses:	Phone #'s:

Please list all of your Non-church work involving children and youth. Type of work:	Organization's Names and Addresses:	Phone #'s:
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PERSONAL REFERENCES Please list the names, addresses, and phone numbers of three personal references who are NOT relatives and who have known you for at least three (3) years.

	Name	Address	Phone Number
1.			
2.			
3.			

OTHER

Have you ever been convicted of or pled guilty to a crime? No Yes

(If yes, please explain fully on a separate sheet of paper)

Have you ever been convicted of or pled guilty to a charge of sexual misconduct, sexual abuse, or child molestation?

(If yes, please explain fully on a separate sheet of paper) No Yes

RELEASE FORM

I, the undersigned,

- affirm that all information on this application is correct to the best of my knowledge.
- understand that the information on this form will be verified as to accuracy and that I will be required to complete a consent form to have a background check conducted on my driving record and/or history of criminal activity.
- authorize the church to contact any of the references, churches and/or employers listed herein and authorize those contacted to provide any information (including opinions) that they may have regarding my character and fitness for work with children and/or youth.

I (check one) Do Do Not

waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

- agree that as a volunteer I will abide by the Policies of Robinson Elmwood United Church.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

Signature of Volunteer Applicant: _____ Date: _____

Witness: _____ Date: _____

Revised: 06-18



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**TELEPHONE REFERENCE CHECK FORM
FOR INDIVIDUALS WORKING WITH CHILDREN/YOUTH**

Name of Applicant: _____

Name of Reference: _____

Telephone Number: _____

How long has the reference known the applicant?

What has been the reference's relationship with the applicant?

What can the reference tell us about applicant's previous work with children/youth:

Ask specifically: **Do you know of any reason why this person should NOT work with children/youth?**

_____ No _____ Yes (if yes, explain below)

Name of person checking reference: _____

Signature of person checking reference: _____

Date of Reference Check: _____



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Safe Church Policy Acknowledgement Form

For Volunteers Working with Children and/or Youth

1. I hereby acknowledge that on (date) _____ I received and read the Robinson Elmwood United Church "Safe Church Policy".
2. I understand its meaning.
3. I agree to conduct myself in accordance with this Safe Church policy and all Robinson Elmwood United Church policies.
4. I understand that I can ask any questions I may have about this or any church policy at any time.
5. I agree to complete the required Safe Church training in a timely fashion.

Name (printed): _____

Signature: _____

Date: _____

A new acknowledgement will be signed at any time when changes are made to the policy.



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Child/Youth Permission Slip for Outing / Overnight Event

(Name of Event)

Name of Teen/Child Participant: _____

Home Address: _____

Parent Contact Information:

PARENT/Guardian Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____

PARENT/Guardian Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Health Care Provider's name : _____

Weekday Phone #: _____ Weekend Phone #: _____

Health Insurance Carrier: _____ Contract #: _____

Date of last tetanus shot: _____

Allergies especially to medications: None Yes [please list below]

Other Medical Conditions or Activity Restrictions? None Yes [please list below]

Food allergies or limitations? None Yes [please list below]

[PLEASE SIGN PERMISSION STATEMENTS ON THE BACK OF THIS FORM]

1. I, hereby give permission for my child/teen to participate in the _____ (*name of event*) _____ at _____ (*place*) _____ on _____ (*date*). I do hereby release from any liability Robinson Elmwood United Church and its officers and any and all adult volunteers and church staff in the event of any accident en route, during, and returning from this event.
2. If I cannot be reached during an emergency, I authorize *Robinson Elmwood United Church Leaders*: _____ to act on my behalf and approve medical treatment at the nearest medical facility.
3. My child/teen has my permission to bring and self-administer prescription and/or over-the-counter medications per the stipulations and instructions in the box below: yes no

Signature of Parent/Guardian: _____

Date: _____

Complete below only if your child/teen has your permission to bring and take medications during this outing / overnight event.

*To safeguard your child/teen and others on the trip it is important that any prescription and/or over-the-counter medications your child/teen may bring on the trip are safeguarded. Therefore, we ask that ANY and ALL prescription and/or over-the-counter medications be given to the Pultneyville Reformed Church Adult Volunteers responsible for this event to store and supervise the child/teen's self-administration of these medications according to your written instructions below. *** All prescription and over the counter medications must be in their original containers ****

1. My child/teen has permission to bring and self-administer the following with supervision:

Name of Medication	Dosage (how much to take)	When or How Often to Take It	Why He/She Is Taking It

2. I have made sure that my child/teen is able to correctly:
 - a) Identify the correct medication(s) to take and knows their color and shape.
 - b) Identify the purpose of each medication to be taken.
 - c) Take the correct number/amount of medication.
 - d) Identify the time(s) that each medication must be taken.
 - e) Describe what will happen if the medication is not taken.
 - f) Refuse to take the medication if he/she has any concerns about its appropriateness.



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Sunday School Registration

Date: _____

Name of Child/Teen: _____

Date of Birth: _____

Grade in School This Year: _____

Address: _____

Parent/Guardian Contact Information:

PARENT/Guardian Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____

PARENT/Guardian Name: _____

Home Phone: _____ Cell Phone: _____

Email: _____

EMERGENCY CONTACT (if parent(s)/guardian(s) not available)

Name: _____

Phone: _____

MEDICAL INFORMATION

Health Care Provider: _____

Allergies (food, medications, bee stings, other):

Any other useful information about your child?



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SAFE CHURCH TRAINING POST-TEST

Name: _____

Date: _____

After hearing and/or reading Safe Church Policy and other Training materials that may be provided, please circle the correct response to each question below.

1. Sexual abuse includes:
 - a. sexual touching and bodily contact
 - b. exhibitionism
 - c. voyeurism
 - d. involvement of children in pornographic material
 - e. All of the above

2. An example of Sexual Harassment is:
 - a. suggestive sexual comments or jokes
 - b. sexual remarks about a person's body, clothing or sexual; activities
 - c. patting, pinching or other offensive touching
 - d. displays of sexually suggestive pictures or objects
 - e. unwelcome sexual advances or passes
 - f. All of the above

3. Which of the following does PRC's Safe Church Policy require regarding supervision of children, teens, and/or vulnerable adults at church programs or events?
 - a. Any two individuals (children, teens, and/or adults) older than those being supervised may provide supervision for an activity
 - b. Unless an extenuating situation exists, there will be at least two adults or one adult who has completed Safe Church Training and one teen volunteer age 14 or over who is at least three years older than the child/youth participants will be present at classes, programs and/or activities for children and youth.
 - c. None of the above

4. Which of the following pertain to Nursery care at Robinson Elmwood?
 - a. Two adult volunteers or one adult volunteer and one teen volunteer ages 14 or older shall be present when the church provides nursery care.
 - b. When parents drop off a child in the nursery, the child must be signed in by a parent and the parent asked to note any allergies and/or special needs on the sign-in form. *(See Nursery Sign-in / Sign-Out Form)*
 - c. Children will be released from nursery care only when the parent or adult designated by the parent at sign-in time comes to pick up the child from the nursery. The child must be signed out from the nursery by the parent or designated person.
 - d. A only
 - e. All of the above

5. Which of the following are forms of appropriate touch when interacting with children and youth?
 - a. Hugs: One-arm hugs and side-by-side hugs are recommended. Avoid full contact or body-to-body hugs.
 - b. Lap-sitting: Sitting on laps may occur with children five and younger. Discourage lap-sitting with school-aged children by encouraging them to sit next to you.
 - c. Touching children's heads, shoulders, arms and hands.
 - d. None of the above
 - e. All of the above

6. The Robinson Elmwood Safe Church Policy reminds us all that Jesus said, "Love one another" and to treat others as you would have them treat you. Therefore, all persons who volunteer to work with children and youth will:
 - a. Treat them with loving respect at all times.
 - b. Staff interactions with children and other adults will demonstrate kindness and respect, being mindful to use positive and polite language, keep comments appropriate, interact in morally appropriate ways that do not demean others, use due caution with physical games/activities, choose careful ways to restrain children if/when necessary, and be sure that what I say and do is consistent with the teachings of the Reformed Church in America.
 - c. Should disagreements occur between children/youth and other children/youth and/or between children/youth and an adult volunteer(s), the adult volunteers will strive to demonstrate and teach children/youth how to solve problems together in a calm and respectful manner.
 - d. A and B only
 - e. All of the above

7. While transporting children and/or teens in a vehicle which of the following applies:
- a. Transportation of children and youth by adult volunteers (who are not their parents) to and from the church property to a church sponsored event at another location (i.e., Vanderkamp, another church, nursing home, movie theater, bowling alley, etc.) must be done in groups.
 - b. All drivers for church sponsored event transportation who are transporting children/teens other than their own must be at least 21 years of age, have a valid driver's license for the vehicle being driven, and carry state required automobile insurance. In addition, they must have completed the Robinson Elmwood United Church *Application Form for Adult Church Volunteers Working with Children and/or Youth* and had references checked as per "Screening" above.
 - c. All vehicles used for transportation of children and youth by adult volunteers shall have a valid up-to-date, state required inspection sticker and a seat belt for each passenger.
 - d. Everyone in the vehicle will wear a seatbelt at all times when the vehicle is in motion.
 - e. The driver will not use a cell phone or any similar electronic devices when transporting passengers when the vehicle is in operation.
 - f. Adult volunteers must receive a signed *Child/Youth Permission Slip for Outing / Overnight Event before transporting a child/teen from Robinson Elmwood United Church to an off-site event location* and return all signed forms to the church office to be filed after the event.
 - g. A, B and C only
 - h. All of the Above
8. Which of the following apply to a Robinson Elmwood Volunteer or Employee who is made aware that a child or teen is or has been the victim of sexual abuse or harassment?
- a. The first and most important act is to ensure the safety of the child. A witness to child abuse should CALL 911 immediately and shout for help.
 - b. The accused should not be confronted until the safety of the child/youth is secured.
 - c. The child/youth's parent(s) shall be notified immediately after the child/youth's safety is assured.
 - d. An allegation of abuse may be reported to any member of the Session or to the Minister.
 - e. There shall be appropriate written and signed documentation of the allegation.
 - f. A meeting of the Session shall be called immediately to occur as soon as possible to hear the report and determine action using the process outlined in the Safe Church policy.
 - g. C only
 - h. All of the above