

**Policies and Procedures for Safeguarding Children and Youth  
and the Adults to Whom They are Entrusted**



**Presbytery of Cimarron  
2008**

**Purpose:**

Our Presbytery's purpose for establishing the Child Abuse Prevention Policy and accompanying procedures is to demonstrate our

**Approved by Presbytery of Cimarron May 2008**

## Introduction

After years of preparation, discussion and research, the Presbytery of Cimarron's Committee on Evangelism and Nurture presents these "Policies and Procedures for Safeguarding Children and Youth and the Adults to Whom They are Entrusted." Our committee has worked hard to outline appropriate expectations for our presbytery's ministry with Youth and Children. These guidelines will not be easy to follow. These guidelines will take extra planning and preparation. These guidelines put forth a high standard for our presbytery to follow. However, these guidelines are essential in providing a safe ministry environment for everyone involved.

Our committee encourages the individual churches to become familiar with these guidelines. We realize that for some of the smaller churches of our presbytery some of these guidelines may impose restrictions quite difficult to follow, especially in regards to adequate and appropriate supervision. We encourage all our churches to cooperate together so that all our youth may be properly supervised. We especially encourage churches to reach out to smaller neighboring churches and invite their youth to travel and participate with them.

If you have any questions about these policies and procedures please contact a member of the Committee on Evangelism and Nurture.

In Christ's Service,

Jenna Campbell, Moderator  
Committee on Evangelism and Nurture.

May, 2008

## **Policy in Brief:**

**Supervision.** Youth and Children shall never be supervised alone. At least two approved leaders shall be present at any Presbytery activity involving children and youth. For overnight activities, there shall be a man assigned to provide leadership if boys are present and a woman if girls are present.

**Transportation.** Volunteers and Event Leaders who drive children and youth during Presbytery Events shall be 25 years old and insured.

**Sign-In.** Presbytery responsibility begins when individuals or groups sign in on forms at time of event and ends with their signing out.

**Parent's Permission.** Written permission shall be obtained for each Presbytery Event. Participating churches are responsible for obtaining parental permission.

**Code of Conduct.** A Code of Conduct shall be signed by Youth who participate in a presbytery ministry or event.

**First Aid and CPR.** Event Coordinator will be responsible for First Aid and Safety Issues for each Presbytery Event.

**Adult Code of Conduct.** All adults who work with youth or children shall sign a statement agreeing to refrain from prohibited behaviors.

**Adult Leaders and Volunteers.** All volunteer Youth leaders, all volunteers who drive children and youth, and all employees who work with Youth or Children shall be screened and approved.

**Reporting Prohibited Acts.** A prohibited act shall be reported immediately.

**Oversight of Policy.** The Committee on Evangelism and Nurture will oversee the implementation of these guidelines.

**Training.** The Committee on Evangelism and Nurture will provide regular training sessions at Presbytery meetings to instruct congregations on how to follow the Presbytery's guidelines and how to modify the policy for its own congregational use.

## **Definitions:**

**Youth** – Any minor dependent grade 6<sup>th</sup> – 12<sup>th</sup>.

**Child** - Any minor dependent below 6<sup>th</sup> grade.

**Participating Church** - Any church that participates in an event or ministry of the Presbytery

**Presbytery Event** – A special or regular meeting coordinated by a committee of the Presbytery and promoted to all the churches.

**Event Coordinator** - Committee on Evangelism and Nurture Moderator or designated committee member in charge of a regular or special activity or ministry. Shall consult with committee on all event details.

**Employee** – Any person paid or contracted by a Participating Church to supervise or work with Children or Youth.

**Volunteer** – Any other uncompensated person serving in a supervisory or advisory position with Children or Youth

**Professional Staff** – Pastors or educators on the staff of a local congregation.

## **Policies:**

***These policies and procedures are applicable for all Presbytery events involving Youth and/or Children no matter the location. These policies and procedures are only applicable for Presbytery events and ministries and are not applicable to individual church programs. Each church of the presbytery shall adopt their own individual policies for their ministries and events. This policy may be used as a model but should be modified to meet the individual church's specific needs.***

***As individual church policies are adopted, the burden of compliance with these policies and procedures is placed on each volunteer, employee, and church. The Presbytery shall provide training and monitor compliance, because it may be liable if it fails to adequately supervise its volunteers and employees.***

**Supervision.** For each Presbytery event, an Event Coordinator shall be appointed to oversee the details of the event. The Event Coordinator shall be a Minister Member of the Presbytery already approved by the Committee on Ministry and Preparation or a committee member who has undergone approval by their church of membership. At least two approved leaders (including the Event Coordinator) shall be designated to lead any Presbytery activity involving children and youth.

Each Participating Church shall provide supervision for its participants. For each event, the Event Coordinator will set an appropriate ratio of adults to youth from each church. Each Participating Church shall approve the volunteers and employees who will advise, supervise, or transport children and youth. For overnight activities, there shall be a man assigned to provide leadership if boys are present and a woman if girls are present. An adult assigned to lead activities involving children and youth shall be at least five years older than the oldest participant of the event. A volunteer who has been active in the life of the participating congregation for less than six months shall be paired with someone from that congregation who has been an active member or affiliate for longer than six months when working with children and youth.

**Transportation.** Volunteers and Event Leaders who drive children and youth during Presbytery Events shall be 25 years old and insured. There are no exceptions. The Presbytery accepts no rights or responsibilities if any of these policies are not observed by the Participating Church in transit to or from the Presbytery Event.

**Sign-In.** Presbytery responsibility begins when individuals or groups sign in on forms at time of event and ends with their signing out. Youth grades 6<sup>th</sup> and above may sign-in themselves. Children 5<sup>th</sup> grade and below shall be signed-in by a parent, guardian or authorized adult. See Appendix A for sample Sign-In Sheet.

**Parent's/Guardian's Permission.** Written permission shall be obtained for each Presbytery Event (see appendix D). Participating churches are responsible for obtaining parental/guardian permission. Proper permission will be reviewed as part of the sign-in procedure. Also, ***Youth Activity Participation Release Form and Medical Release Forms*** (Appendix B) will be reviewed as part of the sign-in procedure. These forms are the responsibility of the participating churches and should be renewed annually or more often as needed.

**Code of Conduct.** A Code of Conduct shall be signed by all Youth and Adults who participate in a presbytery ministry or event. A parent or guardian shall also sign the Code of Conduct. (See Appendix C)

**Visibility.** Interaction between children and youth and volunteers and leaders should be conducted in ways that promote visibility by others and remove the opportunity for secrecy and isolation. Where possible, windows should be in all rooms where these interactions occur, and blinds should remain open. Doors should remain open when this is not possible.

**First Aid and CPR.** Event Coordinator will be responsible for First Aid and Safety Issues for each Presbytery Event. The following issues shall be addressed and communicated appropriately:

- First Aid Supplies and Information
- Adult Certified in CPR
- Emergency Plan
- Mandated Child Abuse Reporting

**Adult Code of Conduct** For the safety and security of children and youth as well as the protection of the adults to whom they are entrusted the following acts are prohibited during any Presbytery Event involving children and youth. All adults who work with youth or children shall sign a statement agreeing to refrain from the stated behaviors and report any adults who violate them. (See Appendix G)

## **Adult Leaders and Volunteers:**

***Only approved leaders and volunteers shall be permitted to attend, transport, or assist at Presbytery events for Youth or Children. Each Participating Church is responsible for approving its leaders. Each participating church shall notify the Event Coordinator of its compliance. Below are the standards and procedures by which congregations shall approve its leaders:***

**Application.** All volunteer Youth leaders, all volunteers who drive children and youth, and all employees who work with Youth or Children shall be screened and approved by the Participating Church. Presbytery recommends that each Session appoint a committee to handle these matters professionally with discretion and strict confidentiality and with the professional staff or the designated individual elected by the Session to receive the applications and criminal history checks.

**Criminal History Checks.** Criminal history checks shall be conducted by each Participating Church for volunteer Youth leaders and all employees. A member of the professional staff or the designated individual elected by the Session will review the criminal history report. If the report shows a "Not Clear" status, the professional staff or the designated individual will discuss the report with the individual. Criminal history checks should be updated periodically. NOTE: The Presbytery, through the Committee on Ministry, is responsible for screening ministers and the Stated Clerk maintains those records.

**Disqualifying Offenses.** Whether disclosed voluntarily or as a result of a criminal history check or motor vehicle report, the following will disqualify a person from participating in the leadership of any activity involving children and youth: any conviction for - murder; aggravated assault; sexual abuse; sexual assault (rape); aggravated sexual assault; injury to a

minor; employment harmful to children; or any other offense, particularly those involving moral turpitude or the use of alcohol or drugs, designated by the Session in its discretion.

**Disqualification from Driving.** Whether disclosed voluntarily or as a result of a criminal history check or motor vehicle report, conviction of any of the following during the preceding ten years will disqualify a person from driving children and youth: driving while intoxicated, aggravated assault with a motor vehicle, driving under the influence of drugs, murder with malice with motor vehicle, or failure to stop and render aid. Disqualification from driving children and youth will otherwise be determined through a performance point system. The three-year period preceding the report date will be used to review the eligibility of drivers under this system. One point will be assigned for conviction of any hazardous traffic violation that does not contribute to an accident (speeding, running red light, improper turns, failure to yield, reckless driving, driving the wrong way on a one-way street, violation that contributes to or causes an accident. Session's designated committee may assess points for non-reportable accidents or other observed unsafe driving. A point total of three or greater disqualifies a person from driving children and youth.

**Approved Employees and Volunteers.** A committee appointed by each Session and with the oversight of the professional staff or the designated individual elected by the Session will review 'Application to Work With Children or Youth' and related information for each applicable volunteer and employee and, approve or disapprove each application. In making its decision, the appointed committee should consider the nature of any identified offense, how that offense relates to the position under consideration, any explanation provided by the applicant, and any other information deemed appropriate. The committee will report its decision to the applicant. The Pastor will determine any appropriate pastoral response throughout this screening process. Each Session or committee appointed by the Session will maintain lists of those persons who have been approved to serve as Youth Leader or to drive children and youth.

**Confidentiality.** All personal information voluntarily disclosed, the results of all criminal history checks and motor vehicle reports, and the refusal of any person to participate in a program or activity in lieu of making such disclosures will be considered confidential. A neutral third party outside the church may be retained to conduct criminal history checks or motor vehicle reports, the results of which will be presented to the professional staff or the designated individual elected by the Session. All electronic files shall be destroyed. Paper copies of reports or other assessment materials shall be retained in a secure location.

## **Violations:**

**Reporting Prohibited Acts.** Anyone witnessing the occurrence of a prohibited act is asked to follow the steps outlined below. If a child or youth reports that a prohibited act occurred while participating in a Presbytery event the person initially contacted by the child or youth should also be asked to follow these same steps. A prohibited act shall be reported immediately, and any failure to do so will be considered a procedural violation of these guidelines.

1. Personally secure the safety of the child or youth.
2. Do not leave the child or youth alone to report the incident.
3. Report the incident immediately to the Event Coordinator.
4. Do not personally confront the alleged or accused violator of the policy.
5. Complete a 'Confidential Incident Report' and deliver it to the Event Coordinator.

6. Report abuse and neglect to local authorities as required by law.
7. Presbytery Event Coordinator will report any violations to the Presbytery Executive and Stated Clerk and to the Pastor of the congregation of anyone violated in writing and in personal conversation.

**Response to Reported Prohibited Acts.** If a prohibited act occurs and is reported during a Presbytery event the alleged violator will be separated from the alleged victim and sent home unless immediate police action is warranted.

## Oversight

**Presbytery's Committee on Evangelism and Nurture.** On behalf of the Presbytery, the Committee on Evangelism and Nurture will oversee the implementation of these guidelines. This committee will maintain lists from participating churches of adults who have been approved to serve as a leader or driver for presbytery events. It is the local church's responsibility to send a list of their approved volunteers to the Presbytery's Committee on Evangelism and Nurture. Any other committee of Presbytery that holds an event or activity involving children or youth shall consult and coordinate with the Committee on Evangelism and Nurture Moderator to ensure policy compliance. The Presbytery's Committee on Evangelism and Nurture will review this policy every three years.

**Training.** The Committee on Evangelism and Nurture will provide regular training sessions at Presbytery meetings to instruct congregations on how to follow the Presbytery's guidelines and how to modify the policy for its own congregational use. Training on child abuse prevention and response shall occur in an Adult Leader meeting for any Presbytery event longer than 4 hours or overnight.

**Additional Procedures.** On behalf of the Presbytery, the Committee on Evangelism and Nurture may adopt and implement additional procedures consistent with these guidelines as may be necessary to accomplish the purpose of this plan.

**Presbytery of Cimarron**  
**Policies and Procedures for Safeguarding Children and Youth and the Adults to Whom**  
**They are Entrusted**

**POLICY APPENDICES**

Appendix A.....Sample Application to Work with Children and Youth  
Appendix B.....Sample Background Investigation Consent Form  
Appendix C ..... Youth Activity Participation Release Form and Medical Release  
Appendix D .....Children and Youth Activity Plan and Parental Permission  
Appendix E ..... Youth Code of Conduct  
Appendix F..... Adult Code of Conduct  
Appendix G ..... Mandated Child Abuse Reporting  
Appendix H ..... Confidential Incident Report  
Appendix I.....Event Coordinator Event Sheet  
Appendix J ..... Youth Event Sign-in

Appendix A

**Application to Work with Children or Youth**

Truthful answers to the following question will assure our church family, parents, and children of the finest care we can provide. This information is sought as one way of protecting not only our youth and children but also volunteers who work within our church family. The information you provide will be maintained in a secure location. We invite open, honest discussion about any areas of concern; if you wish, you may discuss your answers with a Pastor.

Name: \_\_\_\_\_  
(First, middle, maiden, last)

Sex: \_\_\_M\_\_\_F Birth date: \_\_\_\_\_

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

How long at this address? \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Which church do you currently attend? \_\_\_\_\_

How long have you been a member there? \_\_\_\_\_

<p>If you have been a member for less than one (1) year, please provide <b>three (3) personal references who are not members of your family.</b></p>	
1. Name _____	Relationship _____ Phone _____
Address _____	E-mail _____
2. Name _____	Relationship _____ Phone _____
Address _____	E-mail _____
3. Name _____	Relationship _____ Phone _____
Address _____	E-mail _____

Occupation: \_\_\_\_\_ Employer Name: \_\_\_\_\_

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

Special training or certification (i.e. CPR, Medical, etc.): \_\_\_\_\_

\_\_\_\_\_

Previous volunteer experience with children or youth: \_\_\_\_\_

\_\_\_\_\_

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of children or youth? Yes\_\_\_\_ No\_\_\_\_

If yes, describe each in full (attach a separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

Have you ever been refused participation in any other children's or youth program? Yes\_\_\_\_ No\_\_\_\_

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

\_\_\_\_\_

Do you have a valid, current Driver's License? Yes\_\_\_\_ No\_\_\_\_

Driver's License #: \_\_\_\_\_

Do you have current Auto Insurance? Yes\_\_\_\_ No\_\_\_\_

**In signing this form, I affirm that the information I have given is true and correct.**

**All information that I have provided may be verified. I agree to release from liability any person or organization that provides information about me. I agree to indemnify and hold harmless \_\_\_\_\_ Church of \_\_\_\_\_, Oklahoma, from any and all claims resulting from or relating to any verification of this information.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

Appendix B

**BACKGROUND INVESTIGATION CONSENT FORM**  
**PRE-EMPLOYMENT AND CONTINUED EMPLOYMENT / VOLUNTEER DISCLOSURE**  
**AUTHORIZATION AND RELEASE**

I understand that in connection with my application for Employment, Volunteer Services, and/or Continuous Employment, and/or Volunteer Services, \_\_\_\_\_ Church, located in \_\_\_\_\_, Oklahoma, its consultant, IntelliCorp, their agents or employees may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my Employment History, Education, General Character or Reputation, Work Experience, Volunteer Experience, Driving, and/or Criminal History. If my position involves handling money and/or having access to monies and/or other transferable monetary instruments, my Credit History may also be checked.

I understand that \_\_\_\_\_ Church may rely on any part of all of this Information in determining whether to extend an offer of Employment / Volunteers' duties to me. I further understand that if any adverse action is taken by \_\_\_\_\_ Church, or if \_\_\_\_\_ Church chooses not to extend an offer of Employment / Volunteer duties to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check, which may be performed by Investigators, is being performed as part of the process to evaluate me prior to Employment / Volunteer assignments, and is not conducted for any purpose other than in connection with my Application for Employment, Volunteer status and/or my eligibility for Continued Employment / Volunteer Duties.

I have read this Pre-Employment and Continued Employment / Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for employment / volunteer duties. I hereby release \_\_\_\_\_ Church, including staff, and/or members, from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my Application with Employer / Organization to the Synod of the Sun and its affiliated churches, agencies and institutions. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check.

*(Note: Although furnishing your Social Security Number is not optional, it shall be used for NO other purpose than to make the process for conducting a background search more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check. It shall be maintained in a secure, locked location.)*

\_\_\_\_\_  
 Applicant Signature \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name (First, Middle, Last) \_\_\_\_\_  
 Date of Birth

\_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Former Last Name(s) if applicable

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

Street
City
State
Zip

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

Street
City
State
Zip

Appendix C

**PRESBYTERY OF CIMARRON**  
**Youth Activity Participation Release Form and Medical Release**

Name of Participant: \_\_\_\_\_

Parent(s) or Guardian(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Other Phone(s): \_\_\_\_\_

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

Age of youth: \_\_\_\_\_ Birth date: \_\_\_\_\_ Grade: \_\_\_\_\_

**Functions and Activities:**

It is my understanding that participating in the programs, recreational activities, and other activities of The Presbytery of Cimarron is a privilege. Prior to my child's participation in such activities, I acknowledge that there are certain risks associated with the activities, including, by way of example, physical injury due to activity-related accidents, physical injury due to transportation-related accidents, illness, or even death. In addition, I acknowledge that there may be other risks inherent in these activities of which I may not be presently aware.

**Release of Liability:**

By signing this Participation Release, I expressly warrant that the child named above or I, if I am a participant, am capable of withstanding both the physical and mental demands of the activities discussed above. I also expressly assume all risks of the child or me participating in the activities, whether such risks are known or unknown to me at this time. I further release The Presbytery of Cimarron and its ministers, leaders, employees, volunteers, and agents from any claim that my child may have or that I may have against them as a result of injury or illness incurred during the course of participation in these activities. This release of liability shall include (without limitation) any claims of negligence or breach of warranty. This release of liability is also intended to cover all claims that members of the child's or my family or estate, heirs, representatives, or assigns may have against The Presbytery of Cimarron or its ministers, leaders, employees, volunteers, or agents.

**Indemnification:**

I further agree to indemnify and hold harmless The Presbytery of Cimarron and its ministers, leaders, employees, volunteers, or agents from any and all claims arising from my participation in its activities and programs, or as a result of injury or illness of my child or me during such activities.

*I represent that I am the parent/guardian of the child named above, who is under 18 years of age or a participant in activities for children and youth of The Presbytery of Cimarron. I have fully read the above Participation Release and am fully familiar with the contents thereof.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICAL INFORMATION AND RELEASE**

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Medications Taken: \_\_\_\_\_

Allergies: \_\_\_\_\_

Other Pertinent Health Information: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_ Group No.: \_\_\_\_\_

Medical Insurance ID No.: \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Contacts:**

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

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

**First Aid and Emergency Medical Treatment:**

I recognize that there may be occasions where the child named above or I, if I am a participant, 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 hereby give permission for agents of the Presbytery of Cimarron to seek and secure any needed medical attention or treatment for the child named above, or me if I am a participant, 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.

*I also agree to notify agents of the Presbytery of Cimarron if there are any changes in the above information that I have submitted.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Publicity Release**

On occasion, the Presbytery of Cimarron takes photographs or makes audio or video recordings of children and/or adults involved in church activities. Such photographs or recordings may be used by staff and participants to remember the activities and participants, and may be used in the church's publications or advertising materials to let others know about its ministry. Any public use of such recordings shall be approved by the church. The church may also invite local news organizations to photograph or record our events for news reporting or special interest features.

*I consent to the use of any such photograph or audio or video recording of the child named above or me, if I am participating, to be used, distributed, or displayed as agents of the church deem appropriate.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix D

**PRESBYTERY OF CIMARRON**  
**Children and Youth Activity Plan and Parental Permission**  
*Sample Letter*

Dear Children/Youth and Parents:

**Here we go to:** \_\_\_\_\_

We're leaving on: \_\_\_\_\_

Meet at: \_\_\_\_\_

And coming back on: \_\_\_\_\_

Pick us up at: \_\_\_\_\_

Your leaders/sponsors are \_\_\_\_\_ and

\_\_\_\_\_.

Your drivers are \_\_\_\_\_ and \_\_\_\_\_.

We'll be staying at \_\_\_\_\_ and their phone number is

\_\_\_\_\_.

And we'll be participating in the following activities: \_\_\_\_\_

\_\_\_\_\_

Here are emergency contact numbers:

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

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

Cost per child/youth: \_\_\_\_\_

Please pay by \_\_\_\_\_ and make checks payable to \_\_\_\_\_

Presbyterian Church.

Attached are a list of things you need to bring and any additional forms you need to submit.

**Parents, please update medical and insurance information if it's changed.** Please return a copy of this signed letter if your child/youth will be participating.

We're looking forward to the trip!

*My child/youth plans to participate.*

Name of Participant: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Appendix E

**PRESBYTERY OF CIMARRON  
Youth Code of Conduct**

Name of Participant: \_\_\_\_\_

Parent(s) or Guardian(s): \_\_\_\_\_

During each and every youth activity sponsored by the Presbytery of Cimarron, participants are required to adhere to these simple steps to enhance the quality of the activity and to build a community characterized by respect, trust, concern, and dignity:

- (1) I understand the importance of always representing myself and my youth group as ambassadors of the high standards of our faith. I will conduct myself as a representative of my family, my church, the Presbytery of Cimarron, and Christians everywhere. I will lead our group in stellar behavior.
- (2) I promise to respect God, respect myself, respect other people, and respect property. I understand that my continued participation in church activities depends on my support of this agreement.
- (3) I understand that no youth are allowed to go anywhere alone, and that all groups shall have an adult with them at all times when they are off church property.
- (4) I covenant to accept responsibility for my part in all damage and necessary repairs to any host property, including any damage to vehicles in which I am traveling.
- (5) I understand that bringing or using illegal drugs, weapons, tobacco or alcohol will not be tolerated, and may result in my being sent home immediately.
- (6) I promise to abstain from inappropriate sexual behavior or other acts of disrespect while at youth activities.

*I accept the responsibility of keeping this covenant.*

Youth Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read and discussed this covenant with my youth and understand that noncompliance with any part of this covenant will result in my child being sent home, at my expense if there is any, from any church activity.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NOTE: As part of a community building process for a Presbytery Youth Council or Triennium Delegation, this "Code of Conduct" may be replaced with a "Youth Covenant" which would include and expand these expectations and would be written by the youth and adult advisors and could specifically articulate additional behaviors or attitudes expected or prohibited.*

Appendix F

**Adult Code of Conduct**

For the safety and security of children and youth as well as the protection of the adults to whom they are entrusted the following acts are prohibited during any Presbytery Event involving children and youth. By signing below I agree to refrain from the following behaviors and report any adults who violate them:

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct toward a child or youth.
- Any inappropriate romantic gestures or public display of affection between sponsoring adults.
- Any inappropriate romantic gestures or public display of affection, even consensual, between an adult and youth.
- Infliction of physically abusive behavior or bodily injury to a child or youth.
- Physical neglect of a child or youth, including failure to provide adequate supervision in relation to the Presbytery Event. Adequate supervision means the type of supervision a reasonable person would provide in the same or similar situation.
- Causing mental or emotional injury to a child or youth.
- Possessing or accessing obscene or pornographic materials at any Presbytery Event.
- Possessing illegal drugs or being under the influence of any illegal drugs.
- Consuming or being under the influence of alcohol while participating in any congregational activity designed for children and youth.
- Consuming any tobacco products in the presence of youth and children.
- Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a child or youth.
- Carrying any type of weapon.

I also agree to abide by these guidelines:

- I will conduct myself as a representative of my family, my church, the Presbytery of Cimarron, and Christians everywhere.
- I promise to respect God, respect myself, respect other people, and respect property.
- I covenant to accept responsibility for my part in all damage and necessary repairs to any host property, including any damage to vehicles in which I am traveling.
- I shall inform other adult sponsors if I am taking medications that might impair awareness or decision-making processes.

Signed _____ Date _____
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## Appendix G

**Mandated Child Abuse Reporting**

NOTE: This information shall be reviewed with Adult Leaders at any presbytery event longer than 4 hours or lasting overnight.

**The Role of Adults Who Work with Children and Youth**

**Observer.** Adults should be aware of the physical signs of child abuse and neglect, as well as changes in behaviors and relationships with peers. Sometimes it is hard to determine what is different, but if it doesn't seem right, it usually isn't.

**Listener.** Adults should listen to what children say. They may speak directly to you or a friend, but they may also speak through play, school work, or their reaction to books they read.

**Role Model.** Children need adult role models who provide them with positive, nurturing reinforcement of their own worth. Church volunteers and employees are in a unique position to be such models. Their behaviors and actions are regularly seen by children and may provide a basis for learning.

**Reporter.** Employees and Volunteers who work with Youth and Children who suspect or witness Child Abuse or Neglect are mandated by law to report the abuse to the police.

**Possible Signs of Child Abuse and Neglect****Physical Abuse**

- Frequent injuries such as bruises, cuts, black eyes, or burns, especially when the child cannot adequately explain the cause
- Frequent complaints of pain without obvious injury
- Burns or bruises in an unusual pattern that may indicate a human bite, cigarette burns, or the use of an instrument on the face, arms, or palms
- Lack of reaction to pain
- Fear of going home or seeing a parent
- Injuries that appear after the child has not been seen for several days
- Unseasonable clothes that may hide injuries to the arms or legs
- Reluctant about sitting down; unable to hold a pencil
- Evidence of poor self-concept
- Complaints of beatings or other harsh treatment
- Chronic runaway

**Sexual Abuse**

- Physical signs of sexually transmitted disease
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with members of the opposite sex
- Exhibits sexually suggestive or promiscuous behavior
- Knowledgeable about sexual relations

**Sexual Abuse (continued)**

- Reports sexual assault
- Complaints of pain or itching or odors in genital area
- Drawings or writings with strong, often bizarre sexual theme
- Suicide attempts
- Regressed, clingy behavior
- Poor peer relationships
- Declining grades
- Abrupt change in behavior

**Emotional Abuse**

- Speech/habit/conduct disorders
- Developmental lags
- Delinquent behavior
- Overly adaptive behavior
- Substance abuse

**Neglect**

- Obvious malnutrition
- Dirty hair and body/offensive body odor
- Habitually dressed in torn and dirty clothes
- Obvious fatigue and listlessness
- Unattended for long periods of time
- In need of glasses, dental care, or other medical attention
- Begs for or steals food
- Abnormally short or underweight for age

I have read and understand my role as a Mandated Child Abuse Reporter. (Signature)

Date

Appendix H

**PRESBYTERY OF CIMARRON  
Confidential Incident Report**

*To be completed by Event Coordinator (and Witnessing Adult Leader if Coordinator was not the adult who witnessed the incident or accusation )*

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

Name(s) of Child(ren): \_\_\_\_\_ Age(s): \_\_\_\_\_

Child's Church Membership: \_\_\_\_\_ Church Leader: \_\_\_\_\_

Child's parent or other person responsible for the child's care: \_\_\_\_\_

Name(s) of those suspected of violating the church's guidelines: \_\_\_\_\_

Relationship of the accused to the child: \_\_\_\_\_

Briefly describe what happened: \_\_\_\_\_

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

What was the child's demeanor and appearance? What, if anything, did the child say about the incident? \_\_\_\_\_

\_\_\_\_\_

What immediate action was taken? \_\_\_\_\_

\_\_\_\_\_

Were there any witnesses? Does anyone else have relevant information? (names and phone numbers) \_\_\_\_\_

\_\_\_\_\_

Printed Name of Person(s) Reporting: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Appendix I

### Event Coordinator Event Sheet

Event Name:

Event Date:

Event Location:

Participating Churches:

- |                                     |                                  |                                     |                                     |
|-------------------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Alva       | <input type="checkbox"/> Beaver  | <input type="checkbox"/> Blackwell  | <input type="checkbox"/> Cushing    |
| <input type="checkbox"/> Enid       | <input type="checkbox"/> Guthrie | <input type="checkbox"/> Guymon     | <input type="checkbox"/> Kingfisher |
| <input type="checkbox"/> Newkirk    | <input type="checkbox"/> Perry   | <input type="checkbox"/> Ponca City | <input type="checkbox"/> Ringwood   |
| <input type="checkbox"/> Stillwater | <input type="checkbox"/> Tonkawa | <input type="checkbox"/> Woodward   |                                     |

Ratio: no more than \_\_\_\_\_ students for every 1 adult  
(recommended overnight ratio - 5:1 Sr High; 7:1 Jr High/Mix)

Supervision: confirm with each participating church that approved adults have been selected and attach list of approved adults to this sheet.

Event Planning:

- Promotion Materials
- Sign-in Sheet

Will there be transportation needed during event?  Yes  No  
If so, confirm that each driver has been approved through their participating church.

First Aid and Safety Issues:

- First Aid Supplies and Information
- Designated First Aid/CPR Adult: \_\_\_\_\_
- Emergency Plan
- Mandated Child Abuse Reporting