

## SAFE HAVEN POLICY

Knox Presbyterian Church 1105 Catalpa Lane, Naperville, IL 60540

### Covenant Statement

The congregation of Knox Presbyterian Church, 1105 Catalpa Lane, Naperville, Illinois is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church.

In keeping with the covenant of Baptism, we have committed ourselves and our resources to the nurturing of our children. We understand that children cannot grow in faith and in wisdom when they are frightened, distrustful, anxious, or depressed. They cannot learn to love and trust God when those who represent God to them are unloving and untrustworthy.

As a volunteer working with children in this congregation, I agree to observe and abide by all church policies and to conduct myself in accordance with the principles named above regarding working in ministries with children and youth, to participate in training and education events provided by the church related to my volunteer assignment, and to report promptly accidents, behavior incidents and suspected child abuse or neglect to the church staff member who supervises my work or church Elder of Session Council that oversees my work.

Signature of Applicant \_\_\_\_\_

Print full name \_\_\_\_\_

Date \_\_\_\_\_



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### Statement of Policy:

Our congregation's purpose for establishing this Safe Haven Policy is to reduce the possibility of abuse from happening to the children who attend activities of Knox Presbyterian Church, Naperville, Illinois. The purpose of this document is to help make our church and its activities safer for our children and volunteers.

It is required that staff, volunteers and other leaders of Knox Presbyterian Church activities behave according to this policy. Violation of this policy shall be considered grounds for disciplinary action, pastoral counsel and/or possible legal action.

### Definitions

*Child:* A person under the age of 18 years

*Youth:* A child who is in their teens and a high school student who is age 18 and older

*Adult:* A person 18 years old or older

*Director:* The church staff member supervising or responsible for a program/event

*Driver:* An adult who is 25 years or older and is driving a car or 15 passenger van

*Pastor:* An ordained Minister of the Word and Sacrament

*Program Leader:* Adult (at least 21 years old) coordinating and supervising program or event – staff or volunteer, includes Sunday School Superintendents. This adult must have completed training and screening as policy spells out.

*Staff:* Employee of Knox Presbyterian Church

*Volunteers:* For the purpose of this Policy, volunteer refers to a person who volunteers in a ministry that puts them in contact with minors or those who have the appearance of private access to minors in their volunteer role. Examples of these positions include Sunday School and Confirmation teachers, youth mentors, drivers who will be transporting minors and chaperones for an overnight activity.

*Mandated Reporter:* Staff, clergy or volunteer who work with children in the course of their duties. Mandated reporters are required by law to report suspected child abuse or neglect.

*Criminal Background Check:* Inquiries made through a third party to obtain criminal history. Criminal Background checks do not include credit history.

*Accident\*:* Injury resulting from accidental actions.

*Incident\*:* Situation resulting from negative behavior.

*Activity:* A program or event sponsored by or under the control of Knox Presbyterian Church.

*Abuse\*:* Conduct that harms a child physically, sexually or emotionally. Abusive behavior includes inappropriate aggression, sexual contact, verbal harassment or negligence. There are generally three types of Abuse:

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1. Physical Abuse involves a person deliberately and intentionally causing bodily harm to a child. Examples are hitting with hands or an object, shaking a child, etc.
2. Sexual Abuse generally is considered to be sexual contact between an adult and a child. Sexual abuse may involve but is not limited to sexual intercourse or fondling, ongoing pattern of sexual talk, exposure to sexual material inappropriate for the child's age. The behavior may or may not involve touching. Sexual contact or interaction between an adult and a child is always considered forced and abusive whether or not consented to by the child.
3. Emotional Abuse or psychological maltreatment is generally considered to be a pattern of behavior that results in emotional disturbance in a child. It may involve but is not limited to humiliating punishment, convincing a child he/she is bad or incompetent.

*Neglect\**: The failure of a parent or responsible caretaker to provide the basic needs of a child. This may involve but is not limited to inadequate supervision, clothing, shelter, medical care or food or exposing a child to physical danger.

\* All records pertaining to reports of an accident, incident or suspected abuse or neglect are to be kept confidential and under lock and key.

### Screening Procedures:

Screening procedures will be followed for all employees and volunteers working with children.

Screening Includes:

1. Staff Positions
  - a. Signed completion of Knox Personnel Policies Manual with authorization for a criminal background check.
  - b. Completion of Knox Safe Haven Policy's requirements with signed Safe Haven Policy Covenant Statement.
  - c. All information gathered in the screening process will be kept in a secure location and will be kept strictly confidential, with access permitted only to those persons who have a legitimate need to know. The original of all information for non-clergy will be kept in the personnel files at the church for a minimum of seven years after the person ceases to be a staff member.
2. Volunteer Positions
  - a. Volunteers will complete and sign the Knox Volunteer Application Form with authorization for a criminal background check.
  - b. Volunteers will complete Knox Safe Haven Policy's requirements and sign the Safe Haven Policy Covenant Statement.
  - c. The Knox Volunteer Application Form must be completed at the commencement of volunteer activity. The background check should be performed by the Office Manager within seven days receiving of the application.
  - d. After completion of the criminal background check, the portion of the Knox Volunteer Application Form containing the volunteer's social security number will be cut off the form and destroyed by shredder. At no time will a volunteer's SSN be retained by Knox Presbyterian Church.
  - e. At all times reasonable care will be taken to ensure the privacy of the applicant.
  - f. All applicants have the right to appeal information returned from a background check. Appeals should be directed to the Head of Staff.
  - g. All information gathered in the screening process will be kept in a secure location and will be kept strictly confidential, with access permitted only to those persons who have a legitimate need to know and approval of the Head of Staff.

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- h. After 36 months, volunteers will be asked to renew their Knox Volunteer Application and Safe Haven Policy Training.

Volunteers who are providing transportation must provide a copy of her/his drivers' license and a copy of their insurance card and must be 25 years or older.

Adults who are not acting as volunteers may attend an open or group activity at the discretion of the program leader.

### Training of Staff and Volunteers

Training as to how to report suspected abuse or neglect is necessary for all staff and volunteers coming in contact with children. Training will include, at a minimum:

1. A copy of the Knox Presbyterian Church Safe Haven Policy will be provided to all staff members and volunteers prior to starting work. They will also sign that they have read and agreed to be bound by the document. In addition for each activity, guidelines will be given for acceptable and appropriate behavior.
2. Paid staff working with children will be trained to recognize the signs and symptoms of neglect and of physical and sexual abuse prior to working with children. They are to attend the Presbytery of Chicago's Workshop for those working with Children/Youth as soon as possible after being hired. Staff working with children are to attend this same workshop every 3 years.
3. All staff and volunteers will be trained regarding the church's procedures when an incident of suspected abuse, neglect, or misconduct is to be reported.
4. Staff who are clergy shall sign the Acknowledgement of Mandated Reporter Status (Clergy) form of the Illinois Department of Children and Family Services (D.C.F.S.). Non-clergy staff who are mandated reporters under Illinois law shall sign the Illinois DCFS Acknowledgement of Mandated Reporter Status form.
5. Staff who are mandated reporters will be provided with copies of the Illinois DCFS Manual for Mandated Reporters.
6. Staff working with children must have First Aid training and be CPR certified.

### Practices and Guidelines

#### 1. Supervision Guidelines

- a. The following ratios are staffing guidelines. In addition to having one trained certified adult for the event, at least one adult must be a program leader. The following ratios for the number of adults to children will be maintained.

Age of Children	Maximum # of children per one adult	Maximum # children per one adult for Overnight Events
0 to 24 months	4 to 5	n/a
Ages 2 to 3 years	7 to 8	n/a
Ages 4 to 5 years	10	n/a
K to Grade 2	10	n/a
Grades 3 to 5	10	7 to 8 (on-site only)
Grades 6 to 8	10	10
Grades 9 to 12	10	10

- b. For a group of children smaller than above, there must still be at least 2 adults.
- c. If a group of children must be left in the care of one adult for a brief period, the door must remain open.

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- d. There must be at least three years of age difference between the oldest child and a volunteer. (For college age volunteers working with High School youth, this age difference may be two years). Volunteers may be under 18 years old but only count toward the count of adults if they are under direct supervision of a program leader.

### 2. Adult and Child Personal Interaction

- a. Ministers of the Word and Sacrament are required to abide by "Aligning Our Hearts to True North: the Presbytery of Chicago's Sexual Misconduct Policy".
- b. Interaction between an adult who is not a Minister of the Word and Sacrament and a child will happen in due course during programs, events, worship and general comings and goings within a church. In all these instances, one to one interactions between an adult who is not a Minister of the Word and Sacrament and a child are to be in view of other people.
- c. In the course of working with children you may find yourself being asked for counseling advice. All counseling concerns are to be referred to a Pastor or a Church Director.
- d. Dating: At no time shall anyone working with children and youth pursue a dating or romantic relationship with children and youth.
- e. The program leader for a program or event which includes a high school student who is age 18 or older are instructed to confirm that these high school youth who have reached the age of majority under the law have read Knox's Information Sheet for age 18 and older high school youth. If a high school youth age 18 or older has not read the aforementioned Information Sheet, the program leader is to give the youth the Information Sheet.
- f. A copy of an interaction that is not face-to-face such as through letters and email is to be sent to a second adult. One-to-one texting or interactions on social networking sites are not to occur.

### 3. Child Security Policies

- a. The program leader for a scheduled activity should arrive prior to start of the activity. Children (birth to grade 5) should not be dropped off in a classroom without responsible adults present. Supervision will be provided until all participating children are picked up at the end of the program by parents, guardians or persons authorized by parents or guardians.
- b. Drop-off and Pick-up:
  - i. Children in Nursery/Childcare:  
We require that a parent or guardian or adult authorized by parent/guardian sign in child at drop off and are offered a pager. At pick up, a parent or guardian or adult authorized by parent/guardian must sign out the child before a child will be released to them.
  - ii. Children in Grade 2 and younger but not in childcare:  
With the exceptions listed below, we require that these children be signed in at drop-off and signed out at pick-up by a parent or guardian or adult authorized by parent/guardian.
  - iii. Children in Grades 3 and older:  
With the exceptions listed below, we do not require that children of this age be signed in and out by a responsible adult. Children of this age may be released independently of their parents/guardians at the end of the program.
  - iv. EXCEPTIONS:
    - 1) If a parent/guardian makes a written request for an alternate method of drop off and pick up.
    - 2) When Sunday School is in session, children who sit with their parents/guardians/authorized adults in the worship service and leave the service to meet up with their teachers do not need to be signed in

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and out. Children in Sunday classes for Grade 2 and younger are to be picked up from their classroom by parent/guardian/authorized adults.

3) With the Children's Day Out program, parents must have on file a list of names of people allowed to pick up their child.

### 4. Necessary Participant Information

- a. Registration forms must be completed by parents for their children participating in programs or events where children will be independent of their parents. Such forms must be completed for any child and youth who attends a church program and are valid for one year. The only exception is Sunday School which does not use registration forms.
- b. Registration forms must include:
  - i. Parental permission to participate in program or event
  - ii. Request information on allergies and medical conditions
  - iii. Request emergency contact information
  - iv. Request medical insurance information and permission for child to receive medical treatment in the event of a medical emergency
  - v. Knox Presbyterian Church liability release statement appropriate to program/event
  - vi. Request permission to use participant's image in internal and external publications and on our website
- c. For offsite activities both during a day or overnight, all release and permission information required by the host site will be obtained.
- d. Registration information is considered confidential and would be in possession of the appropriate leader(s) during the program/event. This information is to be maintained one month following the activity and then destroyed.

### 5. Use of Facility

When using the church's facility, safety is the first consideration.

- a. The staff, superintendent, or program leader for a program/event or CDO employee will determine that all equipment to be used in a program or for an event is age-appropriate and is in good working condition.
- b. Use of rooms or areas within the facility will be appropriate to the space and its intended purpose.
- c. If there are children in a room, the window in the room's door must allow unobstructed sightlines into the room or the door must remain open.

### 6. Practices to meet diaper changing and bathroom needs.

#### a. Diaper Changing:

Adult volunteers and staff as well as teenage volunteers may change children's diapers. Two caregivers must be in the room when diapers are changed at a changing table. Changing tables are to be in full view of the room.

#### b. Children and the bathroom:

- i. For Preschool children in classrooms with shared bathrooms: If a child needs assistance in the bathroom, an adult or teenage volunteer may enter to assist, leaving the bathroom door open.
- ii. For Preschool children in rooms without bathrooms: An adult or teenage volunteer will escort a group of children (never just one) to the hallway bathroom. Bathroom door will remain open. If assistance is needed, the adult or teenage volunteer may assist with the stall door remaining open.
- iii. For children in Kindergarten to Grade 2, an adult will escort a group of children (at least two children) to the bathroom and remain outside.
- iv. For children in Grade 3 and older, This age child may leave the room with the consent of the adults to go to the bathroom on their own. It is the adult

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leader's decision whether to send this age to the bathroom with a buddy or buddies.

### 7. Proper Display of Affection

Adult physical contact with children should be age and developmentally appropriate.

- a. Hugs – Avoid initiating full contact, body to body hugs.
- b. Kisses – Do not initiate kisses and avoid receiving kisses from children.
- c. Lap Sitting – Appropriate sitting on laps may occur with children age 5 and younger. Discourage school-age children from sitting on your lap.
- d. Casual Touch – Gentle contact during activities may be on children's heads, shoulders, arms and hands.

### 8. Overnight Activities

- a. All overnight activities must be pre-approved by the appropriate staff member and appropriate council of Session.
- b. A church staff member must be in attendance. Staffing Guidelines will be followed.
- c. A child's current medications and dosage being taken on a daily basis must be provided. If this medication is a prescription, it is to be in the original prescription container.

### 9. Transporting Children

- a. All drivers must be 25 years old or older and have a completed and current Child/Youth Transportation Form with a copy of a valid driver's license and proof of insurance on file with the Knox office.
- b. The number of occupants per car is not to exceed the number of occupant restraint devices and there must be at least two occupants in addition to the driver unless the occupants are a parent with his/her own child.
- c. Whenever possible, transportation of children should begin and end at Knox.
- d. Occupant restraint devices must be used.
- e. Any child requiring a child seat is to be transported by his/her parent.
- f. When an event requires a bus or 15-passenger van, the event must be staffed per guidelines and at least two adults from Knox must be in the bus or van.

### 10. Discipline

- a. All interaction regarding discipline needs to carefully consider a child's dignity and fragile life. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training, and corrections.
- b. Physical discipline will not be used. No one will ever spank, hit, grab, shake, or otherwise use physical discipline on a child.
- c. In the event of one child harming or threatening to harm another person or themselves, adults may use physical restraint in proportion to the threat.
- d. Behavior Incident Response
  - i. A behavior incident is defined as:
    - 1) behavior that continues to disrupt a classroom/activity after several warnings
    - 2) physical violence or threatening behavior
    - 3) behavior that jeopardizes the safety of the individual or others
  - ii. If a behavior incident occurs an Incident Report is to be completed by program leader and signed by a parent/guardian. These forms are in the First Aid areas. The report is to be given to the appropriate staff member if they were not party to writing the report. The staff member is to make a follow up call to the parent/guardian within a reasonable time. After this follow up call, the Incident Report is to be put into a secured file kept by the Financial Secretary.
  - iii. If a Behavior Incident results in injury, respond per Section 11: Accident Response.



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- e. Trip chaperones should monitor behavioral expectations regarding curfews, drugs, alcohol, fraternizing, bad language and other unacceptable behavior. Infractions should be reported to the staff person supervising the trip. Any disciplinary action taken by the supervising staff person should take into account the individual facts of each case and the person(s) involved. Report and document incident per Section 10d: Behavior Incident Response.

### 11. Accident/Illness Response

- a. In the event of an injury or illness requiring first aid, the child is to be given first aid as soon as possible.
  - i. In or around the church facility: First Aid kits are to be kept in a labeled drawer in each of the three kitchens within the church, the coffee bar and the Sunday School supply room. These First Aid areas are to be maintained by a Co-Director of Children's Ministries.
  - ii. If the activity is offsite, a First Aid kit is to be in the possession of one of the leaders of each group of children.
- b. In the event of an injury/illness requiring medical attention (emergency and non-emergency), an Accident Report is to be completed by program leader. These forms are in the First Aid areas. Parent/guardian is to be contacted.
- c. An Accident Report is to be given to the appropriate staff member if they were not party to writing the report. The staff member is to make a follow up call to the parent/guardian within a reasonable time. After this follow up call, the Accident Report is to be put into a secured file kept by the Financial Secretary.
- d. If the injury/illness is a medical emergency, call 911. The child is to be monitored by an adult at all times. Parent/guardian is to be contacted. If parent/guardian is not present, the program leader is to consult child's registration for medical information and medical insurance details. If the child needs to be transported to an emergency facility and their parent/guardian is not present, the program leader is to assign an adult known to the program leader to accompany the child to the emergency room. Or this adult may assume the program leader's responsibilities so that the program leader can accompany the child. Whenever possible, the adult designated by the program leader should be a church staff member. Follow up and reporting is to be done by the program leader and staff member responsible for the program/event.

### 12. Response to Suspected Abuse or Neglect

- a. Mandated reporters are staff, clergy or volunteers who work with children in the course of their duties. Mandated reporters are required by law to report suspected child abuse or neglect.
- b. A staff person or volunteer having knowledge of an incident of suspected child abuse or neglect shall report the incident as soon as appropriate. They are to complete a Suspected Child Abuse Incident Report Form. These forms are in the First Aid areas.
- c. The report, if written by other than the staff person supervising program/event, is to be given to the staff member who supervises the program/event or church Elder of Session Council that oversees the program/event. The supervising staff person or church Elder of Session Council that oversees the program/event is to take Report of Suspected Child Abuse or Neglect to the Head of Staff. If the supervising staff person is the accused or is unavailable to act, the report is given directly to the Head of Staff. If the Head of Staff is the accused or is unavailable to act, the report is given to the Chair of Personnel Council for Knox Presbyterian Church.
- d. The person(s) making the initial report and/or the supervising staff person are not to conduct an investigation of the incident. They are to take all necessary steps to insure the child's immediate safety.
- e. The Head of Staff/Chair of Knox's Personnel Council will determine if there is reasonable cause to believe that the child has been abused or neglected. If

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information is insufficient to determine whether reasonable cause exists, the Head of Staff/Chair of Knox's Personnel Council will make further inquiry sufficient to make the determination. If the Head of Staff/Chair of Knox's Personnel Council determines that reasonable cause exists to suspect child abuse or neglect, he or she will call Illinois Department of Children and Family Services (DCFS) Hotline. This oral report must be followed by a written report on the applicable state reporting form within 48 hours after the initial hotline report. Further investigation will be instigated by Illinois DCFS.

- f. In accordance with both civil law and Presbyterian polity, the accused is presumed innocent until proven guilty. While the incident is being reported and investigated, all persons with knowledge of the incident are to maintain strict confidentiality and share information with others only as requested or permitted by the Head of Staff/Chair of Knox's Personnel Council who are to be in exclusive possession of all reports and written materials pertaining to the incident. All third party requests for information are to be referred to the Head of Staff or Chair of Knox's Personnel Council.
- g. If the parent/guardian is not the accused, the Head of Staff/Chair of Knox's Personnel Council is to inform the child's parent/guardian of the incident immediately. The parent/guardian is not to be told the names of the reporter or the suspected abuser.
- h. If the accused is a church staff person, the Head of Staff/Chair of Knox's Personnel Council is to notify the Personnel Committee of the alleged incident. The accused is to be immediately suspended from all activities involving contact with children. This suspension lasts until the Personnel Committee determines that they no longer pose a potential threat to children and the situation has been resolved. Ministers of the Word and Sacrament are required to abide by "Aligning Our Hearts to True North: the Presbytery of Chicago's Sexual Misconduct Policy". Handling of a situation when the alleged perpetrator is a Minister of the Word and Sacrament is to follow "Aligning Our Hearts to True North: the Presbytery of Chicago's Sexual Misconduct Policy". In this instance, the Personnel Council is to contact the Executive Presbyter of the Presbytery of Chicago and support the subsequent required actions.
- i. If the accused is a volunteer, they are to be immediately suspended from all activities involving contact with children until the Head of Staff/Chair of Knox's Personnel Council with the concurrence of the Personnel Council determines that they no longer pose a potential threat to children.
- j. The Head of Staff/Chair of Knox's Personnel Council will also report the incident to the Knox Presbyterian Church's insurance carrier.
- k. The Head of Staff/Chair of Knox's Personnel Council are to offer and/or coordinate pastoral care and professional counseling as needed for the alleged victim, those reporting the incident, the accused, others affected by the allegations and the respective families.

### Attachments:

- Adult Volunteer Application (Age 18 and over)
- Volunteer Application (Under Age 18)

The forms referred to in the Practices & Guidelines section can be obtained from staff or in locations stated in this document. These forms are:

- Driver Information Form - revised August 2012
- Accident & Illness Report Form - as adopted in April 2010
- Behavior Incident Report Form - as adopted in April 2010
- Suspected Child Abuse Incident Report Form - as adopted in April 2010

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

Name: Last \_\_\_\_\_, First \_\_\_\_\_ Middle \_\_\_\_\_

Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

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

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

Student? No  Yes  If yes, name of school: \_\_\_\_\_

Area(s) of interest for volunteering: \_\_\_\_\_

Emergency Contact:

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

Have you ever been convicted of a felony or a crime involving minors? Yes  No 

If yes, please explain \_\_\_\_\_

### Required Consents, Waivers and Consent to Background Check

*Please read this form carefully. Please be aware that by agreeing to allow Knox Presbyterian Church to conduct a criminal background check you will be waiving and releasing all claims for damages you might sustain arising out of the criminal background check and review.*

*Knox will not use this information to perform a credit check or retrieve any credit history. You have the right to review the results of any background check and appeal information found within. All results are considered confidential and will be securely stored.*

I, the undersigned, do hereby certify that the information I have provided on this volunteer application is true and correct.

I understand that completion of a criminal background check may be a condition of my volunteerism with Knox Presbyterian Church, and I consent to Knox performing a criminal background check.

I give Knox permission to use my image in its internal and external publications and on its website.

I do hereby fully release and discharge Knox Presbyterian Church, its respective officers, agents, servants, and employees from any and all claims from damages which I may have or which may occur to me on account of the results of any aspect of the criminal background check or during the course of my volunteer activity.

I have read and fully understand this Waiver and Release of all claims

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

Printed Name \_\_\_\_\_

Administrator - After background check is completed, remove the SSN portion below and shred it.

Social Security Number \_\_\_\_\_

Please return this form by mail (c/o Office Manager - Confidential) or drop in the Office Manager's lockbox

## Volunteer Application (Under Age 18)

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Student? No \_\_\_ Yes \_\_\_ If yes, name of school: \_\_\_\_\_

Previous Volunteer experience: \_\_\_\_\_

Reason for Volunteering: \_\_\_\_\_

Area(s) of interest for volunteering: \_\_\_\_\_

Parent's/Guardian's Name(s): \_\_\_\_\_

Parent Contact: (Please give phone numbers)

Emergency Contact - if parent/guardian can't be reached:

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

### Required Consents and Waivers

I, the undersigned, do hereby certify that the information provided on this volunteer application is true and correct.

I give Knox permission to use my image/my child's image in its internal and external publications and on its website.

I do hereby fully release and discharge Knox Presbyterian Church, its respective officers, agents, servants, and employees from any and all claims from damages which I may have or which may occur to me on account of the results of any aspect of the criminal background check or during the course of my volunteer activity.

I, the undersigned parent/guardian of \_\_\_\_\_ give my permission for him/her to participate as a volunteer for Knox Presbyterian Church. I also give my permission for him/her to receive any emergency medical treatment that is deemed necessary if I and/or my spouse cannot be contacted through normal efforts. Please provide the following information which will be needed in the event of a medical emergency:

Doctor's Name & Phone #: \_\_\_\_\_

Medical Insurance Company & Policy #: \_\_\_\_\_

Allergies or Health Concerns: \_\_\_\_\_

There is no expiration on the above releases and waivers. When applicant turns 18 years old, they will need to complete an Adult Volunteer Application form.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Applicant \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Parent/Guardian \_\_\_\_\_