

Checklist for Volunteers (Children, Youth and Nursery)

NAME: _____

_____ Been active member for at least six (6) months and/or under supervision of Redbud Camp Manager.

_____ Completed the following forms:

1. Volunteer Application
2. Employee/Volunteer Application Supplement
3. Authorization for Background Check
4. State of Indiana Child Protection Services (CPS) History Check

_____ Have received a copy of and/or have access to a copy of:

1. Child Protection Policy of First Presbyterian Church of South Bend
2. Guidelines for Children and Youth Teachers – Redbud Supplement

_____ Optional Material:

1. References (as needed)
2. Auto Safety Certification (those transporting youth/children for church events)

_____ First-aid/CPR training DATE:

COMPLETION DATE: _____

NOTES:

First Presbyterian Church of South Bend

Redbud Adult Volunteer Application

NAME:

ADDRESS:

PHONE (H): (W) (C)

EMAIL:

DOB:

OCCUPATION: _____ **EMPLOYER:** _____

EXPERIENCE IN THIS OR A LIKE POSITION:

REFERENCES (AT LEAST 1) That can attest to character, interests and work ethic:

- 1. NAME:**
ADDRESS:

DAYTIME & EVENING PHONE
EMAIL:

RELATIONSHIP

- 2. NAME:**
ADDRESS:

DAYTIME & EVENING PHONE
EMAIL:

RELATIONSHIP

- 3. NAME:**
ADDRESS:

DAYTIME & EVENING PHONE
EMAIL:

RELATIONSHIP

SIGNED:

DATE:

**First Presbyterian Church of South Bend
Employee/Volunteer Application Supplement**

NAME: _____

Last

First

Middle

Safe Child Policy Agreement

() I have read and agree to abide by the Child Protection Policy of First Presbyterian Church of South Bend, understanding that the guidelines, policies and procedures contained therein are intended for the safety and protection of all the children, youth and leaders involved in the programs and activities of First Presbyterian Church.

Certification

() I certify by the signature below that: I have no record of felony convictions: that no civil, criminal or ecclesiastical complaint has ever been sustained* or pending** against me for sexual misconduct or child abuse; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct or child abuse.

() I am unable to make the above certification.

Signature

Date

* Sustained:

1. In criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or plea-bargain.
2. In civil court, "sustained" means that there has been a judgement against the defendant.
3. In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or a finding of guilty with censure imposed, by a permanent judicial commission in the Presbyterian Church (U.S.A.) or an equivalent body of another church.

** Pending:

1. In criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case in which there is not yet a verdict.
2. In civil court, "pending" means a case in which there has not been a decision or judgement.
3. In an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not yet been decided by a permanent judicial commission; or any accusation or charges are in an equivalent state or process in a church other than the Presbyterian Church (U.S.A.).

First Presbyterian Church of South Bend
Authorization for Background Check

I _____ (**print complete name**), hereby authorize the First Presbyterian Church of South Bend and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records, for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material for employment or work as a volunteer with First Presbyterian Church of South Bend.

I hereby authorize, without reservation, any law enforcement agency, court, institution, information service, employer, or other organization or person contacted by the Church or its agent to furnish the information described above.

Signature

Print Full Name

Date

GUIDELINES FOR CHILDREN AND YOUTH TEACHERS –REDBUD SUPPLEMENT

Note: We live in an age where sexual misconduct and child abuse is a reality in our society. The Church has implemented policies to help safeguard our children while promoting a positive, nurturing environment for ministry to them. The guidelines below are to be strictly followed by anyone teaching children and/or youth at First Presbyterian Church, South Bend and its off-site ministry settings.

Before You Begin

1. **Six-Month Rule** – All volunteer workers must be members or regular attendees of the church at least six months before teaching Sunday School or other ministry settings. Individual who are not members or have not participated for six months, may, at the discretion of appropriate staff member(s), including at least one member of the pastoral staff, serve as a volunteer under the direction of a screened Church member.
2. **Completion of Application, Release Authorization and Application Supplement**– All volunteers in teaching capacities of FPC ministries must complete and sign an Application Form (Form 1,2 & 3)
3. **State of Indiana Child Protection Services History Background Check** – After gaining permission, Church officers will perform a CPS history check on all applicants. (Form 4) All forms and returned information will be kept at the FPC office in locked, limited access cabinets.
4. **Signed Agreement to Follow Guidelines** – All volunteers must sign the agreement at the end of these guidelines to show their commitment to observe these guidelines. A copy of these guidelines and the Child Protection Policy of FPC is available on request.

Guidelines

1. **Two-Person Rule** – Two adult volunteers must be present with each classroom at all times. The Two-Person Rule can be satisfied by having a roamer who is assigned to move from room to room when two adults cannot be present in the classroom at all times.
 - a. If a group stays overnight at the Church or Church property, two or more adults must be present in the room where children and adults are sleeping.
 - b. When a group includes girl and boys both male and female leadership should be present.
2. **Corporal punishment** (hitting or spanking) and other forms of punishment involving physical pain are never appropriate at First Presbyterian Church, South Bend or its off-site ministries. This rule holds true even if parents have suggested, or given permission for, corporal punishment. Teachers must consult with other leadership and or ministerial staff if they need help with misbehaving youth or discipline techniques.
3. **Classroom discipline** – All teachers, workers and volunteers will utilize the following discipline measures. If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he or she is doing that is not acceptable and state what the expected behavior is: e.g., “we do not throw blocks. We use blocks for building.” If this measure is effective, the child will be guided to another activity. If inappropriate behavior continues, the child may be placed at a table to work alone, away from the other students. If the child’s disruptive behavior continues after these steps have been taken, the child may be taken to the program director or his or her

appointee. Last resort and final call will be the program director if a child's parents or guardian should be notified to pick child up early.

4. Open Classrooms – All rooms and designated learning stations may be visited by Redbud Leadership, FPC Church staff and or ministerial staff. Requests for bathroom breaks by individual children must notify bathroom attendant of request and youth counselor will accompany child to restroom but wait outside. Both youth and child will return to appropriate group when finished.
5. **Workers must report suspected or observed child abuse to the South Bend Police, Child Abuse Protection Services of St. Joseph County IN or the St. Joseph County Prosecutor's Office.** Indiana Code 31.33.5. In addition to contacting the appropriate authorities, volunteer workers must report suspected observed child abuse to the Director of Redbud Day Camp or Redbud Leadership immediately. Violations of these guidelines or suspect behavior by other workers must be reported in the same manner.
6. **Workers must avoid even the appearance of misconduct.** This is needed in order to maintain parental confidence and avoid mistaken allegations.
7. Training – All adult volunteers will attend at least two one hour training that will review these guidelines, age-level characteristics of campers, behavior management policies, health management policies (including universal precautions), day camp schedule and emergency procedures.

I have read the (Children and Youth Teachers) guidelines above. I agree to observe them faithfully

Signature _____ **Date:** _____