

Checklist for Volunteers FPC Day Camp

NAME: \_\_\_\_\_

\_\_\_\_ Been active member for at least six (6) months and/or under supervision of FPC Day Camp Manager.

\_\_\_\_ Completed the following forms:

1. Volunteer Application
2. Employee/Volunteer Application Supplement
3. Authorization for Background Check (Indiana & Michigan)
4. State of Indiana Child Protection Services (CPS) History Check
5. State of Michigan 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 – FPC Day Camp Supplement

\_\_\_\_ Optional Material:

1. References (as needed)
2. Employee & Volunteer Health Form

\_\_\_\_ First-aid/CPR training                      DATE:

COMPLETION DATE: \_\_\_\_\_

NOTES:



**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 guilt verdict or a plea-bargain.
2. In civil court, "sustained" means that there has been a judgment 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 judgment.
3. In an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filled 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.).



## **GUIDELINES FOR CHILDREN AND YOUTH TEACHERS –FPC Day Camp SUPPLEMENT**

*Note: We live in an age where sexual misconduct and child abuse is a reality in our society. The Church has implemented polices 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 for at least six months before helping at FPC Day Camp. Individuals 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 observing 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 girls 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 use the following 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 the 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 the bathroom attendant of the request, and the youth counselor will accompany the child to the restroom, but wait outside. Both youth and children will return to their appropriate groups 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 or 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 trainings that will review these guidelines, age-level characteristics of campers, behavior management polices, 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:** \_\_\_\_\_



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**For emergency purposes, please complete the following:**

Emergency Contact

Name: \_\_\_\_\_ Relation: \_\_\_\_\_  
Last First

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

Physician

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

Preferred Hospital:

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## Policy and Procedure Verification

I, \_\_\_\_\_, certify that I have read the FPC Day Camp Manual, including the following portions:

Behavioral Management Policy Child  
Protection Law Abuse/Neglect Reporting  
Procedure Exposure Control Plan  
Universal Precautions  
Site Safety Emergency Procedures

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**