

PYC

PROTECT YOUR CHILDREN

Adams Farm Community Church



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What does P.Y.C. mean

PYC is a simple concept with two important meanings:

First, it means:

Protect

Your

Children

Not only is this an oath to God to protect His children that have been placed in AFCC's care, but, and more importantly, it is a reminder of a parent's duty to protect their own child. It is ultimately y the parents' responsibility to determine whether they feel comfortable placing their child in AFCC's care. By carefully reviewing this PYC Manual, and observing that these rules are being implemented, a parent can gain confidence that they are acting responsibly by placing their child in AFCC's care. Parents are are always welcome to discuss their comments or concerns with the Ministry Leader.

Finally, it also means:

Pre-School

Youth

Children's Ministries

The PYC program applies to all of AFCC's ministries that are directed to people under 18 years old. All of AFCC's Staff, Ministry Leaders, Adult Volunteers and Youth Volunteers must comply with the PYC rules to be involved with any of the PYC ministries.

Definitions

AFCC

Adams Farm Community Church

Ministry Leader

The Preschool Director, Director of Student Ministries, Director of Children's Ministries, or Small Group Administrator.

Parent

The adult responsible for a child (Mom, Dad, Granddad, Guardian, etc.)

Staff

Full-time or part-time paid church workers such as Pastor, Administrative Assistant, Preschool Teacher, Bookkeeper, Intern, etc.

Adult Volunteer

Volunteer worker such as CE Teacher, VBS Leader, Nursery Worker, etc.

Youth Volunteer

Volunteer worker less than 18-years old.

PYC Worker

Ministry Leaders, Staff, Adult Volunteers, Youth Volunteers that have been approved by the Ministry Leader and Session.

Session

Called meeting of the ruling elders of the church body.

PYC Worker Approval

Introduction:

One of the critical elements of the PYC program is an effective and efficient process to screen Staff, Ministry Leaders, Adult Volunteers and Youth Volunteers so that AFCC can provide a safe, secure ministry environment. While no screening process is 100 percent accurate, the PYC Worker Approval Process (WAP) is designed to provide appropriate information that can be used by the Ministry Leader and Session in determining whether an applicant may become a PYC worker. This Worker Approval Process will be used, without exception, when selecting any and all PYC Workers.

Process:

Adult Volunteers

Before an Adult is allowed to take a position in the PYC programs, that person must:

- Be at least 18 years of age and a member or regular attendee in good standing at AFCC.
- Profess faith in Christ and be actively seeking to obey and serve.
- Have attended AFCC for at least 6 months.
- Completed a Confidential Worker Application Form (CWAF), which includes authorizations for AFCC to conduct criminal history, background and reference checks.
- Have completed a personal interview with the appropriate Ministry Leader.
- Attend a Children or Youth Volunteer Training Workshop and submit a signed Covenant agreeing to abide by the procedures.
- Be approved by the Ministry Leader and the Session.

Youth Volunteer:

Before a Youth (under 18) is allowed to take a Youth Volunteer role, that person must:

- Be a member or regular attendee in good standing at AFCC and have attended for at least 6 months.
- Profess faith in Christ and be actively seeking to obey and serve.
- Completed a Confidential Worker Application Form (CWAF).
- Have their parent/guardian complete the Youth Permission Form.
- Complete a personal interview with the appropriate Ministry Leader.
- Attend a Children or Youth Volunteer Training Workshop and submit a signed
- Be approved by the Ministry Leader and the Session.

Upon completion of the application requirements, the Ministry Leader will:
Review the application.

- Conduct the applicable background checks.
- Advise the Session of the application, results of the background check, as well as the Ministry Leader's opinion as to whether the application should be accepted or declined.¹
- Inform the applicant of the Session's decision.

While there are no established timelines for this process, these procedures will be conducted in as timely a manner as reasonably possible.

Background Checks:

The Ministry Leader is responsible for the background checks and may either self-conduct the checks or have the checks conducted by authorized AFCC personnel. The results of the background checks will be documented in writing and kept with the application in a secured file in the AFCC office.

At a minimum, the following background checks will be conducted:

Staff

- National Sex Offender Registry
- Criminal Record Check
- Reference Check

Adult Volunteers applying for a Position in

- I. Children's Ministries (Children's Church Teachers, Team Kid and children's event)
 - A. National Sex Offender Registry
 - B. Criminal Record Check
 - C. Reference Check

- I. Vacation Bible School and Certain Children's Events
 - A. National Sex Offender Registry
 - B. Criminal Record Check
 - C. Reference Check²

- I. Youth Ministry
 - A. National Sex Offender Registry
 - B. Criminal Record Check
 - C. Reference Check

The Ministry Leader may conduct additional background checks as deemed necessary.

¹ The Session will accept or decline the application. The Session may issue a decision based upon careful scrutiny of each application or by relying on information provided by the Ministry Leader. The Session may also require an in person meeting with the applicant prior to issuing a decision.

² At discretion of the Ministry Leader and Session

Appeal:

In the event an application is declined, the applicant may request an appeal through the Ministry Leader. The purpose of the appeal is to consider the applicant's statements as to why their application should be approved. The Ministry Leader will inform the Session that an applicant is appealing their decision. The Session will designate one or two Elders to sit on the appeal board with the Ministry Leader. The Ministry Leader will coordinate a meeting time convenient to the applicant, Ministry Leader and designated Elders.

An Elder will conduct the appeal. At the commencement of the meeting, the Elder will establish the meeting purpose and conclusion time. The Elder will then request that the applicant state why their application should be approved. AFCC is not obligated to precisely identify the exact reason for declining an applicant, besides the statement that the applicant was declined after prayerful consideration; however, the appeal board may choose to do so during the appeal meeting. At the conclusion of the appeal, the Elder will establish a date by which the appeal board will issue their decision. The appeal board will then meet, with or without the Session, to decide the appeal. The Ministry Leader will deliver the appeal board's decision to the applicant. The decision of the appeal board is final.

Renewal:

All PYC Workers will complete a brief renewal application annually. Should the renewal application indicate that any PYC Worker has become unsuitable, they will be removed immediately from their current position. In addition, the Ministry Leader and Session may remove a PYC Worker at any time they deem necessary or should circumstances warrant.

Confidentiality:

The WAP is strictly confidential. The application, as well as all written information pertaining to the application, will be kept in a secure location in the AFCC office, which is accessible to authorized personnel only.

Forms:

Prior to consideration, all candidates seeking to be a PYC Worker will complete and return all pertinent ministry application forms, which are attached in the forms section of this document

- Driver Forms
- Permission Forms
- Offsite Checklist
- Short-Term Missions Forms
- Incident & Accident Forms
- Verbal Release
- CWAF and Addendum
- Renewal Covenant

Onsite Policies

All PYC Workers must comply with the following policies for all PYC activities:

General:

- Only approved PYC Workers are allowed to supervise PYC programs.
- All PYC Workers must avoid one-on-one contact with children who are not their own.
- Parents are always welcome to participate in PYC programs under the supervision of PYC Workers while in contact with children other than their own.
- 2 Deep: At least 2 PYC Workers will supervise all PYC programs. At least one PYC Worker must be an Adult Volunteer. The 2 Deep requirements will be met if there is one Adult Volunteer working with the children and an additional roving Adult Volunteer moving among the classrooms during the program period.
- Always have at least two unrelated PYC approved adults as primary supervisors in each area where activities for minors and disabled adults are conducted.
- Small Group childcare will adhere to 2 Deep Leadership. At least one PYC Worker must be 16 years of age or older.
- Each room will have a window in the door or the door will be left open at all times.
- Registration materials for activities in which children are outside direct supervision of their parents/guardians shall require signed written permission forms that include pertinent health information in order to participate.
- If the participants are old enough to understand, they shall sign a covenant of participation listing rules for all trips, overnights, etc.
- Parents are responsible for picking up their children. In the case of the Preschool, an approved PYC Worker will escort children to their parents.
- All On-site overnight activities will comply with Off-site rules and guidelines.

Discipline

All PYC workers will comply with the Discipline Policy of the particular Ministry. The Preschool Discipline Policy is documented in the Preschool Handbook. The Children's Ministry program adheres to the Children's Discipline Policy found in Appendix I. The youth program Ministry Leader is responsible for the Youth program discipline policy.

Adult Volunteer Responsibility

All Adult Volunteers are responsible for reading, understanding and complying with the policies and procedures of the PYC program for the Ministry for which they are involved. Although Youth Volunteers and parents may "help out" with a particular PYC event, it is the Adult Volunteer's responsibility that the activity is in full compliance with the PYC policies and procedures.

One of the basic PYC policies is that only approved PYC Workers come into extended contact with children during an AFCC event, and, it is the Adult Volunteers' responsibility to prevent contact by non-PYC Workers with the exception of a child's parent. Parents are always welcome to be involved in an activity, under the Adult Volunteer's supervision when other children are involved.

An Adult Volunteer may only allow a non-parent to "help out" if the Adult Volunteer is certain that the person is an approved PYC Worker. In the event a non-parent offers to work, and the responsible Adult Volunteer is uncertain whether that person is an approved PYC Worker, the Adult Volunteer should check with the Ministry Leader, if available. If the Ministry Leader cannot be contacted, the Adult Volunteer should not allow the person to work, and should tell that person to contact the Ministry Leader.

Youth Volunteer Responsibilities

Youth Volunteers are under the direct supervision of the Ministry Leader or Adult Volunteer. The specific responsibility of any particular Youth Volunteer will be determined by the Ministry Leader and Adult Volunteer and will be based on the age and maturity of the Youth Volunteer, the age of the children and other factors. In general, however:

- *No Youth Volunteer will be allowed to change diapers*
- *No Youth Volunteer will be allowed to pick-up any children*
- *No Youth Volunteer will be allowed to accompany a child to the restroom*

Restroom Procedures

When taking children to the restroom, volunteers should adhere to the following guidelines:

- Children of Kindergarten age and younger will go to the restroom in same gender pairs. They should be escorted to the restroom by an Adult PYC Worker who will check to see that no one is in the restroom before allowing the children to enter. The Adult PYC Worker will remain in the hallway outside of the restroom, and will escort the children back to their classroom when both children are finished.
- First Grades and older children should be encouraged to use the restroom prior to coming to class. When the need arises during a class or activity, children should go to the restrooms in same gender pairs. While a roving Adult PYC Worker may be in the hallway, the children will enter the restroom alone.

No PYC Worker should ever be in the restroom alone with a child.

A PYC Worker should only enter the restroom if there is a need expressed by the child in which case the PYC Worker may enter to assist but should leave the door open. PYC Workers should never enter the toilet stall unless a need is expressed by a child, if at any point a PYC Worker needs help, one of the children should be sent to locate assistance.

- Youth Volunteers are not allowed to monitor children going to the restroom.
- Diapers are only to be changed by a female Adult Volunteers. Designated areas the presence of other Adult Volunteers
- PYC Workers should know where their children are at all times. They should either keep a list of who is gone from the room or only allow two at a time to be gone from the classroom.

Training:

All PYC Workers are expected to actively participate in AFCC's various training programs as part of their compliance with the PYC program. Training programs include theological, Biblical and academic elements as well as compliance with AFCC rules and procedures such as the PYC program. All workers will be trained accordingly with regards to procedures and duties in the case of emergencies. Emergencies may include but are not limited to fire, tornado or any other natural or man-made disaster. In the event a particular PYC Worker disregards the training programs, the Ministry Leader may determine the PY Worker is no longer suitable for their particular position.

AFCC offers training for PYC Workers in the following areas:

Preschool

All PYC Workers receive monthly training.

Nursery

All PYC Workers receive annual training.

Children's Church

All PYC Workers receive quarterly training.

VBS

All PYC Workers receive annual training.

Youth

All PYC Workers trained by team leader.

Off-Site Policies

The following guidelines will allow AFCC to continue to offer rewarding i activities while meeting our obligation to protect those participating in the activities:

Leader Responsibility

The Activity Group Leader will advise each lead team member of his/her responsibilities while participating as a chaperone. These guidelines will comply with the offsite rules as defined by the PYC Program.

Driving

Drivers of private vehicles must complete the Driver and Vehicle approval forms which requires a copy of their driver's license and proof of insurance, unless they are carrying only their own child.

Two (2) adults are required in any vehicle carrying children other than the driver's own child, unless the Confidential Worker Approval (CWA) form has been completed by the Driver within the previous 12 months.

All drivers will follow a checklist form requiring inspection/verification of car seats; active inspection sticker, etc. (See Motor Vehicle Checklist attached)

Lodging/Sleeping

- The ministry leader will make lodging and sleeping arrangements based on the number, age and gender of the children and adults attending the events as well as requirements of the PYC program.
- Adults and children do **not** share the same room, unless the adult is the parent of the child attending and that child is rooming with the adult.
- The PYC program rules will apply to the maximum extent reasonably possible.

Medications:

If a child requires medication during an off-site event, and the child's parent will not be available to administer the medication, the child's parent must meet with the Activity Leader prior to the trip. The parent must complete the Onsite/Offsite Medication Log and supply the medication to the Activity Leader. All medications must be clearly labeled as to the contents and administration directions.

Short Term Mission Trips:

These PYC procedures apply to Short Term Mission Trips to the maximum extent reasonably possible.

Participant Covenant

If the participants are old enough to understand, they shall sign a covenant of participate" listing rules, trips, overnights, etc. The covenant will be specific for each off-site event and will be signed by the participant and a parent.

Accident and Incident Reporting

PYC Workers are responsible for documenting any and all accidents and incidents that occur "on their watch". The PYC Worker should complete an accident or incident reporting form and submit it to the Ministry Leader.

Potential Child Abuse Reporting:

AFCC requires that all PYC Workers strictly comply with North Carolina law and the PYC program in regards to reporting "potential child abuse"³.

What is "Potential Child Abuse"?⁴

Child abuse is a non-accidental injury or pattern of injuries to a child. Child abuse includes non-accidental:

Physical Abuse

Examples of physical abuse include beating, harmful restraint, or use of a weapon or action that could result in serious physical injury

Sexual Abuse

Sexual abuse is any sexual behavior imposed on a juvenile. This involves a range of activities, including inappropriate contact, exhibitionism, child pornography, and suggestive behaviors or comments.

Emotional Abuse

Emotional abuse is expressing attitudes or behaviors toward a child that create serious emotional or psychological damage.

Neglect

Child neglect can be defined as any serious disregard for a juvenile's supervision, care, or discipline.

³ General Rule: If a PYC Worker suspects that a child participating in a PYC activity was abused, the PYC Worker must immediately report to the Ministry Leader and to the Department of Social Services. It is important to note that the PYC Worker is not required to confirm the child was actually abused, but only that the PYC Worker become aware that there is a potential that child abuse has occurred.

⁴ Much of the information in the remainder of this section was modified from information provided by Prevent Child Abuse North Carolina. Additional information regarding this subject can be found at www.preventchildabusenc.org.

How to Identify "Potential Child Abuse"

Abuse and neglect rarely occur in one isolated incident. Usually a pattern of abusive or neglectful behavior can be observed over time and the child may not tell anyone that abuse or neglect is occurring. Children may 'act out' to express their hurt and anger. Some children display no negative signs. It is important to listen carefully to children who tell you about an act of abuse; even if they say that the abuse happened a long time ago or happened to a friend.

If you observe the signs listed below, this does not necessarily mean that a child is being abused. You should, however, pay close attention to the child and see if a pattern of signs emerges. Again, all PYC Workers are required to immediately report to the Ministry Leader and to the Department of Social Services if they suspect that potential child abuse has occurred.

Signs of Possible Physical Abuse

- unexplained bruises in various stages of healing (bruises will be different colors)
- self-destructive behavior
- welts, human bite marks, bald spots
- unexplained burns, especially cigarette burns or glove-like burns
- unexplained fractures, abrasions, or other injuries
- nervous, hyperactive, aggressive, disruptive, and destructive behaviors
- unusually wary of physical contact
- unduly frightened of parent or caretaker
- expresses little or no emotion when hurt
- unduly shy, withdrawn, and passive

Signs of Possible Emotional Abuse

- speech disorders
- delayed physical or emotional development
- ulcers, asthma, severe allergies
- habit disorders, sucking, rocking
- unduly passive and undemanding
- very low self-esteem
- extremely demanding, aggressive, and angry
- antisocial, destructive
- depressed and/or suicidal
- attention seeking
- delinquent behavior, especially in adolescents

Signs of Possible Neglect

- abandonment by parent or caretaker
- unattended medical needs
- consistent lack of supervision
- consistent hunger, inappropriate dress, poor hygiene lice, distended stomach
- poor social skills
- indiscriminate with affection
- pale, listless, begs or steals food, frequently absent from school
- falls asleep in class, regularly displays fatigue
- self-destructive

Signs of Possible Sexual Abuse

- engages in sexual activity not appropriate for the child's age
- has a detailed and sophisticated understanding of sexual behaviors
- goes back to behaviors such as bed-wetting, speech loss
- suffers sleep disturbances or nightmares
- has pain, itching, bruising, or bleeding in the genitalia
- has venereal disease, frequent urinary tract or yeast infections

The sexually abused older child may:

- exhibit delinquent or aggressive behavior
- show signs of depression
- display self-injurious behaviors such as substance abuse, self-mutilation, attempts at suicide, prostitution, and running away

How to Make a Report

When the PYC Worker suspects that potential child abuse has occurred, the PYC Worker is to immediately report to the Ministry Leader and to Department of Social Services. It is not the responsibility of the PYC Worker or Ministry Leader to determine whether child abuse actually occurred.

You can make a report of potential child abuse by calling, writing, or visiting the

Guilford County Department of Social Services

Child Protective Services Division

1203 Maple Street

Greensboro, NC

(336) 641-3795 or (800)-CHILDREN

A social worker will listen to you and take down all the information you give. It is helpful if you can share the following information:

- the name, address and age of the child
- the name and address of the child's parent, guardian, or caretaker
- the child's condition, including the nature and extent of the injury
- any information regarding the presence of weapons, alcohol/drug abuse, or other factors affecting the social worker's safety are important

Important

- You do not need to prove that abuse has taken place; you only need reasonable grounds for suspicion.
- You do not have to give your name.
- You do not need permission from parents or caregivers to make a report and you do not need to tell them you are reporting.
- You do not need permission from parents or caregivers to make a report and you do not need to tell them you are reporting.
- The Department of Social Services is not supposed to divulge the name of the reporter to the parents or caregivers.

- Your report should be limited to the facts as you know them. For example, "The child seems to have many unexplained bruises" not "Someone is beating the child."

What Happens After a Report Has Been Made

Children are seldom removed permanently from their homes. If the Department of Social Services decides to investigate the case, they must initiate an investigation within 24 hours for abuse and within 72 hours in cases of suspected neglect. A full assessment will be made to determine future actions involving the child and the family. Help may be provided to the family in the form of counseling, referrals to other helping agencies, emergency foster care services, intensive in-home services, and/or help with housing, finances, medical needs, and child care.

When a Child Discloses

In the event a child discloses that he or she has been maltreated, they may be feeling scared, guilty, ashamed, angry, and powerless. You may feel a sense of outrage, disgust, sadness, or disbelief. It is important for you to remain calm and in control of your feelings in front of the child. Reassure them that you will try to help keep them safe.

You can show your care and concern by:

- listening carefully to what the child is saying
- telling the child that you believe them
- telling the child that the abuse was not their fault
- letting the child know that you will make a report to help stop the abuse

You will not be helping the child if you:

- make promises that you can't keep, such as promising not to tell anyone
- push the child to give you details about the abuse (your role is to listen to what the child wants to tell you)
- ask direct questions of the child (this might interfere with the investigation)
- discuss what the child told you with others who are not directly involved with helping the child

Children's Specific Policies

Children's Discipline Policy

In all of your actions, speech & thoughts consider: What Would Jesus Do?

1. Use this time together to LEARN about God.
2. Take care of God's things.
3. LISTEN when others are talking.
4. Keep hands, feet and objects to yourself.
5. Go to the bathroom or get a drink BEFORE class.
6. Obey the rules the FIRST time.

Consequences for Obeying Rules:

1. Praise
2. Share good behavior news with parent.

Consequences for Disobeying Rules:

1. Review rule with child.
2. Child sits/prays with assistant.
3. Parent discussion.
4. Parent discussion with Director of Children's Ministries.

Forms

The following forms are included:

- Confidential Worker Approval Form
- Participation Covenant for PYC Workers
- Auto Accident Checklist
- Checklist for Off-Site Events
- Incident Report
- Youth Permission Form
- Event Information and Liability Waiver
- Vehicle and Driver Approval

Confidential Worker Approval Form

This application is to be completed for any position involving the supervision of minors. Our church family desires to provide a safe and secure environment for all who participate in our ministries and use our facilities.

Your Information

Name	TITLE	FIRST NAME	MIDDLE
<hr/>			
Address	<hr/>		
City/State	Zip		
<hr/>			
Telephone	<hr/>		
Date of Birth	Social Security		
<hr/>			
Driver's License #	State	Expiration	
<hr/>			

Church Affiliation and Ministry Experience (Youth and Children)

Are You currently Involved in a Local Church? (Yes) (No)

Name of Church

Name and Location of any other churches where you have volunteered

Legal/ Lifestyle Issues:

During the application process and at any time during the tenure of my working with children and/or youth at Adams Farm Community Church, I hereby authorize Adams Farm Community Church to procure a National Background Criminal File Search which I understand will include information regarding the following areas:

- Department of Corrections prison/parole, release files
- Administrative Office of Courts records
- State criminal records repositories
- individual count/ court records
- Records from other statue agencies
- Sexual/violent offender registries

References:

I understand that you may request a complete and accurate disclosure of the nature and scope of the background verification. I have listed three people (not family members) for you to call for a personal reference for me.

Name	
Phone Number	Relationship
Name	
Phone Number	Relationship
Name	
Phone Number	Relationship

Testimony of Faith in Jesus Christ

Please use the space below to share your testimony of Faith. Please feel free to attach an extra sheet of paper if you run out of space.

[illegible]

For the protection this form will be kept secure in a locked filing cabinet and not disclosed to any unauthorized person.

Signature _____

Print Name _____ Date _____

To be Completed by AFCC Representative		
Reviewed by: _____	Date _____	
Accepted	Declined	Further Action Needed

Participation Covenant for PYC Workers

Adams Farm Community Church is committed to providing a safe and secure environment for all children as well as Adult and Youth PYC Workers. The following policy statements reflect our congregation's commitment to preserving AFCC as a holy place of safety and protection for all who would enter as well as a place in which all people can experience the love of God through relationships with others.

- No person who has been convicted of child abuse of ANY TYPE should volunteer to work with children or youth in any AFCC activity.

- Adult survivors of abuse need the love and support of our congregation. Any adult survivor who desires to volunteer to work with our youth is encouraged to discuss his/her willingness with one of our Ministry Leaders before accepting an assignment.

- All PYC Workers shall observe our PYC Policies at all times.

- All PYC Workers agree that one-on-one contact with child other than their own is strictly prohibited.

- In a situation in which an Adult Volunteer is assisted by a Youth Volunteer and/or non-PYC parent, it is the Adult Volunteer's responsibility to ensure compliance with all PYC policies

- All PYC Workers shall attend regular training offered by AFCC to keep them informed of AFCC policies and North Carolina laws regarding child abuse.

- All Adult Volunteers shall immediately report any suspected abusive or inappropriate behavior to the Ministry Leader and the North Carolina Department of Social Services.

Please answer each of the following questions by placing your initials in either "yes" or "no" :

- I. As a PYC Worker, do you agree to observe and abide by all AFCC policies regarding working in ministries with youth, including all PYC policies? _____ (Yes) _____ (No)
- II. As a PYC Worker, do you agree to participate in training and education events provided by AFCC related to your volunteer responsibilities? _____ (Yes) _____ (No)
- III. As an Adult Volunteer, do you agree to promptly report abusive or appropriate behavior of any type to your Ministry Leader and the North Carolina Department of Social Services? _____ (Yes) _____ (No) _____ (I am Not an Adult Volunteer)
- IV. As a PYC Worker, do you agree to inform your Ministry Leader if you are accused or convicted of child abuse of any type? _____ (Yes) _____ (No)
- V. As a PYC Worker, do you agree to inform your Ministry Leader of any other factors that may affect your ability to volunteer to work with children and youth? _____ (Yes) _____ (No)

I have read this Participation Covenant, and I promise to observe and abide by the policies set forth above.

Signature _____

Print Name _____ Date _____

To be Completed by AFCC Representative		
Reviewed by:	_____	Date _____
Accepted	Declined	Further Action Needed

Auto Accident Checklist

Driver's Name: _____ Church/Ministry Name: _____
Policy Number: _____ Agent's Name: _____
Telephone: _____

When an Accident Happens:

Stop immediately and turn off your ignition. Don't obstruct traffic. Ask a responsible person to warn oncoming traffic.

Don't move your vehicle until instructed to do so by police.

Stay calm, don't argue, don't admit fault, and don't accuse anyone of fault.

Obtain first aid if needed and ask someone to call police.

Record the make, model, and license plate number of all vehicles. Ask for the driver's license numbers of those involved.

Secure the names and addresses of all parties, as well as any witnesses and/or injured parties.

Make a diagram of the accident showing the position of the two vehicles during and after the crash.

At the accident site, don't make any settlement offers or volunteer to pay damages.

Make sure the attending officer files a police report.

Report the accident to your insurance agent or company as soon as possible.

File a financial responsibility report with the state or local police if required by law.

Record of Events:

Date/time of accident: _____

Road conditions: _____

Weather conditions: _____

Accident location: _____

Other driver's name and phone number: _____

Other parties' vehicle description/driver's license number and insurance company: _____

Were there any passengers in your vehicle? _____

Other vehicle? Names, ages, and injuries: _____

Did EMT respond? Injuries treated: _____

Did the police respond? If so, officer's name and badge number: _____

Was a police report made? If so, report number: _____

Damage to vehicles: _____

Comments made by other drivers: _____

Checklist for Off-Site Events

Several Weeks Before the Trip

- ☐ Plans submitted to and approved by the Session
- ☐ Determine per-person cost and deposit amount
- ☐ Trip information flyer prepared
- ☐ Flyer distributed at Vizion
- ☐ Collect deposits
- ☐ Confirm headcount
- ☐ Determine chaperone ratio and gender
- ☐ Solicit chaperones
- ☐ CVAP completed
- ☐ New candidates interviewed
- ☐ Reference checks completed
- ☐ Background checks completed

3 Days Before the Trip

- ☐ Accurate head count of students going on trip
- ☐ Signed permission slip/waiver for each student
- ☐ Medication and dosing instructions completed and signed
- ☐ All fees collected
- ☐ Chaperone contact information distributed to parents remaining at home

Day of the Trip

- ☐ First aid kit prepared and packed
- ☐ Driver information on file
- ☐ Vehicle inspection completed

Incident Report

Organization	Name: _____ Address: _____
Time and Place of Injury	Date of Injury: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Where did the injury occur? _____
Person Injured	Name: _____ Age: _____ Address: _____ Telephone: _____ Name of parents/guardians (if a minor): _____ Employer: _____ Injuries sustained: _____ Where was injured taken? (hospital/doctor): _____ Relationship to organization: <input type="checkbox"/> Member <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Student/Camper <input type="checkbox"/> Tenant/Resident <input type="checkbox"/> Other If injury occurred on insured's premises, for what purpose was the injured on the premises? _____ Who was responsible for supervision at the time of injury? _____ If injury occurred elsewhere, what connection did it have with the insured's operations or activities? _____ Does the injured party have personal medical insurance that could apply? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of medical insurance company: _____ _____
Full Description of Incident	_____ _____ _____ _____
Witnesses	Name: _____ Telephone: _____ Address: _____ Name: _____ Telephone: _____ Address: _____
Signature: _____ Date of report: _____	

Youth Permission Form

I, _____, give permission to my son/daughter, _____ who is _____ years of age, to serve as a youth helper/ volunteer at Adams Farm Community Church (AFCC).

I know of no reason why my child cannot volunteer to work with children, I understand that should an event or condition develop that me compromise my child's ability to work with children, that I will inform AFCC immediately.

I also understand that I may be held responsible for the actions of my minor child should events warrant.

Parent

Signature _____

Print Name _____

Date _____

Youth/Student

Signature _____

Print Name _____

Date _____

Event Information and Liability Waiver

Event Information

<i>What</i>	
<i>When</i>	
<i>Cost</i>	
<i>Leader:</i>	Name(phone number)
<i>Drivers/Chaperones</i>	Name (phone number) Name (phone number)
<i>Special Instructions</i>	

Please Keep The Upper Portion For Your Records.

Please Return the Lower Portion with Your Payment to AFCC
Permission and Liability Waiver

_____, has my permission to participate in the AFCC event:

I understand the risk of injury that accompanies this type of event and understand that this activity will require transportation in private vehicles driven by AFCC staff and volunteers. My child should be restricted from the following activities:

I authorize the Leader to administer first aid, if deemed necessary. In case of emergency, the Leader will contact me immediately at the number shown below. In the event the Leader is unable to reach me immediately, the Leader and/or another responsible adult, is authorized to seek and obtain medical attention and services for my child as may be deemed necessary. I agree to assume responsibility for payment of all medical costs incurred.

I agree to release and hold harmless Adams Farm Community Church, its staff and volunteers, from any and all liability or claims which may be incurred by my child while participating in this event or during transportation associated with the event. I further agree to hold harmless and indemnify Adams Farm Community Church, its staff and volunteers, from any liability sustained by the acts of said child, including all expenses incurred.

_____ Parent/Guardian Name	_____ Parent/Guardian Signature
_____ Date	I can be reached at: _____

Vehicle and Driver Approval

Driver's Name: _____ Date: _____

Address: _____ Telephone: _____

City, State, Zip _____

Driver's License No: _____ State: _____ Renewal Date: _____

Years of Driving Experience: _____

How many moving violations have you received in the last 3 years? _____

<i>Vehicle Information</i>			
Make:	Model:	Color:	License Plate No.

Please provide a copy of your driver's license and insurance card.

Drivers Pledge

I pledge that, if selected as a Driver for an AFCC event, I will operate the vehicle under my control in a reasonable manner and in accordance with state and local rules at all times. I will require all passengers to use seatbelts when the vehicle is in operation. I will try to minimize distractions in the vehicle, such as my own cell phone usage, so that I can focus on safely operating the vehicle.

Driver's Signature: _____

Privacy Waiver

I authorize Adams Farm Community Church (AFCC) to conduct a background investigation on me, including my driving history and experience. I also specifically authorize AFCC to request and receive information about me from any Department of Motor Vehicles and law enforcement agency. I understand that this information will be kept confidential.

Driver's Signature: _____

***** To Be Completed By AFCC Representative *****

	Driver's License	Insurance Card
Expiration Dates		

	Driver	Vehicle
Approved for AFCC Events?		

Attached: ___ Driver's License ___ Insurance Card ___ DMV Report

AFCC Representative Name: _____ Date: _____