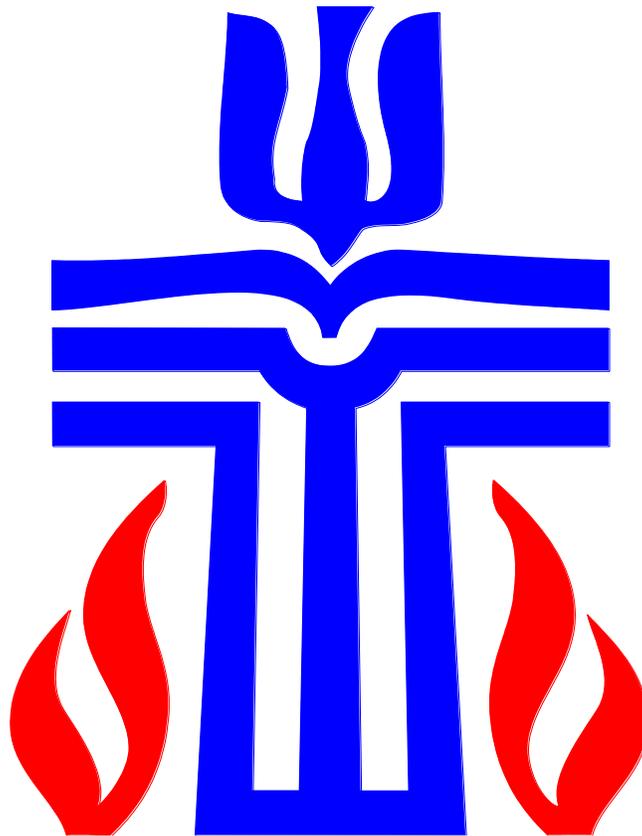


POLICY & PROCEDURE MANUAL FOR THE PREVENTION OF THE ABUSE OF MINORS



El Redentor Presbyterian Church of Central Florida, Inc.

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*Reviewed by the Board of Trustees and Approved Originally by the Session on October 14, 2004.
Revised Edition Approved by the Session on December 18, 2014. CBC Updated on May 8, 2018.*

PREFACE

In this *Manual*, (1) SHALL, WILL, and IS TO BE/ARE TO BE signify practice that is mandated; (2) SHOULD signifies practice that is strongly recommended; (3) IS APPROPRIATE signifies practice that is commended as suitable; and (4) MAY signifies practice that is permissible but not required. This *Manual* is subject to the Constitution of the Presbyterian Church (USA) as defined in the *Book of Confessions* (Part I) and the *Book of Order* (Part II).

Most of the information in this *Manual* has been adapted from the following sources:

www.guideone.com/safetyresources/churches/youthindex.htm
www.presbyterianmission.org/ministries/creating-safe-ministries
www.reducingtherisk.com

At a minimum, El Redentor Presbyterian Church of Central Florida, Inc. (herein called “El Redentor Presbyterian Church” or “church”) shall establish the following: (1) a written risk management procedure that outlines how a sexual allegation is handled; (2) signed release forms authorizing the background checks; (3) provisions that one adult shall never be alone with one minor (under 18 years of age) on insured premises or in any insured-sponsored activity, unless in a counseling situation as duly authorized by a parent or legal guardian; and (4) there will be a minimum six month waiting period before any volunteer is allowed to work in any position involving contact with minors or the mentally handicapped.

In addition, El Redentor Presbyterian Church could implement a more comprehensive screening that is appropriate for the church and its risk management program, including but not limiting to: (1) all existing and new employees (paid or unpaid staff) must have a nationwide criminal background check; (2) volunteers who work with minors must have at least a statewide criminal background check, except Sunday (or church) school teachers or worship-scheduled nursery workers unless they fit into one of the other categories; (3) day care workers (if applicable) and anyone else who has one-on-one mentoring or counseling of minors or participate in overnight activities with minors need to have at least the statewide check completed; (4) all reference checks should include at least two organizations in which the applicant has worked with minors in the past; and (5) the church will have a formal written policy manual that includes procedures designed to prevent acts of sexual misconduct, as approved and revised by the governing **council**, the Session.

For clarification purposes, the church’s insurance carrier provides the following new minimum guidelines for screenings:

- Individuals who volunteer in nurseries to support regularly scheduled church worship services are NOT required to have background checks.
- Sunday (or church) school teachers are NOT required to have background checks.
- Volunteer workers who have regular, ongoing contact with minors (children/youth under 18 years of age) in the following small group settings are REQUIRED to have background checks (*this does NOT include large group settings or those who only have occasional contact with minors, except where otherwise noted*):
 - ✓ Child care centers, day care centers, or group day care centers;
 - ✓ Head Start centers;
 - ✓ Mother’s Day Out programs;
 - ✓ Preschool centers;
 - ✓ Individuals who are involved with overnight activities (**including short-term mission trips**) with minors, counseling with minors, and one-on-one mentorship of minors.

PURPOSE

It is the purpose of the members and staff of El Redentor Presbyterian Church of Central Florida, Inc. to provide a healthy, nurturing, safe, and secure environment for preschoolers, children, youth, and mentally handicapped persons entrusted to our care. We do this to encourage those preschoolers, children, and youth and their families to grow in their relationship with God and one another.

Sadly, child predators can strike any church, regardless of its size, location, or denomination. Studies have estimated that one of three girls and one of seven boys are sexually abused before the age of 18. Although this topic may be difficult to discuss for many churches, it cannot be ignored nor action delayed. Unfortunately, the church has been among the last institutions to respond to this crisis. There are a number of reasons for this (according to *We Won't Let It Happen Here! Preventing Child Abuse in the Church*, second edition, Child Advocacy Office of the Presbyterian Church USA, p. 5):

- We are trusting. Our congregations are our spiritual communities. We know and like most of the members. We find it hard to imagine that someone in our community, someone we know and like, could abuse a child.
- We are welcoming. We want to share the Gospel with others. We believe that those who attend church with us will be striving to live Christian lives. We want to make new members feel comfortable. The idea of “screening” volunteers might make people feel unwelcome or might convey that we don't think they are truly serious about being Christian.
- We are forgiving. Many of us have believed that “forgiveness” is the erasing of sins, as though they never happened, and that someone who has repented will never sin again. Perhaps our discomfort with the idea that people abuse children makes us want to forgive the perpetrator and get the matter behind us. Perhaps we have doubts about whether allegations of abuse are true and worry that we might be accused of abuse as well. But forgiving child abuse perpetrators too quickly puts our children at risk.
- It becomes very easy, under these circumstances, to deny that there is or could be a problem with child abuse in our church or involving members of our church. In doing so, we fail to protect our children or to respond to their needs.

Fortunately, the risk of sexual misconduct **can be reduced significantly and often prevented** through a number of simple safeguards.

Jesus taught us, “Whoever welcomes one such child in my name welcomes me” (Matthew 18:5). Jesus also said, “If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea” (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones and defenseless, the children (see also Exodus 22:21-23; Matthew 19:14; Luke 9:46-48).

A safe and secure environment includes a formal, written policy to help prevent the occurrence of child abuse. The following policy and procedures are for the protection of our preschoolers, children, youth, employees, volunteers, and our entire church family at El Redentor Presbyterian Church.

SCOPE

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, youth, and mentally handicapped persons.

DEFINITIONS

For the purpose of this policy the following definitions shall apply:

1. “Preschooler,” “child,” “children,” “youth,” and “minor” shall be defined as any individual *under* the age of eighteen (18), or whose mental capacity is that of a minor.
2. “Adult” shall be defined as any individual at least eighteen (18) years of age.
3. “Worker” shall be defined as any adult who serves as a volunteer and/or paid person given the responsibility of working with or caring for minors.
4. “Teenage Worker” shall be defined as any worker at least fourteen (14) years old or older, but under the age of eighteen (18) enlisted to assist with the care of minors.
5. “Child Abuse” shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth, minor, or the mentally handicapped.
6. “Criminal Background Check” (CBC) is the procedure used by the United Way Volunteer Center, DPS, [First Advantage](#), [SafeChurch.com](#), [Exam Plus](#), or other qualified agency to check the background or records of adult volunteers and/or employees for criminal activity.

WHAT IS CHILD SEXUAL ABUSE?

Child sexual abuse is defined as any sexual activity with a child—whether in the home by a caretaker, in a day care situation, in a foster/residential setting, in a church campus, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child (provided the child is four years older than the victim).

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the action.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Child sexual abuse includes behaviors that involve touching and non-touching aspects.

WORKER ENLISTMENT

1. All paid employees of El Redentor Presbyterian Church will be required to complete an “Employment Application” (**Appendix A**).
2. Whether a paid employee or a volunteer, each adult desiring to work or serve as a worker in any capacity with activities, studies, or programs for preschoolers, children, or youth will need to fill in a “Application Form for [Adult Volunteers](#) Working with Minors or the Mentally Handicapped” (**Appendix B**) and go through a screening/educative process, which is specifically designed for workers who will be working with minors.

3. All existing and new employees (paid or unpaid) must have a nationwide criminal background check (CBC) through [First Advantage](#), [SafeChurch.com](#), [Exam Plus](#), or through any other qualified agency.
4. Volunteers who work with minors (under 18 years old) must have at least a statewide criminal background check through [First Advantage](#), [SafeChurch.com](#), [Exam Plus](#), or through any other qualified agency. Sunday (or church) school teachers or worship-scheduled nursery workers do NOT have to be checked, unless they fit into one of the other categories.
5. Day care workers (if applicable) and anyone else who has one-on-one mentoring or counseling of minors or participate in overnight activities with minors need to have at least the statewide check completed.
6. There are three types of background checks with varying costs: (a) nationwide criminal searches; (b) statewide sexual offender searches; and (c) statewide criminal searches. All employees and volunteers (as specified above) are required to sign a release form that will be kept on file that allows the church to request a criminal background check.
7. Every worker (as noted above) will sign the following documents as a part of the screening process: “Worker’s Covenant” (**Appendix D**), “[Background Screening Release and Authorization Form](#)” (**Appendix E**) or in Spanish, “[Divulgación de Investigación de Antecedentes y Formulario de Autorización](#)” (**Appendix F**), and “Sponsor/Volunteer Code of Ethics and Rules” (**Appendix G**).
8. After an application is received, prior employment and volunteer service and personal references will be checked. It is suggested that personal references be telephoned and a written memorandum be made of the contents of those telephone conversations. Telephone contacts can be most helpful, as it is easier to hear hesitations in the voice of someone who might not be willing to give a bad reference, but may also be reluctant to give a good one. Asking questions that can be answered “yes” or “no” may be sufficient to provide the information needed. Likewise, prior employment and church service references may be contacted in writing (see “[Character Reference](#)” at **Appendix Q**).
9. Any prospective worker that has prior incidents of child abuse will not be allowed to serve in any capacity where they would have contact with minors. “*No second chance*” shall be given to anyone who has been found in the past to have problems with child abuse. Churches have often tried to be forgiving, only to find that child abuse was repeated.
10. Criminal background checks will be performed on each applicant after the applicant has signed the authorization/waiver/indemnity for and prior to being enlisted as a worker. Annual criminal background checks may be performed on workers, randomly or as deemed necessary. (Only qualified representatives of El Redentor Presbyterian Church will have access to the criminal background check report. Recommendations will be given by this individual(s) to the governing [council](#), the Session, as to the qualification of applicants.)
11. Standard interview questions may be developed and used in personal interviews with volunteer and employee applicants, after reviewing the applications of the applicant, checking all references, and receiving a criminal background check report. These interview sheets may be filled out with the results of the interview and may be kept in the employee personnel file, as well as the reference checks and the applications. A separate file will be maintained permanently on each worker, whether paid or a volunteer.
12. The background history may be accessed during the worker’s employment or service and up to 30 days after separation from El Redentor Presbyterian Church, unless prohibited by law. (In some states, the criminal background check reports are not allowed to be kept more than thirty [30] days after receipt.)
13. No volunteer will be allowed to work with minors until they have been an active member of the church for a minimum of six (6) months, or a regular attendee for a minimum of one (1) year.

14. When an employee or volunteer is engaged to work with minors, they will be photographed and the picture(s) will be kept in the person's file. Photographs may be updated every 2 years or as deemed necessary.
15. At the applicant's request, El Redentor Presbyterian Church may allow the applicant to review his/her criminal history record transcript at the church office, but in no event shall the church allow the applicant to retain and/or copy his/her transcript. (It is important to note that the applicant will have waived any right to inspect any information provided about the applicant by any person or organization identified by the applicant or his/her references in the screening form.)
16. The church shall immediately notify the insurance company, [First Advantage](#), [SafeChurch.com](#), [Exam Plus](#), or other qualified agency if an internal grievance (applicant disputes) is filed by an applicant because of incorrect information or other reasons related to criminal histories provided by the agency. The church should submit in a reasonable time period the "Criminal History Record Resolution Request" or similar document to the agency.
17. The church may use the checklist as found in the "Paid & Volunteer Child/Youth Worker Enlistment Checklist" (**Appendix R**) in order to help facilitate the completion of the screening process.

WORKER TRAINING

All paid employees, staff, and volunteer workers with minor must request a written copy of the church's *Policy & Procedure Manual for the Prevention of the Abuse of Minors*, which will provide every worker (among other things) with the legal definition of child abuse in writing, as well as the policy of the church on the reporting of child abuse cases. New and existing workers also may be required to view child abuse prevention video(s) and/or read the written materials available on this subject to help them gain an appreciation for the reality of the concern. This may help workers identify child abuse in the future if they see signs of it. For example, the following videos may be used: *Hear Their Cries* (48 minutes), available from the Center for the Prevention of Sexual and Domestic Violence; *Bless Our Children: Preventing Sexual Abuse* (40 minutes), available from the Center for the Prevention of Sexual and Domestic Violence; *Reducing the Risk II Sexual Misconduct*, available from GuideOne insurance; etc.

Furthermore, the church's *Policy & Procedure Manual for the Prevention of the Abuse of Minors* contains other important information in order to create more awareness among its employees and volunteers, such as: "A Profile on a Child Abuser" (**Appendix H**), "Possible Indicators of Abuse" (**Appendix I**), and "Other Types of Harm" (**Appendix J**).

Likewise, the *Manual* includes a "Non-Disclosure Statement" only for approved church administrator(s) who perform the background searches after obtaining the worker's written authorization (**Appendix K**) and other safeguard solution forms: "Parent/Guardian of a Minor Consent & Hold Harmless Form" (**Appendix L**), "Parent/Guardian Consent to Treat a Minor Form" or "[Youth Emergency Form](#)" (**Appendix M**), and "Church Usage & Hold Harmless Consent" for property security (**Appendix N**).

CONFIDENTIAL FORMS

Employees, teachers of minors, and volunteers of activities or programs for minors (except where otherwise noted) of El Redentor Presbyterian Church will be required to complete forms providing personal and confidential information necessary to perform security background checks and reference checks on each individual worker. While this process understandably trespasses into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all security background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements, will be maintained in the strictest of confidence.

AUTOMATIC DISQUALIFICATION

Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a volunteer from participating in the leadership, sponsorship, or supervising of any activities or programs with minors:

Any conviction for:

- Criminal homicide;
- Aggravated assault;
- Sexual abuse;
- Sexual assault (rape);
- Aggravated sexual assault;
- Injury to a child;
- Incest;
- Indecency with a child;
- Inducing sexual conduct or sexual performance of a child;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a minor;
- Employment harmful to children;
- Abandonment or endangerment of a child;
- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure;
- Enticing a child.

All charges for these crimes, or charges or convictions for any other crimes not listed above, will be reviewed by those trained by [First Advantage](#), [SafeChurch.com](#), [Exam Plus](#), the insurance carrier, and/or another agency for interpretation of the criminal history record transcript and reported to the governing [council](#) of the church, the Session, for reviewing applicant transcripts. Only qualified persons (as stated above) may view information obtained on the criminal history record transcript.

SPECIFIC ACTS AND OMISSIONS IN VIOLATION OF THE POLICY

The following acts of omissions are violations of this Policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the designated program staff or the professional/clergy staff after the safety of the minor (child, children, youth) or the mentally handicapped involved has been assured.

- ❖ Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
- ❖ Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- ❖ Sexual advances or sexual activity of any kind between any person and a minor.
- ❖ Infliction or physically abusive behavior or bodily injury to a minor.
- ❖ Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of the church.
- ❖ Mental or emotional injury to a minor.
- ❖ The presence or possession of obscene or pornographic materials at any function of El Redentor Presbyterian Church.
- ❖ The presence, possession, or being under the influence of any illegal or illicit drugs.
- ❖ The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors at El Redentor Presbyterian Church.

WORKER SUPERVISION

1. The church will adopt the **“two-adult” rule**, which means no adult shall be left alone with a child. According to Richard Hammer, JD, CPA, when a church is sued because of child molestation, it's because it was negligent in selecting that worker or negligent in supervising him. “That's where I think a two-adult rule and having appropriate lines of sight can reduce risk. The two-adult rule does not mean you always have two adults whenever there are children. When I say two-adult rule, I use the Boy Scout definition, which means no single child can be in the custody of one adult. There must be two adults if there's a child. If there are multiple children, one adult can be present. That doesn't violate the two-adult rule” (*Christianity Today*, “Law & Disorder”, May 2003).
2. In counseling sessions with minors, parental permission shall be obtained prior to a minister (or staff member) meeting privately with a minor, or the “two-adult” rule shall be used in that instance. Prior permission may be granted by parent(s) or legal guardian to cover a particular time period (for example, a school year) for their child to receive counseling from a particular minister (or staff member).
3. A reasonable ratio of adult workers should be maintained in each situation involving the supervision of children.
4. Church staff and volunteer directors should supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time. Supervisors may complete a log to show which rooms, activities, time, and date the classes or activity was visited.

5. An identification system may be adopted so that the adults who drop off a child are the same adults who pick up the child. Permission slips may be available for adults to sign, authorizing the release of the child(ren) to other adults.
6. Lists of workers that meet church approval, as workers with minors, may be posted near each classroom or area where minors are cared.

OCCASIONAL VOLUNTEER WORKERS

1. For those who only volunteer occasionally, they must go through the entire volunteer screening process. There are to be no exceptions for anyone to go through the complete process.
2. Teenagers under eighteen (18) wanting to serve as teen workers in any capacity with activities, studies, or programs for preschoolers or children will need to fill in a “Application Form for Teens Working with Minors or the Mentally Handicapped” (**Appendix C**) and go through the training. The only step in the process they are exempt from is the criminal background check.

SUPERVISION OF VOLUNTEERS

1. Parental permission shall be obtained in advance for involvement in church sponsored programs, activities, or whenever an adult might be spending time alone with a child in an unsupervised situation.
2. A door without windows shall remain open at all times.
3. A “check-in/check-out” procedure for all kindergarten aged children and younger may be used.
4. A list of possible violations and proper reporting procedures may be posted in each room where activities or programs for minors are conducted and/or in the church’s office.
5. Educate all volunteers and paid workers with minors as to the church’s policies and procedures concerning this matter.

WHEN A CHILD REPORTS ABUSE

According to *We Won't Let It Happen Here! Preventing Child Abuse in the Church* (second edition, Child Advocacy Office of the Presbyterian Church USA) p. 15-16: “Most of us have one of two reactions when a child mentions to us that they have been abused. One is denial—ignoring the child or responding with something like ‘Honey, I know your Daddy; he would never do anything like that.’ The second is an attempt to make it all better by taking on the role of investigator-therapist. ‘Tell me everything that happened.’”

“While these may be the normal reaction, they are not helpful to the child. You don’t have to have been trained as a child abuse investigator or a licensed therapist, however, to be responsive if a child tells you about abuse.”

- Know the church policy on handling reports of abuse and of sexual misconduct.
- Remain calm. This may be quite difficult if you have not been the recipient of such news in the past. It becomes more difficult if you know and like the accused, or if you have been a victim yourself in the past. Be aware of your body language.
- Listen, and do not ask questions. Remaining calm and listening to what the child has to say communicates that you are concerned and want to help and that you are taking the child seriously. Asking questions may communicate that you do not believe what the child is saying. Further, asking questions can forever affect the child's believability to those who must investigate. For example, if you ask questions which suggest an answer (Did your Mommy do this? Did it happen at church?), the investigators (and the court, if it comes to that) will never know if the child is reporting what really happened or what you suggested. This may result in social services dropping the case and, thereby, failing to protect a child who needs protection.
- Reassure the child in a meaningful way. It is all right to say, "I'm really sorry." However, these comments should not editorialize on the incident being reported. To tell a child, "Your babysitter is a bad person for doing this to you" may again suggest to the child information *you* think is important. If a child likes the person being accused, they may feel uncomfortable with your negative comments and feel less willing to discuss this with others.
- Let the child know that you will help him/her. "I am really glad that you told me about this. I would like to help you so that this doesn't happen any more. To do that, I will need to report this to Child Protective Team and to the pastor, because they know better than I do how to help you. I will do as much as I can to help you."
- Write down word-for-word (or as close as possible) everything the child told you. Use the child's words. If he/she tells you someone touched his/her "monkey," do not write down the correct anatomical name (and do not tell him/her the correct name at this time). It could affect his/her believability.
- Follow the church's policy on reporting. There is usually someone on staff who is responsible for receiving such reports. Most, if not all, states also require the person who first hears the information to make a report to the appropriate agency (such as Child Protective Team), even though it has been reported within the church structure. Share with Child Protective Team or other appropriate authority what you have written down. You may want to invite the child to be a part of this reporting, so that he/she can add to or correct your report. This helps to maintain the accuracy of the report.
- The church's policy should also give some guidelines about informing parents (see "Reducing the Risk Application Checklist" at **Appendix O**). This may not happen until *after* the report has been made. Ask the ministerial staff/clergy and Child Protective Team for guidance about when, who, and what to tell parents.

CHILD ABUSE PREVENTION REPORTING

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person's belief in accordance with this procedure. Non-accusatory reports (reports that identify the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made to the local or state law enforcement agency by calling 911 (Emergency), 1.800.962.2873 (State's Abuse Hotline), or 407.317.7430 (Child Protection Team).

1. Clergy need to be well-informed of the State's current confidentiality laws regarding private, pastoral conversations between clergy and parishioner, and the State's mandating reporting laws. Clergy should contact the Executive Presbyter of Central Florida Presbytery and an attorney for guidance.
2. Although most States, if not all, have immunity protection laws, reporting abuse may be done anonymously (without revealing your name).
3. Fully comply with the child abuse reporting statute.
4. The church will immediately contact the insurance company to report the occurrence, and should contact its attorney.
5. In instances where child abuse is confirmed and a member of the ministerial staff is the perpetrator, the immediate supervisor (that is, the Executive Presbyter of Central Florida Presbytery) shall be contacted and advised at 407.422.7125. Likewise, if the abuse occurred on church property or by church personnel or officers (staff, clergy, elders, deacons, trustees, teachers), a report to the Presbytery Sexual Misconduct Response Coordination Team also must be made at 407.422.7125.
6. This procedure is not only required as a condition of your job or volunteer position, but is also required by law.
7. Upon the first suspicion of an instance of child abuse, the following steps should be taken immediately:
 - a. Do not treat the suspicion as frivolous.
 - b. Commence the investigation immediately, and conclude it as soon as possible.
 - i) If a sponsor or volunteer of minors suspects a case of child abuse, he or she is required by law to report his/her suspicions within 24 hours to the State's Abuse Hotline at 1.800.962.2873, the local Florida Department of Children & Families (DCF) at 407.245.0470, or the local Child Protection Team at 407.317.7430. It is the policy of El Redentor Presbyterian Church that it also be reported immediately to one of the paid professional staff ministers of the church.
 - ii) The minister receiving the initial report will be responsible for confirming the facts reported and the condition of the child—on the same day on which the first report was made (by using the "Reducing the Risk Application Checklist" [**Appendix O**] to complete the church/staff responsibilities involved with the occurrence).

- iii) Data concerning the child, name, address, and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and address of the person responsible for the care of the child, if available, will be obtained.
 - iv) After the information is secured, the minister will contact the appropriate State agency at 1.800.962.2873 (Abuse Hotline).
 - c. Maintain confidentiality of the investigation as much as possible. Emphasize confidentiality of the victim and any accused.
 - d. On the same day that the case is first reported verbally to the local reporting agency, the report will be documented on an “Incident Report Form” (**Appendix P**). A copy of this form must be sent within five (5) days to State agency, if applicable.
 - e. Cooperate fully with law enforcement officials.
 - f. Suspend any accused from the performance of duties involving children until the investigation has been completed.
 - g. Inform the victim and the victim’s family of the steps that are being taken, and continue to keep them advised of the status of the investigations. If child abuse is confirmed, ask the victim and the victim’s family what action they would like to take in the matter, and fully cooperate to address their request with the bounds of a legal and prudent response (church legal counsel should assist in this determination).
 - h. In instances where child abuse is confirmed, the church shall immediately dismiss the worker from that position. Consideration of member termination should be considered, as appropriate in the circumstances.
 - i. In instances where the evidence is inconclusive, the church should take action depending on the strength of the evidence available and after consideration of the victim’s family’s request.
 - j. Keep the congregation informed of the investigation with respect to matters which are not confidential, so that the congregation should hear about the investigation from within the church rather than from the news media.
8. Promptly take steps to plan for a response to the media (if applicable) and attempt to speak to the media only through one contact person, so that the church can emphasize through the media to the public the church’s position on child abuse, its concern for the victim, and the extensive steps the church is taking to address the present occurrence and to reduce the risk and provide a safe environment for other children.
9. Every allegation of sexual offense or molestation shall be investigated promptly and thoroughly by officials and reported to the church insurance company immediately. If such allegation is factual, the relationship with the worker shall be terminated. It is unlikely the problem will ever be handled by relying on promises of the employee or volunteer to reform. Failure to take remedial action could make a claim difficult to defend.

INSURANCE

The church shall obtain a sufficient level of liability insurance coverage that would cover child abuse and sexual misconduct claims. If available, the church should have the levels of coverage which are required for limited immunity.

CONCLUSION

Churches need to be prepared. This is the legal reason for creating safety policies, but there is a deeper, more significant reason—to protect the children. Policies are only printed expressions of the value placed on children. If the only reason for safety policies is to protect the organization, the church has missed God's love for children.

Some people may think that our church is too small or that our church “knows” everyone to worry about these safety problems. Remember it is much easier to make plans and develop safety policies as a means of prevention, rather than wait until they are needed as a reaction to an abuse case.

Some churches tend to take the biblical concept of trusting God to an extreme. They think nothing bad can happen to Christians. We must not be unwise regarding children's safety. There is no automatic protection from evil for the faithful. We are to watch and be ready. Accidents will always happen. There will always be unforeseen circumstances that need to be handled. But the church should build into its organization sturdy safety-policy fire blocks into the walls of its ministry to protect children.

El Redentor Presbyterian Church desires to be “a church that cares” through the implementation of the above policy. Adoption of these provisions will enable El Redentor Presbyterian Church to provide a more safe and secure environment for each individual of our church family and its guests.

APPENDIX A

EMPLOYMENT APPLICATION FOR EL REDENTOR PRESBYTERIAN CHURCH

El Redentor Presbyterian Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

APPLICANT INFORMATION

Applicant's Full Name: _____

Have you ever used name(s) other than the one above? If yes, please list:

Address: _____

City, State and Zip Code: _____

Telephone Number(s): _____

Email Address: _____

Date of Application: _____

EMPLOYMENT POSITION

Position(s) applying for: _____

How did you hear about this position? _____

On what date can you start working, if you are hired? _____

Do you have reliable transportation to and from work? _____

What, if any, church affiliation do you have? _____

How long have you attended that church? _____ Are you a member? _____

Do you have a valid Florida driver's license? _____ Any restrictions? _____
 License number: _____ State of license: _____

Do you have vehicle liability insurance? _____ If so, are you willing to provide a copy? _____

Will you consent to a mandatory background check? Yes No

JOB SKILLS/QUALIFICATIONS

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: El Redentor Presbyterian Church complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

EDUCATION AND TRAINING

High School

Name	Location (City, State)	Year Graduated	Diploma Earned

College/University

Name(s)	Location (City, State)	Year Graduated	Degree(s) Earned

Vocational School/Specialized Training

Name(s)	Location (City, State)	Year Graduated	Certification(s) Earned

PREVIOUS EMPLOYMENT

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for Leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for Leaving: _____

MILITARY

Are you a member of the Armed Services? _____

What branch of the military did you enlist? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

What military skills do you possess that would be an asset for this position?

VOLUNTEER SERVICE

List any organization and position on which you have served voluntarily.

Organization & Position	Telephone	Years of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CHURCH-RELATED SERVICE (FOR MINISTERIAL POSITIONS ONLY)

Indicate service to the Larger Church (as a **church** member, **ruling** elder, **teaching elder**, minister, deacon, trustee, worship **director**, small group leader, educator, **church school teacher**, lay pastor, **commissioned ruling elder**, etc. at the session, presbytery, synod, and/or General Assembly levels or in other **Christian denominations**). *Ordained ministers of the Word and Sacrament or teaching elders in the Presbyterian Church (USA) must submit their certified "Personal Information Form" (PIF) via the national office. In addition, a criminal/credit background check is required by the regional governing council, Central Florida Presbytery.*

Title	Larger Church & City	Telephone	Years of Service
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SEXUAL MISCONDUCT SELF-CERTIFICATION

The following information related to sexual misconduct was adapted from the *Sexual Misconduct Policy and Its Procedures* approved by the 203rd General Assembly (1991) of the Presbyterian Church (USA) and revised by the 205th General Assembly (1993) and Central Florida Presbytery (2005).

<p>SEXUAL MISCONDUCT SELF-CERTIFICATION STATEMENT</p>	<p>I certify below that (1) no civil, criminal, ecclesiastical complaint has ever been sustained* or is pending** against me for sexual misconduct; (2) I have never resigned or been terminated from a position for reasons related to sexual misconduct; and (3) I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.</p> <p>I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.</p>
---	--

Please check one of the following:

 I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained or is pending** against me for sexual misconduct; I have never resigned or been terminated from a position for reasons related to sexual misconduct; and I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.*

 I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

The information contained in my Employment Application is accurate to the best of my knowledge and may be verified by the employing entity. I hereby authorize the entity to inquire concerning any civil or criminal records, or any judicial or proceeding involving me as a defendant, related to sexual misconduct. By means of this release, I also authorize any previous employer and any law enforcement agencies or judicial authorities or ecclesiastical governing councils to release any and all requested relevant information related to sexual misconduct to the employing entity.

 I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims, liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Signature _____ Print Name _____ Date _____

* Sustained	<ul style="list-style-type: none"> • In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict, or a plea bargain. • In a civil court, "sustained" means that there has been a judgment against the defendant. • In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.
** Pending	<ul style="list-style-type: none"> • In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict. • In a civil court, "pending" means a case in which there has not been a decision or judgment. • In an ecclesiastical case, "pending" means an investigating committee is inquiring into an allegation, or charges have been filed but have not been decided by a permanent judicial commission, or an allegation or charges are in an equivalent state or process in a church other than the Presbyterian Church (USA).

The following is taken from definitions in the General Assembly's *Sexual Misconduct Policy and its Procedures*, p.13:

"Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to *GA Policy*]; 2) Sexual harassment, as defined above [refers to *GA Policy*]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior; unacceptable visual contact; unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client; lay employee with a church member; presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in the *Book of Order*, D-10.0401c."

REFERENCES

Please [provide five \(5\) personal and professional references below](#) (not related to you by blood or marriage) who know you. Include at least two organizations in which you have worked with minors in the past (for example, other churches, scouts, etc.)

Reference	Contact Information

AT-WILL EMPLOYMENT

The relationship between you and the El Redentor Presbyterian Church of Central Florida, Inc. is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the El Redentor Presbyterian Church of Central Florida, Inc. No representative of El Redentor Presbyterian Church of Central Florida, Inc. has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your "at-will employment" status, except for a written statement signed by you and El Redentor Presbyterian Church of Central Florida, Inc.

Applicant's Signature: _____ Date: _____

AUTHORIZATION AND WAIVER

I, _____, hereby authorize those inquiring into my suitability to contact the persons listed above, including contacting others whom I have not listed.

I also hereby give permission to make a thorough investigation of my past employment, education, and background, and release from liability all persons, companies, or corporations supplying such information, including their opinions. Moreover, I release El Redentor Presbyterian Church of Central Florida, Inc. from any liability that might result from making such an investigation. I understand that any false statements or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or discharge. Furthermore, I waive any right that I may have to inspect any information provided about me by any person or organization identified by me or my references in the screening form.

Applicant's Signature: _____ Date: _____

APPENDIX B

APPLICATION FORM FOR ADULT VOLUNTEERS WORKING WITH MINORS OR THE MENTALLY HANDICAPPED

One of the goals of El Redentor Presbyterian Church of Central Florida, Inc. is to create a safe and secure environment for all children and workers who are involved in church activities. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services to our children and youth programs. This form is to be completed for any position (paid or volunteer) involving the supervision or care of minors or the mentally handicapped. This information will be used for the sole purpose of helping the church provide a safe and secure environment for children and workers in the activities or programs of the church.

Date of Application: _____

APPLICANT INFORMATION

Applicant's Full Name: _____

Have you ever used name(s) other than the one above? If yes, please list:

Address: _____

City, State and Zip Code: _____

Telephone Number(s): _____

Email Address: _____

VOLUNTEER POSITION

Position(s) applying/volunteering for: _____

How did you hear about this position? _____

On what date can you start volunteering, if you are selected? _____

Do you have reliable transportation to and from work? _____

Do you have a valid Florida driver's license? ____ Any restrictions? _____

License number: _____ State of license: _____

Do you have vehicle liability insurance? ____ If so, are you willing to provide a copy? _____

Will you consent to a mandatory background check, if applicable? Yes No

EDUCATION AND TRAINING

High School

Name	Location (City, State)	Year Graduated	Diploma Earned

College/University

Name(s)	Location (City, State)	Year Graduated	Degree(s) Earned

Vocational School/Specialized Training

Name(s)	Location (City, State)	Year Graduated	Certification(s) Earned

CHURCH INFORMATION

What, if any, church affiliation do you have? _____

How long have you attended that church? _____ Are you a member? _____

List other churches you have been affiliated with _____

Have you ever worked with children or youth before? _____ List where: _____

EXPERIENCE INFORMATION

Current Employer _____ Length of Employment _____

Name of Supervisor _____ Occupation _____

Previous employers or volunteer experience (within last 5 years)

Length of employment/service

Why would you like to work with children and/or youth? _____

What qualities do you have that would help you work with children and/or youth? _____

What training have you received in the care and nurture of children and/or youth? _____

Is there any reason you should not work with or around children or youth? _____

Have you ever been convicted of or pleaded guilty or no contest to a criminal offense, either a misdemeanor or a felony? ____yes ____no. If yes, please provide details:

Have you ever been investigated about, arrested for, charged with, under probation for, or convicted of either sexual or physical abuse? ____yes ____no. If yes, please provide details:

(Optional) Have you had an experience in your life that you feel would impede your work with children and youth? If so, do you feel comfortable explaining? Would you like to speak to the minister regarding this experience? _____

Please provide three (3) personal and professional references below (not related to you by blood or marriage) who know you. Include at least two organizations in which you have worked with minors in the past (for example, other churches, scouts, etc.)

Reference	Contact Information

An attachment of a **photograph** of the applicant will be made to this document, if approved as a volunteer or paid staff member of El Redentor Presbyterian Church of Central Florida, Inc. Photograph may be updated every two (2) years or as needed.

Waiver and Consent:

I, _____, hereby certify that the information that I have provided on this application is true and correct. I hereby authorize those inquiring into my suitability and character to contact the persons listed above, including contacting others whom I have not listed. I also hereby give permission to make a thorough investigation of my past employment, education, and background, and release from liability all persons, employers, references, companies, or corporations supplying such information (including their opinions). Moreover, I release El Redentor Presbyterian Church of Central Florida, Inc. from any liability that might result from making such an investigation. I understand that any false statements or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment/volunteer service or discharge. Furthermore, I waive any rights that I may have to confidentiality to the extent that it may be harmful to myself or others. I also waive any right that I may have to inspect any information provided about me by any person or organization identified by me or my references in the screening form.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Applicant's Signature: _____ Date: _____

APPENDIX C

APPLICATION FORM FOR TEENS WORKING WITH MINORS OR THE MENTALLY HANDICAPPED

One of the goals of El Redentor Presbyterian Church of Central Florida, Inc. is to create a safe and secure environment for all children and workers who are involved in church activities. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services to our children and youth programs. This form is to be completed for any position (paid or volunteer) involving the supervision or care of minors or the mentally handicapped. This information will be used for the sole purpose of helping the church provide a safe and secure environment for children and workers in the activities or programs of the church.

(Teen Workers with Minors are exempt from the criminal background check.)

Name _____
Last First Middle

ID or DL# _____ Date of Birth _____

Present Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

School _____ Grade _____

If less than one year:

Previous Address _____

City _____ State _____ Zip Code _____

Previous School _____ Grade _____

I understand that in serving as a volunteer or in a paid position for the El Redentor Presbyterian Church of Central Florida, Inc. that I am willing to abide by the policies & procedures set forth in the *Policy and Procedure Manual for the Prevention of the Abuse of Minors* of this church. I understand that child abuse is a serious matter, and I will do my part in the prevention of child abuse while serving at El Redentor Presbyterian Church.

Signature of Teen Worker

Date

I do not know of any reason why my child should not serve as a Teen Worker with Minors. He/She does not demonstrate any signs of being a potential risk to the church.

Signature of Parent/Guardian

Date

APPENDIX D

WORKER'S COVENANT

The congregation of El Redentor Presbyterian Church of Central Florida, Inc. is committed to providing a safe and secure environment for all children, youth, and workers (staff and volunteers) who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a sanctuary for all who would enter and as a place in which all people can experience the love of God through relationships with others.

In keeping with the covenant of baptism, we have committed ourselves and our resources to the nurturing of our children/youth. We understand that children/youth 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. We promise our children/youth that we will provide the structure, education, and the policies that will keep them safe from harm and abuse. In that context, **we will screen employees and volunteers** who work with minors and ask that they abide by the policies of our church. There will be a **minimum six month waiting period** before any new volunteer is allowed to work in any position involving contact with minors or the mentally handicapped.

As a volunteer/employee working with minors in this congregation, I agree to observe and abide by all church policies regarding working in ministries with children and youth, to **observe the "two adult" rule**, to participate in training and education events provided by the church related to my assignment, and to **report promptly** abusive or inappropriate behavior to the church professional staff/clergy.

In relation to my employment or service at El Redentor Presbyterian Church of Central Florida, Inc., I understand and authorize the access of information from various federal, state, and/or other agencies maintaining information regarding any **criminal record information**, particularly as related to sexual misconduct and child abuse. [If applicable, I hereby authorize El Redentor Presbyterian Church of Central Florida, Inc. 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 to my qualifications for employment or volunteer service now, and during the tenure of my employment or volunteer service with El Redentor Presbyterian Church. I release El Redentor Presbyterian Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above referenced sources used.](#)

I further authorize all contacts necessary to **verify** my prior employment and background history. I further understand that this information may be accessed during my employment or service and up to 30 days after separation from El Redentor Presbyterian Church, unless prohibited by law.

The information contained in this screening form is correct to the best of my knowledge. I **authorize any references** to give you any information, including opinions, which they may have regarding my character and fitness for work with minors or the mentally handicapped. Each reference may be asked to submit the name of one person to be used as a reference. In consideration of the receipt and evaluation of this application by El Redentor Presbyterian Church, I understand this information may be used to deny me employment or service and agree to hold harmless the employing entity, El Redentor Presbyterian Church. Moreover, I hereby release any individual, church, youth organization, charity, employer, reference, physician, mental health professional, law enforcement authority, judicial authority, ecclesiastical governing bodies, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages, claims, and cause of action of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization or for the release or the use of any information, including contacting others whom I have not listed. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me or my references in the screening form.

Should my application be accepted, I agree to be bound by the Constitution, Bylaws, and Policies of El Redentor Presbyterian Church and to **refrain from un-Scriptural conduct** in the performance of my services on behalf of El Redentor Presbyterian Church.

I hereby **acknowledge that I received a copy** of the *Policy & Procedure Manual for the Prevention of the Abuse of Minors* of El Redentor Presbyterian Church, and I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

I further state that I have carefully read the foregoing release and know the contents thereof, and sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Under the risk of penalties of perjury, I understand that failure to be truthful is grounds for dismissal.

Print Name _____ Date _____

Applicant's Signature _____

Print Witness Name _____ Date _____

Witness' Signature _____

APPENDIX E

BACKGROUND SCREENING RELEASE & AUTHORIZATION FORM

El Redentor Presbyterian Church of Central Florida, Inc.

(Updated 2017)

In connection with my application for employment (including contract for services or volunteer services) or tenancy with **El Redentor Presbyterian Church of Central Florida, Inc.**, consumer reports will be requested. These consumer reports (investigative consumer reports in California) may include, as applicable, the following types of information: names and dates of previous employers/landlords, salary, work/tenant experience, education, accidents, licensure, credit (except California), etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, evictions, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

In addition, investigative consumer reports as defined by the federal Fair Credit Reporting Act, gathered from personal interviews with former employers/landlords and other past or current associates of mine to gather information regarding my work/tenant performance, character, general reputation, personal characteristics and lifestyle may be obtained.

I have the right to make a request to the consumer reporting agency: **Exam Plus, 1511 E. State Road 434, Suite 2001, Winter Springs, FL 32708-5646 Office: (407) 238-5336 / Fax: (866) 852-4836** upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information and the agency, on our behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any consumer report(s); and the recipients of any reports on me which the agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to your obtaining the above information from the agency. **You may view their privacy policy at their website: www.myexamplus.net**

I hereby authorize procurement of consumer report(s) and investigative consumer report(s), including the release of all criminal records. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract) period.

California, Minnesota and Oklahoma Applicants only: Check box if you request a copy of any consumer report ordered on you.

Notice to California Applicants:

You have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (ETZ) Monday through Friday) to obtain all information in your file for your review. You may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. You can have someone accompany you to the Agency's offices. Agency may require this third party to present reasonable identification. You may be required at the time of such visit to sign an authorization for Agency to disclose to or discuss your information with this third party; 2) By certified mail, if you have previously provided identification in a written request that your file be sent to you or to a third party identified by you; 3) By telephone, if you have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in your file to you and if the file contains any information that is coded, such will be explained to you.

Notice to New York Applicants:

For consumers applying for work in New York: I acknowledge receiving a copy of Article 23-A of the New York Correction Law.

_____ (Initials)

I acknowledge that I have been provided a copy of consumer's rights under the Fair Credit Reporting Act.

APPLICANT SIGNATURE: _____ DATE: _____

Applicant Information provided below: Please Print Clearly **(Mothers Maiden Name Required for Puerto Rico Requests)**

FIRST NAME	MIDDLE NAME	LAST NAME	MOTHER'S MAIDEN NAME
SOCIAL SECURITY NUMBER	DATE OF BIRTH (mm/dd/yyyy)	PLEASE CHECK ONE	RACE
		MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	

Alias/Maiden/Previous Name(s) Use the back of this form if more space is needed.

FIRST NAME	MIDDLE NAME	LAST NAME	YEARS USED

List all addresses, including current address, for the past 7 years. Use the back of this form if more space is needed.

ADDRESS, CITY and STATE	ZIP CODE	COUNTY	DATE FROM	DATE TO

Complete if applying for a position that may involve driving a motor vehicle.

DRIVERS LICENSE NUMBER	STATE ISSUED	EXPIRATION DATE

EMAIL ADDRESS (if you wish to be contacted this way)

APPLICANT SIGNATURE: _____ DATE: _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

• **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

• **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

• **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

• **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act, 1921

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Consumer Financial Protection Bureau
1700 G Street NW
Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590
Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street S.W.
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, SW, 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F St NE
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or
Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877)382-4357

DISCLOSURE AND AUTHORIZATION FOR CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT

(Updated 2017)

Company Name: El Redentor Presbyterian Church

In connection with your application and/or employment with above listed Company (hereinafter “Company”) this notice is provided to inform you that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), may be obtained from a consumer reporting agency for employment purposes. These reports may include information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. The report may also contain information about you relating to criminal history, credit history, motor vehicle records such as driving records, social security verification, workers’ compensation claims (post job offer or conditional job offer), verification of education or employment history or other background checks. They may involve personal interviews with sources such as your neighbors, friends or associates. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to National Crime Search, Inc., 3452 E. Joyce Blvd., Fayetteville, AR 72703 – 888-527-3282. For information about National Crime Search, Inc.’s privacy practices see www.nationalcrimesearch.com. The scope of this notice and authorization is not limited to the present and, if you are hired, will continue and allow Company to conduct future background screenings for retention, promotion or reassignment, unless revoked by you in writing. Company also reserves the right to share your report with any third-party for whom you will be placed to work with as a representative of Company.

Acknowledgement and Authorization

By signing below you acknowledge receipt of a copy of the *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that you have read this notice and authorization as well as the summary document.

You hereby authorize the obtaining of a consumer report and/or investigative consumer report at any time after receipt of this authorization by Company, and if you are hired, throughout your employment, as permitted by law. You also confirm your understanding and provide consent for this report to be shared with a third-party for whom you may be placed to work as a representative of Company, if applicable.

_____ Signature	_____ Today’s Date
_____ Full Legal Name (please print)	_____ Other or Former Names (please print)
_____ Address City/State	_____
_____ County Zip	_____ Date of Birth ** SSN**
_____ Name on Driver’s License (if different from legal name)	_____ Driver’s License # State issued

Minnesota & Oklahoma applicants or employees only: Under state law you have a right to receive a copy of your consumer report, free of charge, if one is requested by Company. By checking “yes”, a copy will be provided to you at the address you provide on this notice.
I would like to receive a copy of my consumer report: () Yes () No
New York applicants or employees only: Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Company by contacting National Crime Search, Inc. directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by signing this notice.
Washington State applicants or employees only: Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act’s disclosures to consumers (RCW 19.182.070) by contacting National Crime Search, Inc. directly.
California, Maine applicants or employees only: Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Company. By checking “yes” a copy will be provided to you at the address you provide on this Notice.
I would like to receive a copy of my consumer report: () Yes () No
CA applicants or employees only
You acknowledge receipt of a copy of the summary of the provisions of California Civil Code section 1786.22 by signing above.

****This information will be used for background screening purposes only and no other purpose.**

Your Background Screening Partner
NCS | 3452 E Joyce Blvd | Fayetteville, AR 72703 | 479-695-2111
nationalcrimesearch.com | support@nationalcrimesearch.com

APPENDIX F

DIVULGACIÓN DE INVESTIGACIÓN DE ANTECEDENTES Y FORMULARIO DE AUTORIZACIÓN

Iglesia Presbiteriana El Redentor

(Actualizado 2017)

Se solicitarán reportes del consumidor con respecto a mi solicitud de empleo (incluyendo contrato por servicios o servicios voluntarios) o de arrendamiento con **El Redentor Presbyterian Church of Central Florida, Inc.** Estos informes del consumidor (reportes de investigación del consumidor en California) pueden incluir, según apliquen, los siguientes tipos de información: nombres y fechas de empleadores/propietarios anteriores, salario, experiencia de trabajo/inquilino, educación, accidentes, licencia, crédito (excepto California), etc. Además, entiendo que dichos informes pueden contener información de registro público tal como, pero sin limitarse a: mi expediente de tránsito, reclamaciones de compensación, juicios, desalojos, procedimientos concursales, antecedentes penales, etc., de las agencias federales, estatales y otras que mantengan estos registros.

Además, se podrán obtener reportes de investigación del consumidor, tal como se define en La Ley de Información Crediticia Imparcial, a través de entrevistas personales con ex empleadores/propietarios y otros socios míos pasados o actuales para reunir información sobre el desempeño como trabajador/inquilino, sobre mi carácter, reputación general, características personales y estilo de vida.

Tengo derecho de hacer una solicitud a la agencia de reportes del consumidor: **Exam Plus, 1511 E. State Road 434, Suite 2001, Winter Springs, FL 32708-5646 Office: (407) 238-5336 / Fax: (866) 852-4836** (“Agencia”), con la identificación correspondiente, para solicitar la naturaleza y contenido de toda la información de sus archivos en el momento de mi solicitud, incluidas las fuentes de información y de la agencia, en nuestro nombre, proporcionará una divulgación completa y precisa de la naturaleza y el alcance de la investigación cubierta por cualquier reporte del consumidor; y los destinatarios de los reportes sobre mí que la agencia haya proporcionado previamente dentro del período de dos años para las solicitudes de empleo y un año para fines diferentes anteriores a mi solicitud (California tres años). **Por medio de la presente doy mi consentimiento para que se obtenga la información anterior de parte de la agencia.** Usted puede ver su política de privacidad en su portal de internet: www.myexamplus.net.

Por medio de la presente autorizo la obtención de reporte(s) del consumidor y reporte(s) de investigación del consumidor, incluyendo la divulgación de todos los registros penales. Si soy empleado (o contratado), esta autorización permanecerá archivada y servirá como una autorización permanente para que usted pueda obtener los informes del consumidor en cualquier período de tiempo durante mi empleo (o contrato).

Para solicitantes de California, Minnesota y Oklahoma únicamente: marque la casilla si solicita una copia de cualquier reporte ordenado acerca suyo.

Notificación para los Solicitantes de California:

De acuerdo con la sección 1786.22 del Código Civil de California usted tiene derecho de contactar a la Agencia durante horas razonables (9:00 a 5:00 p.m. (ETZ) de lunes a viernes) con el fin de obtener toda la información del archivo para su revisión. Usted puede obtener esta información de la siguiente manera: 1) Personalmente en las oficinas de la Agencia, cuya dirección aparece más arriba. Puede llevar un acompañante a las oficinas de la Agencia. La Agencia puede requerir que este tercero presente su identificación correspondiente. Puede que en el momento de dicha visita sea necesario firmar una autorización para que la Agencia divulgue o discuta su información con este tercero; 2) por correo certificado, si previamente ha proporcionado su identificación en una solicitud por escrito para que su archivo le sea enviado a usted o a un tercero identificado por usted; 3) por teléfono, si previamente ha proporcionado la identificación adecuada por escrito a la Agencia; y 4) la Agencia cuenta con personal capacitado para explicar cualquier información en el archivo, y si el archivo contiene toda la información que está codificada, este le será explicado a usted.

Notificación para los Solicitantes de Nueva York:

Para los consumidores que solicitan trabajo en Nueva York: Reconozco que recibí una copia del Artículo 23-A de la Ley de Corrección de New York.

_____ (Iniciales)

Reconozco que se me ha proporcionado una copia de los derechos del consumidor de acuerdo con La Ley de Información Crediticia Imparcial.

FIRMA DEL SOLICITANTE: _____ **FECHA:** _____

Información del Solicitante provista abajo: Favor imprimir (Apellido Materno es requerido para los nacidos en Puerto Rico)

Por favor escriba claramente

PRIMER NOMBRE	SEGUNDO NOMBRE	APELLIDO PATERNO	LIIDO MATERNO
NÚMERO DE SEGURO SOCIAL	FECHA DE NACIMIENTO (mes/día/año)	POR FAVOR MARQUE UNA	RAZA
		MASCULINO <input type="checkbox"/> FEMENINO <input type="checkbox"/>	

Alias/Nombres antes utilizados. Utilice el respaldo de este formulario si necesita más espacio.

PRIMER NOMBRE	SEGUNDO NOMBRE	APELLIDO	AÑOS DE USO

Escriba todas las direcciones, incluyendo la *dirección actual*, durante los últimos 7 años. Utilice el respaldo de este formulario si necesita más espacio.

DIRECCIÓN, CIUDAD y ESTADO	CÓDIGO POSTAL	CONDADO	DESDE	HASTA

Complete si está solicitando un cargo que pueda implicar conducir un vehículo motorizado.

NÚMERO DE LICENCIA PARA MANEJAR	ESTADO DE EXPEDICIÓN	FECHA DE VENCIMIENTO

DIRECCIÓN DE CORREO ELECTRÓNICO (Si desea ser contactado por este medio)

FIRMA DEL SOLICITANTE: _____ **FECHA:** _____

Para información en español, visite www.consumerfinance.gov/learnmore o escriba a: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

Resumen de Sus Derechos Conforme a la Ley de Información Crediticia Imparcial ("FCRA" por su sigla en inglés)

La Ley de Información Crediticia Imparcial (FCRA) promueve la exactitud, imparcialidad y privacidad de la información en los archivos de las agencias de reporte del consumidor. Hay distintos tipos de agencias de reporte del consumidor, incluyendo agencias de crédito y agencias especializadas (como las agencias que venden información sobre historial de cheques, expedientes médicos e historial de renta). He aquí un resumen de sus derechos fundamentales conforme a la FCRA. **Para más información, incluyendo información sobre derechos adicionales, visite www.consumerfinance.gov/learnmore o escriba a: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **Se le debe notificar si la información de su expediente ha sido utilizada en su contra.** Cualquier persona que utilice un reporte de crédito u otro tipo de reporte del consumidor para denegar su solicitud de crédito, seguro o empleo — o para emprender otra acción adversa en su contra — deberá suministrarle el nombre, dirección y número telefónico de la agencia que entregó la información.
- **Usted tiene derecho a saber qué hay en su expediente.** Puede solicitar y obtener toda su información en los archivos de una agencia de reportes del consumidor (su “divulgación de archivos”). Se le pedirá suministrar la identificación adecuada, que puede incluir su número de Seguro Social. En muchos casos, la divulgación será gratuita. Usted tiene derecho a una divulgación de archivos gratuita si:
 - alguien ha emprendido una acción adversa en su contra debido a la información de su informe de crédito;
 - es víctima de robo de identidad y reporta una alerta de fraude en su archivo;
 - su archivo contiene información inexacta a raíz de un fraude;
 - está recibiendo asistencia pública;
 - está desempleado pero espera solicitar empleo dentro de 60 días.

Además, todos los consumidores tienen derecho a una divulgación gratuita cada 12 meses de parte de cada agencia de crédito a nivel nacional y de agencias de reportes del consumidor especializadas a nivel nacional cuando lo soliciten. Visite www.consumerfinance.gov/learnmore para información adicional.

- **Usted tiene derecho a pedir un puntaje de crédito.** Los puntajes de crédito son resúmenes numéricos de su solvencia basados en información de las agencias de crédito. Usted puede solicitar un puntaje de crédito a las agencias de reporte del consumidor que crean puntuaciones o distribuyen los resultados que se utilizan en los préstamos de bienes raíces residenciales, pero usted tendrá que asumir los gastos. En algunas transacciones de hipoteca, usted recibirá información gratuita de puntaje de crédito de parte del prestamista hipotecario.
- **Usted tiene derecho a impugnar información incompleta o inexacta.** Si usted identifica información incompleta o inexacta en su archivo, y la reporta a la agencia de reporte del consumidor, la agencia deberá investigar, a menos de que su impugnación carezca de fundamentos. Visite www.consumerfinance.gov/learnmore para una explicación de los procesos de impugnación.

- **Las agencias de reportes del consumidor deben corregir o eliminar la información incompleta, inexacta o no verificable.** La información incompleta, inexacta o no verificable deberá eliminarse o corregirse, usualmente dentro de 30 días. Sin embargo, una agencia de informe del consumidor puede seguir reportando información que haya sido verificada como veraz.
- **Las agencias de reportes del consumidor no pueden reportar información negativa obsoleta.** En la mayoría de los casos, una agencia de reportes del consumidor no puede reportar información negativa que tenga más de siete años, o bancarrotas que tengan más de 10 años.
- **El acceso a su archivo es limitado.** Una agencia de reporte del consumidor puede proveer información sobre usted únicamente a personas con una necesidad válida — usualmente para considerar una aplicación hecha a un acreedor, asegurador, empleador, arrendatario u otros negocios. La FCRA especifica a aquellos con una necesidad válida para acceder.
- **Usted deberá dar su consentimiento para que los reportes sean suministrados a los empleadores.** Una agencia de reporte del consumidor no puede facilitar información sobre usted a su empleador, o a un potencial empleador, sin que usted de su consentimiento por escrito al empleador. Generalmente, un consentimiento por escrito no es requerido en situaciones relacionadas con la industria del transporte pesado/camiones. Para más información, visite el portal www.consumerfinance.gov/learnmore.
- **Usted puede limitar las ofertas de crédito y seguro “preaprobado” que usted reciba basado en la información contenida en su reporte de crédito.** Las ofertas de seguro y crédito no solicitado deberán incluir un número de llamada libre de cargo que usted pueda usar si decide borrar su nombre y dirección de las listas utilizadas para generar esas ofertas. Usted puede optar por no recibir esas ofertas con las agencias de crédito a nivel nacional llamando al 1-888-567-8688.
- **Usted puede reclamar compensación por daños y perjuicios a infractores.** Si la agencia de reporte, o, en algunos casos, un usuario de la lista de reporte de consumidores, o un proveedor de información para una agencia de reporte viola la ley de FCRA, usted puede entablar una demanda en una corte estatal o federal.
- **Las víctimas de robo de identidad y el personal militar en servicio activo tienen derechos adicionales.** Para más información, visite el portal de Internet www.consumerfinance.gov/learnmore.

Los estados pueden hacer cumplir la ley FCRA, y muchos estados tienen sus propias leyes que rigen las prácticas de reporte de consumidores. En algunos casos, usted puede tener más derechos conforme a esta ley. Para más información, contacte su agencia local o estatal de protección al consumidor o a la oficina del Fiscal General de su estado. Para más información acerca de sus derechos federales contacte:

TIPO DE NEGOCIO:

1.a. Bancos, asociaciones de ahorros y cooperativas de crédito con activos totales de más de \$10 billiones y sus afiliados.

b. Aquellos afiliados que no sean bancos, asociaciones de ahorros ni cooperativas de crédito deben mencionarse, además del CFPB:

En la medida que no estén incluidos en el punto 1:

a. Bancos nacionales, asociaciones de ahorros federales, y sucursales federales y agencias federales de bancos extranjeros.

b. Bancos miembros del Estado, Sucursales y agencias de bancos extranjeros (que no sean sucursales federales, agencias federales ni Sucursales Estatales Aseguradas de Bancos Extranjeros), compañías de préstamos comerciales de propiedad/o controladas por bancos extranjeros y organizaciones que operen conforme a la sección 25 o 25A de la Ley de Reserva Federal.

c. Bancos Asegurados No Miembros, Sucursales Estatales Aseguradas de Bancos Extranjeros, y asociaciones de ahorros estatales aseguradas.

d. Cooperativas de Crédito Federales

Compañías Aéreas
Aviation Consumer Protection Division

4. Acreedores Sujetos a La Comisión de Transporte Terrestre.

5. Acreedores Sujetos a la Ley de Empacadoras y Corrales 1921

Compañías de Inversión de Pequeñas Empresas
United States Small Business Administration

Intermediarios y Comerciantes
100 F St NE

8. Bancos Agrícolas Federales, Asociaciones de Bancos Agrícolas Federales. Bancos Federales de Crédito Intermediario, y Asociaciones de Producción de Crédito.

9. Minoristas, Compañías Financieras, y Todos Los Demás Acreedores No Mencionados Arriba.

CONTACTO:

a. Consumer Financial Protection Bureau
1700 G Street NW
Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings

Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590
Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street S.W.
Washington, DC 20423

Supervisor del Area de Administración de Empacadoras y depósitos más cercana.

Associate Deputy Administrator for Capital Access

409 Third Street, SW, 8th Floor
Washington, DC 20416
Securities and Exchange Commission

Washington, DC 20549
Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Oficina para la región en la cual el acreedor funciona
Federal Trade Commission: Consumer Response Center – FCRA
Washington, DC 20580
(877) 382-4357

APPENDIX G

SPONSOR/VOLUNTEER CODE OF ETHICS AND RULES

While acting in our capacity as a Youth/Children/Preschool/Handicapped sponsor or volunteer of El Redentor Presbyterian Church of Central Florida, Inc., the following rules shall apply:

- 1) Smoking or using tobacco products in the presence of minors is prohibited.
- 2) Using, possessing, selling, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
- 3) Sponsors and volunteers of minors shall not abuse such minors, including:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
 - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
 - Sexual advances or sexual activity of any kind between any person and a minor;
 - Sexual advances or sexual activity of any kind to a minor(s);
 - Infliction or physically abuse behavior or bodily injury to a minor;
 - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of the church.
 - Mental or emotional injury to a minor;
 - The presence or possession of obscene or pornographic materials at any function of El Redentor Presbyterian Church.
 - The presence, possession, or being under the influence of any illegal, illicit drugs;
 - The consumption of or being under the influence or alcohol while leading or participating in a function for minors of El Redentor Presbyterian Church.
- 4) Limit access to the locked records to the church administration.
- 5) Periodically update any volunteer information forms.
- 6) Sponsors and volunteers must treat all people of all races, religions, and cultures with respect and consideration, regardless of color, creed, or circumstances.

- 7) Sponsors and volunteers should not use or tolerate the use of profanity in the presence of minors.
- 8) Sponsors and volunteers should be free of physical and psychological conditions that might adversely affect any minor's health, including, but not limited to, contagious disease.
- 9) Sponsors and volunteers should portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- 10) Sponsors and volunteers should be expected to act and react with Christian love and understanding in all situations.
- 11) Sponsors and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor, other than their own.
- 12) I understand that as a sponsor or volunteer working with minors for El Redentor Presbyterian Church, I will be subject to a criminal background check (unless otherwise noted).
- 13) I understand that any violation of this code may be grounds for removal as a sponsor or volunteer working with minors.

Print Name _____ Date _____

Applicant's Signature _____

APPENDIX H

A PROFILE ON A CHILD ABUSER

El Redentor Presbyterian Church of Central Florida, Inc.

SEXUAL ABUSE

Men 18 and up

- Low self-esteem
- Need for power and control
- Poor family relationships, though the relationships often look okay from the outside
- Difficulty in interpersonal relationships . . . relates to others immaturely both socially and emotionally . . . may not be involved with peers or engage in adult group recreational activities.
- Difficulty with impulse control
- History of past physical/sexual victimization . . . 80-95% of child molesters were themselves molested as children
- Primary interests are in children
- May be involved in youth activities such as group leaders or coaches
- May be single or married . . . if married, they are often experiencing marital difficulties . . . they have difficulty in developing satisfying, supportive, intimate relationships with adults
- May have a specific age of children they prefer to work with
- May be of any sexual orientation or preference
- May have been insecure in childhood with frequent moves, early physical illnesses and marital difficulties between parents
- Many are less of a team player
- Difficult time asking for help with his problems
- Don't admit to stress or recognize a need to have a plan to deal with it
- Use children to fulfill their needs or validate their sense of competence and well-being
- Highly skilled at gaining the trust and confidence of children
- Sensitive to children's needs and have a way of putting children at ease
- Move frequently and unexpectedly
- Seeks opportunities to be alone with children
- Has an idealistic perspective of children . . . may refer to them as objects
- Often good at convincing others about their competence and caring

Adolescent

- Lack of contact with peers
- Few or no extracurricular activities
- Generally feels powerless and inadequate
- May feel more comfortable with children younger than themselves
- Males, in particular, may be frequently chosen to baby-sit because they make themselves available and relate well to young children
- May come from a family where there has been physical or sexual abuse
- May seem socially immature for their age
- May lack a close relationship with a father figure

Women

- May have married young
- Reared in a very strict home
- Her family was/is very religious
- Her husband is gone frequently and is not very supportive
- Is sexually naïve and immature
- Is very dependent of the father figure
- Frequently the victim of physical abuse
- Has low self-esteem
- The husband exaggerates his masculinity in dress, work, and with peers and usually has drug or alcohol problems that affect his sexual performance
- Is lonely
- Does not have much tenderness in her life

PHYSICAL ABUSE

- Negative attitude about life and people
- Labeled as having a “hot” temper
- Blames others: “he made me,” “it was her fault”
- History of child abuse as a child
- Uses harsh, age inappropriate discipline
- Offers illogical or unconvincing excuses for what occurred
- Exhibits out of control behavior

EMOTIONAL ABUSE

- Blames and belittles children
- Cold and rejecting
- Withholds love

CAUTION: A profile list such as this can be misleading because many of the characteristics here can describe men/women who do not molest. Having more than one or even all of these items does not necessarily increase the odds of that person being a molester. Although this profile has some value in pointing out particular needs of people and risks associated with them, great caution should be used when assigning this profile to any one individual. Few molesters ever report the characteristics listed here. Neither are interviewers trained to properly elicit this information. Individuals with abusive personalities are often more subtle and skillfully manipulative in their approach to their employers, as well as their approach to children. This makes it essential for those responsible for hiring or enlisting volunteers to gain information from collateral resources such as past employers, friends, families, and criminal background checks.

Adapted from: Johnson, Becca, Cowan. 1992. *For Their Sake: Recognizing, Responding to, and Reporting Child Abuse*. Martinsville, IN: American Camping Association. Reprinted here by permission of the publisher. For permission beyond limited use in creating church policy, please contact the publisher at 317-342-8456.

Adapted from *YMCA Child Abuse Prevention Training Manual* with permission of the YMCA of the USA, 101 N. Wacker Drive, Chicago, IL 60606.

APPENDIX I

POSSIBLE INDICATORS OF ABUSE

El Redentor Presbyterian Church of Central Florida, Inc.

NEGLECT

Behavioral Indicators

1. Is truant or tardy often or arrives early and stays late.
2. Begs or steals food.
3. Attempts suicide.
4. Uses or abuses alcohol and/or other drugs.
5. Is extremely dependent or detached.
6. Engages in delinquent behavior, such as prostitution or stealing.
7. Appears to be exhausted.
8. States frequent or continual absence of parent or guardian.

Physical Indicators

1. Frequently is dirty, unwashed, hungry, or inappropriately dressed.
2. Engages in dangerous activities (possibly because he/she generally is unsupervised).
3. Is tired and listless.
4. Has unattended physical problems.
5. May appear to be overworked and/or exploited.

SEXUAL ABUSE

Behavioral Indicators

1. Is reluctant to change clothes in front of others.
2. Is withdrawn.
3. Exhibits unusual sexual behavior and/or knowledge beyond developmental age.
4. Has poor peer relationships.
5. Either avoids or seeks out adults.
6. Is pseudo-mature.
7. Is manipulative.
8. Is self-conscious.
9. Has problems with authority and rules.
10. Exhibits eating disorders.
11. Is self-mutilating.
12. Is obsessively clean.
13. Uses or abuses alcohol and/or other drugs.
14. Exhibits delinquent behavior such as running away from home.
15. Exhibits extreme compliance or defiance.
16. Is fearful or anxious.
17. Exhibits suicidal gestures and/or attempts suicide.
18. Is promiscuous.
19. Engages in fantasy or infantile behavior.
20. Is unwilling to participate in sports activities.
21. Has school difficulties.

Physical Indicators

1. Has pain and/or itching in the genital area.
2. Has bruises or bleeding in the genital area.
3. Has venereal disease.
4. Has swollen private parts.
5. Has difficulty walking or sitting.
6. Has torn, bloody, and/or stained underclothing.
7. Experiences pain when urinating.
8. Is pregnant.
9. Has vaginal or penile discharge.
10. Wets the bed.

EMOTIONAL ABUSE

Behavioral Indicators

1. Is overly eager to please.
2. Seeks out adult contact.
3. Views abuse as being warranted.
4. Exhibits changes in behavior.
5. Is excessively anxious.
6. Is depressed.
7. Is unwilling to discuss problems.
8. Exhibits aggressive or bizarre behavior.
9. Is withdrawn.
10. Is apathetic.
11. Is passive.
12. Has unprovoked fits of yelling or screaming.
13. Exhibits inconsistent behaviors.
14. Feels responsible for the abuser.
15. Runs away from home.
16. Attempts suicide.
17. Has low self-esteem.
18. Exhibits a gradual impairment of health and/or personality.
19. Has difficulty sustaining relationships.
20. Has unrealistic goal setting.
21. Is impatient.
22. Is unable to communicate or express his/her feelings, needs, or desires.
23. Sabotages his/her chances of success.
24. Lacks self-confidence.
25. Is self-deprecating and has a negative self-image.

Physical Indicator

1. Has a sleep disorder (nightmares or restlessness).
2. Wets the bed.
3. Exhibits developmental lags (stunting of his/her physical, emotional, and/or mental growth).
4. Is hyperactive.
5. Exhibits eating disorders.

PHYSICAL ABUSE

Behavioral Indicators

1. Is wary of adults.
2. Is either extremely aggressive or withdrawn.
3. Is dependent and indiscriminate in his/her attachments.
4. Is uncomfortable when other children cry.
5. Generally controls his/her own crying.
6. Exhibits a drastic behavior change when not with parents or caregiver.
7. Is manipulative.
8. Has poor self-concept.
9. Exhibits delinquent behavior, such as running away from home.
10. Uses or abuses alcohol and/or other drugs.
11. Is self-mutilating.
12. Is frightened of parents or going home.
13. Is overprotective of or responsible for parents.
14. Exhibits suicidal gestures and/or attempts suicide.
15. Has behavioral problems at school.

Physical Indicators

1. Has unexplained* bruises or welts, often clustered or in a pattern.
2. Has unexplained* and/or unusual burns (cigarettes, doughnut-shaped, immersion-lines, object-patterned).
3. Has unexplained* bite marks.
4. Has unexplained* fractures or dislocations.
5. Has unexplained* abrasions or lacerations.
6. Wets the bed.
(* Or explanation is inconsistent or improbable).

Adapted from: Johnson, Becca, Cowan. 1992. *For Their Sake: Recognizing, Responding to, and Reporting Child Abuse*. Martinsville, IN: American Camping Association. Reprinted here by permission of the publisher. For permission beyond limited use in creating church policy, please contact the publisher at 317-342-8456.

APPENDIX J

OTHER TYPES OF HARM

El Redentor Presbyterian Church of Central Florida, Inc.

Most of us think that liability arise only out of tangible harm, such as bodily injury or property damage. Unfortunately, increasing numbers of lawsuits involve situations where physical injury is not involved. These exposures may arise out of:

1. Libel and slander – untrue statements about members of the congregation or other faiths. Emotional distress may be caused because of statements made or actions taken, even if they are well founded in truth.
2. Public demonstrations against individuals, groups, or organizations if improperly conducted.
3. Discharge of students or expulsion of members of congregations.
4. Invasion of privacy – investigations into the private lives of church members may cause liability, as may acts such as searching lockers, desks, or personal property of employees or students.
5. Publications – accuracy of facts should be carefully determined. Accusations should not be published. Groups or classes of individuals should not be charged with guilt by association.
6. Counseling by insufficiently trained or unskilled counselors.

IMPROPER OR INADEQUATE SUPERVISION

You cannot over-supervise. Most states or local governments have specific requirements on the minimum ratio of supervisors to participants. There is probably more litigation as a result from “failure to properly supervise” than any other cause. If negligence cannot be found for any other reasons, attempts are made to find inadequate supervision.

Instances where improper or inadequate supervision will likely be alleged are:

1. Accidents on the playground
2. In Sunday (or church) school
3. Church outings
4. Sporting events
5. Field trips
6. Swimming
7. In the classroom

Proper location of supervisors on playgrounds or at swimming pools is as important as the number of supervisors. Governmental authorities should be contacted prior to events on public property to determine any safety requirements and to place authorities on notice of the type of activity planned. Parents should be informed in writing of the exact nature of the planned event, describing the supervision to be given church or school. Parental consent should be obtained in writing of any special event.

Qualifications required for supervisory personnel should be determined for each event. You need people of mature judgment who are experienced supervising groups of children or young people. The supervisor should not have a history of problems with assigned groups.

A thorough check should be made on an individual's background, especially where supervisors are employees of the church or school. All states have standards for hiring employees in charge of children. Church officials should be informed of state and local requirements. This could include "certification of teachers."

HAZARDOUS ACTIVITIES

We enjoy activities that foster good fellowship. However, in some activities the dangers outweigh the enjoyment. These are classified as hazardous and extra-hazardous. Hazardous activities should be stringently supervised with strict limitations. Extra-hazardous activities should not be sponsored by the church or school.

Hazardous

Water slides
Water-skiing
Snow skiing
Rafting
Unsupervised swimming
Canoeing
Paddle boating
Horseback riding
Rope jumping
Basketball
Volleyball
Softball
Sack races
Touch football
Roller skating
Ice skating

Extra-Hazardous

Hayrides
Mud Olympics
Dune buggies
Snow tubing
Obstacle courses
Haunted houses
Tackle football
Snowmobiles
Rodeos
Rope swings
Monkey bar equipment
Fireworks displays & stands
Motorbikes
Rock climbing
Trampolines

APPENDIX K

NON-DISCLOSURE STATEMENT *(for Church Administration Use Only)*

Only approved church administrator(s) who have signed a confidentiality or non-disclosure form should perform background searches. Before conducting a background search, El Redentor Presbyterian Church of Central Florida, Inc. must obtain written authorization from the applicant.

To assure the protection and preservation of the confidential information regarding the background records and reference checks of current or potential employees and volunteers, I, _____ *(printed name of church designee)*, agree to release any obtained information only to those persons responsible for the hiring, selection, and screening of these individuals and to no one else.

Signature: _____

Title: _____

Date: _____

APPENDIX L

PARENT/GUARDIAN OF A MINOR CONSENT AND HOLD HARMLESS FORM

This form should be completed for each increased risk and offsite event. A copy should be taken on each trip.

Name of Activity _____ Date _____

Child's Name _____

Date of Birth _____ Age _____ Sex _____

Address _____

Phone Number(s) _____

I, _____, (*printed name of parent or guardian*)
being the parent or legal guardian of _____ (*printed name of minor*)
have been informed of the above activity sponsored by _____
(*name of church or organization*) and hereby give my consent for my minor child to participate in this
activity.

I understand that all reasonable safety precautions will be taken by the leaders of this activity, and that the possibility of an unforeseen hazard does exist. I further agree not to hold El Redentor Presbyterian Church of Central Florida, Inc., its clergy, officers, directors, leaders, employees, and volunteer staff liable for damages, losses, diseases, injuries, accidents, or harm incurred by the minor listed on this form.

I also understand that my minor child is to be excluded from the following activities:

Signature of Parent/Guardian _____ Date Signed _____

APPENDIX M

PARENT/GUARDIAN CONSENT TO TREAT A MINOR FORM

This form may be completed annually and a copy should be taken on each trip.

Being the parent or legal guardian of _____, (*minor's name printed*)
I, _____, (*parent/guardian's name printed*) do consent to
any x-ray, anesthetic, medical, surgical, or dental diagnosis or treatment that may be deemed necessary
for my minor child. Further, I understand that all efforts will be made to contact me prior to treatment. In
the event that I cannot be reached in an emergency, I give permission to the activity leader of El Redentor
Presbyterian Church of Central Florida, Inc. to make the decisions necessary for treatment. Should there
be no activity leader available, I give permission to the attending physician to treat my minor child. I
further understand that the doctors, dentists, and other providers attending my child will take all
reasonable safety precautions during their care.

Further, as parent or legal guardian, I am responsible for the health care decisions for my minor child, and
I agree that my insurance plan is the primary plan to pay for the dental, medical, or hospital care or
treatment that is given to my child. Any policy of the church or organization sponsoring this event **may**
be used as the secondary coverage.

Minor's Date of Birth _____

Parent/Guardian's Signature _____ Date _____

APPENDIX N

CHURCH USAGE & HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of _____
(*name of organization*) of the city of _____, state of _____
shall be using the building and/or grounds of El Redentor Presbyterian Church of Central Florida, Inc. in
Oviedo, Florida from _____ to _____, 20____, for the purpose of

herein referred to as “the activity.”

I/We understand and agree that neither El Redentor Presbyterian Church nor its trustees, directors,
officers, clergy, representatives, employees, volunteer staff, or agents may be held liable in any way for
an occurrence in connection with the activity which may result in injury, harm, loss, disease, accident, or
other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and/or grounds as well as any
appliances and fixtures in the activity, I/We hereby assume all risk in connection with participation in the
activity. I/We further release El Redentor Presbyterian Church of Central Florida, Inc., its trustees,
directors, officers, clergy, representatives, employees, volunteer staff, or agents for any damage which
may occur while participating in the activity. I/We further agree to save and hold harmless El Redentor
Presbyterian Church of Central Florida, Inc., its trustees, directors, officers, clergy, representatives,
employees, volunteer staff, or agents from any claim by the undersigned member of the Organization,
their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity.

I/We also authorize El Redentor Presbyterian Church of Central Florida, Inc., its employees or agents to
render or obtain such emergency medical care or treatment as may be necessary should any injury, harm,
loss, disease, accident, or other damage occur while participating in the activity.

I/We further state that I/We are authorized to sign this agreement; that I/We understand the terms herein
are contractual and not mere recital; and that I/We have signed this document of my/our own free act and
volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of
this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the _____ day of _____ of 20_____.

Signature _____

Signature _____

APPENDIX O

REDUCING THE RISK APPLICATION CHECKLIST

(TO BE COMPLETED BY CLERGY/PROFESSIONAL STAFF PERSONS)

In the case of an allegation of child/youth sexual abuse, the volunteer or clergy/professional staff person who observes or to whom the information is given is required by El Redentor Presbyterian Church of Central Florida, Inc. and by the State law to complete the tasks listed below. Date and initial as each step is completed.

Date: _____	Initial: _____	1. <i>For clergy and paid professional staff:</i> Remove the accused from the situation and suspend the accused from duties involving children/youth.
Date: _____	Initial: _____	<i>For volunteers:</i> Remove the accused from the situation and immediately notify the closest available clergy/professional staff person who will suspend the accused. If the clergy/professional staff person to whom the allegation is reported is not the department director, the person reporting will inform the director as soon as possible.
Date: _____	Initial: _____	2. Make written documentation of everything done and said. If the person reporting the allegation is a volunteer, both the volunteer and the clergy/professional staff to whom the volunteer has reported, will document the procedures taken.

The procedures after this point will be administered by ministerial staff persons only.

Date: _____	Initial: _____	3. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns.
Date: _____	Initial: _____	4. Immediately notify State authorities. Failure to report any suspected, alleged, or witnessed abuse may be a crime.
Date: _____	Initial: _____	5. Immediately notify the minister in charge (head of staff).
Date: _____	Initial: _____	6. Make written documentation of persons contacted and action taken to this point.

Date: _____	Initial: _____	7. The clergy/professional staff person will immediately notify a member of the Presbytery's response team (for accused ministers) and/or the members of the governing council , the Session (for accused members and/or lay officers) to begin the internal and pastoral care process.
Date: _____	Initial: _____	a. notify the insurance carrier of the incident immediately and comply with its investigation, if any;
Date: _____	Initial: _____	b. cooperate with legal and state authorities in their investigations, if any;
Date: _____	Initial: _____	c. prepare a written statement and designate a spokesperson to respond to media inquiries;
Date: _____	Initial: _____	d. provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed;
Date: _____	Initial: _____	e. respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved;
Date: _____	Initial: _____	f. inform the affected volunteer(s), paid staff members, and Session members of the need for confidentiality; and
Date: _____	Initial: _____	g. consider and respond to the concerns of other parents.
Date: _____	Initial: _____	8. The director of the affected ministerial area should respond to the pastoral care concerns of persons within the department.
Date: _____	Initial: _____	9. Within five (5) days of the alleged abuse, the clergy/professional staff person who made the original report will prepare a written report and send one copy to the State agency and will give one copy to the minister in charge (head of staff).
Date: _____	Initial: _____	10. Make written documentation of persons contacted and action taken.

APPENDIX P

INCIDENT REPORT FORM

*(A separate form should be completed for each minor involved,
in order to keep the information confidential.)*

El Redentor Presbyterian Church of Central Florida, Inc.

Reason for report _____

Date of incident _____ Time of incident _____ Location of incident _____

Name and Age of Minor Involved _____

Quote the minor's first words verbatim _____

Briefly describe what happened _____

What action did you take? _____

Has the incident been resolved? ____yes ____no. Explain _____

Were there any witnesses? ____yes ____no. Names & Telephones _____

Signatures of witnesses (if possible) _____

Name of parent/guardian _____

Address of minor _____

Telephone of minor _____

Any additional relevant information, please document

Report submitted to _____

Signature of person completing this form _____ Date _____

(Upon completion of this form, immediate contact should be made with the church's professional staff/clergy.)

APPENDIX Q

CHARACTER REFERENCE

The applicant named below has applied for a volunteer or employment position as _____ at El Redentor Presbyterian Church of Central Florida, Inc. We ask that you take a few moments to complete and return this form in the envelope provided. *(Revise this last statement if the references will be contacted by telephone.)*

Name of applicant _____

Name of reference _____

Address of reference _____

Phone (daytime) _____ (evening) _____

Relationship to applicant _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

Do you think that the applicant is a good leader? YES NO PREFER NOT TO ANSWER

Do you believe that the applicant has the ability to relate well with adults?
 YES NO PREFER NOT TO ANSWER

Does the applicant possess the ability and have your trust to work with 20 children/youth?
 YES NO PREFER NOT TO ANSWER

Do you think that the applicant as a staff or a volunteer can work with your child?
 YES NO PREFER NOT TO ANSWER

Would you hire this person? YES NO PREFER NOT TO ANSWER

Optional: Please share any other comments you would like to make:

Signature of reference OR phone interviewer (please indicate)

Date

APPENDIX R

PAID & VOLUNTEER CHILD/YOUTH WORKER ENLISTMENT CHECKLIST *(for Church Administration Use Only)*

Name of Volunteer or Staff: _____

Date of Training & Submitted Paperwork: _____

TASK TO COMPLETE

COMPLETED BY – INITIALS & DATE

- | | |
|--|-------|
| <input type="checkbox"/> Acknowledge that Copies of <i>Policy & Procedure Manual</i> (with Appendix sections) are readily available at the Church Office | _____ |
| <input type="checkbox"/> Employee Application <i>(for paid staff only): Appendix A</i> | _____ |
| <input type="checkbox"/> Application Form for Adult Volunteers Working with Minors & Mentally Handicapped <i>(for adult volunteers): Appendix B</i> | _____ |
| <input type="checkbox"/> Application Form for Teens Working with Minors & Mentally Handicapped <i>(for youth volunteers): Appendix C</i> | _____ |
| <input type="checkbox"/> Worker’s Covenant <i>(for staff & volunteers): Appendix D</i> | _____ |
| <input type="checkbox"/> Background Screening Release & Authorization Form <i>(for staff & some volunteers): Appendix E</i> | _____ |
| <input type="checkbox"/> Divulgación de Investigación de Antecedentes & Formulario de Autorización <i>(for staff & some volunteers): Appendix F</i> | _____ |
| <input type="checkbox"/> Sponsor/Volunteer Code of Ethics and Rules <i>(for staff & volunteers): Appendix G</i> | _____ |
| <input type="checkbox"/> Driver Information and/or Photograph <i>(for staff & volunteers)</i> | _____ |
| <input type="checkbox"/> Non-Disclosure Statement <i>(for official use): Appendix K</i> | _____ |
| <input type="checkbox"/> Character Reference <i>(for official use): Appendix Q</i> | _____ |
| <input type="checkbox"/> Church Membership Status & Six Months Waiting Period in Attendance <i>(for official use)</i> | _____ |
| <input type="checkbox"/> Criminal Background Check (CBC) Performed <i>(for official use)</i> | _____ |
| <input type="checkbox"/> Criminal Background Check (CBC) Reviewed <i>(for official use)</i> | _____ |
| <input type="checkbox"/> If needed, Interview with Applicant After Checks Are Made <i>(for official use)</i> | _____ |
| <input type="checkbox"/> Worker Training <i>(for official use)</i> | _____ |
| <input type="checkbox"/> Definition of Child Abuse | _____ |
| <input type="checkbox"/> Procedure on Reporting Abuse | _____ |
| <input type="checkbox"/> Review of the <i>Manual</i> and/or Other Written Materials, Videos, etc. | _____ |