

Kensington Community Church

Safe Church Policy



Prepared and Presented by the KCC Safe Church Working Team

Jodi Cleesattle, Reverend Paula J. Elizabeth, Dean Hansen-Tarbox, Michiko Lindsey,
Jim O'Donnell, Ross Putnam, Marg Stark, *Chair*, Cathy Stephenson, and Rich
Wayman

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I. The Kensington Community Church “Safe Church” Statement

Kensington Community Church (KCC) is a vibrant and loving faith community. Our congregation is committed to creating a sanctuary, or a safe environment, for the children, youth and adults who gather in our midst and in our buildings. It is up to each of us who worships, learns, works, volunteers or socializes at KCC to create a community that is free of discrimination, harassment, exploitation or intimidation.

In particular, it is the policy of Kensington Community Church to safeguard children, youth and vulnerable individuals – older adults and those with physical or cognitive limitations. Our policy regarding abuse is one of zero tolerance. This policy will be in effect when and wherever children, youth and vulnerable individuals are involved in a church activity, whether the activity is led by our members or is on our premises.

II. DEFINITIONS

Children: From birth through age 12.

Covenant of Limited Access: A covenant, or agreement, made with a church member or visitor which limits the access of the individual within the church facility and/or community.

Employees: The workers on the payroll of Kensington Community Church who will receive criminal background checks prior to being hired. (At its discretion, the Personnel Committee may choose to extend criminal background checks to workers who are not on the payroll, including independent contractors and freelancers.)

Episodic Volunteer: A person recruited to work at a special event or for a short-term responsibility within the church.

KCC, or the Church: Kensington Community Church

Regular Volunteer: A person recruited to serve the church in an ongoing capacity such as a Sunday School teacher.

Safe Church Response Team (SCRT): A team made up of KCC's pastor, moderator and three other church members who are trained to receive complaints of misconduct, investigate the complaints, document the investigation and findings, and make recommendations to the pastor or Council as appropriate.

Vulnerable Individual: Anyone in our community who, because of age, disability or impairment, might be unable to ward off an incident of abuse or seek help on his/her own.

Youth: Those between the ages of 13 and 18.

Zero Tolerance: When an incident of physical or sexual abuse occurs, it will be reported to authorities.

III. THE SAFEGUARDING OF CHILDREN, YOUTH AND VULNERABLE INDIVIDUALS

We will safeguard the wellbeing of young people and vulnerable individuals who attend our church or who use our building, with the following guidelines:

Screening of Employees and Volunteers

Employees

Before being hired, an ordained minister recruited through a search committee will complete a Disclosure Form. This is an online operation and a part of submitting his or her profile. The disclosure information is forwarded to a document check firm KCC has hired to process the criminal background check for all persons submitting a profile for a ministry-related job. The firm initiates a check of their database and several government databases. All these checks are based on the Social Security number, as well as addresses, of the person being investigated.

All other employees will complete a written Disclosure Form. They will also be subject to a criminal background check initiated by the Personnel Committee. Before being hired, all Paid Workers will be personally interviewed to assess the suitability of their character and qualifications for the position they seek. All employees will participate in the Church's Safe Church awareness training and policy orientation.

At the discretion of the Personnel Committee, individuals who work for the church as independent contractors or consultants may also be required to complete Disclosure Forms, undergo background checks, receive personal interviews and participate in Safe Church awareness training.

Volunteers Who Work with Children, Youth and Vulnerable Individuals

Volunteers who work with Children, Youth and Vulnerable individuals within the church fall into two categories: Episodic and Regular. Episodic volunteers are recruited to serve, for example, at the church Halloween carnival, Easter egg hunt, or other special events. Regular volunteers are recruited to serve on an ongoing basis, for example, as Sunday School teachers.

All Episodic Volunteers will be required to submit the **Volunteer Application and Disclosure Forms**, which would be maintained on file at the church.

The guidelines below pertain to the recruitment of Regular Volunteers, those who work closely with children, youth and vulnerable individuals on an ongoing basis:

All Regular Volunteers Who Work With Children, Youth and Vulnerable Individuals in our church shall have been members or regular attendees at the Church **for at least six months**, and will be required to submit a written **Volunteer Application and Disclosure Form**. A **criminal background check** of the prospective volunteer will be initiated by the Personnel Committee. Before being authorized, all Regular Volunteers with Children, Youth, and Vulnerable Individuals will be

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personally interviewed to assess the suitability of their character and qualifications for the position they seek. All Regular Volunteers Who Work with Children, Youth, and Vulnerable Individuals will participate in the Church's Safe Church **awareness training and policy orientation**.

Community Volunteers with Children, Youth, and Vulnerable Individuals

Our church facility is widely used by the larger community and often for classes, events, and programs that appeal to or are attended by children, youth, and vulnerable individuals. In order to qualify to use our facility, a volunteer or community leader **must be known to members of the church for more than a year**. (The church Trustees can grant an exception, as appropriate.) The volunteer must also sign the **Statement of Compliance for Organizations Using Church Facilities**.

Supervision

It is the policy of the Church to provide adequate supervision and safeguards for our activities, particularly those geared toward children, youth, and vulnerable individuals. In situations where participants are not readily visible to each other, **there will be no fewer than two unrelated adults present with children, youth, or vulnerable individuals**. Youth over the age of 14 years may assist an unrelated adult in supervising children and youth activities. However, such assistance does not alter the requirement that at least two unrelated adults be present in situations where participants are not readily visible to each other.

In addition,

- We will carry out activities in open areas, not in private offices or spaces.
- Doors without windows will be left open when sessions with children/youth are taking place.
- All Sunday School teachers, youth group leaders, aides or anyone else working with children and youth shall strive not to place themselves in a compromising situation by being alone with a child or youth out of sight of other teachers, youth group leaders, aides, or parents.
- At onsite youth group activities, youth will largely remain with the group and with adult supervision. Parties of two youth can separate from the group, for example, to help in another Sunday school classroom, with the permission of the youth leader.
- At offsite activities, the youth group leader and chaperones will decide if it is appropriate for youth to separate from the group. For example, if the group goes to Knott's Berry Farm, it might be appropriate for parties of two or more youth to separate from the group and to be independent of adult supervision for a portion of the field trip.
- Written consent of one parent or guardian of a minor will be required for all activities off the church property and for any overnight activities, whether on or off the church property.

Private Counseling

Children, youth or vulnerable individuals may call upon the pastor, religious education director or youth leader for private counseling or advice. These employees of the church will be trained in the best practices to accommodate counseling requests. Best practices might include: meeting one-on-

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one in an office with a window in the door, or asking the person being counseled if another employee could be included in the appointment, or requiring that counseling appointments take place only when another employee is available and on site.

Physical Contact

Employees, Sunday School teachers, youth group leaders, aides and anyone else working with children and youth, or with vulnerable individuals, will touch them only in appropriate ways and places. The Church does not wish to discourage appropriate demonstrations of affection and friendship such as hugs; however, the Church provides these guidelines to assist volunteers in determining the type of physical contact that is appropriate.

- Never against a person's will, unless in the case of clear and present danger of the child, youth or vulnerable person.
- Never causing discomfort.
- Never in a place on a person's body that could be covered by a bathing suit, unless for clear medical necessity or when changing a diaper or helping a young child/handicapped person use the toilet.

Communication

Employees, Officers of the Church, and Regular Volunteers Who Work with Children, Youth, and Vulnerable Individuals will receive training in best practices in communication. However, the Church provides these guidelines to help facilitate good communication, which feels healthy and safe to all the parties involved:

- We will acquire emergency contact information for first-time visitors to Sunday School or Youth Group events. A parent or accompanying adult will be asked to fill out the **Parent/Adult Consent and Emergency Contact Information** form.
- For offsite and overnight events, we will secure **Parent/Guardian Permission and Release** information ahead of time.
- Much of the communication we conduct will be public and via multiple vehicles. For example, we will invite participants to attend events in announcements in the bulletin and the Chimes, in church-issued emails, and flyers.
- When coordinating events and programs with youth – who tend to have cell phones, email addresses and social networking accounts of their own, and prefer for the Church to communicate with them using these vehicles -- Employees and Regular Volunteers will use mass communications (directed to both the parents and youth) and/or copy parents on emails sent to youth.
- The Church may at some point send texts *en masse* to announce/remind youth of events. However, Employees and Regular Volunteers **will not individually text, instant message, or chat online** with the Church's children, youth or vulnerable individuals.
- While the Church may eventually engage in social networking to promote its programs, Employees and Regular Volunteers **will not "befriend" children, youth or vulnerable individuals, nor write or comment on social networking accounts** that belong to children, youth or vulnerable individuals from the Church.

Discipline

As we engage in Christian education, mission, and fellowship, we will maintain safety and treat children, youth and all persons with respect and compassion.

- No child, youth or vulnerable person shall be disciplined by the use of hitting, slapping, or any other form of physical punishment.
- Verbal reprimands shall not include destructive criticism, insults, or shouting.
- When we encounter a particularly difficult behavior or situation, we will seek assistance from the person in charge (Minister, Director of Religious Education, or Religious Education Committee Chair).
- We will respect children, youth and all people with our actions and words.
- We will not use profane, abusive or derogatory language or actions.
- Activities that include inappropriate physical contact, such as wrestling, are not suitable recreational activities.

Supervisors will ensure that all Employees and Volunteers have received the training to perform their ministries with competence and ensure that all church policies are being administered adequately.

Abuse

Apart from any legal requirements, the Church will make a report to appropriate authorities, including but not limited to the San Diego County Department of Child Welfare Services, if at any time the Church has reasonable cause to believe that a minor, or a vulnerable individual, may be a victim of abuse or neglect. Any Church employee or volunteer who becomes aware of facts or circumstances that abuse or neglect has occurred or that there exists a substantial risk that abuse or neglect may occur in the reasonably foreseeable future, shall immediately report the matter to the Senior Minister, Moderator, and/or the Safe Church Response Team so that the Church may take appropriate action in a timely manner. The San Diego County Child Abuse Hotline currently is: (858) 560-2191. The San Diego County Elder Abuse Hotline is (800) 510-2020.

IV. THE SAFEGUARDING OF OUR STAFF, CONGREGATION AND COMMUNITY

Although we are particularly concerned about protecting our children, youth and vulnerable adults, KCC is committed to creating a safe and healthy . . .

- House of worship, fellowship and service for everyone in our midst
- Work environment for our staff
- Event space for neighbors, organizations, and guests that use our building.

Screening of KCC Staff, Church Officers and Volunteers

Criminal History Checks

As mentioned earlier in our policy, employees will receive **criminal history checks** prior to being considered for employment at KCC. Regular Volunteers Who Work with Children, Youth or Vulnerable Individuals will also be subject to **criminal history checks** prior to assuming their responsibilities.

Officers of the church will submit **Disclosure Forms** and will be subject to reference checks. All reasonable efforts will be made to ensure the integrity of the background process. Results will be shared with the Personnel Committee, who will make the final determination on clearance.

- All cleared history/reference checks will be confirmed by a member of the Personnel Committee.
- Any derogatory information will be reviewed by the Personnel Committee Chairperson and Moderator. Official Court Dispositions will be requested from the new hire/volunteer. All decisions will be communicated directly to the new hire/volunteer by the Personnel Committee Chairperson.

Marketing

Ongoing marketing, or promotion, of the Safe Church policy will be needed:

- To inform visitors and new members, and to remind everyone of our commitment to the safekeeping of all people, staff, and facility.
- To hold high the value we place on making KCC a safe place for all, and attract new members and families who share this value
- To familiarize leaders, volunteers and staff members with the policy and the day-to-day use of Safe Church

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- To make the Safe Church policies and procedures so readily accessible that anyone can call upon them if and when an incident occurs.

The Safe Church Response Team will be responsible for **an annual review of our Safe Church policies** to insure that:

- We stay current and apprised of technology changes and the management of safety as it pertains to emerging communication media
- The Safe Church document fits our congregation and its changing needs
- Our policies and processes are realistic and enforceable as we move forward into implementation of Safe Church.

The Safe Church Response Team will **annually report the results of its review at a congregational meeting.**

Training, Monitoring and Ongoing Implementation of Safe Church

Ongoing training of staff, church leaders, volunteers and facility users will be needed for KCC to remain aligned with our value on safety.

As a congregation, we must appreciate that *we all share responsibility* for Safe Church and the safeguarding of children, youth and vulnerable individuals in our midst. In this way, the children who attend our church are not somebody else's children, they are all our children. And the neighbors and visitors who sit next to us in church or who use our facility during the week are our brothers and sisters whose wellbeing we also treasure.

Safe Church Oversight

The following staff members, church officers and committees will lead the Safe Church implementation, training and monitoring:

- The Personnel Committee will oversee and manage the screening of staff and volunteers
- The Religious Education committee will oversee and manage Volunteers Who Work with Children, Youth, and Vulnerable Individuals. Religious Education will take the lead in training all church leaders and volunteers. Religious Education will also report to the pastor or moderator any discrepancies or safety concerns left unaddressed by our current Safe Church policy.
- Each committee of the church that hosts worship, events, service projects, Bible studies, etc. will be responsible for safeguarding attendees and observing Safe Church at those activities.
- The church staff and the Trustees will oversee and manage Safe Church as it pertains to Key Users and guests who rent our facilities.
- The pastor and moderator, together with the committees and Safe Church Response Team, will oversee the church-wide management and implementation of Safe Church and will handle informal complaints of misconduct. They will also be responsible for marketing the policy so that information about Safe Church is ongoing and always readily accessible.

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- The Safe Church Response Team will handle formal complaints of misconduct, and be apprised of informal management of complaints. They will be responsible for updating the policy and providing a general report to the congregation on a yearly basis.

How Each of Us Can Help KCC Be a Safe Church

Here are examples of ways in which our members might help to monitor and observe Safe Church guidelines:

- Notice if a child gets away from the group and either shepherd him/her back into a supervised setting, or alert a parent/volunteer to shepherd him/her into supervision.
- Offer to be a back-up should the Sunday School be short on teachers and need another set of eyes in the classroom to be in compliance with Safe Church
- Speak up if a fellow congregant makes an inappropriate or off-color joke and let him/her know that it made you feel uncomfortable.
- Shut an outside door that is left open.
- Notice if a Regular Volunteer “befriends” a child or youth on Facebook, and remind the individual this is not permitted.
- Notice if we are missing opportunities to effectively communicate our Safe Church policy and offer help or a solution to improve it.
- Offer to watch children playing on the front lawn after church on Sundays so that our lawn is a place children are able to frolic safely.
- Introduce yourself to newcomers, first to be welcoming but also to be alert about new people within our midst.
- Accompany people leaving the church alone at night after meetings.
- Suggest solutions to the moderator or pastor if you see examples in which the church community is not observing our Safe Church policies, or if you have ideas to improve the policies.
- Report incidents of misconduct promptly, either verbally or with the incident report (see attached.)

Sexual Harassment and Inappropriate Behavior

No form of harassment or inappropriate conduct by a member, visitor, employee, vendors, contractors or any other individuals who are on KCC facilities or hosted events, will be tolerated. This policy includes all verbal, phone, email, text communications and personal interactions.

Examples of behaviors prohibited under this policy in addition to sexual and other discriminatory harassment include, but are not limited to:

- Comments, jokes or negative stereotyping, made verbally, via e-mail or through any other form of communication, that are insulting, degrading, exploitative, derogatory or discriminatory in nature;

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- Making threats or intimidating remarks or participating in the creation of, or circulation of, any material that denigrates or shows hostility or aversion toward an individual or group of people based on a protected characteristic or classification;
- Viewing, displaying or circulating discriminatory or sexually explicit or suggestive materials, including without limitation cartoons, calendars, drawings, e-mails, etc.;
- Engaging in offensive, sexual, or overly-familiar touching or other inappropriate physical contact or interference with normal work or movement;
- Making sexual remarks, innuendoes, propositions or advances, or repeatedly requesting a personal relationship when the recipient of the request has indicated it is unwelcome
- Any inappropriate conduct that unreasonably interferes with another's work performance or creates an intimidating, offensive or hostile environment and which is inconsistent with KCC's standards of professionalism, sound judgment and respect for employees, members and others with whom we do business.

Respect and Safety in a Shared Space

We are a welcoming community but as we extend this welcome, we must also take care to protect our staff, congregation and guests, as well as our facility and property.

Safety on the Premises

- Staff members should tell others of coming and goings so staff members know if they are going to be alone in the building
- Outer doors opening onto the alley should not be left open.
- Staff members are encouraged to request the assistance of other staff members when interacting with the public and visitors who are not known to them.

Key Users

Congregation members, neighbors and guests from the community who use our building will abide by our Safe Church policy and share our commitment to safety. As mentioned previously, the leaders of groups interested in using the church facility must be known to KCC church members and have known the members **for more than a year**. (The Trustees can grant an exception, as they deem appropriate.) All key holders must complete a **Statement of Compliance for Organizations Using Church Facilities**.

Personal Property

Personal property is not the responsibility of KCC. Employees should lock up personal property when they are away from their work space. Those who use the work or public areas of the facility must respect, care and protect the church's property and resources.

Complaints of Misconduct

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When behavior occurs that a member or guest deems inappropriate, the following process should be followed:

- 1) The Complainant may attempt to **resolve the matter directly** with the person accused of misconduct.
- 2) The Complainant can **report the matter to the pastor or moderator** in an effort to resolve the matter informally. If there can be no informal resolution or informal resolution is inappropriate, the pastor or moderator may elect to bring the matter to the Safe Church Response Team. The pastor or moderator must inform the Safe Church Response Team of all matters handled informally.
- 3) The Complainant can **report the matter to a member of the Safe Church Response Team**, should he/she prefer to bring the matter to the team rather than to the moderator or pastor. The Response Team's contact info will readily available on written materials as well as on the church's website.

Formal Response

A formal complaint of misconduct will be handled by the Safe Church Response Team.

Safe Church Response Team (SCRT)

The SCRT shall be composed of the pastor, moderator and three other members of the church selected by the Council and will be trained by those with expertise in this field.

- The SCRT members (other than the pastor) will serve two-year terms. The team will meet at least quarterly. They will make an annual report to the congregation at an annual church meeting.
- The purpose of the SCRT is to receive complaints of misconduct, investigate the complaints, document the investigation and findings, and make recommendations to the pastor or Council as appropriate.

SCRT Guiding Principles

The Response Team will follow these guiding principles:

- 1) The SCRT will receive an incident report from the complainant or fill out the incident report based on the information available.
- 2) At least two team members will be assigned by the moderator to the complaint; if the complaint is one of sexual harassment or sexual misconduct the investigative team shall

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consist of at least one man and one woman. If the person accused of misconduct is a member of the SCRT, he or she shall not participate in any aspect of the investigation into or discussion of the complaint, except to give information relevant to the investigation.

- 3) The investigative team shall communicate with all those involved in the complaint in a timely manner. The team will document all interviews conducted. All persons shall be treated with dignity and respect during the course of the investigation. Team members will **act with discretion and maintain confidentiality** during and after the investigation.
- 4) The investigative team will make findings and recommendations to the rest of the SCRT. The team will consult with the United Church of Christ legal counsel.
- 5) The findings and recommendations of the SCRT should be communicated to the complainant and the person accused of misconduct.
- 6) The investigation and all findings, recommendations and the resolution of the complaint must be documented and the documentation maintained in a secure location within the church. **The documentation shall be kept on file for at least three years. In the case of a complaint of sexual harassment or sexual misconduct the documentation shall be kept on file permanently.**
- 7) It may or may not be necessary to notify the rest of the congregation of the complaint and its resolution. That decision will be made on a case by case basis at the discretion of the moderator and Council in consultation with the pastor. As stated before, the SCRT will make a general report of its activity each year at a congregational meeting.
- 8) The SCRT may recommend to the church that a **Covenant of Limited Access** be developed and maintained to safeguard a member/visitor to the church and the children, youth and vulnerable individuals within the church. Limited access might be appropriate should a criminal background check reveal a prior offense involving a child, young person or vulnerable individual, or as the result of a complaint(s). To establish a **Covenant of Limited Access**, a vote by the membership of the congregation, as described in its bylaws, would be required.

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Volunteer Application and Disclosure Form

Name: Last

First

Middle

Address: Street

City/State

Zip Code

Daytime Phone

Evening Phone

E-mail

Volunteer Position or Capacity in which you wish to serve

References: One reference may be related to you; the other references should not be related to you.

Name

Address

City/State

Zip Code

Telephone

E-mail

Name

Address

City/State

Zip Code

Telephone

E-mail

Name

Address

City/State

Zip Code

Telephone

E-mail

I have been a member of this church since _____.

Or, I have been a friend of this church since _____.

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Volunteer Application and Disclosure Form, continued

Disclosures

1. I have never been convicted of, nor pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged or legally eradicated; misdemeanor convictions for which probation was completed and the cases were dismissed; or offenses about which inquiry are not permissible in this state). Check one:

True **Not True** If not true, briefly describe on an attached page the nature of the crime(s), the date and place of conviction, and the legal disposition of the case. *The church will not deny a position to any applicant solely because the person has been convicted of a crime. However, we may consider the nature, date and circumstances of the offense, and its relevance to the position for which you are applying.*

2. Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying? Check one:

Yes **No** If yes, please provide a brief explanation on an attached page.

3. I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty to promptly amend the responses I have provided, if circumstances change or if the response I have given should become inaccurate.

I also authorize Kensington Community Church and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me to verify these statements, and to state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

I also authorize Kensington Community Church and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that Kensington Community Church will share with me information it has gathered about me, as requested.

I acknowledge my receipt and understanding of the Kensington Community Church Safe Church Policy.

(PRINT NAME & SIGN)

DATE

(PRINT NAME & SIGNATURE OF PARENT OR GUARDIAN FOR APPLICANTS UNDER 18) DATE

FOR OFFICE USE ONLY:

- Sex Offender Registry (www.nsopr.gov) review performed on _____
- Personal interview conducted by staff/committee on _____
- Reference inquiries completed on _____

Parent/Adult Consent and Emergency Contact Information

For Sunday School, Youth Group or Onsite Events

Date _____ Class/Event Attended: _____

Name of Youth _____ Address _____

City: _____ Zip: _____ State: _____ School: _____ Grade: _____

Birth date _____ Parent/Guardian Name: _____

I, (we) the undersigned parents or guardians of _____, give permission for participation in the Student Ministry Activities of Kensington Community Church UCC of San Diego, CA.

Release of Liability

With this form I release and discharge Kensington Community Church and its authorized representatives and staff from all liability. In the event of an accident or illness, I hereby grant permission to said staff or representative to act as agents for me and I consent to reasonable intervention, including first aid and emergency medical/surgical diagnosis and/or treatment and hospital care which is deemed necessary.

Date: _____ Parent/Guardian Signature: _____

Home Phone:(____)_____ Cell Phone: (____)_____

Emergency Contact (Other than Parent/Guardian) : _____

Relationship to Youth: _____

Home Phone: (____)_____ Cell Phone: (____)_____

Health Information:

Please share any pertinent medical information about the child/youth:

Primary physician name/contact: _____

Allergies: _____ Medications: _____

Special concerns: _____

Parent/Guardian Permission & Release

For Field Trips and Activities Outside the Church

Date of Activity _____ Name of Activity _____

Name of Youth _____ Address _____

City: _____ Zip: _____ State: _____ School: _____ Grade: _____

Birth date _____ Parent/Guardian Name: _____

I, (we) the undersigned parents or guardians of _____, give permission for participation in the Student Ministry Activities of Kensington Community Church UCC of San Diego, CA.

Release of Liability

With this form I release and discharge Kensington Community Church and its authorized representatives and staff from all liability. In the event of an accident or illness, I hereby grant permission to said staff or representative to act as agents for me and I consent to reasonable intervention, including first aid and emergency medical/surgical diagnosis and/or treatment and hospital care which is deemed necessary.

Date: _____ Parent/Guardian Signature: _____

Home Phone:(____)_____ Cell Phone: (____)_____

Health Information:

Please share any pertinent medical information about the child/youth:

Primary physician name/contact: _____

Allergies:_____ Medications:_____

Special concerns:_____

I grant permission for my child to receive the following over-the-counter medications, as needed on an excursion:_____

Emergency Contact (Other Than Parent/Guardian): Name: _____

Phone: _____ Relationship to Youth: _____

Driver Information:

We appreciate your help driving and chaperoning events. Please fill out the section below if you plan to drive:

_____ will drive for the field trip/activity.

___ I am a safe driver and have never been convicted of driving under the influence or driving recklessly.

___ A copy of my driver's license and car insurance policy is attached. (Required)

STATEMENT OF COMPLIANCE for Organizations using Church Facilities

A copy of this document will be kept on file.

Date: _____

The organization I represent is _____

My initials indicate my understanding of my responsibilities as a guest in this church, including:

_____ I have read and understand the *Safe Church Policy*, summarized on the reverse of this form. I agree to comply with all its conditions.

_____ I know that I am required to make an Incident Report within 24 hours, if I believe, or have been told, there is reason to suspect a child has been abused and/or neglected at the church.

_____ I will not be alone at any time, in any room or secluded area within the church property with a child or youth (other than those who are my children or relatives) without written permission from a parent/guardian.

_____ When my activity has ended, I will secure the area of the church for which I am responsible, by locking doors and turning off lights, heat and/or air.

_____ I agree to abide by all policies and procedures regarding the use of the building and properties of this church with the knowledge that failure to do so will result in the termination of my using the church.

_____ I agree to be respectful of neighbors of the church and other groups using the church while I, and the group of which I am a part, am in or near the building. I will be aware of and will control excessive noise.

_____ I will give access only to people who are members of my group, and will not permit others into the building.

_____ I will not bring or consume alcohol or illegal drugs into the building, and I will do my best to prevent others from doing the same.

_____ I will not accompany a minor from KCC to a place of business or private home unless prior written permission has been obtained from a parent/guardian for this specific field trip or outing.

_____ I will not permit a minor to leave at the end of my organization's program/meeting unless I am certain safe and immediate transportation is available.

Organization _____ Position of Signer in Group _____

Name (Printed) _____ Signature _____

Contact phone and email address: _____

Safe Church Incident Report

At Kensington Community Church, we are required by law to report any suspicion or incident of child or elder abuse or neglect. Yet, we know that harassment, sexual innuendo, verbal abuse, etc. are often less clear cut offenses, and that victims are often afraid or reluctant to bring their concerns forward. We encourage members of our community to use the incident report form to bring to our attention any incidents, persons, or circumstances that threaten, endanger or compromise our Safe Church and the sense of sanctuary our members and guests feel at KCC.

Today's Date: _____ Date of Incident: _____

Name of Person Making Complaint: _____

Home Phone: _____ Cell Phone: _____

Briefly describe misconduct:

Name of Individual(s) who Acted Inappropriately:

Time and Place Misconduct Occurred:

Witnesses, if any: _____

**Please submit this incident report to the moderator, pastor, or to any member of the
Safe Church Response Team.**

The report will be reviewed by The Safe Church Response Team (SCRT), who will promptly:

- Investigate the reported incident of misconduct with discretion and confidentiality
- Make recommendations to the pastor and moderator about the handling of the incident, or to the Personnel Committee if the pastor or staff member was involved in the misconduct
- Discuss the findings and recommendations with the parties involved, and with UCC legal counsel
- On a case-by-case basis, bring the recommendations to the Church Council and, as needed, to the congregation
- Preserve a file of misconduct reports and findings.