

**ABUSE PREVENTION POLICY  
OF  
ROYERSFORD BAPTIST CHURCH AND ROYERSFORD BAPTIST CHURCH NURSERY SCHOOL  
(TOGETHER HEREIN REFERRED TO AS “RBC”)  
452 S Lewis Road  
Royersford, PA 19468**

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## **RBC ABUSE PREVENTION POLICY**

**1. Abuse Prevention Policy Intent.** The intent of this Abuse Prevention Policy is to prohibit abuse of people by members, volunteers, or employees of RBC, and to reduce the risk of abuse by anyone of any child or children under the age of 18 years (“Child” or “Children”). The Abuse Prevention Policy includes the below provisions and the referenced Appendices, all of which are incorporated herein. RBC intends to provide ministry to Children as well as to adults. The term “Child Ministry” is meant to include all activities, programs, and responsibilities involving any Child or Children for whose care RBC is then responsible.

**2. Application for Employment or to Serve as a Volunteer.** To the extent required by law: all employment and volunteer service decisions at RBC, including but not limited to selection, training, assignment, promotion, compensation, benefits, transfer, performance evaluation, administration of personnel policies, discipline and discharge are based on merit, qualifications, and abilities without regard to race, color, creed, sex, national origin, age (as protected by the Age Discrimination in Employment Act), physical/mental disabilities (as defined by the Americans with Disabilities Act), veteran status, or any other characteristic protected by state or federal law; all applicants are extended an equal opportunity to gain employment or service opportunities; and all employees are extended an equal opportunity to progress in their fields of endeavor.

All employees, whether clergy or lay, adult or child, must have completed an Interview (Appendix A), completed an Employment Information Form and signed the associated Agreement (Appendix B) prior to employment and prior to continuation of employment. Employment history and references, to the extent required, will be checked by RBC’s Staff Relations Team.

All adult volunteers (and prospective adult volunteers) who are or will be involved in Child Ministry, must complete a Volunteer Information Form and sign the associated Volunteer Agreement (Appendix C).

**3. Prerequisites to Ministering to Children.** Except as provided otherwise below, no person shall be employed or continue in employment, nor shall any adult volunteer engage or continue to engage in Child Ministry, until all of the following are provided to RBC (NOTE: certifications A & B are provided free to volunteers, but volunteer clearance certificates are not acceptable clearances for employees):

A. Pennsylvania Child Abuse History Clearance (CY-113), report from the Pennsylvania Department of Public Welfare (Appendix D) within the past five years. Any fee will be provided by RBC.

B. Pennsylvania State Police Request for Criminal Record Check (SP4-164) clearance (Appendix E) within the past five years. Any fee will be provided by RBC.

C. Federal Criminal History Report (Appendix F) within the past five years, except for volunteers who execute the Volunteer Affirmation and Agreement (see that part of Appendix C) in a manner indicating that the volunteer is unpaid, has been a PA resident for at least 10 years immediately prior to application, and affirms to not being disqualified from service under provisions of law. Any fee for FBI finger printing submitted via PA State Police will be provided by RBC.

D. Except for volunteers (who are hereby encouraged, but not required by RBC, to complete such training every five years), a Certificate of Completion of Pennsylvania Mandated Reporter Training demonstrating completion of training within past 5 years (Appendix G), or, for individuals who reside outside of Pennsylvania, the same type of Certificate from the respective state of residence. The fee for any employee training selected by RBC will be paid by RBC. (NOTE: while RBC does not require volunteer training, 23 PA CSA Section 6383(d) requires some volunteers to complete such training every five years).

RBC's Pastor, Youth Director in the absence of the Pastor, Moderator, Staff Relations Team, or Leadership Council, each has the right to deny any person the opportunity of ministering or continuing to minister to any or all Children based on personal interview, concerns relating to possible abuse, or abuse history check results, and in the absence of any such denial by the other, each has the right to allow any person such opportunity. Individuals whose criminal history record information indicates conviction of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act within the five-year period immediately preceding verification, or who have been named in the Statewide database as the perpetrator of a founded report within the five-year period immediately preceding verification, or who have ever been convicted of a state or federal crime related to criminal homicide, aggravated assault, stalking, kidnapping, unlawful restraint, rape, statutory sexual assault, involuntary deviate sexual intercourse, sexual assault, aggravated indecent assault, indecent assault, indecent exposure, incest, concealing death of child, endangering welfare of children, dealing in infant children, prostitution and related offenses, obscene and other sexual materials and performances, corruption of minors, sexual abuse of children, or the attempt, solicitation or conspiracy to commit any of these offenses, shall neither be included as volunteers by RBC to participate in Child Ministry, nor hired by RBC, and shall be immediately dismissed from any position held at RBC. Other individuals found by RBC to have a prior suspicion, accusation, conviction or guilty plea for abuse, molestation or neglect will be excluded from Child Ministry, except for good cause shown upon approval of Leadership Council after review of recommendations of the Pastor, Youth Director, and Staff Relations team, but may be offered opportunities to volunteer in other areas of the life of our church. Those who participate in Child Ministry shall use the Child Ministry Guidelines & Forms (Appendix H).

**4. Harassment/Discrimination Prohibited.** Harassment or discrimination, on the basis of gender, race, age, color, national origin, physical/mental disabilities, and any other category protected by federal or state law by or against any staff members, volunteers, or persons entrusted to the care of RBC is prohibited. This policy does not waive any exceptions to federal, state or local legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

**5. Computer/Data/Internet/Phone/Fax Use.** All employees, all volunteers who minister to Children, and all persons who use RBC computer, data, internet, phone or fax, are subject to the Computer/Data/Internet/Phone/Fax Use Policy set forth in Appendix I.

**6. Substance Abuse.** RBC strives to provide an environment that is healthy, comfortable, and productive for all. Therefore, all church facilities and church owned or leased vehicles are designated smoke-free. RBC expects all its employees and volunteers who are subject to this Abuse Prevention Policy to be free of any alcohol or illegal substance when reporting to or performing work for the church. The presence, use, consumption, sale, manufacture, or distribution of alcohol or illegal drugs during working hours, on church premises, on church business, or while operating a church vehicle or equipment is strictly prohibited. Any person who suspects or knows that he or she has an alcohol or substance abuse problem is encouraged to discuss this with the Pastor or a member of the Staff Relations Team. Such persons also are encouraged to seek diagnosis and follow through with treatment as prescribed by a qualified medical practitioner. Any employee, and any volunteer who ministers to Children, who is on prescription medications should promptly provide appropriate documentation of the same to the Pastor, Moderator, or a member of Staff Relations Team who requests the same.

**7. Reporting Abuse.** Abuse Reporting Requirements are set forth in Appendix J, and the form for reporting abuse is in Appendix K.

**8. Contractors.** RBC shall not authorize the services of contractors (e.g., nurses, coaches, performers) who are anticipated to have contact with any child at RBC outside of the control of at least two other RBC adult representatives who have clearances unless the contractor (including all people present who are assisting the contractor) present their Pennsylvania Child Abuse History and State Police Criminal Record Check clearance certificates prior to commencing services.

## **Appendix A**

### **RBC GUIDELINE FOR PERSONAL INTERVIEW OF RBC EMPLOYEES**

The following procedure for a personal interview for employment to be involved in RBC's ministry will be carried out by those assuming the responsibility of filling the position:

Verify and request a copy of the applicant's identification (i.e. driver's license).

Review information on the application form; check to see if it is signed and complete.

Ask the applicant if there are any questions about the screening process thus far.

The interviewers should discuss open-ended questions referring to the applicant's interests, history, and any other material included in the application form.

Listen to the applicant's feeling and observations about the process in which he/she has become involved.

When the interview is completed, the interviewers will make comments about the interview on the application, and date and sign the form to show that the interview has been completed.

References need to be contacted and the results recorded on the Reference Contact Form.

Secure the following:

- A. Pennsylvania Child Abuse History Clearance (CY-113), report from the Pennsylvania Department of Public Welfare (Appendix D). The \$10 fee will be provided by RBC.
- B. Pennsylvania State Police Request for Criminal Record Check (SP4-164) clearance (Appendix E). The \$10 fee will be provided by RBC.
- C. Federal Criminal History Report (Appendix F). The \$27.50 fee for FBI finger printing submitted via PA State Police will be provided by RBC.
- D. Certificate of Completion of Pennsylvania Mandated Reporter Training demonstrating completion of training within past 5 years (Appendix G), or, for individuals who reside outside of Pennsylvania, the same type of Certificate from the respective state of residence. The fee for training of a kind and at a site selected from time to time by RBC will be paid by RBC.

Recommend those applicants who appear to be qualified to the respective search committee for consideration, which may conduct further interviews reviews prior to making further recommendations/decisions relating to hiring.

**Appendix B**

**RBC EMPLOYMENT INFORMATION FORM**

*(this Information Form is to be completed by prospective employees only; existing employees, as well as applicants for employment, complete and sign the associated Agreement)*

Persons (whether adults or children) who seek employment with Royersford Baptist Church or Royersford Baptist Church Nursery School (each is referred to herein as “RBC”) must complete this Form. The information received will be examined by those charged with the task of screening, recommending, and hiring applicants (including but not limited to applicants for pastoral positions).

Applicant seeks employment by \_\_\_Royersford Baptist Church \_\_\_Royersford Baptist Church Nursery School  
Date that I desire to begin employment with RBC: \_\_\_\_\_  
Male\_\_\_ Female\_\_\_ Date of Birth\_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Present Street Address (not P.O. Box) \_\_\_\_\_

Indicate with a check mark which type of employment you are seeking with this church:  
Pastoral\_\_\_ Secretarial\_\_\_ Musical Staff\_\_\_ Child Care\_\_\_ Custodial\_\_\_ Nursery School\_\_\_

What gifts, experiences, skills and/or training do you possess that will assist you in carrying out the responsibilities in the position for which you are applying?

Please provide your employment history, including at least your last three places of employment. If you are seeking your first or second employment position with this application, please provide such employment reference as you can (part-time, baby-sitting, etc.). Provide one reference for each position you list, preferably including anyone who had supervision over your work and responsibilities. Provide name, address and telephone number for each reference.

Employer/Employer’s Location/Dates of Employment

Reference Name/Address/Phone

Employer/Employer’s Location/Dates of Employment

Reference Name/Address/Phone

Employer/Employer’s Location/Dates of Employment

Reference Name/Address/Phone

This section, relating to drivers license and insurance, is to be completed only by church employees, not nursery school employees. Since you might be involved in providing transportation for Children or others to activities off our church property, or in certain emergencies, please provide your driver's license and proof of insurance:

Driver's License # and State \_\_\_\_\_  
Drivers license # \_\_\_\_\_ State \_\_\_\_\_ Insurance Company \_\_\_\_\_ Policy# \_\_\_\_\_

**AGREEMENT**

*(to be completed and signed by all employees, whether of church or nursery school, and by all applicants for employment)*

I certify that I have placed a check mark next to each of the below statements that is true and I attach a separate sheet providing details and explanation if any of these statements is not true:

- 1.  No civil, criminal or ecclesiastical complaint has been sustained or is currently pending against me, nor am I disqualified under provisions of law from serving in the position sought;
- 2.  I have never resigned or been terminated from any employment or volunteer position for reasons related to alleged sexual misconduct;
- 3.  I have never been required to receive professional treatment for reasons related to sexual misconduct on my part;
- 4.  I have never been convicted of, or pleaded guilty to any type of sexual abuse of any Child or sexual harassment of any kind; and
- 5.  My drivers license has never been suspended or revoked.

The information contained in this Agreement (and additionally, in the case of employment applicants, the information provided in the Employment Information Form) is true and correct. I authorize each reference and employer listed in this application to give you any information (including opinions) that he, she or its representative may have regarding my character and fitness for employment. In consideration of the receipt and evaluation of this application by the prospective employer, I hereby release every individual, employer, reference, and record custodian, collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, representatives or assigns, on account of compliance or any attempts to comply, with this authorization, excepting only the communication of knowingly false information. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND SIGN THIS RELEASE AS MY OWN FREE ACT.

Should I be employed either by Royersford Baptist Church or by Royersford Baptist Church Nursery School, I understand that upon my acceptance of the position, I shall commence compliance with the governing instruments, policies, and procedures of my said employer, including, but not limited to the Abuse Prevention Policy, as these may be amended from time to time. I execute this Agreement intending to be legally bound hereby this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Name (Printed)

*(If the above applicant is under 18 years of age, then that signatory's caretaker must also sign below or on behalf of the signatory.)* I confirm the above representations and this Agreement as parent, foster parent, or legal guardian on behalf of the above applicant, intending that the applicant be legally bound hereby.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

Name (Printed)

Name (Printed)

**Appendix C**

**RBC VOLUNTEER INFORMATION FORM**

RBC prohibits abuse of people by members, volunteers, or employees of Royersford Baptist Church or Royersford Baptist Church Nursery School (each is referred to herein as "RBC"), and seeks to reduce the risk of abuse by anyone of any child or children under the age of 18 years ("Child" or Children"). To this end, RBC requires all adults who are offering themselves as volunteer ministers with Children to complete this Form prior to serving/continuing to serve in that capacity. The information received will be examined by those charged with the task of screening, recommending, and engaging Child Ministry volunteers.

Volunteer seeks to serve: \_\_\_ Royersford Baptist Church \_\_\_ Royersford Baptist Church Nursery School

Male\_\_\_ Female\_\_\_ Date of Birth\_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Present Street Address (not P.O. Box) \_\_\_\_\_

What gifts, experiences, skills and/or training do you possess that assist you in serving Children?

\_\_\_\_\_

If you would like to provide transportation for Children and/or others to activities off our church property, or in certain emergencies, please provide your driver's license and proof of insurance:

Drivers license # \_\_\_\_\_ State \_\_\_ Insurance Company \_\_\_\_\_ Policy# \_\_\_\_\_

**VOLUNTEER AFFIRMATION AND AGREEMENT**

I understand that the statements herein are made subject to the penalties of 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities). I affirm that I have placed a check mark next to each of the below statements that is true and correct to the best of my knowledge, information and belief and I attach a separate sheet providing true and correct details and explanation if any of the below statements is not check-marked:

1. \_\_\_ I am not disqualified from service because I was a named perpetrator of a founded report committed within the five-year period immediately preceding my execution of this Agreement;
2. \_\_\_ I am not disqualified from service because I have a criminal history record involving crimes related to violent offences or crimes related to children
3. \_\_\_ I am not disqualified from service because I have been convicted of a felony under the Controlled Substance, Drug, Device and Cosmetic Act within the five-year period immediately preceding my execution of this Agreement;
4. \_\_\_ I am an unpaid volunteer and have been a resident of Pennsylvania for the entirety of the previous ten-year period of time prior to my signing this Agreement
5. \_\_\_ I have never been required to receive professional treatment for reasons related to sexual misconduct or harassment of any kind on my part; I have never resigned or been terminated from any employment or volunteer position for reasons related to alleged sexual misconduct or harassment of any kind; and my drivers license has never been suspended or revoked.

I understand that if any of items 1-5 above is not check-marked, a Federal Criminal History Report must be provided prior to my beginning or continuing Child Ministry at RBC. I affirm that the information included in the Volunteer Information Form and in My Commitment as a Volunteer is true and correct to the best of my knowledge, information and belief. I authorize each reference and church listed in the Volunteer Information Form to give RBC

any information (including opinions) that he, she or its representative may have regarding my character and fitness for employment by RBC. In consideration of the receipt and evaluation of this application by RBC, I hereby release every individual, reference, church, and record custodian, collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, representatives or assigns, on account of compliance or any attempts to comply, with this authorization, excepting only the communication of knowingly false information. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND SIGN THIS RELEASE AS MY OWN FREE ACT.

Should I begin or continue to serve as a volunteer at RBC, I agree to comply with the Abuse Prevention Policy of RBC as the same may be amended from time to time. I consent to be interviewed at any time before or during my time of service at RBC to review my history and interests, suitability, skill and training that qualify me to work with Children and with adults. and agree that I shall be subject to the direction of one or more designated church representative(s). I agree to be bound by the following Christian Conciliation Policy, which is intended to provide a fair, quick, and cost-effective method for resolving any claims or disputes that may arise between RBC and its volunteers. I believe I should make every effort to live at peace and to resolve disputes in private or within the community as described in 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, I agree that with respect to any claim or dispute arising out of, or related to my volunteer services at RBC, including claims under federal, state, or local statutory or common law, the law of contract, and the law of tort, I shall give RBC written notice of my claim, and RBC shall have the right, within thirty days of receiving the said written notice of claim, to require by written response that the claim be settled by biblically-based mediation. If resolution of the dispute does not result from mediation, the matter shall then be submitted to an arbitrator for binding arbitration in accordance with the “Rules of Procedure for Christian Conciliation” (Rules) of the Institute for Christian Conciliation, rather than to a judge and/or jury. Consistent with the Rules, each side shall agree to the selection of an arbitrator. If there is an impasse in the selection of an arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries in Billings, Montana, shall be asked to provide the name of a qualified individual who will serve in that capacity. The location of the arbitration shall be at a neutral site agreed to by both parties. Consistent with the Rules, the arbitrator shall issue a written decision opinion within a reasonable time after the arbitration.

I agree that, if RBC elects to require by written response that the claim be settled by biblically-based mediation, then the above methods shall be the sole remedy for any controversy or claim arising out of the volunteer relationship, and I expressly waive the right to file a lawsuit in any civil court for such dispute, except to enforce a legally binding arbitration decision. This policy does not change my “at will” status as a volunteer whose services may be terminated by RBC at any time. RBC’s initial permitting of my services as a volunteer after execution of this Agreement constitutes consideration for my acceptance of this policy and a waiver of my right to a court trial. This policy does not waive the ministerial exceptions or any other exceptions to any state or federal legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. I execute this Agreement, intending to be legally bound hereby, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Name (Printed)

Volunteer approved to serve \_\_Royersford Baptist Church \_\_Royersford Baptist Church Nursery School until \_\_\_\_\_ (insert date that earliest clearance expires—generally 5 years after certificate date).

By: \_\_\_\_\_ (signature of person approving volunteer)  
\_\_\_\_\_ (print name/position of party approving volunteer)



**Appendix D**

**Pennsylvania Child Abuse History Clearance Form**

**Appendix E**

**Request for Criminal Record Check Form**

**Appendix F**

**Federal Criminal History Report**

**Appendix G**

**Sample Certificate of Completion of Pennsylvania Mandated Reporter Training**

## Appendix H

### RBC CHILD MINISTRY GUIDELINES & FORMS

1. We will strive to have RBC Child Ministry activities supervised by at least two persons who are 18 years of age or older. Volunteers who minister to children agree to familiarize themselves with Child abuse reporting requirements, and to this end the Youth Director or Christian Education Facilitator shall facilitate training if requested.
2. Except for a Child's initial introductions to an RBC Child Ministry activity held at RBC, no Child shall be permitted to participate in RBC Child Ministry activities unless and until the Permission Form attached to this Appendix is signed by a parent, foster parent, or legal guardian of the person of the Child (hereinafter, parent, foster parent, or legal guardian is called "Caretaker").
3. No Child who has not completed fifth grade shall be transported by volunteers or employees on behalf of RBC, nor shall any such child participate in any overnight activities. Transportation of each Child who has not completed fifth grade shall be the responsibility of the Caretaker of the Child. Youth who have completed fifth grade may be transported by volunteers or employees, and may participate in overnight activities, only if the RBC Youth Group Transportation & Overnigher Form attached to this Appendix is signed by a Caretaker.
4. Adult employees and adult volunteers are forbidden to date RBC Children.
5. No Child Ministry activities shall be conducted in rooms that lack a clear view to the inside, except that activities other than one-on-one counseling of a Child may be conducted in the Junior High room (some parts of which are currently not visible from outside the room) so long as the door is not locked. Any one-on-one counseling of a Child shall be conducted in a room that has a clear view to the inside. These guidelines shall not be construed to prohibit nighttime activities/games that involve hiding or having the church darkened, so long as there is adequate supervision and safety issues are addressed.
6. If, in the opinion of the RBC employee or volunteer involved in Child Ministry, a Child has not completed fifth grade, or is not making (or does not evidence an intent to make) reasonable, safe and non-disruptive use of any part of the RBC facility and grounds, or has no Caretaker present at RBC's facility or grounds who is likely to be aware of Child's whereabouts, then that employee or volunteer shall strive to prevent that Child from roaming unsupervised at RBC's facilities and grounds. Doors to rooms intended to be used for Child activities, other than the fellowship hall and parlor, shall be locked when there is no adult supervision. Caretakers shall be requested to drop off and pick up on time.
7. Children shall be released only to a properly identified and pre-authorized adult. Volunteers shall be instructed to introduce themselves to individuals who are wandering or loitering around areas where Children are present. Suspicious behavior shall be reported immediately to the adult responsible for programming or activities at that particular time.
8. A Child who has not completed fifth grade who is leaving the supervised area for any reason should be accompanied either by an adult or a same-sex buddy. If they are going to the bathroom, the adult/buddy should wait outside the bathroom keeping the door slightly ajar. The leader shall monitor the length of time away from the classroom, and if excessive immediately investigate.
9. On overnight activities, if male and female Children are involved, there must be at least one employee or volunteer qualified to serve in Child Ministry of each gender, or if all Children are of one gender, then at least one employee or volunteer qualified to serve in Child Ministry of that gender. Separate changing areas must be designated for males and females and designated as off limits to members of the opposite sex. When leaders share sleeping accommodations with Children, each sleeping area must have a minimum of one leader and two Children. Care should be taken to ensure the privacy of Children. A Caretaker may accompany the Child on a trip or activity only if the Caretaker is an approved RBC Child Ministry volunteer.

10. Proper displays of affection are an important means of demonstrating our love and concern for Children. Employees and volunteers should:

- A. use touching only in response to the need of the Child and not the need of the adult;
- B. use touching only with the Child's permission — resistance from the Child should be respected;
- C. always avoid touching breasts, buttocks and groin areas (does not apply to nursery care);
- D. use touching in group or open settings, and not in secret;
- E. follow the rule that touching or other physical contact should be governed by the age and developmental stage of the Child; and
- F. refrain from tickling, and never touch a Child under her/his clothing.

11. Secret groups or activities are not permitted.

12. Children will be photographed/videotaped/recorded only when appropriately clothed and in situations which are in good taste and no image or audio recording of a Child shall be published except with permission of a Caretaker.

**PERMISSION FORM**

Participant's Name \_\_\_\_\_ Male( ) Female( )

Date of Birth \_\_\_\_\_ Grade (Current School Year) \_\_\_\_\_

Child's Full Address (provide street address—not P.O. Box):  
\_\_\_\_\_

Caretaker's name(s) \_\_\_\_\_ Check below to indicate if Caretaker is Participant's:  
\_\_\_\_ custodial parent/\_\_\_\_ legal guardian of the person/\_\_\_\_ foster parent

Caretaker Cell Phone \_\_\_\_\_ Other Phone \_\_\_\_\_ Caretaker's email \_\_\_\_\_

1. I grant permission for this Participant to participate in activities held at the Royersford Baptist Church facility and grounds at 452 S. Lewis Rd, Royersford, PA.

2. I do \_\_\_/do not \_\_\_ grant permission to Royersford Baptist Church and Royersford Baptist Church Nursery School, and to either of them, to record and use, for ministry purposes (including but not limited to: group meetings; ministry-related websites; and any of their respective publications), photos, images, audio recordings, and videos of this Participant.

3. Participant has \_\_\_ /has not \_\_\_ been adjudicated delinquent or determined to be a sex offender or convicted of any crime.

**Date:** \_\_\_\_\_ **Caretaker's signature:** \_\_\_\_\_

If you may be willing to help with some RBC Children's activities, please circle desired role below:  
Helper    Teacher    Activity Leader    Driver    Other (\_\_\_\_\_)

**ROYERSFORD BAPTIST CHURCH (HEREINAFTER CALLED "RBC") YOUTH GROUP  
 TRANSPORTATION & OVERNIGHTER PARTICIPATION AGREEMENT FOR  
 \_\_\_\_\_(insert name of the participant, hereinafter called "Youth")**

***Please complete this form in ink. READ CAREFULLY BEFORE SIGNING. THIS FORM INCLUDES A RELEASE OF LIABILITY AND WAIVER OF CERTAIN LEGAL RIGHTS.***

**I. BACKGROUND INFORMATION ON YOUTH**

Age\_\_\_\_ Year in School\_\_\_\_\_ Male( ) Female( )  
 Youth's Email\_\_\_\_\_ Youth's Cell Phone \_\_\_\_\_  
 Youth's Full Address (provide street address—not P.O. Box):  
 \_\_\_\_\_

Youth's health insurance co. \_\_\_\_\_ Policy # \_\_\_\_\_ Co. phone # \_\_\_\_\_

Caretaker's name \_\_\_\_\_ Check below to indicate if Caretaker is Youth's:  
 \_\_\_ custodial parent/\_\_\_legal guardian of the person/\_\_\_foster parent.

Insert address if different than Youth's: \_\_\_\_\_

Phone: Home\_\_\_\_\_/Work\_\_\_\_\_/Cell\_\_\_\_\_ email\_\_\_\_\_

Additional Caretaker's name \_\_\_\_\_ Check below to indicate if Caretaker is Youth's:  
 \_\_\_ custodial parent/\_\_\_legal guardian of the person/\_\_\_foster parent.

Insert address if different than Youth's: \_\_\_\_\_

Phone: Home\_\_\_\_\_/Work\_\_\_\_\_/Cell\_\_\_\_\_ email\_\_\_\_\_

Physician Name\_\_\_\_\_ Phone\_\_\_\_\_/Dentist Name\_\_\_\_\_ Phone\_\_\_\_\_

Check the following areas of concern for this Youth. If necessary, add another page with details:

1. Check to rate the Youth's swimming ability: \_\_\_good swimmer/\_\_\_fair swimmer/\_\_\_non-swimmer
2. Check to indicate if the Youth has allergies to any of the following:  
 \_\_\_pollens/\_\_\_medications/\_\_\_foods/\_\_\_insect bites. If checked, provide details below:  
 \_\_\_\_\_

3. Check if the Youth has ever experienced, or is currently being treated for, any of the following:  
 \_\_\_asthma/\_\_\_epilepsy/\_\_\_seizure disorder/\_\_\_heart trouble/\_\_\_diabetes/\_\_\_frequently upset stomach  
 \_\_\_physical handicap. If checked, provide details below:  
 \_\_\_\_\_

4. Date of the Youth's last tetanus shot: \_\_\_\_\_
5. Check to indicate if the Youth wears \_\_\_glasses \_\_\_contact lenses
6. Please list and explain any major illnesses the Youth experienced during the last year  
 \_\_\_\_\_

7. Should the Youth's activities be restricted for any reason? \_\_\_yes/\_\_\_no If yes, please explain below:  
 \_\_\_\_\_

8. Please list any medications the Youth is currently taking and the dosage requirements below.  
 \_\_\_\_\_

***9. Insert below, or if necessary, attach a sheet, describing in detail the nature and severity of any physical and/or psychological ailment, illness, propensity, weakness, limitation, handicap, disability, or condition to which the Youth is subject and of which RBC should be aware, and what, if any action of protection is required on account thereof. Also, list here any activities in which the Youth is not to participate.***

***\*\* Include names of medications your Youth is currently taking and the dosages for each.\*\****

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Has the Youth has been adjudicated delinquent or determined to be a sex offender or convicted of any crime: Yes No If yes, , provide details \_\_\_\_\_



## II. YOUTH CODE OF CONDUCT

Youth who participate in RBC Youth Group activities are prohibited from each and all of the following during participation in those activities: possession, use or being under the influence of alcohol, drugs, or tobacco; driving of motor vehicles; fighting; possession of weapons, fireworks, lighters, or explosives; boys in girls' sleeping quarters; girls in boys' sleeping quarters; refusal to participate in group activities (unless excused by an adult RBC leader of the activities); failure to respect property or other persons; and failure to comply with event schedules (unless excused by an adult RBC leader).

Youth who fail to comply with these expectations may be sent home at their parents' expense. I, the Youth, have read and confirm that I have permission to participate in Activities as noted in Part III, confirm the Part I Background Information, and agree to abide by the code of conduct.

Youth's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. PERMISSION, RELEASE & INDEMNITY.** The Youth will participate in many activities in connection with the RBC Youth Group. Some of these activities occur at RBC and others occur off the premises. These activities (which activities, including but are not limited to the transportation of participants by adult RBC employees or adult Youth ministry volunteers, are hereinafter referred to as "Activities") may be HAZARDOUS. Activities may include, but are not limited to: cookouts, boating, water skiing, swimming, basketball, roller skating, rollerblading, games in the park, soccer, broom ball, ice skating, volleyball, softball, baseball, camping, downhill skiing, snowboarding, hiking, biking, concerts, Bible studies, counseling, golfing, miniature golf, hayrides. *If I desire to limit the Youth's participation in any Activities, I agree to submit my wishes in writing to RBC's Youth Director prior to such Activities.* I understand that there are inherent risks involved in any of the Activities. I hereby give permission to seek whatever medical attention is deemed necessary for my Youth by RBC, its employees, or its Youth ministry volunteers, and consent to all treatments deemed necessary by emergency personnel or by medical personnel. I hereby represent that I have full knowledge of the risks involved in Activities, and that I assume any and all expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses. I hereby agree freely and expressly to ASSUME and accept ANY and ALL RISKS OF INJURY to the Youth while the Youth is participating in Activities. I understand that the Youth may, from time to time, be alone with an adult (male or female, who may or may not be transporting the Youth by motor vehicle), alone with other Youth, or totally alone, in the course of the Activities, and expressly permit this. I understand that the Youth is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver. I represent that I (hereinafter called "Caretaker") am a custodial parent, foster parent or guardian of the person of the above named Youth, and grant permission for the Youth to participate in Activities.

**IN CONSIDERATION OF THE ABOVE, AND OF THE OPPORTUNITY AFFORDED THE YOUTH TO PARTICIPATE IN ACTIVITIES, I, ON BEHALF OF THE YOUTH, MYSELF, AND OUR RESPECTIVE HEIRS, PERSONAL REPRESENTATIVES, AND ASSIGNS, ASSUME ALL RISKS WHICH MAY BE ASSOCIATED WITH AND/OR RESULT FROM YOUTH'S ACTIVITIES AND HEREBY AGREE TO HOLD HARMLESS, RELEASE, INDEMNIFY AND DEFEND RBC, ITS SUBSIDIARIES, AFFILIATES, THEIR RESPECTIVE OFFICERS, DIRECTORS, MEMBERS, AGENTS, VOLUNTEERS, EMPLOYEES, AND PERSONS PROVIDING EMERGENCY OR MEDICAL ASSISTANCE TO THE YOUTH AT THEIR REQUEST, OF AND FROM ANY LIABILITY, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER ARISING OUT OF OR RELATED TO ANY LOSS, DAMAGE OR INJURY TO THE YOUTH (INCLUDING BUT NOT LIMITED TO DEATH OF THE YOUTH) OR TO THE YOUTH'S PROPERTY OR TO THE PROPERTY OF OTHERS, THAT MAY BE SUSTAINED BY THE YOUTH WHILE PARTICIPATING IN ACTIVITIES, INCLUDING BUT NOT LIMITED TO, THOSE INJURIES AND DAMAGES CAUSED BY NEGLIGENCE, RECKLESSNESS, OR BREACH OF CONTRACT OR WARRANTY, EXPRESS OR IMPLIED, ON THE PART OF RBC, ITS SUBSIDIARIES, AFFILIATES, THEIR RESPECTIVE OFFICERS, DIRECTORS, MEMBERS, AGENTS, VOLUNTEERS, EMPLOYEES, AND PERSONS PROVIDING EMERGENCY OR MEDICAL ASSISTANCE TO THE YOUTH AT THEIR REQUEST.**

**IV. ADDITIONAL PROVISIONS.** I, the undersigned, represent that I have legal custody of the Youth named above and hereby consent to the Youth's attendance and participation in Activities, and agree to support RBC's enforcement of the above Youth's code of conduct. I agree promptly to bring the Youth home at my own expense, or to pay for costs incurred by RBC as a result of my unavailability to bring the Youth home, if deemed necessary by RBC. I authorize RBC to contact and/or allow any Caretaker and/or any of the following persons to receive custody of the Youth from RBC:

Name of person(s): \_\_\_\_\_

Phone \_\_\_\_\_/cell phone \_\_\_\_\_/email \_\_\_\_\_

Name of alternative person(s): \_\_\_\_\_

Phone \_\_\_\_\_/cell phone \_\_\_\_\_/email \_\_\_\_\_

I do \_\_\_/do not \_\_\_ grant permission to RBC to record and use, for ministry purposes (including but not limited to: group meetings; ministry-related websites; and RBC publications), photos, images, audio recordings, and videos of this Youth.

In the event any section of this Agreement is found to be unenforceable, the remaining terms shall be fully enforceable. This Agreement shall be binding upon the Youth, myself, and our respective heirs, personal representatives, and assigns, and all disputes between the Youth, myself and others arising from the Youth's participation in Activities will be governed by the laws of the Commonwealth of Pennsylvania. I have read this entire Agreement, fully understand it, and agree to be legally bound by its terms.

Caretaker Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Appendix I

### COMPUTER/DATA/INTERNET/PHONE/FAX USE POLICY

All access to RBC-owned computing facilities and connected data/phone networks must be approved by either the Pastor, Administrative Assistant, or Youth Director. The Pastor, the Administrative Assistant, and any other authorized users are responsible for all functions performed from their network or Internet accounts. Passwords are not to be shared with unauthorized users, and users should logout of the network when finished with the facilities. No abuse of people or illegal activity is permitted to be done on or through any RBC computer, phone, or other communication system. In addition, except for use of the RBC system by the Pastor, or by a person authorized in writing by the Staff Relations Team, to determine compliance with this policy, and except for actions taken by the Pastor or a person authorized by the Staff Relations Team following a decision to terminate an employment or volunteer relationship, RBC prohibits all attempts to monitor another user's data communications, to obtain another user's password, or to read, copy, change or delete another user's files or software without the prior permission of the owner.

This policy provides guidelines for the acceptable use of RBC's internet, voice mail, electronic mail, word processing, and other electronic communication applications, which are referred to collectively as "electronic information systems."

Employees are responsible for reading and abiding by the policies and procedures set forth below:

**Ownership and Control.** All users have the responsibility to use electronic information systems in a professional, ethical and lawful manner. Users are given access to electronic information systems to assist them in the performance of their jobs. The systems belong to RBC and are intended for use for authorized business purposes only. The use of all electronic information systems is a privilege, not a right, and RBC reserves the right to terminate any user's access to electronic information systems and to take other appropriate disciplinary action, up to and including termination of employment, in the event the use of those systems is not in accordance with this policy or other policies of RBC.

**No Privacy.** RBC considers all electronic information systems and communication stored or transmitted with the use of its computer network and software to be the property of RBC and reserves the right to access, review, disclose, disseminate, archive, and delete any and all such electronic information and communication. Users do not have a right of privacy or confidentiality relating to electronic communications. Users waive any right to privacy in anything they create, store, send, or receive. Use of RBC's electronic information systems constitutes consent by the user to inspection, monitoring, and/or disclosure of information created, stored, sent, or received by the user. RBC reserves the right, but not the duty, to inspect, monitor, or disclose all electronic communication to ensure the proper functioning of RBC's electronic information systems, to ensure user compliance with this policy, or for any other reason deemed to be in RBC's best interests; however, RBC does not routinely inspect, monitor, or disclose the contents of electronic communication.

**Compliance with Applicable Laws and Licenses.** Copying software, using shareware without proper registration, copying graphics for use as screen savers or wallpaper, and forwarding or copying e-mail messages all may constitute copyright infringement. Users must comply with all software licenses, copyrights, and state and federal laws governing intellectual property and online activity.

**Communicating Information.** Users should exercise the same care in drafting email, communicating in chat groups and posting items to newsgroups as for any other more formal written communication. Electronic communications tend to be less formal, but can, and likely will, be reviewed and/or used by others.

**Virus Protection.** Users must abide by any security guidelines established by RBC in the use of email and internet access and should guard against computer viruses and security breaches. Employees who use the internet may not transfer or install any software or files from the internet to any RBC computers (i.e., no downloading of software, programs, games, etc.) except in consultation with appropriate technical staff or advisors.

**Prohibited Uses.** Because electronic information is global in nature, users may encounter material that is inappropriate, offensive, and, in instances, illegal. RBC cannot control the availability of this information or restrict access to it, but users should be aware that they are responsible for the material they review. Storing, sending, receiving, displaying, printing, or otherwise disseminating electronic communication is strictly prohibited if the communication exhibits any one of the following criteria:

- fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, racist, sexist, defamatory or derogatory (users encountering such material should report abuses to the Pastor or a member of the Staff Relations Team);

- contains attachments that have not been subjected to virus checking;

- not related to RBC-approved activities;

- negatively affects network performance;

- contains copyrighted material (images or text) without the permission of the owner; or

- commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses, worms, and/or self-replicating code), political material, or any other unauthorized material for personal use.

**Telephone and Facsimile (Fax) Policy.** Telephone fax machines owned by RBC are provided for use by employees as tools to conduct RBC-related activities only. RBC has the right to monitor time usage and content of communications on this equipment. Personal use of RBC's telephones or fax machines for long-distance or toll calls is prohibited; users are expected to reimburse RBC for any charges resulting from their personal use of church telephones or fax machines.

## Appendix J

### RBC ABUSE REPORTING REQUIREMENTS

*(these requirements apply to persons involved in any church, nursery school, or associated activities)*

When abuse or sexual harassment of any kind has occurred, or there is suspicion it has occurred, it is important that every person involved take seriously the need to report to responsible church leaders what has happened in light of what they either observed or experienced. All aspects of the reporting process are to be considered highly confidential, and will be released only on a need-to-know basis.

A. Anyone having reasonable cause to suspect abuse must report to the following:

(i) if the suspected abuse was of a Child, then immediately call CHILDLINE: 800-932-0313. Within 48 hours, file written report (which may be electronic) as required by law.

(ii) in every case, immediately contact the Pastor, or if the Pastor is not readily available or is the suspected perpetrator, then the Moderator, or if the Moderator is not readily available or is the suspected perpetrator, then any other member of the Staff Relations Team. If the allegation involves the Moderator or the Pastor, then the Staff Relations Team shall notify whichever, if either of them, is not the suspected perpetrator, at the earliest possible time. If the allegation involves the Pastor, then the Moderator or Staff Relations Team, as the case may be, shall consult the policy and procedure document on clergy misconduct as provided by the American Baptist Churches of Pennsylvania and Delaware, which is filed in our church office. Any allegation reported to our Church's leadership will be taken seriously. In all cases, the person in contact with the reporter should listen carefully to the person reporting, but should not interrogate him/her, and should instead remain neutral, and not make judgments.

*Any person believing himself, herself, or any other person to have been harassed or discriminated against in violation of this policy, has the responsibility to report the incident to the Pastor and/or a member of the Staff Relations Team. If the conduct involves a clergy person, it should also be reported to American Baptist Churches of PA and DE. Upon a complaint being made, RBC will investigate the complaint. Upon conclusion of the investigation, RBC will take such actions as are warranted by the findings of the investigation. RBC will not retaliate in any way against anyone who makes a good faith complaint. Likewise, we will not permit any employee to engage in any type of retaliatory conduct. Retaliation is a serious violation of this anti-harassment policy and should also be reported immediately.*

B. As soon as the report has been received, and prior to answering investigative questions from police or investigative agencies, the party receiving the report shall contact RBC's attorney and ask the attorney to advise RBC as to the sequence of events to be followed, specific instructions relating to: legal reporting requirements; dealing with the media; the extent to which RBC may gather information from the alleged victim, the suspected abuser, witnesses, and the reporter; and the naming of professionals to be consulted. The party receiving the report shall prepare an "Abuse Allegation Report" (Appendix L) and shall also report the event to RBC's insurance carrier. The report will document the what, when, where, and how of the incident. All conversations, telephone calls, and any other contacts with the reporter, alleged victim, suspected perpetrator, witnesses, and anyone else associated with the incident should be documented in accurate detail, including in each instance the date, time, parties involved, and what transpired.

C. Once the report has been completed, the party receiving the report shall request that the Moderator (or, if Moderator is a suspected perpetrator of the abuse, then the Vice Moderator, or other members of Leadership Council if Vice Moderator is also a suspected perpetrator of the abuse) promptly convene a meeting of the

Review Committee (RC) consisting of those of such of the following as are not a suspected perpetrator of the abuse: the Moderator; the Vice Moderator; and the Pastor. If the RC is all of one gender, the presiding member (Moderator, Vice Moderator, or Pastor, in that order) will appoint an additional member of the opposite gender. If a mental health professional is a member of the congregation, then this person should be asked to be available as a volunteer consultant to the RC. If no volunteer consultant is available in the congregation, then another may be engaged by RC upon approval of Leadership Council. At the meeting, the presiding officer will brief the RC on the allegations. If the reporter has provided a written account, it should be presented to the RC at this time. If no written report is available, then the presiding member should brief the RC by sharing whatever is available.

D. The Pastor, if a member of RC, or if not, then another articulate person appointed by RC, shall serve as the sole spokesperson to provide information/represent RBC's position on abuse to the media. Care must be taken to protect the privacy and confidentiality of all involved. Only the designated person shall speak to the media for RBC.

E. This paragraph E shall apply in cases other than those of suspected or actual Child abuse. To the extent deemed advisable by legal counsel, RC will endeavor to meet separately, as soon as possible, with the alleged victim, the suspected abuser, witnesses, and the reporter to gather information. In consultation with the attorney and other advisors, RC will, as soon as possible, assess the need for support services for the alleged victim, the suspected abuser, witnesses, the reporter, and their close family members who may need special care and support at this time, and facilitate the securing of those services. Neither the RC nor the RBC's members should prejudge the situation, but take the allegations seriously and reach out to all parties. RBC intends to be a caring and supportive congregation. RC's presiding member shall, as soon as possible after this first meeting, unless advised otherwise by legal counsel, notify in writing the suspected abuser of the report of abuse and actions taken to date, and notify the alleged victim, the suspected abuser, witnesses, and the reporter as to any advisors assigned to work with each of them from the RC.

F. Under the guidance of RBC's attorney, RC's presiding member should also make whatever additional notifications are legally required to law enforcement agencies or social service organizations (full cooperation will be given to civil authorities under the guidance of RBC's attorney), and the RC shall provide a report and make recommendations to Leadership Council regarding a course of action.

**Appendix K**

**RBC REPORT OF SUSPECTED ABUSE**

Date Reported: \_\_\_\_\_ Time Reported: \_\_\_\_\_  
To Whom Reported: \_\_\_\_\_ By Whom Reported: \_\_\_\_\_  
Reporter's Telephone Numbers (main phone) \_\_\_\_\_ (cell phone) \_\_\_\_\_  
Date of Alleged Abuse: \_\_\_\_\_ Time of Alleged Abuse: \_\_\_\_\_  
Place of Alleged Abuse: \_\_\_\_\_  
Name of Victim: \_\_\_\_\_  
Contact Telephone Number for Victim (main phone): \_\_\_\_\_ (cell phone): \_\_\_\_\_  
Name of Alleged Abuser: \_\_\_\_\_  
Brief Description of Alleged Abuse:

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Person to Whom Suspected Abuse was Reported

Name of Person Contacting Pastor/Moderator: \_\_\_\_\_  
Telephone Number of Person Contacting Pastor/Moderator: \_\_\_\_\_  
Time of Contacting Pastor/Moderator: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Pastor, Moderator, Vice Moderator,  
or Other Member of Leadership Council (see Appendix J)

Review Committee Formation Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Members: \_\_\_\_\_  
\_\_\_\_\_

First Meeting of Review Committee Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Committee Members Present: \_\_\_\_\_  
\_\_\_\_\_

Date of Review Committee Report/Recommendations to Leadership Council: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Review Committee Presiding Officer