

First Congregational Church, UCC

Granby, CT

POLICIES AND PROCEDURES FOR A SAFE CHURCH



SEPTEMBER, 2013

INTRODUCTION

First Congregational Church, Granby CT (FCCG) is a Christian community of faith which seeks to create a safe and healthy environment where children, youth, and adults of all ages and abilities can learn about and experience the love of God and neighbor. FCCG is also an Open and Affirming congregation: we affirm the dignity and worth of every person, regardless of age, gender, ethnicity, race, mental or physical ability or sexual orientation. We celebrate the gifts that each person brings to FCCG and extend an extravagant welcome to full participation in this congregation.

We cannot simply assume that our church is a safe place. We know that we cannot eliminate all risks, but we can strive to reach that goal by taking intentional and direct actions. It is in this spirit that FCCG adopts and maintains these Safe Church Policies and Procedures ("Safe Church Policy"). This document and attached Appendices establish guidelines and procedures for creating and administering a safe and secure sanctuary for all persons entrusted into this congregation's care. They are also designed to help guide and protect those who have regular responsibilities as leaders and teachers.

The First Church Safe Church Policy will be amended from time to time to incorporate our own Lessons Learned and changes in policy among other churches and similar groups.

GENERAL BACKGROUND

Scope

Note: Initially, this Safe Church Policy focuses only on Children and Youth. Once these provisions are in place, discussion will turn to adding sections which will focus on Elder Abuse; Special Needs Children and Adults; Adult Misconduct; Internet Safety; and Building Safety. You will see that some of the discussion below anticipates future expansion of the policy to encompass these other areas

FCCG's Safe Church Policy applies to all members of the congregation, and establishes particular responsibilities for all persons who work as pastors, staff or regular volunteers with children, youth and adults at our church. It is applicable to all activities which take place within the building and properties of FCCG as well as to any programs, activities or events scheduled as a part of the ministry of this church which take place outside of FCCG facilities. It covers screening, selection, training, supervision and conduct for all staff and regular volunteer workers involved in the ministries of this congregation.

Shared Responsibilities:

FCCG will work diligently to keep all persons involved in the life and ministry of the congregation informed about Safe Church Policy, through informational sessions and open communication. Volunteer and paid employees such as pastors, administrative staff and building caretakers will have additional requirements for comprehension and implementation, such as screening, education and regular updates.

All members of the FCCG community, including but not limited to those noted below, will be expected to comply with the Safe Church Policy.

- Pastors:
 - Will comply with all policies and procedures as described in the most current copy of *The Manual on Ministry of the United Church of Christ*.
 - Will complete required Connecticut Conference training in clergy misconduct prevention and continue to update their understanding of boundary issues as required by the conference and local association.
- Staff (*defined in "General Safe Church Definitions"*):
 - Will complete required employment background and confidentiality forms.
 - Will attend a training session and any refresher sessions on the Safe Church Policy as deemed necessary by FCCG.
- All Volunteers (*defined in "General Safe Church Definitions"*):
 - Will complete a Safe Church Volunteer Screening Form (Appendix ____)
 - Will review the Safe Church Policy and attend a training session and any refresher sessions as deemed necessary by FCCG.

Definitions

Note: Definitions applicable to a specific section are found within that section, e.g., "Child Abuse" is defined in "Child Abuse – Response and Reporting Procedures."

Adult - any individual at least eighteen (18) years of age.

Church Council - the governing body of FCCG.

Criminal Background Check (CBC) is the procedure used by FCCG or other qualified agency to research the background of ministers and volunteers for criminal activity.

Incident Report: a written report (Form ___) of any unusual occurrence at FCCG.

Mandated Reporter – under Connecticut law, any person required by state and local authorities to report child or elder abuse. See Child Abuse Reporting and Elder Abuse Reporting, below.

Ministers of FCCG – Consistent with our understanding of the priesthood of all believers, all clergy, staff, lay leaders, and authorized volunteers are "ministers" to the congregation. Thus, as used throughout this document, the term includes but is not limited to our Pastors and any other ordained clergy serving FCCG. It also encompasses any person engaged in the ministry of FCCG, however designated, compensated or volunteer, permanent, interim or temporary in nature, and who is acting on behalf of the church and with the church's consent, expressed or implied.

Minor – any individual under the age of eighteen (18).

Moderator - The lay leader of FCCG and the presiding officer for all meetings of the Church Council.

Pastor - a person who holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ.

Safe Church Advocate – The FCCG Pastor or designee charged with oversight for administering essential steps in the Safe Church Policy. This responsibility includes but is not limited to: handling background checks, coordinating with administrative staff for filing and record-keeping, overseeing screening, orienting and follow-up training, and assisting the Safe Church Team as described in this document. In FCCG's current staffing model, the Safe Church Advocate will be the Associate Minister.

Safe Church Team - a team of leaders who oversee implementation and administration of FCCG's Safe Church Policy.

Staff – paid employees of FCCG.

Volunteer - any person who provides regular volunteer services for FCCG programs or ministries involving children, youth, adults, the elderly or the infirm. This includes, but is not limited to: church school teachers, superintendents; advisors for youth gatherings and special events, childcare volunteers, confirmation mentors, drivers for any church event or program, volunteers with caring

ministries, and helpers who work with the child/youth choirs. Volunteers are recruited, screened and endorsed by the appropriate church committee and/or designee.

Safe Church Team

The FCCG Safe Church Team will oversee the implementation and administration of the Safe Church Policy.

Safe Church Team Composition

The team will be comprised of a member of:

The Board of Christian Education (Faith Development)

The Pastor currently serving in the role of Safe Church Advocate

An at-large member of the church to be appointed annually by Council

Safe Church Team Function

The Safe Church Team will:

- Annually review and update the Safe Church Policy
- Oversee distribution of this document to all committees and boards of FCCG
- Confirm staff and volunteers working with children, youth and elders are trained in following the Safe Church Policy
- Oversee completion of Criminal Background Checks
- Receive and manage Incident Report Forms
- Maintain strict confidentiality

Location of Safe Church Policy

Copies of the Safe Church Policy will be kept in binders in three locations:

1. The church office
2. The church school office
3. The Senior and Associate Ministers' offices

All forms referenced in this document are included in the Appendices.

CONDUCT OF MINISTERS TO FCCG – APPLICABLE TO ALL

We have defined "Ministers to FCCG" to include all clergy, staff, lay leaders, and volunteers who serve the congregation. It is especially important that every Minister to FCCG be adequately prepared and educated for the ministry in which they serve others, and that they understand the ways in which their use or misuse of authority may impact others. Each Minister to FCCG is obligated to demonstrate and encourage safe conduct by being attentive to self-care, continuing education,

maintenance of personal boundaries, and support of those who are vulnerable or in need of support or refuge.

Every Minister to FCCG shall acquire knowledge of the details of the Safe Church Policy in order to:

- Prevent sexual exploitation or sexual harassment by anyone engaged in ministry on behalf FCCG.
- Maintain a physically safe environment for ministry
- Prevent child abuse and elder abuse.
- Understand and maintain standards for contact between employees, staff and children in programs organized by FCCG on or off of church property.
- Communicate to others and practice guidelines regarding electronic communications and social media.
- Understand how, by their action or inaction, they individually pose a risk to the church in the form of legal liability or loss of reputation.
- Refrain from using a position of power or authority to exploit an advantage over any other person, adult or child. Pastors shall hold themselves to a higher standard of care with respect to their personal conduct and relationships with the congregation, church staff and volunteers, whether pastoral, administrative or personal in nature. Utmost care and good faith are expected.

SCREENING AND TRAINING

All volunteers and Ministers to FCCG (excluding Pastors) will participate in the screening and training procedures established in this section.

Background Verification

The Volunteer Screening Form (Appendix, Form ____) will be distributed to all new volunteers prior to any work with children and youth, and must be submitted to the church office prior to beginning the volunteer work. Staff and volunteers will be required to complete a new Screening Form every three years.

If, upon review or processing of the completed Volunteer Screening Form, or upon receipt of the completed Criminal Background Check, more information is required, a Pastor and another a member of the Safe Church Team will meet with that individual to discuss the information provided. A Pastor and the Safe Church Team will determine whether further background investigation is appropriate for any staff or volunteer. An individual may choose to withdraw from the requested volunteer activity, in which case further background checking will not be completed. An agreement for participation in the life of FCCG will be established on a case-by-case basis, including the determination that the

individual must agree not to volunteer or be in one-on-one situations with children, youth or the elderly at First Church. The protection of all church friends, members and visitors, is the over-riding purpose of this policy.

FCCG shall use a national criminal background verification service selected by the Safe Church Team. FCCG may require a Criminal Background Check on any prospective Pastor or other employee, any prospective volunteer who will supervise youth or children overnight, and any volunteer who will be working with children and youth.

Individuals will have a right at all times to review any information pertaining to them which is gathered as part of this process.

Completed forms and reports from the background verification service shall be maintained for three years by the Safe Church Team in a secured/locked location in the FCCG church office.

Training

All Ministers to FCCG who work with youth and children shall receive training on the Safe Church Policy. Each will be given a copy of the policy to review and an opportunity to ask questions. Each will sign a Participation Covenant (Form __) which will be kept in the files of the Safe Church Team. Those individuals who have regular, direct contact with children and youth or the elderly will also receive education about child and elderly abuse awareness and reporting procedures.

Training procedures: Initial and refresher training sessions will be offered at the beginning of each church school term. The Safe Church Team will keep a record of those who have received training.

CHILDREN'S MINISTRY PROTECTION AND SUPERVISION

FCCG is committed to creating a safe and healthy environment in which children can learn about and experience God's love. Therefore, we provide supervision for all activities and programs involving children and employ practices that provide for the safety of children and those who care for them.

As used in this section:

Nursery Caregiver - a Volunteer who supervises activities in the nursery room(s). The caregiver must be at least 16 years of age.

Occasional Volunteer - someone who assists in a classroom or helps with a trip or event but has not committed to a regular role. This individual functions in a non-supervisory role in the presence of an approved teacher or caregiver and must be at least 12 years old.

Teacher - a Volunteer or pastor who leads classroom activities. Teachers must be at least 16 years of age.

Two Adult Policy

Each class will have at least two adult teachers or a teacher and a volunteer.

If that is not possible or practicable, the teacher may elect to hold class or continue the activity but must keep the door open.

Windows in classroom doors will remain uncovered. Any classroom door without a window should remain open while class is in session.

If circumstances dictate that a child must be alone with a teacher, the teacher should notify a parent or guardian and wait with the child in a public space on church grounds.

Registration Forms

The Board on Christian Education (Faith Development) will require parents or guardians of all children participating in the educational ministry program to complete a registration form for each child (Form ____). The registration form includes contact information and information regarding allergies or any other relevant medical concerns.

Discipline

The purpose of discipline is to maintain order in a manner consistent with the teaching of Christian responsibility, respect and cooperation.

Teachers are expected to clearly and respectfully communicate expectations as to appropriate behavior in their class at the beginning of each school year or teaching season as appropriate,

and on a periodic basis throughout the school year. In addition, a covenant of behavior expectations will be posted in each classroom.

If a child's behavior is disruptive, the teacher is instructed to address the issue with the child directly. Should the behavior be repeated, the teacher will contact a Pastor or Christian Education Board (Faith Development) member, who will follow up with parents/guardians as necessary.

No child will be disciplined by the use of any form of humiliation, or by any other form of verbal, physical, psychological or emotional abuse.

Health and Safety

A First Aid kit will be available in the nursery, in each classroom, the kitchen, and the church office. These supplies will be maintained by Faith Development and monitored on a quarterly basis.

Fire safety information, emergency evacuation routes and meeting place will be clearly posted in every classroom, along with emergency numbers for the police and fire departments. This information will be kept up-to-date by the Trustees.

Emergency procedures, including evacuation plans, will be reviewed at each teacher orientation.

If there is a medical emergency, a Pastor should be contacted and a parent/guardian will be contacted, and 9-1-1 called as warranted.

Incident Report Forms (Form A-1) are kept in the church administrative office and should be utilized as necessary. Completed forms are kept on file in the secured files of the Safe Church Team.

The importance of hand washing before handling food and after any clean up is emphasized. Classroom snacks are offered in support the curriculum or when the class is celebrating a special event. Food allergies of those present will be identified by the teacher or adult leader prior to snacks being served.

YOUTH MINISTRY PROTECTION AND SUPERVISION

FCCG is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. Therefore, we will provide supervision for all ministries and activities involving youth and employ practices that provide for the safety of all youth participants as well as teachers, leaders or helpers who serve in these ministries.

As used in this section:

Adult - person 18 years of age or older. Adult volunteers should generally be at least five years older than the youth and have been part of the church community for six months.

Occasional Volunteer - an adult who helps with an event (trip, retreat) but has not committed to regularly helping with youth activities. If driving youth to an event, the adult should be at least 21 years of age.

Off-Site Event - A youth event requiring transportation that is scheduled off FCCG Church property and may or may not include an overnight (e.g. bowling, mission trip, retreat)

Teacher, Leader - a paid or volunteer adult worker who has direct responsibility for the care of youth under their supervision.

Youth: All minors participating in any of FCCG's youth ministry groups

Two Adult Policy

The Two Adult Policy is intended to protect youth and prevent adults from encountering a situation where they could be wrongfully accused. Therefore, no adult should be alone in the church or at a church-approved activity with a youth that is not related to him or her.

At least two adults should wait with youth being picked up after an event. In the event that an adult is alone with a youth waiting to be picked up, they should wait in a public space.

It is permissible to have one adult per car carrying youth to an off-site event, provided there are at least two youth being transported.

Permission, Medical Release and Covenant Forms

All children and youth participating in youth programs must have a FCCG Activity Authorization & Medical Release Form (Form __) on file. These forms will be kept on file in the Church office for the year. A FCCG Single Event Youth Permission Form (Form ____) will be filled out for any off-site overnight trips.

All children and youth participating in programs will develop and sign a Covenant with their leaders at the beginning of the year.

Off-Site Event Guidelines

Parents or guardians and participating youth shall be given information ahead of time about programs, activities, leaders, chaperones, dates, times, cost, method of transportation, purpose of the scheduled trip or activity, and other details whenever possible.

All occupants of a vehicle must use an individual seat belt (no multiple belting) at all times during the operation of the vehicle.

The driver should not use a cell phone while driving except for navigation or a true emergency, and then the driver is encouraged to pull off the roadway to a safe spot.

Appropriate supervision: The two adult policies and procedures apply for all church events including those held off-site. On an overnight trip there will be at least one male and one female chaperone.

Discipline

The purpose of discipline is to maintain order in a manner consistent with the teaching of Christian responsibility, respect and cooperation.

Mutual respect in communication between youth and leaders, teachers and chaperones is expected. Appropriate behavioral expectations will be clearly communicated.

Disruptive, disrespectful or dangerous behavior will be addressed by the leader, teacher or chaperone in charge. If this behavior occurs on a trip or at a meeting, the leader reserves the right to contact the parent/guardian and send the youth home at the parents'/guardians' expense.

No youth will be disciplined by use of any form of humiliation or by any other form of verbal, physical, psychological or emotional punishment.

Adult volunteers must report all infractions of youth rules to a Pastor or adult leader of the group. Follow-up discipline will be mutually determined by those adults involved, at the discretion of the Pastor or adult leader.

CHILD ABUSE RESPONSE AND REPORTING

Through our Safe Church Policies and training programs, we seek to prevent abuse from occurring at FCCG. Allegations or reasonable suspicions of abuse will be taken seriously and reported to appropriate church and state authorities. All the actions and documentation described below will be held in the strictest confidence and as such as few people as possible will be informed. It is the responsibility of all concerned to maintain confidentiality.

As used in this section:

Child - A person under the age of eighteen.

Child Abuse - Inappropriate and harmful verbal, physical, emotional or sexual behavior toward a minor. Child abuse includes any action that endangers or harms a minor's normal development and well-being. It also includes neglect or the failure to provide for a minor's physical and emotional needs. Child abuse is sexual abuse when it involved a minor in sexual activities that is not appropriate for the minor's age. Child sexual abuse always involves a relationship in which there is an imbalance of power. Such consent is impossible whenever there is an imbalance of power, for example, between pastor and congregant, between a church school teacher or youth leader and a child, or between a choir director and a choir member.

Department of Children and Families (DCF): The Connecticut Department of Children and Families (DCF) manages child abuse and neglect reports.

Incident Report: a written report using Form ____ (See Appendix, ____) for safety-related incidents or allegations of misconduct at FCCG.

Mandated Reporter – a person who, by virtue of his/her profession or position, is required by law to report all reasonable suspicions of child abuse. Mandated reporters in Connecticut are listed in CGS § 17a-101.

FCCG observes the Connecticut standard for reporting abuse. Anyone who by law is a Mandated Reporter with a reasonable cause to suspect or believe that a child has been abused or neglected, has had non-accidental physical injury inflicted upon such child, or is placed at imminent risk of serious harm, must report such to the Connecticut Department of Children and Families ("DCF") as required by law.

Reporting Process

If in the context of a class or other event, a child discloses information or an adult otherwise has a reasonable cause to believe that a child is not safe, the incident must be discussed promptly with the ministerial staff to clarify and determine an appropriate level of response.

Incident Reports are required for all safety-related incidents or allegations of misconduct that occur at FCCG. They must be submitted to the Safe Church Team or the appropriate staff member (the Safe Church Advocate or a Pastor) even if it is determined that an oral or written report will not be filed with DCF. These forms will be stored in a secure and confidential location.

As indicated, mandated reporters are required to report instances of child abuse to DCF. In addition, however, anyone may make a report directly to DCF, and may do so as either an identified or anonymous reporter. Reporters can file anonymously by calling: Connecticut Child Abuse Hotline Toll-Free: (800) 842-2288. Additional information on child abuse and neglect and about the reporting process may be found at <http://tinyurl.com/mgq23w3>

Pastoral Staff and Safe Church Team Roles

Any person raising a concern of abuse should contact the Safe Church Team and/or confidentially discuss their concern with a pastor of FCCG.

The role of the Safe Church Team is to receive the allegation, provide leadership and guide the reporter through the DCF contact process. Investigation and evaluation of concerns of abuse is the role and obligation of DCF and not of the reporter, pastor, or the Safe Church Team.

Allegation Against Clergy

If there is an allegation against an FCCG Pastor, the Moderator will contact the Committee on Church and Ministry at the Farmington Valley Association and notify FCCG's insurance carrier. The church will seek the counsel of the Association regarding action to be taken.

APPENDIX

Safe Church Guidelines for Workers with Children and Youth including Required Forms* (summary)

Child Abuse and Neglect or Exploitation Reporting in CT Elder Abuse, Neglect Reporting:

http://www.ncea.aoa.gov/NCEAroot/Main_Site/Find_Help/State_Resources_Directory.aspx?state_id=ct

Definition of Mandated Reporters in CT for Children & Elders

Children: Connecticut General Statutes, Section 17A-101 (b) The following persons shall be mandated reporters: Any physician or surgeon licensed under the provisions of chapter 370, any resident physician or intern in any hospital in this state, whether or not so licensed, any registered nurse, licensed practical nurse, medical examiner, dentist, dental hygienist, psychologist, coach of intramural or interscholastic athletics, school superintendent, school teacher, school principal, school guidance counselor, school paraprofessional, school coach, social worker, police officer, juvenile or adult probation officer, juvenile or adult parole officer, member of the clergy, pharmacist, physical therapist, optometrist, chiropractor, podiatrist, mental health professional or physician assistant, any person who is a licensed or certified emergency medical services provider, any person who is a licensed or certified alcohol and drug counselor, any person who is a licensed marital and family therapist, any person who is a sexual assault counselor or a battered women's counselor as defined in section 52-146k, any person who is a licensed professional counselor, any person who is a licensed foster parent, any person paid to care for a child in any public or private facility, child day care center, group day care home or family day care home licensed by the state, any employee of the Department of Children and Families, any employee of the Department of Public Health who is responsible for the licensing of child day care centers, group day care homes, family day care homes or youth camps, the Child Advocate and any employee of the Office of the Child Advocate and any family relations counselor, family relations counselor trainee or family services supervisor employed by the Judicial Department.

Elders: Connecticut General Statutes, Section 17b-451

(a) Any physician or surgeon licensed under the provisions of chapter 370, any resident physician or intern in any hospital in this state, whether or not so licensed, any registered nurse, any nursing home administrator, nurse's aide or orderly in a nursing home facility, any person paid for caring for a patient in a nursing home facility, any staff person employed by a nursing home facility, any patients' advocate and any licensed practical nurse, medical examiner, dentist, optometrist, chiropractor, podiatrist, social worker, clergyman, police officer, pharmacist, psychologist or physical therapist,

Volunteer Covenant

Volunteer Application & Screening Form

Incident Report Form

First Aid Procedures*

Fire Safety & Disaster Evacuation Plan Forms*

Information for Volunteers (includes Driver Procedures)*

FCCG Church School Registration Form (Children and Youth)

FCCG Activity Authorization Form & Medical Release (KIC, Mid-Hi, G-Crew)

FCC Youth Permission Form (Single, Overnight and/or Off-site Events)

Sample Children and Youth Behavior Covenants

Acknowledgement of FCCG Safe Church Policies and Procedures*

**These forms are still being developed.*

Volunteer Covenant

First Congregational Church, Granby CT (FCCG) is a Christian community of faith which seeks to create a safe and healthy environment where children, youth and adults of all ages and abilities can learn about and experience the love of God and neighbor.

The following statements reflect our commitment to preserving this church as a safe place where people can grow in faith.

- Adult volunteers will read the Safe Church Policies and Procedures Manual.
- All adult volunteers involved with children, youth or other persons in our congregation will have been part of the church community for six months before involvement in a volunteer ministry role, at the discretion of the pastor(s).
- Any adult who has been convicted of child abuse (physical, sexual or emotional abuse) or who has charges of such abuse pending will not work with children or youth in any church-sponsored activity.
- Adults volunteering with children and youth will observe the Two-Adult rule whenever possible, preventing adults from being alone with an unrelated child.
- Adult volunteers will immediately report any behaviors that seem inappropriate or abusive to one of the pastors or to a Safe Church Team member.
- Any information a child discloses that raises concern about her or his safety, will be discussed promptly with a pastor or other designated adult leader to clarify and determine an appropriate level of response.

I have read this Volunteer Covenant, and I agree to abide by these policies regarding my service in ministries with children, youth, and all other persons involved, as stated above.

Signature of Applicant

Date

Print Full Name

First Congregational Church, Granby CT 219 North Granby Road, Granby CT 06035 860-653-45337

Volunteer Application & Screening Form

First Congregational Church, Granby CT 219 North Granby Road, Granby CT 06035 860-653-45337

Name _____
Last First Middle initial

Address _____
Street City Zip

Home Phone _____ Work _____

Cell Phone _____ E-mail _____

Best time to be contacted _____

Number of hours available per week _____ Prefer: AM PM

Best Day(s) to serve: Mon. Tues. Weds. Thurs. Fri. Sat. Sun.

Position applying for _____

Present church member _____ Yes _____ No _____ In membership process

Church positions held in the past _____

Occupation _____

Where employed _____ F/T P/T

What skills, spiritual gifts, or talents do you have which might be useful in this position?

What training or experiences do you have which might be useful in this position?

Have you ever been convicted of child abuse or sexual abuse, or been involved in any activities related to molesting or abusing children/youth? Yes No

If yes, please explain.

What moving violations are on your driving record? Please list and explain.

Please share any youth work – at churches or any other organization) you have been involved in over the past five years.

REFERENCES: (Please provide the name and phone number for three personal references, including a former supervisor, if possible).

NAME

PHONE

ORGANIZATION

I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration, and may result in my removal if discovered at a later date.

Signature _____ Date _____

Rcv'd _____ by _____

Incident Report Form – Safe Church Policy FCCG

Complete for all incidents, accidents or unusual occurrences that take place on the church premises or at any church-sponsored event. Complete and file this report with the FCCG Safe Church Team within 24 hours of the incident.

REPORTER: _____ Date of Incident: _____ Time: _____

IDENTIFICATION of person(s) involved (*three areas provided, use additional sheet if needed*)

1. Name: _____ Age: _____ Gender: _____

Address: _____

Relationship to First Church: _____

(Employee, Volunteer in ministry, Member, Visitor, etc.)

2. Name: _____ Age: _____ Gender: _____

Address: _____

Relationship to First Church: _____

(Employee, Volunteer in ministry, Member, Visitor, etc.)

3. Name: _____ Age: _____ Gender: _____

Address: _____

Relationship to First Church: _____

(Employee, Volunteer in ministry, Member, Visitor, etc.)

SPECIFIC LOCATION OF INCIDENT: _____

WITNESS(ES) if present: _____

Briefly describe the nature and extent of the accident, injury or suspected abuse, and the circumstances under which you became aware of this information. Cite the source of *ANY* information not observed first-hand.

OVER

TREATMENT, shelter or other action/supports immediately provided:

Additional action(s) (e.g. *calling 911, family notification, alternative transportation, contact with authorities*):

NOTE: INDIVIDUALS UNDER AGE 18 REQUIRE PARENT NOTIFICATION. INCLUDE TIME OF NOTIFICATION ON THIS FORM.

DISPOSITION: _____

NAME OF PERSON COMPLETING THIS REPORT:

(Please PRINT)

SIGNATURE OF PERSON COMPLETING THIS REPORT:

(Signature)

ADMINISTRATIVE USE ONLY:

NAME of FCCG representative receiving this report:

DATE received: _____

CHURCH SCHOOL REGISTRATION FORM
FIRST CONGREGATIONAL CHURCH, GRANBY
2013 - 2014

Family Name: _____

Parent's Name: _____ **Parent's Name:** _____

Address(es): _____

Telephone Number(s): _____

E-Mail(s): _____

Child's Name: _____ **Grade:** _____

Birthdate: _____ **Allergies?** _____

Special Needs or Considerations? _____

Child's Name: _____ **Grade:** _____

Birthdate: _____ **Allergies?** _____

Special Needs or Considerations? _____

Child's Name: _____ **Grade:** _____

Birthdate: _____ **Allergies?** _____

Special Needs or Considerations? _____

Photos of our students are occasionally printed in brochures, on the church website, in local newspapers and/or at social media sites like the church's Facebook page and/or displayed within the church. **Do you give permission for your child/children's photos to be shared in this manner?**

Yes _____ **No** _____ *Comments:*

We are always looking for volunteers to help make our program as rewarding as possible!
Please indicate areas of interest:

Substitute Teacher _____ Nursery Helper _____ Crafter _____ Musician _____ Special Events _____

Youth _____ OTHER: _____

Parent or Guardian Signature

Date

*THANK YOU! Please use the back of this sheet for anything else you'd like us to be aware of.
--The Faith Development Team at FCCG*

First Congregational Church, Granby CT
Church School Behavior Covenant for Children and Adults

I _____, a member of the
_____ class, covenant to be a faithful and active participant
in the church school experience at First Congregational Church, Granby (FCCG). I
agree to the following:

1. I will treat all people - those in my class, my teacher, and other children and teachers in other classes - with dignity and respect. I understand that different people learn in different ways and at different paces, and I will treat each learner with sensitivity, just as I can expect to be treated.
2. I will be positive and participate as fully as possible in the class activities as guided by my teacher or other adults in leadership. I will use positive language and refrain from profanity and other forms of negative self-expression.
3. I understand that one person speaking at a time is the best way to listen and respond in my classroom and so, I will do my best to avoid interrupting others when they are speaking.
4. I understand that the use of cell phones, Ipads, Ipods, MP3 players and other types of technology will be permitted on a restricted use basis only as agreed upon by the group. This means that I will put away all devices on entering the classroom, unless I am given permission to use it as a tool during class activities. I understand that any abuse of these terms will result in such items being confiscated till the end of class, and notification of my parents.
5. I will be responsible for making my own decisions and monitoring my own behavior; rather than being a “follower” I will be my own person, guided by Christian values of kindness, courtesy, compassion and respect for all people.

Signature: _____ Date: _____

Parent Signature: _____ Date: _____

First Congregational Church, Granby CT (FCCG)

Godly Play Behavior Covenant

We come to church school to learn God's stories and to help our classmates learn them too. We try to follow an important rule that Jesus taught his followers: "Do to others what you would have them do to you" (Matthew 7:12). We make this covenant, a special promise to God and to each other, so church school will be a safe and happy place for everyone.

I, _____, promise to do my best to follow these rules:

1. I will treat others kindly. Everyone is welcome at church school.
2. I will listen when someone else is speaking. I know I will get a turn to speak, too.
3. I will participate in class activities. I will share my ideas and questions, cooperate with my classmates and be helpful to my teachers.

Signature: _____ Date: _____

Parent Signature: _____ Date: _____

**LOVE GOD
LOVE OTHERS
GOD LOVES YOU**

(From the Godly Play Story "The Ten Best Ways to Live")

2013-14 G - Crew Activity Authorization Form & Medical Release Form (on reverse)

Dear Parents/Guardians,

We need your assistance with updating our current permission and medical release forms. In keeping with our policy, all minors participating in church-related events must have a signed authorization form from his/her parent or guardian. Please take a few moments to fill out and sign this form, which will be kept with our records on site.

If you have any questions or need further information, please call the church office at 653-4537 or e-mail me at nada@firstchurchgranby.org

I give my child _____ permission to participate in church sponsored activities associated with the 2013-14 First Congregational Church, Granby youth program. I give my permission for my child to be transported to and from activities by church-approved adult drivers. _____

Initials

I also give permission for my child's picture or likeness to be shared in church-related digital formats such as photos, videos and/or other medias used by First Congregational Church, Granby CT (called FCCG hereafter) & G-Crew for informational or educational purposes in the pursuit of its mission. _____

Initials

Child's Name _____

Parent or Guardian _____

Address _____ City _____

Home Phone _____ Work Phone _____

Cell Phone(s) _____

Emergency Contact _____ Phone _____

Parent/Guardian Signature

Date

If there are any special instructions regarding your child, please list:

OVER TO COMPLETE MEDICAL RELEASE FORM! →

2013-14 G-Crew Medical Release Form

(Please print)

Name _____ Age _____

Address (Street) _____

(city) _____ (state) _____ (zip) _____

Phone: _____ Cell Phone: _____

Primary Care Physician: _____ (City) _____

Secondary Contact: _____ Phone _____

Health History Please list any health problems, past or present: _____

Allergies Please list any allergies, past or present (including medications): _____

Date of last tetanus shot: _____

List the name and dosage of any medications that must be taken: _____

Any other mental or physical health concerns to be aware of: _____

If there is any reason that your child should require medical attention, we will make every effort to notify you and to get from you any information necessary to give proper medical service. Thank you! Pastor Nada Sellers, for FCCG's Board of Christian Education.

Parent/Guardian

Date

FCCG SINGLE EVENT Youth Permission Form

Dear Parents/Guardians,

From _____ (dates) _____, your child will have the opportunity to participate in the First Congregational Church, Granby CT (Called FCCG hereafter) _____ program (Other details as needed HERE).

All children attending _____ must have a signed permission slip from his/her parent or guardian. Please take a few moments to fill out and sign this form, which will be kept with our records on site.

If you have any questions or need further information, please call the church office at 860-653-4537 or e-mail me at nada@firstchurchgranby.org

I give my child _____ permission to participate in church sponsored activities associated with _____ Program and, when my child is participating in these activities, I give my permission for my child to be transported to and from the activity by church-approved adult drivers.

I also give permission for my child's picture or likeness to be shared in church-related digital format such as photos, videos and/or other medias used by FCCG for informational or educational purposes in the pursuit of its mission. _____
(Initials)

Child's Name _____

Parent or Guardian _____

Address _____ City _____

Home/Cell Phone _____ Work Phone _____

Emergency
Contact _____ Phone _____

Parent/Guardian Signature _____ Date _____

If there are any special instructions regarding your child, please list: