

APPENDIX C – CHILD AND YOUTH SAFETY POLICY FOR OUTSIDE GROUPS (SECTION V)

Child and Youth Safety Policy for Outside Groups Child and Youth Safety Policy for Outside Groups Alpharetta Presbyterian Church, Alpharetta, Georgia (Appendix C of the Child and Youth Safety Policy) Revised and Approved by Session on May 24, 2018 .

I. PURPOSE:

APC seeks to provide a safe and caring environment for our children and youth to gather, serve, learn and grow. This policy is designed to protect children and youth in our community from emotional, verbal, sexual or physical abuse. By creating norms and procedures regarding child safety, this policy also seeks to protect the adults who work with youth.

II. DEFINITIONS:

Sexual Abuse and Exploitation of Children: The PCUSA's Book of Order defines sexual abuse as ". . . sexual conduct [with] any person under eighteen years of age or without the mental capacity to consent." (D-10.0401c) This includes the use or coercion of any child to engage in, or to assist in, any sexual conduct (or simulation for the purpose of producing a visual depiction) including (but not limited to) molestation, rape, indecent exposure, the viewing of pornographic materials, and the specific acts listed in Georgia Annotated Code 19-7-5(b).

Sexual Harassment: This includes unwelcome sexual advance, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature. This includes unwelcome sexual jokes, innuendo, unwelcome or inappropriate touching or display of sexual images that insult, degrade or sexually exploit others.

Presumed Consent: The assertion that a particular act is between consenting adults. Presumed Consent does not apply in relationships where there is a disparity of power, such as those between a minister and a parishioner or an adult with a minor child.

Physical Abuse: This includes (but is not limited to) non-accidental punching, beating, kicking, biting, burning, shaking, throwing, stabbing, choking, hitting (with a hand or object) and unnecessarily restraining or neglecting a child. APC considers such contact physical abuse even if the child sustains no injuries, or the adult never intended injury. Corporal punishment is never tolerated at APC; this includes physical discipline such as paddling or spanking.



Emotional and Verbal Abuse: This includes (but is not limited to) belittling, insulting, rejecting, teasing, bullying, and unreasonable demands beyond a child's capabilities. Such actions threaten a child's psychological development, and APC considers them emotional abuse even if there is no observable change in the child's behavior, mood, response or cognition. Alpharetta Presbyterian Church Facility Use Policy 4.0 updated April 11, 2017 Alpharetta Presbyterian Church 180 Academy Street Alpharetta, GA 30009 770-751-0033
www.alpharettapres.com

III. OUTSIDE GROUPS USING THE FACILITIES

As part of the "APC Property Usage Request" (Appendix C1) application, an outside group/organization leader must read and agree to abide by these essential features of the church safety policy. Please sign and return the statement below to the church property manager, Gene Casey (Gene@alpharettapres.com). Failure to do so will result in their use of the facility being revoked.

IV. SAFETY POLICIES AND PROCEDURES

1. General

- A. There will be two adults, age 18 and older, present when caring for or leading youth and/or children on church property. These two adults must successfully complete a state and national background check. The office assistant shall keep this information in a locked file.
- B. All classroom and meeting room doors will remain open or have an unobstructed glass panels.
- C. Any dangerous or broken items in the church or on its property should be reported immediately to the Church Property Manager for repair.
- D. Corporal punishment shall not be used.

2. Nursery Care for Younger Children

- A. Any childcare will be provided by the APC nursery staff—no outside childcare providers may be used on site without the permission of the Director of Children's Ministry. Please contact the church office (770-751-0033) to arrange for our nursery staff to be present during your event.
- B. Children in grades 5 and younger should be escorted to and from their classroom/meeting place by a parent. Children will not be released to the care of anyone except those authorized by the parent.
- C. Diaper bags, sippy cups, bottles and other personal possessions brought into the nursery should have the child's name marked on them.
- D. Any child or youth with a fever, intestinal upset, or contagious condition worse than a mild cough or runny nose should not be brought to church programs.
- E. Parents are asked to alert the care providers regarding any food allergies.



3. First Aid and Fire Safety

Please note emergency exit plans in the event of fire are located inside each classroom. Weather evacuation plans are available on the church website in the document library under church procedures. First Aid kits are located in the church office (under the sink), in the Fellowship Hall storage room, in the church kitchen (2), in the church workroom (pre-school wing), in the CE kitchen, CE Music room, and in the Youth Ministry Lounge. Defibrillators (with attachments for use with children) are located on the wall outside the Church office and Youth Ministry Lounge. Alpharetta Presbyterian Church Facility Use Policy 4.0 updated April 11, 2017
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www.alpharettapres.com

V. REPORTING

Anyone who suspects or has witnessed an incident of child abuse on church property must secure the safety of the child, immediately report the incident to law enforcement, notify the parents (if the accused is not a parent), and notify the church property manager.

VI. Agreement and Signature

I have read and agree that in using the APC facility, our organization/event will abide by this summary of the church safety policy. I am duly authorized by the organization/event I represent to sign this agreement.

Name (printed): _____

Signature: _____ Date: _____

Title/Role in Organization: _____

Please sign this form and fax to (770) 751-0873 c/o Property Manager or email
gene@alpharettapres.com.

The "Childcare Request Form" can be found on the church website, www.alpharettapres.com, under "Documents and Forms" section at the bottom of the homepage or by contacting the church office (770-751-0033).



Appendix C1 – Property Usage Request and Agreement

ALPHARETTA PRESBYTERIAN CHURCH PROPERTY USAGE REQUEST

Organization's Name _____

Mailing Address _____

Insurance Certificate Attached Yes _____ No _____ (if required)

Is this group sponsored by Alpharetta Presbyterian Church? Yes _____ No _____

Number of people involved _____ Room requested _____

Brief description of activity planned _____

Childcare Needed? Yes _____ No _____

Children or Youth Participating in event? Yes _____ No _____

Equipment required (i.e. tables, chairs, A/V, etc.) _____

Setup Diagram attached (if necessary) Yes _____ No _____

Usage:

One time () Day & Date _____ Time _____

Continuous () Start Date _____ End Date _____

Weekly: Day(s) _____ Time _____

Monthly: Day(s) _____ Time _____

Responsible Officer or Leader (name and telephone number)

1.) _____ 2.) _____

Phone _____ Phone _____

I have read and will abide by the facility use policy. _____

Signature of Responsible Person

If youth and children are participating in the group, these two leaders must sign and return the attached consent form for APC to conduct a state and national background check (or provide documentation of state and national background check completed in the past 3 years). Please enclose a check made out to "Alpharetta Presbyterian Church" to cover the fee (\$21 per person).

APPROVED BY _____ DATE _____ ROOM ASSIGNED _____

Alpharetta Presbyterian Church reserves the right to relocate or reschedule this activity should a church activity, deemed urgent by the Session or Property Trustees, take precedence over this activity. Should this occur, every effort will be made to accommodate your activity in another part of the building on the same date and without disruption to the above group activity. The groups using the building assume total responsibility for any claims, property damage, or personal injury resulting from the use of the building and agree to indemnify and hold APC harmless from any such claims.

Fax to (770) 751-0873 c/o Property Manager or email gene@alpharettapres.com





PO Box26140
Greensboro, NC 27402
(800) 449-0254 www.firstpointresources.com

NAME (First, Middle, Last) _____ Gender Male / Female

MAIDEN NAME (If applicable) _____

CURRENT ADDRESS: _____ HOW LONG? _____

CITY, STATE, ZIP: _____

1ST PREVIOUS ADDRESS _____ HOW LONG? _____

CITY, STATE, ZIP: _____

APPLICANT SOCIAL SECURITY NUMBER: _____ - _____ - _____ DATE OF BIRTH ____/____/____

DRIVER'S LICENSE # AND STATE ISSUED: _____

VOLUNTEER APPLICANT AUTHORIZATION

I hereby authorize FirstPoint, Inc. ("FirstPoint") to prepare an INSIGHT report that will include a criminal records search.

Further, I authorize other organizations to provide such information to FirstPoint.

New York employers and residents only:

By signing this consent form I acknowledge receipt of a copy of Article 23-A of New York Corrections Law.

CONSUMER DISCLOSURE

I understand that a consumer report (Insight) may be obtained from the FirstPoint, Inc for background screening purposes.

APPLICANT'S SIGNATURE

_____/_____/_____
DATE

PARENT/GUARDIAN SIGNATURE (IF APPLICANT IS UNDER 18 YEARS OLD)

_____/_____/_____
DATE

California, Minnesota & Oklahoma residents only:

I want to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report on me that is requested.
 Yes No

For GA Criminal Searches Only (Must Check One): Employment w/ Mentally Disabled (Purpose Code M)
 Employment w/ Elder Care (Purpose Code N) Employment w/ Children (Purpose Code W) None Apply

Alpharetta Presbyterian Church Requester: _____

CLIENT ID#: INS_00727

National Criminal/Sex Offender

Fax to Insight @ 1-800-888-3487



04-2013

