

Potomac Presbyterian Church Safe Church Policies

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PPC Safe Church Policies

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Rationale

All persons are created by God, in the image of God (Genesis 1:27). As bearers of God's image, every person possesses an intrinsic dignity. As the work of God's hand, every person is of inestimable worth. In the gospels we read countless stories of Jesus ministering to men, women, and children, teaching and healing all who came to him, treating them with dignity and respect. Moreover, Jesus charged his disciples to love one another just as he had loved them (John 13:34). Throughout the scriptures, God calls us to honor the integrity of each person and to reflect God's love, care, and respect for all of humanity.

God intends for the church to be a safe place for all to encounter God and grow into lives of service and fulfillment. God intends all persons to have worth and dignity in their relationships. During each baptism of an infant, child, or adult, the members of this church pledge to uphold that person in the spirit of Christ and to teach, strengthen, and support the individual's relationship with the household of God. This ministry is a high calling and a sacred trust.

Accordingly, as part of our ministry, we seek to protect people of all ages from the possibility of abuse or neglect. Thus, we desire to provide a safe physical, psychological, and spiritual environment, which is free from exploitative, abusive, and harmful behaviors, and which actively nurtures and enhances the well being of our members, employees, and guests.

In this, as in all things, we seek God's guidance and wisdom with each step we take. It is our hope and prayer that in an imperfect world, Potomac Presbyterian Church (hereafter referred to as "PPC") will be a place where people are safe and nurtured by God's love, which brings about justice, mercy, and grace.

Purpose

PPC Safe Church Policies, taken together, are intended to:

1. demonstrate our resolve and unwavering commitment to foster a safe environment at PPC that nurtures and enhances the well being of all people
2. protect, as much as we are able, all people (children, youth, and vulnerable adults in particular) from abuse and/or harm while they are participating in PPC activities
3. establish operational procedures for all PPC programs and events and standards of conduct for PPC employees, volunteers, and members, which embody our commitment to loving one another as God loves us
4. establish standards for the screening and training of employees and volunteers ministering to children, youth, and vulnerable adults
5. provide a clear mechanism for reporting concerns and/or a suspected incident of abuse and/or misconduct
6. provide a clear procedure for dealing with reported concerns and allegations
7. protect, as much as we are able, PPC employees and volunteers from potential false allegations of abuse and/or misconduct
8. affirm our commitment to maintaining properties and buildings, which are accessible, welcoming, and free of avoidable hazards

9. establish our procedures in case of an emergency or accident
10. protect, as much as we are able, the ministry assets of the church
11. serve as our sexual misconduct policy in accordance with the *Book of Order* mandate that “all councils shall adopt and implement a sexual misconduct policy.” (G-3.0106)

The Session is responsible for ensuring the effective implementation of PPC Safe Church Policies. All members of our congregation and other church participants share the responsibility for creating a nurturing and safe community at PPC.

Child Protection Policy

PPC seeks to provide a safe environment where the well-being of children and youth is encouraged and where they may participate in activities of the church free from abuse, neglect or harm.

- “Children,” “youth,” and “vulnerable adults” are covered under this Child Protection Policy and are sometimes referred to as “Protected Persons.”
- This Child Protection Policy applies to all persons associated with PPC who have contact with Protected Persons through any church sponsored group, event, or ministry. This includes pastors, employees, and volunteers of PPC.
- This Child Protection Policy requires all pastors, employees, and volunteers to abide by the Code of Conduct. Each such person must assume responsibility for his/her own actions when working with Protected Persons.
- Each person governed by this Child Protection Policy is required to attend training that is offered on the policy. An individual may be terminated from employment or volunteer service for failure to abide by the Child Protection Policy. Action may be taken regardless of the outcome of any investigation if the Head of Staff, in consultation with the Session, determines that the Child Protection Policy has not been followed or the investigation reveals patterns of behavior that raise concerns for the safety of Protected Persons or the church.

The Child Protection Policy shall serve as our “child and youth protection policy” in accordance with the *Book of Order* mandate that “all councils shall adopt and implement...a child and youth protection policy.” (G-3.0106)

Code of Conduct

Those who undertake the special responsibility of working with Protected Persons at PPC shall not violate the trust of this responsibility by engaging in acts of abuse or harassment. Further, when working with Protected Persons, PPC pastors, employees, and volunteers:

1. will provide proper supervision and exercise sound judgment in providing a safe environment at all times.
2. will not touch or interact with a Protected Person in any way that is intended to be sexual, demeaning, or exploitive. Common expressions of affection and affirmation (such as hugs or pats on the back), physical care (such as diaper changing or administering first aid), and offering spiritual support (such as prayer) are appropriate in a community of faith. Care must be taken that physical expressions of affection are not excessive or imposed upon another individual.
3. will not use alcoholic beverages, tobacco, illegal drugs, contraband, or anything else that is prohibited by law to minors or adults, while serving in a paid or volunteer position.
4. will not be impaired by legally prescribed drugs, while serving in a paid or volunteer position.
5. will not use profanity, other inappropriate language, or tell inappropriate jokes in the presence of Protected Persons.
6. will not share inappropriate details of their personal lives or ask Protected Persons to share inappropriate details through any form of communication including written, verbal or electronic.

7. will not share with others any confidential information learned about Protected Persons or their families unless compelled by law.
8. will not socialize with or provide mentoring on a one-to-one basis without the knowledge and written permission of the Protected Person's guardian or parents and the Pastor or the employee responsible for Child Protection Coordination.
9. will not give gifts or unwanted and/or excessive attention to Protected Persons without the knowledge and permission of such person's parents or guardian and the employee responsible for Child Protection Coordination.
10. will not use church computers or other devices to view, store, or transmit pornographic, violent, or any other inappropriate or illegal material.

Procedures

Supervision Ratios

The following are recommended minimum adult-minor ratios for all PPC classrooms and events:

- Birth to 3 years old: 1-3
- Ages 4 to 8 years old: 1-10
- Ages 9 to 18 years old: 1-15

Visual Access to Rooms

Doors to all classrooms, offices, and meeting spaces at PPC are to be kept open whenever possible. Doors may be closed to ensure confidentiality during counseling sessions or other meetings only if there is a window that provides an unobstructed view of the room. Rooms set aside for children and youth must have a door with an unobstructed window, or a half-door with the upper half left open.

Two Adults Rule

Whenever possible, no fewer than two adults shall be present during all church sponsored programs, events, or ministries involving children or youth. If only two adults are present, they should be unrelated and should not be partners. If one of the two adults needs to leave the room, then the door should be left open when there is only one adult in the room.

If two adults are not available, then a single adult, who is properly screened and trained, may supervise. However, the adult should not be the only adult in the church building, the door to the room shall remain open, and an adult roamer should move in and out of the room.

If a minor requests one-to-one pastoral counseling, then the parent or guardian should ordinarily be notified as to when and where the counseling sessions will take place. When there is one-on-one contact with a minor because of a pre-approved mentoring relationship, including confirmation mentors, then such meetings will be held in a public setting or at the church when others are present.

When one-to-one interaction between a minor and an adult is necessary in an emergency situation, care must be taken to conduct the interaction with visibility to others. Another adult should have knowledge of the situation, and the parent or guardian must be notified as soon as possible.

Five Year Older Rule

All PPC employees and volunteers in a supervisory role must be at least five years older than the oldest child or youth participating in the church sponsored group, event, or ministry.

Appropriate Discipline

The goal of discipline is positive, corrective behavior and not negative punishment. If discipline is necessary, then it shall be done with kindness and patience and in a nurturing manner. Appropriate discipline establishes clear expectations. It uses verbal disapproval, loss of privileges, and redirection to acceptable behavior. Ordinarily, the child or youth should be addressed privately, but still within public view, rather than directly in front of the others. When this does not work, then the child or youth will be returned to his/her parent or guardian if the parent or guardian is available.

Physical contact may be used only in situations to protect the child, youth, or others from harm. Punitive punishment or derogatory remarks are unacceptable, and corporal punishment of any kind is prohibited.

Parents will be informed of the child or youth's behavior depending on the repetition and severity of the offense.

Classroom Management and Supervision

No child shall be left unsupervised while attending a church sponsored event, program, or ministry. PPC employees and volunteers will take periodic headcounts of children they are supervising to ensure that everyone is accounted for at all times.

Only properly screened and trained individuals may be present in childcare and youth rooms and may supervise children and youth. A child or youth's parent or guardian, grandparent, or other direct relative may visit their child or youth's room or event.

PPC employees and volunteers should release children only to a parent or guardian, or an adult authorized by the parent or guardian. Identification may be requested of adults to whom children are released.

Diaper Changing and Bathroom Usage

All diaper changing will take place in an open area, such as the changing table in the nursery. Only properly screened and trained individuals are allowed to change diapers.

If a child needs to use the bathroom, then a properly screened and trained PPC employee or volunteer (preferably of the same gender) shall accompany the child and wait outside the bathroom for the child to return. The adult should check the bathroom first to make sure there are no suspicious or unknown individuals, and then allow the child to go inside. If a child is taking longer than seems necessary, then the adult should knock, open the bathroom door, and call the child's name. If a child requires assistance, then the adult should prop open the bathroom door and leave the stall door open to assist the child.

Only properly screened and trained adults may provide hands-on assistance to children in the bathroom, and the hands-on assistance should be minimal. If a situation arises where a child needs to use the

bathroom and no properly screened and trained adult is available, then the child's parent or guardian should be notified.

PPC employees and volunteers will always use proper supervision when children are using public bathrooms off church grounds.

Supervision during Off-Site Travel

An Activity Permission Form for Minors and a Medical Release Form must be completed and signed by a parent or guardian for children or youth to participate in programs and activities outside of regular classes and meetings at PPC and events hosted by members of PPC at their homes. These include (but are not limited to) off-campus service trips, off-campus fellowship activities, out-of-town trips, and overnight retreats. All regular supervision rules, as set forth here, will apply, including the two-adult rule and the five year older rule.

All PPC employees and volunteers who transport children or youth in vehicles during any church sponsored activity must annually complete an Employee and Volunteer Driver Form, verify the validity of their driver's license, and provide proof of liability insurance. When one vehicle is used for an event, then the two-adult rule still applies unless parental or guardian permission to the contrary is obtained in writing prior to the trip. When several vehicles are used for an event, then maintaining the vehicles in a line-of-sight is an acceptable substitute for the two-adult rule.

It is standard practice to notify a parent or guardian prior to transporting a child or youth home.

Supervision during Overnight Events

All regular supervision rules shall be followed for the duration of all overnight events, including the two-adult rule and the five year older rule. If the overnight event is coed, both a male and female chaperone must be on-site for the duration of the event. The number of chaperones for overnight events will be adjusted according to the requirements of the planned activities. Under no circumstances may one chaperone alone take or accompany minors on an overnight outing.

Youth will be separated by gender into different sleeping quarters and bathroom facilities, with at least one same-sex leader overseeing each group. If two sleeping quarters are not available, then boys and girls will sleep on opposite sides of the room with the chaperones sleeping in between and separating the two groups. When possible, chaperones should sleep within close proximity to the exits. If separate bathroom facilities are not available, then separate times for boys and girls will be scheduled and posted for the facilities.

Publishing Personal Images and Information

PPC will not publish or reproduce any child or youth's personal information, image, or voice in any public forum, such as a web site or newsletter, without written permission by the parent or guardian.

Inappropriate use of cameras, imaging, recording, or digital devices is prohibited.

Screening and Training Prospective Employees and Volunteers

Screening of Employees

The screening process for prospective employees will be conducted by their direct supervisor. Pastors are screened by the National Capital Presbytery prior to accepting a call with any church organization.

1. All employee candidates will be required to complete an employment application provided by PPC, which may include questions regarding:
 - a. Current and previous residence addresses.
 - b. Current and previous employment information, including addresses, dates, duties, titles, and reasons for leaving.
 - c. Legal authorization to work in the United States
2. All employee candidates will be required to provide three non-relative references with complete contact information, including addresses, email addresses, and telephone numbers. If the staff position includes direct work with children or youth, at least one of the references must be related to the individual's previous care of or work with children or youth. The direct supervisor of the staff candidate will seek to contact all references prior to the candidate's employment.
3. All employee candidates receiving a conditional offer of employment which includes direct work with Protected Persons will be required to disclose, prior to beginning work:
 - a. any medical or physical condition that could be of harm to Protected Persons or impair the candidate's ability to supervise Protected Persons
and
 - b. the ways in which the candidate proposes to manage such conditions or what accommodations, if any, are needed.
4. All employee candidates receiving a conditional offer of employment which includes direct work with Protected Persons will be required to present a record of and the results of a tuberculosis test within the last year. Documentation of a current tuberculosis test and its results shall be submitted every two years thereafter.
5. To the extent permitted by law, all employee candidates will be required to state whether he or she has ever been convicted of or pleaded no contest to a crime. Pending criminal charges should also be reported. A criminal background check will be completed, possibly through use of an investigative agency or service, by the candidate's direct supervisor prior to employment. Employees who will be working directly with Protected Persons must be fingerprinted. Employees who will be driving Protected Persons must complete and sign an Employee and Volunteer Driver Form annually and furnish a current (dated within 1 year) motor vehicle records check at the beginning of employment. Background checks and motor vehicle records checks will be renewed every three years.
6. Any employee that has a break in service of more than one year shall resubmit the background screening information and will be re-interviewed.

PPC reserves the right to adjust or waive these screening procedures in exigent circumstances, (such as the need to engage a substitute employee on short notice).

Employment applications will include a statement in writing, certifying that all information and materials provided in the application are true and complete, and any misrepresentations or omissions may be grounds for rejection of the applicant or dismissal if already employed. If there is a change in the applicant's status, then the applicant is required to update such disclosures immediately. The applicant's signed statement authorizes PPC to contact any individual or organization listed in the application and to investigate the information provided on the application and related information provided in connection with such application, such as the driving record or criminal record.

Recruitment and Screening of Volunteers

Volunteers working with Protected Persons must:

1. Complete and submit an Employee, Volunteer, and Officer Commitment Form with a current address, criminal and sexual offense history information, and relevant medical information.
2. Be 18 years of age or older. Youth between 12 and 18 years of age, may assist adults, but may not take the place of adult volunteers. Youth in the sixth grade who are not yet 12 years of age may be considered to assist adults on an individual basis, at the discretion of the employee responsible for Child Protection Coordination.
3. Be a member or actively engaged, and in good standing, in the activities of PPC for a minimum of six months.
4. Meet with the employee responsible for Child Protection Coordination to discuss volunteer responsibilities.

Any volunteers who will be attending overnight functions, engaging in one-to-one ministry, or driving, with Protected Persons will also be required to:

1. Consent to and have a completed criminal and national sexual offender background check.

Annually, any volunteers who will be driving Protected Persons during any church sponsored activity must complete an Employee and Volunteer Driver Form and produce a valid driver's license.

Any volunteers who will be driving Protected Persons during any church sponsored activity must consent to or furnish a motor vehicle records check as part of their background check.

All background checks and motor vehicle records checks will be renewed every three years.

Information obtained through the screening process, reference checks, and criminal background checks will be kept confidentially by the church, in a secure location, and access will be restricted to the Head of Staff or the employee responsible for Child Protection Coordination, unless otherwise required by law.

Disqualification from Working with Protected Persons

The following policies and procedures pertain to all PPC pastors, employees, and volunteers who work with or have direct contact with Protected Persons.

What constitutes a disqualifying offense that will keep a person from working with Protected Persons will be determined by the Head of Staff or employee responsible for Child Protection Coordination on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense

involving minors and/or offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to PPC's mission will preclude someone from being permitted to work with Protected Persons. Under the laws of the state of Maryland, the following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any sexual offense (even if they are not required to register as a sexual offender)
2. Any offense against minors as defined by law
3. A prior conviction of a felony or violent crime
4. Active substance abuse

Failure to disclose a criminal conviction in the employee application or on the Employee, Volunteer, and Officer Commitment Form will also be a disqualifying event.

In addition, any PPC pastor, employee, or volunteer who is knowingly being investigated for or is legally charged with a felony or violent crime, or any sexual offense, must immediately notify their supervisor and will be placed on temporary leave from ministry with Protected Persons until they have been cleared of all such charges.

Training

Annually, all pastors, employees, and volunteers who have contact with Protected Persons and all ruling elders and deacons in active service are required to

1. attend training, in person or online, during which PPC Safe Church Policies, including this Child Protection Policy, will be reviewed
and
2. submit a signed copy of the Employee, Volunteer, and Officer Commitment Form acknowledging that they have read and understand PPC Safe Church Policies, including the Child Protection Policy, and agree to conduct themselves in accordance with the policies.

Youth who wish to assist adult volunteers during a church sponsored activity involving children must meet with the employee responsible for Child Protection Coordination to discuss responsibilities and applicable provisions of PPC Safe Church Policies.

Special Guidelines for Vulnerable Adults

While vulnerable adults are covered under this Child Protection Policy, the following special policies and exemptions apply when ministering to vulnerable adults:

1. The Five Year Older Rule does not apply.
2. If a vulnerable adult requests one-to-one counseling from a pastor, then such counseling sessions will be held at the church while others are in the church.
3. Stephen Ministers may extend care to vulnerable adults provided that a Stephen Ministry Agreement to Receive Care is signed.

Safe Sanctuary for Adults Policy

PPC intends the church to be a safe and nurturing environment for all persons who join in our community of faith.

PPC welcomes all persons who share our common Christian faith and who desire to serve God through participation in the ministry of PPC. Within the PPC community of faith, each person is encouraged to participate as fully as he or she is able or desires and to engage in lively and full discussion on matters of faith, church doctrine, church polity, and worship, education, mission and other program activities. We strive to act justly, show kindness, and to walk humbly with our God.

Civility & Upright Behavior

As the Bible teaches us to treat others the way that we wish to be treated, the members of PPC shall endeavor to act with humility, sympathy, and tolerance toward one another. Each member should consider carefully the opinions and feelings of others in the PPC community when expressing his/her views and should listen respectfully to the views of others with whom they disagree. There is no place for personal attacks, name-calling, or the use of derisive words or intimidating gestures in vigorous debates. Members should act with decorum, being civil to one another and to any guests of PPC, even those with whom they have serious disagreements.

Further, out of respect for our employees, members of the congregation are asked whenever possible to arrange desired appointments in advance and to respect the time constraints of PPC employees.

Immoral, illegal, or uncivil behavior is not acceptable. Adults shall refrain from excessive use of alcohol or other intoxicating substances during any PPC functions. Similarly, making unwelcome sexual advances or innuendoes, making sexually explicit references or using profanity at PPC functions is not acceptable conduct and will not be tolerated. Likewise, intimidating or harassing behaviors will not be tolerated.

Romantic Relationships between Employees and Laypersons

Romantic and/or sexual relationships between pastors or employees and laypersons are not acceptable. The inherent imbalance of power between the pastor or employee and the layperson undermines the validity of any such relationship, even if allegedly consensual. PPC Employee Policies and Guidelines further address this situation.

Safe Workplace for Employees

PPC intends to create a safe and wholesome working environment for all its employees. Harassment (sexual or otherwise), emotional or physical abuse, or defamation of character is not acceptable. Accordingly, all PPC employees must adhere to the standards and guidelines set forth in the PPC Employee Policies and Guidelines, which also contain further information and address how complaints can be reported. All PPC members are also expected to honor PPC's commitment to creating a safe and wholesome working environment for all its employees.

Procedures for Allegations of Misconduct

Reporting Allegations

For purposes of PPC Safe Church Policies, “misconduct” is any behavior that violates any of the procedures and standards set forth in PPC Safe Church Policies.

Known or suspected misconduct by a pastor shall be reported immediately to the **Stated Clerk of the National Capital Presbytery (240-514-5348)** and to other authorities where required and will be dealt with according to the policies of the National Capital Presbytery of the Presbyterian Church (U.S.A.).

Any person who directly witnesses a Protected Person being abused in any form should take immediate steps to assure the safety of the Protected Person. The incident should also be reported immediately to the person in charge of the ministry or activity and the Head of Staff or the employee responsible for Child Protection Coordination.

Similarly, any person who learns of or suspects an incident of abuse or misconduct involving a church sponsored activity (either a person witnessing or told about the incident or the victim) should immediately report this verbally to the employee supervising the activity and the Head of Staff or the employee responsible for Child Protection Coordination.

The Head of Staff shall be responsible for knowing the current reporting requirements for civil authorities, insurance carriers, and the National Capital Presbytery. After obtaining such professional advice as he/she deems necessary, the Head of Staff shall report any non-frivolous incident to the appropriate authorities and advise the Session and other church officers. In the case of sexual harassment, the state of Maryland does not require that a report be filed with a government agency. The National Capital Presbytery General Presbyter should be notified. This information must be held in strict confidence, subject to such disclosures as are required under church procedures or required by law.

For PPC volunteers, the first step when child abuse is suspected is to make a report directly to the **Montgomery County Child Protective Services (240-777-4417)**. The Head of Staff or employee responsible for Child Protection Coordination should also be notified as soon as possible.

All details of allegations and their reporting should be immediately recorded and updated as the investigation proceeds. Written documentation relating to the matter shall be kept in a confidential file in a secure location and access to it will be restricted to the Head of Staff or his/her designee, unless otherwise required by law.

Any person who believes that inappropriate behavior, or behavior otherwise inconsistent with the standards outlined in the Safe Sanctuary for Adults Policy, has occurred should report such concern to the Head of Staff, or if the allegation involves the Head of Staff, to the Chair of the Personnel Committee of the Session. It shall be the goal of the responding officer to assure that all parties are treated fairly and with respect.

Response Plan

After obtaining such professional advice as he/she deems necessary, the Head of Staff, or his/her designee, shall direct civil and/or National Capital Presbytery authorities to take such acts as are necessary for the investigation and resolution of the matter. Such acts will be consistent with the policies of the National Capital Presbytery.

Particularly in the case of an allegation involving a Protected Person, PPC reserves the right to immediately, with dignity and respect for the sacred worth of the accused, remove the accused from involvement with children, youth, or vulnerable adults until the incident has been fully resolved. Care will be taken to handle the removal in a discreet manner.

PPC pastors, employees, volunteers, and members will cooperate fully with government authorities, which, in turn, will lead investigations of allegations of child abuse and/or harassment.

All employees, volunteers, and members will refer any inquiries, including media inquiries, about allegations and/or PPC's response to the Head of Staff. The Head of Staff, or his/her designee, shall be the only person authorized to release any information or comment on the situation except where the law requires others to release information, such as to a protective services investigator or a police officer.

Policy Regarding Church Participation by Convicted Sexual Offenders and/or Offenders of Minors

PPC is reluctant to welcome known convicted sex offenders or persons convicted of crimes against minors to participate in PPC activities, given the limited resources within our church to supervise or mentor these individuals.

While we acknowledge that God's love and mercy know no ending and pray fervently that all people would experience the joy of reconciling relationship with Christ, we do not presently have the resources and personnel to provide a redemptive environment for persons convicted of sexual offenses and/or offenses against minors while still providing a safe and secure community for our children and youth to grow in faith. Accordingly, we are reluctant to allow convicted sexual offenders and/or offenders of minors who are made known to us to be part of our worshipping community or participate in church sponsored activities.

Policy Compliance for Non-PPC Groups Using PPC Facilities

It is the policy of PPC that groups not affiliated with PPC who desire to use our facilities will ensure the safety and well-being of their program participants and absolve PPC of any liability for their use of our facilities by such groups or any of their guests or participants.

Leaders of non-PPC-sponsored groups and events using PPC facilities must review PPC Safe Church Policies. Upon receipt of PPC Safe Church Policies from PPC, leaders must certify in writing that they have reviewed PPC Safe Church Policies, are committed to protecting participants in their programs through their own due diligence, release PPC from any and all liability, and agree to hold the church harmless from any claims, costs, or liabilities that might result from use of PPC facilities or should a person be harmed while participating in an organization or event which is organized and hosted by a non-PPC-sponsored group on the PPC campus.

Groups using PPC facilities on a recurring basis and those groups hosting events, which involve athletic or recreational activities with some risk of injury, must also submit a copy of their insurance policy endorsement naming PPC as an additionally insured party.

Non-PPC groups using PPC facilities include, but are not limited to, community groups such as Alcoholics Anonymous, Boy Scouts, Girl Scouts, or performing art groups, but also include attendees at private events.

Given the nature of the outside groups that use PPC facilities, PPC will not perform background checks, seek personal and professional references, or review employment records of those renting our facilities. Leaders of outside groups are expected to conduct their own due diligence in this regard.

Safe Facilities Policy

It is PPC's policy that it will endeavor to create safe and healthy conditions on its premises.

PPC is vitally interested in the health and safety of each employee, member, and visitor; as well as the protection of our facilities. It is every employee's responsibility to report any unsafe condition and any on-the-job or work-related injury immediately to the Head of Staff. It is important that all employees and members pay close attention to the security of our facility as well as its property. The Head of Staff should be notified immediately of any security problems, suspicious persons, or illegal activity.

Health and Safety Practices

Smoke Free Environment

To provide a healthy environment for all employees, members, and visitors, PPC is a smoke free environment. This rule applies to all employees and visitors, and to all areas of the grounds and facility.

Drug Free Facility

To maintain a place of work and worship free from the illegal use, possession, or distribution of controlled substances, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on the church's property. PPC will not knowingly use a facility for a church sponsored activity where illegal substances are present.

Anti-Violence Commitment

PPC will not tolerate any conduct injurious or potentially injurious to personal safety, employee welfare, security and PPC's operations. PPC strictly prohibits any type of verbal or physical threats of abuse or abuse of employees, members, or visitors of PPC by any employee, member of PPC, or volunteer.

PPC encourages all employees, members, and others who know or suspect that another employee, member, or person has threatened or discussed committing an act of violence, to immediately report any such information directly to the Head of Staff or Chair of the Personnel Committee. Prompt reporting will assist PPC in maintaining a safe place for work and worship. PPC will take such reports seriously and promptly investigate all reports.

Pets

The Head of Staff must approve pets being allowed in the church building for any reason except for service animals.

Accessibility and Building Safety

PPC strives to have facilities that are accessible to all persons, regardless of their personal mobility. Similarly, it is our goal that our church building is free of safety hazards. It is the responsibility of the Property Committee to lead us toward these aims. It is the responsibility of all employees, volunteers, and members of PPC to report accessibility and building safety concerns to the Property Committee so that they can be addressed in a timely manner.

Allergy Safety

PPC desires to provide a safe environment for those with food and other allergies. A concerted effort will be made to minimize the presence of highly allergenic foods such as peanuts during scheduled church sponsored activities. However, PPC is not a nut free/allergen free environment. Employees with food or other severe allergies are encouraged to report their allergies to their supervisor with a record of their allergy kept in their employee file. Other adults with food or other severe allergies are encouraged to report their allergies to an employee so that these can be noted in the emergency file in the church office. A record of children and youth with a food or other severe allergy who attend church sponsored activities will be maintained in the church office through the employee responsible for Child Protection Coordination and will be noted in the emergency file in the appropriate classroom(s). It is recommended that children and youth who have severe allergies supply supervising adults with emergency medication, such as Benadryl and/or an Epi Pen, in case of accidental exposure.

Personal Injury

In the event of any injury, seek assistance immediately from any available person. As necessary, secure assistance from emergency medical personnel by dialing 911.

An Incident Report should be completed as soon as possible if any of the following occur during a church sponsored activity or on the campus of PPC:

1. A person receives an injury that requires First Aid or medical treatment;
 2. A person receives a bump or blow to the head or other visible injury (such as a fall that generates bruising) regardless of treatment;
 3. A person receives attention from emergency medical personnel or a physician;
- or
4. An unusual or unexpected incident occurs that jeopardizes personal safety, such as a vehicle accident (with or without injuries), or a minor is exposed to a threatening person or situation.

Completed Incident Reports should be returned to the main office to be added to an incident log.

Vehicle and Driver Safety

It is essential that adequate, safe, and responsible transportation be used for all church sponsored activities. Safety precautions are essential even on short trips.

When PPC employees or volunteers organize group transportation as part of a church sponsored activity, the following general guidelines apply:

1. Drivers and passengers must obey all laws, including the speed limit.
2. Seat belts are required for all occupants.
3. The handheld use of cell phones and text-messaging devices of any kind is not allowed while driving. When a hands-free device is available, cell phone use while driving is permitted, but strongly discouraged.
4. All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 people, including the driver, then the driver must have a commercial driver's license (CDL).

5. All drivers must be at least 18 years of age.
6. Trucks may not be used for transporting passengers except in the cab.
7. Driving time is limited to a maximum of 10 hours in one 24-hour period, regardless of the number of drivers available, and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be more frequent.
8. Drivers are not allowed to drive drowsy. Stop for rest and stretch breaks as needed. Fatigue is a major cause of highway accident fatalities.
9. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000 for bodily injury per person/\$100,000 for bodily injury for two or more people/\$50,000 for property damage. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000 for bodily injury per person/\$500,000 for bodily injury for two or more people/\$100,000 for property damage.

PPC members and visitors who, of their own accord and on their own initiative, organize group transportation to or from PPC sponsored activities, are responsible for ensuring their own safety.

Parking Lot and Drive Aisles

PPC members and visitors are admonished to use caution in using the parking areas and drive aisles of the church, and in accommodating the loading and discharging of passengers. The presence of young children and persons with disabilities requires reduced vehicular speeds, not to exceed 15 mph, on church grounds.

Swimming Safety

We encourage all members, including children and youth, to practice water safety while at church sponsored activities in and around bodies of water. An effort will be made to obtain the services of a lifeguard to supervise church sponsored activities at pools or other large bodies of water.

Activity Participation Agreements

Adults will be required to sign and return an Activity Participation Agreement prior to participation in certain high-risk activities. In the case of minors, parents/ guardians must complete an Activity Permission Form for Minors prior to participation by their child(ren) in certain high-risk activities. Such high-risk activities might include, but are not limited to, overnight trips, rope courses, paintball, and white water rafting.

Safety Checklists

Safety checklists intended to identify potential safety concerns in a timely manner will be placed in the emergency files in all classrooms and the nursery. The employee responsible for Child Protection Coordination will ensure the classrooms are safe.

Emergency Preparedness Practices

Evacuation

Evacuation plans are posted in each room.

The emergency evacuation procedure is as follows:

1. Evacuate through the nearest, safe exit and report to the emergency assembly area.
2. The parking lot along Gary road will be used as the emergency assembly area. If the parking lot is unavailable or deemed unsafe, the Potomac Post Office will be used as the emergency assembly area.
3. Do not leave the premises or return to the building until instructed to do so by the Head of Staff or appropriate fire/rescue professionals.

Evacuation procedures will be reviewed with employees and volunteers on a yearly basis.

Fire

In the event of a fire:

1. Remove yourself from all danger.
2. Go to the nearest pull station and sound the fire alarm. Pull Stations are located near the exits.
3. As soon as possible, dial 911 and report the fire.
4. Attempt to control localized fires with available fire extinguishers. Use caution and prudent judgment in these cases. If not immediately successful, then evacuate area. Fire extinguishers are located in the following places:
 - a. In the upper wing of classrooms, in the wall cabinet between the bathrooms
 - b. In the choir loft, in the right front section
 - c. In the main office, hanging in front of the book shelves to the right of the door
 - d. In the narthex, in the wall cabinet to the left of the main entry doors
 - e. In the sanctuary, in a wall cabinet on the right side of the pulpit
 - f. In Fellowship Hall, in the wall cabinet between the bathrooms
 - g. In the kitchen, hanging next to the door to Fellowship Hall and in the wall cabinet to the right of the stove
 - h. In the furnace room, hanging on the wall next to the door
 - i. In the downstairs wing of classrooms, in the wall cabinet between the door to the nursery and the door to classroom 4 and in the upper cabinet next to the door inside of classroom 4
5. Warn people immediately of dangerous situations and evacuate if necessary.

A fire drill will be performed annually for employees of PPC.

The Property Committee is responsible for checking and testing fire extinguishers and fire alarms and replacing fire alarm batteries on an annual basis.

Severe Weather

In the event of severe weather, all persons occupying the church should seek cover as advised by fire/emergency personnel and alert warnings given current weather conditions. If seeking cover during a tornado, severe thunderstorm, or high wind situation, all persons are advised to remain inside in a low level of the building away from windows, such as the hallway to the downstairs classrooms.

Violent Intruders

As preventative and precautionary measures, the following procedures will be followed:

1. Employees, ushers, and program volunteers (including teachers) will be trained to recognize warning signs which may indicate an individual intends to harm others.
2. Sanctuary doors will be closed once a service begins. Ushers will meet latecomers and guide them to seating areas.
3. Anyone who notices a suspicious person or activity should notify a pastor immediately.
4. The Property Committee shall be responsible for maintaining emergency response kits that can be used by police in responding to a violent intruder. One kit will be kept in the church office. A second kit will be kept in a marked compartment, immediately inside the exterior door into the kitchen. The kits should include:
 - a. Photos of every room in the church.
 - b. Emergency contact information for the Head of Staff and Chair of the Property Committee.
 - c. Keys to all interior doors with locks.
 - d. Building schematics marked with shut off points for gas, water, and electricity.
 - e. Designated emergency assembly areas for families and medical triage.
 - f. Any knowledge of existing threats, including anyone against whom the church or a member has a restraining order

If a violent intruder, armed or otherwise, gains access to PPC facilities or property, the following steps should be taken:

1. Communication with the police should be established immediately using any available phone.
2. A lockdown may be ordered by a member of staff. During a lockdown, all those in rooms that are not occupied by an intruder should shut, lock, and barricade their doors until police say otherwise. They should close blinds and stay away from windows. Phones should be used to communicate with police and other officials outside the building.
3. Leaders in the direct vicinity of the intruder must act decisively. Visible leaders, pastors or otherwise, should draw attention away from the congregation. If the intruder targets the congregation, direct confrontation is essential in order to distract the intruder.
4. Others in the vicinity of the intruder should take cover and seek safety as they are able. When police arrive, people should stay in position and avoid sudden movements until they are told otherwise by police.

Medical Emergencies

First Aid kits are located in the coat closet between the narthex and Fellowship Hall, the resource room between the downstairs classrooms, and in the main office and are checked quarterly by the employee responsible for Child Protection Coordination.

An automated external defibrillator (AED) is located in the coat closet between the narthex and Fellowship Hall. AED maintenance will be conducted according to the guidelines set forth by the manufacturer of the machine. This includes a minimum of a yearly check of the battery for the AED and review of the expiration date of the AED pads. The Property Committee is responsible for maintenance of the AED.

All employees directly involved in ministry programs, including pastors, the Director of Youth Ministries, Children's Teacher, and Director of Music, shall have Red Cross Adult and Pediatric First Aid/CPR/AED training, or equivalent training.

Emergency Contacts

Emergency contact information for all employees will be updated yearly and will be kept in each employee's file in the church office.

Emergency contact information for children and youth will be obtained at the beginning of the program year each fall and prior to special church sponsored activities such as Vacation Bible School, mission trips, and overnights. These records will be kept on file in the church office by the employee responsible for Child Protection Coordination. It will also be noted in the emergency file in the appropriate classroom(s). For any events not located on church property, a copy of the emergency contact information for event participants will be sent with the supervising adult. A concerted effort will be made to obtain emergency contact information for visiting children and youth.

Member and Community Awareness of Policies

A copy of PPC Safe Church Policies will be made available on PPC's web site (www.potomacpresbyterian.org) and in the church office.

Summary brochures of:

a) PPC Safe Church Policies

and

b) the sections pertaining to ministries with children and youth

will also be available in the church office. These brochures will be given to all participants in new members' classes.

An annual reminder to the congregation of PPC Safe Church Policies shall be given at the annual congregational meeting, at which time any changes or emendations to the policies shall be communicated.

Review of Policies

The Session will review the Child Protection Policy annually. The Session will review all PPC Safe Church Policies at least every three years. Experience gained and emerging best practices in the field will be used to refine policies and associated procedures.

Appendices

Definitions

In PPC Safe Church Policies, certain words and phrases have the specific meanings given below.

Persons covered by PPC Safe Church Policies

Accused refers to the person against whom an allegation of misconduct, abuse, or harassment is being made.

Accuser refers to the person claiming knowledge of misconduct, abuse or harassment by a person covered by PPC Safe Church Policies. The accuser may or may not have been the victim of the alleged inappropriate conduct.

Advocate is a person who provides support, and emotional and physical presence to the person for whom they are advocating.

Adult refers to any person at least 18 years of age.

Child and Children refers to any minor from birth through the completion of 5th grade.

Child Protection Coordination is a term used for the responsibilities assumed by the paid PPC staff position whose duties include administering PPC Safe Church Policies and who reports to the Head of Staff. This position is currently the Associate Pastor for Family Ministries.

Employee is the comprehensive term used to cover persons who are perform work for PPC in exchange for compensation, whether by salary or on a contract basis.

Head of Staff refers to the pastor designated as such per his/her contract or terms of call.

Minor refers to any person who has not reached his/her 18th birthday.

Pastor is the comprehensive term used to refer to the ordained and appointed clergy of PPC, including the Head of Staff and any associate ministers or parish advisors or associates.

Protected Persons refers to children, youth and vulnerable adults who are covered under the Child Protection Policy.

Victim is the person alleged to have been subjected to misconduct, abuse, or harassment by a person covered under PPC Safe Church Policies.

Volunteer is the term used for those who provide services for PPC and who receive no benefit or compensation.

Vulnerable adult means an adult who lacks the physical or mental capacity to provide for the adult's daily needs. The vulnerable adult lacks sufficient understanding or capacity to make and/or communicate responsible decisions for himself. A vulnerable adult includes a person who is legally incompetent (that is, adjudicated unable to handle his/her personal affairs by a court.) A vulnerable adult may be a person who suffers from mental retardation or a mental disorder which either temporarily or permanently renders the individual substantially incapable of appraising the nature of the individual's conduct; resisting sexual advances; or communicating an unwillingness to submit to sexual contact. Vulnerable adults also include persons incapacitated by an intoxicating substance or drug that renders them unable to appraise the

nature of their conduct or to resist sexual acts or contact. Similarly, physically helpless individuals are vulnerable adults.

Youth refers to a minor who has completed the 5th grade.

Conduct covered by PPC Safe Church Policies

Child Abuse is any action (or lack of action) by a person which endangers or harms a minor's physical, mental, or spiritual health and development. Child abuse includes the following:

- **Physical abuse** - any physical injury to a child which is not accidental. It may include such behavior as beating, shaking, burns and biting, grabbing, tripping or pushing.
- **Sexual abuse**- any act that involves sexual molestation or exploitation of a child
- **Mental or emotional abuse** – a psychological or emotional injury when a child is not nurtured or provided with (*love and*) security
- **Spiritual abuse**—using religious references to motivate a child into a particular action or behavior through shame or manipulation of religious sensibilities
- **Neglect** - depriving a child of their essential needs, such as adequate food, water, shelter and medical care

Harassment refers to intimidating or persistent annoying behavior intended to upset another. Harassment may include, but is not limited to, verbal abuse, ridicule (including slurs, epithets, and stereotyping); offensive jokes and comments (written, verbal, or otherwise); threatening, intimidating or hostile acts and displaying or distributing offensive materials, writings (whether tangible or electronic), graffiti, or pictures.

Misconduct is any behavior that violates the procedures and standards set forth in PPC Safe Church Policies.

Sexual Abuse refers to the following types of conduct, which list is not exclusive:

- Sexual acts or sexual contact involving inducement, threat, coercion, force, violence or intimidation of another person.
- Sexual advances or sexual activity of any kind between any adult and a minor.
- Any sexual activity in the presence of, or in association with, a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse or evidence of abusive conduct toward a minor.
- Any contact or interaction between a minor and an adult when the child is being used for the sexual stimulation of the adult or of a third person.
- Sexual advances or sexual activity of any kind with a vulnerable adult.
- The presence or possession of obscene or pornographic materials at any function of the PPC or on the PPC campus.
- Sexual acts or sexual contact arising from the administration to another person of a drug or intoxicant, which substantially impairs the ability of that person to apprise or control the nature of the conduct.

Sexual abuse may consist of numerous acts over a long period of time or a single incident. Sexual abuse may or may not involve touching. Types of abuse which do not involve direct touching include: sexual

remarks; pornography of any kind; obscene phone calls, emails, text messages or other electronic communications; exhibitionism; unwelcome sexual jokes or leering, and allowing children to witness sexual activity. Types of abuse which do involve touching include touching any part of the body, which makes the child feel uncomfortable or where there is sexual intent, real or perceived, such as fondling, prolonged hugs, tickling and kissing on the lips.

Sexual Assault/ Rape (as defined by Maryland Criminal Code) is vaginal intercourse with another by force or the threat of force without the consent of the other. It is a crime in every state and should be reported to civil authorities.

Sexual Contact is an intentional touching of the victim's or actor's genital, anal, or other intimate area for the sexual arousal or gratification or the abuse of either party.

Sexual Harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature" when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual Misconduct is a comprehensive term which includes, but is not limited to, sexual abuse of children, youth, vulnerable persons, or adults, whether physical injuries are sustained or not; rape or sexual assault, and sexual harassment. Sexual misconduct occurs where a person in authority misuses a trust relationship to gain advantage over another for personal gratification or sexual stimulation in an abusive, exploitative and unjust manner.

Other Definitions

Campus-refers to all property owned by PPC in Potomac, MD

Church Sponsored Activity – Includes any and all gatherings that arise from PPC invitation or at initiative of PPC, such as worship, educational, fellowship, administrative, pastoral, music, mission or recreational events. These events include on-campus and off-campus events.

Secular law is the body of municipal, state, and federal laws, often referred to collectively as civil and criminal law. Prohibited behavior may result in criminal and/or civil charges filed under secular law.

Supervision includes direct observation, control or visual monitoring of programs and activities. It includes teaching, leading, facilitating or otherwise having responsibility for the care or custody of persons participating in church sponsored activities.

Employee and Volunteer Driver Form

Potomac Presbyterian Church
10301 River Road, Potomac, MD, 20854

Volunteers: If you have not already done so, please complete an Employee, Volunteer, and Officer Commitment Form. Please also attach a copy of your driver's license.

Employees: Please attach a copy of your driver's license.

Have you ever had your driver's license revoked, suspended or restricted for any reason?

Yes ____ No ____ (If yes, please describe the dates and reasons for each such occurrence.)

Have you been cited for a moving violation of any kind in the last year?

Yes ____ No ____ (If yes, please describe the dates and circumstances for each citation.)

I understand and agree to abide by the following general guidelines for group transportation to and from PPC sponsored events:

1. Drivers and passengers must obey all laws, including the speed limit.
2. Seat belts are required for all occupants.
3. The handheld use of cell phones and text-messaging devices of any kind is not allowed while driving. When a hands-free device is available, cell phone use while driving is permitted, but strongly discouraged.
4. All drivers must have a valid driver's license that has not been suspended or revoked for any reason. If the vehicle to be used is designed to carry more than 15 people, including the driver, then the driver must have a commercial driver's license (CDL).
5. All drivers must be at least 18 years of age.
6. Trucks may not be used for transporting passengers except in the cab.
7. Driving time is limited to a maximum of 10 hours in one 24-hour period, regardless of the number of drivers available, and must be interrupted by frequent rest, food, and recreation stops. If there is only one driver, the driving time should be reduced and stops should be more frequent.
8. Drivers are not allowed to drive drowsy. Stop for rest and stretch breaks as needed. Fatigue is a major cause of highway accident fatalities.
9. All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. It is recommended that coverage limits are at least \$50,000 for bodily injury per person/\$100,000 for bodily injury for two or more people/\$50,000 for property damage. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000 for bodily injury per person/\$500,000 for bodily injury for two or more people/\$100,000 for property damage.

I certify that I have automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed. Name of insurer: _____

Signature: _____ Date: _____

Printed Name: _____

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Employee, Volunteer, and Officer Commitment Form

Potomac Presbyterian Church
10301 River Road, Potomac, MD, 20854

This form is to be completed by all employees and volunteers who are in a position to supervise or care for children and youth and all officers in active service after they have attended the required annual training on PPC Safe Church Policies.

Name: _____

Street Address: _____

City, State and Zip Code: _____

Work Phone Number: (____) _____ Home Phone Number: (____) _____

Mobile Phone Number: (____) _____ Email: _____

Have you been arrested or convicted of any criminal offense since you began your volunteer service or employment with PPC? Yes _____ No _____ (If yes, please describe)

Employee Commitment Statement

The information provided on this form and in my employment application is correct, complete, and up-to-date to the best of my knowledge. I acknowledge that I have read and received a copy of PPC Safe Church Policies, including the Child Protection Policy, and have attended the required annual training. I agree to follow PPC Safe Church Policies, including the Child Protection Policy, and to refrain from inappropriate conduct in the performance of my services on behalf of PPC. I understand that any violation of PPC Safe Church Policies, including the Child Protection Policy, or misrepresentations or omissions of information that I have provided may result in termination of my employment.

Volunteer and Officer Commitment Statement

The information provided on this form is correct and complete to the best of my knowledge. I acknowledge that I have read and received a copy of PPC Safe Church Policies, including the Child Protection Policy, and have attended the required annual training. I agree to follow the Safe Church Policies, including the Child Protection Policy, and to refrain from inappropriate conduct in the performance of my services on behalf of PPC. I understand that any violation of PPC Safe Church Policies, including the Child Protection Policy, or misrepresentation of information that I have provided may cause me to be restricted from certain volunteer roles, including service with children and youth.

Printed Name: _____ Date training was completed: _____

Signature: _____ Date: _____

Activity Participation Agreement

Potomac Presbyterian Church
10301 River Road, Potomac, MD, 20854

Activity:

Date:

Location:

Time of departure from church:

Approximate time of return to church:

Contact person:

Contact phone number:

Recommended clothing and/or equipment:

Cost:

Supplemental waiver required by activity site:

Tear off and return this portion. Keep top portion for your information.

I, _____ hereby certify that I am freely and voluntarily participating in
_____ (name of activity) on _____ (date of activity).

I understand that special activities have inherent risks. I voluntarily assume all risks arising out of, relating to, and associated with my participation in the stated activity. Accordingly, I will hold harmless Potomac Presbyterian Church, its officers, employees, insurer, and those supervising the stated activity from any and all liabilities, claims, demands and causes of action of any kind on account of any loss, damage, illness or injury to person or property in any way arising out of, or relating to my participation in the stated activity, whether due to negligence, mistake or other action or inaction.

I expressly assume the responsibility that I am properly prepared for all activities, including having proper clothes and equipment, being in good health and willing and able to participate in activities, and willing to abide by PPC policies and follow directions of the supervising persons. I understand that reasonable measures will be taken to safeguard the health and safety of all participants.

Signature: _____ Date: _____

Printed Name: _____

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Activity Permission Form for Minors

Potomac Presbyterian Church
10301 River Road, Potomac, MD, 20854

Activity:

Date:

Location:

Time of departure from church:

Approximate time of return to church:

Contact person:

Contact phone number:

Recommended clothing and/or equipment:

*Cost:

Supplemental waiver required by activity site:

*Scholarships to cover part or all of the cost are available. Contact a member of the pastoral staff to request a scholarship. All requests will be kept confidential.

Tear off and return this portion of the form with your child. Keep top portion for your information.

I, _____ (parent/ guardian's name) as the parent or legal guardian of
_____ (child's name) hereby give my full consent and permission for him/ her to
participate in _____ (name of activity) on _____ (date of activity).

I understand that special activities have inherent risks. I voluntarily assume all risks arising out of, relating to, and associated with his/ her participation in the stated activity. Accordingly, I will hold harmless Potomac Presbyterian Church, its officers, employees, insurer, and those supervising the stated activity from any and all liabilities, claims, demands and causes of action of any kind on account of any loss, damage, illness or injury to person or property in any way arising out of, or relating to my child's participation in the stated activity, whether due to negligence, mistake or other action or inaction.

I expressly assume the responsibility that my child is properly prepared for all activities, including having proper clothes and equipment, being in good health and willing and able to participate in activities, and willing to abide by PPC policies and follow directions of the supervising adults. I understand that reasonable measures will be taken to safeguard the health and safety of all participants and that I will be notified as soon as possible in case of any emergency affecting my child, or if my child is not well or is unable to function in the special activity.

Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian of Participant: _____

Date: _____

Check this box to verify that the participant above has a current, signed Medical Release Form on file at Potomac Presbyterian Church. Children and youth may not attend if a Medical Release Form is not on file. Please notify the church if there have been any changes in your child's medical information.

Number where you can be reached during the hours of this activity: _____

Medical Release Form
Potomac Presbyterian Church
10301 River Road, Potomac, MD, 20854

Participant's Name: _____ Birth date: _____ Home phone #: _____

Home Address, City, State, Zip: _____

Mother's Name: _____ Mother's Cell Phone #: _____

Father's Name: _____ Father's Cell Phone #: _____

Health Insurance Plan: _____ Policy #: _____

Please attach a copy of both the front and back of the health insurance card.

Person to contact in case of emergency when parents cannot be reached:

Name: _____ Relationship: _____

Home phone #: _____ Cell Phone #: _____

Participant's known allergies, including medicine or food allergies: _____

Does your child/ youth carry an epi-pen? Yes _____ No _____

May PPC leadership give your child/ youth their epi-pen if deemed necessary? Yes _____ No _____

Dietary Restrictions: _____

Participant has the following medical concerns of which adult supervisors should be aware (motion sickness, diabetes, seizure disorders, etc.): _____

Please list any medicines participant takes on a regular basis: _____

May PPC leadership give your child/ youth over the counter medications such as ibuprofen, acetaminophen, diaper rash cream, and/or sunscreen? Yes _____ No _____ Date of participant's last tetanus shot: _____

Name of primary care physician: _____ Physician's Phone #: _____

Physician's Address, City, State, Zip: _____

Physician And/ Or Hospital Permission Statement

I consent to first aid or emergency treatment of my son/ daughter, _____, including admittance to the nearest physician and/or hospital for medical treatment, the use of x-rays or other diagnostic procedures, and the administration of medications, if the need should arise while my son/ daughter is engaged in a Potomac Presbyterian Church sponsored activity or trip and/or the supervising staff or volunteers of Potomac Presbyterian Church deem it necessary. I consent to pay for any and all related medical and hospital expense associated with such first aid and emergency medical treatment. I further represent and warrant that my son/ daughter has adequate medical, health and/or other insurance coverage for participation. The physician and/or hospital will use this permission statement as authority to administer medication and/or treat my son/ daughter, _____, if necessary.

Signature of parent/ guardian: _____ Date: _____

Name of Parent/Legal Guardian: _____

Photo and Video Release Form

Potomac Presbyterian Church
10301 River Road, Potomac, MD, 20854

I hereby grant to and assign Potomac Presbyterian Church and its employees the right to photograph and/or video record my child(ren) and use the photos, videos, and or other digital reproductions of him/her for publication, whether electronic, print, or digital.

Name(s) of Child(ren):

I certify that I am a custodial parent or guardian.

Signature of Parent or Guardian: _____

Print Name of Parent or Guardian: _____

Address:

Date: _____

Rev. 5/13

Incident Report

Potomac Presbyterian Church
10301 River Road, Potomac, MD, 20854

Complete this report if any of the following occur during a church sponsored activity or on the church property:

- A person receives an injury that requires First Aid or medical treatment;
- A person receives a bump or blow to the head or other visible injury (such as a fall that generates bruising) regardless of treatment;
- A person receives attention from emergency medical personnel or a physician; or
- An unusual or unexpected incident occurs that jeopardizes personal safety, such as a vehicle accident (with or without injuries), or a child or youth is exposed to a threatening person or situation.

If you are unsure whether an incident report is required, please err on the side of caution and complete the report.

Date of Incident: _____	Time of Incident: _____
Name and Approximate Age of Person(s) Involved: _____	
Contact Information for Person(s) Involved (use reverse if needed):	
Parent/Guardian (if applicable): _____	
Address: _____	
Phone: _____ Email: _____	
Nature of Injury/Incident: _____	
Location of Incident: _____	
Description of Incident: _____ _____ _____	
Did you directly observe/ witness the incident described? YES NO	
If not, name the person who reported the incident to you: _____	
Action(s) Taken: (Check all that apply.)	
<input type="checkbox"/> Provided First Aid	What/When _____
<input type="checkbox"/> Call placed to 911	By Whom _____
<input type="checkbox"/> Taken to hospital	By Whom _____ Name of hospital _____
<input type="checkbox"/> Notified Parent/Guardian	Who/When: _____
<input type="checkbox"/> Notified PPC Staff Member	Who/When: _____
<input type="checkbox"/> Other _____	

Witness(es) to Incident(use reverse if needed):	
Name:	_____
Address:	_____
Telephone:	_____
Email:	_____
Printed Name of Person Completing This Report: _____	
Position at the PPC: _____	
Address:	_____
Telephone:	_____ Email: _____
Signature:	_____ Date: _____

WITNESS REPORT	
Date/Time of Incident:	
Fully Describe What You Observed:	
Printed Name of Witness: _____	
Signature:	_____ Date: _____

Return completed form to the main office of the church.