This material is intended only as a basis for you to develop your own safety program specific to your operations and exposures by giving you some standard practices and procedures that most employers must implement.

The primary intent of this document is to provide you with guidance in developing, establishing, and improving your own safety and health program.

You must modify the program to fit your specific organizational needs. This material is not all-inclusive and may not address special safety issues unique to your industry. This Model Safety Program is intended to be used only as a guide. This model program is not intended to meet any particular local, state or federal health and safety laws or regulations. Our services do not relieve you of your responsibility to provide a safe place of employment or a safe business operation. This Model Safety Program is not intended to be a substitute for your ongoing loss control or accident prevention responsibilities.

Foreword

It can be helpful to think of a child protection policy statement as a summary of your organization’s stance in relation to the care and protection of children and youth under your control. As such, we encourage you to individualize your statement and make it your own. Your statement should communicate why your program is important and briefly summarize the roles and responsibilities of those individuals or groups assigned to enforce it. We will provide a few samples to help you get started.

Using this Material

This model safety program was developed as a set of best practices to help you enhance your current program or, if you have no current plan, to provide you a base line from which to begin. You can implement these policies and procedures now or fine-tune to your own needs. However, the most essential element is YOU and YOUR COMMITMENT to making it happen!

Begin by preparing a policy statement as an endorsement of your commitment to safety. Be sure to communicate your intent to your entire work force. Post this in a conspicuous location to help demonstrate your support. Keep it current to reflect your continuous interest in the program.

Assign the responsibility and authority to coordinate the program. An example of this has been prepared as one sample policy. The role of the safety coordinator and many other functions has been clearly defined. You may adopt these as unchanged or edit them as you wish. This template has been designed to provide you with a better understanding of what primary elements are necessary to build the foundation for a successful safety and health program.

Each topic has been developed to provide you with sample, individualized plans that provide guidance with many of OSHA’s expectations as well as "shared or best practices." However, we do not intend that these plans necessarily assure compliance with their related OSHA standard.

Because state laws vary concerning the sample policy in this document, it is recommended that you have this policy reviewed by your attorney, particularly with respect to employment practices. These documents are not a substitute for consulting your own legal counsel.

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The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code-, standard-, or regulation-making authority for interpretation or clarification. Provided that you always reproduce our copyright notice and any other notice of rights, disclaimers, and limitations, and provided that no copy in whole or in part is transferred, sold, lent, or leased to any third party, you may make and distribute copies of this publication for your internal use.

Annual Child Protection Program Training

I have participated in the annual review of our Child Protection Program. I understand and will abide by all aspects of the program designed to protect the children under my care.

The following information was reviewed:

The policy of <*your organization*> regarding the protection of children

The definitions for child abuse

The state laws regarding child abuse

Symptoms of abuse in children

Supervisory requirements designed to protect children

Our policy on how to report an incident of child abuse

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledgement of Receipt

The following information was reviewed:

* I have been given a copy of our Child Protection Program.
* I acknowledge that I have read and agree to abide by the Child Protection Program.
* I understand that I am required to report any known or suspected instances of child abuse to administration management.
* I understand that I am to report any accidents or injuries to children administration management.
* I understand that if I am in violation of any policy established by this program that I may be prohibited from working with children or youth.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child Protection Program Risk Assessment

Indicate any of the following that apply to your organization:

* We have activities involving children or youth where the child is not under the direct supervision of a parent or guardian.
* We have a daycare or after school program at our facility.
* We offer coaching, training, or other instruction for children or youth where they may be one on one or in a small group, with a member of our staff.
* Children or youth may be transported by us from one location to another.
* We offer counseling services for children or youth.
* If you checked any of the boxes, you need to develop a Child Protection Program to protect your organization and the children and youth that use your services.

Proceed to the Child Protection Program Self-Evaluation (page 18) for help evaluating your program needs.

Child Protection Policy Statement

Example #1

It is our policy to protect children and youth from physical, emotional, or sexual abuse and to provide a safe environment for them. This commitment flows from our common belief in the dignity and uniqueness of every human life. It is our policy to respect that dignity and uniqueness.

We start from the principle that each child has a right to expect the highest level of care and protection, love, encouragement, and respect that we can give. It is our aim to provide an environment that supports and nurtures children so they can develop and mature as safe from harm as possible.

While we strive to protect our children and youth from all kinds of harm, we accept that some element of risk is unavoidable. This Child Protection Policy is intended to minimize these risks. This Policy is also intended to assist our staff and volunteers in identifying ways in which they can safeguard the best interests of the children and youth in their care.

Example #2

This Child Protection Policy for is intended to safeguard the children and youth under its care. The Church loves children and desires to provide a safe environment where they can grow spiritually.

Therefore, we are committed to encouraging and supporting parents, guardians and caregivers and valuing children as instructed by God.

Knowing that child abuse occurs in our society, our policies and procedures have been established in order to protect the children placed under our care from physical and sexual abuse and misconduct. In addition, these polices are designed to protect our staff and volunteers from false accusations. These policies are necessary and will be followed to ensure that our ministries to children and youth are effective.

Example #3

We acknowledge our responsibility to safeguard the welfare of every child and young person who has been entrusted to its care. We are committed to providing a safe environment for all.

The child’s welfare is and must always be of paramount importance. All children and youth have a right to be protected from abuse regardless of their age. All suspicions and allegations of abuse of any type will be taken seriously and responded to swiftly.

We acknowledge that every child or young person who participates in our activities should be able to do so in an enjoyable, safe environment and be protected from abuse and neglect. We recognize that this is the responsibility of every staff member or volunteer involved in working with children or youth to play an active role in safeguarding their welfare by protecting them against physical, sexual or emotional harm and from neglect.

Roles and Responsibilities

It is everyone’s responsibility to care for and protect the welfare of children entrusted to our care with the roles and responsibilities outlined below.

* Ensure that appropriate and properly trained supervision is in place for all activities involving children.
* Ensure that proper screening of staff and volunteers is conducted.
* Maintain and update this program as needed.
* Respond appropriately to all suspicions and allegations of abuse.
* Collect and maintain proper documentation for all employees and volunteers as well as all consent forms, and other documents.
* Train staff and volunteers in the application of this program.

Staff and Volunteers

* Ensure that trained supervision is in place for every event involving children or youth.
* Promptly report suspicions of abuse.
* Respect a child’s right to privacy.
* Behave in a manner that reduces the likelihood of someone misinterpreting your actions.

Make every effort to prevent conduct that will be harmful to the child.

Definitions of Child Abuse and Neglect

It is important for all individuals involved in your child protection program to understand the terms that are used. The precise legal definition for the terms listed below will vary from state to state. We strongly recommend that an attorney review these definitions and include those that are used in your state. The definitions we use are taken from the federal source indicated below.

Child: A person who has not attained the age of 18, except in cases of sexual abuse, or the age specified by the child protection law of the state in which the child resides.

Child Abuse or Neglect: Any recent act or failure to act on the part of a parent, guardian, or caretaker which presents an imminent risk of, or results in, death, serious physical or emotional harm, sexual abuse or exploitation.

Child Sexual Abuse: The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in any sexually explicit conduct or a visual depiction of such conduct. This includes, rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution or other forms of sexual exploitation of children. Verbal comments of a sexual nature, pornographic material and exhibitionism directed at children, and allowing children to witness sexual activity are included.

**The Federal Child Abuse Prevention and Treatment Act**

Prohibited Acts: Based on the definitions above, the following acts are prohibited during any activity for children and youth.

* Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct toward a child or youth.
* Sexual advances or sexual activity of any kind between any adult and a child or youth.
* Infliction of physically abusive behavior or bodily injury to a child or youth.
* Physical neglect of a child or youth, including failure to provide adequate supervision in relation to planned activities. Adequate supervision means the type of supervision a reasonable person would provide in the same or similar situation.
* Causing mental or emotional injury to a child or youth.
* Possessing or accessing obscene or pornographic materials at any activity.
* Possessing illegal drugs or being under the influence of any illegal drugs.
* Consuming or being under the influence of alcohol while participating in any activity designed for children and youth.

Signs of Child Abuse

Children suffering from abuse will quite commonly not tell others. They frequently blame themselves for the abuse. The list below is not all-inclusive but includes common indicators of abuse. In addition, any change in appearance or behavior in a child should serve as a warning sign. Keep in mind that a sign by itself may not indicate abuse but could have a number of other causes.

These signs should be a warning that further investigation may be necessary.

If you observe any of the following in a child, report it immediately to <*name of person or organization*>.

Physical Abuse

* Injuries such as burns or bruises in a pattern, cuts, black eyes, or other serious injuries.
* Aggressive, disruptive, or destructive behavior
* Fear of parents or other adults
* Frequent complaints of pain or lack of reaction to pain.
* Passive, withdrawn, or emotionless behavior

Signs of Neglect

* Appears malnourished
* Stealing or begging for food
* Fatigue or listlessness
* Depression
* Lack of personal cleanliness
* Clothes that are torn or dirty or inappropriate for climate
* Medical conditions that are not treated

Sexual Abuse

* Knowledge about sexual relations beyond what is appropriate for the child’s age.
* Difficulty sitting or walking
* Sexually suggestive or promiscuous behavior
* Physical signs of sexually transmitted diseases
* Evidence of injury to genital area
* Complaints of painful urination
* Hostility towards adults, fear of being alone with adults.

Supervisory Requirements

In addition to proper screening of staff, you should provide guidance for the day-to-day operations that involve children and youth. These requirements are designed to safeguard the children under your care but also avoid situations where children can become isolated in a one on one situation with staff or supervised by underage volunteers. In addition, the physical safety of the children is also your responsibility and your staff should be prepared to respond to an emergency.

Two-Adult Rule

At least two adults will be present for any activity involving children. Ideally, these should be a male and female. Teen volunteers (under the age of 18) can assist but only under the supervision of at least two adults.

We have identified key people or staff responsible to ensure that proper supervision is on hand for all events involving children. They are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You can consider staffing ratios by age group to use as a guide for staffing decisions. These ratios are for children without mental or physical impairments. Keep in mind that as a minimum, two screened adults need to be present at all times.

Age Staff/Child

0-2 Years 1:4

2-3 Years 1:5

3-5 Years 1:9

5-8 Years 1:15

8+ Years 1:15

No Workers Under 18 Years Old

No individual under age 18 will be allowed the primary responsibility for supervising children.

The Five Years or Older Rule

Any screened staff member or volunteer assigned primary responsibility for supervising children or youth must be at least 5 years older than the oldest child present.

This is a question of authority and control. Placing children in charge of children is not a good idea and can lead to problems. Workers within 5 years of age of the children they are asked to supervise may also present a control problem.

Six-Month Rule

A volunteer wishing to work with children must be a member of <*our organization*> for at least six months.

Observation of Children

Activities involving children will be conducted in areas that are visible from other areas. If the activity is taking place indoors, this will involve keeping doors or window coverings open or using half doors or doors with windows.

At no time will an adult meet with a child alone in any room or area where they cannot be seen.

Counseling Safeguards

Any room used for counseling of children will be required to have the door open for the entire session or a door with a vision panel with an unobstructed view.

First Aid and CPR Training

We will ensure that First Aid and CPR training is made available for all staff members and volunteers on an annual basis. Only those individuals who have current training are allowed to use any emergency supplies or equipment. Those persons are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Continued …….)

Supervisory Requirements, Continued

Parental Permission

In a situation where a trained staff member or volunteer has a legitimate reason to be alone with a child, written parental permission will be required.

For special events such as trips, camps, or other events outside the normal, written parental permission will be required. Without a signed form in our possession, the child cannot participate in the special event.

Annual Refresher Training

We will hold an annual orientation session for all paid staff and volunteers. The topics covered should include the following:

* A review of the policy regarding the protection of children.
* The definitions for child abuse
* The state laws regarding child abuse
* Symptoms of abuse in children
* Supervisory requirements
* Appropriate steps to report an incident of child abuse

A record of those in attendance will be kept in our Human Resources Department.

Selection and Screening of Staff and Volunteers

The proper selection of those individuals who will work with children or youth is one of the most critical aspects of a Child Protection Program. It is the first line of defense in the protection of children and your organization against negligent supervision lawsuits.

The question becomes one of whom to check and what kind of checks to perform. Many organizations have a hard time deciding the best policy to adopt. In this and other aspects of your program, it is advisable to consult with an attorney who is familiar with the laws in your state regarding this.

The following are guidelines to help you work through this decision.

The greater the time spent with children and the potential for unsupervised access to children, the more thorough the screening process should be. It is a question of time and access.

Is the staff member and/or volunteer working directly with children on a regular basis?

Are they working around children for an extended length of time? Fifteen (15) or more hours per week is often used as a guide.

Individuals who fall into either category could include all paid staff (even if their job does not involve working with children, if your organization has children on site on a regular basis, they potentially would have access to children.) Some volunteers who have ongoing assigned positions such as Sunday school, daycare or preschool teachers, youth leaders or assistants, coaches or trainers, and those who may go off site or overnight with children to camps or events would fit this description. This list is by no means all-inclusive.

For these positions, the most thorough screening process will include a criminal background check. These are performed by a law enforcement agency and would include fingerprinting. This is the most assured way of doing a criminal check for sexual offenses. In fact the greater the percentage of volunteers you include in this type of screening process the better your selection process will be. Many organizations ask all volunteers who would work with children to submit to these checks. This may not be practical in your organization but every effort should be made to include these checks in your screening process.

Any paid member of your staff should be required to complete an application at time of hire and submit to reference checks and a criminal background check.

Any volunteer with regular access to children as noted above should also be required to complete a volunteer application and submit to reference checks and a criminal background check.

Occasional volunteers who may be called upon to help in a group setting, work under the supervision of a screened staff member, or volunteer, should, as a minimum, still be required to complete a volunteer application and reference checks should be conducted.

It is our goal to provide a safe environment for children and those who work with them. To help achieve that goal, we will adequately screen the applications of all persons desiring to work with children participating in all of our programs. Any information collected during this process will be held in the strictest confidence and will only be available to human resources administration.

It will be a Human Resource responsibility to conduct staff and volunteer screening.

Please consult with your legal counsel for the screening process. The steps to be taken are specific, vary by state, and do change. It is important to have counsel because there are legal requirements to follow if you have to take adverse employment action because of the screening process for the following positions:

* Paid staff
* Volunteers with ongoing assigned positions
* Occasional volunteers working under the supervisions of others
* Drivers

No record with serious violations such as the following:

* \*No major violations within the past five years (will likely involve those relating to alcohol use and/or high speed violations typically 20+ over posted)
* No more than three moving violations within three years
* No more than two violations and crashes combined in three years
* No disqualifying violations (e.g., evading an officer, reckless driving etc.) for the length of the record

Selection and Screening of Staff and Volunteers, Continued

Note: There may be some exceptions made for things that occurred a long time ago, but should be carefully examined and weighed. The exception policy must address who can make an exception, under what circumstances it will be considered and what documentation needs to be maintained. Above all, document the process how you came to a decision and it was not a mistake or oversight.

\*For more information, refer to *Evaluating Individual Driver Motor Vehicle Records*, RC 5516, for establishing minimum guidelines for an acceptable driving record. This resource is available on Liberty Mutual SafetyNet™.

Reporting and Responding

Your staff should be aware of the laws in your state that govern the reporting of child abuse. Every state has requirements for who can report cases of child abuse and will specify the state agency that handles these reports. In addition, the length of time to report a case can vary by state. There are also criminal penalties for failing to report a suspected case of abuse. Because of state specific requirements and the critical nature of reporting these cases, the assistance of an attorney will be required to complete this section of your program.

Once you become familiar with your state’s requirements, it is very important to train all staff and volunteers.

It is our policy to report any suspicion or incident of child abuse involving any child under our care.

There are typically three ways that someone may become aware of abuse:

1. You observe abuse: Anyone who observes a situation of child abuse should attempt to stop the abuse if it is safe to do so and then call 911. Remain calm, attempt to protect the child’s privacy, and follow the reporting procedure listed below.
2. You suspect abuse: Report it immediately following the procedures below.
3. A child reports abuse to you: Remain calm, believe the child, respect the child’s privacy, and report the incident immediately as indicated below.

Reporting Procedure

We recommend that you appoint a person or persons to receive any reports of abuse and to follow through on them with the appropriate state agencies as required or any internal investigations. These designated reporters should handle the interaction between your organization and the state agency and they should be trained in your state’s reporting requirements. However, many states have identified people in some positions as mandatory reporters. This could include for example, a Sunday school teacher or youth leader. In these situations, mandatory reporters who witness or suspect child abuse are required to report directly to the state and could face criminal penalties for failing to do so. It is important to emphasize that the authorities must be contacted immediately after an incident becomes known.

The requirements of your state will shape your reporting procedure and the steps below should be modified to comply with local laws.

Reports of child abuse must be made immediately, following these steps:

1. Make sure the child is safe from further harm.
2. Do not leave the child alone to report the incident.
3. Do not attempt to confront an alleged violator.
4. Report the incident immediately to a designated reporter or main office number.
5. Report abuse and neglect to local authorities as required by law. It is important that the authorities be contacted immediately with no delay.
6. Complete a Report of Suspected Incident of Child Abuse and present it to <*name of designated reporter*>
7. <*Name of designated person or persons*> will handle all external communications on our behalf and has been trained and informed how to contact the media.
8. They, in turn, will contact:
   1. The child’s parents (unless suspected in the abuse)
   2. Legal counsel
   3. Our insurance agent
   4. Other authorities as required

(Continued…… )

Reporting and Responding, Continued

Confidentiality

All reports of child abuse will be held in absolute confidence. No communication by any person is allowed concerning the alleged event except as necessary to cooperate with an official investigation. In no case will the identity of the victim or the accused be disclosed except as required by law.

Response Plan

If a person suspected or accused of child abuse is a member of your staff or a volunteer, you will be required to take some action. You should consult with your attorney to determine the best course of action to protect your organization, the children under your care, and respect the rights of the individual involved.

The following text is only a suggestion and should be modified as needed.

*Any person who is accused or suspected of abusing a child, whether a volunteer or employee, will be suspended automatically from any further participation in any of our activities that involve children. The suspension will continue until the results of any our internal or law enforcement investigations and any resulting legal proceedings are concluded.*

*The those persons involved in the investigation will determine based on the results of the investigation whether to return the person to their prior position if the allegations are found to be untrue or take other action up to termination for an employee if found guilty.*

Activity Release Form

Activity and Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meet at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pick Up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Leaders

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If overnight, we are staying at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency contact numbers:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What your child needs to bring:

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

Please return a signed copy of this letter if your child will be participating.

Please update medical and insurance information if it has changed.

My child plans to participate. \_\_\_\_ Yes \_\_\_\_ No

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Report of Suspected Incident of Child Abuse

Return completed form to <*name of person or title*>

Date and Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of Child(ren): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of Child(ren): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of Child(ren): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of what happened: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s statement:

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

Name of person suspected of abuse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to the child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of any other witnesses:

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

What immediate action was taken:

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

Signature of Person Reporting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Log

Contact with Child’s Parents

Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person you spoke with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of discussion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact with Children and Family Services

Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person you spoke with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of discussion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact with Police

Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person you spoke with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of discussion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Others

Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person you spoke with: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of discussion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child Protection Program Self-Evaluation

Use this evaluation to indicate the policies and programs that you have in place at your organization.

Child Protection Policy and Definition of Terms

* Written policy statement emphasizes the importance of our Child Protection Program and details roles and responsibilities.
* Definition is prepared as to what is meant by Child Abuse and Child Neglect.

Selection and Screening

* All staff and volunteers who work with children or youth are required to sign a document stating that they have read and will abide by our Child Protection Program.
* References and conduct background checks on all paid staff who works with children or youth and all volunteers in leadership positions, (youth leaders, etc.) or who could have unsupervised access to children.
* Interview and check references on all volunteers who work with children on an occasional basis or in a group setting.
* Requirement that individuals who operate our vehicles to transport children to have a valid driver’s license and an acceptable driving record.

Supervisory Requirements

* Prohibit anyone under the age of 18 to supervise youth or children.
* Require at least two unrelated adults to be present at all times during any sponsored program or event involving children or youth.
* Provide CPR and first aid training for staff and volunteers who work with children and youth.
* Require six-month waiting period before new member volunteers are allowed to work with children or youth.
* All activities involving children or youth are conducted in areas that are visible from adjoining areas.
* Provide written advanced notice to parents or guardians of any events for children or youth and require written permission before their child can attend.
* Train all paid staff and volunteer workers on all aspects of our child protection program on an annual basis.

Reporting and Responding

* Alerts posted listing the most common physical and verbal signs of abuse that children exhibit.
* Written reporting procedure for suspected incidents of abuse.
* Response plan in the event that an allegation of abuse is made against our organization.

Oversight and Documentation

* Program has received legal oversight to approve compliance with local laws and regulations.
* Broker has verified adequate insurance coverage and limits when claims occur.

All aspects of our Child Protection Program are under a full document retention and management protocol.

**Day Care or Pre-School Program Self Evaluation**

Indicate if/when the following applies to your organization.

General Operations

* Operating hours do not exceed 12 hours daily.
* Verify that all children have current immunization and vaccination.
* Policy and practice restricts attendance of sick or ill children.
* Allergy information posted in the child’s classroom
* Corporal punishment is prohibited in our school.
* Parents or guardians are permitted to visit our school any time we are open.
* Medications are dispensed only with written doctor’s orders.
* Protocol and area to drop off/pick up children with an updated list of approved individuals for each child.
* Procedure diligently practiced to require a signed release form for all field trips.

Supervision

* Our staff-to-child ratios are compatible with the following:

|  |  |  |
| --- | --- | --- |
| Age of Child (Years) | Staff/Child | Maximum Number of Children per Class |
| 0-2 | 1:4 | 8 |
| 2-3 | 1:5 | 15 |
| 3-5 | 1:9 | 27 |
| 5-8 | 1:15 | 30 |
| 8+ | 1:15 | 30 |

* We check references, conduct criminal background checks on all staff, and keep this information on file.
* Director is at least 25 years old and has three years of experience.
* Director has either a bachelor’s or a two-year degree in Early Childhood Education or related field, or a director’s credential.
* All teachers in charge of a classroom are > 21 years old and have at least a high school diploma.
* All teachers complete at least 12 hours of in service training each year.
* At least one CPR trained member of our staff is on hand at all times.
* We require individuals who operate our vehicles to transport children to have a valid driver’s license and an acceptable driving record and fulfill our minimum acceptable criteria.
* We require a TB test for all teachers (where applicable).
* We have a written training program for all new staff.

(Continued …..)

**Day Care or Pre School Program Self Evaluation, Continued**

School Property

* Access to the school is restricted to doorways that are monitored.
* Working smoke detectors posted in each room and a fire alarm system.
* Classrooms for children < two years have direct access to the outside or are located next to an exit.
* Conduct and evaluate regular fire drills.
* Playground is surrounded by a fence with a self-closing gate.

Reporting and Responding

* As part of our annual training for staff, we include a list of the most common physical and verbal signs of abuse that children exhibit.
* Written reporting procedure for suspected incidents of abuse.
* Response plan for those allegations of abuse is made against our organization.

**Complete a report on all injuries and review with the parent or guardian.**

Application for Volunteers Who Will Work With Children

This application is to be completed by all applicants for positions involving the supervision or custody of children. This form is being used to help us provide a safe and secure environment for those children who participate in our programs.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last First Middle*

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_

SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Exp: \_\_\_\_\_\_\_\_\_\_\_

*(Identity will be confirmed with a state driver’s license or other photographic ID. Attach a copy)*

Indicate the type of work you prefer

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

When would you be available (indicate times and days or week)

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

Please note prior experiences that you had working with children:

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

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

Have you ever been charged, convicted, or pleaded guilty to a crime?

* No
* Yes (If yes, please explain fully)

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

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

**References:** List three personal references (people who are not related to you by blood or marriage) and provide an address and phone number for each. References are confidential.

#1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorization for Criminal Background Check**

I certify that I have read my completed application and it is correct and true to the best of my knowledge. I authorize <*our organization*> to maintain my photograph on file and to conduct a criminal background check or any other type of background check that <*our organization*> deems appropriate.

I authorize all persons, organizations, and law enforcement agencies to supply <*our organization*> with any information concerning my character or background in connection with working with children and I release them from any liability or damages that may occur as a result of their response to this request.

I read this release and fully understand the contents.

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

Signature Date