
Safe Church Policy of



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APPENDIX G DISCLOSURE IS TO BE COMPLETED AND RETURNED

Introduction

University City United Church (UCUC) is committed to creating a safe and healthy environment in which all can learn about and experience God's love. The Safe Church Policy seeks to keep children, adults, staff, and volunteers safe in the context of church. This Policy encompasses, but is not limited to:

- sexual misconduct
- harassment
- physical, emotional, mental abuse.

Sexual misconduct is the betrayal of a relationship of trust. It is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, and advisers of any kind who are called upon to exercise integrity, sensitivity and caring in a trusting relationship. Such conduct may also be illegal.

In some instances, misconduct may be as subtle as a hug or embrace that becomes too familiar. Misconduct may be in the form of suggestive jokes, language, or glances that are disturbing or provocative. These subtle forms of misconduct may lead to more explicit sexual involvement. Factors that influence how one interprets the actions of another include one's family experience and traditions, each individual child/youth's comfort level, and cultural norms or traditions. Sensitivity to these and other factors is expected of all UCUC staff and volunteers.

Relationships that contain the potential for sexual misconduct include relationships between pastors and parishioners; relationships between adults and children or youth; relationships between volunteers of any age and child or youth program participants; relationships between a counselor and counselees; and relationships between supervisors and employees or volunteers. Inappropriate conduct in some of these relationships is the topic of other policies. This document specifically relates to the appropriate relationships that staff and volunteers have with our young people, in person and/or electronically (i.e. Texting, social networking, email, etc.).

All volunteers working with children and youth and all staff will be made aware of the requirements for reporting suspected child abuse. Every volunteer working with children and youth and all staff members will be trained regarding this policy.

The UCUC Preschool has their own guidelines and are subject to their own policies.

The Vice Moderator/BBM Chair is responsible for oversight of this policy and will ensure that a review of this policy will be conducted at least once every two years.

Purpose

Our congregation's purpose for establishing the Safe Church Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety, spiritual growth, and well-being of all our children, youth and vulnerable adults. Children and youth henceforth referred to as minors are individuals who are under the age of 18. Vulnerable adults are individuals over the age of 18, who because of physical or mental infirmity or emotional disability or other physical, mental or emotional dysfunction may be vulnerable to maltreatment.

Personnel

These guidelines apply to all paid UCUC staff and to all volunteers who have contact with minors and/or vulnerable adults. These personnel include, but are not limited to:

- All paid UCUC employees, including pastors, office staff, and youth and paid music staff.
- All volunteer educators and youth leaders, including those volunteers who are under 18 years of age and those who are not members of UCUC.
- All nursery care providers, both paid and volunteer.
- All volunteer or paid chaperones of mission trips, confirmation events and any other event involving minors and/or vulnerable adults.
- All volunteer or paid persons who visit elderly/homebound/otherwise vulnerable adults as a part of Spiritual Nurture or on behalf of the church

Procedures

Steps to be completed by all Personnel

In order to be considered an “approved person” by UCUC, meaning a person who may have contact with minors and/or vulnerable adults, the following steps must be completed prior to contact (effective SEPTEMBER 2018). Careful screening and training is one way to prevent the abuse of minors and vulnerable adults. Personnel screening involves a careful gathering and review of information in search of those who can provide safe and caring supervision in a safe environment.

1. **Background Disclosure Form:** UCUC requires that all personnel truthfully fill out this form (attached) to provide information to assist the pastoral staff in determining whether it is appropriate for the individual to have contact with minors and/or vulnerable adults. (The pastoral staff is defined for the purposes of this document as the Pastor, Children’s Ministry/Administrative Coordinator, and/or the Executive Board.)
 - All paid church employee Background Disclosure Forms, along with their completed Criminal Background Check, will be kept in a securely locked file cabinet in the pastoral office of UCUC. Only UCUC pastoral staff or their designee (a member of the Executive Committee), shall be permitted access to the paid church employee’s Background Disclosure Form and Criminal Background Check.
 - All volunteer Background Disclosure Forms, along with their completed Criminal Background Check, will be kept in a securely locked file cabinet in the pastoral offices of UCUC. Only UCUC pastoral staff, Children’s Ministry/Administrative Coordinator, or their designee (a member of the Executive Committee) shall be permitted access to the church volunteer Background Disclosure Form and Criminal Background Check.

Completed Background Check: By signing this form (attached) the individual gives permission for UCUC to perform the necessary investigation, which is done by an outside entity, to complete the criminal background check. Records regarding criminal history, driving records, litigation and/or drug testing may be released to UCUC as part of this check. This information is also used to assist the pastoral staff in determining whether it is appropriate for the individual to have contact with minors and/or

vulnerable adults. Those volunteers under the age of 18 are not subject to a criminal background check until their 18th birthday.

2. **Safe Church Training:** Training involves the education of personnel on safe procedures when working with minors and/or vulnerable adults. The church shall implement training and orientation procedures for all personnel. Training shall include this policy, appropriate physical and emotional boundaries, and personnel misconduct as described in this policy. A review training is required every 4 years. Between required training years additional training may be mandated due to policy changes.
3. **Future Requirements:** All personnel are on notice through receipt of this policy that UCUC may require, at a future date that they be fingerprinted.
4. **Repeat as Necessary:** UCUC maintains the right to require its personnel to repeat any of the requirements of this policy at any time.

Additional Requirements for Paid Employees:

- No employee will be hired until he or she completes and submits the Authorization for Criminal Background Check as well as the Background Disclosure Form.

Additional Requirements for Volunteers:

- To be eligible as a volunteer, all individuals must have an active relationship with UCUC for at least 6 months.
- If asked to do so, volunteers shall provide at least 2 unrelated references who can provide information regarding past or present experiences with minors and/or vulnerable adults.

Distribution of Guidelines

This policy shall be distributed to all personnel listed above and shall also be available through the church website (www.ucuc.org). These personnel shall sign a form in acknowledgement of receipt (included at the end of this document), understanding and acceptance of this policy, and which will affirm that they have read this policy. The signed acknowledgement shall be returned to their supervisor. The Pastor shall serve as custodian of these acknowledgements for paid employees and the Children's Ministry/Administrative Coordinator or pastor shall serve as custodian of those acknowledgements from volunteers.

Approval of all Applicants

If any reports raise questions about the fitness of the applicant, the Pastor shall review all the relevant information and make the appropriate decision that is best for the church. UCUC reserves the right to disapprove any person applying to serve.

If the applicant is found to have been involved in any activity in which the applicant abused or exploited minors and/or vulnerable adults the applicant shall not be approved. Also an applicant who was convicted of a crime against minors and/or vulnerable adults will not be approved.

The determination of whether a particular crime is serious enough to result in the disapproval by UCUC is made by the Pastor or pastoral staff at the option of the Pastor. Applicants are on notice that any types of crime may result in disapproval.

Persons having a criminal history of any of the following types of offenses shall be disapproved to serve in any ministry with minors:

- Child or elder abuse, whether physical, emotional, sexual or neglect.
- Violent offenses including murder, rape, assault, domestic violence etc.
- Persons having a criminal history of repeated DUI or DWI conviction within the last five years immediately prior to application. Persons with one or more DUI or DWI convictions within the last five years shall not be allowed to act as a driver.
- Persons having a criminal history of a drug related felony conviction within five years immediately prior to application.
- The results of all background checks shall be kept confidential regardless of the final determination by UCUC.

Supervision

Supervision for Nursery/Childcare

- Every effort shall be made to have a minimum of two unrelated, approved personnel responsible for children under the age of 3 at all times. An approved adult is a person who has successfully fulfilled the above criteria for training and background checks.
- Whenever possible, the following ratios - adult to child shall be maintained:
 - Under 6 weeks of age-1 adult to 3 children
 - 6 Weeks to 18 months -1 adult to 4 children
 - 18 months to 36 months- 1 adult to 5 children
- All minors in Nursery Care, regardless of age, shall be signed in and out of the nursery by a parent or authorized adult.

Supervision of Minors

- Every effort shall be made to have two unrelated approved adults per classroom. One adult may be allowed if a second adult is designated as itinerant classroom monitor.
- Any one-to-one mentoring of minors, as assigned by the Pastor, shall be done within sight of another adult or in a public space and will be done with parental permission.
- Understanding that there is safety in numbers, one approved adult can safely work with three or more minors alone provided that those minors are four years of age or older and that they are in the line of sight of other adults.
- Adults shall never be alone with 1 minor, unless that minor is his or her own child. It may be necessary to combine groups or classes to ensure that no adult is ever alone with 2 or fewer minors.
- Minors are never to be alone with 1 adult on UCUC premises or in any of its sponsored activities (in instances where vehicle transportation is part of the activity, there shall not be less than 2 minors in each car).

- All minors in the third grade and below must be escorted to church by a parent or authorized adult. In addition all minors, under the age of 12 must be escorted to Sunday School by a parent or authorized adult if they are attending Sunday School for the first time.
- Minors in third grade and under shall not be dismissed from a group or a Sunday School class alone. All minors third grade and below must be picked up by an authorized adult.
- Minors in grade four through six may be dismissed from a group or Sunday School class, provided that at parent or guardian has given written permission, which shall be maintained on file by the Director of Christian Education.
- Minors in 7th grade and above may be dismissed from the end of a group or Sunday School class without written parental consent.

Overnight Accommodations

- Whenever possible there shall be two approved adults present in every room.
- Whenever possible there shall be same-sex accommodations during overnight stays.
- When staying in a hotel adults shall sleep in separate rooms from minors. If it is necessary for adults to share a room with minors, adults shall sleep in separate beds from minors and no adult shall ever be alone with less than three minors.

Volunteer Visiting Guidelines

- A submission of dates and times of those visited are to be emailed to ucucvisits@gmail.com.
- The volunteer is to leave a card with the person he/she is visiting indicating the date he/she visited.
- Whenever possible, 2 volunteers is best practice when visiting in a home. When visiting in the hospital or other nursing facility, leave the doors open or meet in a common space.

Additional Interaction Guidelines

While simple common sense is the best guideline for interacting with children or vulnerable adults, we have included additional guidelines that may be useful in Appendix A.

Reporting of Incidents

Reporting

According to the San Diego Child Protective Services, employees working with children must report incidents of child abuse. Volunteers are not mandated reporters, however, all personnel, in accordance with this policy, are to report certain incidents immediately to UCUC pastoral staff who are morally and legally obligated reporters of child abuse. As further described below, and in Appendices B and C, initial reporting to pastoral staff shall be required by any personnel that witnesses an incident of abuse or exploitation (Appendix B). The appropriate pastoral staff shall evaluate the report and the situation. If the situation involves abuse or a reportable concern (vs. a policy violation), the staff shall report it to Child Protective Services or Adult Protective Services. Reporting shall also be required when an allegation of an event of abuse or exploitation is made to staff or a volunteer by a third party and/or when a minor and/or vulnerable adult discloses abuse or exploitation to a staff member or volunteer. It is crucial that reporting be immediate.

- When an adult leader of an event, activity, program or class witnesses the abuse of a minor or vulnerable adult, it is imperative that the adult leader take all necessary steps needed to ensure the safety of the victim up to and including calling 911.
- When an adult leader of an event, activity, program or class suspects that abuse or any violation of this policy is taking or has taken place, he or she shall fill out an Incident Report Form (Appendix C) and notify the Pastor, or Children’s Ministry/Administrative Coordinator or Executive Committee (referred to from here on as “Recipient of the Report”), as indicated in Appendix B. This notification will be made immediately upon suspicion of, or a statement of, or a witnessing of abuse. This report should also be filled out if an adult leader believes that a child or vulnerable adult is neglected or abused at home or in other circumstances.
 - This report shall be typed or written in pen and kept in a secure location to prevent it from being altered.
- Personnel shall fill out the form in its entirety. If appropriate, personnel shall provide follow-up information which will describe the steps taken after the incident was reported.
- The report and the situation will be evaluated by the Pastor, Children’s Ministry/Administrative Coordinator, and/ or Executive Committee. If either this group or the witness has reason to believe that abuse to a child has occurred, this shall be reported to the San Diego Child Protective Services (CPS), phone 800 560-2191. CPS will in turn alert police or other agencies if needed and appropriate. Similarly, incidents of abuse to a vulnerable adult or elder shall be reported to San Diego Adult Protective Services (APS), 800 510-2020.
- Identification information for the alleged victim and the adult responsible for their care is required for the report. The person in charge of the ministry/activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his/her address and family information.
- Should the Child Protective Services or Adult Protective Services be contacted by the recipient of the report, church personnel shall cooperate fully with the investigation conducted by law enforcement officials or child protective services. This includes all documents maintained by the Pastor in reference to parties involved in the investigation.
- The pastor shall notify the parents and/or legal guardians of suspected abuse or violation of this policy as it pertains to his or her child. Personnel shall NOT notify parents or legal guardians of suspected abuse if the parents and/or legal guardians are the perpetrators of the abuse.
- If the accused is the clergy, or a member of his/her family, the Southern Association of the United Church of Christ shall be informed, in addition to the reporting documented above. They may be reached at southernassociation@sascucc.com, or 629 296-9063.
- Once the incident has been reported to the recipient of the report, personnel shall **NEVER** discuss allegations with any other people except law enforcement or designated county investigators. To do so can cause irreparable harm to the victim, their family, the church/conference and community.
- It may also be necessary to contact the church’s insurance. Current insurance contact information can be obtained from the Vice-Moderator (BBM Chair).

Response

A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations shall be taken seriously. In all cases of reported or observed abuse that are reported to Child or Adult

Protective Services there shall be full cooperation with all official investigating agencies. The following bullets apply to those cases that require reporting to Child or Adult Protective Services.

- Immediately, and with dignity and respect for the sacred worth of the accused, pastoral staff shall remove the accused from further involvement with children, youth, or vulnerable adults. Details of the allegations of the abuse shall not be discussed with the accused at the time of the removal. In any removal of a staff member or volunteer from any activity/ministry, care shall be taken to handle the removal in a discreet manner, recognizing that there will be an investigation by either state or church authorities, or both.
- All media requests for statements shall be directed to the Association. (See page 7)
- When it has been alleged that any employee or volunteer has committed an act of abuse or exploitation, the employee or volunteer shall refrain from all ministry/activities with children, youth, and vulnerable adults until the incident has been fully resolved by the appropriate state authorities and/or in accordance with the above guidelines.
- If the accused party is a paid staff member, they may be placed on administrative leave by the Executive Committee pending the outcome of any internal or outside investigation. If the accused party is an authorized pastor, the appropriate denominational body shall be notified of the proceedings. Such an action is not to be interpreted as a finding of admission that the accused is guilty of misconduct in any criminal or civil legal proceeding.
- Upon completion and resolution a complete report shall be made to the Executive Committee and a confidential file maintained in the Pastor's office.
- Notification of the incident will be given to the church insurers in accordance with the terms of any applicable insurance policies.
- The church shall provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing may take place.

Digital Communication

Parents will be asked to fill in the Digital Communication Release Form (Appendix D) and the Photo Release Form (Appendix E). If parents choose not to release UCUC by signing these forms, then youth and children may not be contacted via Digital Communication, and their photos may not be used for any purpose.

Guidelines for Electronic Communication: Cell Phone, Texting and Email

As with in-person communications, paid and volunteer UCUC personnel shall avoid appearances of impropriety and refrain from inappropriate electronic communications with minors and/or vulnerable adults. Factors that may be considered in determining whether an electronic communication is inappropriate include, but are not limited to:

- The subject, content, purpose, authorization, timing and frequency of the communication;
- Whether there was an attempt to conceal the communication from supervisors, UCUC, and/or parents.
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship.
- Whether the communication was sexually explicit.

- Personnel who want to communicate with minors using text messaging, e-mail, social networking websites or other forms of electronic media must:
 - obtain written parental consent prior to communication. Consent forms shall be provided by the church.
 - sign an electronic communication agreement form, provided by the church.
- Personnel may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful when communicating with each other or with minors and/or vulnerable adults involved in ministry activities.
- Except in an emergency, personnel may not transmit any personal information pertaining to a minor without the minor and his or her parents or guardians signing consent forms. This applies to group texting, group e-mail, or any other public method of electronic communication. Personal information may include such things as a minor's name, phone number, e-mail address, and/or photograph.

Personnel will discourage minors from using cell phones during ministry programs except in an emergency, or to contact a parent or guardian.

Personnel who become aware of possible child abuse through electronic media must follow the reporting of incidences guidelines found on page 6 of this document.

Personnel must understand that all information, images, or videos shared electronically through public ministry communications channels are not considered confidential.

To participate in ministry electronic communications, minors must read, agree to and sign a Digital Covenant (Appendix F). Each youth group (i.e. Sunday School class/Youth Group) may create its own Digital Covenant. The covenant shall specifically list what is acceptable or not acceptable in relationship to electronic communication.

Personnel shall instruct minors about the Digital Covenant at the beginning of the program year and provide reminders about the covenant as necessary.

Minors who violate the Digital Covenant policy may lose electronic communications privileges or be removed from the youth ministry program. The ministry's pastoral leadership shall notify parents immediately of any violation.

Personnel driving on ministry business are to avoid cell phone use—even hands-free—when transporting children, while driving in heavy traffic, during hazardous weather conditions, or when it violates state or local law. Personnel driving on ministry business are expected to fully abide by all vehicle and traffic laws.

Personnel driving on ministry business are never to send or read text messages while driving.

Social Networking Sites-Relationship and Group status

- All social networking and media sites (i.e. websites, Facebook pages, Twitter accounts, blog spots, etc.) created on behalf of UCUC or any of its ministries' must be approved in writing by the pastoral and/or administrative staff of UCUC.

- In circumstances where the pastoral and/or administrative staff has approved an outside individual or entity to create a social networking/media site on behalf of UCUC the pastoral and/or administrative staff shall be provided with login information, passwords, and given administrative capabilities and all rights upon its creation.
- Personnel shall not submit “friend” requests on Facebook or other similar social networking services to minors. Minors may submit “friend” requests to personnel on Facebook, or other similar social networking services. When this occurs, personnel are advised to discern the level of contact that should be maintained with minors prior to responding to these requests. UCUC pastoral staff may assist in ascertaining the appropriate level of contact.
- It is strongly recommended that personnel either accept ALL friend requests or NONE (never just some requests) and maintain the same level of social networking site contact with each minor.
- When and where available, personnel may choose to create separate private and professional profiles on networking sites to create a line of personal privacy.
- If personnel choose to accept friend requests from minors that are associated with their community of faith, we recommend that other adults (within the same community of faith) have full access to the authorized individual’s (i.e. adult personnel’s) profile and correspondence.
- Personnel who choose to accept friend requests from minors shall use all privacy settings applicable to shield minors from any inappropriate content that may exist within the authorized individual’s profile.
- Communication that is sent via digital means (email, social networking site notes or posts, etc.) is not confidential and may be reported or shared with others.
- We strongly recommend “closed” groups, but not “hidden” groups be used for Youth groups. These groups should include both youth and adult administrators.
- All Social Networking Sites affiliated with the UCUC or any of its affiliated ministries which are open to minors must also be open to their parents or guardians.
- Former youth members and adult leaders of youth groups, due to departure, removal or loss of eligibility (aged out of a program) shall be removed from digital communication youth groups (Facebook groups, list serves, etc.).
- Personnel must follow Reporting of Incidents procedure found on page 7 of this document which states that individuals who work with youth are responsible to report to clergy and/or law enforcement any activity or language which indicates that a minor is being severely harmed (sexual assault, physical abuse or emotional torment) by a youth or adult, considering doing severe harm to themselves (thoughts or plans of suicide) or severely harming others (abuse, homicide or rape). Any information that is posted on a church sponsored site that includes this type of information shall be reported to pastoral staff, documented in church records and printed from the site. Confidential records shall be maintained with the Incident Report Form. This information shall then be deleted from the site.
- Any content that details inappropriate behavior (outside of the bounds of the established covenant) during a church sponsored event or activity shall be addressed by authorized youth workers and parents.
- Parents shall be informed that content that appears on youth pages or groups that are not sponsored by the church are NOT within the purview of authorized personnel.

Digital Covenants

- Groups working with youth shall make sure that the Digital Covenant is reviewed and signed annually.
- Digital Covenants shall acknowledge that materials posted on Church Sponsored sites (and or group pages) are not CONFIDENTIAL.
 - Digital Covenants shall acknowledge that content deemed inappropriate will be removed from the site or group page.
- Digital Covenants for communities of faith shall address the following issues:
 - appropriate language
 - eligibility of membership (do you have to be a member of a local congregation or youth group, are parents of current members eligible, are there age requirements/ restrictions for participation, etc.),
 - content that can be posted/published on the site or page (Rule of thumb: post your information and not others')
 - When posting photos never identify (tag) photos of others. Individuals may only identify (tag) themselves in photos.
 - stipulate appropriate and inappropriate (bullying, pictures that depict abuse, violence, sexual acts, etc.) behavior of members and the consequence for inappropriate behavior, transitions, due to departure, loss of eligibility or removal of youth members and/ or adult leaders

Recommendations for Video Chats, Blogs or Video Blogs

- Personnel shall refrain from initiating video chats with youth.
- Participants in a video chat or blog shall consider what will be shown in the video such as their surroundings, their clothing/state of dress, etc.
- All transcripts of on-line text chats, video chats, blogs or video blogs shall be saved when possible.
- All personnel shall consider the content and nature of any post that will be read by or visible to youth.

Appendices:

Appendix A: Additional Interaction Guidelines

The church does not wish to discourage appropriate demonstrations of affection and friendship, such as hugs; however, the church provides these guidelines for determining the type of interaction that is appropriate.

When interacting with children/youth/vulnerable adults, at all times:

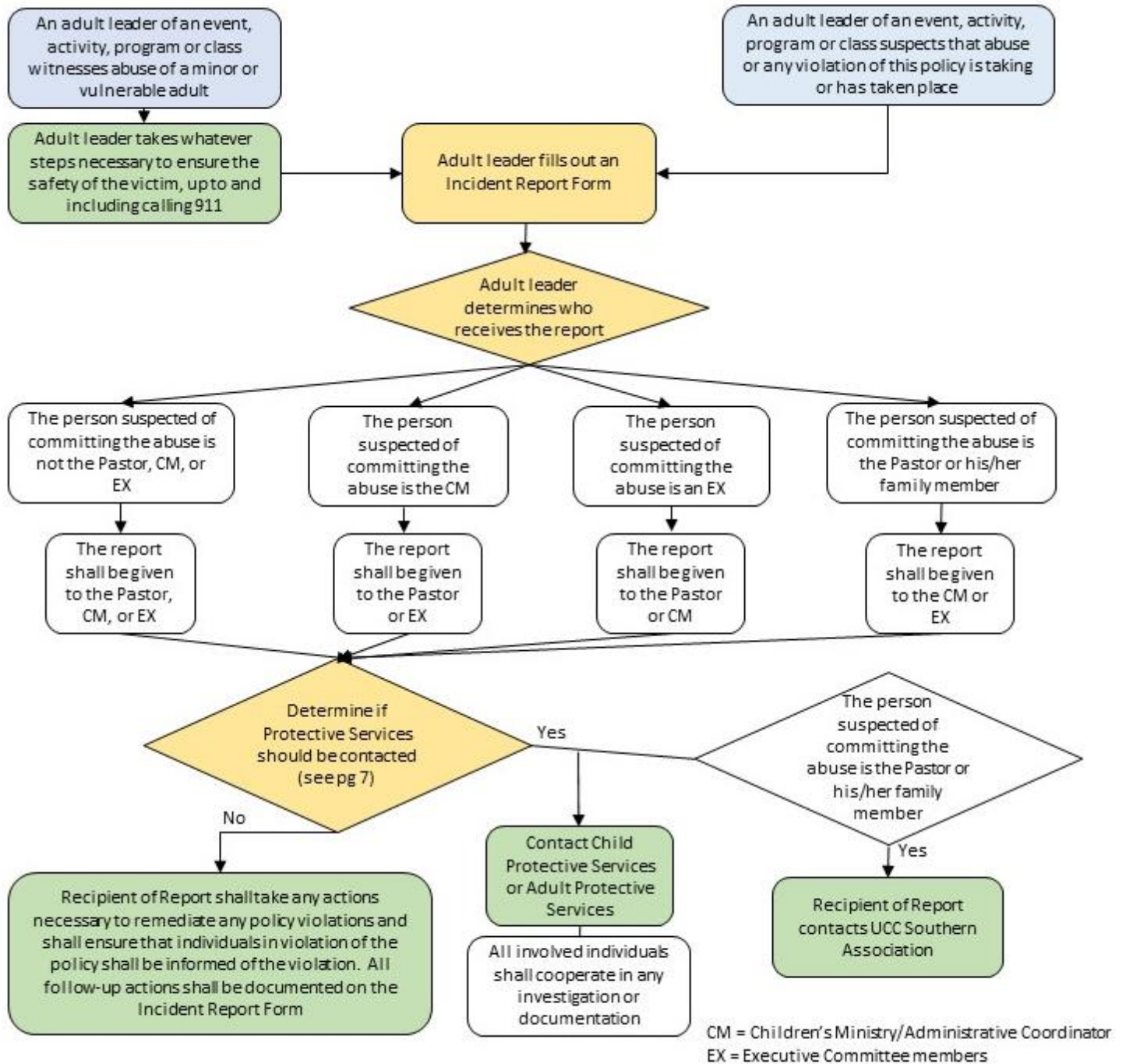
- Be aware of the imbalance of power that exists between adults and children/youth/vulnerable adults, and never abuse it.
- Ensure that your interactions with all members of the community are safe, healthy, positive, and respectful.
- Establish appropriate boundaries in all conduct with children/youth and their parents, as well as vulnerable adults, including spoken and written communication (including communication that takes place electronically or on-line), and do not engage in any conduct that is not in the interest of the child/youth/vulnerable adult.
- Serve as role models for our children/youth.
- Refer children/youth/vulnerable adults in need of counseling or other health services to the appropriate professional; do not assume that role yourself if you are not properly trained to handle the issue presented.

The following conduct is prohibited:

- A person shall never touch another person's body against his/her will, unless in the case of clear and present danger for the child, youth, or vulnerable person.
- A person shall never cause discomfort to another.
- A person shall never touch another person's body that could be covered by a bathing suit, unless for clear medical necessity or when changing a diaper or helping a young child/handicapped person use the toilet. In these instances, every effort will be made to inform other adults of the need for assisting.

Appendix B: Flowchart for Reporting Incidences

UCUC Flow Chart for Reporting of Incidences



Appendix B: Flowchart for Reporting Incidences

Appendix C. Incident or Suspected Abuse Report Form



Incident or Suspected Abuse Report Form

Fill in as much information as possible on the form below. This form must be completed within 24 hours of the incident. If necessary also report the incident to **San Diego Child Protective Services (1-800-560-2191)** or **San Diego Adult Protective Services (1-800-510-2020)**.

Date of Initial Report:	
Victim Information	
Name:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Age: _____ Date of Birth: _____
Address:	
Incident or Suspected Abuse Information	
Date of Incident: _____	Time of Incident: _____
Specific Location of Incident:	
Description of incident or concern:	
Describe any actions you performed:	
Was the alleged perpetrator a member of clergy?	Yes No
Was the alleged perpetrator a member of staff?	Yes No
Was the incident reported to Child and Family Services?	Yes No
Other Persons who witnessed incident:	
Reporter Information	
Name of Person making Report:	
Phone # of Reporter: _____	Alt Phone #: _____
Address of Reporter:	
Report Given To:	
Signature of Reporter _____	Date: _____

Follow Up	
Date of Follow Up	Time of Follow Up
Person Performing Follow Up Action:	
Description of Follow-Up Action:	
Signature	Date
Follow Up	
Date of Follow Up	Time of Follow Up
Person Performing Follow Up Action:	
Description of Follow-Up Action:	
Signature	Date
Follow Up	
Date of Follow Up	Time of Follow Up
Person Performing Follow Up Action:	
Description of Follow-Up Action:	
Signature	Date
Follow Up	
Date of Follow Up	Time of Follow Up
Person Performing Follow Up Action:	
Description of Follow-Up Action:	
Signature	Date

Appendix D. Digital Communication Release Form



Digital Communication Release Form

On occasion an adult leader may, with your permission, wish to contact your child(ren) through the use of digital communication. The adults who might be in contact with your child(ren) include the pastor, Children’s Ministry/Administrative Coordinator, Sunday School teachers, youth leaders, and/or confirmation mentors. This communication may take the form of emails, text messaging, social media, and other forms of digital communication.

In signing this policy, I agree that I am aware that all adult leaders at University City United Church must comply with Safe Church policy. Compliance with this policy includes a criminal background check and training in appropriate digital communication with minors. I am also aware that the Safe Church policy includes procedures to report any inappropriate communication with my child. I also realize that I have the right at any time to revoke my permission at any time and for any reason. I also recognize that content that appears on youth pages or groups that are not sponsored by the church are NOT within the purview of church leaders.

I _____ grant permission for adult leaders from the University City United Church
Parent/Guardian name
or related ministry organizations to contact my child(ren) _____

Please list child(ren) ’s Name (s)

Via digital communication in the following ways: [*please check all that apply. If you have more than one child, please list the names of those with permission to communicate digitally with adult leaders*]

____ Email for _____

____ Cell phone calls for _____

____ Text messaging for _____

____ Social Media (such as Facebook and twitter) for _____

Please specifically list any individuals who DO NOT have permission to digitally communicate with your child(ren).
Please note this information will be kept strictly confidential and will not be shared with those individuals listed.

Appendix E: Digital Communications Release Form



Photo Release Form

I _____ grant permission to University City United Church
Please print name

to take photographs or videos of my child(ren) _____
Please list child(ren)'s name(s)

These photographs and/or videos may be used in publications, including electronic publications, or in audio-visual presentations, promotional literature, advertising, or in other similar ways. I further state that I have the right to grant or refuse this permission, as I am the child's parent/legal guardian.

University City United Church MAY MAY NOT use images in the manner stated above.
Circle one

Parent/Guardian Signature

Date

Appendix F. Digital Covenant



Digital Covenant

The following information pertains to online communities that are UCUC sanctioned.

Please note that what you do in your personal social media interaction should be following this as well, but the UCUC personnel are not responsible for that aspect of social media interaction.

- I will not seek, post, or send any inappropriate content, language, photos, or other material.
- I will not give out any personal information including my address, birthdate, social security number, passwords, phone number, or identify others in pictures.
- I will not publicly post where I am during the course of the day.
- I will immediately report any suspicious or uncomfortable advances by others, bullying, sexual messages, or requests to meet in person to my parents and to my pastor or youth leader.
- I will not use my cell phone while driving to/from church/youth events (or ever while driving!).
- I will always use discretion and kindness in how I communicate to others, only saying what I would be willing to say to them face-to-face.
- I will not bully or make others look bad.
- I will only speak for myself, tag myself and never anyone else.
- I understand that any communication I make that threatens harm to myself or others will be acted upon by my pastors and/or youth leaders (including contacting parents and/or authorities as needed).
- I understand that once I have graduated from an existing ministry program I will be removed from the social media interaction and may be added to an “alumni” group if desired.

I understand that violating any of these rules may result in the removal from online communities associated with UCUC and that my parents will be notified.

My Signature _____

Date _____

Appendix G. Background Disclosure; Acknowledgement of Documents Received; Authorization for Criminal Background Check Form



**Background Disclosure Form
Acknowledgement of Documents Received, Authorization for Criminal Background Check
(for use with all staff and all volunteers who work with children/youth/vulnerable adults)**

Personal Information:

Full Name: _____ Former Name(s): _____

Date of Birth: _____ (Month/Date/Year)

Phone (_____) _____ Cell Phone (_____) _____

Address:

_____ *Street and Apartment Number* *City* *State* *Zip*

Email: _____ @ _____

Are you a member of this church? _____ YES _____ NO

If yes, when did you join? _____ (month/year)

If no, what has been your relationship with this church? _____ Friend

Other _____ (please specify)

Background Information

The information contained in this application is correct to the best of my knowledge.

1. Have you ever been found guilty or pled no contest, to a criminal charge? No Yes
If yes, please provide a short explanation of the charge, including the date, nature, and place of incident leading to the charge, where the charge was filed and the precise disposition of the charge.
2. Has any civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse, child abuse; or financial misconduct been brought against you which resulted in a judgment being entered against you, an out of court settlement, or dismissal due to expiration of the statute of limitations?
No Yes
If yes, please provide a short explanation of the charge, including the date, nature, and place of incident leading to the charge, where the charge was filed and the precise disposition of the charge.

- 3. Have you ever terminated your employment, professional credentials or service in a volunteer position or had your employment, professional credentials or service in a volunteer position terminated for reasons related to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct, physical abuse, or financial misconduct?

No Yes

If yes, please provide a short explanation of the situation in which this termination (voluntary or involuntary) occurred.

- 4. Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

No Yes

If yes, please provide a short explanation.

Acknowledgement of Receipt of Safe Church Policy

I acknowledge receipt of the Safe Church Policy and associated guidelines for University City United Church. The provisions of the Policy have been explained to me, and I understand my rights and obligations pursuant to the Policy. I agree to abide by the terms of the Policy. I understand that if I have questions regarding the Policy, now or in the future, I should refer my questions to my supervisor, BBM Chair or one of the pastors.

Print Name Clearly

Position – state volunteer or paid employee

Signature of Employee/Volunteer

Date

.....
Authorization for Criminal Background Check
FOR THOSE WHO ARE 18 years of age and older

I hereby authorize University City United Church and its designated agents and representatives to conduct a comprehensive review of my background causing a criminal background history report to be generated for employment and/or volunteer purposes. I understand that the scope of the report may include, but is not limited to the following areas: verification of social security number, current and previous residences; employment history, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporations, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to University City United Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release University City United Church from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family or associates because of compliance with this authorization.

Signature: _____

Date: _____

Appendix G. Background Disclosure; Acknowledgement of Documents Received; Authorization for Criminal Background Check Form

THIS DISCLOSURE IS TO BE COMPLETED AND RETURNED