

FIRST PRESBYTERIAN CHURCH YAKIMA

CHILDREN'S MINISTRY DEPARTMENT

Please read both sides completely, answer all questions, sign & date.

STATEMENT OF POLICY AND INTENT

Child and Youth Workers, Teachers, and Helpers

It is the policy of First Presbyterian Church, Yakima, Washington, that all personnel consisting of employees and volunteer workers are to maintain the integrity of the ministerial and employment relationships at all times. Sexual and physical abuse committed by Church personnel in violation of the intent of this policy statement is a violation of that ministerial and employment relationship and therefore is never permissible.

Specifically, any allegation of such sexual or physical abuse which gives rise to a reasonable suspicion of its truth, as determined by the Personnel Department of the Church, will result in the immediate suspension of employment, with pay, or the immediate discharge from a volunteer position, pending the investigation and resolution of the allegation.

It is the intent of this policy and the attached rules, questionnaire and waiver to protect children and youth from sexual and physical abuse by Church employees and volunteer workers while engaged in a program, project, or ministry of the Church. To that end, employees and volunteers who have direct supervision of or contact with children and youth of First Presbyterian Church in connection with any program, project, or ministry of the Church will be required to comply with the attached rules, and complete and sign the attached questionnaire and waiver. Failure to do so will result in termination of employment or discharge from the volunteer position. Applicants for such employment or volunteer positions are required to complete and sign the attached questionnaire and waiver as a condition of employment or appointment.

It is not the intent of First Presbyterian Church to screen or regulate personnel for any other purpose than specified in this Statement; specifically, no attempt is made by the Church to ascertain the suitability of any Church employee or volunteer as a baby sitter or child caretaker outside of the Church setting, and parents are encouraged to make their own inquiries and rely on their judgment in engaging a Church child care worker, teacher, helper, or other person for private baby-sitting or child caretaking.

Rules for Child and Youth Workers, Teachers, and Helpers

1. No Church employee or volunteer shall engage in sexual abuse of a participant in any child or youth program, project, or ministry of the Church.
For the purpose of this rule and this policy statement, "sexual abuse" means sexual contact or other interaction between a child or youth and a Church employee or volunteer for the purpose of sexual stimulation, regardless of whether actual touching is involved and regardless of whether the child or youth consents to the conduct.
2. No Church employee or volunteer shall engage in physical abuse of a participant in any child or youth program, project, or ministry of the Church.
For purpose of this rule and this policy statement, "physical abuse" means the touching of a child or youth by a Church employee or volunteer using undue force or with the intent to inflict bodily harm, regardless of whether a physical injury actually results. Examples of physical abuse include, but are not limited to, slapping, spanking, kicking, shaking, and similar conduct.
3. Accompanying a child to the restroom is permissible; however, the accompanying person shall wait outside the restroom unless the child needs assistance, in which case:
 - a. The person assisting shall assure that the restroom door remains open while the person is in the restroom with the child; or
 - b. Two people shall assist the child, so that neither is alone in the restroom with the child while the restroom door is closed.
4. Church employees and volunteers shall not engage in wrestling or rough play with children or youth.
5. An employee or volunteer may spend time alone with a child or youth for specific ministry goals, provided, the time so spent and the goals shall be monitored by other responsible persons on the teaching or ministry team.

OVER 

Questionnaire and Waiver

Child and Youth Workers, Teachers, and Helpers

All child and youth workers, teachers, helpers, and others who have direct supervision of or contact with children and youth for First Presbyterian Church in connection with any program, project, or ministry of the Church are required to answer the questions and sign the Waiver printed below. Failure to do so will result in termination of employment or discharge from the volunteer position. Applicants for such employment or volunteer positions are required to complete this form as a condition of employment or appointment.

Name: _____ Home Phone: _____ (Cell or Work) _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Email (optional) _____

- Have you ever been known by any other name(s)? Yes ____ No ____
If "yes," specify other name(s):
- Has any complaint, formal or informal, ever been made against you alleging sexual or physical abuse or misconduct involving a minor? Yes ____ No ____
- Have you ever resigned or been terminated from employment or a volunteer position for reasons related to allegations of sexual or physical abuse or misconduct involving a minor? Yes ____ No ____
- Have you ever been referred to a police agency of the Child Protective Service for alleged child abuse in the State of Washington or any other state? Yes ____ No ____
- If the answer to any of the foregoing questions is "Yes," give details, including locations; dates; nature of the allegations; by whom made; name, address, and telephone number of you employer at the time; agency which handled the complaint or referral; and the disposition of the allegations or complaints:
- Has your name been placed on a registry of sex offenders in the State of Washington or any other state? Yes ____ No ____
- If the answer to the foregoing question is "Yes," give details:
- Have you received professional treatment for reasons related to sexual or physical abuse or misconduct involving a minor?
Yes ____ No ____
- If "Yes," give details of treatment, including a short description of the treatment: place; and name, address, and phone number of the physician or other treating professional:

WAIVER

The information I have provided on this Questionnaire is accurate to the best of my knowledge and I have provided it with the intent that it be relied on by First Presbyterian Church, Yakima, Washington, in determining my suitability as an employee or volunteer child or youth worker, teacher or helper; and I hereby authorize the disclosure and release by others to First Presbyterian Church of all information and records, including employment, criminal history, medical and other professional treatment records pertinent to the matters addressed in the Questionnaire. Further, I waive any right of privacy to the information contained herein of to the information learned by First Presbyterian Church pursuant to the authorization herein for the disclosure and release of information and records; and I hereby authorize First Presbyterian Church to consider, disseminate or otherwise use such information in any manner as may be deemed necessary or desirable by First Presbyterian Church to protect children and youth involved in Church programs, projects or ministries from sexual or physical abuse.

I have received a copy of the "Statement of Policy and Intent" and "Rules" applicable to child and youth workers, teachers, and helpers.

Signature _____ Dated this _____ day of _____, 20_____.

WASHINGTON STATE PATROL

Identification and Criminal History Section
PO Box 42633, Olympia WA 98504-2633



REQUEST FOR CRIMINAL HISTORY INFORMATION CHILD/ADULT ABUSE INFORMATION ACT RCW 43.43.830 THROUGH 43.43.845 (Instructions on Reverse Side)

<p>(A) REQUESTING AGENCY/ADDRESS <u>FIRST PRESBYTERIAN CHURCH</u> Agency <u>KATHY EATON</u> Attn <u>95. 8TH AVE.</u> Address <u>YAKIMA, WA. 98902</u> City/State/Zip</p> <p>I certify this request is made pursuant to and for the purpose indicated.</p> <p><u>Kathy B. Eaton</u> Authorized Signature <u>DIRECTOR</u> Title</p> <p><u>509) 248-7940</u> Date Area Code/Phone Number</p>	<p>(B) PURPOSE Check appropriate box</p> <p><input type="checkbox"/> Educational School District (ESD)/School District Volunteer - no fee</p> <p><input checked="" type="checkbox"/> Non-Profit Business/Organization - no fee (Excluding Schools & ESD's)</p> <p><input type="checkbox"/> Profit Business/Organization - \$35</p> <p><input type="checkbox"/> Adoptive Parent - \$35</p> <p>Fees: Make payable to Washington State Patrol by check, money order, or business account.</p> <p>Notary letters certifying the results are available upon request. There is an additional \$5.00 processing fee per notary seal. _____ Notarized Letter(s)</p>
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(C) APPLICANT OF INQUIRY (Please provide as much information as possible; name and date of birth are mandatory.)

Applicant's Name: _____
Last First Middle

Alias/Maiden Name(s): _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

Social Security Number: _____ Driver's Lic. Number/State: _____ / _____
(optional)

Secondary dissemination of this criminal history record information response is prohibited unless in compliance with statute.

(D) WASHINGTON STATE PATROL IDENTIFICATION & CRIMINAL HISTORY SECTION
WSP Use Only

As of this date, the applicant named below has no record pursuant to RCW 43.43.830 through 43.43.845.

FIRST PRESBYTERIAN CHURCH OF YAKIMA
Requesting Agency

Applicant's Signature _____

Applicant's Name _____

Address _____

City/State/Zip _____

Applicant Right Thumb Print (Optional)