



Twickenham Church of Christ

Child and Youth Protection Policy and Procedures

Revision 1

8 January 2012

Contents

- Introduction 4**
- Policy.....4**
 - Selection and Screening..... 4
 - Training 4
 - Application 4
 - Criminal History Check 5
 - Waiting Period 5
 - Intern Agreement..... 5
- Operations 6**
- General Guidelines for Workers.....6**
 - Two Worker Rule 6
 - Classroom Doors 6
 - Visitation 6
 - Releasing 6
 - Health and Safety Issues 6
 - Wristbands 7
 - Responsible Adult Definition for Children 0 years through 5th Grade 7
- General Guidelines for Parents of Children 0-24 months (Nursery)7**
 - Check In Procedure 7
 - Pick Up Procedure..... 7
 - Health and Safety Issues 8
- General Guidelines for Parents of Children 2 years-5th Grade (Preschool & Elementary)8**
 - Check In Procedure 8
 - Pick Up Procedures 8
 - Health and Safety Issues 8
 - Chaperone Ratio Requirements..... 9
- Procedures for Youth Overnight Activities.....9**
 - Applicability..... 9
 - Approval..... 9

Rules of Conduct	9
Procedures for Youth Transportation	10
Vehicle Requirements	10
Qualifications of Drivers.....	10
General Rules	10
Responding to Allegations of Child Abuse	11
Suspected or Observed Child Abuse	11
Allegations of Child Abuse	11
Follow Up to Allegations, Accusations or Suspected Child Abuse	12
Compliance and Conclusion	14
Definitions	15
Child Sexual Abuse Defined	17
The State of Alabama Child Abuse Reporting Requirements	18
Forms.....	19
Criminal History Check Form.....	20
Youth Training Permission Form	21
Driver Information Form	22
Incident / Accident Report	23
Injurer Report.....	24
Student Information & Parent Permission Form	25
Student Medical Information & Emergency Medical Authorization Form	26
Intern Policy	27
Policy Agreement Form.....	28
Revision History.....	29

Introduction

Twickenham Church of Christ is committed to children and youth and their care. In order to promote a safe and secure environment for children, the following policy has been developed for all church planned events on and off campus. The sole purpose of this policy is the protection and safety of the children and youth at Twickenham.

Policy

Twickenham is committed to creating a wholesome environment where children may grow physically, mentally, emotionally, and spiritually under the direction of dedicated leaders. Thus, Twickenham is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. Twickenham is also committed to complying with legal requirements for reporting child abuse.

For purposes of this policy, child abuse is defined as intentional physical injury, sexual abuse, or emotional abuse inflicted on a child, other than by accidental means, by those responsible for the child's care, custody and control or from persons who are agents or employees.

All employees and/or volunteers working with children in church or preschool are expected to support this policy and will be required to be familiar with it.

Selection and Screening

To establish an equitable and safe care giving environment, Twickenham Church of Christ will conduct a screening process for all individuals involved with children and youth during church planned events on and off campus. This involves training (as defined below), filling out an application form, furnishing references, giving permission for a background check and signing a document indicating you have reviewed, understand, and will comply with the policy.

Training

Training consists of watching a video on child abuse and protection, and reviewing the policy.

Application

Each individual seeking to work with children or youth in any capacity during church planned events on and off campus will be required to complete an application requesting basic information. The information requested will consist of only those items considered vital to child safety standards at Twickenham. The information in the application form will be treated as strictly confidential and access will be restricted to the Child Protection Team.

Criminal History Check

Each person involved with children or youth in any capacity during church planned events on and off campus will undergo a criminal history check through an agency or a website service authorized to do so by Alabama law. The history check will be at the expense of the church and also will be treated as strictly confidential. Information returned on the criminal history check will be available to the Child Protection Team only. The Child Protection Team will address any problems resulting from the criminal history check. Any applicant with a conviction for child abuse, physical abuse, sexual or violent crime cannot be engaged in any capacity that would bring them into contact with children or youth. It will be at the discretion of the Child Protection Team to decide if any applicant can work with children or youth. Refusal to consent to the criminal history check will disqualify an applicant from being utilized as a volunteer worker or paid positions that involve contact with children or youth.

Waiting Period

New members to the Twickenham congregation will be subject to a six month waiting period before being utilized in volunteer positions involving contact with children or youth. The waiting period may be waived on a case-by-case basis approved by the Child Protection Team

Intern Agreement

Interns will read and sign that they have received a copy and agree to the terms of the Intern Agreement and Child and Youth Protection Policy and Procedures. The waiting period will be waived for interns as many are not current members of Twickenham Church of Christ and are only on campus for the period of 3-4 months.

Operations

To achieve the goal of maximizing the safety and well-being of children and youth at Twickenham Church of Christ, this policy defines the responsibilities for workers and parents or responsible adults.

General Guidelines for Workers

Two Worker Rule

A minimum of two workers will be with children or youth at all times during church planned events on or off campus. Any worker under the age of sixteen must have an adult worker present during all activities and classes. The “two worker” rule prohibits one worker from being in an isolated setting with a child/youth or group of children/youth without another worker present. Observation of this rule serves not only to protect the child/youth, but also to protect the worker against the possibility of false accusation.

Classroom Doors

Full doors should be left open if there is not a half door or window in the door or wall. All of our classroom and office doors currently have windows.

Visitation

A worker should not visit in seclusion with a child or take a child or youth out from the group in a one-on-one basis. In activities where there is a legitimate reason or parental consent for being alone with a child or youth (for example, pastoral counseling), the visitation must be conducted in a place where there are other people nearby to observe the activity or in a room that observes the classroom door guidelines. Ministers, shepherds, directors, and coordinators may make unannounced visits into classrooms or other program sites.

Releasing

Supervision must be maintained after an event until all children up through 5th grade are in the custody of the parent or responsible adult. Two workers must remain until all children are in the custody of the parent or responsible adult.

Health and Safety Issues

Workers or adults in charge will always be present. All incident/accident reports will be completed and kept confidential and on file. Nursery workers will clean all of the toys in each nursery before they are put back in the toy boxes.

There will be two to four adult workers in each nursery. Workers will wash their hands after changing diapers. Diapering will be done in the presence of another worker.

Children that are not capable of using the bathroom without assistance will be assisted by either one worker or the “hall security” member. Children that are capable of using the bathroom will use designated facilities monitored by the worker of the “hall security” member.

Wristbands

Children 0-1st grade are required to wear a color coded wristband. Each wristband has a corresponding numbered band which must be presented by the parent upon pickup of the child.

Responsible Adult Definition for Children 0 years through 5th Grade

A responsible adult is defined to be a legal guardian, grandparent, family member or adult supervisor (e.g., Our Kids chaperones) responsible for a particular child. In no case are children 18 years old or younger allowed to drop off or pick up children from 0 (nursery) to 5th grade. No children are allowed to be left in a classroom or on church premises without a parent or responsible adult. The Our Kids program is designed to serve children in grades Kindergarten and greater. Those leading the Our Kids program are the responsible adults for this ministry and are required to drop off and pick up children to and from class. They are responsible for the children for the duration of time they are on campus or in church vehicles.

General Guidelines for Parents or Responsible Adults of Children 0-24 months (Nursery)

Check In Procedure

Parents or responsible adults will take their babies to the appropriate nursery, but will be asked not to come in. There will be a nursery worker at the door to take the baby and any personal items required for maintaining the baby. The child will be signed in by the parent or responsible adult at the nursery drop off area and will receive a wristband (one for the child and corresponding one for the parent or responsible adult). In addition, the parent or responsible adult will leave a cell phone number where they can be reached to alert them of any problems. The baby will also have a badge placed on them. Parents or responsible adults must completely fill out each category on the Nursery sign in/out sheet. It is imperative that the nursery workers know where the child’s bottle, diapers, etc. are located and that they are informed of any food allergies or medical conditions.

Pick Up Procedure

The parent or responsible adult will return to the nursery drop off area. The parent or responsible adult will present the wristband to check for matching numbers to the nursery worker. The nursery worker will then release the child to the parent or responsible adult. Nursery workers have been instructed to release children only to those parents or responsible adults who present the corresponding wristband. Parents or responsible adults are asked not to come into the nursery at pick up time. The child and his or her belongings will be given to the parent or responsible adult

at the door upon presentation of the card. Parents or responsible adults are asked not to send older siblings to pick up babies. The babies will be released to the parent or responsible adult only.

As a reminder, parents or responsible adults are asked to label ALL of their babies' belongings—e.g., bottles, blankets, pacifiers, cups, etc. Tags are available in the nursery for diaper badges. If a parent or responsible adult is in need of a tag, they will be given one by the nursery worker.

Health and Safety Issues

Parents or responsible adults are asked to follow the proceeding health guidelines to help keep the nurseries as germ-free as possible:

- No baby who has a fever, diarrhea, or vomiting within twenty-four hours should be brought to the nursery.
- No baby with excessive coughing, sneezing or runny nose should be brought to the nursery.
- No baby with any contagious virus or infection should be brought to the nursery.
- If a baby needs medication while they are in the nursery, the parent or responsible adult is required to come and administer the medication.
- Additional health and safety issues are found in the Nursery Wellness form located on the check in table.

General Guidelines for Parents or Responsible adults of Children 2 years-5th Grade (Preschool & Elementary)

Check In Procedure

All children age 2 through 5th grade are required to be dropped off by their parent or responsible adult and signed into class. Age 2's – 1st grade will get a nametag. Visitors must register their child for classes where they will receive a wristband for the child to wear, a wristband for the parent or responsible adult, and a form with the child's information including allergies listed. Parents or responsible adults are encouraged to give their children the opportunity to use the bathroom before coming to class.

Pick Up Procedures

Parents or responsible adults of children 5th grade and below will sign out their child for checkout. A child cannot be picked up without the correct wristband (age 2-1st grade). Children will not be free to leave the room in search of parents or responsible adults. Parents or responsible adults may not give permission to the child or worker for the child to leave the room following class dismissal. Older siblings may not pick up children.

Health and Safety Issues

Parents or responsible adults are asked to follow the proceeding health guidelines

to help insure the well being of the other students in the classroom.

- No child who has a fever, diarrhea, or vomiting within twenty four hours should be brought to the classroom.
- No child with excessive coughing, sneezing or runny nose should be brought to the classroom.
- No child with any contagious virus or infection should be brought to the classroom.
- If a child needs medication while they are in the classroom, the parent or responsible adult is required to come and administer the medication.

Chaperone Ratio Requirements

Unless otherwise specified, all Children and Youth overnight trips require at least a 1:5 chaperone to student ratio. If this requirement is not met, the event will be cancelled or postponed. Exceptions to this rule would be for events like Impact, Camp Ney-A-Ti, or Atlanta Getaway. At Impact, two counselors are assigned to each youth ministry. Additionally from 1 to 4 adult chaperones are needed in case of an emergency. At Camp Ney-A-Ti, two adults are required to stay in each cabin. Atlanta Getaway requires a 1:5 chaperone to incoming 6th grader ratio. Each attending 6th grader also will have an older Twickenham Youth Ministry big brother or big sister assigned to them for the trip.

Procedures for Youth Overnight Activities

These procedures cover youth activities which require an overnight stay and are sponsored and/or supervised by the Twickenham Church of Christ and affiliates.

Applicability

These procedures cover any activity sponsored by the church which requires an overnight stay. This includes, but is not limited to, camping, retreats, lock-ins, hotels/motels, and overnight stay in a personal dwelling.

Approval

Any overnight activity requires the prior approval of the appropriate minister to be deemed a Twickenham Youth activity.

Rules of Conduct

- None of the youth will be allowed away from the designated overnight area without prior permission of the group leader and the parent or legal guardian's signed permission.
- No youth (under 18) is to be left alone in a room/house except the restroom.
- No couple of the opposite sex is to be left unsupervised.
- No members of the opposite sex will be allowed to sleep in the same room or sit together on the bus after dark.
- At the beginning of each school year or on specific trips as required, parents or legal guardians will sign a parent permission slip and fill out a medical

release form in order to allow their child/children to participate in overnight or off campus activities. Without properly signed forms, the child or youth will not be allowed to participate in the activity.

Procedures for Children and Youth Transportation

The following procedures are for providing transportation for children and youth to and from activities sponsored and/or supervised by the Twickenham Church of Christ and affiliates. These procedures are specific to transportation provided by the church, parents or responsible adults of participating youth, and youth workers to activities off the church property.

Vehicle Requirements

- These vehicle requirements pertain to vehicles owned or leased by the church, those provided by parents of participating youth, those provided by workers and any external commercial vehicle provided for transportation.
- All vehicles shall be in good running order and possess a current Alabama license plate, and passenger restraints.
- All vehicles will have insurance coverage as required by Alabama law.
- Seatbelts will be available and utilized for each passenger.
- State seatbelt and child seat laws will be followed in all cases. If all car seats are taken or not available on a particular vehicle for a child requiring such, the child will not be allowed to ride in the vehicle.

Qualifications of Drivers

- All drivers will be workers, parents of participating youth and/or licensed commercial drivers.
- All drivers will have a current driver's license with the classification for the vehicle driven and be at least 25 years of age.
- Before driving any Twickenham church of Christ owned vehicle, all drivers must review and sign the Twickenham Transportation Policy and have a driving record check performed by the Twickenham church of Christ.
- Twickenham will not be responsible/liable for any youth driving a personal vehicle prior to or following a Twickenham Youth activity.

General Rules

- Unless otherwise approved by the ministers and the parents so informed, all transportation subject to these procedures will begin and terminate at the church property.
- All drivers will obey the traffic laws.
- No ministry volunteer, staff member, or youth worker is to transport any youth alone. If possible, two adults should travel in each vehicle. If that is not possible, more than one youth will be required with the adult.
- Drivers will make a final pass through a parked vehicle to ensure all youth have exited before the vehicle is locked.

Responding to Allegations of Child Abuse

If an allegation of child abuse occurs, the allegation will be taken seriously and handled legally and forthrightly with due respect for people's privacy and confidentiality. Allegations of child abuse may come from a church worker, a parent or responsible adult, or a child. In each case, response to these allegations will take place immediately.

Suspected or Observed Child Abuse

If a worker suspects or observes child abuse, the worker is required to report it directly to Child Protective Services (CPS) or a law enforcement agent. The numbers to call in these cases are:

Department of Human Resources (DHS) / CPS	256.535.4500
Huntsville Police Non-emergency Number	256.722.7100
Huntsville Police Emergency Number	911

If a report is made to DHS/CPS or Huntsville Police, the reporter is requested to notify a member of the Child Protection Team or ministerial staff so they can take any required actions. If the observation does not warrant a call to DHS/CPS or law enforcement, but is something of necessary concern, the observer should report it to a member of the Child Protection Team or ministerial staff who will again take any needed actions to address or resolve the situation. The ministerial staff are mandatory reporters, so if the incident detailed is such that it needs to be reported to the authorities, the ministerial staff will be obligated to make such a report.

Allegations of Child Abuse

If a child, parent, responsible adult or worker makes allegations of inappropriate conduct or child abuse on the part of a parent, responsible adult, church member, volunteer worker or a paid church employee, the incident will be reported as described in the previous section.

In either case above, the following steps will be taken:

1. The report of the incident will be made to Child Protective Services or a law enforcement agent.
2. There will be no contact with the alleged victim until law enforcement or Child Protective Services have conducted their investigation.
3. Likewise, the alleged perpetrator will only be contacted initially by law enforcement or Child Protective Services.
4. The person who reports the incident will also inform a member of the Child Protection Team or ministerial staff.

5. The Child Protection Team will inform the child's parents of the allegation and that the investigation is being made by law enforcement or Child Protective Services.
6. Should the allegation be made against a volunteer worker or church employee, once law enforcement or Child Protective Services have made initial contact, that individual will be suspended from working with children or youth until the investigation (by law enforcement or Child Protective Services) is complete.
7. Once the investigation by law enforcement or Child Protective Services is complete, subsequent action depends on the results of the investigation.
 - a. If criminal charges are brought against an accused employee or volunteer, he or she will not be allowed to return to working with children or youth.
 - b. If no charges are brought against an accused employee or volunteer, the Child Protection Team will determine a course of action dependent upon the results of the investigation. This action can range from talking to the accused and reinforcing the proper conduct for a first offense, to removal from the ministry for repeated offenses. The parents will be informed of the action before it is carried out. If the decision is made not to remove the accused, the situation will be monitored.
 - c. The employee or volunteer will be allowed to return to work with children only in cases where the allegations are proven groundless or it is clear that the individual poses no threat to any participant in the children and youth programs of this church.
8. Once the allegation has been resolved, a final report will be prepared and kept on file. All information regarding the investigation will be maintained on file for 10 years.

If a child or member makes an allegation of abuse by someone not affiliated with this church and which did not occur on the premises of this church or at an activity sponsored by this church, the individual to whom the abuse was reported should advise the reportee to notify a law enforcement agent or Child Protective Services. The person to whom this incident was reported should also notify a minister or member of the Child Protection Team.

Follow Up to Allegations, Accusations or Suspected Child Abuse

This policy emphasizes prevention to safeguard our children and youth. However, in the unlikely event that an allegation, accusation, or suspected abuse occurs, the church is committed to a proactive stance in ministering to the victim and the victim's family, the accused, and the family of the accused as well as the congregation, as appropriate.

Typically, follow up will involve the Child Protection Team, shepherds and ministers in the development of a course of action, which provides follow through to the

various individuals involved. The general approach will contain the following elements:

1. The shepherds and/or ministers will provide pastoral counsel and ministry to the emotional and spiritual needs of the victim and their family. This may include arrangements for professional therapy as required.
2. The shepherds and/or ministers will provide pastoral counsel and ministry to the spiritual needs of the accused and their family. This may include arrangements for professional treatment and therapy as required.
3. The shepherds will communicate with the congregation, as appropriate, respecting the privacy of the individuals involved.
4. When law enforcement and/or Child Protective Services are involved, the shepherds and ministers will cooperate fully with any investigation and legal actions that may result.
5. The shepherds may choose to impose spiritual disciplinary actions on individuals as a result of their investigations and the conclusions reached.

Compliance and Conclusion

Every minister, director, coordinator, shepherd, paid church employee, and volunteer worker assigned in the areas of children and youth ministry is responsible for carrying out the provisions set forth in this policy for all church planned events on and off campus. This policy also applies to all paid church personnel whether or not they are specifically assigned to children or youth ministries. In order to be compliant with this policy, everyone involved with the children or youth must be familiar with this policy and agree to abide by the provisions set forth within this policy.

The goal of this policy is the prevention of abuse, molestation, and exploitation of children and youth, and the protection of our workers. Adoption of these provisions will enable Twickenham Church of Christ to provide a more safe and secure environment for each individual of our church family and its guests.

Definitions

Throughout this document a number of terms are used such as “Six Month” rule and the “Two Worker” rule. The following definitions are provided to ensure that there is a common understanding of the meaning of these terms.

Adult

As used in this document, “adult” means a person 18 years of age or older.

Child / Youth

As used in this document, “child” means a person under the age of 18 years.

Child Abuse

Defined by state law (see appendix A), but generally includes (1) non-accidental physical injury, (2) sexual contact or exploitation, (3) neglect, or (4) emotional distress.

Child Protection Policy

This document in its entirety.

Child Protection Team

The preaching minister, children’s minister, youth minister and at least three shepherds will be assigned to enforce this policy.

Child Sexual Abuse

Defined by state law (see appendix A), but generally any sexual contact with or exploitation between an adult, caregiver and a child or youth even if the victim consents.

Church Planned Events On and Off Campus

This includes any classes, devotionals, activities, trips, etc. that involve children or youth that are planned through Twickenham Church of Christ. This includes any overseas, typically mission related, trips.

Clergy

Clergy includes all of the paid ministerial staff at Twickenham.

Criminal Liability for Failure to Report

A person failing to report child abuse or neglect commits a Class B Misdemeanor. A civil claim may be imminent in a failure to report incident; therefore all incidents will be investigated and reported to the proper authorities.

Member

As used in this document, “member” means a person who has officially placed membership and is in good standing as a member at Twickenham Church of Christ.

Parent

As used in this document, the legal parent and/or legal guardian of a child or youth.

Responsible Adult

As used in this document, a “responsible adult” is defined to be a legal guardian, grandparent, family member or adult supervisor (e.g., Our Kids chaperones) responsible for a particular child.

Sexual harassment is defined by EEOC as any “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to the conduct enters into employment decisions and or the conduct unreasonable interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment.” Sexual harassment is an illegal offense under civil law, Civil Rights Act of 1964, Title IV. The courts define two types of sexual harassment: (i) *Quid pro quo* which means something for something, demanding sexual favors in exchange for favors or benefits and (ii) a hostile environment where unwelcome conduct of a sexual nature substantially interferes with someone’s mental or physical health or interferes with job performance. Sexual harassment of children, between children, or adults, will not be tolerated at Twickenham Church of Christ.

Sexual misconduct defined under the Alabama Penal Code includes indecent exposure, indecency with a child, and sexual assault, including rape, or conduct that may be sexually oriented. Sexual misconduct at Twickenham Church of Christ will be investigated and reported to the proper authorities.

Six month rule

Volunteers will be permitted to work with the children and youth after being a member for six months. This policy allows people to become familiar with the church and its ministries; it also allows the church additional time to evaluate prospective workers, and their suitability for serving within these ministries.

Two worker rule

During any church planned event on or off campus involving children and youth, a minimum of two adult workers should be present.

Worker

A paid or volunteer individual who serves in a position at the church that requires or allows them to be in contact with children or youth during a church planned event on or off campus.

Child Sexual Abuse Defined

1. Child Sexual Abuse is a Crime

“Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.” (Church Law & Tax Report, *Reducing the Risk of Child Sexual Abuse in Your Church*, 1993, p. 13)

2. General Definition

A general definition of child sexual abuse consists of “any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator.” (Church Law & Tax Report, *Reducing the Risk of Child Sexual Abuse in Your Church*, 1993, p. 13)

3. Common Definition

“Any sexual activity with a child—whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim.” (National Resource Center on Child Sexual Abuse, 1992)

4. Alabama State Definition

“Sexual abuse includes the employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in any sexually explicit conduct or any simulation of the conduct for the purpose of producing any visual depiction of the conduct; or the rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children as those acts are defined by Alabama law. Sexual exploitation includes allowing, permitting, or encouraging a child to engage in prostitution and allowing, permitting, encouraging or engaging in the obscene or pornographic photographing, filming, or depicting of a child for commercial purposes.” Ala. Code § 26-14-1(1) (Cum. Supp. 1996).

The State of Alabama Child Abuse Reporting Requirements

The following information is from the Code of Alabama:

I. MANDATORY REPORTING

(a) "(a) All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report, or cause a report to be made of the same, orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority.

(f) Subsection (a) to the contrary notwithstanding, a member of the clergy shall not be required to report information gained solely in a confidential communication privileged pursuant to Rule 505 of the Alabama Rules of Evidence which communication shall continue to be privileged as provided by law."

Ala. Code § 26-14-3(a) (Cum. Supp. 1996) as amended by Act Number 2003-273 of the 2003 Legislative Session

II PERMISSIVE REPORTING

In addition to those persons, firms, corporations and officials required by Section 26-14-3 to report child abuse and neglect, any person may make such a report if such person has reasonable cause to suspect that a child is being abused or neglected. Ala. Code § 26-14-4 (1975).

III. IMMUNITY FROM LIABILITY

Any person, firm, corporation or official participating in the making of a report or the removal of a child pursuant to this chapter, or participating in a judicial proceeding resulting there from, shall, in so doing, be immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Ala. Code § 26-14-9 (1975).

IV. PENALTY FOR FAILURE TO MAKE A REQUIRED REPORT

Any person who shall knowingly fail to make the report required by this chapter shall be guilty of a misdemeanor and shall be punished by a sentence of not more than six months' imprisonment or a fine of not more than \$500.00. Ala. Code § 26-14-13 (1975).

If you have questions about reporting obligations, contact a member of the Child Protection Team.

Forms

Criminal History Check Form

Used to receive the information and authorization required to complete a criminal background check on individuals 16 years of age or older, who applied to work in the children and/or youth ministries.

Youth Training Permission Form

Used to receive parental authorization required for individuals 15 years of age or younger seeking to work in any capacity with the children or youth ministries during church planned events on or off campus. It is also used to receive parental authorization to go through a training program.

Driver Information Form

Used to receive the information required for our insurance for individuals wishing to be a driver for any children or youth ministry events.

Incident / Accident Report

Used to document and gather information relating to an incident or accident occurring during any church planned event on or off campus involving children or youth.

Injurer Report

Used to document statements and gather information from the injurer relating to an incident occurring during any church planned event on or off campus involving children or youth.

Student Information & Parent Permission Form

Used to gain parental consent for participation in children and youth activities. Authorization for emergency medical treatment and health history for children/youth/adults participating in overnight and off-campus activities.

Intern Policy

Policy given to the interns outlining expectations and responsibilities while at Twickenham

Policy Agreement Form

Used to document that the worker has been through a Child Protection Training Class, has read and understands that Child Protection Policy, and will abide by the provisions set forth in the policy. It is to be signed by all workers and returned to the Children's Minister or Youth Minister acknowledging receipt, understanding, and agreement to abide by policies set forth in this document.

Order # _____

Reference # _____

**Twickenham Church of Christ
Criminal History Check Form**
(18 years and older)

The following information is part of the screening process at the Twickenham Church of Christ. All information is confidential to the Child Protection Team only.

Name of Applicant:

First Middle Initial Last

Address City State Zip

Other names by which you are known or have been known. List in entirety:

Gender (Circle one): Male Female

Social Security Number: _____ Date of Birth: _____

Have you lived in any other city/state during the last five years: Circle one: Yes No

If yes, list the cities/states: _____

Current Driver's License number, including state: _____

I certify the information on this form is true and accurate. I understand falsifying criminal history information is unlawful. I give permission for the local police department or state agency or other agency authorized to obtain criminal history information, to release these facts to the Child Protection Team at Twickenham Church of Christ.

Failure or refusal to submit this information is good cause to reconsider your application for working with children or youth at Twickenham Church of Christ.

Applicant's Signature

Date

Twickenham Church of Christ
Youth Training Permission Form
(17 years and younger)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Ages of children with whom you would like to work:

0-2 yrs _____

3-5 yrs _____

1st – 3rd grades _____

4th-5th grades _____

I _____ (parent/guardian) hereby give my permission for my son/daughter to participate in a training program. After the completion of the training session, by my son/daughter, he/she will be allowed to help in the Children and Youth Ministry program at Twickenham Church of Christ. This training will allow them to work in a classroom that has at least two adults present. I have received a copy of the Twickenham Child and Youth Protection Policy and Procedures and agree to follow these guidelines and explain them to my child.

Parent/guardian signature

Date

Child signature

Date

**Twickenham Church of Christ
Driver Information Form**

Are you willing to transport children or youth in a church vehicle?

Circle one: Yes No

Do you have a good driving record? Circle one: Yes No

Any violations or traffic accidents in the past five years? Circle one: Yes No

If yes, explain

Insurance Information:

Are you an insured driver? Circle one: Yes No

Driver's License Number State of Valid License

Date of Expiration Class of License

Applicant's Printed Name

Applicant's Signature Date

**Twickenham Church of Christ
Incident / Accident Report**

Date of occurrence: _____

Time of occurrence: _____

Area of occurrence: _____

Name of injured party: _____

Telephone number: _____

Parent/Adult: _____

Nature of Injury:

Circumstances leading to incident/ accident:

Subsequent action/treatment:

Teachers present at time of incident/accident:
_____ Telephone #: _____

_____ Telephone #: _____

Reporter: _____ Telephone #: _____

Date of Report: _____

**Twickenham Church of Christ
Injurer Report**

Date of occurrence: _____

Time of occurrence: _____

Area of occurrence: _____

Name of injurer: _____

Telephone number: _____

Parent/Adult: _____

Name of injured party: _____

Nature of Injury:

Circumstances leading to incident/ accident:

Subsequent action/treatment:

Teachers present at time of incident/accident:
_____ Telephone #: _____
_____ Telephone #: _____

Reporter: _____ Telephone #: _____

Date of Report: _____

Twickenham Church of Christ
Student Information & Parent Permission Form

Student's Name _____ Grade _____
Student's Primary Address _____
Student's Home Phone _____ Student's Cell Phone _____
Student's e-mail _____

Mother's Name _____ Home Phone _____
Work Phone _____ Cell Phone _____
Mother's e-mail _____

Father's Name _____ Home Phone _____
Work Phone _____ Cell Phone _____
Father's e-mail _____

Insurance Information (needed in case of accident while the youth group is traveling). If you prefer, you may photocopy your insurance card, front and back, and attach it to this form.

Insurance Company _____
Policy Holder's Name _____ Relationship to child _____
Group Number _____ Policy Number _____
Insurance Company's telephone number _____

Primary Care Physician's Name: _____
Phone #: _____

In the event of an emergency during activities, if I cannot be reached at one of the above numbers, the following person is authorized to act on my behalf:

Name: _____ Phone#: _____
Relationship to child _____

My child, _____, has permission to participate in Twickenham Children or Youth Activities. He/She is in good physical condition and has not had any serious illness or operation since his/her last health examination.

Parent/Guardian Signature:

_____ Date: _____

Twickenham Church of Christ Intern Policy

The Youth Ministry Internship at the Twickenham Church of Christ is designed to offer college students an opportunity to work with the youth ministry of an active congregation within a multi-staff setting. We see the youth ministry intern as a student and an apprentice, with specific responsibilities and training opportunities.

Here are some specifics that will be important to the Youth Ministry Intern:

- TYM interns will work under the guidance of the Twickenham leadership, and specifically with the Twickenham youth ministry team. Interns will be considered members of the staff and will be a part of most staff activities. Interns will receive and read a copy of the Twickenham Staff policy along with a copy of the Child and Youth Protection Policy and Procedures.
- TYM interns will be responsible for planning and carrying out certain specific responsibilities and maintaining the same daily office hours under the supervision of the youth ministry team, unless approval of requests to be elsewhere with teenagers is given. Note that the summer schedule is hectic and these hours will change constantly. The interns will be expected to participate in mission trips, summer camps, Wednesday night programs, Sunday morning and Sunday night programs, along with other efforts. Youth Interns will also be responsible for leading a weekly teenage bible study called The SLAM (Sharing, Learning, And Meditating). It is understood that a portion of the interns' weekly time will be spent with teenagers in developing and strengthening relationships. It is a 24/7, on call at all times job.
- TYM internship is for 8 to 10 weeks (unless otherwise discussed and approved financially) during the months of May, June, and July, ministering to young people grades 6-12 and their families. Salary for the internship is \$250 per week. Start/end dates and any time-off should be worked out in advance with the youth minister.
- There will be NO dating between Twickenham interns or any member of our youth ministry. There are NO exceptions to this policy.
- If interns have family, friends, a boyfriend or girlfriend in town, the expectation must be known that the youth ministry is the their #1 priority throughout the entirety of the summer. The teenagers requests and needs take precedence over anything else, including family, friends, boyfriends, or girlfriends. Therefore, if visits are made from family, friends, boyfriends, or girlfriends, plans with these people respectfully need to be discussed with and approved by the youth ministry team.

I, _____, agree to the terms of the Twickenham Church of Christ and the Twickenham Youth Ministry.

Signature: _____

Date: _____

We feel that God has led our interns to serve here this summer and we want to take away as many distractions as possible. For questions or concerns about these statements or anything else, please feel free to call or email Shelby or Jessi Kohring at 256-881-7373 or shelby@twickenham.org or jessi@twickenham.org.

**Twickenham Church of Christ
Policy Agreement Form**

I, _____, acknowledge that I have received a copy of the Twickenham Church of Christ Child and Youth Protection Policy and Procedures. I have read the document and will abide by the policies as set forth.

Signature: _____

Date: _____

Revision History

Revision	Changes	Approving Authority
Original	<ul style="list-style-type: none"> • Original 	Approved 27 June 2010 by Elders
Revision 1	<ul style="list-style-type: none"> • Added concept of Responsible Adults • Youth cannot attend trips without signature of Parent or Legal Guardian • Children requiring car seats cannot ride if car seats are not readily available in vehicle • Drivers for Youth or Children Transportation must sign Twickenham transportation policy and have driving record check • Drivers must ensure all parties have exited before locking vehicles • Rewrite on Allegations of Child Abuse based on review by outside counsel • Definitions section alphabetized; Added Responsible Adult Definition • Added Address field to Criminal History Check Form; Clarified for 18 years or older; Added For Office Use Only Box • Clarified Youth Training Permission for is for ages 17 or younger • Added For Office Use Only Box to Driver Information Form • Added title to Student Medical Information and Emergency Medical Authorization Form • Rewrite of Intern Policy • Added Revision History 	Approval 8 January 2012 by Elders