

***Safe Child Policy
Ogden Dunes Community
Church***

***116 Hillcrest Road
Portage, IN 46368
(219)762-1184***

Safe Child Policy and Procedures
Ogden Dunes Community Church
Table of Contents

Mission Statement	1
Scope	1
Definitions	1
Resolution of Policy	2
Youth Security Policies	3
Nursery Policy	6
Procedure for Screening Compensated Staff	7
Procedures for Screening Volunteers	9
Training and Implementation of Safe Child Procedures	10
Reporting, Response, and Investigation Procedures	12
Appendix 1: Definition of Terms Related to Abuse	14
Appendix2: Safe Child Forms	15

Safe Child Mission Statement of Ogden Dunes Community Church

God embraces all children with love, placing their nurture and care in our hands, thus establishing the covenant that our congregation makes with all children. Ogden Dunes Community Church is committed to providing a safe and secure environment for all children and youth with loving and caring supervision.

It is the mission of the Safe Child Committee to establish policies and procedures which promote physical and emotional safety of children and youth, while reducing the legal vulnerability of our church, the congregation, and the staff.

SCOPE

This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, youth, and mentally handicapped persons.

DEFINITIONS

For purposes of this policy the following definitions shall apply:

“Preschooler,” “child,” “children,” “youth,” and “minor” shall be defined as age-appropriate divisions of individual(s) under the age of 18, or whose mental capacity is that of a minor.

“Safe Child Certified” is defined as someone who has read the policy, participated in training, signed the application and application supplement form and undergone a negative criminal background check.

“Leader” shall be defined as any paid individual staff or a volunteer who is Safe Child Certified and who participates in off-site events or events outside of church hours when other adults are not present.

“Adult” shall be defined as any individual at least 18 years of age.

“Worker” shall be defined as any adult who serves in a paid position given the responsibility of working with or caring for minors.

“Volunteer” shall be defined as any adult who serves in an unpaid position given the responsibility of working with or caring for minors at the church during church hours when other adults are present.

“Teenage Worker” shall be defined as any worker at least 12 years old, but under the age of 18, enlisted to assist with the care of minors.

“Child Abuse” shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth, or minor. See Appendix 1.

“Criminal Background Check” is the procedure used to check the background information from the Indiana State Police, or comparable agency in others states, of adult workers for criminal activity.

RESOLUTION OF POLICY

Child abuse has become increasingly recognized as a significant social problem in the United States. Churches, schools, youth organizations, communities and families are all potential victims as are individual children. It is vital that we advance our understanding of this problem and how to deal with it.

Of primary concern is the matter of prevention. In this regard, Ogden Dunes Community Church must do all in its power to exercise reasonable care to create an environment in which child abuse will not occur. In dealing with the problem, our church has adhered to and will continue to develop strategies that will encompass the following key elements:

1. Educate volunteers, staff, parents, and children to aid in the prevention of child abuse.
2. Establish staff and volunteer screening procedures to prevent offenders from entering the leadership ranks.
3. Establish policies that create protective barriers to prevent child abuse within the programs of the church.
4. Encourage leaders, volunteers, and children to report improper behavior promptly in order to identify offenders.
5. Establish procedures for removal, investigation, and reporting of alleged offenses. Experts in the field of child abuse point out that there is no fail-safe method for screening or identifying potential offenders before incidents occur. The implementation of these key elements should go far toward minimizing the likelihood of abuse occurring within the church programs.

Ogden Dunes Community Church Youth Security Policies

1. Registration/Forms

- All youth must be registered before attending a church sponsored program. Registration information will be retained for ongoing use, will be available for emergency contacts and will be reviewed on an annual basis.
- For first-time visitors and guests of other children, contact information can be limited to the name of the host adult, when the program is taking place in the church and the host adult is present in the building. Programs off-site require signed permission slips, see section 8.
- A record of attendance will be maintained for all church sponsored programs and will list the program, date, adult workers and/or volunteers present, teen workers present, children present, and contact information if attendee is a guest or visitor and registration form not on file.

2. Staffing and Supervision

- When working with youth, a minimum of two adults must be present in the building. At least one worker or volunteer within each area of the building is to be Safe Child Certified.
- Supervision should be provided at all times while youth are on Church premises or involved in Church activities.

3. Screening

- All paid staff and volunteer leaders who work with youth will go through the screening procedure established by the Ogden Dunes Community Church or an approved screening procedure from another church with which Ogden Dunes Community Church has a reciprocal agreement.
- Volunteers who have not been screened may only work with youth under the supervision of a Safe Child Certified worker or volunteer.

4. Open Door Policy

- Parent of the youth being served, church members, visitors, and church staff all have the right to visit and observe the programs/activities at any time unannounced.
- When only one adult is present in a room with youth, the door needs to be partially open at all times unless there is a window in the door.
- At no time will anyone working with youth have a one-on-one meeting behind closed doors.
- If it is necessary to assist a child in the restroom, an open-door policy must be observed.

5. Dating

- At no time shall any staff member, leader or adult volunteer working with youth pursue a dating or romantic relationship with a minor. Staff should always be cautious with students with “crushes” on staff members/leaders/volunteers.

6. Gifts

- All staff, either paid or volunteer, are not to give gifts to individual young people without the prior knowledge of the parents, supervisor, or responsible minister. Gift giving may be done on a group basis for special occasions.

7. Discipline

- Any interaction regarding discipline must carefully consider the youth’s dignity and well being. Gentleness, respect, and understanding must guide all actions and words.
- Parents will be contacted immediately and asked to pick up their child when the child demonstrates an inability to participate in Church programs and respond to a positive discipline. A designated adult will stay with the child until picked up by a parent or guardian.

8. Field Trips and Special Events

- Off-site activities must be pre-approved by the Session. A proposed itinerary must be submitted to the Chairman of Christian Education prior to any field trip off church property.
- Parents will be notified at least one week prior to any field trip.
- There must be at least two adults present on any field trip or special event. At least one adult is to be Safe Child Certified.
- Proper written consent and medical release forms are required for each youth participating in a field trip or special event. Duplicate forms must be carried by the teacher/leader on each field trip.
- Parents/Guardians should notify staff/leaders of any special needs of the participants.

9. Overnight Policy

- Activities where staff members/leaders are taking young people out of the area for longer than a day are to be pre-approved by the Session to ensure proper supervision by experienced staff members. In no circumstances may one adult be allowed to take youth on an overnight outing by himself/herself.
- A proposed itinerary must be submitted to the Session prior to any overnight activity.
- All overnight activities must have at least two leaders supervising activities. If the group is coeducational, there must be at least one male and one female, to accompany the group.
- Separate sleeping quarters for male and female participants will be provided and will be enforced. Each sleeping area will be supervised by at least one Safe Child Certified worker if not a parent of the children.
- Appropriate adult/youth ratios will be ensured by the staff/leaders in charge.

10. Transportation

- When transporting youth to an activity, all drivers must have a copy of a valid operator's license and current automobile insurance on file with the church office.
- The number of persons per car should not exceed the number of seat belts. Seat belts must be used by all occupants at all times.
- It is the responsibility of the parents/guardians to provide/approve transportation to and from church activities.
- When a parent/guardian has arranged with leaders ahead of time, a leader can drive a student home. If it has not been prearranged, the leader cannot drive a student home. Leaders need to avoid being alone with a student.

11. Accident/Incident Reports

- Any accidents or injuries involving staff, volunteers, or participants in church sponsored programs or activities should be reported immediately. A written report should be provided on the appropriate "Incident Report" form. Parents/guardians will receive a copy of the report.

Ogden Dunes Community Church Nursery Policy

1. Nursery drop-off policy:

- No infant or child will be allowed in the Nursery without a caregiver present.
- Children will be dropped off at the Nursery by a parent, family member or guardian and will be released only to the parent, family member or guardian.
- A list of caregivers and children present will be recorded by date in attendance record.

2. Staffing:

- At least one Safe Child Certified adult will supervise in the Nursery area when children are present.
- The Nursery will be staffed by a worker, a teenage worker or volunteer.
- Exception to the above staffing rules: Parents may care for own children in the Nursery.

3. Bathroom Policy:

- If it is necessary to assist a child in the restroom, an open-door policy must be observed.
- For children who do not need assistance, only one child will be excused to use the bathroom at one time.
- Diapers are changed in the Nursery.

4. Discipline:

- All discipline should consider the child's fragility and well-being. Gentleness, respect, and understanding must guide all actions and words.
- Discipline will be carried out through instructions, training corrections, and positive reinforcements.

Ogden Dunes Community Church Procedure for Screening Compensated Staff

Who Have Contact With Children

1. It will be the responsibility of the Personnel Committee or its designee to enlist staff or responsible, caring, and loving individuals who will be compensated by Ogden Dunes Community Church.
2. Each potential care provider will fill out an appropriate application form including references. All records will be kept confidential and will be seen only by members of the screening committee.
3. The Personnel Committee or its designee will contact references by phone and record answers given. This information will be kept with the application form. References should include:
 - board members or other leaders in other congregations in which the applicant has served
 - other organizations in which the applicant has served
 - current or former employers
4. Applicants will be interviewed by the Personnel Committee or its designee. The interviewers will look for:
 - openness: a genuine interest in and concern for young people
 - dependability
 - self-confidence and assertiveness
 - self-awareness
 - good health and a high energy level
 - a sense of humor and the ability to relax
 - an ability to tolerate conflict and discord
 - a cooperative team spirit: the ability to express viewpoints honestly, and to accept compromise
 - emotional stability and good impulse control
 - the ability to make quick, sound decisions, often independently
5. Interviewers will be aware of warning signs or indicators or potential for abuse in an applicant including:
 - unresolved, negative childhood experiences
 - unrealistic expectations of young people
 - poor ability to plan ahead or to anticipate the need to intervene
 - inflexibility
 - low self-esteem, isolation, or a tendency to internalize problems
 - punitive tendencies
 - difficulty in expressing emotions appropriately
 - inability to relate to youth except as peers
 - lack of personal support system

6. Applicants must have a criminal background check and agree to fingerprinting and drug testing. Teen workers who are compensated will be under the supervision of a Safe Child Certified adult.
7. Applicants must read and sign a child day care conviction statement relating to crimes involving child abuse or other crimes of violence.
8. Applicant must sign a form indicating that (s) he has read, understood, and agrees to adhere to the Ogden Dunes Community Church policies concerning child care and safety.
9. Applicant must attend periodic compensated in-service training sessions as specified by the Personnel Committee or its designee to gain a better understanding of the child care and safety policies utilized by Ogden Dunes Community Church.

Ogden Dunes Community Church Procedures for Screening Volunteer Teachers, Youth Volunteers, and Child Care Providers

1. It will be the responsibility of the Christian Education Committee or its designee to invite potential teachers, and youth volunteers, and nursery helpers into the service of the church.
2. Prospective teachers, youth volunteers, and nursery helpers will have participated in the life of the church. In general, teachers and youth volunteers will be members of Ogden Dunes Community Church. Individuals who are closely associated with Ogden Dunes Community Church, may, at the discretion of the Session, serve as a teacher or youth volunteer.
3. Volunteer leaders and youth group leaders will complete an application form including references, and a signed authorization for criminal background check. All records will be kept confidential and will be seen only by members of the Safe Child Committee. The criminal background check will be done in any state of residence within the past 5 years.
4. All volunteers must sign a form indicating that (s) he has read, understood, and agrees to adhere to the Ogden Dunes Community Church policies concerning child care and safety.
5. All volunteers must attend in-service training as deemed necessary by the Christian Education Committee or its designee and be familiar with the Safe Child and Child Care policies of Ogden Dunes Community Church.
6. Volunteers from other churches adhering to Safe Child policies and trained and certified in Safe Child procedures may serve as youth workers in Ogden Dunes Community Church programs. These volunteers will be listed in the attendance record documenting name and church affiliation.
7. All paid staff and volunteer leaders who are in a position of authority, or who are supervising those who work with children on a regular basis at programs sponsored by Ogden Dunes Community Church will be subject to a criminal background check. Background checks will not be required for those individuals whose contact with children and youth is at the church during hours when other adults are present. However, these individuals will not be placed in charge of supervision of children without a Safe Child Certified worker present.

Training and Implementation of Safe Child Procedures Ogden Dunes Community Church

I. Pre-service

A. *At the time of NEW MEMBER orientation classes, prospective and new members will be informed about the Ogden Dunes Community Church Safe Child program.*

1. Presence of a program to proactively reduce the possibility of child abuse and to protect our church's children and volunteers.
2. Presence of an application/screening process, which includes a criminal records check, for workers in children's and youth programs.
3. Confidentiality of all information obtained in application/screening process.

B. *All STAFF and those in LEADERSHIP POSITIONS at Ogden Dunes Community Church (Session, Personnel Committee, Christian Education committee, teachers, others) will be oriented to Ogden Dunes Community Church's Safe Child program.*

1. Presence of a program to proactively reduce the possibility of child abuse and to protect our church's children and volunteers.
2. Copies of our church's policy will be available in the church office.

C. *All people who will be WORKING WITH CHILDREN OR YOUTH, paid or volunteer, will attend an initial comprehensive training session on Ogden Dunes Community Church's Safe Child program. The program will be held at least once annually, as part of our annual teacher training.*

1. Presence of a program to proactively reduce the possibility of child sexual abuse and to protect our church's children and volunteers.
2. Copies of our church's policy will be available in the church office.
3. A meeting with a member of the Safe Child Committee can replace a training session as needed.

II. Ongoing Training

A. *A Safe Child review session or a meeting with Safe Child Committee member will be completed annually as part of teacher training, to review the policies, procedures, and any revisions. All workers in children's and youth programs need to participate.*

B. *Written copies of procedures will be provided when teachers begin and at teacher training.*

- C. All people working with children or youth must sign a form indicating understanding of the purpose of the program, and intent to comply with the procedures.*
- D. Volunteers who have not been oriented and screened may occasionally provide childcare, at the discretion of the Christian Education Chairman or designee, as an aide to screened and trained personnel.*
- E. The Safe Child program will be reviewed, monitored, and revised by the Safe Child Committee or its designee.*

Educating the Congregation

- A. Members of the Safe Child Committee will inform the congregation at the time of policy adoption. The purpose of the meeting will be to discuss the problem of child abuse in churches, and the reasons for developing a prevention plan. Specific emphasis will include:

 1. Application and screening process for all paid staff and volunteer leaders working with children and youth.
 2. Confidentiality of all application/screening information.
 3. Memberships of safe child screening committee and response team.
 4. Open door policy.
 5. Our church's specific policy and procedures.*
- B. PARENTS OF CHILDREN AND YOUTH IN THE CHURCH WILL BE ENCOURAGED TO INSTRUCT THEIR OWN CHILDREN IN SAFE CHILD ISSUES.***
- C. Printed and video materials regarding the prevention of child abuse will be available to the congregation.*
- D. Introductory information will be made available to new and prospective members at orientation classes as listed above in "Pre-service."*

**REPORTING, RESPONSE, AND INVESTIGATION
PROCEDURE FOR SUSPECTED ABUSE
Ogden Dunes Community Church**

REPORTING

- A. WHAT TO REPORT? Any questionable or inappropriate behavior toward children, which occurs or is observed on the church premises or at any church activity, must be reported to the pastor, the Chairperson of Christian Education, or the Safe Child Committee. This would include any behavior which gives the observer reason to believe a child is the victim of abuse, neglect, or molestation. Training materials will include indicators of abuse.
- 1.) Refer to Appendix 1 for definitions of above terms.
 - 2.) Refer to Indiana State Department of Health booklet, *Child Abuse and Neglect Identifying and Reporting for Health Care Providers* for further discussion. (Available in Ogden Dunes Community Church library.)
- B. WHO SHOULD REPORT? At Ogden Dunes Community Church, it is felt that any person (paid or unpaid staff, volunteers, members, friends, and visitors) who suspects any abuse has a moral obligation to report. Those people described as child care custodians are required by law to report suspected abuse.
- C. HOW TO REPORT?
- 1.) Any suspected abuse should be reported to the Ogden Dunes Community Church pastor, the Chairperson of Christian Education, or member of the Safe Child Committee. Initially this may be made verbally.
 - 2.) The Ogden Dunes Community Church pastor and the Safe Child Committee shall be informed of the report. If abuse is suspected, they shall call for a meeting of the response team (described below) and make an external report to the Child Protection Service (or consult with that service, if necessary, to discuss the need for a report).
 - 3.) Within two days of the initial report, a written incident report must be made either by the initial reporter or one of those listed above, in consultation with the initial reporter. (See II.B., 5%.)

RESPONSE

- A. A response team is to be composed of the pastor and the Safe Child Committee. This group may also choose to include the church insurance agent and an attorney. Should one of the team members be the accused person, he/she will be removed from the team and a replacement may be added by the remaining team.
- B. Responsibilities of the response team:
- 1.) Be familiar with the documents of the Safe Child Program, and stay advised of any revisions.
 - 2.) Meet as soon as possible after notification is given to discuss the report and verify that an external report is being made as needed.
 - 3.) Make immediate decisions about removal of the accused from church duties and related activities, or modification of duties.

- 4.) Determine plan for investigation and develop appropriate responses to investigative findings including involvement of Session as necessary. Refer to Church Law & Tax Report book, *Reducing the Risk of Child Sexual Abuse in Your Church* for specific suggestions (available in Ogden Dunes Community Church library).
- 5.) Document all actions in writing and store in locked file. Maintain confidentiality of all involved. This written incident report is to be kept on file, but can be accessed only by people listed in part I.C., #2 unless otherwise directed by the Session of the Ogden Dunes Community Church.
- 6.) The spokesperson for communication with the congregation and media will be the Ogden Dunes Community Church pastor or his designee.

Appendix 1: Definition of Terms Related to Abuse

Victim of Child Abuse or Neglect:

Any child in one or more of the following categories:

1. The child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the parent, guardian, or custodian to provide the child with necessary food, clothing, shelter, medical care, education, or supervision.
2. The child's physical or mental health is seriously endangered due to injury by the act or omission of his/her parent, guardian, or custodian.
3. The child is a victim of rape, criminal deviate conduct, child molesting, public indecency, prostitution, or incest.
4. The child's parent, guardian, or custodian allows him/her to commit a sex offense prohibited by law, for example public indecency, prostitution, patronizing a prostitute, and promoting prostitution).
5. The child's parent, guardian, or custodian allows him/her to participate in an obscene performance.

Child Molesting:

Any contact or interactions between a child and an adult in which the child is being used for the sexual stimulation of the perpetrator or another person. The perpetrator may be under the age of eighteen if that person is either significantly older than the victim or is in a position of control over the victim.

Appendix 2: Safe Child Forms

Volunteer Application

Volunteer/Employee Application Supplement

Request for Limited Criminal History Information

Parent/Guardian Contact

Registration/Contact Information/Medical Release/Permission Slip for Activities

Parent/Guardian Permission Form/Field Trip Consent

Incident Report

List any gifts, callings, training, education, or other factors that have prepared you for youth or children's work: _____

Do you have a current driver's license? _____ Yes _____ No

If yes, please list your driver's license number: # _____

If you prefer you may refuse to answer the next two questions, or you may discuss your answers in confidence with the minister rather than answering it on this form. Answering yes or leaving the question unanswered will not automatically disqualify an applicant for youth or children's work.

Have you ever been convicted of or pled guilty to a crime? _____ Yes _____ No
If yes, please explain – attach a separate page, if necessary _____

Were you a victim of abuse or molestation while a minor? _____ Yes _____ No

Personal References (not former employers or relatives)

Name _____	Name _____
Address _____	Address _____
Phone _____	Phone _____

Should my application be accepted, I agree to be bound by the bylaws and policies of Ogden Dunes Community Church and to refrain from unscripted conduct in the performance of my services on behalf of the church.

The information contained in this application is correct to the best of my knowledge. I, the undersigned, authorize any references or churches listed in this application to release any and all records or information related to working with minors. The church staff at Ogden Dunes Community Church may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a teacher, educator, caregiver, etc.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature _____ Date _____

Witness's Signature _____ Date _____

Volunteer/Employee Application Supplement (page 2 of 2)

***Sustained:**

- 1) In a criminal court, “sustained” means that there has been a guilty plea, a guilty verdict or plea-bargain.
- 2) In a civil court, “sustained” means that there has been a judgment against the defendant.
- 3) In an ecclesiastical case, “sustained” means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judicial commission in the Presbyterian Church (U.S.A.) or an equivalent body of another church.

****Pending**

- 1) In a criminal court, “pending” means a criminal charge before a grand jury, in the process of being prosecuted, or in a case in which there is not yet a verdict.
- 2) In a civil court, “pending” means a case in which there has not been a decision or judgment.
- 3) In an ecclesiastical case, “pending” means an accusation is being investigated by a special disciplinary judicial committee or charges have been filed but have not yet been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the PC (U.S.A.).

REQUEST FOR LIMITED CRIMINAL HISTORY INFORMATION

Requesting agency or Individual

(NAME) (AREA CODE & TELEPHONE NUMBER)

Subject of Request:

(LAST NAME) (FIRST NAME) (M.I.) (DATE OF BIRTH)

(ADDRESS) (SEX) (RACE) (MISCELLANEOUS NUMBER)

REASON FOR REQUEST:

- 1. () Applicant has applied for employment with a non-criminal justice organization or individual.
- 2. () Applicant has applied for a license and criminal history data is required by law to be provided in connection with the license.
Set out authority: _____
- 3. () Applicant is a candidate for public office or a public official.
- 4. () Is in the process of being apprehended by a law enforcement agency.
- 5. () Is placed under arrest for the alleged commission of crime.
- 6. () Has charged that his rights have been abused repeatedly by criminal justice agencies.
- 7. () Is the subject of judicial decision or determination with respect of the setting of bond, plea bargaining, sentencing or probation.
- 8. () Has volunteered services that involve contact with, care or, or supervision over a child who is being placed, matched, or monitored by a social services agency or a not-for-profit corporation.
- 9. () Is being investigated for welfare fraud by an investigator of the state department of public welfare or a county department of public welfare.
- 10. () Is being sought by the parent locator service of a child support division of the state department of public welfare.
- 11. () Has been convicted of any of the following:
 - (A) Rape (IC 35-42-4-1), if the victim is less than eighteen (18) years of age.
 - (B) Criminal deviate conduct (IC 35-42-4-2), if the victim is less than eighteen (18) years of age.
 - (C) Child molesting (IC 35-42-4-3).
 - (D) Child exploitation (IC 35-42-4-4-(b)).
 - (E) Vicarious sexual gratification (IC 35-42-4-5).
 - (F) Child solicitation (IC 35-42-4-6).
 - (G) Child seduction (IC 35-42-4-7).
 - (H) Incest (IC 35-46-1-3), if the victim is less than eighteen (18) years of age.

REQUEST MADE PURSUANT TO IC 5-2-5-13?

- A. () Prospective adult volunteer for children (copy of non-profit status enclosed).
() Home Health Agency (copy of non-profit status enclosed).
- B. () Department of Public Welfare Day Care/Foster Home Licensing or licensee.

WARNING PENALTY FOR MISUSE SEE REVERSE SIDE

A non-criminal justice organization or individual receiving a limited criminal history may not utilize it for purposes:

- 1. other than those stated in the request; or
- 2. which deny the subject any civil right to which the subject is entitled.

IC 5-2-2: Any person who uses limited criminal history for any purpose not specified in the request commits a Class A misdemeanor offense.

I affirm, under penalty of perjury, that the Limited Criminal History Information requested will be used as specified.

(SIGNATURE OF REQUESTOR) (DATE)

(STREET ADDRESS)

(CITY) (STATE) (ZIP CODE)

FOR STATE POLICE USE ONLY

- No Record on File Record Inspected Record Released Fee \$ _____
- Information provided not verified by fingerprints.

(SIGNATURE OF DEPARTMENT EMPLOYEE) (DATE)

Welcome to the Ogden Dunes Community Church!

We're excited that your child is going to participate in a program at our church. We provide programs for people of *all* ages to come together and enjoy fellowship and worship, and to help you grow in your knowledge and personal relationship with your Lord and Savior. We invite you to attend with your child and participate in the activities available for adults or as a helper with youth.

Thank you for bringing your children. It is our hope that we will always be able to provide a fun and safe place for them to come. Please use our main entrance at the back of the church to help us provide supervision for your children. We cannot provide transportation to or from church activities without your prior approval. Please make arrangements for your children to be transported to and from church. Be certain your child is aware of these arrangements.

Please fill out and return the enclosed form to be sure our leaders have important information about your child and contact numbers where you and/or an emergency contact can be reached in case of an emergency. Please fill out a separate form for each child. This registration form will be maintained on file at the church. If changes need to be made, please alert a leader and update the information. For special events and field trips, notification will be provided at least one week prior to the event and signed permission forms will be required for participation.

To maintain a pleasant place to come for fun and learning, we want you to rest assured that we have the same high expectations of behavior and respect that you do. We will let you know if your child's behavior needs *your* attention. If for any reason your child is being disruptive during any church sponsored program, such as not staying with their group or following the directions of the leader, they will be given fair warning and be given an opportunity to correct their behavior. If necessary, we will call you, so you can stay with your child or take them home.

If you have any questions, please don't hesitate to contact the church office:

(219)762-1184 (219)763-1189 fax
office@ogdenduneschurch.org
Ogden Dunes Community Church
116 Hillcrest Road, Portage, IN 46368

Youth Information and Permission Form

Child's full name: _____

Date completed: _____ Birth date: _____

Current grade in school: _____ School attended: _____

Name of Parent/Guardian: _____

Home address: _____

Home phone: _____

Emergency contact (in case you cannot be reached):

Name / relation to child: _____

Phone: _____

Is there anyone your child should *not* be released to? _____

Health information (Please list any allergies, medications, health concerns, etc.):

Health insurance carrier: _____ Policy no.: _____

Permission to participate in Church activities:

I give my permission for my child _____,
to participate in all activities sponsored by Ogden Dunes Community Church. I
understand that all activities will have adult supervision and I will receive advance notice
of any activities in which my child will go off church property.

I give the adults in charge permission to seek emergency medical care if I cannot be
reached and hold Ogden Dunes Community Church and the adult leaders harmless of my
child becomes ill or hurt.

Signed: _____

Date: _____

We're Going on a Field Trip!
Ogden Dunes Community Church

Where: _____

When: _____

Why: _____

How: _____

Please Bring: _____

Please sign the permission slip below and have your child return it by: _____

Your child will not be allowed to go without the slip.

Thank you,



My child, _____ has my permission to participate in the trip to

Ogden Dunes Community Church
116 Hillcrest Road #113
Portage, IN 46368

(Parent/Guardian)

Ogden Dunes Community Church Incident Report

Child's Name: _____

Group/Activity Child participating in: _____

Type of Incident: Discipline Injury of Illness Other

Date/Time/Location/Description of Incident:

Description of Action Taken, and by Whom:

Reported by/Signature/Date: _____ / _____ / _____

Witness by/Signature/Date: _____ / _____ / _____

_____ / _____ / _____

Date Report Received by Office/by Whom/Action Taken:

Make copy for staff and parent/guardian. Original for office use only.